

CITY OF DANA POINT

OPERATING BUDGET & CAPITAL IMPROVEMENT PROGRAM



FISCAL YEARS 2015-2016 & 2016-2017

City of Dana Point California

ADOPTED BUDGET

2015-2016 & 2016-2017



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Cover photo courtesy of D. Ramey Logan – City of Dana Point aerial view

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INTRODUCTION



May 1, 2015

The Honorable Mayor and City Council:

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 2015-2016 and 2016-2017 ("FY16" and "FY17"). 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. The past two years saw the economy continuing to recover, and a strong return of our tourist and group meetings activity at our resorts. The main goal clearly stated in the last budget message was to maintain the high level of service the community has come to expect, and to focus resources towards construction of the Town Center public improvements. On May 21, 2013 when the budget was adopted, much of the discussion was on funding the first phase of the Town Center project, and was roundly endorsed by only positive comments from the public and the entire City Council.

The PCH Phase of public improvements in the Town Center ("Lantern District") was completed on time and under budget, and opened to two-way traffic for the first time in 25 years in September 2014. For the Del Prado Phase of the Lantern District public improvements that were initiated by City Council action in June 2014, I am pleased to report that our Public Works Department continues to do a stellar job managing these Lantern District projects, and has Del Prado on schedule and on budget, with an expected completion date in September 2015. When the last budget was passed, the projection was to finish FY15 with \$13.1 million in total General Fund reserves, and that did not include funding the Del Prado Phase. Given strong revenue performance, particularly with tourism-based taxes and development related fees the past two years, coupled with the sale of surplus land and after funding the Del Prado Phase that was not included in the original budget, the City is projected to finish FY15 with \$15.3 million in General Fund reserves, roughly \$2.2 million to the better.

The City continues 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. The Highlights of FY14 & FY15 Accomplishments section of the budget reveals a tremendous amount of accomplishments the City has achieved the past two years. I would like to recognize the outstanding service we receive from our Sheriff's Department staff, from patrol to our Community Oriented Policing team, to all the specialized units that work to make our community safe, they put their lives on the line every time they put on their uniform, and I commend them for their selfless service. They have concentrated resources recently on Doheny Village with a dedicated deputy as the City's first Homeless Liaison Officer, and separately in

Capistrano Beach they have focused staff efforts to energize the neighborhood watch program and code enforcement to abate nuisances. I am also proud of the outstanding work being done by our School Resource deputy and our contract intervention specialist working with parents and students to keep our kids safe and helping them to be productive members of our community – the work they are doing is innovative and showing great results.

Our planning, building and engineering staff have been inundated by an onslaught of development projects the past two years, particularly new and remodel residential projects, but also a good amount of commercial work; the pace of projects being submitted to the City does not appear to be slowing. For the first nine months of FY15, we issued residential building permits for projects valued at over \$68 million and covering over 450,000 square feet, in addition to about \$12 million of commercial projects covering 250,000 square feet.

Several other accomplishments are worth noting, including successful implementation of a Quiet Zone (no train horns) at the Capistrano Beach railroad crossing; beginning design of the Capistrano Beach Coast Highway bike path extension; continued our annual citywide residential and arterial street improvements program; new grant-funded medians on Pacific Coast Highway from Crown Valley to Blue Lantern; obtained grant funds for the City's first trolley that will run from Capistrano Beach, through the harbor and up to our Monarch Beach resorts; and, continued making significant progress as a leader in regional efforts to keep our ocean clean.

Other focus areas included in the last budget included beginning replacement of emergency radio equipment, which the City has funded and ordered more than half of the equipment necessary; implemented new accounting software; and, supported a large number of successful community events.

Two years ago, immediately following the recession, we committed to achieve more than just maintain the status quo, and I believe we have excelled in many critical areas of municipal services, and the ability to do so remains in large part because of the fiscally responsible practices that have been consistently observed by the Dana Point City Council. I have continuously, even relentlessly encouraged our staff to provide service in a manner that our community rightfully deserves, and that is at a 5-Star level of customer service. Nothing short of that is acceptable to me or your staff.

With the continued improvement in the economy, the completion of the major Lantern District projects, and while maintaining efficient and effective day-to-day functions, staff will be focusing new efforts toward more efficient deployment of our police resources, economic development and long-range planning. As of this writing we are recruiting a new Economic Development Manager, and will be tasking this individual with crafting and implementing new economic development and marketing plans. Our Doheny Village Plan, though in draft form and being presented this Spring to the Planning Commission and City Council, had stalled because of staff commitments to address development activity the past two years – this Plan must be brought to completion and staff is committed to do so. The proposed budget also invests in the City's General

Plan which has not had a comprehensive update since it was adopted in 1991, with many sections sorely in need of modernization to match our evolving community's vision and goals.

A new section is included in this budget, that being a Master Financial Plan. The 2013-2014 Orange County Grand Jury published a report entitled "Orange County City Pension Liability – Budget Transparency Critically Needed", that focused on pension reporting, but went further and made recommendations to all cities in the County to expand the amount of financial data and information included in annual budgets. In response to that report, staff has prepared the Master Financial Plan section of this budget that details historical and projected amounts, and information for the City's major revenues and expenditures.

This budget outlines how we will continue to make informed, strategic fiscal decisions to maintain and improve our level of service to the community. Dana Point, being on what some refer to as the California Riviera, is without question an extraordinary place to live, conduct business and visit.

Situation in Sacramento

In the Governor's proposed Fiscal Year 2015-16 budget, the administration raises its revenue estimates, which results in a multibillion-dollar influx of new funds for schools and community colleges under the Proposition 98 minimum funding guarantee. The California Legislative Analyst Office (LAO) indicates that the Governor's plan identifies cost pressures and budget risks in health and human services programs, and new program commitments outside of Proposition 98 are limited. The Governor's proposal to pay off the State's retiree health liabilities over the next few decades would, if funded, address a major piece of the State's large, unaddressed liabilities.

The LAO's November 2014 fiscal outlook report suggests that major economic indicators such as the increase in housing prices, rising stock prices and lower unemployment rate all point to the U.S. economy remaining stable and growing. In general, the outlook states that the economy reflects a continued recovery from the recession and that State revenues are looking better than previous projections. The California Department of Finance's November Finance Bulletin also pointed out steady improvement in State revenues.

The LAO says the State is likely to collect one to two billion dollars more of tax revenue in fiscal 2014-2015 than was originally projected. This additional revenue will go largely to schools and community colleges. Whether tax revenues grow further, stagnate, or decline in 2015-16 will depend in large part on trends in volatile capital gains and business income.

There are several persistent risks that exist throughout California and will affect the overall state of the economy. From a statewide perspective, general city revenues have returned to pre-recession levels, but the recovery has been uneven, with coastal cities often doing better than those inland.

A significant issue remains regarding funding of public pension liabilities, with recent reports predicting that the California Public Employees Retirement System (“CalPERS”) will further adjust its pension funding methodology, and in a manner that will significantly increase costs over time to agencies that contract with CalPERS for their employees’ pensions.

While Sales Tax has long been a source of revenue growth in most cities, changes in the economy and an expanding e-commerce market are posing challenges with the future stability of Sales Tax. California’s composite Sales Tax rate is among the highest in the nation, and its base among the narrowest. Services and intangible goods are not taxed – yet that is where the largest growth in the economy is occurring.

Calendar 2014 was the third driest year in the 119 years of official California water monitoring records. The ongoing drought crisis will cost billions in lost farm revenue and thousands of jobs. Total economic impact to the State’s economy is yet to be fully estimated. In response to the crisis, the State and local agencies are beginning to take a number of mitigating steps, including mandatory conservation, implementing efficiency programs, investing in new infrastructure to safely recycle used water, and increasing storage capacity. The fundamental problem, according to the State, is that California’s water has been overcommitted while the State’s population continues to rise and the economy continues to grow.

The State has not hesitated in the past, during budget crisis, to reach into local government revenues and take or borrow money, or off-load its service responsibilities. In recent years a few State Constitution amendments passed by voters now prevent the State from excessive interference with local governments’ finances. We will remain diligent in monitoring State actions and be ready to address any challenges that might appear in the future.

City’s Proposed FY16 & FY17 Budgets

Following is a summary of the proposed budget, focusing first on the revenue side of the equation, then on expenditures. Please refer to the Master Financial Plan section of this budget for a more extensive discussion of major revenues and expenditures

General Fund Estimated Revenues

Total projected General Fund revenue and transfers in for FY16 and FY17 are \$33.5 million and \$34.4 million, respectively. Over the past couple of years we have seen consistent improvement in the City’s revenue performance in almost every line item. The City’s largest revenue sources (transient occupancy tax, property tax, in-lieu property tax and sales tax) combined comprise over 81% of General Fund revenues, and all did well in the past fiscal year. Home improvement and other building activity has been incredibly busy the past two plus years, as evidenced by the increases in planning, building and engineering permit revenue and related charges for services. Dana Point has seen

unprecedented levels of private, high value, residential building activity which has lifted building permit revenue through FY15.

A 10% hotel bed tax, known as **Transient Occupancy Tax** (“TOT”), remains easily the City’s largest revenue source, projected at \$11.6 million for FY16, or about 35% of General Fund revenue. TOT, after dropping 40% during the recession, will surpass the pre-recession high of FY08. Through the first nine months of FY15, TOT was up 11% compared to FY14. The increase is largely attributed to solid group bookings, including a good number of room nights consumed this winter as groups and individuals ventured west to escape the record cold weather experienced from Chicago through the Northeast U.S. Staff does not recommend forecasting this to repeat. In general, as we observed over the years, TOT performance directly correlates to the overall state of the economy. Considering the City’s high dependency on TOT, we remain conservative in our projections for the next two fiscal years, using a flat to declining projection for FY16 and a 1.75% increase for FY17.

The next largest revenue is **Property Tax**, projected at \$6.8 million for FY16, or 21% of General Fund revenue. This FY16 projection is a 3.25% increase over FY15. 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 a coastal community, Dana Point was not as negatively impacted by the weak housing market as many other cities, particularly those further from the coast. In the near-term, the increased value from infill development is likely going to come from luxury home construction and remodels in Monarch Beach and Strands at Headlands, a condominium development on PCH across from Doheny State Beach, and finally with new development in the Lantern District.

In-Lieu Property Tax, which as of FY15 was the third largest General Fund revenue source, is the result of two State actions, one involving Vehicle License Fees (“VLF”) and the other Sales Tax. They took almost all of the City’s VLF and replaced it with some of the State’s portion of Property Tax revenue. They also took one-fourth of the City’s Sales Tax revenue and replaced it with Property Tax. The Sales Tax taking (known as the Triple Flip) is being reversed in FY16, so the In-Lieu Property Tax will be decreasing by about \$1.4 million, and Sales Tax will increase by a like amount. With this change, In-Lieu Property Tax will become the fourth largest revenue source, at \$3.2 million in FY16, which is a 2% increase over FY15’s VLF portion of the In Lieu Property Tax.

Currently the fourth largest revenue category, **Sales Tax** will become the third largest revenue in FY16, and at \$5.6 million will represent about 17% of General Fund operating revenue. In FY15, Sales Tax reached a decade high level last seen in FY04. Based on the State Board of Equalization projections and the City’s Sales Tax consultant, Staff projects revenue to increase 3.2% in FY16 followed by 2.5% growth in FY17. Once the Triple Flip is eliminated in FY16, Sales Tax will become the third largest revenue source for the City. The return of the 25% of Sales Tax is expected to be about \$1.4 million in FY16.

Next in line are the fourth and fifth largest revenue sources, namely Licenses & Permits at \$1.3 million projected for FY16, and Charges for Services also at \$1.3 million, both just under 4% of General Fund revenues. These permits and charges are mainly associated with development activity that uses planning, building and engineering services, plus recreation related fees. As mentioned earlier, the City continues to process an elevated level of development plans and permits. Staff is prepared, with contract help, to continue managing the heightened level of development activity, but for conservative revenue forecasting purposes is not projecting that this level of activity will be sustained.

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 half in LAIF and half in T-Notes.

After peaking in the third calendar quarter of 2007, interest rates achieved on the portfolio began a steady decline along with Federal Reserve Board actions in response to the recession. The LAIF yield stood at 5.25% in August 2007, fell and has remained low for several years, and was at 0.28% on March 31, 2015. The City's T-Note portfolio yield also fell from a peak of 4.73% to the current 0.38%. On March 18, 2015 the Federal Reserve announced that it would consider raising interest rates in mid-2015, but the decision might still be delayed until later in the year.

As of March 31, 2015, the City's investment portfolio totaled \$34.0 million. The City's Local Agency Investment Fund (LAIF) account ended the month with a balance of \$19.8 million, and the T-Note portfolio stood at \$14.2 million. The T-Notes range in amount from \$1.8 million to \$2.8 million. As the next several T-Notes mature, the amounts reinvested in T-Notes are being reduced and the funds transferred to LAIF to accommodate cash flow needs associated with the Lantern District project payments.

General Fund Proposed Expenditures

The proposed General Fund expenditure budget, excluding transfers to other funds, is \$33.6 million and \$33.9 million for FY16 and FY17, respectively. The primary objective when developing the budget is to allocate resources in a manner that continues to support high-quality public services, maintains assets, addresses emerging issues, takes advantage of opportunities, and to do so without an operating deficit.

Considering the improved state of the economy, the City is positioned to continue moving in a positive direction the next two years, and beyond. Completion of the Lantern District project is right around the corner, and though it was a challenging project, we are excited with the results, looking forward to the project's completion, and

looking beyond to development and activation of this town's dream of having a real town center.

As mentioned earlier, major goals for the upcoming year are to improve the efficiency of our police deployment by building our own police substation and finish this community's work on the Doheny Village Plan; we also plan to update the City's Historic Resource Inventory, reduce reliance on potable water and keep a focus on improving water quality, and a host of other initiatives. We are committed to continuing our 5-Star level of customer service, and will be renewing that commitment through additional staff training. The City Council's continued policy direction focusing on responsible financial practices makes it possible for our employees to maintain the value added approach to serving the public. As I have said before, an essential ingredient that separates Dana Point from other cities is our City Council's desire to work openly and collaboratively with residents, business and other stakeholders to make Dana Point a special community.

Law Enforcement in Dana Point

The City contracts with the Orange County Sheriff's Department ("OCSD") for dedicated law enforcement services. OCSD is responsible for providing the full spectrum of professional, responsive law enforcement services to our residents, businesses and visitors. OCSD, operating as the City's Police Services Department, is a community partner and has established their Community Oriented Policing philosophy by being an integral part of City operations, along with their presence in our neighborhoods, schools, at community events and City functions.

Dana Point has one of the lowest crime rates among coastal cities in Orange County, and this is a direct result from the City Council's investment in Sheriff resources and its commitment to public safety. The latest statistics available show our crime rate, at 19 crimes per thousand people per year, is well below other coastal cities that show crime rates 21% to 47% higher. Our Community Oriented Policing philosophy, including our specialized Community Service Unit ("CSU") of our Police Services Department, is an integral part of the City's ability to maintain its identity as a safe community. Our CSU specializes in bringing all interested parties together to work toward resolution of neighborhood issues and/or crime occurring within the community.

In the past year we assigned an existing CSU deputy to be the City's first Homeless Liaison Officer. Since July 2014, he has helped about 30 homeless individuals get into the OC Rescue Mission, assisted a dozen individuals to get medical detox treatment, distributed dozens of sanitation kits, and helped over 40 individuals to get medical and mental health referrals. This effort is having a very positive impact on individuals, and on our public safety.

The public safety picture is not always rosy, as we are expecting and preparing for a projected uptick in property crimes due to the effects of the recently passed State Proposition 47 ("Prop 47"). This new law reduces the penalty for possession of dangerous drugs from felonies to misdemeanors. That means that individuals in

possession of methamphetamine, heroin, cocaine and date-rape drugs now can only be given a ticket instead of being arrested. Many of these individuals commit property crimes to support their drug habits, and typically include residential and vehicle burglary, petty theft and vehicle theft, among others. Where an individual's criminal activity use to get interrupted by the occasional drug-related arrest, now only being served with a ticket their criminal activity continues less abated. In addition, many individuals that were already incarcerated for possession when Prop 47 took effect had their sentences reduced retroactively and were set free. Our OCSD partners are committed to working both creatively and diligently to quash this anticipated increase in crime.

For the same level of resources as contracted for in FY15, the projected OCSD contract for FY16 is \$10.8 million, an increase of 6.9%. This increase is due to several factors, including but not limited to:

- increased total compensation for Sheriff's Deputies per a recently approved labor agreement that provided raises and benefit increases, offset to some extent by additional contributions by deputies toward retirement premiums;
- the creation of an OCSD Field Training Bureau intended to improve deputy readiness using a centralized program prior to sending deputies out to work with a patrol training officer as has been standard practice;
- a new substation was leased in South Orange County and moved roughly half of the contract city's deputies to it (note: all patrol deputies report to a substation each shift to dress, attend briefings, etc...), and this new substation requires additional staff; and,
- County and Department Overhead cost increases.

Our FY17 proposed budget is based on a 5% increase, above the 10-year average increase of 4.1%. To better partner with contract cities, the Sheriff has committed her command staff to meet with a working group of City Managers to discuss the future of public safety and how best to evolve policing strategies in a cost-effective manner.

I am proposing to make a \$560,000 investment in FY16 to solve what we have viewed for years to be the most significant inefficiency in our current police deployment model. Our deputies currently report to the Aliso Viejo substation at the beginning and end of every shift, and must commute in their patrol cars to their beats in Dana Point. The commute consumes over one hour, per deputy, per shift and is time we are paying for that is frankly not productive. As we were discussing the increased overhead cost associated with the new substation mentioned above, we began thinking that this may be the time to address this long-standing inefficiency by outfitting our own substation here at City Hall. If approved it will include a locker room, briefing room and an armory, and will be completed in the next year. This move will result in an increase in productive patrol hours for every shift, and will reduce our OCSD contract overhead costs associated with the Aliso Viejo substation.

Finally, our Intervention Specialist Program (ISP) at Dana Hills High School (DHHS), in conjunction with our assigned OCSD School Resource Officer, continues to prove itself as a valued resource for our community. The program was initiated in FY09, and

continues 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 program is a crucial tool in preventing and addressing drug-and alcohol issues among our community's youth, and efforts are being made to take the program to our feeder middle schools.

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 of labor related costs. The City invests about one-fourth of its General Fund operating budget in personnel. It is not uncommon for other cities to have well over 50% of their budget invested in labor. With this said, it is still important to ensure that the City is equipped with adequate regular staff to manage day-to-day operations. 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.

During the recession we de-funded several positions to save money, and we are again proposing to leave some authorized positions vacant, such as a secretary in Engineering and a senior civil engineer. We have found that over time, contract staffing is more expensive than in-house staffing, particular with the more technical/professional types of work. At the same time, when managed appropriately contract staffing is an economic way to deal with temporary, increased workloads. The City manages the blend of our personnel and contract labor to make sure we operate in the most effective and economical manner in providing our services and programs.

As we look toward the next couple of years, particularly at the extent of long-range planning including the Doheny Village Plan and General Plan Update in conjunction with the crush of development projects we are processing, I am proposing augmenting our Planning Division with a Planning Manager. I am confident this dedicated position will allow us to better deliver these critical planning projects while maintaining our high-level of customer care. In addition, I am proposing that we move the Management Analyst position from the Economic Development Department over to the Administrative Services Department, and then downgrade the vacated Management Analyst position within the Economic Development Department to an Assistant Administrative Analyst. This will provide us with some much needed additional resources in Administrative Services, to not only better monitor the large number of private special events put on by non-profit organizations, and by private entities such as our resorts, but also to provide better staff coverage of our risk management and human resource functions.

The Dana Point City Employees Association (DPEA) represents less than half of the City's workforce. As of this writing, the City is in the second year of a three-year agreement that expires December 31, 2016. We are 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 assumed more responsibility in the face of having less resources to draw upon. Staff was also not given raises for five years. The current labor agreement provided 2.9% pay increases in FY15 and FY16, net of employees picking up the Employee Portion of retirement benefits. The third year of the DPEA agreement returns the City to a merit-based compensation approach where the City provides a 3% salary pool that may be distributed based on individual success, but only if the City's financial condition warrants.

The following highlights some of the more significant issues and services in the FY16 and FY17 budgets:

Water Quality and Natural Resources

The City will continue its leadership position on efforts to improve water quality both in Dana Point and upstream. We look forward to improving a large storm drain culvert on the east side of San Juan Creek, possibly with an infiltration project that reduces dry weather flow pollutants. We will also continue working closely with the host of agencies that have a vested interest in water quality in the creek and at Doheny State Beach, finding solutions to issues identified.

We will also continue to be an active participant in the South Orange County Watershed Management Area Group, helping develop regional solutions to water issues. Our continued operation of the prototype ozone treatment system at North Creek, the Salt Creek Ozone Treatment System and nuisance water diversions, and the filter systems and diversions at the Headlands are all making a positive difference in our water quality. Along with the County, we will continue efforts to maintain and improve water quality at Baby Beach, and we will continue to build on the Docent programs for the Ocean Institute tide pool area and the Headlands nature parks.

Additional initiatives and programs included in the proposed budget include:

- 1. Trolley Services (Coastal Transit Fund FY16 \$42,000 and FY17 \$141,000):**
Beginning in summer 2015, residents and visitors will be able to board the Dana Point PCH trolley at numerous stops along our coast. The initial year of service will be on weekends (Fri/Sat/Sun) beginning June 26, 2015, and runs through September 7, 2015 (Labor Day). The plan is that a successful 2015 will translate to seven day per week trolley service in summer 2016. There are plans for 15 PCH Trolley stops on the route, from Capistrano Beach at Palisades Drive on the south terminus, to Salt Creek at the north terminus. Planned stops along the route include Doheny Village, Doheny State Beach, Dana Point Harbor, Lantern District and Strands Beach. Four trolleys will be in service this summer, with stops made in 15 minute intervals. For ease of use, trolley riders will be able to access real-time trolley locations and wait times using their smartphones.

The trolley will be funded in part by a grant from the Orange County Transportation Authority's Project V, and in part by our Coastal Transit Fund. OCTA will fund up to 80% of operating costs in FY16, and 71.3% from FY17 through FY21. Our Coastal

Transit Fund was established and funded in 2002 by specific developer impact fees. No General Fund monies are proposed to fund the trolley. Continued funding of the trolley is contingent on achieving an average minimum number of riders.

2. **Doheny Village Plan Update (FY16 \$50,000):** In 2011, the City hired ROMA Design to help initiate a comprehensive planning effort for a Doheny Village Plan. The City held public workshops in 2011 and 2012. A draft plan was prepared by ROMA in 2013 for internal staff review but, due to other demands on Planning staff, since that time the effort was not sustained. The City will reinstate this effort in FY16.
3. **General Plan Update (FY16 net \$175,000 and FY17 \$200,000):** A city's General Plan needs to be regularly updated to reflect the vision and goals of the Community. California guidelines for general plans suggest that communities adopt a comprehensive general plan update every eight to ten years. While several General Plan amendments have been adopted since the City's original plan was adopted in 1991, a comprehensive update to the elements of the General Plan has never occurred. The City did initiate an overall update in 2004-05 but, due to other priorities, the update was not completed.

In order to continue the effort in the upcoming two fiscal years, along with augmenting Planning staff, it is proposed to retain the assistance of an outside planning consultant to assist in the update. The update process will include an extensive review and outreach program focused on obtaining input from the public, Planning Commission and City Council. After a draft is prepared, it will be presented at a public workshop with the Planning Commission. Following consideration of input received at the workshop, a public hearing will be conducted with the Planning Commission. The Planning Commission's recommendations will then be forwarded to the City Council for their review and decision. After formal adoption, the updated General Plan will be forwarded to the Coastal Commission for review and approval.

4. **California Environmental Quality Act Work (FY16 \$100,000 and FY17 \$150,000):**

This proposal is to combine work for the CEQA environmental reviews and documentation necessary to complete the Doheny Village Plan and the General Plan Update proposed above.

5. **Historic Resources Inventory (FY15 \$64,500):** This project was funded by Council action in April 2015, and though it does not impact the proposed budget, is worthy to note as the work will be taking place during this budget period. This project updates the City's current inventory of historic resources and is critical as the last inventory dates back to 1997. This update would include a resurvey of previously surveyed and/or designated properties, as well as a look at other properties citywide that could be considered historic given the passage of time, and therefore eligible for inclusion. This effort will begin in FY15 and will be complete in FY16.
6. **Economic Development Strategy (FY16 \$25,000):** This proposal is to develop a city-wide economic development strategy that will serve as a basis for updating the

Economic Development Element of the General Plan. The economic development strategy will enable the City to be strategic as it deploys resources, and will serve to inform the land use planning process relative to economic development. This effort will begin in FY16 and be complete in FY17.

7. **Irrigation control systems upgrade (\$55,000):**

In efforts to reduce use of water, both potable and reclaimed, the past few years staff has been upgrading park's and median irrigation control systems, and is proposing to continue the upgrades in FY16. These systems control irrigation based on moisture content, and will shut off the system if there is a break in a water line. Additional improvements and upgrades are discussed in the Capital Projects section.

8. **Teleworks Interactive Voice Response (IVR) System (FY16 \$50,000):** In support of the IT Master Plan and the City's policy of providing 5-star customer service, the addition of the IVR system will enhance the public's ability to interact with the City by providing the link for planning and building applicants to access our systems and allow them to schedule and track timing of inspections, check the status of plan reviews/projects, and other related activities regarding their project. This access can require little or no interaction with staff, and is available around the clock.

9. **Q-Matic Customer Service Queuing System (FY17 \$50,000):** Another system that will enhance customer service is Q-Matic queuing system. Once implemented, it will assist customers in navigating the permit application process by keeping track of customers and directing them to the appropriate stations for service. This system will cut down the wait time at the Permit Center and includes the ability to generate accountability reports to see where our processes need improvement.

10. **Upgrade of the City's Website (FY15 \$44,050):** The City's current website was launched in 2007 and with the recession had not been upgraded for several years. The City Council funded this project late FY15, but I believe it important enough to mention because the work will be completed during this budget cycle and will provide much improved user functionality, with public access to City records being expanded. Great customer service is no longer measured only by professionalism and courtesy, to the public it also includes easy, online access to information in a transparent manner.

11. **Community Events/Services:** The proposed budget continues to support the City's wide variety of community events: the 2015 Festival of Whales was once again a great success, bringing tens of thousands of visitors to town; the Dana Point Grand Prix celebrated its 9th successful year and is America's largest single-day criterium bike race; the Dana Point State BBQ Championship is the largest one on the west coast, and brings world-class barbeque chefs and thousands of fans to celebrate America's love for BBQ and family outdoor fun; Movies in the Park are a hit with the kids, while adults enjoy our Concerts in the Park; and, the 4th of July Fireworks Spectacular is second to none on the coast. We propose continued funding for all of our cherished events.

We will also continue to collaborate with all of our community partners, including the Dana Point Chamber of Commerce, Dana Point Harbor Association, Dana Point Symphony, Doheny State Beach Interpretive Association, Ocean Institute, Age Well Senior Services, Dana Point Historical Society, Veterans of Foreign Wars, 5th Marine Support Group, Rotary Club, American Cancer Society Relay for Life, and all the other local businesses and non-profits that help bring world-class programs and events to our community. We look forward to continuing to support all of our events while also providing opportunities and exposure for our local business community.

12. Facility Refurbishments (FY16 \$77,000 and FY17 \$250,000):

The Dana Point Community Center on Del Obispo Street is the City facility that houses our Community Services Department (Parks & Recreation), and hosts more activities than any other City facility. It also provides space to AgeWell Senior Services and the Beach Cities Senior Club, and hosts the Saddleback College Emeritus Program for free senior based classes. The facility has administration offices, a gym, and meeting space with a full kitchen that is primarily utilized for senior events and dinners.

The building was constructed in 1987, with the Senior Center addition in 2000. The building shows visible signs of wear and is in need of maintenance. The proposed budget includes replacing bleachers and flooring/carpeting, painting, and miscellaneous interior improvements.

When I started working for the City, our City Hall complex was essentially commercial office spaces rented to private companies, with some City offices upstairs. Over the past eight years we have been renovating the complex to create a true City Hall, an office at a time. The first area renovated was police services, so that we now have our own police station with a public counter. Second up was creating our own Emergency Operations Center. This was followed by Community Development and their public-counter area, followed by our Public Works & Engineering offices. We then renovated space so the Dana Point Historical Society and our Veterans of Foreign Wars could have their first, permanent space to conduct business. The final piece, proposed for FY17, is the Administrative Services area, which houses the City Clerk, Administrative Services, City Attorney and City Manager. This office space renovation will include painting, replacing flooring/carpet, and various interior improvements.

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%), 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”).

The City has traditionally had fully funded reserves, within its City Council approved policy, since the policy was adopted in calendar 2006. The General Fund’s ending fund balance at June 30, 2014 was \$21.7 million, including fully funded reserves per Policy and a Council directed Potential State Budget Impacts Reserve.

In June 2014, \$7.7 million of that fund balance was committed to the Del Prado portion of the Lantern District (Town Center) project currently under construction. The \$7.7 million was comprised of the entirety of both the Capital Projects Sinking Fund Reserve (\$2.5 million) and the State Budget Impacts Reserves (\$1.475 million), along with \$3,625,000 million from the sale of surplus property and \$100,000 of Unassigned Fund Balance.

After funding the \$7.7 million Lantern District project, the City’s available reserves are budgeted to end FY15 at \$15.3 million, or 45.2% of FY15 budgeted revenue. Included in that amount was \$1.25 million returned to the Capital Projects Reserve from the FY15 operating surplus. The Government Finance Officers Association generally considers a 16.7% fund balance, or two months of revenues, as being the minimum acceptable level of reserves.

As we look forward to FY16, the Capital Projects Sinking Fund Reserve is slated to return to the \$2.5 million balance that it had prior to funding the Lantern District project. Staff is also recommending, given recent State Constitution protections approved by voters where the State is prohibited from taking City revenues, that the State Budget Impacts Reserve not be funded. Finally, note that the actual General Fund operating surplus that will occur in FY15, per City Council Policy, will be transferred to the Capital Projects Fund after the FY15 books are closed.

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

General Fund Reserves	Estimated 6/30/2015	Projected 6/30/2016	Projected 6/30/2017
Cash Flow	\$ 3,348,000	\$ 3,287,000	\$ 3,377,000
Emergency	6,696,000	6,574,000	6,754,000
Capital Projects Sinking Fund	1,250,000	2,500,000	2,500,000
Art in Public Places	117,954	117,954	117,954
Potential State Budget Impacts	--	--	--
Total Reserved Fund Balance	11,411,954	12,478,954	12,748,954
Undesignated Fund Balance	3,848,627	3,206,220	3,301,857
Total Reserved and Undesignated Fund Balance	\$ 15,260,581	\$ 15,685,174	\$ 16,050,811

Capital Infrastructure Funding Policy

In August 2006, in addition to the General Fund Reserve Policy mentioned above, the City Council approved the Capital Infrastructure Funding Policy. The General Fund Reserve Policy requires that a minimum balance of \$2.5 million be maintained in the General Fund Capital Project Sinking Fund Reserve. In June 2014, the City Council directed use of this reserve as part of the funding for the Del Prado Phase of the Lantern District improvement project. During FY15, one-half of the minimum reserve amount was replenished from current year operating surplus. In FY16, it is anticipated that the other half will be replenished. 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 prioritize and allocate funds for 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 new projects for mandates, repair and replacement of existing infrastructure are included in the proposed FY16 and FY17 budgets, combined:

- Storm Drain Repairs (\$200,000/year)
- Water Quality Diversion/ Treatment Plant Repairs (\$50,000/year)
- Slurry Seal (\$100,000/year)
- Arterial Roadway Rehabilitation Design and Repairs (\$100,000 /year)
- Sidewalk and Concrete Repairs (\$100,000/year)
- Sidewalk ADA Improvements (\$100,000/year)
- Traffic Safety Repairs and Improvements (\$150,000/year)
- Annual Residential Roadway Resurfacing FY16/17 (\$3,466,782)
- Arterial Roadway Resurfacing - Del Obispo (\$1,020,360)
- Smart Irrigation System Drought Alterations (\$155,000)
- Crown Valley Parkway Median Drought Conversion (\$450,000)
- La Plaza Park & Lantern Bay Park Drought Conversion (\$375,000)
- Crystal Cove Park Barrier Railing Replacement (\$150,000)

The following previously approved projects are still in process and are estimated to have remaining balances at the end of FY15, and their respective actual unspent appropriations will be carried-over to FY16 after the City closes its FY15 books (amount shown are estimates and total \$7,242,000):

- CIP#1242: PCH/Del Prado Improvements Phase 2A Construction (\$4,489,000)
- CIP#1261 Slurry Seal (\$200,000)
- CIP#1267 Annual Residential Resurfacing FY13/14 (\$587,000)
- CIP#1268 Annual Residential Roadway Resurfacing FY14/15 Ph.1 (\$1,037,000)
- CIP#1269 Annual Residential Roadway Resurfacing FY14/15 Ph.2 (\$729,000)
- CIP#1270: San Juan Creek Drain Project - L01S02 (\$200,000)

Priority 1 New Projects identified should funding become available are:

- Underground Electrical-SDG&E (\$2,200,000 FY17)
- City Wayfinding Signage Program, Phase I (\$500,000 FY16)

In developing the CIP Program budget for this cycle, Staff has prepared a balanced program that is focused on maintaining existing infrastructure Citywide, addressing drought related issues and completing Lantern District work.

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 Kate Lasso, Beverly Brion, Robin Harnish, Robert Sedita, Jennifer Anderson and DyAnne Weamire, along with Mike Killebrew 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 of life for our residents, businesses and visitors.
- Provide a safe and healthy environment within a sound economic atmosphere.
- Provide an effective and efficient government which is open and responsive to the needs of the community and works for the benefit of all.

CITY OF DANA POINT DIRECTORY

Administrative Staff

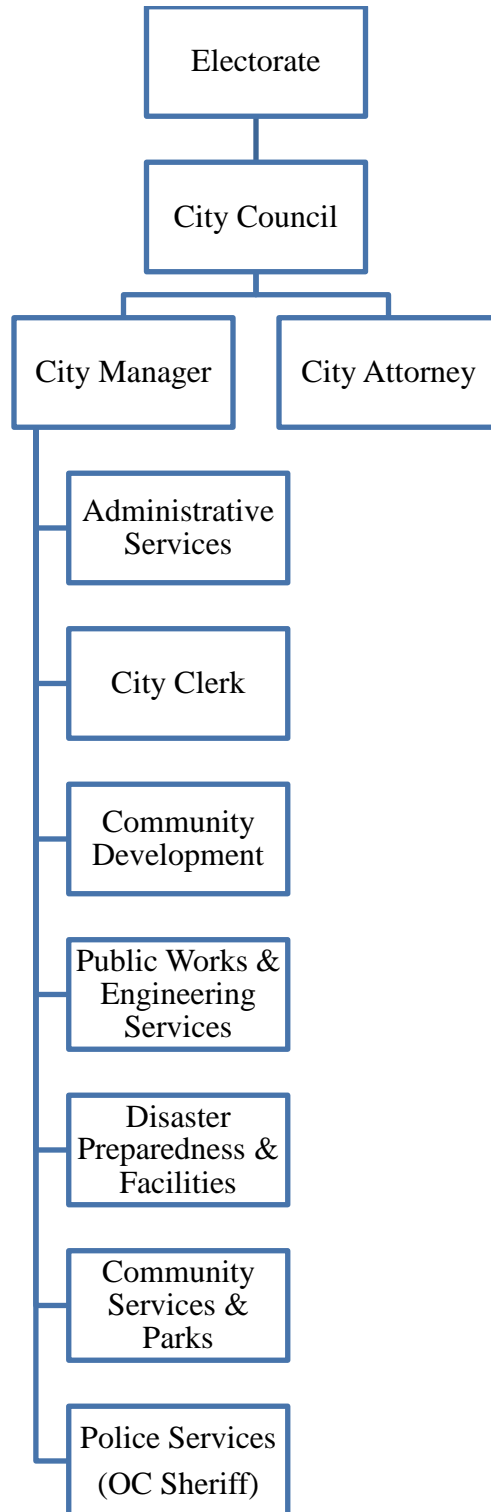
Douglas Chotkevys	City Manager
Mike Killebrew	Assistant City Manager
Kathy Ward	City Clerk
Ursula Luna-Reynosa	Director of Community Development
Brad Fowler	Director of Public Works & Engineering
Mike Rose	Director of Disaster Preparedness & Facilities
Kevin Evans	Director of Community Services & Parks
Lt. Russell Chilton	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
Kate Lasso	Management Analyst
DyAnne Weamire	Administrative Secretary
Tina Pacific	Accounting Technician
Robin Harnish	Accountant
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

January 19	Distribute budget materials to departments.
February 20	Completed budget materials due to ASD for General Fund departments, CFD Fund, Coastal Transit.
February 27	Budget Narratives & Major Accomplishments due to ASD.
March 2-13	ASD consolidates budget information. ASD to provide CM with preliminary estimate of General Fund operating balance on March 11.
March 16-27	Meetings w/ CM, ASD and Dept Heads to review budget submittals, identify initial revisions; discuss IT projects. Meetings order: ASD, CC, ES, Parks & Rec., CD, PW.
March 30- April 1	CM meets individually with City Council to solicit input on operating and CIP budget priorities.
April 3	CM to provide direction to PW, ES, Parks & Rec re: CIP budget priorities, based upon City Council input and funding availability. PW to continue development of CIP budget. Complete budget materials to ASD for Gas Tax, Measure M, Facilities Improvement, Parks Development funds.
April 1–17	ASD prepares preliminary budget incorporating initial revisions identified during CM review. Preliminary budget will consist of revenues, department budgets, narratives and CIP budget.
April 17	Draft 7-year CIP budget due from PW to CM and ASD.
April 17	CM meeting w/ ASD & PW to finalize proposed CIP budget.
April 17	Final proposed CIP budget spreadsheets due to ASD for inclusion in Proposed Budget package.
April 17-30	ASD assembles Draft Proposed Budget.
May 1	Draft Proposed Budget distributed.
May 4-15	Individual budget briefings by CM with City Council.
May 18	Public Hearing Notice for June 2nd meeting due to City Clerk Dept. ASD prepares Council Agenda Report for Budget and Gann Limit adoption in June
June 2	City Council Budget Workshop and Public Hearing on Proposed Budget. City Council to provide consensus changes to Proposed Budget. ASD prepares Council Agenda Report for Budget and Gann Limit adoption in June.
June 16	Continued Budget Hearing, if necessary.
June 2	Public Hearing on Proposed Budget. City Council to provide consensus changes to Proposed Budget. ASD prepares Council Agenda Report for Budget and Gann Limit adoption in June.
June 2-19	ASD incorporates City Council budget revisions from Hearings into final Proposed Budget.

FACTS ABOUT DANA POINT

Date of Incorporation:	January 1, 1989
Form of Government:	Council-Manager
City Area/Population:	6.7 Square Miles/33,625*
Assessed Valuation:	\$9,787,131,567.00

Fire Protection:

Number of Stations	2
Number of Career Fire Fighters & Officers	24
Number of Reserve Fire Fighters	17

Police Protection:

Number of Sworn Officers	34
Number of Non-Sworn Staff	7

Education:

Number of Public Schools	3
Number of Teachers	140
Number of Students	2599

Recreation & Culture:

Parks	28
Libraries	1

Hotels/Motels

Number of Operating Hotel/Motels	13
Total Number of Rooms	1,843

Number of Registered Voters 20,500

* The Nielsen Company

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The City of Dana Point Master Financial Plan

Fiscal Years 2016-2020

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Community Vision, Mission and Core Values

Community Vision Statement - that the City of Dana Point is the most beautiful, desirable and safest coastal community in which to live, work, visit, play or conduct business.

Community 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; and,
- Support and abide by the Community Core Values.

Community Core Values:

- To act with integrity and honesty;
- To strive for excellence, innovation and creativity;
- To promote openness in the discussion of community issues, including periodic surveys and website enhancements;
- To be responsive to listening, understanding, and respecting individual and differing views;
- To accept responsibility, take action, address problems, be accountable and achieve results;
- To be direct and disciplined, but flexible;
- To encourage citizen involvement in City activities; and,
- To preserve the heritage and historical value of the community.

The City of Dana Point encourages community involvement and is dedicated to delivering exemplary municipal services responsive to our entire community, and consistent with our history, culture and our unique character. We are committed to developing and ensuring the highest possible quality of life for our residents, businesses, and visitors through providing a safe and healthy environment within a sound economic atmosphere, and running effective government which is open and responsive to the needs of the entire community and works for the benefits of all.



Purpose:

The purpose of this Master Financial Plan (“MFP”) is to provide a forward-looking perspective on the City’s financial condition, and to help ensure it meets its long-term financial and development goals. It is a planning tool intended to aid ongoing budget discussions and in decision-making by providing insight into the long-term implications of today’s policy choices and budgetary decisions.

Overview of Revenues, Expenditures and Fund Balance

This MFP was prepared as part of the development of the upcoming two-year proposed budget, covering fiscal year’s 2015-2016 and 2016-2017 (“FY16” and “FY17”), and focuses on major General Fund revenues and expenditures, plus an additional three years of projections, out through FY20. This five-year forecast is sensitive to changes in assumptions for future revenue and expenditure growth. It is important to keep in mind when reviewing the forecast that the assumptions used for this forecast tend to be conservative, meaning that revenues are projected modestly, while expenditure growth is projected more aggressively.

The proposed budget document prepared for City Council consideration focuses on the upcoming two-year fiscal period. It contains comprehensive information for all City departments and all City funds on a program and detailed, line-item level. The proposed bi-annual budget contains historical data for both revenues and expenditures, along with estimated amounts for the current year and proposed amounts for the upcoming two years. The MFP goes further and takes a longer look, both retrospectively and prospectively. It provides a greater historical context and demonstrates how staff substantiates the estimates and projections going forward.

Revenues

The five-year revenue forecast included in the MFP indicates that revenues are finally back to the FY08 pre-recession levels, and are projected to continue on a positive path for the coming years. Revenue reached \$33.4 million in FY08, the highest amount in the City’s history. The City lost over 21% of its revenues during the recession, and it has taken several years of a slowly recovering economy to finally regain pre-recession levels.

Dana Point’s Transient Occupancy Tax (“TOT”), Property Tax, Sales Tax and In-Lieu Property Tax combined represent over 81% of General Fund revenue. The City has seen a combined increase of nearly 20% in tax receipts for the past three years beginning FY12, following a rapid decline during FY09 through FY11. The steady increase in these tax receipts is obviously a good sign of economic improvement and growth. In addition, most economic models project modest revenue growth going forward, especially for property tax and sales tax. TOT revenue has demonstrated the strongest increases in the past three years compared to other revenues, due obviously to the improved economy, but likely augmented by efforts of the individual hotels, their brands, along with efforts of the Dana Point Tourism Business Improvement District (TBID) and the City in promoting Dana Point as a destination for family, group and business travelers. The outlook suggests that TOT revenue will continue increasing on a positive path. Overall, the forecast is positive with a very conservative, average overall projected growth rate of 1.75% over the proposed two-year budget, and the subsequent three-year forecasting period through FY20 as well.

Expenditures

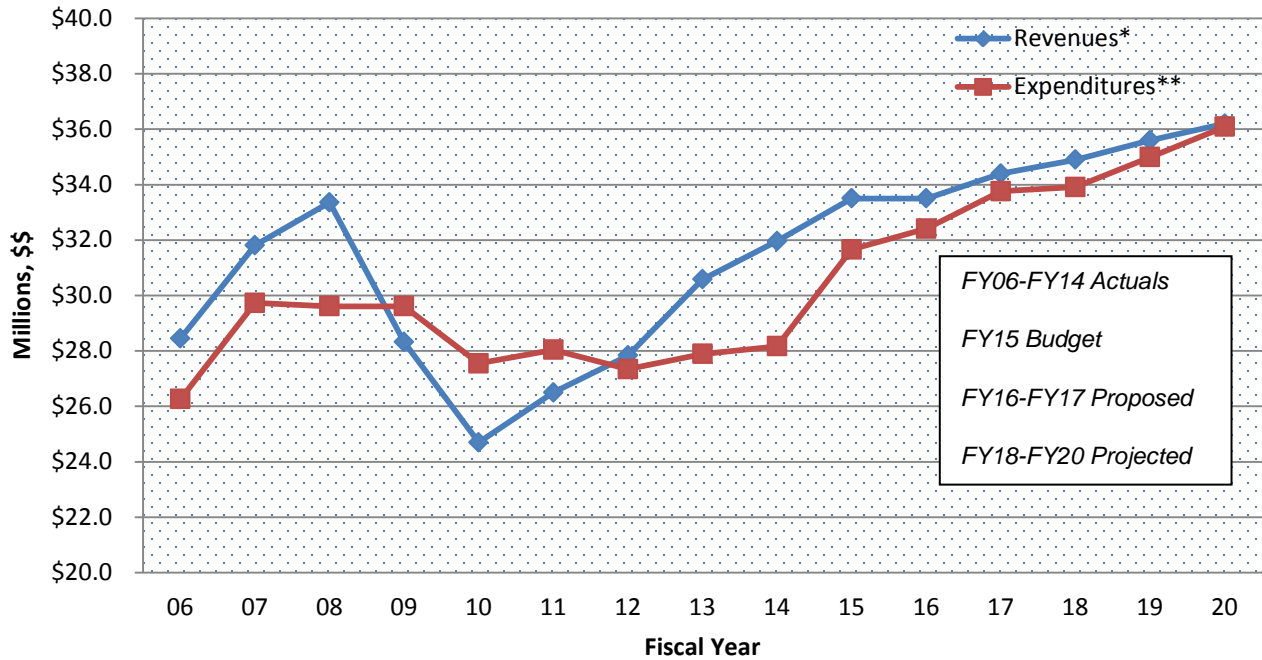
The City's expenditures are projected each year of the MFP to stay within available resources. In reviewing historic City expenditure data, the FY09, FY10 and FY11 budgets utilized some discretionary fund balance each year; including designated reserves deemed no longer necessary (e.g. library expansion and high school pool refurbishment). (See Figure 1 below). The use of fund balance was for specific one-time expenditures and transfers from the General Fund to other funds for capital projects, and is not an indication of an issue where ongoing operating expenditures exceed ongoing revenues. Even during the recent recession, the City managed to maintain services even with the unprecedented decline in revenues.

As a part of this MFP, Staff also developed an expenditure projection beyond the two-year proposed budget that provides an important tool to help prioritize budget decisions out through FY20. Again, a conservative approach was utilized for this forecast, resulting in an overall 2.0% average annual growth in expenditures. Major cost categories covered in detail below include:

- The Sheriff's contract for police services, the largest single expenditure at \$10.8 million in FY16, and staff conservatively projects this to grow at 5% each year;
- City personnel expenditures, which support all City programs and services, and represents the second largest cost category, and shows growth in FY16 due to filling positions kept vacant during the recession and adding staff for advanced planning, a reduction in FY17 due to a temporary reduction in pension rates, and is projected to see an average annual growth of 3.2% per year through FY20; this includes a conservative assumption that pension costs increase 8% each year from FY18 to FY20, in case recent changes to CalPERS actuarial assumptions have a negative impact on rates;
- Street Systems Maintenance & Operations, our third largest category, includes a contract with the County of Orange for much of the day-to-day work; along with concrete and asphalt repairs; signal maintenance, repair and power; storm drain, curb, gutter and sidewalk maintenance and repairs; contract traffic engineering; street sweeping; and, citywide light-pole banner program. Recent history for this category shows expenditures to be very consistent year to year, and we project it to grow about 2.0% per year beyond the two-year budget.
- Park Maintenance & Related Utilities includes park landscaping, citywide tree trimming, sports field and playground repairs, potable and reclaimed water irrigation, electricity, signage and a host of other items, makes up the fourth largest expenditure category. Staff is proposing to continue programs and investments to reduce reliance on potable water, including surveying continuously for leaks, installing smart-sensor equipment to only water when needed, expand the use of reclaimed water, and to utilize drought-tolerant landscaping.
- Professional Service Contracts is the fifth largest major category of expense, and covers a wide variety of contracted out core-level services, in addition to services for peak-level work that exceeds the base-level workload that staff covers. These contracts include items such as auditing, plan checking, engineering studies, environmental impact reports, contract recreation class instructors, senior services, website hosting, information technology management, printing, banking, Coastal Animal Services Authority, custodial, etc... These costs are projected beyond FY17 to increase at 2% per year.

- All Other Program Areas covers services, supplies, insurance, legal and equipment costs for the operations of the General Government of the City that are not included in the categories above. These costs are also projected beyond FY17 to increase at 2% per year.

Figure 1: General Fund Operating Revenues & Expenditures, FY06 to FY20



* Revenues exclude one-time Transfers-In to the General Fund from other funds, and Sale of Surplus property.

** Expenditures exclude Transfers-Out to other Funds for Capital Projects.

Fund Balance

The City has traditionally had fully funded reserves, within its City Council approved policy, since the policy was adopted in calendar 2006. The General Fund's ending fund balance at June 30, 2014 was \$21.7 million, including fully funded reserves in accordance with City Council Policy for Emergencies, Cash Flow and Capital Projects Sinking Fund, and in addition had funded a Potential State Budget Impacts Reserve. City Council policy dictates that in addition to any Unassigned Fund Balance, the City should fund a Cash Flow Reserve (10%) and an Emergency Reserve (20%), combined totaling 30% of annual budgeted General Fund revenue.

Table 1: General Fund - Summary of Designated Fund Balances

Fund Balance Category:	Actual June 30, 2014	Original FY15 Budget	Amended FY15 Budget
Emergencies	\$ 5,946,000	\$ 5,909,000	\$ 6,696,000
Cash Flow	2,973,000	2,955,000	3,348,000
Potential State Budget Impacts	1,475,000	1,475,000	--
Capital Projects	2,500,000	2,500,000	1,250,000
Prepaid Expenditures	154,796	--	--
Art in Public Places	117,954	127,048	117,954
Total Designated Fund Balance	13,166,750	12,966,048	11,411,954
Unassigned Fund Balance	8,536,094	127,723	3,848,627
Projected Fund Balance, 6/30/15	\$ 21,702,844	\$ 13,093,771	\$ 15,260,581

As of June 30, 2014, the City had set-aside the minimum \$2,500,000 in its Capital Projects Reserve and \$1,475,000 in its Potential State Budget Impacts Reserve; those are in addition to the Cash Flow and Emergency Reserves. Excluding reserves for Art in Public Places and Prepaid Expenditures, the total available liquid reserves stood at \$21.4 million, or 68.6% of General Fund annual revenue on June 30, 2014.

It is important to note that in June 2014, \$7.7 million of that fund balance was committed to the Del Prado portion of the Lantern District (Town Center) project in FY15. The \$7.7 million was comprised of both the Capital Projects and State Budget Impacts Reserves, along with \$3,625,000 million from the sale of surplus property and \$100,000 of Unassigned Fund Balance.

As of this writing, and after paying the \$7.7 million commitment, the City's General Fund available reserves still stood at a very healthy 45.2% of FY15 budgeted revenue. Included in that amount was \$1.25 million returned to the Capital Projects Reserve from current year operating surplus. Note that the Government Finance Officers Association generally considers a 16.7% fund balance, or two months of revenues, as being the minimum acceptable level of reserves.

Orange County Economic Forecast

Dana Point's financial forecasting methodology is based on the City's recent financial performance, along with assessments made by economists covering the local, regional and national economies. The City looks closely at economic updates from Chapman University, Cal State Fullerton's College of Business and Economics, and the State Legislative Analyst's Office. In addition, hotel industry specific information from sources such as PKF Consulting, retail sales tax projections from HdL Companies, and a variety of information available regarding property valuations are also referenced.

Assessment of Current Economic Conditions:

The State's Legislative Analyst's (LAO) November 2014 fiscal outlook report suggests that major economic indicators such as the increase in housing prices, rising stock prices and lower unemployment rate all point to the U.S. economy remaining stable and growing. In general, the outlook states that the economy reflects a continued recovery from the recession and that State revenues are looking better than previous projections. The California Department of Finance's November Finance Bulletin also pointed out steady improvement in State revenues.

Regardless of this optimistic prognosis made by the State, economists are not united in their view of the future. A forecast by Cal State Fullerton suggests that the economy should perform well over the next three years, growing above its long-term average growth rate, with improvement in virtually every sector. They do caution against excessive longer-term optimism though.

Locally, the Orange County economic growth can be described as "growing" but "slowly". According to Cal State Fullerton's Center for Economic Analysis and Forecasting, "Mediocre growth seems to be the new norm". Their forecast predicts the county's unemployment rate will drop from the current 5.1% to 4.8% this year, and to 4.5% in 2016. But even as the labor force is recovering, participation is declining. Some of the unemployment reductions could be attributed to more discouraged workers leaving the labor force. The county's labor force participation rate was 52.2% in 2012, and is on track to drop to an estimated 51.3% this year.

The OC Business Council prepared an economic update for the Southern California Association of Governments, and analyzed data provided by Chapman University, Cal State Fullerton and UCLA. According to this report, Orange County's outlook to achieve pre-recession employment levels appears on track to occur in 2015. Consumers and business executives alike are generally united in reporting a positive outlook for the county's economic growth and job creation. The challenge for Orange County will be to maintain the positive changes through the next several years by improving the job pipeline, from education to employment, and accommodating high-wage and emerging occupations will also be critical in maintaining this momentum.

The City of Dana Point is experiencing its fourth year over year increase in General Fund revenues, with fiscal year to date March 31, 2015 running approximately \$2.8 million, or 14% ahead of last fiscal year (one-time income received last year from the sale of surplus property is excluded from this analysis). Consistent improvement in the City's revenue performance is seen through almost every line item. Recurring tax revenue sources showing strong increases include Transient Occupancy Tax (up \$880k or 11%), Property Tax (up \$320k or 8%), Sales Tax (up \$226k or 10%); in addition, the Short Term Rental TOT which began last year has added about \$360k per year to City revenues.

Home improvement and other building activity has been incredibly busy the past two plus years, as evidenced by the sizeable increases in Planning, Building and Engineering Permits revenue and related Charges for Services. Dana Point has seen unprecedented levels of private, high-value, residential building activity which has lifted Building Permit revenue tremendously in FY15, up \$653k, or 105%, compared to the first 9 months of last fiscal year. Several high value projects are driving building revenues up, and it is expected to continue for the next couple of years as infill projects, particularly in the Monarch Beach and Strands areas, work to completion. In addition, there is a 168 unit condominium development near Doheny State Beach that may be breaking ground in FY16, two of the four largest resorts are doing extensive tenant improvements this year, several other infill projects on the drawing board for the Town Center area, and another large resort is working through the entitlement process that is intended to result in extensive tenant improvements as well.

The City continues to be proactive in managing its budget and resources by reviewing revenue trends on a regular basis and adjusting revenue and expenditure budgets to maintain a healthy and strong financial position.

Table 2: Operating Revenue & Expenditure Summary, FY15-FY20

CITY OF DANA POINT						
Master Financial Plan						
Revenue and Expenditure Projections						
	FY15 Amended					
	Budget	FY16 Proposed	FY17 Proposed	FY18 Projected	FY19 Projected	FY20 Projected
Revenues:						
Transient Occupancy Tax	\$ 11,600,000	\$ 11,600,000	\$ 11,800,000	\$ 12,000,000	\$ 12,200,000	\$ 12,400,000
Property Tax	6,600,000	6,815,000	7,035,000	7,230,000	7,430,000	7,630,000
Sales Tax	4,100,000	5,640,000	5,700,000	5,850,000	5,975,000	6,100,000
In-Lieu Property Tax	4,500,000	3,200,000	3,280,000	3,350,000	3,400,000	3,450,000
Charges for Services	1,445,000	1,229,000	1,209,000	1,200,000	1,200,000	1,200,000
Licenses & Permits	1,553,000	1,273,000	1,360,000	1,200,000	1,100,000	1,000,000
All Other Revenues*	3,679,673	3,742,000	4,019,000	4,139,570	4,263,757	4,391,670
Total Revenues	33,477,673	33,499,000	34,403,000	34,969,570	35,568,757	36,171,670
Expenditures:						
Sheriff's Contract	10,126,000	10,821,000	11,360,000	11,900,000	12,495,000	13,100,000
Personnel Services	7,579,000	8,091,000	8,166,000	8,370,150	8,580,000	8,800,000
Street Systems Maintenance & Operations	4,203,000	4,374,000	4,391,000	4,478,820	4,568,396	4,659,764
Park Maintenance & Related Utilities	2,408,000	2,460,000	2,610,000	2,662,200	2,715,444	2,769,753
All Other Professional Services*	2,380,000	2,254,000	2,224,000	2,268,480	2,313,850	2,360,127
All Other Program Areas**	4,968,936	4,408,000	5,006,000	4,234,020	4,318,700	4,405,074
Total Expenditures	31,664,936	32,408,000	33,757,000	33,913,670	34,991,390	36,094,718
Operating Surplus/(Deficit) of Revenues	\$ 1,812,737	\$ 1,091,000	\$ 646,000	\$ 1,055,900	\$ 577,367	\$ 76,952
Over/(Under) Expenditures	\$ 1,812,737	\$ 1,091,000	\$ 646,000	\$ 1,055,900	\$ 577,367	\$ 76,952
Transfers Out to Other Funds	\$ 8,255,166	\$ 667,074	\$ 280,000	\$ -	\$ -	\$ -

* Professional Services excludes Professional Services contracts included in the expenditure categories above.

** All Other Program Areas excludes Operating Transfers Out for all years as they are one-time outlays; the FY18 projection is based on the FY17 Proposed Budget, less one-time FY17 expenditures totalling \$855k.

General Fund Revenue Summary

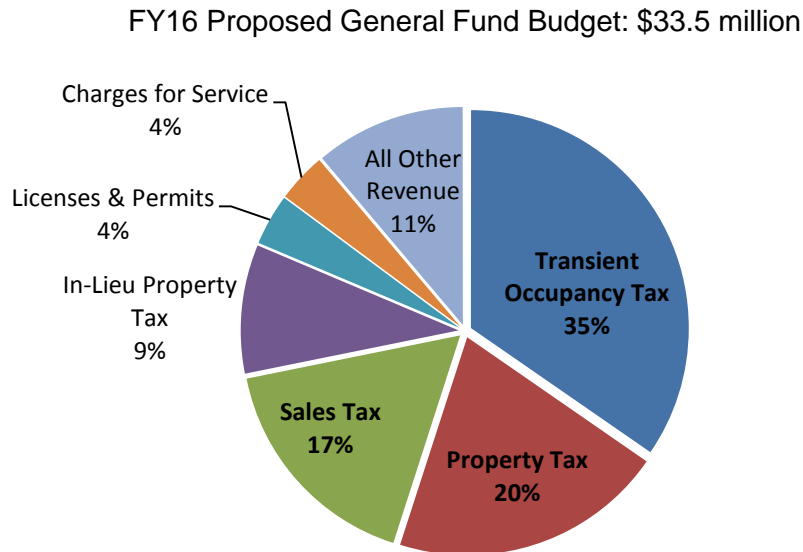
The General Fund is used to account for most of our municipal functions. Departments in the General Fund include: City Council, City Manager, Administrative Services; City Clerk; City Attorney; Emergency Preparedness & Facilities, Community Development, Community Services & Parks, Police Services and Public Works & Engineering. The General Fund accounts for resources traditionally associated with local government including property tax, sales tax, transient occupancy tax (TOT), and planning/building/engineering licenses and permits.

The six largest revenues make up 90% of all General Fund Revenue. TOT, Property Tax, In Lieu Property Tax and Sales Tax, which combined account for 80% of all General Fund revenue.

Table 3: Dana Point Revenue Sources, FY16 Proposed Budget

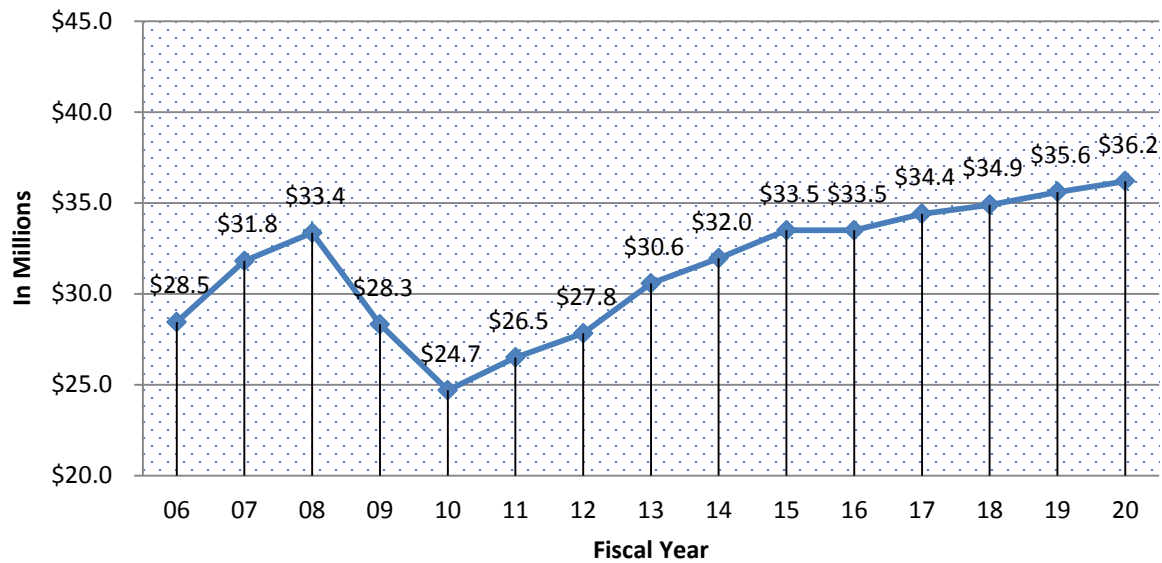
Revenue	Amount	% of TOTAL	Cumulative
1. Transient Occupancy Tax	\$ 11,600,000	34.6%	34.6%
2. Property Tax	6,815,000	20.3%	54.9%
3. Sales Tax	5,640,000	16.8%	71.7%
4. In-Lieu Property Tax	3,200,000	9.6%	81.3%
5. Licenses & Permits	1,273,000	3.8%	85.1%
6. Charges for Services	1,229,000	3.7%	88.8%
7. All Other Revenues	3,742,000	11.2%	100%
TOTAL	\$ 33,499,000		

Figure 2: Operating Revenues



The City has had a strong yet somewhat concentrated revenue base since incorporation, that concentration being on tourism. Hotel TOT is vital to the City's fiscal health, as was demonstrated through the recession years. For FY09, as the recession set in, General Fund revenues decreased \$5 million, or 15%. Further declines were seen in FY10 and FY11, before beginning to rebound (see the graph below). Most of that decline was in TOT, and since the resorts are also large generators of Sales Tax revenue, we also saw a decline in it.

Figure 3: General Fund Operating Revenue, FY06 to FY20



The FY16 proposed budget projects revenues to be relatively flat, and the FY17 budget shows growth of 2.7%. There are several reasons for the use of conservative estimates, which are explained below in the detailed discussions for each of the revenues, particularly with TOT and building related fees and charges. For the out years of the MFP forecast (FY18 to FY20), annual revenue growth is projected to be approximately 1.7%.

General Fund revenue returned to pre-recession levels in FY15, and did so at a rather fast pace over the preceding three fiscal years. The pace of the increase is not assumed in the MFP to continue at the same rate, simply because the only other time that pace was seen was prior to the recession, and the City deems it best to be conservative. However, the same underlying conditions that drove up the economy pre-recession do not appear to exist at this time, particularly as it relates to the home mortgage industry and lax lending practices by the banking industry. There is some concern, however, in regards to the volatility in the oil markets, particularly as negative trends may impact tourism.

As noted earlier, the six most significant individual revenue sources to watch during the next five years are TOT, Property Tax, Sales Tax, In-lieu Property Tax, Charges for Services, and Licenses and Permits. These revenue streams will be discussed in greater detail in the following pages.

Transient Occupancy Tax Revenue

In FY15, Transient Occupancy Tax (TOT) is currently budgeted at \$11,600,000, or 34.7% of total General Fund budgeted revenue, and represents the City's largest single revenue source. Needless to say, the City is highly reliant upon tourism industry. Dana Point serves a significant number of visitors each year, and is home to four resorts with two being five-star and one four-star, nine other hotels and motels, and a 29-unit bed and breakfast inn, for a total of 1,843 rooms.

The Transient Occupancy Tax rate, at 10%, is levied on hotel guests. Our four largest resorts are also the City's largest individual property tax payers, some of its largest employers, and its biggest sales tax generators. Hotel guests dine in our restaurants, shop in our retail establishments, and enjoy our recreation opportunities. Cumulatively, the tourism industry (directly and indirectly) drives over half of the City's revenues.

The City took a significant hit when TOT revenue dropped during the recession. After reaching a peak of \$11.3 million in FY08, TOT declined \$2.7 million in FY09, and an additional \$1.4 million in FY10 to an annual low of \$7.2 million. This was a cumulative decline of 36% from the peak. There has since been four consecutive years of increased TOT, and soon to be a fifth with the close of FY15. A rapid 14.7% increase was seen in FY11, with another 13.3% increase in FY12, a more moderate 7.5% increase in FY13, and a 9.1% increase in FY14, reaching \$11 million (See Diagram 2). FY15 is shaping up to be a record year, and new projections as of the end of April 2015 are putting TOT projected at \$11.75 million, a 5.6% increase compared to FY14.

According to the resorts, FY15 was marked by solid group bookings, including a good number of room nights consumed by groups that ventured west to escape the record cold weather experienced from Chicago through the Northeast U.S. We are using a flat projection for FY16, and very moderate increases through FY20. There is the potential for a new 90-plus room hotel at the Headlands in the next few years, and for a currently closed hotel off of Harbor Drive to be reopened or rebuilt; however, staff has not factored these into the TOT projection. As we observed in earlier years, TOT performance directly correlates to the overall state of the economy, and with that we remain cognizant of the negative impact declines in TOT can have on our financial condition.

Tourism, group and event-related business continues to improve, particularly with the individual hotel brand efforts as well as the City's Tourism Business Improvement District's ("DPTBID") meeting/conference planner incentive program, which is proving to be effective at attracting new groups to our resorts. Other TBID-driven programs, such as brand marketing and special events, have also increased public awareness of Dana Point as a destination.

PKF Tourism and Hospitality projects up to 400 new luxury hotel rooms in Southern California coastal areas within the next four years, with another 466 rooms expected in Anaheim by 2017. Over 4,000 non-luxury rooms could be built in Orange County in the next five years, and another 5,000 non-luxury rooms in San Diego. The presence of this competition, especially in the luxury sector, reinforces the importance of our efforts to continuously market Dana Point.

Based on the information regarding the Dana Point resorts bookings confirmed in the 2nd Quarter of FY15, we project that TOT revenue for the current fiscal year is on target to reach \$11,775,000, eclipsing the original \$11,125,000 budget by \$625,000. For FY16 through FY20, given the pressure of the possible increase in additional rooms added in other cities, the historic cold weather back east and warm weather in Dana Point that bumped up this year's revenue, and more particularly because of the City's dependence on TOT, the City is projecting very limited growth in this revenue.

Figure 4: Transient Occupancy Tax Revenue Trend, FY01 to FY20

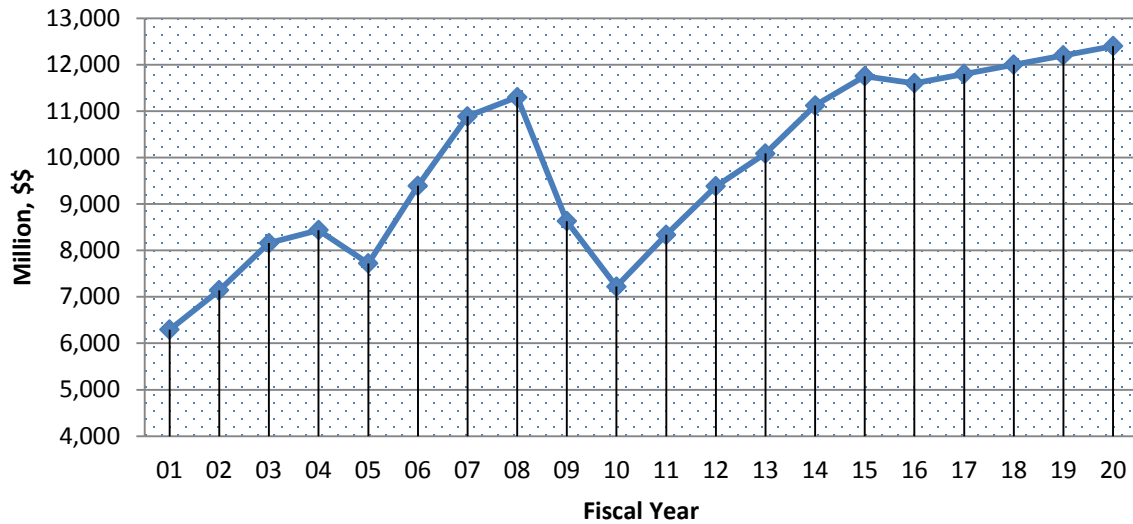


Table 4: Transient Occupancy Tax Revenue History

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$ 6,294,000	5.8%	FY11	\$ 8,338,000	15.5%
FY02 <i>St. Regis opens</i>	7,142,000	13.5%	FY12	9,382,000	12.5%
FY03	8,157,000	14.2%	FY13	10,086,000	7.5%
FY04	8,438,000	3.4%	FY14	11,122,000	9.1%
FY05 <i>Ritz remodel</i>	7,722,000	(8.5%)	FY15 Projected	11,750,000	5.6%
FY06	9,392,000	21.6%	FY16 Est.	11,600,000	(1.4%)
FY07	10,888,000	15.9%	FY17 Est.	11,800,000	1.75%
FY08	11,299,000	3.8%	FY 18 Est.	12,000,000	1.75%
FY09	8,630,000	(19.5%)	FY 19 Est.	12,200,000	1.75%
FY10 <i>Marriott remodel</i>	7,221,000	(20.6%)	FY 20 Est.	12,400,000	1.75%

The City also began collecting Short Term Rental TOT revenue in of Spring 2014. For FY15, it is expected to finish at \$360,000. Given that this is not only a new source of revenue for the City, but also because the advent of this industry is relatively new, the City at this point is projecting Short Term Rental TOT to remain at the same level through FY20.

Property Taxes

The General Fund's second largest revenue is property tax, making up approximately 20% of revenue. Property taxes are imposed by the County at a rate of 1% of assessed property value, with the base level established at the sales price when a property sells. Thereafter, the assessed value is increased each year as properties increase in value, but no more than 2% per year. During economic downturns, and as property values decrease, the County Assessor can and does reduce assessed values on the tax role; this, in turn, decreases the amount of property tax due. As the economy and property values rebound back to and above pre-recession levels, the

County Assessor can and does increase assessed values back to where they would have been had the recession not occurred, with that base value increased up to the maximum 2% per year.

The total assessed value of property in Dana Point grew 3.2% in FY14, and is expected to achieve a larger increase in FY15. The City receives roughly 7.6% for every \$1 of property tax paid. The other 92.4% goes to other agencies and special districts, with the largest beneficiaries being the Capistrano Unified School District at 39%, State at 16.6%, Orange County Fire Authority (“OCFA”) at 12.2%, and Saddleback Community College District at 9.6%.

The Orange County Fire Authority (“OCFA”) is highly dependent on property taxes and contracts with a consultant to perform extensive analysis and projections of property taxes, and they project the following annual increases for Dana Point:

Table 5: OCFA Property Tax Growth Projections

As the City is nearly built-out, property tax revenue increases are driven mainly by reassessments occurring from property sales and growth in current assessments under Prop 13. That is not to say that there will not be growth due to infill development, as there will be, but rather the assessed value of infill development in any given year equates to a fraction of the assessed value on the existing tax roll. In the near-term, the increased value from infill development is likely going to come from luxury home construction and remodels in Monarch Beach and Strands at Headlands, a condominium development on PCH across from Doheny State Beach, and finally with new development in the Lantern District.

OCFA Property Tax Growth Projections	
Fiscal Year	Increase
FY16	4.9%
FY17	3.6%
FY18	3.5%
FY19	3.2%
FY20	3.2%

Property taxes are projected to increase about 5.4% in FY15. Increases of roughly 3.25% are estimated for FY16 and FY17, and then 2.75% for FY18 through FY20. As new construction continues in the Monarch Beach and Strands areas, increased values for those properties will be added to the tax roll, and will bolster increases from home re-sales along with the existing base that is expected to achieve the maximum 2% annual increase.

Figure 5: Secured & Unsecured Property Taxes Revenue Trend, FY01 to FY20

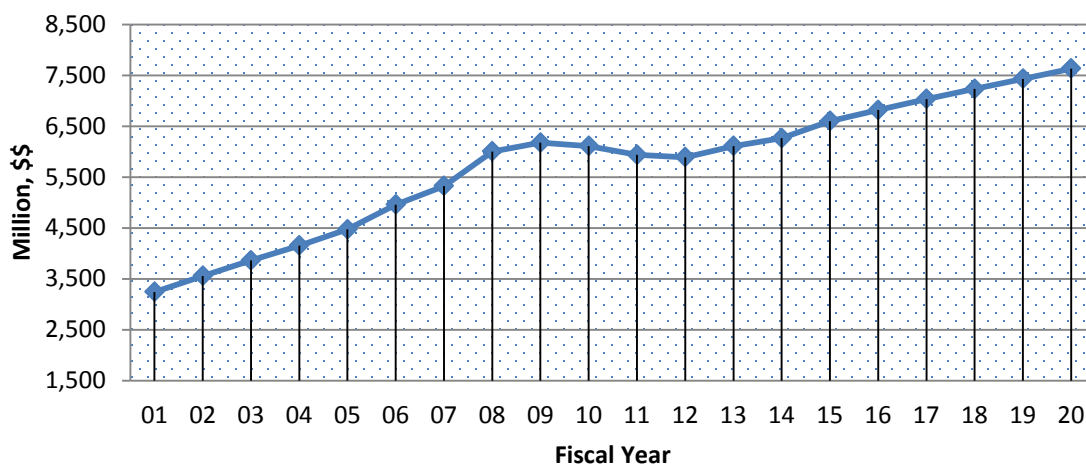


Table 6: Secured & Unsecured Property Tax History

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$ 3,241,000		FY12	\$ 5,888,000	(0.8%)
FY02	3,556,000	9.6%	FY13 *	6,108,000	3.7%
FY03	3,861,000	8.5%	FY14	6,263,000	2.5%
FY04	4,154,000	7.6%	FY15 Budgeted	6,250,000	
FY05	4,471,000	7.6%	FY15 Projected	6,600,000	5.4%
FY06	4,957,000	10.9%	FY16 Est.	6,815,000	3.25%
FY07	5,322,000	7.4%	FY17 Est.	7,035,000	3.25%
FY08	6,001,000	12.8%	FY 18 Est.	7,230,000	2.75%
FY09	6,176,000	2.9%	FY 19 Est.	7,430,000	2.75%
FY10*	6,110,000	(1.1%)	FY 20 Est.	7,630,000	2.75%
FY11	5,935,000	(2.9%)			

* In the table above, for comparative purposes we excluded a one-time borrowing by the State of \$882k in FY10, and also excluded the repayment of it in FY13.

Property Transfer Tax

Property Transfer Tax is a relatively small portion of the City's revenue, but it is an indicator that reflects on the overall state of the economy, particularly with activity in property sales. Property Transfer Tax is assessed on the sale of property, with the City and the County each receiving 55 cents for every \$1,000 of sales value. Other than large numbers of residential properties selling such as occurred the few years prior to the recession, the variance from year to year is most impacted by high dollar sales, such as hotels and parcels in Monarch Beach and Strands.

With the housing market stabilizing after the recession, and increases in overall sales prices and increased activity in luxury homes, we initially projected only minor increases in the amount of property transfer tax to be received in FY14 and FY15; however, one of the resorts was sold and inflated the FY14 amount by almost \$200,000, as was the case in FY13 as well, in addition to an increase in activity at the Strands and in Monarch Beach. Property transfer taxes are projected to stabilize at \$350,000 per year.

Table 7: Property Transfer Tax History

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$ 287,000		FY12	\$ 230,000	15.2%
FY02	282,000	(1.5%)	FY13	459,000	99%
FY03	319,000	13%	FY14	570,000	24.3%
FY04	498,000	56%	FY15 Budgeted	300,000	(47.4%)
FY05	525,000	5.4%	FY15 Projected	350,000	(35.6%)
FY06	441,000	(16%)	FY16 Est.	350,000	--
FY07	395,000	(10%)	FY17 Est.	350,000	--
FY08	374,000	(5.3%)	FY 18 Est.	350,000	--
FY09	224,000	(40%)	FY 19 Est.	350,000	--
FY10	229,000	2.4%	FY 20 Est.	350,000	--
FY11	200,000	(12.8%)			

Sales Tax

Currently the fourth largest revenue, in FY15 Sales Tax is projected to be about 12.5% of General Fund operating revenue. It will become the third largest revenue source in FY16 when the State unwinds what is referred to as the Triple Flip, which started in FY05 when the State took 25% of cities Sales Tax and replaced it with In-Lieu Property Tax. The return of the 25% of Sales Tax is expected to be about \$1.4 million in FY16, with a corresponding decrease to In-Lieu Property Tax.

Our Sales Tax revenue estimates are based largely on information from the State Board of Equalization and HdL Companies, the City's Sales Tax consultant. Due to high property values and the limited availability of space, there is limited commercial and industrial development opportunity within the city. Since some of the largest Sales Tax generating businesses are tourism based, this revenue tends to move along a similar trend line as TOT.

Sales Tax revenue decreased a cumulative 22.7% from FY08 to FY10. For FY11 and FY12, it rebounded by almost the same amount, but FY12 included a large one-time allocation for a misreported prior-year payment. That one-time allocation in FY12 made it appear that taxable sales had gone down 4% in FY13, while absent it FY13 actually increased 1%. By FY14, it had returned to its pre-recession level of \$3.8 million. For FY15, it is projected to finish at \$4.1 million, reaching the high mark achieved in FY04.

Sales Tax revenue in Dana Point tends to experience lower increases than in other Orange County cities. Dana Point does not have large retailers, malls, new-car dealerships or commercial construction. The profile of Dana Point Sales Tax is dominated by restaurants and hotel retail sales (about 48% of total), followed by fuel and service stations (18%), general consumer goods (12%) and other categories (see diagram below).

Figure 6: Sales Tax by Industry Group

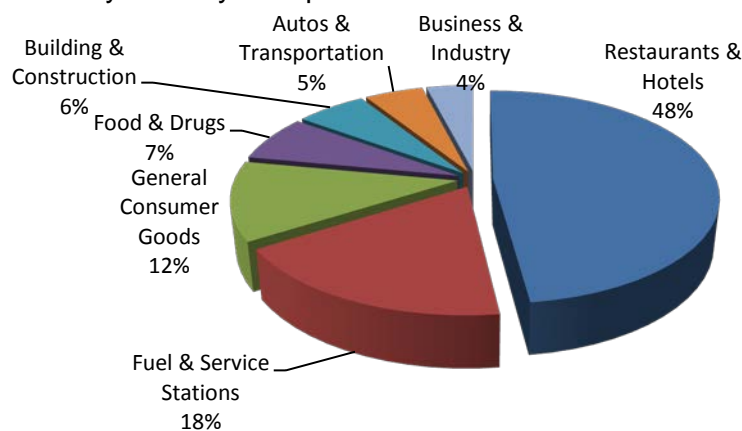


Table 8: FY14 Top 10 Sales Tax Producers = 41% of Sales Tax (alphabetically)

Firm Name	
Circle K 76 (Niguel Rd)	Mariott Laguna Cliffs
Circle K (3 locations)	Ritz Carlton
Chevron (2 locations)	St Regis Monarch Beach
Ganahl Lumber	Sun County Marine
Monach Bay Chevron (2 locations)	Western Emulsions

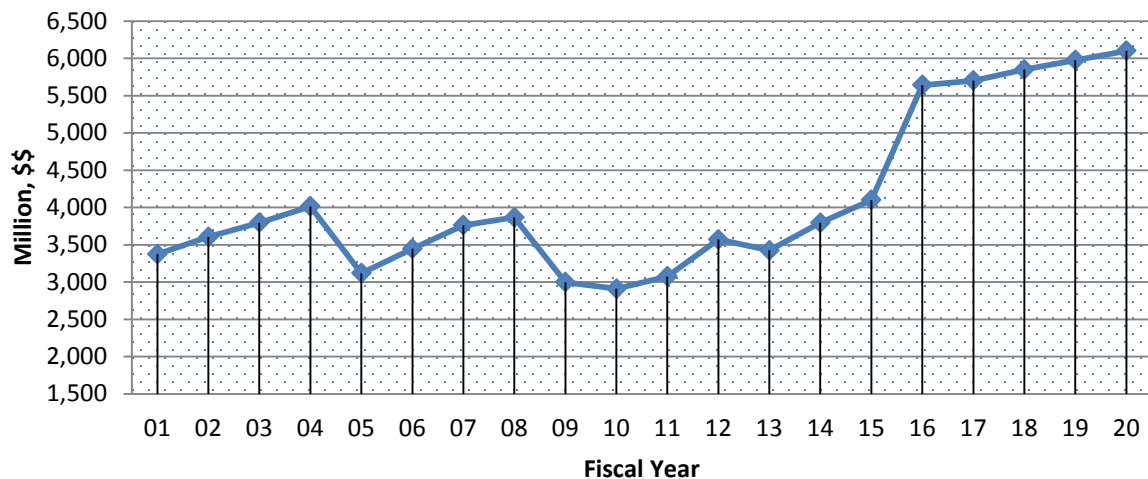
After unwinding the Triple Flip mentioned above, the City's Sales Tax consultant projects just over \$5.6 million for FY16, a 4% increase over their FY15 estimate. Though the consultant projects another 3.9% increase in FY17, given the construction that may take place with the harbor rebuild, dependence on the hotels and the volatility of gasoline prices, staff is using a growth factor of 2.5% for FY17 and 2.0% thereafter.

Table 9: Sales Tax History

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$ 3,374,000		FY12	\$ 3,570,000	16.1%
FY02	3,605,000	6.8%	FY13	3,425,000	(4.1%)
FY03	3,795,000	5.3%	FY14	3,794,000	10.8%
FY04	4,015,000	5.8%	FY15 Budgeted	4,000,000	5.4%
FY05*	3,117,000	(22.4%)	FY15 Projected	4,100,000	8.1%
FY06	3,447,000	10.6%	FY16 Est.*	5,640,000*	n/a
FY07	3,762,000	9.1%		\$4,230,000 \$1,410,000	3.2% NEW
FY08	3,867,000	2.8%	FY17 Est.	5,700,000	2.5%
FY09	2,998,000	(22.5%)	FY18 Est.	5,850,000	2.0%
FY10	2,909,000	(3.0%)	FY19 Est.	5,975,000	2.0%
FY11	3,075,000	5.7%	FY20 Est.	6,100,000	2.0%

*In FY16, the State unwinds the "Triple Flip" (described above). The return of the 25% is estimated to be \$1,410,000 of additional Sales Tax in FY16. For FY16 in the table above, the \$5,640,000 is the full amount of Sales Tax expected, the \$4,230,000 is shown for comparison purposes to FY15, and the \$1,410,000 is the return of the Triple Flip amount. There is a \$1,410,000 corresponding decrease to the In-Lieu revenue detailed later in this report.

Figure 7: Sales Tax Revenue Trend, FY01 to FY20



In-lieu Property Taxes: MVIL & Sales Tax

In-lieu Property Tax is currently the City's third largest General Fund revenue source at 13%. This tax is the result of the State's Vehicle License Fee (VLF) swap, along with the Triple Flip described earlier in this report.

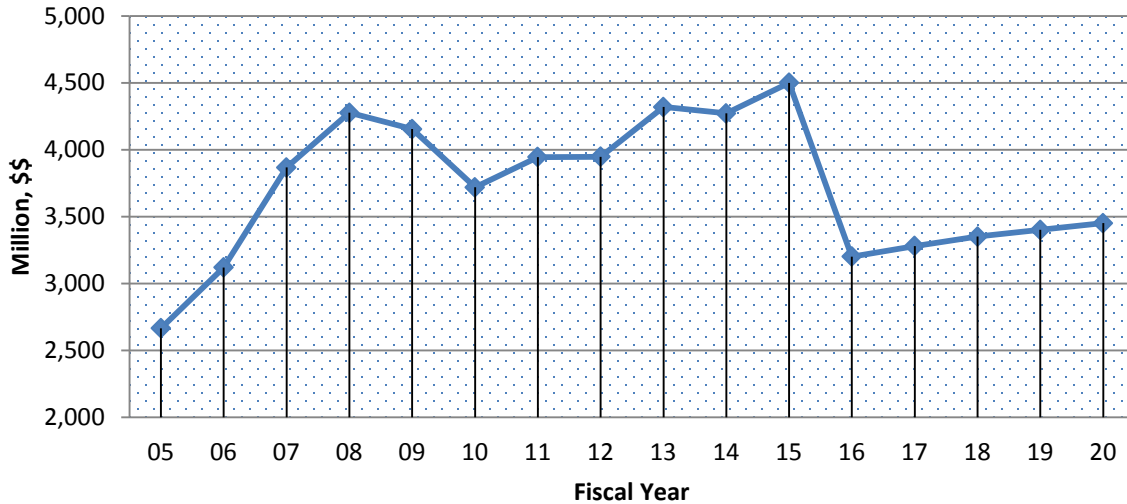
The VLF swap represents approximately 92% of the pre-swap amount of motor vehicle in-lieu (MVIL) revenues received by the City, and is a permanent swap for a like amount Property Tax. The projection for this revenue is directly tied to growth (or decline) in assessed property values. Using the Property Tax projected growth rate, the MVIL portion of the In-Lieu Property Tax is estimated to be \$3.1 million in FY15, \$3.2 million in FY16 and \$3.280 million in FY17.

The Triple Flip is eliminated in FY16 and was discussed above in the Sales Tax section.

Table 10: In-Lieu Property Tax History

Fiscal Year	Total In-Lieu	% Change	MVIL portion	Sales Tax Triple Flip
FY05	\$ 2,665,000		\$ 1,701,000	\$ 964,000
FY06	3,119,000	17.0%	2,231,000	888,000
FY07	3,867,000	24.0%	2,653,000	1,244,000
FY08	4,276,000	10.6%	2,859,000	1,417,000
FY09	4,154,000	(2.9%)	2,975,000	1,179,000
FY10	3,719,000	(10.5%)	2,936,000	783,000
FY11	3,944,000	6.1%	2,911,000	1,033,000
FY12	3,947,000	0.07%	2,932,000	1,015,000
FY13	4,319,000	8.3%	2,963,000	1,356,000
FY14	4,271,000	(1.9%)	3,058,000	1,213,000
FY15 Budgeted	4,300,000	2.5%	3,116,000	1,184,000
FY15 Projected	4,500,000	5.4%	3,100,000	1,400,000
FY16 Est.	3,200,000	2%	3,200,000	n/a
FY17 Est.	3,280,000	2%	3,280,000	n/a
FY 18 Est.	3,350,000	2%	3,350,000	n/a
FY 19 Est.	3,400,000	2%	3,400,000	n/a
FY 20 Est.	3,450,000	2%	3,450,000	n/a

Figure 8: In-Lieu Property Tax Revenue Trend, FY05 to FY20



Licenses & Permits: Planning, Building & Engineering Permits

These revenues also relate to development activity, and include engineering related items such as encroachment permits, transportation permits and grading plan checks; planning related items such as permits for site development, coastal development and conditional uses; and, permits for building, plumbing, sewer, electrical and mechanical. As mentioned above, development activity has increased substantially post-recession, and there is no indication that major changes to the pace of development will occur in the next couple of years given all of the projects being submitted, but staff wants to be conservative in the out years given the uncertainty of development activity, and thus is showing a trend back toward more traditional levels beyond this two-year budget cycle.

Table 11: Licenses & Permits Revenue History

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY07	\$ 686,000		FY14	\$ 1,112,000	59.1%
FY08	772,000	12.5%	FY15 Budgeted	1,553,000	39.7%
FY09	639,000	(17.3%)	FY16 Est.	1,273,000	(18.0%)
FY10	679,000	6.3%	FY17 Est.	1,360,000	6.8%
FY11	679,000	0%	FY18 Est.	1,200,000	(11.8%)
FY12	667,000	(1.7%)	FY19 Est.	1,100,000	(8.3%)
FY13	699,000	3.3%	FY20 Est.	1,000,000	(9.1%)

Charges for Services

Charges for Services account for approximately 3.7% of General Fund revenue and includes planning, building and engineering fees, reimbursed expenses mainly associated with contract assistance for development project submittals, fees for recreation classes and activities, and development impact fees.

Table 12: Development Charges for Services

	Revenue	% Change
FY07	\$ 1,201,000	
FY08	1,271,000	5.8%
FY09	874,000	(31.2%)
FY10	1,360,000	155.6%
FY11	1,081,000	(20.5%)
FY12	907,000	(16.1%)
FY13	979,000	7.8%
FY14	1,469,000	50.1%
FY15 Budgeted	1,445,000	(0%)
FY16 Est.	1,229,000	(14.9%)
FY17 Est.	1,209,000	(1.6%)
FY18 Est.	1,200,000	(0.7%)
FY19 Est.	1,200,000	0%
FY20 Est.	1,200,000	0%

The City has seen a significant increase in development activity in the past couple of years, which has resulted in an increase in building, engineering and planning fees collected. Services provided include building plan checks, tentative tract and parcel map processing, map checks, variances, environmental impact reports, lot line adjustments, grading inspections, and a variety of other related activity. For FY15, building revenue is expected to be fairly flat, but that is compared to FY14 that hit \$1,469,000, up \$490,000 compared to FY13, or 50%.

For the coming few years development activity is expected to stay at a heightened level. In addition, reimbursements to the City from developers for contracted out planning and engineering services are recorded in this category.

The City is conducting a fee study that was commissioned in 2014, but was delayed as the Community Development Department worked to address the crush of planning and development activity they were processing. The study will provide a current assessment of the extent of subsidies provided for use of City planning, building and engineering services. The current fee schedule has remained almost entirely unchanged since 1998.

Recreation classes and activities fees are also included in the Charges For Services category, and are generated mainly for activities held at the Del Obispo Community Center. The City offers a wide variety of contract instructor-led classes in areas such as arts, fitness and sports. These revenues increased substantially between FY10 and FY13, as the recession took hold and individuals sought out more cost effective recreation and special interest learning opportunities. In FY14, as the economy improved, there was a decrease in revenue but not back to the pre-recession amounts. We project a slow increase in this revenue over the next several years with average annual receipts in the \$250,000 to \$300,000 range.

General Fund Expenditures Summary

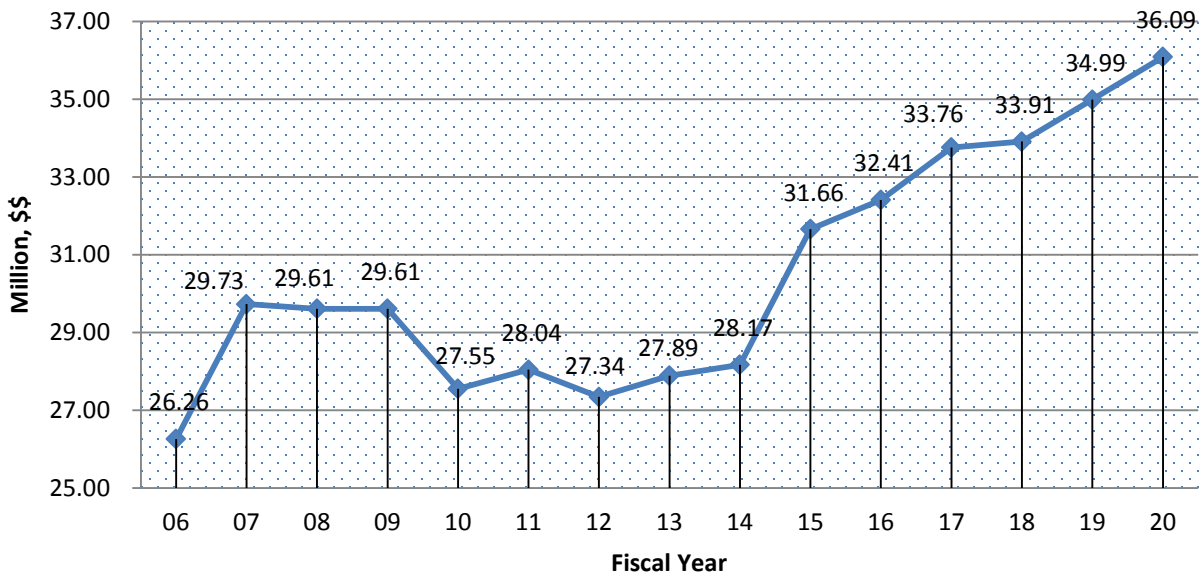
For budget planning and this MFP, certain expenditures are classified as “non-discretionary”, or ongoing. That is, in order to maintain the levels of service our residents expect, as well as meet the City’s contractual, State and Federal obligations, a certain amount of expenditures need to be incurred every fiscal year.

The City provides a wide variety of services. With recessionary effects first being felt during FY09, operating expenditures were reduced to offset to a large extent the decline in General Fund revenue, and to keep the operating budget balanced without a significant drawdown of discretionary reserves. The City, since incorporation, has staffed for a base level of workload and contract oversight, contracted for peak workloads, and relied heavily on contract services for certain municipal functions.

During the economic downturn, this approach served the City well as it was able to scale back on contracts where appropriate and cost effective, left staff positions unfilled as employees left through normal attrition, did not provide wage increases to employees for five years, and leaned extensively on remaining staff to cover the base workload plus gaps in service for critical programs. In the last two fiscal years, the City has been experiencing a major spike in development activity and municipal construction projects that created a need for additional resources. The City again reached out to the private sector to absorb much of the increased workload.

The following graph shows a trend that projects an increase in expenditures around 2.0% annually. General Fund expenditures for FY15, excluding transfers of \$8.3 million for capital projects, are estimated at \$31.7 million. Excluding transfers of \$637,000 for capital projects, the proposed FY16 budget is \$32.4 million; additionally, the FY17 proposed budget is \$33.8 million, and includes roughly \$855,000 of one-time expenditures including the final funding for the General Plan Update (\$200k), Plan Check overflow contracts (\$125k), Doheny Village Specific Plan (\$150k), traffic-control network enhancements (\$50k), Administrative Services Office refurbishment (\$250k), among others.

Figure 9: General Fund Operating Expenditure, FY06 to FY20



The City's largest expenditures are categorized in the MFP as follows, and represents 86.5% of proposed General Fund expenditures: Sheriff's Contract for police services, Personnel Services covering City staff, Street Systems Maintenance & Operations, Park Maintenance and Related Utilities, and Professional Services Contracts.

Table 13: FY15 General Fund Expenditures Budget, Cumulative Table

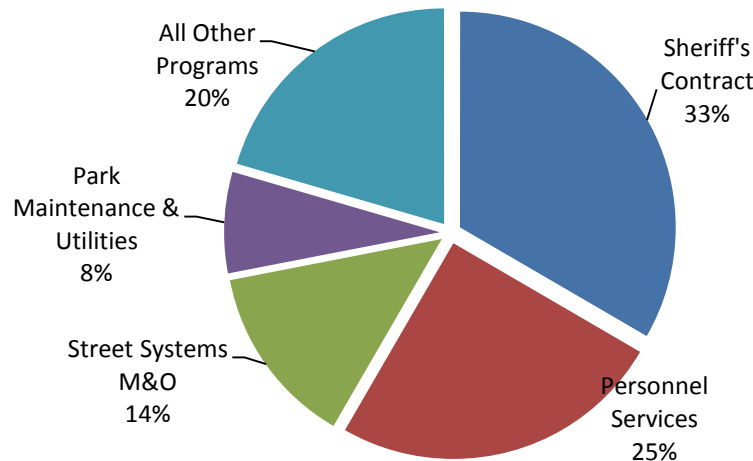
Expenditure Category	FY16 Proposed Budget	% of TOTAL	Cumulative %
1. Sheriff's Contract	\$ 10,821,000	33.4%	
2. Personnel Services	8,091,000	25.0%	58.4%
3. Streets Systems Maintenance & Operations	4,400,000	13.6%	72.0%
4. Park Maintenance & Related Utilities	2,460,000	7.5%	79.5%
5. Professional Services Contracts	2,253,000	7.0%	86.5%
6. All Other Program Areas*	4,383,000	13.5%	100.0%
TOTAL**	\$ 32,408,000		

* All Other Program Areas includes non-personnel costs for all departments excepting contracts for Traffic, Engineering and Parks Departments which are included in numbers 3. and 4. Above, and excluding Personnel Services costs.

** Excludes Operating Transfers Out of \$667,000.

Figure 10: Operating Expenditure by Type

FY 16 Proposed General Fund Operating Budget: \$32.6 Million



Public Safety

The City contracts with the Orange County Sheriff's Department ("OCSD") for dedicated law enforcement services. OCSD is responsible for providing the full spectrum of professional, responsive law enforcement services to our residents, businesses and visitors. OCSD, operating as the City's Police Services Department, is a community partner and has established their Community Oriented Policing philosophy by being an integral part of City operations, along with their presence at community events and City functions.

The OCSD contract, projected at \$10.8 million for FY16, is the largest expenditure item and accounts for about a third of the operating budget. The contract includes 41 OCSD staff dedicated to Dana Point, including 34 full-time sworn positions, 6 non-sworn community service officers, and an office assistant. In addition, the contract includes costs shared with other OCSD contract cities for a cadre of sworn and non-sworn support positions assigned to serve South Orange County. The annual contract cost also includes allocated costs covering County, OCSD Department Overhead, and OCSD Field Training Bureau and South Division Command.

In FY15, the contract cost increased 5.2%, due mainly to an increase in County retirement and worker's compensation costs, South Division Command Overhead, training and the addition of a part-time, extra help deputy. The increase in retirement costs was due to the Orange County Employees Retirement System (OCERS) Pension Actuarial Valuation which included a change in actuarial assumptions for investment earnings (reduced from 7.75% to 7.25%).

On average, the cost of police services for Dana Point has been increasing by 4.1% annually for the last 10 years.

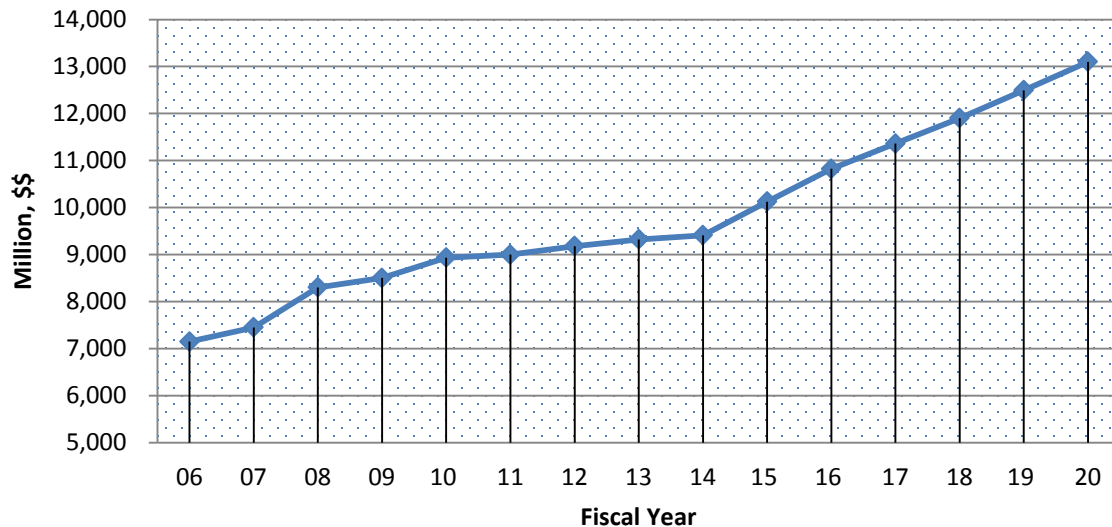
Table 14: Sheriff's Contract Cost History

Sheriff's Contract Cost History		
Fiscal Year	Contract Total	% Change
FY06	\$ 7,148,00	
FY07	7,451,00	3.6%
FY08	8,299,00	11.4%
FY09	8,500,00	2.4%
FY10	8,933,00	5.1%
FY11	8,997,00	0.7%
FY12	9,178,00	2.0%
FY13	9,323,00	1.6%
FY14	9,410,00	0.9%
FY15 Budgeted	10,126,00	8.3%
FY16 Est.	10,821,00	6.9%
FY17 Est.	11,360,00	5.0%
FY 18 Est.	11,900,00	5.0%
FY 19 Est.	12,495,00	5.0%
FY 20 Est.	13,100,00	5.0%

For FY16, the contract is increasing 6.9% due to increased total compensation for Deputies per a recently approved contract that provided raises and benefit increases, offset to some extent by additional contributions by deputies toward retirement premiums; the creation of an OCSD Field Training Bureau intended to improve deputy readiness using a centralized program prior to sending deputies out to work with a patrol training officer as has been standard practice; a new substation in South Orange County moved roughly half of the force to the Lake Forest area, and necessitated adding support staff; and for County and Department Overhead cost increases.

The City has historically assumed 5% annual contract increases for OCSD services, and is continuing to project that for FY17 through FY20.

Figure 11: OCSD Contract Cost Trend, FY06 to FY20



Personnel Costs

The second highest outlay for the General Fund is for personnel, and accounts for just under 25% of the operating budget. For FY16, proposed personnel costs are \$8.1 million, and are made up of wages (79%), benefits (12.5%), and retirement costs (8.5%).

As mentioned above, the City's hybrid service delivery model utilizes staff along with a significant amount of contract services, which provides a great deal of flexibility in managing the City's operations. 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. It is not uncommon for other cities, particularly older and larger cities, to have well over 50% of their

budgets dedicated to personnel costs. With that said, it is important to ensure that the City is equipped with adequate staff to manage day-to-day operations and projects, and to deliver high quality services in a timely manner.

Figure 12: Personnel Cost Trend, FY06 to FY20

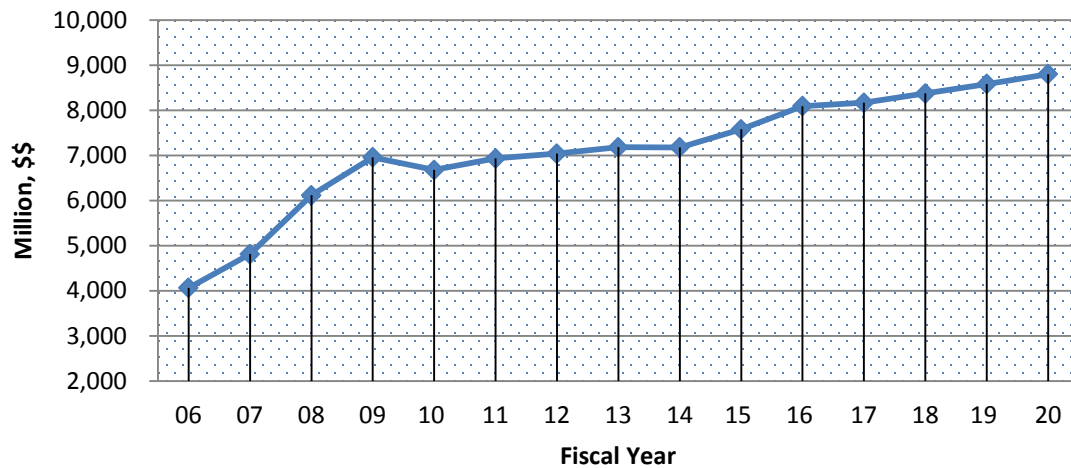


Table 15: Personnel Cost History

Fiscal Year	Total	% Change
FY06	\$ 4,067,000	
FY07	4,815,000	18.4%
FY08*	6,116,000	27.0%
FY09*	6,958,000	13.8%
FY10**	6,676,000	(4.1%)
FY11	6,933,000	3.8%
FY12	7,040,000	1.5%
FY13	7,180,000	2.0%
FY14	7,177,000	0.0%
FY15 Budgeted	7,579,000	5.6%
FY16 Est.	8,091,000	6.8%
FY17 Est.	8,166,000	0.9%
FY 18 Est.	8,370,000	2.5%
FY 19 Est.	8,580,000	2.5%
FY 20 Est.	8,800,000	2.5%

* From FY07 to FY09, the City transitioned Planning, Building and Engineering from contracts to less expensive staff positions. From FY08 to FY13, the City froze positions as they became vacant, and did not provide wage increases for staff. In FY14, some vacant positions were filled, particularly in the Community Development Department.

** For comparison purposes, the FY10 amount excludes an \$860,000 payoff of an unfunded pension obligation established when CalPERS moved the City into a small agency pension pool in 2004.

Salaries

Less than half of the City's workforce is represented by the Dana Point Employees Association ("DPEA"), which negotiates with the City for labor related issues. Starting when the recession hit in 2008, City employees went five years without a wage increase. The City entered into a 3-year agreement with the DPEA in January, 2014. The agreement includes pay increases effective October 1, 2014 and again October 1, 2015, and net to 2.9% each after factoring in additional contributions from employees toward their retirement benefits. The third year of the

agreement returns pay decisions to a merit-based compensation approach where the City provides a pool that may be distributed based on an individual's success, but only at an amount set and approved by the City Council after considering the City's financial condition, among other factors. Beginning in FY14 and completing in FY15, the City provided its' non-represented employees with a similar 2.9% net raises.

Assuming the economy remains steady, there are no substantive changes in staffing, and health and retirement costs are in line with projections, it is projected that cost increases from FY18 through FY20 will average 2.5% per year.

Benefits:

The City offers a "cafeteria style" flexible benefits plan, with a fixed monthly allowance provided to full-time employees, in varying amounts as discussed below. Employees may apply the allowance toward premiums for the health, dental, life and disability insurance plans that fit their needs and budget; and, where the cost is greater than the City's monthly contribution the employee pays the difference.

The Dana Point Employees Association (DPEA) labor agreement requires an annual review of the monthly benefit allowance, as well as a \$25 benefit allowance increase for each \$25 increase in the average cost of medical insurance plans surveyed. Non-represented employees, including department heads, have traditionally received the same adjustment. Recent history for the change in monthly allowances have been FY08 (\$25), FY09 (\$0), FY10 (\$50), FY11 (\$50), FY12 (\$50), FY13 (\$75), FY14 (\$0) and FY15 (\$50). The monthly benefit allowance increased an average of 5% over that time period.

For FY15, the monthly contributions available to employees are \$1,050 for represented employees, \$1,175 for non-represented, \$1,375 for department directors, and \$1,425 for the City Manager. Staff is projecting a \$25/month increase in FY16, and a \$50/month increase in FY17. Predicting what health care costs are going to be from year to year with all the changes taking place in health care coverage and industry costs is anybody's guess. The average increase for City employees has been \$50/month each year over the past several years, and that is what is included in the projections for FY18 through FY20.

Retirement:

The City contracts with the California Public Employee's Retirement System ("CalPERS"), a cost-sharing, multiple-employer public employee defined benefit pension plan. CalPERS provides retirement benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries of contract agencies. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California.

The City paid both the Employer Share and Employee Share (the latter set by the State Statute at 7% of pay) of pension contributions until October 1, 2013. The current DPEA Agreement allowed the City to implement a key component of the State enacted Public Employee Pension Reform Act (PEPRA), where the new standard is for employees to pay the Employee Share of pension costs. Beginning October 1, 2013, the City's non-represented employees started paying 4 of the 7% Employee Share, and then on October 1, 2014 the non-represented employees picked up the remaining 3 of the 7% Employee Share. The same two year phase in of full pick up of the Employee Share is in process for the represented employees, with the second stage taking effect October 1, 2015. The Employer's Share is an actuarially determined

rate established by CalPERS each year, with the City benefitting from, or bearing the responsibility for, changes in pension costs.

Until FY12, CalPERS used a 7.75% actuarial expected return on its investment portfolio. As can be seen in the table below, CalPERS actual earnings over the past eight years have fluctuated dramatically.

Table 16: CalPERS Earnings History

CalPERS Earnings History		
Fiscal Year	Actual Earnings	Actuarial Earnings Assumption
FY07	19.1%	7.75%
FY08	(5.1%)	"
FY09	(24.8%)	"
FY10	13.3%	"
FY11	21.7%	"
FY12	0.1%	7.5%
FY13	13.2%	"
FY14	18.4%	"

In FY12, the CalPERS Board lowered the actuarial earnings assumption down from 7.75% to 7.5%; in addition, they began making more conservative assumptions in regards to pensioner mortality, and took a less aggressive approach to allocating gains and losses. The latter is intended to moderate fluctuations year to year in rates charged to contract agencies.

The funded status stood at 81.3% on June 30, 2013 (the most recent valuation available). Due to the recession's impact on the stock market and real estate values in 2008-2009, CalPERS lost a significant amount on its investment portfolio. CalPERS is working to improve the funded status of the pension plan by increasing rates. An updated valuation covering CalPERS FY14 will not be available until later this year, but CalPERS did report an 18.4% time-weighted rate of return on its investments in FY14, significantly above the 7.5% earnings assumption.

The funded status stood at 81.3% on June 30, 2013 (the most recent valuation available). Due to the recession's impact on the stock market and real estate values in 2008-2009, CalPERS lost a significant amount on its investment portfolio. CalPERS is working to improve the funded status of the pension plan by increasing rates. An updated valuation covering CalPERS FY14 will not be available until later this year, but CalPERS did report an 18.4% time-weighted rate of return on its investments in FY14, significantly above the 7.5% earnings assumption.

Unlike the Employee Share that is set at 7%, the Employer Share fluctuates from year to year in conjunction with the success of CalPERS investment earnings, but in a manner that the actual gains and losses on investments are smoothed or amortized in a rolling manner into the Employer Rate each year. The change from year to year can be seen in the following table:

Table 17: CalPERS Employer Share Rate History

Fiscal Year	Employer Share	% Change	Fiscal Year	Employer Share	% Change
FY09	11.954%		FY15 Budgeted	11.522%	6.8%
FY10	11.736%	(1.8%)	FY16 Est.	10.828%	(6.0%)
FY11	8.984%	(23.5%)	FY17 Est.	11.216%	3.6%
FY12	10.059%	12.0%	FY18 Est.	12.100%	8%
FY13	10.238%	1.8%	FY19 Est.	13.070%	8%
FY14	10.781%	5.3%	FY20 Est.	14.000%	8%

The City's required annual contribution to CalPERS for full-time employees over the past several years, along with the percentage actually paid by the City, are as follows:

Table 18: CalPERS Employer Share Paid By the City

Fiscal Year	Annual Pension Cost	Percentage Contributed
FY06	\$ 388,000	100%
FY07	457,000	100%
FY08	537,000	100%
FY09	585,000	100%
FY10	1,166,000	100%
FY11	445,000	100%
FY12	491,000	100%
FY13	482,000	100%
FY14	530,000	100%

For the table below, the Salaries column includes full- and part-time wages, commissioner stipends and overtime. The retirement column includes both full-time and part-time staff; and, the Benefits column includes cafeteria allowances and Medicare taxes.

Table 19: Salaries, Retirement Cost & Benefits, detail

Fiscal Year	Salaries	% Change	Retirement**	% Change	Benefits	% Change
FY08	\$ 4,633,000		\$ 811,000		\$ 671,000	
FY09	5,297,000	14.3%	909,000	12.1%	753,000	12.2%
FY10*	5,315,000	0.3%	670,000	(26.3%)	790,000	4.9%
FY11	5,285,000	(0.6%)	805,000	20.1%	843,000	6.7%
FY12	5,328,000	0.8%	847,000	5.3%	866,000	2.7%
FY13	5,441,000	2.1%	850,000	0.4%	889,000	2.7%
FY14	5,453,000	0.2%	784,000	(7.8%)	940,000	5.7%
FY15 Budgeted	5,396,000	(1.0%)	965,000	23.1%	1,040,000	10.6%
FY15 Projected	5,915,000	8.5%	704,000	(10.2%)	960,000	2.1%
FY16 Est.	6,380,000	7.9%	691,000	(1.8%)	1,020,000	6.4%
FY17 Est.	6,409,000	0.5%	707,000	2.3%	1,051,000	2.9%
FY 18 Est.	6,085,841	3.0%	849,104	8.0%	926,997	5.0%
FY 19 Est.	6,234,148	3.0%	895,104	8.0%	926,997	5.0%
FY 20 Est.	6,356,000	3.0%	963,309	8.0%	926,997	5.0%

* For comparison purposes, excluded from the FY10 Retirement Cost amount shown here is a one-time \$860,000 pay-off of an unfunded liability created when PERS moved the City into the small agency pension plan pool in FY04.

** The Retirement Column includes both CalPERS pension for full-time employees, and ICMA deferred compensation for part-time employees.

Total personnel costs are expected to increase annually by 3.8% on average the next five years. The main contributing factors are the addition of a Planning Manager (long-term planning) and Assistant Administrative Analyst (Economic Development) in FY16, conservative projections for Pension rate increases of 8%, and cafeteria allowance increases.

Street Systems Maintenance & Operations

This category is for contracts only, and excludes personnel costs that were forecast in the Personnel Services section above, and minor ancillary costs such as office and operating supplies, memberships & dues and training, among others. These contract services are projected to account for \$4.4 million in FY16. The largest component, at \$1.4 million is Street Maintenance, and includes: a contract for a variety of work performed by the County of Orange; striping/stenciling; Underground Service Alerts; concrete and asphalt repair and crack fill;

sidewalk grinding; I-5 PCH off ramp litter removal, graffiti removal, emergency repairs and a variety of other services. These Street Maintenance Costs have increased consistently at under 2% per year, and are projected to continue at this rate.

Landscape Median Maintenance (\$755,000) is also included in this category. These costs have increased over the past several years, from \$502,000 in FY10 and projected to reach \$795,000 by FY17. The increase is mostly associated with new medians on PCH from the City's north border on down through the Lantern District. For FY18 through FY20, and absent the addition of any new medians not already accounted for, these costs are assumed to stabilize with a 2% per year increase. Most medians are watered with reclaimed water, and Staff is working on plans to convert to reclaimed water the few remaining medians that use potable water; where this is not feasible, staff has been planting drought tolerant landscaping.

Also included are: Storm Drain Maintenance (\$465,000), which covers regular inspections, inlet filter cleaning and repairs, and trash diversion system maintenance and repair; Water Quality program components (\$530,000) such as the National Pollution Discharge Elimination System (NPDES) related costs, Stormwater Diversion systems operations & monitoring, and the Grease Interceptor Rebate Program; finally, it includes Street Sweeping (\$278,000).

This category also includes Utilities for traffic signals and street lights (\$313,000), Traffic Engineering professional services (\$159,000), and traffic signal maintenance and repair (\$199,000). Finally, the City's street event banner program (\$260,000) is included in this category, which has an elevated budget by roughly \$100,000 in FY16 as the City expands the program, particularly into the Capistrano Beach and Doheny Village areas.

Overall, the Street Systems Maintenance & Operations category is assumed to see a 2% cost increase from FY18 through FY20.

Park Maintenance & Related Utilities

This is the fourth largest category of expense, and is proposed at \$2.46 million for FY16. It covers Park Maintenance (\$1.15 million), Park Utilities (\$685,000), Tree Maintenance (\$550,000), and Professional Services contracts for certified playground inspections, vandalism repairs and graffiti abatement (\$75,000).

Park Maintenance includes landscaping, sports field and playground repairs, lights, signage and irrigation systems, among other items. Of all expenses in this category, relatively significant increases have only been seen recently in utilities, with reclaimed and potable water making up roughly 75% of the \$685,000 projected in utility costs for FY16, and in tree trimming. For the latter, contract costs have been increasing quicker than the consumer price index as contractors are seeing higher labor costs associated with wages and health benefits.

Over the past several years, the City has added a number of amenities that require water and some electricity, namely Sea Terrace Park and the PCH medians. The City currently has reclaimed water available for the most of the Golden Lantern and PCH medians north of the Lantern District, as well as at Sea Terrace Park. To address the drought conditions and manage costs, the City is working with the South Coast Water District to bring reclaimed to Lantern Bay Park, La Plaza Park, the remaining Golden Lantern median (south of Del Prado)

not using reclaimed water, and a new median being constructed on Del Prado north of Golden Lantern. Assuming the City reduces use of potable water as is being planned, and absent the addition of any new park amenities coming online during that time For FY18 through FY20, costs are expected to increase 2% per year during that period.

All Other Professional Services

All Other Professional Services is the fifth largest category of expenditure. For FY16, this line item is proposed at \$2.25 million of General Fund expenditures. There is a base level of recurring contracts that do not vary much from year to year, and include functions such as the City's funding for the Coastal Animal Services Authority; bank fees; annual financial audit; information technology services; custodial, website hosting; waste franchise audits; crossing guards; arborist consulting; recreation class contract instructors; contract labor for planning, building and engineering; and the list goes on. Projections for these base level contracted services are conservatively projected at 2.0%, which is much higher than the current Consumer Price Index for the region, usually a good indicator for growth in these costs, and which is currently at 0.5%.

The largest individual area of Professional Services expenditures relate to development projects, and include items such as environmental impact reports, geotechnical studies, traffic studies, etc. Costs incurred by the City to process development project submittals are borne by developers, thus there is no impact to the City's bottom line.

Capital Asset Investments

The City's infrastructure includes buildings, streets, curbs, gutters, sidewalks, signals, medians, storm drains, water treatment facilities, playgrounds, etc. Using a combination of City monies, development impact fees, grants, and other sources, the City has consistently maintained a robust capital improvement projects program over the years. The book value of the City's investment in Capital Assets, net of depreciation, has doubled over the past 10 years, from \$83 million to \$166 million, or about \$8.3 million per year.

Over the past 15 years, the City's General Fund has committed over \$67 million to Capital Projects, along with over \$41.5 million from other sources. The City remains committed to maintaining and improving its infrastructure.

A Discussion on Reserves

The City Council adopted a General Fund reserve policy in 2005. The policy established a Cash Flow Reserve, Emergency Reserve and Capital Projects Sinking Fund Reserve. The Cash Flow Reserve is set at 10% of General Fund revenue and provides liquidity for normal fluctuations in monthly revenue inflows and expenditure outflows, such that a sufficient amount of monies are always on-hand to meet the City's fiscal obligations. The Emergency Reserve is set at 20% of General Fund revenue and provides a source of fiscal resources that can be used for a variety of unanticipated contingencies that could result from major uninsured claims against the City, natural disasters, major economic downturns and other situations of this nature. The Capital Projects Sinking Fund Reserve is set at a minimum \$2.5 million, and is used to accumulate funds for major repairs and/or replacement of capital assets.

When adopting the two-year FY07 and FY08 budget, the Council did not amend the reserve policy, but they did take action to set aside funds to address impacts that might be caused by the State of California borrowing or taking City revenues, and it was set at \$2.33 million. In FY10, the State borrowed \$880,000 of the City's property tax revenue, and repaid it with interest in FY13. Over the past several years, voters amended the State Constitution in a manner that precludes the State from borrowing or taking any known City revenues. At this time, the State Budget Impacts Reserve has a zero balance.

In June 2014, the City Council amended the City's FY15 budget and in doing so directed the use of the \$2.5 million Capital Projects Reserve to fund a portion of the Town Center Lantern District Project Phase II. In April 2015, utilizing current year operating surplus, \$1.25 million was returned to the reserve. The proposed budget anticipates replenishing this reserve back to \$2.5 million.

As of this writing both the Cash Flow and Emergency Reserve remain fully funded per policy at \$3,031,000 and \$6,062,000, respectively.

Closing Observations

A forecast is simply a prediction of future conditions, and is intended to be a planning tool and not deemed a perfect picture of what is to come. This Master Financial Plan is the first of its kind for the City, and with that is a work in progress. As we progress through the next two years leading up to the next budget cycle, this plan will be revisited and refined to reflect current operating conditions along with longer-term needs of the City.

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HIGHLIGHTS OF FISCAL YEAR 2014 & 2015 ACCOMPLISHMENTS

The following is a synopsis of the Major Accomplishments of the City of Dana Point during the 2014 & 2015 Fiscal Year.

ADMINISTRATIVE SERVICES DEPARTMENT

1. Awarded the National Award for Excellence in Financial Reporting for the Fiscal Year 2012 and 2013 Comprehensive Annual Financial Reports (CAFR).
2. Completed the Fiscal Year 2012-2013 and the 2013-2014 annual City audits with no negative audit findings.
3. Successfully implemented a new accounting software system (Incode V.X. Financials by Tyler Technologies) with modern functionality that affords real time access to accounting transactions. Five years of data were converted into the new system. It has multiple capabilities including scanning of invoices, cash receipts, and deposits directly into the system which optimizes access to financial records.
4. Administered and implemented the City's ninth, two-year budget process for Fiscal Years 2015-2016 and 2016-2017.
5. In 2013, refinanced the 2008 Headlands CFD bonds and added an additional tranche of bonds. The refinance provided an approximate \$540,000 in interest savings. The additional bonds provided funds to reimburse the developer for completed public infrastructure.
6. In 2014, worked with the bond and legal teams to issue the final Headlands CFD bond tranche. Funding provided for the final and complete reimbursement to the developer.
7. Automated capital assets records through the integrated fixed asset module in the new accounting software system.
8. Automated the processing of water utility bills through a procurement card program to pay Bank of America electronically and receive quarterly rebates to the City.
9. Executed training of non-administrative City staff on the new accounting system. Trained City personnel to access and process reports and requests.
10. Evaluated and implemented processes, procedures, and tracking systems as needed to ensure Affordable Care Act (ACA) compliance.
11. Continued positive labor relations with Dana Point Employees Association (DPEA) and negotiated a successor MOU through December 31, 2016.
12. Administered and coordinated citywide in-house and off-site employee training opportunities, including training required by California laws and regulations.
13. Conducted annual Health Benefits Open Enrollment and annual Performance Evaluation/Merit Review process for all eligible City staff.

14. Coordinated implementation of Public Employees' Pension Reform Act (PEPRA) provisions.
15. Developed processes and procedures to implement the Healthy Workplace Healthy Family Act of 2014 (AB 1522).
16. Conducted annual salary range survey for all City positions and presented to the City Council.
17. Received successful results of bi-annual Risk Management audit and recognition for timely Workers' Compensation management.
18. Successfully implemented an in-house employee Health and Wellness program with over 70% staff participation and created a monthly Health and Wellness Newsletter for City employees to promote the benefit of a healthy life style.
19. Coordinated the City's Community Newsletter with the Community Services & Parks and Community Development departments.
20. In conjunction with Police Services, continued to manage the high school's on-campus drug and alcohol early intervention program staffed by a contract intervention specialist.
21. 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.
22. Initiated a fee study with a goal to update the City's 15-year old existing fee schedule for planning, building and engineering functions.
23. Identified and submitted claims to the State of California for costs incurred by the City totaling over \$100,000 in regards to State mandates.
24. Participated in a SONGS Emergency drill under the City's Emergency Plan.

EMERGENCY SERVICES DEPARTMENT

1. The Emergency Services Coordinator served as the Chair of the Interjurisdictional Planning Committee (IPC) for the San Onofre Nuclear Generating Station, and headed the offsite emergency planning transition in the early stages of the decommissioning process.
2. The City of Dana Point Community Emergency Response Team (CERT) program continues to provide valuable disaster preparedness training to interested residents. This program continues to be applauded by those who have completed the course.
3. 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. Staff expanded the network to include several digital communications devices for traffic management and coordination capabilities.
4. The Dana Point Emergency Operations Center continues to evolve in our ongoing effort to set the bar for local disaster preparedness and planning. We continue to impress representatives of

other agencies at all levels of government, with the size, design, use of technology, and level of readiness that we demonstrate with this facility.

5. Staff has partnered with the Orange County Fire Authority with a local distribution program of smoke detectors and carbon monoxide alarms.
6. Participated in monthly, quarterly, and annual tests of emergency 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.
7. Maintained the City's inventory of radiological monitoring equipment.
8. Emergency Services Staff maintained our certification as a NOAA/NWS Storm Ready and Tsunami Ready City.

CITY CLERK DEPARTMENT

1. Successfully administered the November 4, 2014 election.
2. Updated the City's Records Retention Policy which conforms with the City's Records Retention Schedule.
3. Continued on-going implementation of a Records Management and Document Imaging System (SIRE). The system enhances customer service to the citizens and businesses of Dana Point by providing information and public services on-line in an effective, accessible manner. In addition, it helps the City realize operational efficiencies and increased productivity of City staff.
4. Installed a specialized desktop scanner to convert 22+ years of the City's microfiche into digital form to be accessible by the public and staff.
5. Worked in conjunction with the Public Works Department to digitize over 500 Final Tract files which will make the records easily accessible to the public and staff.
6. Coordinated and maintained the Records Management Program with all City departments which include archive, inactive, microfilmed and digital records, and conducted an annual destruction of records per the City's Retention Schedule.
7. Prepared agendas, packets and minutes for approximately 25 regular and special City Council meetings per year.
8. Responded to approximately 750 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 City staff.
9. Processed over 100 Statements of Economic Interest Statements and numerous semi-annual and annual election campaign disclosure statements annually as required by the Political Reform Act.

10. Published notices and processed applications for the Planning Commission, Traffic Improvement Subcommittee, Arts and Culture Commission, Youth Board and all other City Subcommittees and Task Forces; also, scheduled interviews and administered oaths of office.
11. Compiled and posted updated information required by the Maddy Act, including the addition of various subcommittees and task forces established by the City Council.
12. Managed the maintenance of the City's website.
13. Coordinated the codification and distribution of supplements of the Municipal and Zoning Code.
14. 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.
15. Received and processed approximately 90 annual City contracts including required bonds and insurance.
16. Received and processed summons and lawsuits against the City.
17. Published, posted and processed 5 ordinances and approximately 50 resolutions annually.
18. Published, posted and processed approximately 70 legal notices.
19. Recorded approximately 30 legal documents through the County's Recorders Office.
20. Participated in a SONGS Emergency drill under the City's Emergency Plan.

COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING

1. The Planning counter has seen a steady increase in counter visits with close to 4,000 counter visits per year in FY15, a 44% increase over the last 5 years. During this period, 71 discretionary permits (CUP/CDP/SDP's) and over 100 special event permits were processed through Planning.
2. Processed applications for residential development including a new, 11 unit subdivision in Capistrano Beach and many new custom homes on vacant lots, demolishing existing homes and building new, custom homes, as well as additions and remodels to existing homes. Monarch Beach, the Headlands, Beach Road and Capo Beach bluff lots are areas of high concentration for this activity.
3. On the commercial side, a number of significant, new development applications have been received. Noteworthy projects that have received entitlements include: the Harbor Revitalization

project, 168 residential units on a former mobile home park site, and a substantial renovation and expansion of Gloria Dei church. In the Lantern District, two mixed-use projects, a new single story commercial building and substantial renovation of two existing commercial buildings have been entitled for a cumulative total of 127 residential units and approximately 53,595 square feet of new or newly renovated commercial space.

4. *Way Finding Sign Program* – In conjunction with Public Works, began working on a comprehensive way finding signage program. This program will assist visitors navigate their way through town by helping direct people to primary and secondary destinations, as well as to public parking opportunities.
5. **Lantern District** - Staff has initiated a process to address parking concerns with the Town Center Plan area and presented a Parking Management Report to the Planning Commission and City Council in early 2014. The City Council directed staff to move forward with the recommendations in the Parking Management Report, along with policy direction regarding the existing code regarding parking in lieu fees.
6. **Short Term Rentals Zone Text Amendment** - An ordinance was approved legalizing short-term rentals and allowing for the establishment of rules to limit negative impacts. An amendment to the City's Zoning Code both the Planning Commission and the City Council approved and it has been submitted to the California Coastal Commission (CCC).
7. **Doheny Village Plan** –A draft plan is currently under review, with a joint study session of the City Council and Planning Commission expected Spring 2015.
8. **Allowance of Poultry in Residential Districts Zone Text Amendment** – Was presented and denied by the City Council.
9. **General Plan Update** – Staff applied for and received a \$125,000 grant to assist in completing a General Plan Update.
10. Participated in a SONGS Emergency drill under the City's Emergency Plan.

BUILDING AND CODE ENFORCEMENT

1. As of the first 9 months of 2014-15 fiscal year, there were active residential building permits that totaled \$68M of investment and active commercial building permits that totaled \$12M of investment. The first nine months of this fiscal year, the Building Division procured \$477,640 in building plan check fees. Once a project completes plan check, they pull building permits to start construction so it is a good indicator of future investment. The same period last year and

the year before took in \$384,921 and \$218,395, respectively, in building plan check fees with a 24% and 76% increase from the year prior, respectively.

2. Permits issued in in the first nine months of FY 15 were 1,519 compared to last fiscal for this same period of 1,434. This equates to the following:
 - Residential – Total valuation of \$68M representing approximately 456,856 square feet
 - Commercial – Total valuation of \$12M representing approximately 250,002 square feet
3. Successfully implemented the tri-annual update with the adoption of the 2013 California Building Codes. This project includes amendments to the City’s Municipal Code, along with updating of forms and pamphlets, and extensive staff training.
4. Streamlined the permit process, including over the counter permit hours being implemented for uncomplicated projects enabling an applicant to submit plans for a plan check to have them reviewed, and receive their permit in the same visit. A combination building fee was established to allow for faster calculation of building fees to reduce the waiting time at the counter, directional signage at the Permit Center counter, and a revised Building Permit Application corresponding with the work flow process to ensure a complete application is submitted.
5. Code Enforcement continues to be a high priority for the City. In addition to the property management and nuisance abatement issues, the enforcement of Short Term Rentals was an added responsibility in 2014.

ECONOMIC DEVELOPMENT

1. The Economic Development Division has been active this past fiscal year with a number of new programs and initiatives being implemented. Data correlated to efforts of economic development include:
 - 21 New Business Openings (estimated since we don’t have a Business License to track this data; ribbon cuttings and new Certificates of Occupancy were utilized for this estimate)
 - 9% Increase in TOT from FY 14 to FY 15 to over \$11 million
 - 4% Increase in Sales Tax based on the last four quarters of data to \$5.6 million
2. **Business Retention and Expansion (BRE) Program** - A BRE Program has been established which is an umbrella for a number of efforts to support the existing business community and to help them grow their business here in Dana Point. These efforts include:
 - Scheduled business visits to gain an understanding of the various barriers to growth that businesses are facing and connect them to existing resources.

- Business workshops hosted by the City, the Chamber of Commerce and SCORE. SCORE is a non-profit consisting of retired business executives that offer free advice and mentoring services to small businesses. The workshops began in late summer 2014 and have been well received. To date, four workshops have been held on the topics of Social Media, Computer Maintenance for the Small Business, Email Marketing with Constant Contact and the Affordable Care Act. Six workshops within a calendar year will be scheduled.
 - City procured ESRI Business Analyst which combines demographic and business data, detailed maps, and advanced spatial analytics to assist businesses with their location decision making process. This information is helpful for efforts related to both business expansion as well as business attraction.
 - In 2014, the City started providing a commercial property search tool to allow existing and prospective businesses and investors to search for available commercial property for sale or lease in Dana Point. This information is updated monthly through a third party. On the back end, Staff has access to sales and lease comps that are helpful for real estate analysis.
3. **Tourist Business Improvement District (TBID)** – The TBID was established in 2009 and started generating assessment revenue in 2010. A number of programs have been funded with this money to influence the brand message of Dana Point as a luxury destination and to increase the number of hotel stays, particularly during the non-peak season. The Elephant Parade exposed Dana Point to international media coverage. This public/private partnership was acknowledged by the Orange County Business Council at their annual Red Tape to Red Carpet awards.
 4. **IlluminOcean – 40 Nights of Holiday Lights** was sponsored by the TBID to generate additional exposure and increase visits to Dana Point. The goal is to grow the event to eventually make it an event of national exposure.
 5. **Statewide Community Infrastructure Program (SCIP)** – The City joined SCIP in 2014. SCIP is a financing program that enables developers to finance public improvements and fees.
 6. **Housing Element Certification** – The City successfully received certification of its Housing Element from California’s Housing and Community Development (HCD) Agency in 2014. Because HCD certified the previous Housing Element in 2009 and the City provided annual reports to HCD and received certification in 2014, Dana Point has qualified for a streamlined certification process which means our next Housing Element is not required until 2022.
 7. **Del Prado Business Assistance** – The City is working with the Del Prado businesses during the construction of the Phase 2 Town Center Lantern District improvements. The program includes temporary signage, business spotlights, a raffle program and other marketing efforts to help drive business to Del Prado. Businesses citywide have generously donated prizes for the contest and consumers have responded to the added incentive to shop on Del Prado.

8. **Retail Recruitment Program** – The City kicked off a retail recruitment program with their attendance at the May International Council of Shopping Centers (ICSC) RECon event in Las Vegas. RECon is a global convention for the shopping center industry and provides networking and educational opportunities for retail real estate professionals from around the world with over 34,000 attendees and 1,000 exhibitors. The City compiled demographic and sales data information formatted specifically for targeted retailers and desired uses. A new retail webpage has been added to the Economic Development section of the City’s website that showcases available retail opportunities in the City. A section of this page showcases new retailers that come to town. Through these efforts, the City has facilitated dialogue with various retailers and Dana Point property owners.

PUBLIC WORKS DEPARTMENT

CAPITAL IMPROVEMENT PROJECTS

1. Finished both phases of the design for the PCH/Del Prado Streetscape Improvement Project. Construction of Phase 1 of the City’s Project was completed in November 2014, and Phase 2 should be complete by September 2015. The Phase 1 work effort included returning the one way couplet in downtown on PCH back to two way traffic, safely, on time & under budget.
2. Designed, Bid and Constructed the PCH Rehabilitation Project which resurfaced Pacific Coast Highway between Niguel Road and Crown Valley.
3. Designed, Bid and Constructed the Annual Roadway Resurfacing Project FY13 which resulted in rehabilitation of Via Canon in the Capistrano Beach neighborhood.
4. Designed, Bid and Constructed the Annual Roadway Resurfacing Project FY14 Phase 1 which resulted in rehabilitation of Violet Lantern and El Camino Capistrano.
5. Designed, Bid and Constructed the Town Center South Gateway Project.
6. Worked with the South Coast Water District to construct downtown improvements in conjunction with the PCH/Del Prado Streetscape Improvement Project.
7. Designed, Bid and Constructed the PCH Medians Phase III Project. This Project was grant funded in part and resulted in the extension of landscaped medians from Selva Road to Blue Lantern on PCH, as well as the entry median and sign just west of Crown Valley on PCH.
8. 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.

9. Assisted the County of Orange in obtaining grant funds for the San Juan Creek Bike Trail Improvement Project which improved the bike trail to avoid flooding from San Juan Creek, with construction completed this year.
10. Continued to utilize in-house construction management and inspection staff which has improved customer service, and costs the City about one-half the expense if outside consultants were used. Completed several in-house design efforts for roadway repair projects, saving considerable costs over contract design services.
11. Made numerous storm drain repairs throughout the City based on recent storm drain inspections.
12. Obtained \$500,000 grant funds for Del Obispo Street asphalt repair work.
13. Worked on the design of the Coast Highway Shared Use Path Extension adjacent to Doheny State Beach, and between Palisades and the County owned pedestrian bridge over Coast Highway.
14. Developed a design and implemented the Doheny Village Public Parking Lot at the corner of Domingo and Doheny Park Road.

ENGINEERING

1. Continued to utilize in-house staff for most Development Plan Check and Inspection Services, including Geotechnical review, saving the City and our applicants' time and money. With the doubling of the development workload this period, however, we had to augment our staffing level with consultants to meet delivery deadlines. Applicants are paying those costs as part of their development processing fees.
2. Continued to assist the Planning and Building Divisions with the review and processing of their increased level of development work.
3. Processed Annual Permits with all Utility Companies to streamline permit processing and resultant inspections.
4. Processed Special Event applications/requests in conjunction with the Planning Division and provided support for those events where public street use was involved.
5. Major private development project submittals included the Dana Point Hotel, Monarch South Mobile Home Estates property, South Shores Church, Sea Terrace Park Maintenance Facility, Majestic Development, Dana Marina Inn, Advent Building, St. Regis East, a large number of custom Headlands homes, and other Town Center Projects.
6. Worked together with the Planning Department on the Connectivity Study for Doheny Village, the Dana Point Harbor and the Lantern District, the Draft Doheny Village Plan, and the Parking Management Initial Draft Plan.
7. Working extensively with OCTA on the PCH Complete Street Plan, the South Orange County Bicycle Master Plan and the proposed Dana Point Trolley & Harbor Shuttle Project. 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.

8. Obtained \$2.4 million in competitive grant funds for the seven-year Dana Point Trolley, Harbor Shuttle and Event Program.
9. Successfully assisted with managing the Annual Grand Prix Professional Criterium Bicycle Event and other bicycle and running permits through the City.
10. Completed the updated Storm Drain GPS Master Plan for Citywide facilities.
11. Prepared the Draft City Heat Safety Program and Confined Space Entry Program for Risk Management.
12. Began an updated review of City Facilities as part of the City’s ADA Transition Plan and Self Evaluation.
13. Established the Base Flood Elevation for the San Juan Creek Mobile Home Estates Project.
14. Facilitated and approved the City’s first “Green Roof” at the Monarch St. Regis Maintenance Facility in 2014.
15. Worked with Dana Point Harbor to secure entitlements for the Dana Point Harbor Project and reviewed plans in that regard.
16. Continued to assist our customers in numerous records requests and general inquiries related to all facets of engineering and development.

WATER QUALITY AND NATURAL RESOURCES PROTECTION

1. Retained funding through OCTA Measure M2 Tier 2 for a future 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 Co-permittees of south Orange County prepared and submitted a comprehensive Report of Waste Discharge (ROWD) on 5/20/14 which contains a comprehensive assessment of the state of water quality in Orange County and explores trends for four primary water quality issues on which the Permittees intend to focus during the Fifth Term and should be considered part of this annual report assessment.
2. We continue the comprehensive two-prong bacteria investigation and sanitary survey at San Juan Creek’s LO1S02 Storm Drain/Doheny State Beach with multiple stakeholders; including: the State Water Resources Control Board & San Diego Regional Water Quality Control Board, Dana Point & San Juan Capistrano, Caltrans & State Parks, Orange County Watersheds, Health Care Agency & Flood Control, South Coast Water District & San Juan Capistrano Utilities Dept., South Orange County Wastewater Authority, and Southern California Coastal Water Research Project. Dana Point facilitated three stakeholder meetings in FY14 and three dye tests

of private sanitary sewer infrastructure (Harbor and State Parks) to ensure that repairs were effective in preventing infiltration into beach water.

LOISO2 Storm Drain specific actions include:

- a. Continued monitoring and incorporation of new testing parameters as suggested in the SCCWRP Guidance Manual. More data is needed and we will continue to monitor.
 - b. Various focused investigations and abatement, as necessary, of infrastructure by both San Juan Capistrano and Caltrans.
 - c. Developed four possible BMP alternative solutions should source control solutions fail.
3. Staff continues to be an active participant in the South Orange County Watershed Management Area Group, helping develop regional solutions to water issues.
 4. Staff were selected to present technical papers at the National StormCon Conference in Portland, OR, in August, 2014 and the American Planners Association Statewide Conference in Anaheim in September, 2014.
 5. Staff is an active participant in the California Beach Stakeholder Group, administered by the State Water Resources Control Board. 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).
 6. Continued to work cooperatively with South Coast Water District on joint Water Use Efficiency Programs which are highly focused on runoff reduction and prevention. A notable achievement are the highly acclaimed “H2O for HOAs” Workshops which have become a model program for implementation throughout our Region. The San Diego Regional Water Quality Control Board has recognized these workshops as valuable to our water quality program.
 7. 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 \$77,000 in rebate funds, have been provided to date under this program.
 8. Continued applying innovative solutions to water quality issues, such as operating the prototype ozone treatment system at North Creek, the Salt Creek Ozone Treatment System and nuisance water diversions, and the filter systems and diversions at the Headlands.
 9. The City, together with County of Orange’s Watersheds, Parks and Dana Point Harbor Departments, continued to maintain and improve water quality at Baby Beach and achieved the first milestone of the Baby Beach Total Maximum Daily Load (TMDL) regulations.
 10. 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 5 new exhibits, interpretive panels and maps at the Nature Interpretive Center.

11. Continued to build up the Docent programs for the Ocean Institute tidepool area and the Headlands nature parks (now with over 60 active volunteers), nature walks and children's programs.
12. Participated in the State's Marine Life Protection Program and Orange County Marine Protected Areas Council as it relates to Dana Point waters.
13. Conducted regular Ocean Water Quality Subcommittee meetings on relevant issues.

SOLID WASTE AND RECYCLING

1. The City's franchise hauler, CR&R, Inc. is offering a voluntary food waste composting service to commercial businesses as an additional diversion program to remove waste from the landfills. There are currently three businesses participating in food scrap composting program: Albertsons, Ritz-Carlton Resort and Salt Creek Grille. In 2013, 229.34 tons of food waste was hauled from these businesses and processed and composted.
2. Manage the SHARPS mail-back program for City residents who need a safe, convenient, and no-cost way to dispose of medical SHARPS syringes.
3. In conjunction with Dana Point Police Services' Safe Medication Drop-Off program, staff educates Dana Point residents about the convenient drop off bin located within the Police Services lobby for unwanted, unused and expired prescription and over-the-counter medication disposal options.
4. Successfully expanded household battery and CFL bulb recycling program at City Hall.
5. Effective February 2014, a residential Household Hazardous Waste (HHW) curbside collection program commenced allowing Dana Point residents a convenient option for disposing of HHW. Outreach efforts to promote the new residential program have been published in the City's local newspapers and included on the City's website. Additionally, refrigerator magnets with HHW program information are available to Dana Point residents at City Hall and at each of the City's Bulky Item Clean Up Day, free of charge.
6. A residential outreach program was implemented in 2014 to remind residents of the option to have their trash/recycle/green waste carts exchanged for clean carts free of charge. Program information is included as a CR&R billing insert for residents.
7. Achieved a 56% solid waste diversion rate, exceeding the State's 50% mandate in the most recent 2014 Annual Report.
8. Implemented a Multi-Family Residence Recycling Signage Program as a public outreach effort to educate residents about diverting recyclables from the landfill.
9. Yard and food waste composting workshops (4 annually) held for residents.
10. The Tri-Annual Bulky Item Clean Up Day events diverted over 120 tons of recyclable material from the landfill.

11. The tiered Plastic Bag Ban ordinance, approved by City Council in February 2012, went into effect for businesses on April 1, 2013 for the 1st tier and October 1, 2013 for the 2nd tier based on gross annual taxable sales.
12. Developed a zero waste education and outreach program entitled “Show Your Love Dana Point” directed at bringing attention to the numerous ways in which the community can help improve our ocean, our beaches and our community through smart and sustainable practices.
13. Participated in a SONGS Emergency drill under the City’s Emergency Plan.

STREET MAINTENANCE

1. Continued to complete disabled access ramps with City projects and where requested by residents.
2. Inspect every public walkway annually and make necessary repairs to eliminate potential tripping hazards.
3. Work with Caltrans to improve the appearance and cleanliness of landscaped areas and other areas along the State Route 1/Interstate 5 Freeway corridor.
4. Continued to support public events such as the Grand Prix Bike Race, Festival of Whales, 4th of July, Concours d’Elegance, Turkey Trot, Championship BBQ Event, Battle of the Paddle, the MS Bike Ride, Concerts in the Parks, Doheny Village Farmer’s Market, and many more events throughout the year. 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.
5. Continued 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.
6. Assisted in the review and repair of root related tree damage to sidewalks in Town Center.
7. Continued the City’s Public Property Graffiti Removal Program with same-day service.
8. Staged emergency equipment in 3 locations to allow for faster response times during emergencies.
9. Instituted a work order management program to track requests, aid in schedule work and track response times.
10. Provided oversight of construction work throughout the city, assuring safety guidelines and quality standards are being followed.

11. Continued to assist Code Enforcement in mitigating public right of way obstructions and hazards caused by private property owners.
12. Managed the City's maintenance and procurement program for 35 vehicles.
13. Participated in a SONGS Emergency drill under the City's Emergency Plan.

PUBLIC WORKS ADMINISTRATION

1. Expanded the City-wide Special Events Banner Program to highlight and advertise upcoming events taking place within the City including more in Capistrano Beach and the OC Harbor.
2. Obtained and Administered Grant Funding for three key projects:
 - a. Construction of a new water proof, concrete bike trail along San Juan Creek under PCH to avoid flooded conditions;
 - 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; and,
 - d. Construction of a new segment of the Coast Highway Shared Use Path between Palisades and the County owned pedestrian bridge.
3. Continued to implement effective ways to do more with in-house staff, hence reducing higher contract costs. Examples include assuming all emergency response duties for traffic signal and street maintenance related emergencies, performing street light inspections, and setting traffic control for events and emergencies.
4. Participated in a SONGS Emergency drill under the City's Emergency Plan.

TRAFFIC

1. Continued to address daily inquiries regarding traffic safety issues and parking citywide.
2. Successfully converted the one-way section of PCH in downtown to two way traffic.
3. 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 remotely, saving staff time and providing more efficient operations.
4. Continued to review and process the City Council adopted Signal Synchronization Plan.
5. Secured a grant for a new City Trolley for PCH and for special events.
6. Conducted regular Traffic Improvement Subcommittee meetings on various issues of interest.

7. Addressed numerous inquiries on parking and traffic safety issues with creative low cost solutions meeting State regulations.

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 set up a phone number 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 and receive a follow up call (if desired) to report on the outcome of our efforts and/or response to the matter. The contact info is: (949) 248-3531.
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 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.
6. 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 guidance and resources to students, their parents and school staff. This program is helping reduce risky behaviors by students, helps parents learn how to better address issues, and has prevented many instances where otherwise we could have seen students causing serious harm to themselves or others.
7. We continued our agreement with the County of Orange Harbors, Beaches and Parks Department to have a deputy patrol the beach areas.
8. 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.

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.
10. With the growing concern over the homeless population Police Services implemented a Homeless Liaison Officer program. An assigned deputy works closely with homeless advocacy groups and with the District Attorney's Office. He attempts to connect the homeless population with much needed resources, and at the same time works with the District Attorney's Office in prosecution of repeat offenders.

VIPS

1. Volunteers performed over 10,000 hours of community service during the 2012-through 2014 time period. Since the inception of the program, VIPS have accumulated 134,337 hours of service, saving the City approximately \$2.9 million (Based on a nationwide volunteer standard of \$21.36 an hour).

Additional deliverables included:

- Issued 1,917 parking citations.
 - Performed 589 vacation home checks.
 - Removed over 3,000 illegal signs and/or stickers on City property.
 - Provided assistance to code enforcement on 611 occasions.
 - Conducted 4,331 park inspections.
 - Had 3,712 contacts with the public at the Police Services front counter.
 - Provided over 3000 citizen assists.
 - Conducted high visibility bicycle patrols to both residents and businesses.
2. Continued to provide valuable traffic control assistance to police services at several special events including the Festival of Whales parade, Fourth of July, Doheny music festival, Bicycle Grand Prix, and Turkey Trot, and host of other events.
 3. Patrolled business and residential areas of the city to deter criminal activity.
 4. Conducted T-3 patrols in the Dana Point Harbor and at special events.

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. VFW Memorial Day Event
 - e. VFW Veteran's Day Event
 - f. Senior Valentine Dinner Dance
 - g. Senior New Year's Eve Dinner Dance
 - h. St. Patrick's Day Luncheon

2. Produced and conducted twenty-two 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 3,500 per concert, highlighting Lantern Bay, Sea Terrace and Heritage Parks)
 - h. Dana Point State BBQ Championship (Largest competition on the west coast)
 - i. Halloween Spooktacular & Moonlight Movie
 - j. Winter Festival & Tree Lighting

3. Continued to collaborate with the Dana Point Chamber of Commerce, Dana Point Harbor Association, AgeWell Senior Services, Dana Point Historical Society, American Cancer Relay for Life, local businesses and non-profits to help produce programs and events for the Community.
4. Participated in a SONGS Emergency drill under the City's Emergency Plan.

PARKS

1. Installed three bocce ball courts at Lantern Bay Park.
2. Removed and replaced the park sign at Crystal Cove Park.
3. Removed sand play surface in playground at Sea Canyon and replaced it with safer poured in place rubber surface.
4. Landscaped the Golden Lantern parkway from Jeremiah to Priscilla with drought tolerant plants and added a new subsurface irrigation system to eliminate water runoff.
5. Removed and replaced the park sign at Louise Leyden Park.
6. Added new railing around picnic area at Sea Canyon Park and replaced concrete to meet ADA standards.
7. Resurfaced basketball court, racquet ball court and 2 tennis courts at Del Obispo Park.
8. Landscaped Shipwreck Park.
9. Added concrete benches to Creekside Park.
10. Installed new removable bollards at Lantern Bay Park and at the entrance to Creekside Park off of Admiral Way.
11. Resurfaced basketball court at Dana Crest Park.
12. Installed erosion control measures at Pines Park.
13. Landscaped two sections of Sea Terrace Park to address drainage issues.
14. Upgraded the light poles in the old section of Sea Terrace Park to match the ones in the new section.
15. Installed smart-timer irrigation controllers at various locations to help reduce water usage and control runoff.

**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 2016 is \$83,057,148 and was calculated as follows:

The City of Dana Point's Appropriations Limitation (FY 2015): \$79,587,148

FY 2016 Adjustment Factors:

- | | |
|------------------------------------|---------------|
| 1. Population % | .52 |
| 2. Per Capita Personal Income % | 3.82 |
| 3. Population converted to a ratio | 1.0052 |
| 4. Inflation converted to a ratio | <u>1.0382</u> |

Total Adjustment Factor (=3 x 4) 1.0436

FY 2016 Appropriations Limit (\$79,587,148 x 1.0436) \$83,057,148

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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 2013 through 2017

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 2013 Through 2017

	FY2013	FY2014	FY2015	FY2016	FY2017
	Actual	Actual	Budget	Budget	Budget
TAXES & FRANCHISES					
Property Taxes	\$ 6,990,531	\$ 6,263,169	\$ 6,600,000	\$ 6,815,000	\$ 7,035,000
Property Transfer Taxes	458,752	570,407	350,000	350,000	350,000
Franchise Fees	1,328,760	1,314,649	1,223,000	1,235,000	1,247,000
Homeowner Property Tax Relief	47,728	23,061	51,511	50,000	50,000
Transient Occupancy Taxes	10,086,366	11,007,316	11,600,000	11,600,000	11,800,000
Short Term Rental TOT	0	115,065	360,000	360,000	360,000
Sales & Use Taxes	3,425,323	3,794,435	4,100,000	5,640,000	5,750,000
In-lieu Property Taxes	4,318,786	4,270,627	4,500,000	3,200,000	3,280,000
LICENSES & PERMITS					
Short Term Rental Permits	0	20,850	20,000	20,000	20,000
Engineering Permits	72,054	257,738	326,542	243,000	245,000
Planning Permits	49,947	93,548	105,000	95,000	95,000
Building Permits	577,424	739,978	1,071,000	915,000	1,000,000
FINES & FORFEITURES					
Fines & Forfeitures	198,768	198,521	200,000	250,000	250,000
Penalties, Interest & Restitution	36,995	63,904	100,000	50,000	50,000
USE OF MONEY & PROPERTY					
Rental of Property	79,845	77,730	60,000	60,000	60,000
City Plaza Rent	75,227	75,708	74,000	75,000	75,000
Investment Interest	124,124	86,289	72,000	87,800	87,800
INTERGOVERNMENTAL					
Waste Disposal Allocation	0	0	0	0	53,278
State/Local Grants	154,539	134,461	120,250	0	0
Intergovernmental Cost Reimbursements	534,266	118,145	54,000	100,000	100,000
Nuclear Power Program	145,930	149,600	160,000	140,000	140,000
CHARGES FOR SERVICES					
Engineering Fees	24,510	52,386	60,000	49,000	49,000
Art in Public Places Fee	3,984	0	0	0	0
Planning Fees	78,541	96,667	84,000	95,000	100,000
Building Fees	347,218	688,198	621,000	550,000	600,000
Recreation Classes & Activities	344,448	266,278	278,000	280,000	283,000
Solid Waste Exemption Fee	0	2,220	2,000	2,000	2,000
Development Impact Fees	9,207	2,858	0	0	0
Reimbursed Expenses	508,040	604,165	350,000	235,000	160,000
Reimbursed Developer Expenses Revenue	0	0	330,000	300,000	300,000
Photocopies	0	1,403	0	1,000	1,000
Other P/B/E (planning, bld., engineering)	0	27,136	0	0	0
OTHER					
Other Financing Sources	0	3,625,000	0	0	151,600
Planning Appeals	6,650	2,000	1,000	1,000	1,000
Solid Waste Administration Fee	49,301	51,388	50,000	50,000	50,000
Abandoned Vehicle Abatement Program	3,695	0	0	0	0
Beverage Container Recycling	9,302	9,148	0	0	0
Litigation Settlements	0	0	0	0	0
Miscellaneous Revenue	52,576	20,576	5,000	25,000	25,000
GENERAL FUND TOTAL	\$30,142,837	\$34,824,621	\$32,928,303	\$32,873,800	\$33,770,678

CITY OF DANA POINT
GENERAL FUND EXPENDITURE COMPARISON BY DEPARTMENT
Fiscal Years 2013 Through 2017

	FY2013	FY2014	FY2015	FY2016	FY2017
	Actual	Actual	Budget	Budget	Budget
CITY COUNCIL					
Personnel	\$ 48,864	\$ 48,740	\$ 48,370	\$ 46,959	\$ 46,959
Materials & Services	57,947	66,793	81,500	84,500	84,500
Capital Outlay	-	-	-	-	-
Total	\$ 106,811	\$ 115,533	\$ 129,870	\$ 131,459	\$ 131,459
CITY MANAGER					
Personnel	\$ 392,863	\$ 387,230	\$ 407,594	\$ 399,180	\$ 401,342
Materials & Services	54,801	36,242	131,285	132,510	133,310
Capital Outlay	-	-	35,000	-	-
Total	\$ 447,664	\$ 423,472	\$ 573,879	\$ 531,690	\$ 534,652
ADMINISTRATIVE SERVICES					
Personnel	\$ 748,211	\$ 785,951	\$ 804,729	\$ 982,255	\$ 995,132
Materials & Services	140,450	148,228	168,743	152,643	154,543
Capital Outlay	-	-	-	-	-
Total	\$ 888,661	\$ 934,179	\$ 973,472	\$ 1,134,898	\$ 1,149,675
PUBLIC INFORMATION SERVICES					
Materials & Services	\$ 64,282	\$ 55,239	\$ 142,100	\$ 128,195	\$ 127,530
Total	\$ 64,282	\$ 55,239	\$ 142,100	\$ 128,195	\$ 127,530
CITY CLERK					
Personnel	\$ 376,637	\$ 370,656	\$ 387,911	\$ 405,066	\$ 408,970
Materials & Services	93,755	50,680	134,460	72,640	96,970
Capital Outlay	-	-	12,000	-	-
Total	\$ 470,392	\$ 421,336	\$ 534,371	\$ 477,706	\$ 505,940
COMMUNITY DEVELOPMENT					
Personnel	\$ 2,328,854	\$ 2,379,743	\$ 2,568,029	\$ 2,769,323	\$ 2,795,178
Materials & Services	540,679	658,401	758,694	992,255	849,005
Capital Outlay	-	20,879	-	2,200	2,000
Total	\$ 2,869,533	\$ 3,059,023	\$ 3,326,723	\$ 3,763,778	\$ 3,646,183
PUBLIC WORKS					
Personnel	\$ 2,029,087	\$ 1,905,371	\$ 2,009,553	\$ 2,038,432	\$ 2,055,577
Materials & Services	3,274,157	3,138,703	4,317,798	4,394,158	4,421,183
Capital Outlay	-	-	60,000	-	-
Total	\$ 5,303,244	\$ 5,044,074	\$ 6,387,351	\$ 6,432,590	\$ 6,476,760

	FY2013	FY2014	FY2015	FY2016	FY2017
	Actual	Actual	Budget	Budget	Budget
PUBLIC SAFETY					
Personnel	\$ 207,896	\$ 207,342	\$ 226,462	\$ 225,976	\$ 227,597
Materials & Services	9,651,158	9,733,820	10,570,670	10,911,352	11,810,650
Capital Outlay	13,500	-	200,000	-	150,000
Total	\$ 9,872,554	\$ 9,941,162	\$ 10,997,132	\$ 11,137,328	\$ 12,188,247
CITY ATTORNEY					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	853,386	899,070	904,721	703,500	707,500
Capital Outlay	-	-	-	-	-
Total	\$ 853,386	\$ 899,070	\$ 904,721	\$ 703,500	\$ 707,500
RECREATION & PARKS					
Personnel	\$ 893,956	\$ 950,391	\$ 1,006,666	\$ 1,024,413	\$ 1,034,573
Materials & Services	3,912,710	4,038,500	4,380,390	4,577,005	4,768,205
Debt Service	-	-	-	-	-
Capital Outlay	24,539	33,300	-	-	-
Total	\$ 4,831,205	\$ 5,022,191	\$ 5,387,056	\$ 5,601,418	\$ 5,802,778
RISK MANAGEMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	-	-	1,300	1,300	1,300
Risk Management	745,748	466,510	536,800	623,000	623,000
Total	\$ 745,748	\$ 466,510	\$ 538,100	\$ 624,300	\$ 624,300
FACILITIES					
Personnel	\$ 153,858	\$ 136,983	\$ 115,273	\$ 190,613	\$ 192,377
Materials & Services	459,527	504,171	585,647	539,310	541,310
Capital Outlay	-	95,664	-	-	-
Total	\$ 613,385	\$ 736,818	\$ 700,920	\$ 729,923	\$ 733,687
NON-DEPARTMENTAL					
Personnel	\$ -	\$ 4,420	\$ 4,500	\$ 9,000	\$ 9,000
Materials & Services	689,968	783,840	1,061,195	903,900	924,330
Capital Outlay	99,549	102,575	3,380	98,000	195,000
Transfers Out	30,000	7,748,859	8,255,166	667,074	280,000
Total	\$ 819,517	\$ 8,639,694	\$ 9,324,241	\$ 1,677,974	\$ 1,408,330
TOTAL	\$ 27,886,382	\$ 35,758,301	\$ 39,919,936	\$ 33,074,758	\$ 34,037,041

CITY OF DANA POINT
GENERAL FUND TOTAL SOURCES & ALLOCATION COMPARISON
Fiscal Years 2013 Through 2017

REVENUES & SOURCES	FY2013 Actual	FY2014 Actual	FY2015 Budget	FY2016 Budget	FY2017 Budget
General Fund - Revenue	\$30,142,838	\$34,824,624	\$32,928,303	\$32,873,800	\$33,770,678
Transfer In - from Facilities Improvement Fund	0	0	0	0	0
Transfer In - from Measure M Fund	72,426	66,200	0	0	0
Transfer In - from Gas Tax Fund	369,145	703,170	549,370	625,551	632,000
TOTAL REVENUES & SOURCES	<u>\$30,584,409</u>	<u>\$35,593,994</u>	<u>\$33,477,673</u>	<u>\$33,499,351</u>	<u>\$34,402,678</u>
EXPENDITURES & USES					
General Fund - Operating Expenditures	\$27,856,381	\$28,112,678	\$31,664,770	\$32,407,684	\$33,757,041
Transfer Out - to Capital Improvements Fund	0	7,718,859	7,925,166	0	0
Transfer Out - to CFD2006-1 Maintenance Fund	30,000	30,000	330,000	30,000	30,000
Transfer Out - to Facilities Improvement Fund	0	0	0	637,074	250,000
TOTAL EXPENDITURES & USES	<u>\$27,886,381</u>	<u>\$35,861,537</u>	<u>\$39,919,936</u>	<u>\$33,074,758</u>	<u>\$34,037,041</u>
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	<u>\$2,698,028</u>	<u>-\$267,543</u>	<u>-\$6,442,263</u>	<u>\$424,593</u>	<u>\$365,637</u>

CITY OF DANA POINT
AUTHORIZED FULL-TIME POSITIONS - BY DEPARTMENT
Fiscal Years 2014 Through 2017

	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>		<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</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	0.34	0.34	0.34	0.34
Secretary	1	1	1	1	<u>Public Works - Engineering</u>				
<u>Administrative Services</u>					<u>Public Works - Water Quality</u>				
Accounting Supervisor	1	1	1	1	Senior Civil Engineer	1	1	1	1
Accounting Technician	1	1	1	1	Natural Resources Protection Officer	1	1	1	1
Accountant	1	1	1	1	<u>Facilities</u>				
Administrative Secretary	1	1	1	1	Bldg. & Facil. Maint. Worker III	1	1	1	1
Dir. of Administrative Services	1	1	1	1	Director of Facilities & Disaster Svcs	0.5	0.5	0.5	0.5
Management Analyst	1	1	2	2	<u>Public Safety - Emergency Services</u>				
Senior Personnel Analyst	1	1	1	1	Emergency Services Coordinator	1	1	1	1
<u>Community Development - Planning</u>					<u>Community Services - Parks</u>				
Dir. of Community Development	1	1	1	1	Parks Manager	1	1	1	1
Administrative Secretary	1	1	1	1	Parks Supervisor	1	1	1	1
City Architect/Planning Manager	1	1	1	1	Parks Maintenance Worker III	1	1	1	1
Planning Manager	0	0	1	1	<u>Community Services</u>				
Associate Planner	2	2	2	2	Administrative Aide	1	1	1	1
Senior Planner	3	3	3	3	Administrative Secretary	1	1	1	1
<u>Community Development - Building</u>					<u>Community Services - Code Enforcement</u>				
Secretary	0.5	0.5	0.5	0.5	Code Enforcement Officer	4	4	4	4
Permit Technician	1	1	1	1	Secretary	0.5	0.5	0.5	0.5
Building Official	1	1	1	1	<u>Community Development - Economic Development</u>				
Senior Structural Engineer	1	1	1	1	Economic Development Manager	1	1	1	1
Chief Building Inspector	1	1	1	1	Management Analyst	1	1	0	0
Senior Building Inspector	2	2	2	2	Assistant Administrative Analyst	0	0	1	1
Senior Permit Technician	1	1	1	1	<u>Public Works - Administration</u>				
<u>Community Development - Code Enforcement</u>					<u>Public Works - Administration</u>				
Code Enforcement Officer	4	4	4	4	Dir. of Pub. Works & Engr. Svcs.	1	1	1	1
Secretary	0.5	0.5	0.5	0.5	Administrative Secretary	1	1	1	1
<u>Community Development - Economic Development</u>					<u>Public Works - Administration</u>				
Economic Development Manager	1	1	1	1	Senior Management Analyst	0.33	0.33	0.33	0.33
Management Analyst	1	1	0	0	Total Personnel				
Assistant Administrative Analyst	0	0	1	1		66.00	66.00	68.00	68.00

**CITY OF DANA POINT
PERSONNEL CLASSIFICATIONS**

FULL TIME PERSONNEL TITLE	AUTHORIZED FULL-TIME	AUTHORIZED FULL-TIME	AUTHORIZED FULL-TIME	AUTHORIZED FULL-TIME
	POSITIONS FY2014	POSITIONS FY2015	POSITIONS FY2016	POSITIONS FY 2017
Accountant	1	1	1	1
Accounting Technician	1	1	1	1
Accounting Supervisor	1	1	1	1
Administrative Aide	1	1	1	1
Administrative Secretary	4	4	4	4
Assistant Admin Analyst	0	0	1	1
Assistant City Manager/Director of Administrative Services	1	1	1	1
Associate Engineer	0	0	0	0
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
Planning Manager	0	0	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	4	4	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	3	3	3	3
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	0	0	0	0
Principal Civil Engineer	1	1	1	1
Recreation Coordinator	2	2	2	2
Recreation Manager	1	1	1	1
Recreation Supervisor II	0	0	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	1	1	1	1
Senior Permit Technician	1	1	1	1
Senior Personnel Analyst	1	1	1	1
Senior Planner	3	3	3	3
Senior Structural Engineer	1	1	1	1
Streets & Fleet Manager	1	1	1	1
TOTAL FULL TIME	66	66	68	68

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/Admin Services	0	0	1	1
Administrative Intern/City Clerk	0	0	1	1
Public Works Intern	2	2	2	2
Records Assistant (not funded)	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
Maintenance Aide/Building & Facilities	0	0	1	1

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.

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.

MEASURE M FUND:

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

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.

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 of Dana Point and the California Coastal Commission amended the Memorandum of Understanding on March 17, 2015. This amendment contemplates the City utilizing a portion of these funds to support both event shuttles and fixed route trolley service along Pacific Coast Highway and shuttle service from the Dana Hills High School parking lot to the OC County Harbor. Fixed route PCH service is scheduled to begin the summer of 2015.

TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) FUND:

This fund was established to account for assessment funds received by the City, collected by the Tourism Business Improvement District (St. Regis Monarch Beach, Ritz Carlton Laguna Niguel, Laguna Cliffs Marriott and DoubleTree Doheny Beach), used to promote Dana Point as an overnight destination and includes activities such as advertising, public relations, and marketing to attract and extend overnight stays in Dana Point hotels.

HEADLANDS HABITAT FUND (ESHA):

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

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.

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.

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.

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.

CFD 2006-1 FACILITIES MAINTENANCE FUND:

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

**CITY OF DANA POINT
FISCAL YEAR 2016 BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS**

	01	02	04	05	06	07	09	11	12	21	25	27	Total
	General	Gas Tax	Measure M	AB2766 Clean Air Act	Coastal Transit	Tourism Business Improvement	Headlands Habitat ESHA	CIP	Facilities Improvements	Park Development	Supplemental Law Enforcement	CFD Headlands Maintenance	
Estimated Fund Balance 6/30/2015	\$ 15,260,581	\$ -	\$ 133,094	\$ 300,562	\$ 1,231,426	\$ 747,259	\$ 213,994	\$ 608,055	\$ 172,926	\$ 583,500	\$ 203	\$ 72,299	\$ 19,323,899
Revenues & Transfers In:													
REVENUES:													
Taxes & Franchises	29,250,000	794,622	595,581			950,000							31,590,203
Licenses & Permits	1,273,000												1,273,000
Fines & Forfeitures	300,000												300,000
Use of Money & Property	222,800		900	800	6,300	3,000	30,450				600	1,400	266,250
Intergovernmental	240,000			40,000									280,000
Charges for Services	1,512,000											324,000	1,836,000
Other	76,000												76,000
Sub-total Revenues	32,873,800	794,622	596,481	40,800	6,300	953,000	30,450	-	-	-	600	325,400	35,621,453
TRANSFERS-IN													
from Gas Tax Fund	625,551												625,551
from Park Development Fund								75,000					75,000
from CIP Fund													-
estimated FY15 reprogrammed CIP								1,250,000					-
estimated FY15 General Fund Surplus								2,500,000					-
from General Fund									637,074			30,000	667,074
from AB2766 Fund													-
from Measure M Fund								595,581					595,581
Sub-total Transfers-in	625,551	-	-	-	-	-	-	4,420,581	637,074	-	-	30,000	5,713,206
Total Revenues & Transfers In	\$ 33,499,351	\$ 794,622	\$ 596,481	\$ 40,800	\$ 6,300	\$ 953,000	\$ 30,450	\$ 4,420,581	\$ 637,074	\$ -	\$ 600	\$ 355,400	\$ 41,334,659
Expenditures & Transfers Out													
EXPENDITURES													
Personnel	8,091,216												8,091,216
Materials & Services	23,593,268				42,000	1,200,000	22,700	1,920,681				208,300	26,986,949
Risk Management	623,000												623,000
Capital Outlay	100,200								810,000				910,200
Sub-total Operating Expenditures	32,407,684	-	-	-	42,000	1,200,000	22,700	1,920,681	810,000	-	-	208,300	36,611,365
TRANSFERS-OUT													
to CIP Fund	637,074		595,581							75,000			1,307,655
to Headlands CFD Maint. Fund	30,000												30,000
to Facility Improvement Fund													-
to General Fund		625,551											625,551
Sub-total Operating Transfers-out	667,074	625,551	595,581	-	-	-	-	-	-	75,000	-	-	1,963,206
Total Expenditures & Transfers Out	33,074,758	625,551	595,581	-	42,000	1,200,000	22,700	1,920,681	810,000	75,000	-	208,300	38,574,571
Change in Fund Balance FY16	424,593	169,071	900	40,800	(35,700)	(247,000)	7,750	2,499,900	(172,926)	(75,000)	600	147,100	2,760,088
Estimated Ending Fund Balance 6/30/2016	\$ 15,685,174	\$ 169,071	\$ 133,994	\$ 341,362	\$ 1,195,726	\$ 500,259	\$ 221,744	\$ 3,107,955	\$ -	\$ 508,500	\$ 803	\$ 219,399	\$ 22,083,987
YEAR-END FUND BALANCE DETAILS													
Cash Flow	\$ 3,287,000												\$ 3,287,000
Capital Projects Sinking Fund	2,500,000												2,500,000
Emergencies	6,575,000												6,575,000
Priority 1 Projects	-												-
Investment mark to market	-												-
Art in Public Places	117,954												117,954
Potential State Budget Impacts	-												-
Future Years' Expenditures	3,205,220	169,071	133,994	341,362	1,195,726	500,259	221,744	3,107,955	-	508,500	803	219,399	9,604,033
Estimated Total Fund Balance 6/30/2016	\$ 15,685,174	\$ 169,071	\$ 133,994	\$ 341,362	\$ 1,195,726	\$ 500,259	\$ 221,744	\$ 3,107,955	\$ -	\$ 508,500	\$ 803	\$ 219,399	\$ 22,083,987

**CITY OF DANA POINT
FISCAL YEAR 2017 BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS**

	01	02	04	05	06	07	09	11	12	21	25	27	Total
	General	Gas Tax	Measure M	AB2766 Clean Air	Coastal Transit	Tourism Business Improvement	Headlands Habitat ESHA	CIP	Facilities Improvements	Park Development	Supplemental Law Enforcement	CFD Headlands Maintenance	
Estimated Fund Balance 6/30/2016	\$ 15,685,174	\$ 169,071	\$ 133,994	\$ 341,362	\$ 1,195,726	\$ 500,259	\$ 221,744	\$ 3,107,955	\$ -	\$ 508,500	\$ 803	\$ 219,399	\$ 22,083,987
Revenues & Transfers In													
REVENUES:													
Taxes & Franchises	29,872,000	802,000	627,364			950,000							32,251,364
Licenses & Permits	1,360,000												1,360,000
Fines & Forfeitures	300,000												300,000
Use of Money & Property	222,800		900	800	6,300	3,000	30,450			-	600	1,400	266,250
Intergovernmental	293,278	-		40,000				1,107,187					1,440,465
Charges for Services	1,495,000											324,000	1,819,000
Other	227,600									-			227,600
Sub-total Revenues	33,770,678	802,000	628,264	40,800	6,300	953,000	30,450	1,107,187	-	-	600	325,400	37,664,679
TRANSFERS-IN													
from Gas Tax Fund	632,000							339,071					971,071
from Park Development Fund								455,000					455,000
from CIP Fund								-					-
reprogrammed from FY15 CIP								750,722					-
estimated FY16 General Fund surplus								-					-
from General Fund								-	250,000			30,000	280,000
from AB2766 Fund								307,636					307,636
from Measure M Fund								627,364					627,364
Sub-total Transfers-in	632,000	-	-	-	-	-	-	2,479,793	250,000	-	-	30,000	3,391,793
Total Revenues & Transfers In	34,402,678	802,000	628,264	40,800	6,300	953,000	30,450	3,586,980	250,000	-	600	355,400	41,056,472
Expenditures & Transfers Out													
EXPENDITURES													
Personnel	8,166,705												8,166,705
Materials & Services	24,620,336				141,000	1,000,000	22,700	6,211,284				359,900	32,355,220
Risk Management	623,000												623,000
Capital Outlay	347,000								250,000				597,000
Sub-total Operating Expenditures	33,757,041	-	-	-	141,000	1,000,000	22,700	6,211,284	250,000	-	-	359,900	41,741,925
TRANSFERS-OUT													
to CIP Fund		339,071	627,364	307,636						455,000			1,729,071
to Headlands CFD Maint. Fund	30,000												30,000
to Facility Improvement Fund	250,000												250,000
to General Fund		632,000	-										632,000
Sub-total Operating Transfers-out	280,000	971,071	627,364	307,636	-	-	-	-	-	455,000	-	-	2,641,071
Total Expenditures & Transfers Out	34,037,041	971,071	627,364	307,636	141,000	1,000,000	22,700	6,211,284	250,000	455,000	-	359,900	44,382,996
Change in Fund Balance FY17	365,637	(169,071)	900	(266,836)	(134,700)	(47,000)	7,750	(2,624,304)	-	(455,000)	600	(4,500)	(3,326,524)
Estimated Ending Fund Balance 6/30/2017	\$ 16,050,811	\$ -	\$ 134,894	\$ 74,526	\$ 1,061,026	\$ 453,259	\$ 229,494	\$ 483,651	\$ -	\$ 53,500	\$ 1,403	\$ 214,899	\$ 18,757,463
YEAR-END FUND BALANCE DETAILS													
Unreserved - Designated													
Cash Flow	\$ 3,377,000												\$ 3,377,000
Capital Projects Sinking Fund	2,500,000												2,500,000
Emergencies	6,754,000												6,754,000
Art in Public Places	117,954												117,954
Potential State Budget Impacts	-												-
Future Years' Expenditures	3,301,857	-	134,894	74,526	1,061,026	453,259	229,494	483,651	-	53,500	1,403	214,899	6,008,509
Estimated Ending Fund Balance 6/30/2017	\$ 16,050,811	\$ -	\$ 134,894	\$ 74,526	\$ 1,061,026	\$ 453,259	\$ 229,494	\$ 483,651	\$ -	\$ 53,500	\$ 1,403	\$ 214,899	\$ 18,757,463

CHANGES IN FUND BALANCE

GENERAL FUND	FY2014 Actual	FY2015 Estimated	FY2016 Budget	FY2017 Budget
Revenues	\$ 31,199,625	\$ 32,928,303	\$32,873,800	\$ 33,770,678
Expenditures	28,112,685	31,664,770	32,407,684	33,757,041
Other Sources (Uses)				
Operating Transfers In	769,370	549,370	625,551	632,000
Operating Transfers Out	(7,748,859)	(8,255,166)	(667,074)	(280,000)
Sale of Surplus Property	3,625,000	-	-	-
Total Other Sources (Uses)	<u>(3,354,489)</u>	<u>(7,705,796)</u>	<u>(41,523)</u>	<u>352,000</u>
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(267,549)</u>	<u>(6,442,263)</u>	<u>424,593</u>	<u>365,637</u>
Fund Balance, Beginning of Year	21,970,393	21,702,844	15,260,581	15,685,174
Fund Balance, End of Year	<u>\$21,702,844</u>	<u>\$15,260,581</u>	<u>\$15,685,174</u>	<u>\$16,050,811</u>
Reserved:				
Nonspendable	\$ 154,796	\$ -	\$ -	\$ -
Restricted	117,954	117,954	117,954	117,954
Assigned	2,500,000	1,250,000	2,500,000	2,500,000
Unassigned	18,930,094	13,892,627	13,067,220	13,432,857
Total Fund Balance	<u>\$21,702,844</u>	<u>\$15,260,581</u>	<u>\$15,685,174</u>	<u>\$16,050,811</u>

CHANGES IN FUND BALANCE

GASOLINE TAX FUND	FY2014 Actual	FY2015 Budget	FY2016 Budget	FY2017 Budget
Revenues	\$ 1,132,864	\$ 1,065,577	\$ 794,622	\$ 802,000
Other Sources (Uses)				
Operating Transfers Out	(1,206,484)	(1,142,757)	(625,551)	(971,071)
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>(73,620)</u>	<u>(77,180)</u>	<u>169,071</u>	<u>(169,071)</u>
Fund Balance, Beginning of Year	150,800	77,180	-	169,071
Fund Balance, End of Year	<u>\$ 77,180</u>	<u>\$ -</u>	<u>\$ 169,071</u>	<u>\$ -</u>
Restricted	\$ 77,180	\$ -	\$ 169,071	\$ -
Total Fund Balance	<u>\$ 77,180</u>	<u>\$ -</u>	<u>\$ 169,071</u>	<u>\$ -</u>

CHANGES IN FUND BALANCE

MEASURE M FUND	FY2014 Actual	FY2015 Budget	FY2016 Budget	FY2017 Budget
Revenues	\$ 617,549	\$ 553,790	\$ 596,481	\$ 628,264
Other Sources (Uses)				
Operating Transfers Out	(588,037)	(529,505)	(595,581)	(627,364)
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>29,512</u>	<u>24,285</u>	<u>900</u>	<u>900</u>
Fund Balance, Beginning of Year	79,297	108,809	133,094	133,994
Fund Balance, End of Year	<u><u>\$108,809</u></u>	<u><u>\$133,094</u></u>	<u><u>\$133,994</u></u>	<u><u>\$134,894</u></u>
Restricted	\$ 108,809	\$ 133,094	\$ 133,994	\$ 134,894
Total Fund Balance	<u>\$ 108,809</u>	<u>\$ 133,094</u>	<u>\$ 133,994</u>	<u>\$ 134,894</u>

CHANGES IN FUND BALANCE

AB2766 FUND	FY2014 Actual	FY2015 Budget	FY2016 Budget	FY2017 Budget
Revenues	\$ 31,664	\$ 40,800	\$ 40,800	\$ 40,800
Expenditures	15,258	-	-	-
Other Sources (Uses)				
Operating Transfers Out	-	-	-	(307,636)
Revenues & Other Sources Over (Under) Expenditures & Other Uses	16,406	40,800	40,800	(266,836)
Fund Balance, Beginning of Year	243,356	259,762	300,562	341,362
Fund Balance, End of Year	\$ 259,762	\$ 300,562	\$ 341,362	\$ 74,526
Restricted	\$ 259,762	\$ 300,562	\$ 341,362	\$ 74,526
Total Fund Balance	\$ 259,762	\$ 300,562	\$ 341,362	\$ 74,526

CHANGES IN FUND BALANCE

COASTAL TRANSIT FUND	FY2014 Actual	FY2015 Budget	FY2016 Budget	FY2017 Budget
Revenues	\$ 3,498	\$ 6,300	\$ 6,300	\$ 6,300
Expenditures		120,000	42,000	141,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses	3,498	(113,700)	(35,700)	(134,700)
Fund Balance, Beginning of Year	1,341,628	1,345,126	1,231,426	1,195,726
Fund Balance, End of Year	\$ 1,345,126	\$ 1,231,426	\$ 1,195,726	\$ 1,061,026
Restricted Assigned	\$ 1,345,126	\$ 1,231,426	\$ 1,195,726	\$ 1,061,026
Total Fund Balance	\$ 1,345,126	\$ 1,231,426	\$ 1,195,726	\$ 1,061,026

CHANGES IN FUND BALANCE

TBID FUND	FY2014	FY2015	FY2016	FY2017
	Actual	Budget	Budget	Budget
Revenues	\$ 1,082,257	\$ 950,000	\$ 953,000	\$ 953,000
Expenditures	1,254,369	1,950,269	1,200,000	1,000,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(172,112)</u>	<u>(1,000,269)</u>	<u>(247,000)</u>	<u>(47,000)</u>
Fund Balance, Beginning of Year	1,919,640	1,747,528	747,259	500,259
Fund Balance, End of Year	<u>\$ 1,747,528</u>	<u>\$ 747,259</u>	<u>\$ 500,259</u>	<u>\$ 453,259</u>
Restricted Assigned	1,747,528	747,259	500,259	453,259
Total Fund Balance	<u>\$1,747,528</u>	<u>\$747,259</u>	<u>\$500,259</u>	<u>\$453,259</u>

CHANGES IN FUND BALANCE

	FY2014	FY2015	FY2016	FY2017
HEADLANDS HABITAT FUND (ESHA)	Actual	Budget	Budget	Budget
Revenues	\$30,558	\$30,450	30,450	30,450
Expenditures	4,314	22,700	22,700	22,700
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>26,244</u>	<u>7,750</u>	<u>7,750</u>	<u>7,750</u>
Fund Balance, Beginning of Year	180,000	206,244	213,994	221,744
Fund Balance, End of Year	<u>\$206,244</u>	<u>\$213,994</u>	<u>\$221,744</u>	<u>\$229,494</u>
Restricted Assigned	\$ 206,244	\$ 213,994	\$ 221,744	\$ 229,494
Total Fund Balance	<u>\$206,244</u>	<u>\$213,994</u>	<u>\$221,744</u>	<u>\$229,494</u>

CHANGES IN FUND BALANCE

CAPITAL IMPROVEMENTS FUND	FY2014	FY2015	FY2016	FY2017
	Actual	Budget	Budget	Budget
Revenues	\$ 324,063	\$ -	\$ -	\$ 1,107,187
Expenditures	6,600,515	17,168,697	1,920,681	6,211,284
Other Sources (Uses)				
Operating Transfers In	8,744,010	8,922,741	4,420,581	2,479,793
Operating Transfers Out	-	-	-	-
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>2,467,558</u>	<u>(8,245,956)</u>	<u>2,499,900</u>	<u>(2,624,304)</u>
Fund Balance, Beginning of Year	6,386,453	8,854,011	608,055	3,107,955
Fund Balance, End of Year	<u>\$ 8,854,011</u>	<u>\$ 608,055</u>	<u>\$ 3,107,955</u>	<u>\$ 483,651</u>
Nonspendable				
Restricted				
Assigned	8,854,011	608,055	3,107,955	483,651
Unassigned				
Total Fund Balance	<u>\$8,854,011</u>	<u>\$608,055</u>	<u>\$3,107,955</u>	<u>\$483,651</u>

CHANGES IN FUND BALANCE

FACILITIES IMPROVEMENT FUND	FY2014 Actual	FY2015 Budget	FY2016 Budget	FY2017 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures	307,602	-	810,000	250,000
Other Sources (Uses)				
Operating Transfers In	-	-	637,074	250,000
Operating Transfers Out			-	-
Revenues & Other Sources Over (Under) Expenditures & Other Uses	(307,602)	-	(172,926)	-
Fund Balance, Beginning of Year	480,528	172,926	172,926	-
Fund Balance, End of Year	\$ 172,926	\$ 172,926	\$ -	\$ -
Restricted				
Assigned	\$ 172,926	\$ 172,926	\$ -	\$ -
Total Fund Balance	\$ 172,926	\$ 172,926	\$ -	\$ -

CHANGES IN FUND BALANCE

PARK DEVELOPMENT FUND	FY2014 Actual	FY2015 Budget	FY2016 Budget	FY2017 Budget
Revenues	\$ 6,800	\$ -	\$ -	\$ -
Expenditures	-	99,850	-	-
Other Sources (Uses)				
Operating Transfers Out	-	-	75,000	455,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>6,800</u>	<u>(99,850)</u>	<u>(75,000)</u>	<u>(455,000)</u>
Fund Balance, Beginning of Year	676,550	683,350	583,500	508,500
Fund Balance, End of Year	<u>\$ 683,350</u>	<u>\$ 583,500</u>	<u>\$ 508,500</u>	<u>\$ 53,500</u>
Restricted Assigned	\$ 683,350	\$ 583,500	\$ 508,500	\$ 53,500
Total Fund Balance	<u>\$ 683,350</u>	<u>\$ 583,500</u>	<u>\$ 508,500</u>	<u>\$ 53,500</u>

CHANGES IN FUND BALANCE

SUPP. LAW ENFORCE. SERVICES FUND	FY2014 Actual	FY2015 Budget	FY2016 Budget	FY2017 Budget
Revenues	\$ 103,304	\$ 100,305	\$ 600	\$ 600
Expenditures	88,570	164,571	-	-
Other Sources (Uses)				
Operating Transfers Out	-	-	-	-
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	14,734	(64,266)	600	600
Fund Balance, Beginning of Year	49,735	64,469	203	803
Fund Balance, End of Year	\$ 64,469	\$ 203	\$ 803	\$ 1,403
Restricted	\$ 64,469	\$ 203	\$ 803	\$ 1,403
Total Fund Balance	\$ 64,469	\$ 203	\$ 803	\$ 1,403

CHANGES IN FUND BALANCE

CFD 2006-1 MAINTENANCE FUND	FY2014 Actual	FY2015 Budget	FY2016 Budget	FY2017 Budget
Revenues	\$ 116,873	\$ 534,115	\$ 325,400	\$ 325,400
Expenditures	151,425	928,300	208,300	359,900
Other Sources (Uses)				
Operating Transfers In	30,000	330,000	30,000	30,000
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	(4,552)	(64,185)	147,100	(4,500)
Fund Balance, Beginning of Year	141,036	136,484	72,299	219,399
Fund Balance, End of Year	\$136,484	\$72,299	\$219,399	\$214,899
Restricted Assigned	\$ 136,484	\$ 72,299	\$ 219,399	\$ 214,899
Total Fund Balance	\$136,484	\$72,299	\$219,399	\$214,899

GENERAL FUND

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)	105
City Manager	(11)	108
Administrative Services	(21)	112
Public Information Services	(22)	118
City Clerk	(31)	121
Community Development		
Planning	(41)	126
Building	(42)	131
Code Enforcement	(43)	136
Economic Development	(44)	141
Public Works		
Administration	(51)	146
Street Maintenance	(52)	151
Traffic Engineering	(53)	157
Solid Waste	(54)	161
Engineering	(56)	166
Water Quality	(57)	171
Public Safety		
Police Services	(61)	178
VIPS	(62)	182
Emergency & Support Services	(12)	185
City Attorney	(71)	190
Community Services	(81)	193
Parks	(55)	199
Facilities	(95)	204
Risk Management	(97)	209
Non-Departmental	(99)	212

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

	FY2016		FY2017	
	Proposed	%	Proposed	%
REVENUES & TRANSFERS-IN:				
Taxes & Franchises	\$ 29,250,000	87.32%	\$ 29,872,000	86.83%
Licenses & Permits	1,273,000	3.80%	1,360,000	3.95%
Fines & Forfeitures	300,000	0.90%	300,000	0.87%
Use of Money & Property	222,800	0.67%	222,800	0.65%
Intergovernmental	240,000	0.72%	293,278	0.85%
Charges for Services	1,512,000	4.51%	1,495,000	4.35%
Other	76,000	0.23%	227,600	0.66%
Operating Transfers In (from other funds)	625,551	1.87%	632,000	1.84%
	<u>33,499,351</u>	<u>100%</u>	<u>34,402,678</u>	<u>100%</u>
EXPENDITURES:				
City Council	131,459	0.40%	131,459	0.39%
City Manager	531,690	1.61%	534,652	1.57%
Administrative Services	1,134,898	3.43%	1,149,675	3.38%
Public Information Services	128,195	0.39%	127,530	0.37%
City Clerk	477,706	1.44%	505,940	1.49%
Community Development:				
Planning	1,800,839	5.44%	1,701,178	5.00%
Building	1,122,788	3.39%	1,120,010	3.29%
Code Enforcement	434,208	1.31%	440,358	1.29%
Economic Development	405,944	1.23%	384,637	1.13%
sub-total	<u>3,763,778</u>	<u>11.38%</u>	<u>3,646,183</u>	<u>10.71%</u>
Public Works:				
Administration	365,754	1.11%	368,974	1.08%
Street Maintenance	2,632,976	7.96%	2,565,109	7.54%
Traffic Engineering	671,850	2.03%	713,850	2.10%
Solid Waste	81,824	0.25%	132,084	0.39%
Engineering	1,815,637	5.49%	1,827,222	5.37%
Water Quality & Nat. Res.	864,549	2.61%	869,521	2.55%
sub-total	<u>6,432,590</u>	<u>19.45%</u>	<u>6,476,760</u>	<u>19.03%</u>
Public Safety:				
Police Services	10,766,852	32.55%	11,816,150	34.72%
VIPS	19,300	0.06%	19,300	0.06%
Emergency Services	351,176	1.06%	352,797	1.04%
sub-total	<u>11,137,328</u>	<u>33.67%</u>	<u>12,188,247</u>	<u>35.81%</u>
City Attorney	703,500	2.13%	707,500	2.08%
Community Services	1,944,889	5.88%	1,952,499	5.74%
Parks	3,656,528	11.06%	3,850,280	11.31%
Facilities	729,923	2.21%	733,687	2.16%
Risk Management	624,300	1.89%	624,300	1.83%
Non-Departmental	1,010,900	3.06%	1,128,330	3.32%
Operating Transfers Out (to other Funds)	667,074	2.02%	280,000	0.82%
Total General Fund Expenditures & Transfers-Out	<u>33,074,758</u>	<u>100.00%</u>	<u>34,037,041</u>	<u>100.00%</u>
Change in Fund Balance (includes one-time expenditures)	<u>\$ 424,593</u>		<u>\$ 365,637</u>	

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 in FY 2016.

CITY OF DANA POINT
BUDGET SUMMARY - GENERAL FUND REVENUES

	Actual <u>FY2014</u>	Amended Budget <u>FY2015</u>	Proposed <u>FY2016</u>	Proposed <u>FY2017</u>
Property Taxes	\$ 6,263,169	\$ 6,600,000	\$ 6,815,000	\$ 7,035,000
Franchise Fees	1,314,648	1,223,000	1,235,000	1,247,000
Property Transfer Taxes	570,407	350,000	350,000	350,000
Transient Occupancy Tax	11,007,316	11,600,000	11,600,000	11,800,000
Short Term Rental TOT	115,065	360,000	360,000	360,000
Sales & Use Tax	3,794,435	4,100,000	5,640,000	5,750,000
In-lieu Property Taxes	4,270,627	4,500,000	3,200,000	3,280,000
Homeowner's Property Tax Relief	23,061	51,511	50,000	50,000
TAXES & FRANCHISES TOTAL	<u>27,358,728</u>	<u>28,784,511</u>	<u>29,250,000</u>	<u>29,872,000</u>
Planning Permits	93,548	105,000	95,000	95,000
Building Permits	739,979	1,071,000	915,000	1,000,000
Engineering Permits	257,738	326,542	243,000	245,000
Short Term Rental Permits	20,850	20,000	20,000	20,000
LICENSES & PERMITS TOTAL	<u>1,112,115</u>	<u>1,522,542</u>	<u>1,273,000</u>	<u>1,360,000</u>
Fines & Forfeitures	198,521	200,000	250,000	250,000
Penalties, Interest & Restitution	63,904	100,000	50,000	50,000
FINES & FORFEITURES TOTAL	<u>262,425</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
Rental of Property	77,730	60,000	60,000	60,000
Office Space Rent	75,708	74,000	75,000	75,000
Investment Interest	86,289	72,000	87,800	87,800
USE OF MONEY & PROPERTY TOTAL	<u>239,727</u>	<u>206,000</u>	<u>222,800</u>	<u>222,800</u>
Waste Disposal Allocation	-	-	-	53,278
Nuclear Power Program	149,600	160,000	140,000	140,000
Intergov't Cost Reimbursements	118,145	54,000	100,000	100,000
State Grants	134,461	120,250	-	-
INTERGOVERNMENTAL TOTAL	<u>402,206</u>	<u>334,250</u>	<u>240,000</u>	<u>293,278</u>
Planning Fees	96,667	84,000	95,000	100,000
Building Fees	688,198	621,000	550,000	600,000
Engineering Fees	52,386	60,000	49,000	49,000
Impact Fees	2,858	-	-	-
Reimbursed Expenses	604,165	350,000	235,000	160,000
Recreation Classes, Activities & Trips	266,278	278,000	280,000	283,000
Reimbursed Developer Exp. Revenue	-	330,000	300,000	300,000
Other	30,759	2,000	3,000	3,000
CHARGES FOR SERVICES TOTAL	<u>1,741,311</u>	<u>1,725,000</u>	<u>1,512,000</u>	<u>1,495,000</u>
Miscellaneous	20,576	5,000	25,000	25,000
Planning Appeal Fee	2,000	1,000	1,000	1,000
User Fee Income Solid Waste	51,388	50,000	50,000	50,000
Beverage Container Recycling	9,148	-	-	-
Abandoned Vehicle Abatement	-	-	-	-
Other Financing Sources	3,625,000	-	-	151,600
OTHER REVENUES TOTAL	<u>3,708,112</u>	<u>56,000</u>	<u>76,000</u>	<u>227,600</u>
TOTAL GENERAL FUND REVENUES	<u>34,824,624</u>	<u>32,928,303</u>	<u>32,873,800</u>	<u>33,770,678</u>
Operating Transfer-In from Gasoline Tax Fund	703,170	549,370	625,551	632,000
Operating Transfer-In from Measure M Fund	66,200	-	-	-
TOTAL OPERATING TRANSFERS-IN	<u>769,370</u>	<u>549,370</u>	<u>625,551</u>	<u>632,000</u>
TOTAL GENERAL FUND REV/TSF. IN	<u>\$ 35,593,994</u>	<u>\$ 33,477,673</u>	<u>\$ 33,499,351</u>	<u>\$ 34,402,678</u>

City of Dana Point
General Fund Revenue Budget Detail

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
<u>GENERAL FUND</u>					
TAXES (Type 10)					
01-10-6101	SEC & UNSEC PROPERTY TAX	\$ 6,263,169	\$ 6,600,000	\$ 6,815,000	\$ 7,035,000
01-10-6103	PROPERTY TRANSFER TAX	570,407	350,000	350,000	350,000
01-10-6105	FRANCHISE FEES	1,314,649	1,223,000	1,235,000	1,247,000
	<i>CR&R - Commercial</i>	<i>122,085</i>	<i>125,000</i>	<i>126,020</i>	<i>127,260</i>
	<i>Cox Communications</i>	<i>753,718</i>	<i>702,000</i>	<i>709,020</i>	<i>716,110</i>
	<i>San Diego Gas & Electric</i>	<i>328,552</i>	<i>286,000</i>	<i>288,860</i>	<i>291,630</i>
	<i>So. California Gas Co.</i>	<i>110,294</i>	<i>110,000</i>	<i>111,100</i>	<i>112,000</i>
01-10-6107	HOMEOWNERS PROPERTY TAX RELIEF	23,061	51,511	50,000	50,000
01-10-6109	TRANSIENT OCCUPANCY TAX	11,007,316	11,600,000	11,600,000	11,800,000
01-10-6110	SHORT TERM RENTAL TOT	115,065	360,000	360,000	360,000
01-10-6111	SALES & USE TAX	3,794,435	4,100,000	5,640,000	5,750,000
01-10-6113	IN-LIEU PROPERTY TAXES	4,270,627	4,500,000	3,200,000	3,280,000
	<i>Motor-vehicle license fees (swap)</i>	<i>3,057,950</i>	<i>3,100,000</i>	<i>3,200,000</i>	<i>3,280,000</i>
	<i>Sales taxes (triple flip)</i>	<i>1,212,677</i>	<i>1,400,000</i>	-	-
TOTAL TAXES (Type 10)		27,358,729	28,784,511	29,250,000	29,872,000
LICENSES & PERMITS (Type 20)					
01-20-6201	SITE DEVELOPMENT PERMITS	38,078	25,000	25,000	25,000
01-20-6203	COASTAL DEVELOPMENT PERMITS	28,791	40,000	30,000	30,000
01-20-6205	CONDITIONAL USE PERMITS	9,809	15,000	15,000	15,000
01-20-6207	OTHER PLANNING PERMITS	16,870	25,000	25,000	25,000
01-20-6209	BUILDING PERMITS	557,037	960,000	820,000	895,000
01-20-6211	PLUMBING PERMITS	58,703	35,000	30,000	33,000
01-20-6213	SEWER PERMITS	180	-	-	-
01-20-6215	ELECTRICAL PERMITS	90,147	60,000	51,000	56,000
01-20-6217	MECHANICAL PERMITS	33,658	15,000	13,000	15,000
01-20-6219	OTHER BUILDING PERMITS	253	1,000	1,000	1,000
01-20-6218	SHORT TERM RENTAL PERMITS	20,850	20,000	20,000	20,000
01-20-6221	TRANSPORTATION PERMITS	747	1,000	1,000	1,000
01-20-6223	ENCROACHMENT PERMITS	11,780	20,000	15,000	17,000
01-20-6225	GRADING PERMIT FEES (Incl. Geo. Reimb.)	238,386	295,542	220,000	220,000
01-20-6227	OTHER ENGINEERING PERMITS	6,825	10,000	7,000	7,000
TOTAL LICENSES & PERMITS (Type 20)		1,112,114	1,522,542	1,273,000	1,360,000
FINES & FORFEITURES (Type 30)					
01-30-6301	FINES & FORFEITURES	198,521	200,000	250,000	250,000
	<i>Vehicle Code Fines</i>			<i>110,000</i>	<i>110,000</i>
	<i>Parking fines (DMV)</i>			<i>30,000</i>	<i>30,000</i>
	<i>Veh. Code, Health & Welfare, other (County)</i>			<i>110,000</i>	<i>110,000</i>
01-30-6303	PENALTIES, INTEREST & RESTITUTION	63,904	100,000	50,000	50,000
	<i>TOT late filing penalties & interest</i>			<i>5,000</i>	<i>5,000</i>
	<i>Const. & Demo. Non-Compliance Penalties</i>			<i>35,000</i>	<i>35,000</i>

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

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
	<i>Other (municipal code violations)</i>			<i>10,000</i>	<i>10,000</i>
TOTAL FINES & FORFEITURES (Type 30)		262,425	300,000	300,000	300,000
USE OF MONEY & PROPERTY (Type 40)					
01-40-6401	RENTAL OF PROPERTY	77,730	60,000	60,000	60,000
	Community Center and ballfields		30,000	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	86,289	72,000	87,800	87,800
	<i>Treasury Note & LAIF portfolio</i>			<i>100,800</i>	<i>100,800</i>
	<i>Measure M Fund</i>			<i>(900)</i>	<i>(900)</i>
	<i>CFD Maintenance</i>			<i>(1,400)</i>	<i>(1,400)</i>
	<i>TBID</i>			<i>(3,000)</i>	<i>(3,000)</i>
	<i>Park Development Fund interest allocation</i>			-	-
	<i>SLESF interest allocation</i>			<i>(600)</i>	<i>(600)</i>
	<i>Coastal Transit Fund interest allocation</i>			<i>(6,300)</i>	<i>(6,300)</i>
	<i>AB2766 Fund interest allocation</i>			<i>(800)</i>	<i>(800)</i>
01-40-6405	CITY PLAZA OFFICE SPACE RENT	75,708	74,000	75,000	75,000
TOTAL USE OF MONEY & PROPERTY (Type 40)		239,727	206,000	222,800	222,800
INTERGOVERNMENTAL (Type 50)					
01-50-6514	WASTE DISPOSAL ALLOCATION	-	-	-	53,278
01-50-6515	NUCLEAR POWER PROGRAM	149,600	160,000	140,000	140,000
	San Onofre Emergency Preparedness				
01-50-6521	INTERGOV'T COST REIMBURSEMENTS	118,145	54,000	100,000	100,000
01-50-6523	STATE GRANTS	134,461	120,250	-	-
TOTAL INTERGOVERNMENTAL (Type 50)		402,206	334,250	240,000	293,278
CHARGES FOR SERVICES (Type 60)					
01-60-6609	VARIANCE MINOR AMENDMENT FEES	2,412	3,000	4,000	4,000
01-60-6611	TENTATIVE TRACT MAP FEE	6,802	-	-	-
01-60-6613	TENTATIVE PARCEL MAP FEE	3,520	-	-	-
01-60-6623	PLANNING PLAN CHECK FEE	82,385	80,000	90,000	95,000
01-60-6627	OTHER PLANNING FEES	1,548	1,000	1,000	1,000
01-60-6631	BUILDING PLAN CHECK FEES	634,146	580,000	515,000	560,000
01-60-6633	PERMIT ISSUANCE FEE	53,700	40,000	34,000	39,000
01-60-6635	OTHER BUILDING FEES	352	1,000	1,000	1,000
01-60-6639	ADDRESSING FEE	5,949	-	-	-
01-60-6641	GRADING INSPECTION FEE	8,544	20,000	17,000	17,000
01-60-6655	OTHER ENGINEERING FEES	37,893	40,000	32,000	32,000
01-60-6659	SOLID WASTE EXEMPTION FEES	2,220	2,000	2,000	2,000
01-60-6681	GENERAL GOV'T IMPACT FEES	2,858	-	-	-
01-60-6683	ART IN PUBLIC PLACES FEES	-	-	-	-

City of Dana Point
General Fund Revenue Budget Detail

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
01-60-6685	REIMBURSED EXPENSES <i>City expenses directly reimbursable by developers, homeowners, attorneys, etc:</i>	604,165	350,000	235,000	160,000
	<i>Headlands CFD Staff time allocation</i>		12,000	12,000	12,000
	<i>Doheny Blues Fest. Police Svs (61-233)</i>		15,000	15,000	15,000
	<i>CR&R contract administration</i>	80,402	75,000	80,500	80,500
	<i>CR&R fran. agrmnt. compliance audit (54-223)</i>		50,000	-	50,000
	<i>Headlands ESHA Maintenance (57-211)</i>		22,500	-	-
	<i>HOA incentive program (57-251)</i>		-	2,500	2,500
	<i>Litigation (97-409)</i>		-	-	-
	<i>Litigation support (97-413)</i>		-	-	-
	<i>Midyear Budget Adjustments</i>		175,500	-	-
	<i>General Plan update (41-223)(SCAG)</i>		-	125,000	-
01-60-6691	RECREATION CLASSES	223,660	223,000	225,000	228,000
01-60-6692	REIMB. DEVELOPER EXP. - PLANNING	-	330,000	300,000	300,000
01-60-6693	ACTIVITIES & TRIPS	42,618	55,000	55,000	55,000
01-60-6697	PHOTOCOPIES	1,403	-	1,000	1,000
01-60-6699	OTHER P/B/E (planning, bld., engineering)	27,136	-	-	-
TOTAL CHARGES FOR SERVICES (Type 60)		1,741,311	1,725,000	1,512,000	1,495,000
OTHER REVENUE (Type 70)					
01-70-6701	PLANNING APPEAL FEE	2,000	1,000	1,000	1,000
01-70-6703	MISCELLANEOUS REVENUES	20,576	5,000	25,000	25,000
01-70-6705	BEVERAGE CONTAINER RECYCLING	9,148	-	-	-
01-70-6707	USER FEE AB939 SOLID WASTE	51,388	50,000	50,000	50,000
01-70-6709	LITIGATION SETTLEMENTS	-	-	-	-
01-70-6713	ABANDONED VEH. ABATEMENT PROG.	-	-	-	-
01-70-6715	OTHER FINANCING SOURCES <i>Sale of parcel on Via Canon FY14 and Repayment of Funicular Loan FY18</i>	3,625,000	-	-	151,600
TOTAL OTHER REVENUE (Type 70)		3,708,112	56,000	76,000	227,600
TOTAL GENERAL OPERATING FUND REVENUES		\$ 34,824,624	\$ 32,928,303	\$ 32,873,800	\$ 33,770,678
TRANSFERS IN (Type 90)					
01-90-6903	TRANSFERS IN - FROM GAS TAX FUND See Gas Tax Fund for computation	\$ 703,170	\$ 549,370	\$ 625,551	\$ 632,000
01-90-6904	TRANSFERS IN - MEASURE M FUND	66,200	-	-	-
01-90-6905	TRANSFERS IN - FROM SLESF FUND See SLES Fund for computation	-	-	-	-
TOTAL GEN FUND REVENUES & TRANSFERS-IN		\$ 35,593,994	\$ 33,477,673	\$ 33,499,351	\$ 34,402,678

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPEDITURE TYPE
FISCAL YEAR 2016**

	<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	46,959	84,500	-	-	-	131,459
City Manager	399,180	132,510		-	-	531,690
Administrative Services	982,255	152,643		-	-	1,134,898
Public Information Services	-	128,195		-	-	128,195
City Clerk	405,066	72,640		-	-	477,706
Community Development:						
Planning	1,287,484	513,355		-	-	1,800,839
Building	817,733	302,855		2,200	-	1,122,788
Code Enforcement	404,823	29,385		-	-	434,208
Economic Development	259,284	146,660		-	-	405,944
sub-total	<u>2,769,323</u>	<u>992,255</u>		<u>2,200</u>	-	<u>3,763,778</u>
Public Works:						
Administration	344,529	21,225		-	-	365,754
Street Maintenance	179,768	2,453,208		-	-	2,632,976
Traffic Engineering	-	671,850		-	-	671,850
Solid Waste	38,074	43,750		-	-	81,824
Engineering	1,230,662	584,975		-	-	1,815,637
Water Quality & Nat. Res.	245,399	619,150		-	-	864,549
sub-total	<u>2,038,432</u>	<u>4,394,158</u>		-	-	<u>6,432,590</u>
Public Safety:						
Police Services	-	10,766,852		-	-	10,766,852
VIPS	-	19,300		-	-	19,300
Emergency Services	225,976	125,200		-	-	351,176
sub-total	<u>225,976</u>	<u>10,911,352</u>		-	-	<u>11,137,328</u>
City Attorney	-	703,500		-	-	703,500
Community Services	709,864	1,235,025		-	-	1,944,889
Parks	314,548	3,341,980		-	-	3,656,528
Facilities	190,613	539,310		-	-	729,923
Risk Management	-	1,300	623,000	-	-	624,300
Non-Departmental	9,000	903,900		98,000	667,074	1,677,974
Total Oper Exp & Transfers	<u>8,091,216</u>	<u>23,593,268</u>	<u>623,000</u>	<u>100,200</u>	<u>667,074</u>	<u>33,074,758</u>
Change in Fund Balance (includes one-time expenditures)						<u>\$ 424,593</u>

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPEDITURE TYPE
FISCAL YEAR 2017**

	<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	46,959	84,500		-	-	131,459
City Manager	401,342	133,310		-	-	534,652
Administrative Services	995,132	154,543		-	-	1,149,675
Public Information Services	-	127,530		-	-	127,530
City Clerk	408,970	96,970		-	-	505,940
Community Development:						
Planning	1,297,223	403,955		-	-	1,701,178
Building	825,405	292,605		2,000	-	1,120,010
Code Enforcement	410,973	29,385		-	-	440,358
Economic Development	261,577	123,060		-	-	384,637
sub-total	<u>2,795,178</u>	<u>849,005</u>		<u>2,000</u>	-	<u>3,646,183</u>
Public Works:						
Administration	347,124	21,850		-	-	368,974
Street Maintenance	180,901	2,384,208		-	-	2,565,109
Traffic Engineering	-	713,850		-	-	713,850
Solid Waste	38,334	93,750		-	-	132,084
Engineering	1,242,247	584,975		-	-	1,827,222
Water Quality & Nat. Res.	246,971	622,550		-	-	869,521
sub-total	<u>2,055,577</u>	<u>4,421,183</u>		-	-	<u>6,476,760</u>
Public Safety:						
Police Services	-	11,666,150		150,000	-	11,816,150
VIPS	-	19,300		-	-	19,300
Emergency Services	227,597	125,200		-	-	352,797
sub-total	<u>227,597</u>	<u>11,810,650</u>		<u>150,000</u>	-	<u>12,188,247</u>
City Attorney	-	707,500		-	-	707,500
Community Services	716,474	1,236,025		-	-	1,952,499
Parks	318,100	3,532,180		-	-	3,850,280
Facilities	192,377	541,310		-	-	733,687
Risk Management	-	1,300	623,000	-	-	624,300
Non-Departmental	9,000	924,330		195,000	280,000	1,408,330
Total Oper Exp & Transfers	<u>8,166,705</u>	<u>24,620,336</u>	<u>623,000</u>	<u>347,000</u>	<u>280,000</u>	<u>34,037,041</u>
Change in Fund Balance (includes one-time expenditures)						<u><u>\$ 365,637</u></u>

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

DEPARTMENT: CITY COUNCIL

PROGRAM: CITY COUNCIL

DESCRIPTION:

The City Council is the legislative body of the community and establishes all City government 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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ 48,740	\$ 48,370	\$ 46,959	\$ 46,959
Materials & Services	66,793	81,500	84,500	84,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ 115,533	\$ 129,870	\$ 131,459	\$ 131,459

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL				
1010 SALARIES	\$ 43,102	\$ 45,102	\$ 43,102	\$ 43,102
1100 BENEFITS	120	-	-	-
1120 RETIREMENT BENEFITS	4,874	2,643	3,233	3,233
1140 MEDI-TAX 1.45%	644	625	625	625
TOTAL PERSONNEL	<u>48,740</u>	<u>48,370</u>	<u>46,959</u>	<u>46,959</u>
MATERIALS & SERVICES				
2010 COMMUNICATIONS	-	-	-	-
2070 OFFICE SUPPLIES				
General office supplies		1,500	1,500	1,500
	<u>59</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
2090 MEMBERSHIPS & DUES	-	-	-	-
2110 OPERATING SUPPLIES				
Youth Board		3,000	3,000	3,000
General operating supplies		10,000	12,000	12,000
	<u>11,730</u>	<u>13,000</u>	<u>15,000</u>	<u>15,000</u>
2130 BOOKS & SUBSCRIPTIONS				
Miscellaneous		500	500	500
	<u>5</u>	<u>500</u>	<u>500</u>	<u>500</u>
2230 PROFESSIONAL SERVICES				
Miscellaneous		5,000	5,000	5,000
	<u>-</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
2270 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings		15,000	16,000	16,000
	<u>13,644</u>	<u>15,000</u>	<u>16,000</u>	<u>16,000</u>
2290 MILEAGE REIMBURSEMENT				
Auto allowance		16,500	16,500	16,500
	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>
2410 COMMUNITY ACTIVITIES				
Sponsorships		30,000	30,000	30,000
	<u>24,855</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
TOTAL MAT'LS & SERV.	<u>66,793</u>	<u>81,500</u>	<u>84,500</u>	<u>84,500</u>
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL EXPENDITURES	<u>\$ 115,533</u>	<u>\$ 129,870</u>	<u>\$ 131,459</u>	<u>\$ 131,459</u>

City of Dana Point
Budget Narrative
Department: CITY MANAGER
Program: 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 biennial 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 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 to 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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 387,230	\$ 407,594	\$ 399,180	\$ 401,342
Materials & Services	36,242	131,285	132,510	133,310
Capital Outlay	-	35,000	-	-
Total Expenditures	<u>\$ 423,472</u>	<u>\$ 573,879</u>	<u>\$ 531,690</u>	<u>\$ 534,652</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	2	2	2	2

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL				
1010 SALARIES	\$ 290,502	\$ 315,465	\$ 307,308	\$ 307,308
1030 HOURLY				
Part-time clerical assistance		7,000	7,296	7,407
	6,101	7,000	7,296	7,407
1050 OVERTIME	-	-	-	-
1100 BENEFITS	46,906	45,876	31,500	32,400
1120 RETIREMENT BENEFITS	39,443	35,273	48,514	49,664
1140 MEDI-TAX 1.45%	4,278	3,980	4,562	4,563
1200 OUTSIDE ASSISTANCE	-	-	-	-
TOTAL PERSONNEL	<u>387,230</u>	<u>407,594</u>	<u>399,180</u>	<u>401,342</u>
MATERIALS & SERVICES				
2010 COMMUNICATIONS				
Cell phone		2,000	2,700	2,700
	1,830	2,000	2,700	2,700
2030 EQUIPMENT MAINTENANCE	-	-	-	-
2050 VEHICLE MAINTENANCE				
Fuel		5,250	5,500	5,700
Repairs & maintenance		550	800	1,400
Vehicle cleaning		560	560	560
	8,002	6,360	6,860	7,660
2070 OFFICE SUPPLIES				
Routine office supplies		1,750	-	-
Laser printer toner		250	-	-
Miscellaneous		3,000	-	-
	551	5,000	-	-
2090 MEMBERSHIPS & DUES				
Orange County City Manager's Association		325	325	325
California City Management Foundation		400	425	425
	360	725	750	750

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2110 OPERATING SUPPLIES				
Miscellaneous		8,000	8,000	8,000
	4,074	8,000	8,000	8,000
2130 BOOKS & SUBSCRIPTIONS				
Newspapers		250	250	250
Miscellaneous		600	600	600
	928	850	850	850
2150 TRAINING				
Department staff		600	600	600
	-	600	600	600
2230 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
	14,712	100,000	100,000	100,000
2270 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings		7,500	12,500	12,500
	5,711	7,500	12,500	12,500
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements		250	250	250
	74	250	250	250
TOTAL MAT'LS & SERV.	36,242	131,285	132,510	133,310
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	35,000	-	-
TOTAL CAPITAL OUTLAY	-	35,000	-	-
GRAND TOTAL EXPENDITURES	\$ 423,472	\$ 573,879	\$ 531,690	\$ 534,652

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

DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM: FINANCE & ADMINISTRATION

DESCRIPTION:

The Finance element of this program is responsible for 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, Community Facilities District administration requirements, the City's budget, and purchasing functions. Primary responsibilities include budget preparation and control, financial analysis, 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 the coordination of special programs and projects as assigned by the City Manager. 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 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.

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

Provide timely and accurate monthly financial reports.

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

Continue positive relations with the Dana Point Employees Association.

PROGRAM INDICATORS:

Process approximately 375 checks per month

Generate 12 monthly financial reports per year

Process 26 payrolls per year

Process approximately 350 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 \$34 million

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ 785,951	\$ 804,729	\$ 982,255	\$ 995,132
Materials & Services	148,228	168,743	152,643	154,543
Capital Outlay	-	-	-	-
Total Expenditures	\$ 934,179	\$ 973,472	\$ 1,134,898	\$ 1,149,675

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Director of Administrative Services	1	1	1	1
Accounting Supervisor	1	1	1	1
Accounting Technician*	1	1	1	1
Account Clerk (filled in Jan. 2016)**	0	0	0.5	1
Accountant	1	1	1	1
Administrative Secretary	1	1	1	1
Management Analyst***	1	1	2	2
Senior Personnel Analyst	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	<u>7</u>	<u>7</u>	<u>9</u>	<u>9</u>
 <u>Regular Part-time</u>				
Account Clerk (eliminated in Nov. 2016)***	0.5	0.5	0.5	0
Admin Intern (if needed for projects)	<u>0.5</u>	<u>0.5</u>	<u>0.0</u>	<u>0.0</u>
Total	8.0	8.0	9.00	9.0

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

** Convert Accounting Clerk Part-Time to Admin Aide Full-Time Mid-FY16.

***Moved from Economic Development (ED) in FY16. Replace in ED with Asst. Admin. Analyst.

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 577,107	\$ 614,452	\$ 737,776	\$ 766,280
1030	HOURLY				
	Administrative Intern (moved from Salaries in FY16)		1,600	-	-
	Interim Accounting Manager		-	-	-
	Account Clerk		-	24,992	-
		20,041	1,600	24,992	-
1050	OVERTIME				
	Various	-	6,750	6,750	6,750
		5,772	6,750	6,750	6,750
1100	BENEFITS	94,641	99,760	121,482	125,802
1120	RETIREMENT BENEFITS	79,436	73,035	80,097	85,091
1140	MEDI-TAX 1.45%	8,954	9,132	11,158	11,209
1200	OUTSIDE ASSISTANCE	-	-	-	-
	TOTAL PERSONNEL	785,951	804,729	982,255	995,132
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phone		1,920	1,920	1,920
		1,843	1,920	1,920	1,920
2030	EQUIPMENT MAINTENANCE				
	Miscellaneous equipment maintenance		315	300	300
		-	315	300	300
2050	VEHICLE MAINTENANCE				
	Fuel		4,825	5,000	5,500
	Repairs & maintenance		550	1,000	1,000
	Vehicle cleaning		560	600	600
		5,503	5,935	6,600	7,100
2070	OFFICE SUPPLIES				
	General office supplies		2,450	2,950	2,950
	Letter & window envelopes/ letterhead stationery		1,000	1,000	1,000
	Budget/CAFR printing		1,500	5,000	2,000
	Recruitment supplies		600	-	-
	Laser printer toner		500	-	-
		7,441	6,050	8,950	5,950

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2090 MEMBERSHIPS & DUES				
California Society of Municipal Finance Officers		350	400	400
Orange County City Manager's Association		325	325	325
National Public Employer Labor Relations Assn.		-	175	175
Government Finance Officers Association		250	300	300
O.C. League - OCHRC		375	275	275
CALPACS		325	300	300
Community organizations (Rotary)		1,200	880	880
California Public Employee Labor Relations Assn.		700	700	700
	3,082	3,525	3,355	3,355
2110 OPERATING SUPPLIES				
Oral board expenses		500	1,000	1,000
Small equipment replacement		400	-	-
Check printing/tax forms		500	500	500
Miscellaneous		500	500	500
	2,652	1,900	2,000	2,000
2130 BOOKS & SUBSCRIPTIONS				
Personnel journals		200	300	300
Governmental acct'g rules annual subscription		225	250	250
Orange County Register - online		-	300	300
Survey Monkey		-	300	300
GoToMeeting		-	468	468
Miscellaneous		200	-	-
	679	625	1,618	1,618
2150 TRAINING				
Citywide training (moved to Dept 99)		2,700	-	-
Citywide training (employee health)		1,200	1,200	1,200
Citywide sup'v training (O.C. Empl Relation Consort.)		3,000	-	-
Departmental staff training		2,250	2,250	2,250
Diehl Evans tax workshops		550	550	550
California Society of Municipal Finance Officers		300	300	300
	7,385	10,000	4,300	4,300
2230 PROFESSIONAL SERVICES				
Employee physicals/drug screens/fingerprinting		6,850	6,850	6,850
Flexible spending account administration		1,700	1,600	1,600
Fund Accounting software maintenance		1,600	1,600	1,600
State Controller's Report Preparation		2,000	2,500	2,500
Annual city audit		23,220	25,000	28,000
Annual review of City investment policy		1,780	-	-
CAFR data & review:				
HdL CAFR reporting package		1,000	1,000	1,000
Demographic data		300	300	300
GFOA review fee		650	650	650

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
Employee wellness services		1,000	1,000	1,000
Bank of America - banking services		6,000	8,400	8,800
Armored car service		3,000	3,000	3,000
Human resources software service		11,500	11,500	11,500
Investment security safekeeping services		2,500	3,000	3,000
Bank of America merchant services (credit cards)		12,000	18,000	19,000
ADP payroll services		13,000	15,000	15,000
Sales tax analysis		5,800	5,800	5,800
Sales tax audit recovery fee		6,000	3,000	3,000
Fee Study		26,873	-	-
Miscellaneous		3,000	3,000	3,000
CalPERS GASB Valuation Fee		-	1,700	1,700
	114,049	129,773	112,900	117,300
2250 ADVERTISING				
Personnel recruitments		2,500	3,500	3,500
	2,470	2,500	3,500	3,500
2270 TRAVEL, CONF. & MEETINGS				
CJPIA, CALPELRA, MMASC, LCW, CSMFO, LCC		5,000	6,000	6,000
	2,063	5,000	6,000	6,000
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements		1,200	1,200	1,200
	1,061	1,200	1,200	1,200
TOTAL MAT'LS & SERV.	148,228	168,743	152,643	154,543
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 934,179	\$ 973,472	\$ 1,134,898	\$ 1,149,675

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

DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM: PUBLIC INFORMATION SERVICES

DESCRIPTION:

Working with the City Clerk and other departments, 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, 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.

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.

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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	55,239	142,100	128,195	127,530
Capital Outlay	-	-	-	-
Total Expenditures	\$ 55,239	\$ 142,100	\$ 128,195	\$ 127,530

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
MATERIALS & SERVICES				
2030 EQUIPMENT MAINTENANCE				
Video broadcasting equipment maintenance	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Council chamber system maintenance	-	3,000	5,000	5,000
	-	18,000	20,000	20,000
2070 OFFICE SUPPLIES				
Cable broadcasting materials & supplies	-	1,500	-	-
General office supplies	-	-	-	-
	-	1,500	-	-
2090 MEMBERSHIPS & DUES	-	-	-	-
	-	-	-	-
2130 BOOKS & SUBSCRIPTIONS				
Broadcasting & cable magazine	-	-	-	-
	-	-	-	-
2230 PROFESSIONAL SERVICES				
Internet live streaming		16,000	19,000	19,000
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
VeriSign Symantec (\$995 gets three years of services)		-	995	-
Web-site management			1,000	1,000
Web-site annual maintenance			6,600	6,930
Mid-Year Budget Adjustments		26,000	-	-
	55,239	122,600	108,195	107,530
TOTAL MAT'LS & SERV.	55,239	142,100	128,195	127,530
GRAND TOTAL EXPENDITURES	\$ 55,239	\$ 142,100	\$ 128,195	\$ 127,530

City of Dana Point
Budget Narrative
Department: CITY CLERK
Program: 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, coordinates the video streaming of City Council meetings, prepares 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 served on the City.

Administer City-wide Records Management Program and Document Imaging System in accordance with the approved Records Retention Schedule; utilize 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 Subcommittee and 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 750 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 5 ordinances and 50 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 87 City contracts per year including required bonds and insurance.

Record approximately 30 legal documents through the County Recorder's 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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ 370,656	\$ 387,911	\$ 405,066	\$ 408,970
Materials & Services	50,680	134,460	72,640	96,970
Capital Outlay	-	12,000	-	-
Total Expenditures	<u>\$ 421,336</u>	<u>\$ 534,371</u>	<u>\$ 477,706</u>	<u>\$ 505,940</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>				
Admin Intern	0	0	0.5	0.5
Records Assistant*	<u>0.65</u>	<u>0.65</u>	<u>0.65</u>	<u>0.65</u>
Sub-total	0.65	0.65	1.15	1.15

*Part-time Records Assistant vacant, not funded in FY16 & FY17

Total	4.65	4.65	5.15	5.15
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**City of Dana Point
Expenditure Plan Detail Report
Department: CITY CLERK
Program: CITY CLERK (31)**

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 267,785	\$ 285,946	\$ 293,061	\$ 294,660
1030	HOURLY				
	Records intern (19 hrs/wk)	-	-	14,000	14,000
1050	OVERTIME				
	Staff support for City Council	1,276	1,500	1,500	1,500
1100	BENEFITS	56,597	57,126	56,400	58,200
1120	RETIREMENT BENEFITS	40,809	36,606	35,631	36,113
1140	MEDI-TAX 1.45%	4,189	3,733	4,474	4,497
1200	OUTSIDE ASSISTANCE				
	Clerical support		3,000	-	-
	TOTAL PERSONNEL	<u>370,656</u>	<u>387,911</u>	<u>405,066</u>	<u>408,970</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones		1,200	1,200	1,200
		1,200	1,200	1,200	1,200
2030	EQUIPMENT MAINTENANCE				
	Typewriter & scanner maintenance		500	500	500
		-	500	500	500
2070	OFFICE SUPPLIES				
	Agenda materials		1,000	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		-	-	-
	Materials for November 2016 Regular election		-	1,000	-
	City seal tile plaques		1,500	1,500	1,500
	Routine office supplies		1,400	1,400	1,400
		4,650	6,400	7,400	6,400
2090	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)		450	450	450
	Clerks Association of California (City Clerk)		320	350	350
		1,238	1,295	1,325	1,325
2110	OPERATING SUPPLIES				
	Records mgmt. supplies (folders, labels, shredding)		3,000	3,000	3,000
	Sire maintenance/support		5,500	5,500	5,500
	Vision Annual Maintenance (City Website)		-	6,600	6,930
	Miscellaneous		1,500	2,000	2,000
		9,427	10,000	17,100	17,430

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2130	BOOKS & SUBSCRIPTIONS				
	OC Business Journal		100	100	100
	Directory of Cities/Clerks		50	50	50
	Election code updates		65	65	65
	Guidestar		1,200	300	300
	Miscellaneous		150	150	150
		859	1,565	665	665
2150	TRAINING				
	Notary training (next due FY2019)		1,000	-	-
	Department Staff training		1,200	1,200	1,200
		110	2,200	1,200	1,200
2230	PROFESSIONAL SERVICES				
	Quality Code (Municode supplements)		6,000	6,000	6,000
	Datalok (offsite microfilm storage)		1,250	1,250	1,250
	County of Orange (Nov 2016 regular election)		25,000	-	25,000
	Outside Temp Assistance		-	3,000	3,000
	Midyear Budget Adjustment		46,050	-	-
		10,852	78,300	10,250	35,250
2250	ADVERTISING				
	Citywide legal advertising		22,000	22,000	22,000
		13,444	22,000	22,000	22,000
2270	TRAVEL, CONF. & MEETINGS				
	Travel, conferences & meetings		5,000	5,000	5,000
		3,537	5,000	5,000	5,000
2290	MILEAGE REIMBURSEMENT				
	Auto allowance		4,800	4,800	4,800
	Staff mileage reimbursements		1,200	1,200	1,200
		5,363	6,000	6,000	6,000
	TOTAL MAT'LS & SERV.	50,680	134,460	72,640	96,970
CAPITAL OUTLAY					
3010	FURNITURE & EQUIPMENT	-	12,000	-	-
	TOTAL CAPITAL OUTLAY	-	12,000	-	-
GRAND TOTAL EXPENDITURES		\$ 421,336	\$ 534,371	\$ 477,706	\$ 505,940

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:

Process amendments to the Town Center/Lantern District Plan and implement the Plan. Including; coordination with Public Works/Engineering Department for Town Center public improvements, implement the recommendations of the Parking Management Program and process development applications to influence the best design in accordance with the goals and policies of the Plan.

Complete preparation and approval of the Doheny Village Plan.

Prepare a General Plan update for approval.

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

Continue to process current development projects.

PROGRAM INDICATORS:

Process approximately 200 Coastal Development Permits, Conditional Use Permits, Site Development Permits, and Special Event Permits per year.

Provide professional and technical assistance to approximately 4,000 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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 975,186	\$ 1,071,406	\$ 1,287,484	\$ 1,297,223
Materials & Services	458,097	437,534	513,355	403,955
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 1,433,283</u>	<u>\$ 1,508,940</u>	<u>\$ 1,800,839</u>	<u>\$ 1,701,178</u>

REVENUE SUMMARY

Planning Permits	\$ 93,548	\$ 105,000	\$ 95,000	\$ 95,000
Planning Fees	96,667	84,000	95,000	100,000
Reimbursed Developer Expense - Planning	-	330,000	300,000	300,000
Planning Appeal Fees	2,000	1,000	1,000	1,000
Total Revenues	<u>\$ 192,215</u>	<u>\$ 520,000</u>	<u>\$ 491,000</u>	<u>\$ 496,000</u>

AUTHORIZED PERSONNEL

Director of Community Development	1	1	1	1
City Architect/Planning Manager	1	1	1	1
Planning Manager (New FY16)	0	0	1	1
Senior Planner	3	3	3	3
Associate Planner	2	2	2	2
Assistant Planner*	1	1	1	1
Administrative Secretary	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	9	9	10	10

*Added February 2014

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 699,715	\$ 821,099	\$ 998,005	\$ 1,000,581
1030	HOURLY	-	-	-	-
1050	OVERTIME				
	Planning Commission support and other	3,277	5,000	7,000	7,000
1070	STIPENDS	9,000	9,000	9,000	9,000
1100	BENEFITS	129,603	126,713	151,350	155,400
1120	RETIREMENT BENEFITS	106,113	98,645	107,426	110,502
1140	MEDI-TAX 1.45%	10,139	10,949	14,703	14,740
1200	OUTSIDE ASSISTANCE	17,339	-	-	-
	TOTAL PERSONNEL	975,186	1,071,406	1,287,484	1,297,223
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones		1,320	1,680	1,680
		1,680	1,320	1,680	1,680
2030	EQUIPMENT MAINTENANCE				
	FAX machine		220	220	220
	Transcriber		255	255	255
	Typewriter maintenance		35	35	35
		-	510	510	510
2070	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		2,000	2,000	2,000
	Harbor Plan printing		250	-	-
	Doheny Village Plan printing		250	250	1,000
	Planning Commission Chair Recognition		150	150	150
	Miscellaneous		350	350	350
		7,347	10,150	9,900	10,650

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2090 MEMBERSHIPS & DUES				
Amer. Planning Assoc. Memberships (4)		1,800	2,700	2,700
Amer. Institute of Cert. Planners (3)		525	875	875
Amer. Institute of Architects (1)		1,175	1,175	1,175
Urban Land Institute		190	190	190
Orange County Planning Directors		150	150	150
I.C.M.A. Membership		-	875	875
Assoc. of Environmental Planners		100	-	-
Nat. Trust of Historic Preservation		50	50	50
Califorina Preservation Foundation		150	150	150
Midyr Budget Adjustments		(1,000)	150	150
	3,043	3,140	6,315	6,315
2110 OPERATING SUPPLIES				
Film		50	50	50
Drafting supplies		260	200	200
Graphic supplies		150	-	-
Customer Service supplies		-	3,500	3,500
	460	460	3,750	3,750
2130 BOOKS & SUBSCRIPTIONS				
Planning publications		500	1,000	1,000
	889	500	1,000	1,000
2150 TRAINING				
Technical training (Planning Staff)		1,540	1,500	1,500
Department Staff training		2,000	600	600
American Planners Assoc. "Nuts & Bolts" training		350	350	350
I.C.M.A. Emerging Professionals Leadership Institute		-	500	500
Miscellaneous		1,000	1,000	1,000
	1,110	4,890	3,950	3,950
2230 PROFESSIONAL SERVICES				
General Plan update (w/\$125k SCAG grant FY16)			300,000	200,000
Historic resource inventory		100,000	-	-
Doheny Village Plan/ GP Update EIR		-	100,000	150,000
Doheny Village Plan completion		-	50,000	-
Special projects, appeals, etc.		-	-	-
Contract Planning Services (Mid-Yr Adjustment)		293,949	-	-
	427,971	393,949	450,000	350,000
2250 ADVERTISING				
Request for Proposals (2)		500	1,000	1,000
CEQA Notices (Partial Fee Offset)		1,500	3,000	3,000
	3,555	2,000	4,000	4,000
2270 TRAVEL, CONF. & MEETINGS				
Coastal Commission Meetings		2,000	2,000	2,000
Chamber of Commerce State of the City		150	150	150
CA APA Conference (Anaheim) - 5		2,000	2,500	2,500
National APA Conference		2,000	-	-
OC APA Lunch Training		150	150	150
UCLA Land Use Conf. (1 Day) - 5		1,500	2,500	2,500
AIA Conference		2,000	2,000	2,000
California Preservation Foundation		500	500	500
League of CA Cities Annual Conf. - 1		-	1,200	1,200
League of CA Cities - PC Academy - 7		-	10,150	-
ICMA Regional Summit		-	1,200	1,200
Miscellaneous		1,915	1,500	1,500
	4,081	12,215	23,850	13,700

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2290 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
	7,961	8,400	8,400	8,400
TOTAL MAT'LS & SERV.	458,097	437,534	513,355	403,955
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 1,433,283	\$ 1,508,940	\$ 1,800,839	\$ 1,701,178

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 administering and enforcing the California Building and Safety Codes. This includes performing plan reviews on construction documents as well as assuring all project proposals meet 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 and conducts inspections and issues Certificates of Occupancy. The program also performs special inspections as requested. The Building Division updates the California Building and Fire Codes every three years as required by the State.

OBJECTIVES:

Maintain an effective building, electrical, plumbing, and mechanical inspection program.

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

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

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

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

Continue to Implement the new Trakit.Net development permitting and companion CityGIS mapping system and Update the eTrakit.Net Module and companion Community View to provide Public Access from the Web for development information. Implement iTrakit to allow Code Officers and Inspectors direct access to permitting and property information.

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 1,800 permits per year.

Process approximately 1,100 plan checks per year.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 826,686	\$ 836,236	\$ 817,733	\$ 825,405
Materials & Services	119,210	182,368	302,855	292,605
Capital Outlay	-	-	2,200	2,000
Total Expenditures	<u>\$ 945,896</u>	<u>\$ 1,018,604</u>	<u>\$ 1,122,788</u>	<u>\$ 1,120,010</u>

REVENUE SUMMARY

Building Permits	\$ 739,978	\$ 1,071,000	\$ 915,000	\$ 1,000,000
Building Fees	688,198	621,000	550,000	600,000
Total Revenues	<u>\$ 1,428,176</u>	<u>\$ 1,692,000</u>	<u>\$ 1,465,000</u>	<u>\$ 1,600,000</u>
	\$482,280	\$673,396	\$342,212	\$479,990

AUTHORIZED PERSONNEL

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

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 651,833	\$ 674,640	\$ 657,384	\$ 661,140
1030	HOURLY	-	-	-	-
1050	OVERTIME				
	Emergency services	16,053	2,500	20,000	20,000
		<u>16,053</u>	<u>2,500</u>	<u>20,000</u>	<u>20,000</u>
1100	BENEFITS	82,996	98,318	93,750	96,900
1120	RETIREMENT BENEFITS	99,677	85,169	67,760	69,009
1140	MEDI-TAX 1.45%	10,007	9,488	9,822	9,877
1200	OUTSIDE ASSISTANCE	-	-	-	-
1990	PERSONNEL ALLOCATION				
	One-half secretary to CD-Code Enforcement. (43)	(33,880)	(33,879)	(30,984)	(31,521)
	TOTAL PERSONNEL	<u>826,686</u>	<u>836,236</u>	<u>817,733</u>	<u>825,405</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones		2,300	2,500	2,500
	Verizon express network service for laptop		1,200	1,200	1,200
		<u>3,799</u>	<u>3,500</u>	<u>3,700</u>	<u>3,700</u>
2030	EQUIPMENT MAINTENANCE				
	Cash register		210	300	300
	Date/time stamp machine		115	120	120
	Microfiche reader/printer		500	600	600
	Midyr Budget Adjustment		150	-	-
		<u>43</u>	<u>975</u>	<u>1,020</u>	<u>1,020</u>
2050	VEHICLE MAINTENANCE				
	Fuel		3,792	2,875	2,875
	Repairs & maintenance		1,600	3,200	3,200
	Vehicle cleaning		2,120	2,120	2,120
	Midyr Budget Adjustment		650	-	-
		<u>4,922</u>	<u>8,162</u>	<u>8,195</u>	<u>8,195</u>
2070	OFFICE SUPPLIES				
	Permit system forms		2,000	2,500	2,500
	Building permit printing		4,000	6,000	6,000
	Stationery/envelopes		200	500	500
	Miscellaneous supplies		1,050	2,000	2,000
		<u>8,050</u>	<u>7,250</u>	<u>11,000</u>	<u>11,000</u>
2090	MEMBERSHIPS & DUES				
	California Building Officials (CalBO)		300	325	325
	So Cal Association of Code Officials (SCACO)		250	250	250
	Int'l Code Council		300	400	400
	Orange Empire Chapter ICC		300	300	300
	International Assoc. of Electrical Inspectors		300	300	300
	Int'l Assoc of Plumbing & Mechanical Officials		490	450	450
		<u>1,922</u>	<u>1,940</u>	<u>2,025</u>	<u>2,025</u>

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2110 OPERATING SUPPLIES				
Building permits toner & printer		2,000	4,000	4,000
Digital camera		500	500	500
Miscellaneous		500	500	500
Trakit (permit software) license & maintenance		14,000	18,000	18,500
Digital Map Products - Annual Licensing Fee (items A thru E are now covered under Annual Fee)		-	40,290	43,490
A. GIS Thomas Bros. license agreement		2,000	-	-
B. GIS - Community View		8,000	-	-
C. Digital Map Products - CityGIS II upgrade		13,500	-	-
D. GIS database maintenance		5,500	-	-
E. GIS property attribute records (DMP)		3,000	-	-
Teleworks - IVR System		-	50,000	2,000
ESRI annual licensing fee		2,000	2,500	2,500
Q-Matic - DSC Queing System		-	-	50,000
	48,304	51,000	115,790	121,490
2130 BOOKS & SUBSCRIPTIONS				
Interpretive Manuals		2,500	2,500	2,500
Code Books (2016 CA Building Codes)		1,000	15,000	-
Reference Books (2016)		-	2,500	-
	4,313	3,500	20,000	2,500
2150 TRAINING				
Trakit training (all CDD Staff)		1,500	1,500	1,500
Building code training		3,500	3,500	3,500
	3,152	5,000	5,000	5,000
2230 PROFESSIONAL SERVICES				
Plan check services (overflow)		25,000	125,000	125,000
Midyr Budget Adjustment		63,691	-	-
	34,890	88,691	125,000	125,000
2240 BLDG. PLAN CHECK/INSP SVC	-	-	-	-
2250 ADVERTISING	-	-	-	-
2270 TRAVEL, CONF. & MEETINGS				
ICC & Calbo ABM		7,150	5,925	7,475
	5,015	7,150	5,925	7,475
2290 MILEAGE REIMBURSEMENT				
Auto allowance		4,800	4,800	4,800
Staff mileage reimbursements		400	400	400
	4,800	5,200	5,200	5,200
TOTAL MAT'LS & SERV.	119,210	182,368	302,855	292,605
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT				
Kiosk PC and Software			2,200	-
Mobile Printers to support field units			-	2,000
TOTAL CAPITAL OUTLAY	-	-	2,200	2,000
GRAND TOTAL EXPENDITURES	\$ 945,896	\$ 1,018,604	\$ 1,122,788	\$ 1,120,010

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. Code Enforcement officers use a systematic approach to eliminate blight, gain compliance and eliminate the code violations. Code Enforcement also maintains an active program not only for code compliance, but property maintenance, education and property enhancement and is an active partner with the Orange County Sheriffs' Department identifying, documenting and eliminating graffiti in our community through the new Tracking Automated and Graffiti Reporting System (TAGRS).

OBJECTIVES:

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

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

Continue to employ methods to ensure high compliance rates at the most effective cost, in 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 1,300 Code Enforcement cases per year.

Initiate and resolve approximately 250 Weed Abatement cases per year.

Review approximately 300 Massage License applications per year.

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

Continue to be an active partner with the Orange County Sheriffs' Department identifying, documenting and eliminating graffiti within our community through the new

Tracking Automated and Graffiti Reporting System (TAGRS) program (approximately 100 cases per year).

Work on special neighborhood programs to improve property maintenance.

Process, inspect and monitor approximately 160 Short Term Rental properties under the new regulations.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ 331,275	\$ 400,208	\$ 404,823	\$ 410,973
Materials & Services	21,533	24,532	29,385	29,385
Capital Outlay	20,879	-	-	-
Total Expenditures	\$ 373,687	\$ 424,740	\$ 434,208	\$ 440,358

REVENUE SUMMARY

Contract Hearing Officer	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -

AUTHORIZED PERSONNEL

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

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 212,214	\$ 265,235	\$ 283,535	\$ 287,322
1030	HOURLY	-	-	-	-
1050	OVERTIME				
	Code Enforce. Officers (incl. Sat & Sun coverage)	4,632	7,200	7,200	7,200
1100	BENEFITS	45,723	55,400	51,000	52,800
1120	RETIREMENT BENEFITS	31,481	34,288	27,888	27,859
1140	MEDI-TAX 1.45%	3,345	3,715	4,216	4,271
1200	OUTSIDE ASSISTANCE	-	-	-	-
1990	PERSONNEL ALLOCATION				
	One-half secretary from CD-Building (42)	33,880	34,370	30,984	31,521
TOTAL PERSONNEL		331,275	400,208	404,823	410,973
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones		3,400	4,500	4,500
		3,131	3,400	4,500	4,500
2030	EQUIPMENT MAINTENANCE				
2050	VEHICLE MAINTENANCE				
	Fuel		3,552	3,470	3,470
	Repairs & maintenance		1,200	2,425	2,425
	Vehicle cleaning		1,680	2,240	2,240
	Midyr Budget Adjustment		-	-	-
		6,004	6,432	8,135	8,135
2070	OFFICE SUPPLIES				
	General office supplies		2,000	2,000	2,000
	CR&R trash tags		700	700	700
	Color laser printer supplies		1,000	1,500	1,500
	Stationery/envelopes		400	500	500
		4,100	4,100	4,700	4,700
2090	MEMBERSHIPS & DUES				
	So. Ca. Assoc. of Code Enforcement Officers		300	300	300
		238	300	300	300

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2110 OPERATING SUPPLIES				
Tax information (from County of Orange)		150	150	150
Digital camera		500	500	500
	205	650	650	650
2130 BOOKS & SUBSCRIPTIONS				
Miscellaneous		50	100	100
	-	50	100	100
2150 TRAINING				
Department Staff training		1,500	2,000	2,000
	402	1,500	2,000	2,000
2230 PROFESSIONAL SERVICES				
Weed abatement contract		7,100	8,000	8,000
	7,345	7,100	8,000	8,000
2250 ADVERTISING				
Weed abatement		200	200	200
	-	200	200	200
2270 TRAVEL, CONF. & MEETINGS				
Code enforcement annual conf (2)		300	300	300
	28	300	300	300
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements		500	500	500
	80	500	500	500
TOTAL MAT'LS & SERV.	21,533	24,532	29,385	29,385
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT				
Truck for New Code Enforcement Officer	20,879	-	-	-
TOTAL CAPITAL OUTLAY	20,879	-	-	-
GRAND TOTAL EXPENDITURES	\$ 373,687	\$ 424,740	\$ 434,208	\$ 440,358

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

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: ECONOMIC DEVELOPMENT

DESCRIPTION:

The Economic Development Division of Community Development Department promotes and maintains a healthy local economy through business attraction, retention and expansion. The Economic Development Program assists with business development and outreach, Tourism Business Improvement District administration, grants research, grant-writing and grant administration, Youth Board administration, Special Event permit administration, Business Registration, social media outreach, City newsletter and other public outreach programs, and special projects. The goals of Economic Development are to seek opportunities to enhance revenues for local businesses and the City and to enhance Dana Point quality of life.

OBJECTIVES:

Prepare an Economic Development Strategy.

Implement goals of the Town Center Plan; foster business relations during construction, identify and secure private parking lots to be converted to public parking lots, proactively recruit target retailers.

Implement the Business Retention and Expansion (BRE) Program to support and build local business opportunities by serving as a resource for business needs and partnering with the Chamber of Commerce and Harbor Merchants Association.

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

Work with hotel general managers to administer the Dana Point Tourism Business Improvement District (TBID).

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

Execute an aggressive Retail Recruitment Program.

PROGRAM INDICATORS:

Proactively meet with 50 businesses as part of the BRE Program to help businesses grow.

Attend 40-50 annual Harbor Association, Chamber of Commerce meetings and ribbon cuttings to show support to the business community.

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

Provide 6 SCORE business workshops.

Meet with 25 retailers as part of the Retail Recruitment Program.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$246,596	\$260,179	\$259,284	\$261,577
Materials & Services	59,561	114,260	146,660	123,060
Capital Outlay	-	-	-	-
Total Expenditures	\$306,157	\$374,439	\$405,944	\$384,637

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Economic Development Manager	1	1	1	1
Management Analyst*	1	1	0	0
Assistant Admin Analyst	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
Total	2	2	2	2

*Moved to Administrative Services in FY16; replaced with Assistant Admin Analyst.

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 181,376	\$ 197,784	\$ 197,550	\$ 198,588
1030	HOURLY				
	Visitor Center Ambassadors		9,500	10,000	10,000
		8,246	9,500	10,000	10,000
1050	OVERTIME	-	-	-	-
1100	BENEFITS	26,797	26,800	27,000	27,900
1120	RETIREMENT BENEFITS	27,356	23,408	21,725	22,064
1140	MEDI-TAX 1.45%	2,821	2,687	3,009	3,025
	TOTAL PERSONNEL	<u>246,596</u>	<u>260,179</u>	<u>259,284</u>	<u>261,577</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones		1,100	1,680	1,680
		1,062	1,100	1,680	1,680
2070	OFFICE SUPPLIES				
	General office supplies		700	700	700
	Brochures, printing		5,000	5,000	5,000
		2,359	5,700	5,700	5,700
2090	MEMBERSHIPS & DUES				
	Urban Land Institute		-	215	215
	Calif Assoc Local Economic Development		545	625	625
	Int'l Council of Shopping Centers		100	100	100
	Anaheim/OC CVB		650	650	650
	California Downtown Assn.		300	300	300
	American Planning Association		410	-	-
	American Institute of Certified Planners		170	-	-
	Orange County Visitor's Association		5,000	5,000	5,000
	Orange County Business Council		5,000	5,000	5,000
	California Travel Association		650	650	650
	Midyr Budget Adjustments		(6,000)	-	-
		12,095	6,825	12,540	12,540
2130	BOOKS & SUBSCRIPTIONS				
	Downtown Promotion Reporter		-	290	290
	Miscellaneous		200	200	200
		200	200	490	490

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2150	TRAINING				
	CALED training		1,000	1,000	1,000
	OC Tourism Conference		200	350	350
	Housing Training		200	200	200
		1,268	1,400	1,550	1,550
2230	PROFESSIONAL SERVICES				
	GIS Maps		-	1,000	1,000
	Econ Dev Strategy/ Econ Dev Gen Plan Element		-	25,000	-
	Economic Development Consultants		-	20,000	20,000
	Midyr Budget Adjustments		25,000	-	-
		-	25,000	46,000	21,000
2250	ADVERTISING				
	Broadcast City Events on PBS SoCal		-	10,000	10,000
	Dana Point Map		-	-	1,400
	California Visitor's Guide		8,000	-	-
	Public outreach, banners, trade shows		2,000	2,000	2,000
	Midyr Budget Adjustments		(6,955)	-	-
		-	3,045	12,000	13,400
2270	TRAVEL, CONF. & MEETINGS				
	ICSC		-	7,000	7,000
	DP Chamber of Commerce		300	450	450
	American Planning Association		700	-	-
	Annual CALED, CALTRAVEL conference		1,250	1,250	1,250
	Midyr Budget Adjustments		1,000	-	-
		2,583	3,250	8,700	8,700
2290	MILEAGE REIMBURSEMENT				
	Staff mileage reimbursements		500	500	500
		621	500	500	500
2600	MARKETING				
	Business sign program		15,000	-	-
	Public outreach (brochures & mailings)		15,000	1,000	1,000
	Broadcast City events on PBS SoCa;		13,000	-	-
	Marketing Plan Implementation		40,000	50,000	50,000
	Visitor's Center Kiosk		2,000	2,000	2,000
	Bus. Retention/Expansion (BRE) workshops		-	3,000	3,000
	ESRI		-	500	500
	Commercial Property Listing		3,500	1,000	1,000
	Midyr Budget Adjustments		(21,260)	-	-
		39,373	67,240	57,500	57,500
	TOTAL MAT'LS & SERV.	59,561	114,260	146,660	123,060
CAPITAL OUTLAY					
3010	FURNITURE & EQUIPMENT	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 306,157	\$ 374,439	\$ 405,944	\$ 384,637

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 staff 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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$323,788	\$348,755	\$344,529	\$347,124
Materials & Services	18,836	22,860	21,225	21,850
Capital Outlay	-	60,000	-	-
Total Expenditures	\$342,624	\$431,615	\$365,754	\$368,974

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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 308,299	\$ 329,707	\$ 331,798	\$ 332,638
1030	HOURLY	-	-	-	-
1050	OVERTIME Secretary	-	250	250	250
1100	BENEFITS	46,886	46,989	43,650	45,000
1120	RETIREMENT BENEFITS	44,699	39,514	40,164	41,078
1140	MEDI-TAX 1.45%	4,958	4,175	4,815	4,827
1200	OUTSIDE ASSISTANCE	-	-	-	-
1990	PERSONNEL ALLOCATION				
	One-third Sr. Mgmt Analyst to PW-Street Maint. (52)		(35,940)	(38,124)	(38,334)
	One-third Sr. Mgmt Analyst to PW-Solid Waste (54)		(35,940)	(38,124)	(38,334)
		(81,054)	(71,880)	(76,148)	(76,668)
TOTAL PERSONNEL		323,788	348,755	344,529	347,124
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones		1,380	1,380	1,380
		1,380	1,380	1,380	1,380
2030	EQUIPMENT MAINTENANCE	-	-	-	-
2050	VEHICLE MAINTENANCE				
	Fuel		5,800	6,200	6,500
	Repairs & maintenance		300	300	500
	Vehicle cleaning		530	530	530
		8,648	6,630	7,030	7,530
2070	OFFICE SUPPLIES				
	General office supplies		1,050	1,050	1,050
	Laser printer toner		760	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	1,040	1,040
	Microfiche supplies		200	200	200
	Printing - forms/notices/surveys		1,500	1,500	1,500
		7,531	9,260	7,550	7,550

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2090	MEMBERSHIPS & DUES				
	American Public Works Association		185	185	185
	American Society of Civil Engineers		280	280	280
	Professional engineer license renewal		125	-	125
		498	590	465	590
2110	OPERATING SUPPLIES	-	-	-	-
2130	BOOKS & SUBSCRIPTIONS				
	Technical journals, specification updates	-	-	-	-
		-	-	-	-
2150	TRAINING				
	Department Staff training		900	900	900
		-	900	900	900
2230	PROFESSIONAL SERVICES	-	-	-	-
2250	ADVERTISING	-	-	-	-
2270	TRAVEL, CONF. & MEETINGS				
	Travel, conferences & meetings		3,500	3,500	3,500
		470	3,500	3,500	3,500
2290	MILEAGE REIMBURSEMENT				
	Staff mileage reimbursement		600	400	400
		309	600	400	400
	TOTAL MAT'LS & SERV.	18,836	22,860	21,225	21,850
CAPITAL OUTLAY					
3010	FURNITURE & EQUIPMENT				
	Two fleet vehicles replaced		60,000	-	-
	TOTAL CAPITAL OUTLAY	-	60,000	-	-
GRAND TOTAL EXPENDITURES		\$ 342,624	\$ 431,615	\$ 365,754	\$ 368,974

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, storm drain trash removal 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 trash removal unit maintenance. This Division also issues encroachment permits to 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, BBQ Championships, Oktoberfest and other events. 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 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 storm drain trash removal units, and 17 storm water diversions.

Utilize the Orange County Juvenile Probation Work Program and other contractors 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 in conjunction with the City's Capital Improvement Program.

Manage and oversee technical and non-technical aspects of the City's vehicle fleet to ensure the proper acquisition and maintenance of 56 vehicles, including trailers and equipment

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, Turkey Trot, Dana Hills High School graduation event, Dana Hills High School Cross Country, Concerts in the Park, Battle of the Paddle, the International BBQ event and numerous private/public events throughout the year.

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 lawsuits by performing annual inspections and necessary repairs to City sidewalks and hardscape citywide using established inspection/safety criteria and disabled access guidelines.

PROGRAM INDICATORS:

Process 90 to 100 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.

Review 100 USA/Dig Alert notifications per month to identify locations impacting the City's Right-of-way.

Respond to pothole repair needs within one working day.

Respond to graffiti calls in City Right-of-way 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 storm drain trash removal units every 6 weeks.

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

Perform a walking inspection of all the City sidewalks annually, and direct maintenance work as needed.

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

Provide support for all major City sanctioned events including coordination, traffic control and providing assistance to other Departments including Police Services & Community Services.

Provide support for all special events in the City including assistance in the planning process as well as as-needed oversight, traffic control and traffic signal modifications

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$176,655	\$174,430	\$179,768	\$180,901
Materials & Services	2,033,056	2,393,817	2,453,208	2,384,208
Capital Outlay	-	-	-	-
Total Expenditures	\$2,209,711	\$2,568,247	\$2,632,976	\$2,565,109

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Senior Management Analyst	0.33	0.33	0.33	0.33
Streets & Fleet Manager	<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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 101,164	\$ 110,201	\$ 113,981	\$ 113,981
1100	BENEFITS	13,500	13,400	14,250	14,700
1120	RETIREMENT BENEFITS	15,003	13,451	11,810	12,234
1140	MEDI-TAX 1.45%	1,461	1,438	1,653	1,653
1990	PERSONNEL ALLOCATION One-third Sr. Mgmt Analyst from PW-Admin (51)	45,527	35,940	38,074	38,334
TOTAL PERSONNEL		176,655	174,430	179,768	180,901
MATERIALS & SERVICES					
2010	COMMUNICATIONS Cell phone		1,080	1,080	1,080
		1,080	1,080	1,080	1,080
2050	VEHICLE MAINTENANCE Fuel Repairs & maintenance Vehicle cleaning		3,150 400 560	1,743 500 560	1,743 500 560
		4,827	4,110	2,803	2,803
2070	OFFICE SUPPLIES Routine office supplies		350	350	350
		349	350	350	350
2090	MEMBERSHIPS & DUES ISA (International Society of Arboriculture)		170	170	170
		170	170	170	170
2110	OPERATING SUPPLIES Employee uniforms (shirts, hats, jackets) Equipment, small tools, materials Light pole banner repair & replacement Benches, trash cans, etc.		300 12,000 1,300 2,000	300 13,000 1,300 16,000	300 13,000 1,300 16,000
		13,445	15,600	30,600	30,600
2150	TRAINING Departmental Staff training		300	300	300
		60	300	300	300
2210	UTILITIES	-	-	-	-

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2230	PROFESSIONAL SERVICES			
		64,000	190,000	100,000
		55,000	45,000	45,000
		-	25,000	25,000
		152,094	-	-
	104,913	271,094	260,000	170,000
2250	-	-	-	-
2270	TRAVEL, CONF. & MEETINGS			
		500	500	500
	-	500	500	500
2350	STREET MAINTENANCE			
		830,179	736,000	738,000
		228,123	231,000	235,000
		25,000	25,000	25,000
		2,500	2,500	2,500
		100,000	125,000	125,000
		100,000	100,000	100,000
		25,000	25,000	25,000
		25,000	25,000	25,000
		65,000	75,000	75,000
		15,000	15,000	15,000
		10,000	10,000	10,000
		-	15,000	15,000
		-	10,000	25,000
		-	20,000	20,000
		15,551	-	-
	1,317,312	1,441,353	1,414,500	1,435,500
2490	STREET SWEEPING			
		271,425	271,425	271,425
		6,500	6,500	6,500
		480	480	480
		(31,645)	-	-
	243,338	246,760	278,405	278,405
2510	STORM DRAINS			
		61,000	80,000	80,000
		146,000	146,000	146,000
		142,000	142,000	142,000
		2,500	2,500	2,500
		34,000	52,000	52,000
		22,000	22,000	22,000
		5,000	5,000	5,000
		-	15,000	15,000
	347,562	412,500	464,500	464,500
2530	-	-	-	-
	TOTAL MAT'LS & SERV.			
	2,033,056	2,393,817	2,453,208	2,384,208
GRAND TOTAL EXPENDITURES	\$ 2,209,711	\$ 2,568,247	\$ 2,632,976	\$ 2,565,109

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 by installing/implementing industry approved traffic safety devices on public streets and pathways, using State guidelines and standards.

Review signing and striping on all arterial and collector streets annually for compliance with local, state and federal regulations.

PROGRAM INDICATORS:

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

Provide staff support for Traffic Improvement Subcommittee meetings.

Complete approximately 500 traffic investigations per year as requested.

Prepare 450 work orders per year to improve signing and striping issues citywide.

Perform annual review of signing and striping on all arterial and collector streets with licensed traffic/civil engineering staff, and update as-built plans as needed to comply with local, state and federal regulations.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	506,021	657,500	671,850	713,850
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 506,021</u>	<u>\$ 657,500</u>	<u>\$ 671,850</u>	<u>\$ 713,850</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

** As of April 2015, the Senior Civil Engineer (traffic) position was not funded; additional funds budgeted in Professional Services for contract to deliver these services.*

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS	\$ -	\$ -	\$ -	\$ -
2070	OFFICE SUPPLIES				
	General office supplies	349	350	350	350
2110	OPERATING SUPPLIES	-	-	-	-
2150	TRAINING				
	Department Staff training		100	300	300
		100	100	300	300
2210	UTILITIES				
	Traffic signals		35,000	37,000	39,000
	City of SJC shared signal costs		1,050	1,200	1,200
	Street lights		263,000	275,000	295,000
		296,164	299,050	313,200	335,200
2230	PROFESSIONAL SERVICES				
	Traffic engineering consultant		140,000	140,000	140,000
	Traffic signal timing consultant		5,000	5,000	5,000
	Traffic studies/counts/speed verification		6,000	6,000	6,000
	Emerg. vehicle pre-emption inspection/maintenance		17,000	-	20,000
	Traffic Signal Communications Consulting		-	8,000	8,000
		113,432	168,000	159,000	179,000
2250	ADVERTISING	-	-	-	-
2270	TRAVEL, CONF. & MEETINGS	-	-	-	-
2290	MILEAGE REIMBURSEMENT	-	-	-	-
2530	SAFETY LIGHTING / TRAFFIC SIGNALS				
	Monthly traffic signal maintenance		40,000	40,000	40,000
	Extraordinary signal maintenance		75,000	40,000	40,000
	Traffic safety projects/emergencies		25,000	25,000	25,000
	Traffic Signal Equipment Painting		25,000	25,000	25,000
	Traffic Signal/Mesh Network Comm. Equip. Upgrades		-	30,000	30,000
	LED Illuminated street name signs		-	35,000	35,000
	Battery Purchases for signal backup units		-	4,000	4,000
	Midyear Budget Adjustment (Traffic Signal Equipment Painting)		25,000	-	-
		95,976	190,000	199,000	199,000
	TOTAL MAT'LS & SERV.	506,021	657,500	671,850	713,850
CAPITAL OUTLAY					
3010	FURNITURE & EQUIPMENT	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 506,021	\$ 657,500	\$ 671,850	\$ 713,850

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, currently 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, four (4) Community Vermicomposting Workshops held during the Spring and Fall months and annual reporting to the South Coast Air Quality Management District (AQMD) and the State of California Department of Resources, Recycling and Recovery (CalRecycle).

CR&R also responds to daily requests for bulky item pick up service Citywide. Further, CR&R also provides bins to City staff and contractors for various projects.

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 and donations to Goodwill Industries.

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).

Continue to quickly respond to the City’s requests for bulky item pick up service for items dumped in the roadways and the City right-of-way.

PROGRAM INDICATORS:

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

CR&R collects approximately 8,994 tons of recyclable materials and 10,287 tons of solid waste from single and multi-family residential units per year, effectively.

CR&R collects approximately 5,980 tons of recyclable materials and 6,088 tons of solid waste from commercial accounts per year, effectively.

CR&R collected approximately 2.4 tons of Household Hazardous Waste (HHW) in the first year of the City’s new Residential HHW Collection Program (program commenced Feb. 2014).

CR&R collected approximately 247 tons of commercial organic waste through the Food Scrap Recycling Program 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 125 new Construction and Demolition Plans and approximately 98 C&D deposit refunds per year.

City staff administers approximately 240 Waste Exemption Permits per year.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 35,527	\$ 35,940	\$ 38,074	\$ 38,334
Materials & Services	42,420	124,032	43,750	93,750
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 77,947</u>	<u>\$ 159,972</u>	<u>\$ 81,824</u>	<u>\$ 132,084</u>

REVENUE SUMMARY

Solid Waste Franchise Fee	\$ 122,085	\$ 125,000	\$ 126,020	\$ 127,260
AB939 Administration Fee	51,388	50,000	50,000	50,000
Solid waste franchise audit	-	50,000	-	50,000
Reimb. Exp - CR&R Contract Admin	80,402	75,000	80,500	80,500
Total Revenues	<u>\$ 253,875</u>	<u>\$ 300,000</u>	<u>\$ 256,520</u>	<u>\$ 307,760</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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1990	PERSONNEL ALLOCATION				
	One-third Sr. Mgmt. Analyst from PW-Admin (51)	\$ 35,527	\$ 35,940	\$ 38,074	\$ 38,334
	TOTAL PERSONNEL	<u>35,527</u>	<u>35,940</u>	<u>38,074</u>	<u>38,334</u>
MATERIALS & SERVICES					
2070	OFFICE SUPPLIES				
	Education outreach materials		1,500	1,500	1,500
	Recycling containers		500	500	500
	Office supplies		350	350	350
		<u>2,024</u>	<u>2,350</u>	<u>2,350</u>	<u>2,350</u>
2230	PROFESSIONAL SERVICES				
	SHARPS program		3,500	3,600	3,600
	Mercury disposal recycling service		1,400	1,500	1,500
	Dept. of Conservation grant programs		5,000	5,000	5,000
	Residential tagging program		13,900	13,900	13,900
	Advertising for community recycling events		6,300	7,400	7,400
	Zero Waste Campaign/Outreach		10,000	10,000	10,000
	Franchise agreement compliance audit (reimbursed)		50,000	-	50,000
	Midyear Budget Adjustments (FY14 carryover)		31,582	-	-
		<u>40,396</u>	<u>121,682</u>	<u>41,400</u>	<u>91,400</u>
	TOTAL MAT'LS & SERV.	<u>42,420</u>	<u>124,032</u>	<u>43,750</u>	<u>93,750</u>
GRAND TOTAL EXPENDITURES		<u>\$ 77,947</u>	<u>\$ 159,972</u>	<u>\$ 81,824</u>	<u>\$ 132,084</u>

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.

Development Engineering staff are responsible for oversight (accuracy/safety) of engineering design related to private and public development within the City. 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. 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, preparing 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 PCH/Del Prado Streetscape Improvement 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 and inspect the permitted work in a professional and timely manner.

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

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

Ensure compliance with the City Municipal Code as it relates to engineering services.

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

Manage construction contracts for capital projects in a professional manner to assure projects are delivered safely, on time, 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.

PROGRAM INDICATORS:

Issue 355 engineering permits per fiscal year.

Perform 1,269 plan checks per fiscal year.

Conduct approximately 160 inspections per month

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

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 1,139,295	\$ 1,205,899	\$ 1,230,662	\$ 1,242,247
Materials & Services	184,777	456,483	584,975	584,975
Capital Outlay	56,447	-	-	-
Total Expenditures	<u>\$ 1,380,519</u>	<u>\$ 1,662,382</u>	<u>\$ 1,815,637</u>	<u>\$ 1,827,222</u>

REVENUE SUMMARY

Engineering Permits	\$ 257,738	\$ 326,542	\$ 243,000	\$ 245,000
Engineering Fees	52,386	60,000	49,000	49,000
Total Revenues	<u>\$ 310,124</u>	<u>\$ 386,542</u>	<u>\$ 292,000</u>	<u>\$ 294,000</u>

AUTHORIZED PERSONNEL

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

* One Senior Civil Engineer position vacant, not funded in FY16 & FY17

**One Secretary position vacant, not funded in FY16 & FY17

<u>Regular Part-time</u> 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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 862,041	\$ 937,590	\$ 962,087	\$ 967,617
1030	HOURLY				
	Intern (20 hours/week)		13,520	13,500	13,500
		9,042	13,520	13,500	13,500
1050	OVERTIME				
	Senior construction inspector		2,500	2,500	2,500
		2,389	2,500	2,500	2,500
1100	BENEFITS	123,873	123,900	135,000	139,500
1120	RETIREMENT BENEFITS	129,365	115,852	103,392	104,867
1140	MEDI-TAX 1.45%	12,585	12,537	14,182	14,262
1990	PERSONNEL ALLOCATION	-	-	-	-
	TOTAL PERSONNEL	1,139,295	1,205,899	1,230,662	1,242,247
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phone		5,460	6,000	6,000
		6,407	5,460	6,000	6,000
2050	VEHICLE MAINTENANCE				
	Fuel		6,326	4,525	4,525
	Repairs & maintenance		3,640	2,320	2,320
	Vehicle cleaning		2,210	2,210	2,210
		13,244	12,176	9,055	9,055
2070	OFFICE SUPPLIES				
	General office supplies		2,700	4,200	4,200
		2,635	2,700	4,200	4,200
2090	MEMBERSHIPS & DUES				
	American Public Works Association (9)		740	800	800
	Construction Management Assn of Amer. (1)		75	100	100
	Construction Manager Certification Inst. (1)		120	120	120
	Professional Enginner license renewal		500	750	750
	American Society of Civil Engineers (6)		1,120	1,400	1,400
		1,153	2,555	3,170	3,170
2110	OPERATING SUPPLIES				
	AUTOCAD software licenses		4,500	6,500	6,500
	Miscellaneous software		4,000	6,000	6,000
	Computer supplies		1,500	1,500	1,500
	Tools for field inspectors		300	500	500
	Employee uniforms		1,400	1,400	1,400
	Field Equipment replacement		400	400	400
	Wide format plotter: Maintenance service		2,100	2,500	2,500
	Wide format plotter: Supplies		1,000	1,500	1,500
	Miscellaneous supplies		1,700	1,700	1,700
		15,691	16,900	22,000	22,000

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2130 BOOKS & SUBSCRIPTIONS				
Technical journals, specification updates		1,000	1,000	1,000
	571	1,000	1,000	1,000
2150 TRAINING				
Department Staff training		5,000	5,000	5,000
	1,036	5,000	5,000	5,000
2230 PROFESSIONAL SERVICES				
Aerial images		8,650	8,650	8,650
Special project management & support		13,000	13,000	13,000
Geological consultation (emergencies)		17,000	17,000	17,000
CIP contract services		250,000	250,000	250,000
Planning application review cost		-	20,000	20,000
Midyr Budget Adjustments (3rd party geotech)		115,542	-	-
	137,985	404,192	308,650	308,650
2240 GEOTECH THIRD PARTY REVIEWS (reimbursed)				
Contract Geotech Services (new account detail)	-	-	220,000	220,000
	-	-	220,000	220,000
2250 ADVERTISING				
	-	-	-	-
2270 TRAVEL, CONF. & MEETINGS				
	-	-	-	-
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement		6,500	5,900	5,900
	6,055	6,500	5,900	5,900
TOTAL MAT'LS & SERV.	184,777	456,483	584,975	584,975
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	56,447	-	-	-
TOTAL CAPITAL OUTLAY	56,447	-	-	-
GRAND TOTAL EXPENDITURES	\$ 1,380,519	\$ 1,662,382	\$ 1,815,637	\$ 1,827,222

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 Conservation Area and the Dana Point State Marine Conservation Area. The Natural Resources Protection Program directs the ecological functioning, restoration and 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 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 the impacts of surface runoff pollution, how to keep pollutants out of storm drains, water conservation and other sustainable living topics to a wide variety of target audiences. Outreach also includes City staff training, inspection and enforcement of construction sites, commercial businesses and Homeowners Associations for effective Best Management Practices (BMPs), and conducts outreach at City events.

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 storm drain trash removal units. These treatment controls protect and improve creek and beach water quality and reduce public health risks.

The Section also reviews public and private development project plans, completing and submitting numerous required reporting documents, and obtaining grant funds

for water quality projects and studies. Coordinates 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 agencies to implement water quality conservation and sanitary sewer programs.

OBJECTIVES:

Plan, develop, and implement the Natural Resource Protection Program at the Headlands Conservation Area and State Marine Conservation Area.

Recruit, train, and supervise volunteer docents to present interpretive programs at the Headlands Nature Interpretive Center and conduct nature and history tours of the conservation area and State Marine Conservation Area.

Monitor use of the State Marine Conservation Area through patrols, volunteer Tidepool Interpretive Program docents, and monitoring the bus reservation program for school groups.

Encourage public cooperation with park regulations through patrolling, docent tours, repair of fences, and implementation of effective signage.

Continue evolution of the Nature Interpretive Center exhibit space 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 HMMP (URS 2005) for the terrestrial Conservation Parks.

Work with State of California Department of Fish and Wildlife, Ocean Institute, and Orange County Marine Protected Area Council to manage the local Marine Protected Areas (MPA) and implement changes to existing MPA's as developed through the Marine Life Protection Act.

Initiate a species inventory for the conservation areas, including 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.

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

Maintain a commitment to City's Mission Statement and #1 Strategic Goal by demonstrating an ongoing commitment, continued leadership and implementation of an effective water quality program. Continue to build partnerships with regulatory agencies, other agencies, and stakeholders to develop and execute innovative solutions to address water quality issues.

Modify and enhance existing program elements to meet progressive 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.

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

Provide an effective public outreach program to inform and educate a variety of target audiences on the importance of controlling runoff and associated pollutants, conserving water and reducing spills from the sanitary sewer system.

Organize successful community outreach at strategic events, such as Coastal Cleanup Day, Ocean Awareness Day, and Emergency Preparedness Expo.

Encourage innovative and sustainable design for new development, redevelopment and revitalization projects, such as Lantern District (Town Center) and Dana Point Harbor with appropriate water quality control measures.

Reduce beach posting in Dana Point.

PROGRAM INDICATORS:

Continue to protect (through docent interpretive enforcement and Natural Resources Protection Officer patrol activities) and improve the natural resources including the Headlands Conservation Parks, trails system, Nature Interpretive Center (NIC), and tidepools and beaches within the Dana Point State Marine Conservation Area, and avoid 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 Conservation Area and Dana Point State Marine Conservation Area, and to fill all operating hours of the NIC and the Tidepool Interpretive Program (TIP) with well-trained volunteer docents.

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 to better educate the public by completing the currently awarded grant requirements.

Produce monthly docent led Nature, Whale, and History tours that are free 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 (e.g. Summer Sunset Walk).

Design, develop, and implement organized children's programs, at the California Department of Education Content Standard level, that create an interest in nature and history.

Continue to work closely with the Center for Natural Lands Management (CNLM) to conduct biological monitoring, maintenance activities, and to ensure the conservation values of the 29.4 acre CNLM Dana Point Preserve.

Maintain compliance with the National Pollution Discharge Elimination System (NPDES) MS4 Stormwater Permit without enforcement actions and/or fines.

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

Continue comprehensive investigation and develop solutions on any 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 in accordance with applicable regulations, permits and agreements.

Continue community outreach programs such as education activities during Coastal Clean Up Day and Ocean Awareness Day and newspaper articles.

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

Facilitate the City's Ocean Water Quality Subcommittee meetings and efforts. Continue to inspire public participation and ideas for new projects.

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

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

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$230,106	\$244,529	\$245,399	\$246,971
Materials & Services	400,385	663,106	619,150	622,550
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$630,491</u>	<u>\$907,635</u>	<u>\$864,549</u>	<u>\$869,521</u>

REVENUE SUMMARY

Headlands Interpretive Center	\$ -	\$ 22,500	\$ -	\$ -
HOA incentive program	2,500	-	2,500	2,500
Total Revenues	<u>\$ 2,500</u>	<u>\$ 22,500</u>	<u>\$ 2,500</u>	<u>\$ 2,500</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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 164,167	\$ 180,384	\$ 180,832	\$ 180,832
1030	HOURLY Intern		14,040	13,500	13,500
		11,572	14,040	13,500	13,500
1100	BENEFITS	27,000	26,800	28,500	29,400
1120	RETIREMENT BENEFITS	24,667	21,023	19,750	20,421
1140	MEDI-TAX 1.45%	2,700	2,282	2,818	2,818
1990	PERSONNEL ALLOCATION	-	-	-	-
	TOTAL PERSONNEL	230,106	244,529	245,399	246,971
MATERIALS & SERVICES					
2010	COMMUNICATIONS Cell phone		1,680	1,680	1,680
		1,680	1,680	1,680	1,680
2070	OFFICE SUPPLIES General office supplies		875	875	875
		566	875	875	875
2090	MEMBERSHIPS & DUES				
	Association of State Flood Plain Managers		110	130	130
	Certified Flood Plain Manager		-	300	-
	Certified Inspector of Sediment & Erosion Control		200	200	200
	Marine education & research organizations		300	300	300
	Certified Professional in Storm Water Quality		200	250	250
	Keep California Beautiful		200	-	-
	Conservation Biology		125	125	125
	Nat'l Marine Educators Assn		40	40	40
	California Coastal Coalition		1,000	1,000	1,000
		1,733	2,175	2,345	2,045
2110	OPERATING SUPPLIES				
	Printing/public education materials		3,000	3,000	3,000
	Water quality booth setup/takedown		1,000	-	-
	Water quality education outreach materials		5,000	6,000	6,000
	Meetings and workshops		500	500	500
	Tools and field equipment		500	500	500
	Park brochures/educational pamphlets		4,000	4,000	4,000
	ESHA Maintenance (moved to new Fund 27)		22,400	-	-
	Midyear Budget Adjustment		4,246	-	-
		84,348	40,646	14,000	14,000
2130	BOOKS & SUBSCRIPTIONS Miscellaneous		600	600	600
		-	600	600	600
2150	TRAINING				
	Citywide NPDES training		3,000	2,000	2,000
	Docent training		300	300	300

	Advanced docent training	400	400	400
	Department Staff training	750	750	750
		<u>175</u>	<u>4,450</u>	<u>3,450</u>
2230	PROFESSIONAL SERVICES			
	Salt Creek technical support	5,000	5,000	5,000
	Federal lobbyist	24,000	24,000	24,000
	NPDES Commercial Inspections	12,000	12,000	12,000
	Special investigations - Illegal discharge/connection, NAL, spill clean-up	20,000	20,000	20,000
		<u>33,099</u>	<u>61,000</u>	<u>61,000</u>
2270	TRAVEL, CONF. & MEETINGS			
	Conferences	4,000	4,000	4,000
		<u>2,777</u>	<u>4,000</u>	<u>4,000</u>
2290	MILEAGE REIMBURSEMENT			
	Staff mileage reimbursements	1,500	1,200	1,200
		<u>912</u>	<u>1,500</u>	<u>1,200</u>
2510	STORM DRAINS			
	NPDES (co-permittee share)	70,000	75,000	78,000
	SOCWMA cost share	5,750	6,500	6,700
	Baby Beach TMDL + cost share	25,000	25,000	30,000
	SWRCB/NPDES permit fee	10,500	16,500	18,000
	San Juan Creek TMDL Cost Share		11,000	13,000
	Diversion flow treatment	45,000	45,000	45,000
	Monitoring (SOCWA, etc)	21,000	18,000	18,000
	Salt Creek:			
	Operation and maintenance (SCWD)	165,000	125,000	130,000
	Operation and maintenance (SDG&E)	57,000	50,000	52,000
	Planned Equipment Replacement	-	65,000	50,000
	Extraordinary repairs	30,000	20,000	20,000
	Grease interceptor rebate program	25,000	15,000	15,000
	North Creek ozone treatment	60,000	50,000	50,000
	Headlands diversion flow treatment & monitoring	11,000	8,000	8,000
	Midyear Budget Adjustment (FY 14 carryover)	20,930		
		<u>275,095</u>	<u>546,180</u>	<u>533,700</u>
	TOTAL MAT'LS & SERV.	<u>400,385</u>	<u>663,106</u>	<u>622,550</u>
	GRAND TOTAL EXPENDITURES	<u>\$ 630,491</u>	<u>\$ 907,635</u>	<u>\$ 864,549</u>
			<u>\$ 869,521</u>	

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 moving, parking, and other citations as warranted 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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	9,638,670	10,456,300	10,766,852	11,666,150
Capital Outlay	-	200,000	-	150,000
Total Expenditures	<u>\$9,638,670</u>	<u>\$10,656,300</u>	<u>\$10,766,852</u>	<u>\$11,816,150</u>

REVENUE SUMMARY

Fines & Forfeitures	\$198,521	\$200,000	\$250,000	\$250,000
Abandoned Vehicle Abatement	-	-	-	-
Total Revenues	<u>\$198,521</u>	<u>\$200,000</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>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	41	41	41	41

Also pay for portions of Regional-Shared personnel related to Traffic, Auto Theft, Directed Enforcement, Subpoena and Courts.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
MATERIALS & SERVICES				
2010	COMMUNICATIONS			
	Cell phones & satellite phones (4)			
	\$ -	\$ 8,500	\$ 8,500	\$ 8,500
	<u>7,250</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
2030	EQUIPMENT MAINTENANCE			
		3,000	3,000	3,000
		13,000	13,450	13,550
		2,000	2,300	2,400
		4,000	4,000	4,000
		1,200	1,500	1,500
	<u>23,476</u>	<u>23,200</u>	<u>24,250</u>	<u>24,450</u>
2050	VEHICLE MAINTENANCE			
		8,000	8,000	8,000
		19,000	19,000	19,500
		38,000	38,000	39,000
	<u>51,607</u>	<u>65,000</u>	<u>65,000</u>	<u>66,500</u>
2070	OFFICE SUPPLIES			
		9,500	9,500	9,500
	<u>4,699</u>	<u>9,500</u>	<u>9,500</u>	<u>9,500</u>
2110	OPERATING SUPPLIES			
		22,500	23,500	24,000
		1,250	1,250	1,250
		1,500	1,200	1,200
		2,500	2,500	2,500
		500	500	500
		5,500	5,500	5,500
	<u>30,895</u>	<u>33,750</u>	<u>34,450</u>	<u>34,950</u>
2150	TRAINING			
		5,000	4,000	4,000
	<u>1,477</u>	<u>5,000</u>	<u>4,000</u>	<u>4,000</u>
2230	PROFESSIONAL SERVICES			
		5,000	5,250	5,250
		55,000	60,000	65,000
		55,000	57,000	57,000
	<u>102,860</u>	<u>115,000</u>	<u>122,250</u>	<u>127,250</u>

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2270 TRAVEL, CONF. & MEETINGS				
Miscellaneous		5,000	6,000	6,000
	5,912	5,000	6,000	6,000
2330 POLICE SERVICES				
Contract services (+8.52% FY16 / est +5.00% FY17)		10,171,350	10,821,210	11,360,000
-Admin Sergeant			(278,308)	-
-FY15 Overtime rate adjustment credit			(75,000)	-
-Special assignments (overtime billed separate from Contract)		25,000	25,000	25,000
Midyear Budget Adjustments		(5,000)	-	-
	9,410,494	10,191,350	10,492,902	11,385,000
TOTAL MAT'LS & SERV.	9,638,670	10,456,300	10,766,852	11,666,150
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT				
P25 Compliant Radios (13/year x 4 years)		150,000	-	150,000
Vehicle Replacements (2)		50,000	-	-
	-	200,000	-	150,000
TOTAL CAPITAL OUTLAY	-	200,000	-	150,000
GRAND TOTAL EXPENDITURES	\$ 9,638,670	\$ 10,656,300	\$ 10,766,852	\$ 11,816,150

**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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
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EXPENDITURE SUMMARY

Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	12,648	24,850	19,300	19,300
Capital Outlay	-	-	-	-
Total Expenditures	\$ 12,648	\$ 24,850	\$ 19,300	\$ 19,300

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phone service	\$ -	\$ 500	\$ -	\$ -
		-	500	-	-
2030	EQUIPMENT MAINTENANCE				
	Bicycle maintenance		750	500	500
	Midyear Budget Adjustments		5,000	-	-
		25	5,750	500	500
2050	VEHICLE MAINTENANCE				
	Van patrol (gas, maintenance & repairs)		4,700	5,000	5,000
	Midyear Budget Adjustments		800	-	-
		7,106	5,500	5,000	5,000
2070	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
	Midyear Budget Adjustments		(6,000)	-	-
		2,183	2,500	8,500	8,500
2110	OPERATING SUPPLIES				
	Volunteer uniform replacement		2,500	2,500	2,500
	Routine supplies		1,100	1,100	1,100
	Midyear Budget Adjustments		6,000	-	-
		3,223	9,600	3,600	3,600
2150	TRAINING				
	Volunteer development courses		600	800	800
	Midyear Budget Adjustment		(250)	-	-
		-	350	800	800
2230	PROFESSIONAL SERVICES	-	-	-	-
2270	TRAVEL, CONF. & MEETINGS				
	Crime prevention meetings		250	250	250
	Volunteer development conferences		350	350	350
		111	600	600	600
2290	MILEAGE REIMBURSEMENT				
	Staff mileage reimbursement		350	300	300
	Midyear Budget Adjustment		(300)	-	-
		-	50	300	300
	TOTAL MAT'LS & SERV.	12,648	24,850	19,300	19,300
	GRAND TOTAL EXPENDITURES	\$ 12,648	\$ 24,850	\$ 19,300	\$ 19,300

City of Dana Point
Budget Narrative
Department: DISASTER PREPAREDNESS AND FACILITIES
Program: EMERGENCY SERVICES (12)

DEPARTMENT: DISASTER PREPAREDNESS AND FACILITIES

PROGRAM: EMERGENCY SERVICES

DESCRIPTION:

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

OBJECTIVES:

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

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

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

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

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

Manage and administer the City's Community Emergency Response Team (CERT) training and volunteer program

Maintain the City's certification with the National Oceanic and Atmospheric Administration (NOAA/NWS) StormReady and TsunamiReady programs

Maintain the City's Public Safety wireless mesh network to support law enforcement operations, disaster response, and traffic management capabilities throughout the city.

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

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

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

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

Use NPP funds to maintain dosimetry equipment and to advance emergency operations center response capabilities.

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

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

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

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 207,342	\$ 226,462	\$ 225,976	\$ 227,597
Materials & Services	82,502	89,520	125,200	125,200
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 289,844</u>	<u>\$ 315,982</u>	<u>\$ 351,176</u>	<u>\$ 352,797</u>

REVENUE SUMMARY

Nuclear Power Program	<u>\$ 149,600</u>	<u>\$ 160,000</u>	<u>\$ 140,000</u>	<u>\$ 140,000</u>
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AUTHORIZED PERSONNEL

Emergency Services Coordinator	1	1	1	1
Director of Disaster Prep. & Facilities	<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	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total	2	2	2	2

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES - partially reimbursed	\$ 219,913	\$ 227,908	\$ 231,905	\$ 231,905
1030	HOURLY				
	Administrative support		20,000	21,344	21,669
		17,219	20,000	21,344	21,669
1050	OVERTIME	-	-	-	-
1100	BENEFITS	32,933	29,876	30,900	31,800
1120	RETIREMENT BENEFITS	31,864	29,311	29,802	30,687
1140	MEDI-TAX 1.45%	3,404	3,160	3,672	3,677
1200	OUTSIDE ASSISTANCE				
	Administrative/secretarial support	-	-	-	-
1990	PERSONNEL ALLOCATION				
	One-half Emerg. Svcs. Mgr. to Facilities (95)		(83,793)	(91,647)	(92,141)
		(97,991)	(83,793)	(91,647)	(92,141)
TOTAL PERSONNEL		207,342	226,462	225,976	227,597
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Satellite phone usage		1,000	1,000	1,000
	Radio equipment		1,000	1,000	1,000
	Orange County 800MHz system		1,200	1,000	1,000
	Wireless data units		3,000	4,000	4,000
	Cell phones		2,100	2,500	2,500
		6,184	8,300	9,500	9,500
2030	EQUIPMENT MAINTENANCE				
	Communications maintenance - 50% reimbursed		1,000	1,000	1,000
	EOC software maintenance - 50% reimbursed		800	6,800	6,800
	EOC Equipment Maint - 50% reimbursed		6,000	-	-
	Radiological equipment calibration - reimbursed		1,500	1,500	1,500
	Emergency generator - 50% reimbursed		6,000	7,000	7,000
		11,966	15,300	16,300	16,300
2050	VEHICLE MAINTENANCE				
	Fuel		8,085	6,500	6,500
	Repairs & maintenance		2,470	1,500	1,500
	Vehicle cleaning		1,120	1,200	1,200
		13,917	11,675	9,200	9,200
2070	OFFICE SUPPLIES				
	Routine office supplies		1,000	1,000	1,000
	Outside printing (brochures, etc.)		2,000	2,000	2,000
		1,852	3,000	3,000	3,000

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2090 MEMBERSHIPS & DUES				
CESA		75		
International Assoc. of Emergency Managers		170	200	200
	75	245	200	200
2110 OPERATING SUPPLIES				
Community Emergency Response Team program		7,000	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		15,000	15,000	15,000
Community Preparedness Expo		10,000	10,000	10,000
Disaster supplies rotation		2,000	5,000	5,000
Emergency response supplies		5,000	5,000	5,000
	43,838	46,000	49,000	49,000
2130 BOOKS & SUBSCRIPTIONS	-	-	-	-
2150 TRAINING				
NPP-related training - reimbursed		1,500	-	-
Department staff		-	2,500	2,500
	1,495	1,500	2,500	2,500
2230 PROFESSIONAL SERVICES				
Wireless Mesh Prev Maint Contract		-	30,000	30,000
	-	-	30,000	30,000
2270 TRAVEL, CONF. & MEETINGS				
Travel, conference & meetings		3,000	5,000	5,000
	2,983	3,000	5,000	5,000
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements		500	500	500
	192	500	500	500
2570 STORM DAMAGE				
	-	-	-	-
TOTAL MAT'LS & SERV.	82,502	89,520	125,200	125,200
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 289,844	\$ 315,982	\$ 351,176	\$ 352,797

City of Dana Point
Budget Narrative
Department: CITY ATTORNEY
Program: 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.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
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EXPENDITURE SUMMARY

Materials & Services	\$ 899,070	\$ 904,721	\$ 703,500	\$ 707,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ 899,070	\$ 904,721	\$ 703,500	\$ 707,500

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
MATERIALS & SERVICES					
2130	BOOKS & SUBSCRIPTIONS				
	Legal code updates	\$ -	\$ 7,000	\$ 7,500	\$ 7,500
		<u>4,860</u>	<u>7,000</u>	<u>7,500</u>	<u>7,500</u>
2310	CITY ATTORNEY SERVICES				
	Retainer account		121,000	116,000	120,000
	O.C. Muni code violation custody fees		14,000	5,000	5,000
	Muni code violations/prosecution		343,000	325,000	325,000
	General legal services (non-litigation)		265,000	250,000	250,000
	Adjustment for Headlands legal costs (Reimb.)		154,721	-	-
		<u>894,210</u>	<u>897,721</u>	<u>696,000</u>	<u>700,000</u>
	TOTAL MAT'LS & SERV.	<u>899,070</u>	<u>904,721</u>	<u>703,500</u>	<u>707,500</u>
GRAND TOTAL EXPENDITURES		<u>\$ 899,070</u>	<u>\$ 904,721</u>	<u>\$ 703,500</u>	<u>\$ 707,500</u>

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: contract recreation 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 collaborative non-profit community events.

The Community Services Division oversees the permitting process to reserve any one of 28 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 outdoor handball, and supervises the operation of a multi-purpose field and a dedicated softball field at Dana Hills High School.

The Community Services Division works closely with local groups and City departments in a collaborative effort to offer a wide variety of community events such as: 4th of July fireworks, Grand Prix of Cycling, Dana Point Harbor Boat Parade, Car Shows, Dana Point Relay for Life, VFW Memorial Day Service, VFW Veteran's Day Service and Festival of Whales celebration events.

OBJECTIVES:

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

PROGRAM INDICATORS

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

- Monthly food commodity program serving 2,328
- Congregate meal program, serving 7,036 annually
- Home delivered meals providing 4,749 meals annually
- Case management services, serving 40 cases annually
- Various senior support services, such as health, legal, taxes, etc., serving 690 annually
- Saddleback Emeritus Institute contractual classes
- Through OCTA, provides 2,000 rides for seniors to meals program annually
- Monthly special events, serving 1,320 annually. Twilight dinners and Holiday dances, Thanksgiving lunch, New Year's Eve Dinner Dance, Valentine Dinner Dance and St. Patrick's Day Luncheon.

Produce and conduct (21) major city events – Festival of Whales Parade, Movie in the Park and, Concert; (2) Egg Hunts; (4) June Movies in the Park; 4th of July Fireworks Display; (8) Summer Concert Series; Dana Point State BBQ Championship; Halloween Spooktacular & Moonlight Movie; 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, Pet Project Foundation Whales & Tails Wag-A-thon, VFW Memorial Day and Veteran's Day Event and Festival of Whales celebration events.

The contractual class program serves over 3,800 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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 656,117	\$ 694,202	\$ 709,864	\$ 716,474
Materials & Services	1,144,342	1,214,720	1,235,025	1,236,025
Capital Outlay	16,800	-	-	-
Total Expenditures	\$ 1,817,259	\$ 1,908,922	\$ 1,944,889	\$ 1,952,499

REVENUE SUMMARY

Park programs & activities	\$ 266,278	\$ 278,000	\$ 280,000	\$ 283,000
Total Revenues	\$ 266,278	\$ 278,000	\$ 280,000	\$ 283,000

AUTHORIZED PERSONNEL

Full-time

Administrative Aide	1	1	1	1
Recreation Coordinator	2	2	2	2
Director - Community Svs & Parks	1	1	1	1
Administrative Secretary	1	1	1	1
Recreation Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	6	6	6	6
<u>Regular Part-time</u>				
Staff Aide	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>
Total	6.40	6.40	6.40	6.40

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 419,752	\$ 449,153	\$ 469,570	\$ 472,979
1030	HOURLY				
	Recreation Leaders		56,850		
	Part-time secretary (32 hrs. per week)		-		
	Senior program coordinator (20 hrs/wk)		13,650		
	Part-time Staff		-	70,500	70,500
		48,323	70,500	70,500	70,500
1050	OVERTIME				
	Hourly staff - special events, meetings & leagues	12,209	20,000	20,000	20,000
1100	BENEFITS	83,591	85,318	81,900	84,600
1120	RETIREMENT BENEFITS	69,806	62,088	59,774	60,224
1140	MEDI-TAX 1.45%	7,436	7,143	8,121	8,170
1200	OUTSIDE ASSISTANCE	-	-	-	-
1990	PERSONNEL ALLOCATION	15,000	-	-	-
	TOTAL PERSONNEL	656,117	694,202	709,864	716,474
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phone		1,320	1,320	1,320
		1,320	1,320	1,320	1,320
2030	EQUIPMENT MAINTENANCE				
	Copier		3,500	3,500	3,500
	Fax		150	150	150
	Recreation software maintenance		4,000	4,000	4,000
		3,877	7,650	7,650	7,650
2050	VEHICLE MAINTENANCE				
	Fuel		1,635	1,635	1,635
	Repairs & maintenance		300	300	300
	Vehicle cleaning		600	600	600
	Midyear Budget Adjustments		3,515		
		1,325	6,050	2,535	2,535
2070	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
		3,968	4,400	4,400	4,400
2090	MEMBERSHIPS & DUES				
	So. California Municipal Athletic Federation (4)		210	280	280
	California Park & Recreation Society (4)		480	640	640
		690	690	920	920
2110	OPERATING SUPPLIES				

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
Medical/first aid		300	300	300
Replacement of chairs & tables		7,500	7,500	7,500
Plant maintenance contract		500	500	500
Staff uniforms		1,000	1,000	1,000
	7,836	9,300	9,300	9,300
2150 TRAINING				
Department Staff training		1,500	1,500	1,500
	160	1,500	1,500	1,500
2170 POSTAGE				
Quarterly recreation brochures		14,000	14,000	14,000
Office postage		525	600	600
	14,189	14,525	14,600	14,600
2230 PROFESSIONAL SERVICES				
Contract classes (Split Instructor/City)		180,000	180,000	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	1,000	1,000
Age Well Senior Services		47,500	47,500	47,500
Midyr. Budget Adjustments		(16,015)		
	280,491	295,985	312,500	312,500
2250 ADVERTISING				
Events (egg hunt, concerts, craft faire)		8,000	10,000	10,000
4th of July fireworks promotions		3,000	3,000	3,000
	10,970	11,000	13,000	13,000
2270 TRAVEL, CONF. & MEETINGS				
	-	-	-	-
2290 MILEAGE REIMBURSEMENT				
Auto allowance		4,800	4,800	4,800
Staff mileage reimbursements		1,500	1,500	1,500
	5,490	6,300	6,300	6,300
2410 COMMUNITY ACTIVITIES				
4th of July Fireworks Show		135,000	140,000	140,000
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	7,000
Coastal Cleanup Day		2,500	2,500	2,500
Summer Concerts		130,000	135,000	135,000
Art Festival		12,000	12,000	12,000
Community Events		15,000	15,000	15,000
Youth Services:				
Ocean Institute youth programs		25,000	25,000	25,000
Capo Valley Boys & Girls Club sponsorship		25,000	25,000	25,000
Holiday program		15,000	15,000	15,000
Holiday decorations		10,000	20,000	20,000
Holiday Shuttles		-	15,000	15,000
Dana Point Grand Prix Bike Race Sponsorship		20,000	20,000	20,000
Dana Point Grand Prix Bike Race Operation		10,000	10,000	10,000
Doheny Blues Festival Sponsorship		15,000	15,000	15,000
Halloween Spooktacular & Movie		5,000	6,000	7,000
Dana Point BBQ Championship		65,000	90,000	90,000
Friday Movies in the Park		20,000	30,000	30,000
Turkey Trot sponsorship		20,000	20,000	20,000

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
Dana Point Symphony Sponsorship		20,000	20,000	20,000
Festival of Whales:				
Sponsorship		25,000	30,000	30,000
Marketing		10,000	10,000	10,000
Movie night		3,500	5,000	5,000
Concert		10,000	15,000	15,000
Community parade		30,000	30,000	30,000
Midyear Budget Adjustments		117,500	-	-
	719,002	765,000	730,000	731,000
2430 RECREATION PROGRAMS				
Youth sports		20,000	20,000	20,000
Adult sports		9,000	9,000	9,000
Transportation for senior services		8,000	8,000	8,000
Egg Hunt		9,000	14,000	14,000
Holiday Craft Faire		20,000	25,000	25,000
Senior Programs (Add'l Monthly Events FY16/17)		30,000	55,000	55,000
Midyr Budget Adjustments		(5,000)	-	-
	95,024	91,000	131,000	131,000
TOTAL MAT'LS & SERV.	1,144,342	1,214,720	1,235,025	1,236,025
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT				
Event Electric Cart	16,800	-	-	-
TOTAL CAPITAL OUTLAY	16,800	-	-	-
GRAND TOTAL EXPENDITURES	\$ 1,817,259	\$ 1,908,922	\$ 1,944,889	\$ 1,952,499

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 28 beautiful parks, including a community garden, that provide safe, clean and attractive facilities for our citizens of Dana Point. There are over 100 acres of developed park land with approximately 3,000 trees, 8 outdoor restroom buildings, 10 playgrounds, 5 dog fun zones and 21 parks with security lighting. The City's landscape medians and parkways contain over 5,000 trees. The cornerstone of the City's parks is Del Obispo Park. It features a 15,000 sq. ft. Community Center that includes a full size gym, a Senior Center, a restroom/concession stand, 3 lighted ball fields, 1 handball court, 2 tennis courts, 1 outdoor and 2 indoor basketball courts. The City maintains 5.4 acres of the Dana Hills High School Sports Park, a joint venture between the City and Capistrano Unified School District to improve the recreation resources available to the youth in our community. The sports park has 2 lighted regulation softball fields, a soccer field and a restroom and concession facility. In addition, this Division is responsible for maintaining the 30.5 acres of publicly owned landscaped medians and right-of-way trees. A total of 8,000 City trees are trimmed according to International Society of Arboriculture standards for both beauty and to reduce risk.

OBJECTIVES:

Provide the finest parks, medians and street trees possible.

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

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

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

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

Reduce use of potable water.

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

Provide cost effective and responsive services for maintenance and repair.

PROGRAM INDICATORS:

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

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

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

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

Perform monthly certified playground inspections to ensure community safety.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 294,274	\$ 312,464	\$ 314,548	\$ 318,100
Materials & Services	2,894,158	3,165,670	3,341,980	3,532,180
Capital Outlay	16,500	-	-	-
Total Expenditures	<u>\$ 3,204,932</u>	<u>\$ 3,478,134</u>	<u>\$ 3,656,528</u>	<u>\$ 3,850,280</u>

REVENUE SUMMARY

Park & Community Center Rentals	<u>\$ 67,730</u>	<u>\$ 50,000</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	3	3	3	3

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 228,510	\$ 233,965	\$ 240,336	\$ 242,396
1050	OVERTIME				
	After hours emergency response		5,000	5,000	5,000
		5,072	5,000	5,000	5,000
1100	BENEFITS	37,500	39,200	39,750	41,100
1120	RETIREMENT BENEFITS	34,950	31,240	25,905	26,016
1140	MEDI-TAX 1.45%	3,242	3,059	3,557	3,587
1990	PERSONNEL ALLOCATION	(15,000)	-	-	-
	TOTAL PERSONNEL	294,274	312,464	314,548	318,100
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones		1,800	1,800	1,800
		1,800	1,800	1,800	1,800
2030	EQUIP & FACIL. MAINT.			-	-
2050	VEHICLE MAINTENANCE				
	Fuel		9,000	9,300	9,500
	Repairs & maintenance		3,500	2,680	2,680
	Vehicle cleaning		1,000	1,680	1,680
	Midyear Budget Adjustments		2,500	-	-
		13,498	16,000	13,660	13,860
2070	OFFICE SUPPLIES				
	General office supplies		1,050	1,200	1,200
		1,035	1,050	1,200	1,200
2090	MEMBERSHIPS & DUES				
	California Park & Recreation Society (2)		420	420	420
	International Society of Arboriculture (1)		-	-	-
		25	420	420	420
2110	OPERATING SUPPLIES				
	Repair & installation - mutt mitt dispensers		4,000	1,000	1,000
	Employee uniforms		3,000	3,000	3,000
	Mutt mitts		21,000	24,000	24,000
	Small tools/hardware		75,000	75,000	75,000
		111,734	103,000	103,000	103,000
2150	TRAINING				
	Department Staff training		900	900	900
		-	900	900	900
2190	FACIL & EQUIP LEASE/RENTAL				
	Portable toilets (Thunderbird Park & Sea Terrace Park)		6,100	6,000	6,000
		5,005	6,100	6,000	6,000
2210	UTILITIES				

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
Water/sewer		550,000	575,000	600,000
Sportspark lights - Del Obispo and DHHS		60,000	60,000	60,000
Security lighting & irrigation controllers		50,000	50,000	50,000
	640,836	660,000	685,000	710,000
2230 PROFESSIONAL SERVICES				
Playground Inspections		35,000	35,000	35,000
ADA compliance inspections		500	500	500
Bee extermination		4,000	4,000	4,000
Vandalism repair/Graffiti abatement		25,000	35,000	35,000
	56,620	64,500	74,500	74,500
2270 TRAVEL, CONF. & MEETINGS				
	-	-	-	-
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement		500	500	500
	57	500	500	500
2450 LANDSCAPE (MEDIANS)				
Annual maintenance		615,000	615,000	650,000
Extraordinary		60,000	60,000	65,000
Median & parkway landscape repair/replacement		80,000	80,000	80,000
Midyr Budget Adjustments		(126,600)	-	-
	683,051	628,400	755,000	795,000
2470 TREE MAINTENANCE				
Trimming		450,000	550,000	600,000
	445,429	450,000	550,000	600,000
2550 PARK MAINTENANCE				
Landscape:				
Annual maintenance		525,000	550,000	600,000
Extraordinary maintenance		52,500	55,000	60,000
Ballfields - maintenance/infield renovation		145,000	200,000	200,000
Hardscape:				
Light standards (repl. rusted/rotten)		20,000	25,000	25,000
Hardscape repair/replacement		50,000	60,000	80,000
Playground maintenance/repair		35,000	35,000	35,000
Park sign replacement		25,000	20,000	20,000
Irrigation/Drainage/Water Distribution:				
Irrigation control systems upgrade		25,000	100,000	100,000
Backflow preventers (preventative maint/testing)		3,000	5,000	5,000
Park equipment repair, maintenance & replacement		90,000	100,000	100,000
Midyear Budget Adjustments		262,500	-	-
	935,068	1,233,000	1,150,000	1,225,000
TOTAL MAT'LS & SERV.	2,894,158	3,165,670	3,341,980	3,532,180
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT				
	16,500	-	-	-
3050 PARK STRUCT. & IMPVMNTS.				
	-	-	-	-
TOTAL CAPITAL OUTLAY	16,500	-	-	-
GRAND TOTAL EXPENDITURES	\$ 3,204,932	\$ 3,478,134	\$ 3,656,528	\$ 3,850,280

City of Dana Point
Budget Narrative
Department: DISASTER PREPAREDNESS AND FACILITIES
Program: FACILITIES (95)

DEPARTMENT: DISASTER PREPAREDNESS AND FACILITIES

PROGRAM: FACILITIES

DESCRIPTION:

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

- City Plaza / City Hall
- Del Obispo Community Center
- Del Obispo Sports Park (Restrooms and Concession facility)
- Dana Hills High School Sports Field (Restrooms and Concession Facility)
- Creekside, Sea Canyon, Lantern Bay, and Sunset Parks (Restroom facilities)
- PCH Pedestrian Bridge
- Funicular inclined elevator
- 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.

Oversee 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 and/or the public.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$136,983	\$115,273	\$190,613	\$192,377
Materials & Services	504,171	585,647	539,310	541,310
Capital Outlay	95,664	-	-	-
Total Expenditures	\$736,818	\$700,920	\$729,923	\$733,687

REVENUE SUMMARY

City Plaza rental revenues	\$75,708	\$74,000	\$75,000	\$75,000
Total Revenues	\$75,708	\$74,000	\$75,000	\$75,000

AUTHORIZED PERSONNEL

Bldg. & Facilities Mntce. Worker I/II/III	1	1	1	1
Director of Disaster Prep. & Facilities	<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 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
PERSONNEL					
1010	SALARIES	\$ 26,897	\$ 24,939	\$ 61,246	\$ 62,179
1030	HOURLY				
	Maintenance Worker	-	-	14,000	14,000
1050	OVERTIME				
	After hours emergency response	520	2,000	2,000	2,000
1100	BENEFITS	6,629	900	12,750	13,200
1120	RETIREMENT BENEFITS	4,471	2,917	7,850	7,724
1140	MEDI-TAX 1.45%	475	724	1,120	1,134
1200	OUTSIDE ASSISTANCE				
	Administrative/secretarial support	-	-	-	-
1990	PERSONNEL ALLOCATION				
	One-half Emerg. Svcs. Mgr. from ES (12)	97,991	83,793	91,647	92,141
	TOTAL PERSONNEL	136,983	115,273	190,613	192,377
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phone		960	1,260	1,260
		676	960	1,260	1,260
2030	EQUIPMENT & FACILITY MAINTENANCE				
	Custodial contract		118,000	120,000	120,000
	Building pest control		9,200	10,000	10,000
	Elevator maintenance contract		9,500	10,000	10,000
	Sewer pump station maint (Comm Ctr. & Strand Bch)		8,500	10,000	10,000
	HVAC maintenance		10,000	10,000	10,000
	HVAC Replacement		15,000	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)		20,000	20,000	20,000
	Signage		2,000	2,000	2,000
	Strand shower maintenance		8,000	9,000	9,000
	Electrical		4,000	4,000	4,000
	Painting		4,000	4,000	4,000
	Plumbing		8,000	8,000	8,000
	EFC Equipment Replacement		-	10,000	12,000
	Building Renovations / Improvements		50,000	50,000	50,000
	Extraordinary maintenance		15,000	15,000	15,000
	Midyear Budget Adjustments		66,520	-	-
		331,390	353,720	303,000	305,000
2050	VEHICLE MAINTENANCE				
	Fuel		1,607	1,000	1,000
	Repairs & maintenance		1,000	1,250	1,250
	Vehicle cleaning		560	700	700
		1,113	3,167	2,950	2,950

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2070	OFFICE SUPPLIES	-	-	-
2090	MEMBERSHIPS & DUES	-	-	-
2110	OPERATING SUPPLIES			
	Electrical/Plumbing supplies	12,000	6,000	6,000
	Paint and supplies	2,000	2,000	2,000
	General Hardware/Maintenance Supplies	10,000	24,000	24,000
	Custodial Supplies	11,000	13,500	13,500
		<u>30,410</u>	<u>45,500</u>	<u>45,500</u>
2150	TRAINING			
	Staff training	500	-	-
		<u>-</u>	<u>500</u>	<u>-</u>
2190	FACILITIES & EQUIPMENT LEASE/RENT	-	-	-
2210	UTILITIES			
	Community Center:			
	Water	4,400	5,500	5,500
	Gas	1,600	1,600	1,600
	Electricity - building	22,000	25,000	25,000
	Nature Interpretive Center:			
	Water	2,700	4,000	4,000
	Electricity	500	500	500
	Strands Restroom:			
	Water	3,600	4,500	4,500
	Electricity	500	500	500
	City Plaza:			
	Electricity	92,000	95,000	95,000
	Water/sewer	6,500	6,500	6,500
	Data service (SCWD/Mesh)	3,500	3,500	3,500
	Other:			
	Property taxes	5,000	5,000	5,000
		<u>140,582</u>	<u>142,300</u>	<u>151,600</u>
2230	PROFESSIONAL SERVICES			
	Contract Maintenance During Peak Periods	50,000	35,000	35,000
		<u>-</u>	<u>50,000</u>	<u>35,000</u>
2270	TRAVEL, CONF. & MEETINGS	-	-	-
2290	MILEAGE REIMBURSEMENT			
	Staff mileage reimbursement	-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
	TOTAL MAT'LS & SERV.	<u>504,171</u>	<u>585,647</u>	<u>539,310</u>
	CAPITAL OUTLAY			
3010	FURNITURE & EQUIPMENT	95,664	-	-
		<u>95,664</u>	<u>-</u>	<u>-</u>
3030	FACILITY IMPROVEMENTS	-	-	-
	TOTAL CAPITAL OUTLAY	<u>95,664</u>	<u>-</u>	<u>-</u>
	GRAND TOTAL EXPENDITURES	<u>\$ 736,818</u>	<u>\$ 700,920</u>	<u>\$ 729,923</u>
			<u>\$ 733,687</u>	

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

DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM: RISK MANAGEMENT

DESCRIPTION:

The Risk Management Program provides for insurance coverage relating to general liability, property and employee bonds for all City administered activities. This program also manages special events insurance certificates for non-City local events and activities. Additionally, it covers payment of liability and unemployment claims as well as funding for administrative expenses, consulting, related legal expenses, and claims adjusting services, and all loss costs for which there is no coverage under the California Joint Powers Insurance Authority (CJPIA) protection plan. It also processes and approves nearly 1,000 Insurance Certificates each year from outside agencies, which do work for the City.

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. Staff coordinates risk management-related employee training programs (such as Driver Training classes) and monitors 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.

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 City are properly insured.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	-	1,300	1,300	1,300
Risk Management	466,510	536,800	623,000	623,000
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 466,510</u>	<u>\$ 538,100</u>	<u>\$ 624,300</u>	<u>\$ 624,300</u>

AUTHORIZED PERSONNEL

NONE

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
MATERIALS & SERVICES					
2130	BOOKS & SUBSCRIPTIONS				
	OSHA standards & miscellaneous	\$ -	\$ 300	\$ 300	\$ 300
2150	TRAINING				
	CJPIA training/workshops	-	1,000	1,000	1,000
	TOTAL MAT'LS & SERV.	<u>-</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
INSURANCE					
4010	LIABILITY INSURANCE PREMIUMS				
	General liability premium (estimate)	-	326,500	375,000	375,000
	Quite Zone Premium	-	-	16,000	16,000
		<u>236,961</u>	<u>326,500</u>	<u>391,000</u>	<u>391,000</u>
4030	PROPERTY INSURANCE PREMIUMS				
	Annual Premium - Property, Earthquake, Auto, Pollution, Boiler/Machinery	66,372	79,200	89,300	89,300
4050	EMPLOYEE BOND PREMIUMS				
	Employee bonds	979	1,500	1,200	1,200
4090	GENERAL LIABILITY/PROPERTY CLAIMS				
	Litigation expenses - reimbursed	53,138	-	-	-
4110	WORKERS' COMPENSATION				
	Annual premium	108,674	112,100	140,000	140,000
4130	CONSULTING/WITNESS FEES				
	Litigation support	351	10,000	-	-
4210	UNEMPLOYMENT BENEFITS				
	Contingency	35	7,500	1,500	1,500
	TOTAL INSURANCE	<u>466,510</u>	<u>536,800</u>	<u>623,000</u>	<u>623,000</u>
GRAND TOTAL EXPENDITURES		<u>\$ 466,510</u>	<u>\$ 538,100</u>	<u>\$ 624,300</u>	<u>\$ 624,300</u>

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 programs such as Animal Control, and miscellaneous City memberships.

This program is administered by the Administrative Services Department.

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

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$ 4,420	\$ 4,500	\$ 9,000	\$ 9,000
Materials & Services	783,840	1,061,195	903,900	924,330
Capital Outlay	102,575	3,380	98,000	195,000
Total Operating Expenditures	\$ 890,835	\$ 1,069,075	\$ 1,010,900	\$ 1,128,330
Operating Transfers-out	7,748,859	8,255,166	667,074	280,000
Total Oper. Expend. & Tsfs. Out	\$ 8,639,694	\$ 9,324,241	\$ 1,677,974	\$ 1,408,330

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

NONE

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

		Fiscal Year 2014 Actual	Fiscal Year 2015 Amended	Fiscal Year 2016 Proposed	Fiscal Year 2017 Proposed
PERSONNEL					
1100	BENEFITS				
	Mandated CalPERS Retiree Health Premium <i>(3 retirees in FY15 @ \$125/mo.; est. 6 in FY16)</i>	\$ 4,420	\$ 4,500	\$ 9,000	\$ 9,000
	TOTAL PERSONNEL	<u>4,420</u>	<u>4,500</u>	<u>9,000</u>	<u>9,000</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Telephone - City Hall & Community Center		23,000	26,000	26,000
	Digital data lines/Internet service		36,000	36,000	36,000
	Telephone software updates/programming changes		3,000	3,000	3,000
	Web-site hosting and maintenance annual fee		-	6,600	6,930
	Repair & maintenance of switching equip/phones		2,500	2,500	2,500
		<u>40,613</u>	<u>64,500</u>	<u>74,100</u>	<u>74,430</u>
2030	EQUIP/FACIL MAINT/REPAIR				
	Office equipment repair: postage, date stamp machine		1,000	1,000	1,000
	Interior potted plants rental/maintenance		3,200	3,300	3,400
	Konica Minola C650 (Records Room)		2,200	3,000	3,000
	Konica Minola C754E copier (Admin)		8,000	7,000	7,000
	Konica Minola C754E copier (Public Works)		5,750	5,000	5,000
	Konica Minola C754E copier (Community Development)		5,750	6,500	6,500
		<u>9,657</u>	<u>25,900</u>	<u>25,800</u>	<u>25,900</u>
2070	OFFICE SUPPLIES				
	Central supplies (white copier paper)		10,000	10,000	10,000
	Miscellaneous office supplies		2,500	5,000	5,000
		<u>8,445</u>	<u>12,500</u>	<u>15,000</u>	<u>15,000</u>
2090	MEMBERSHIPS & DUES				
	Association of Calif. Cities - Orange County		12,000	-	-
	League of California Cities - State dues		13,500	13,500	13,500
	Orange County Human Relations (supervisory training)		3,150	3,200	3,200
	So. Calif. Association of Governments (SCAG)		3,950	3,500	3,500
	Orange County Council of Gov'ts (OCCOG)		5,700	5,500	5,500
	Allocation of LAFCO costs		-	3,700	3,700
	Miscellaneous		1,650	1,000	1,000
		<u>38,360</u>	<u>39,950</u>	<u>30,400</u>	<u>30,400</u>
2110	OPERATING SUPPLIES				
	Miscellaneous operating supplies		23,500	24,000	25,000
	Postage machine supplies		500	500	500
	Central copier supplies (toner, staples, etc.)		1,000	1,000	1,000
		<u>24,736</u>	<u>25,000</u>	<u>25,500</u>	<u>26,500</u>
2150	TRAINING				
	City-wide training (moved from Dept. 21)			21,500	21,500
	Tuition Reimbursements (moved from 99-2270)		-	12,000	12,000
		<u>-</u>	<u>-</u>	<u>33,500</u>	<u>33,500</u>
2170	POSTAGE				
	U.S. Mail (general & bulk rate postage)		16,000	11,000	11,000
	Business reply annual permit		745	-	-
	Overnight delivery service (FedX, UPS, etc.)		5,000	5,000	5,000
		<u>12,530</u>	<u>21,745</u>	<u>16,000</u>	<u>16,000</u>
2190	FACIL & EQUIP LEASE/RENT				
	Postage meter lease		4,000	2,500	2,500
	Miscellaneous		500	-	-
		<u>2,161</u>	<u>4,500</u>	<u>2,500</u>	<u>2,500</u>
2220	REIMBURSED DEV REV EXP				
	Reimb. Development Expenditures		250,000	-	-
		<u>-</u>	<u>250,000</u>	<u>-</u>	<u>-</u>

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
2230	PROFESSIONAL SERVICES			
		324,000	327,000	340,000
		50,000	50,000	50,000
		1,000	-	-
		7,300	-	-
	459,886	382,300	377,000	390,000
2270	TRAVEL, CONF. & MEETINGS			
		4,000	-	-
		20,000	23,000	23,000
	23,967	24,000	23,000	23,000
2590	DATA TECHNOLOGY			
		2,500	2,500	2,500
		1,000	1,000	1,000
		3,000	10,000	10,000
		1,600	1,600	1,600
		70,000	80,000	80,000
		1,500	1,500	1,500
		3,000	3,000	3,000
		10,000	10,000	10,000
		1,200	1,500	1,500
		-	1,500	1,500
		-	2,000	2,000
	Cyclical technology hardware replacement:			
		17,000	-	-
		10,000	9,000	15,000
		25,000	25,000	25,000
		5,000	5,000	5,000
		2,500	2,500	2,500
	163,485	153,300	156,100	162,100
2610	MARKETING			
	-	-	-	-
2990	RESERVE FOR SERVICE ENHANCEMENTS			
		57,500	125,000	125,000
	-	57,500	125,000	125,000
	TOTAL MAT'L S & SERV.	1,061,195	903,900	924,330
	783,840	1,061,195	903,900	924,330
	CAPITAL OUTLAY			
3010	FURNITURE & EQUIPMENT			
		3,380	98,000	195,000
	102,575	3,380	98,000	195,000
	TOTAL CAPITAL OUTLAY	3,380	98,000	195,000
	102,575	3,380	98,000	195,000
	TOTAL OPERATING EXPENDITURES	1,069,075	1,010,900	1,128,330
	890,835	1,069,075	1,010,900	1,128,330
	OPERATING TRANSFERS OUT			
9010	TO FACILITIES IMPROVEMENT FUND (12)			
			77,074	
			560,000	
			-	250,000
	-	-	637,074	250,000
9031	TO CFD MAINTENANCE FUND (27)			
		330,000	30,000	30,000
	30,000	330,000	30,000	30,000
9050	TO CAPITAL IMPROVEMENTS FUND			
		7,700,000	-	-
		20,000	-	-
		205,166		
	7,718,859	7,925,166	-	-
	TOTAL OPERATING TRANSFERS OUT	8,255,166	667,074	280,000
	7,748,859	8,255,166	667,074	280,000
	GRAND TOTAL OPERATING EXP. & TSFS. OUT	\$ 9,324,241	\$ 1,677,974	\$ 1,408,330
	\$ 8,639,694	\$ 9,324,241	\$ 1,677,974	\$ 1,408,330

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>FY2016 Proposed</u>	<u>FY2017 Proposed</u>
Beginning Fund Balance	\$ -	\$ 169,071
 Revenues and Sources		
Gasoline Taxes - Section 2103	169,071	170,000
Gasoline Taxes - Section 2105	213,252	215,000
Gasoline Taxes - Section 2106	114,744	116,000
Gasoline Taxes - Section 2107	291,555	295,000
Gasoline Taxes - Section 2107.5	6,000	6,000
Total Revenues and Sources	<u>794,622</u>	<u>802,000</u>
 Expenditures and Uses		
Transfer Out to General Fund	625,551	632,000
Transfer Out to CIP Fund	-	339,071
Total Expenditures and Uses	<u>625,551</u>	<u>971,071</u>
 Ending Fund Balance	 <u>\$ 169,071</u>	 <u>\$ -</u>

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
02-10-6121	HWY USERS TAX - SEC 2106*	\$ 126,337	\$ 144,393	\$ 114,744	\$ 116,000
02-10-6123	HWY USERS TAX - SEC 2107*	261,066	219,608	291,555	295,000
02-10-6125	HWY USERS TAX - SEC 2107.5*	6,000	6,000	6,000	6,000
02-10-6127	HWY USERS TAX - SEC 2105*	245,355	179,369	213,252	215,000
02-10-6129	HWY USERS TAX - SEC 2103**	494,107	390,314	169,071	170,000
02-10-6199	HWY USERS TAX - deferral	-	-	-	-
*These revenue are typically transferred to General Fund					
**This revenue is typically transferred to CIP Fund					
Total Revenues & Transfers-in		<u>\$ 1,132,865</u>	<u>\$ 939,684</u>	<u>\$ 794,622</u>	<u>\$ 802,000</u>

EXPENDITURES & TRANSFERS OUT:

02-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	\$ 703,170	\$ 549,370	\$ 625,551	\$ 632,000
02-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	503,314	390,314	-	339,071
Total Expenditures & Transfers-out		<u>\$ 1,206,484</u>	<u>\$ 939,684</u>	<u>\$ 625,551</u>	<u>\$ 971,071</u>

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>FY2016 Proposed</u>	<u>FY2017 Proposed</u>
Beginning Fund Balance	\$ 133,094	\$ 133,994
Revenues and Sources		
Measure M Taxes	595,581	627,364
Investment Income	900	900
Total Revenues and Sources	<u>596,481</u>	<u>628,264</u>
Expenditures and Uses		
Transfer Out to Capital Improvement Projects Fund	595,581	627,364
Total Expenditures and Uses	<u>595,581</u>	<u>627,364</u>
Ending Fund Balance	<u><u>\$ 133,994</u></u>	<u><u>\$ 134,894</u></u>

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
04-10-6141	MEASURE M REVENUES Estimates provide by Orange County Transportation Authority	\$ 506,824	\$ 529,505	\$ 595,581	\$ 627,364
04-40-6403	INVESTMENT INCOME	695	-	900	900
04-50-6521	INTERGOVERNMENTAL COST REIMB Total Revenues & Transfers-in	110,031			
		<u>\$ 617,550</u>	<u>\$ 529,505</u>	<u>\$ 596,481</u>	<u>\$ 628,264</u>
EXPENDITURES & TRANSFERS OUT:					
04-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	\$ 66,200	\$ -	\$ -	\$ -
04-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND*	521,837	529,505	595,581	627,364
	Total Expenditures & Transfers-out	<u>\$ 588,037</u>	<u>\$ 529,505</u>	<u>\$ 595,581</u>	<u>\$ 627,364</u>

AB2766 FUND

In 1991 the California State legislature enacted Assembly Bill 2766 ("AB2766") to authorize air pollution control districts to impose fees on motor vehicles. The fees are restricted for use in reducing air pollution from motor vehicles. The fee is collected by the California Department of Motor Vehicles on each vehicle in the benefit area, and distributed to qualified local jurisdictions by the South Coast Air Quality Management District.

The 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>FY2016 Proposed</u>	<u>FY2017 Proposed</u>
Beginning Fund Balance	\$300,562	\$341,362
Revenues and Sources		
Intergovernmental Cost Reimbursement	40,000	40,000
Investment Income	800	800
Total Revenues and Sources	<u>40,800</u>	<u>40,800</u>
Expenditures and Uses		
To be determined	-	-
Transfers to CIP fund	-	307,636
Total Expenditures and Uses	<u>-</u>	<u>307,636</u>
Ending Fund Balance	<u><u>\$341,362</u></u>	<u><u>\$74,526</u></u>

City of Dana Point
Revenue & Expenditures Detail Listing
AB2766 - CLEAN AIR ACT FUND (05)

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
05-40-6403	INVESTMENT INCOME Interest allocation from General Fund.	\$ 646	\$ 800	\$ 800	\$ 800
05-50-6521	INTERGOVERNMENTAL COST REIMB	31,017	40,000	40,000	40,000
Total Revenues & Transfers-in		<u>\$ 31,663</u>	<u>\$ 40,800</u>	<u>\$ 40,800</u>	<u>\$ 40,800</u>
EXPENDITURES & TRANSFERS OUT:					
05-99-20-0000-2190	FACILITY & EQUIP LEASE/RENT	\$ -	\$ -	\$ -	\$ -
05-99-20-0000-2230	PROFESSIONAL SERVICES	-	-	-	-
05-99-30-0000-3010	FURNITURE & EQUIPMENT Parks Electric Utility Vehicle	15,258	-	-	-
		<u>15,258</u>	-	-	-
05-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	-	-	-	307,636
Total Expenditures & Transfers-out		<u>\$ 15,258</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 307,636</u>

COASTAL TRANSIT FUND

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

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

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

The City of Dana Point and the California Coastal Commission amended the Memorandum of Understanding on March 17, 2015. This amendment contemplates the City utilizing a portion of these funds to support both event shuttles and fixed route trolley service along Pacific Coast Highway and shuttle service from the Dana Hills High School parking lot to the O C County Harbor. Fixed route PCH service is scheduled to begin the summer of 2015.

	<u>FY2016</u> <u>Proposed</u>	<u>FY2017</u> <u>Proposed</u>
Beginning Fund Balance	\$1,231,426	\$1,195,726
Revenues and Sources		
Coastal Transit Fees	-	-
Investment Income	6,300	6,300
Total Revenues and Sources	<u>6,300</u>	<u>6,300</u>
Expenditures and Uses		
Implementation of coastal transit program	42,000	141,000
Total Expenditures and Uses	<u>42,000</u>	<u>141,000</u>
Ending Fund Balance	<u><u>\$1,195,726</u></u>	<u><u>\$1,061,026</u></u>

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
06-40-6403	INVESTMENT INCOME Interest allocation from General Fund.	\$ 3,498	\$ 6,300	\$ 6,300	\$ 6,300
Total Revenues & Transfers-in		\$ 3,498	\$ 6,300	\$ 6,300	\$ 6,300
 EXPENDITURES & TRANSFERS OUT:					
06-99-20-0000-2230	PROFESSIONAL SERVICES Ten-year program life - expend. est @ 10%/yr. Program to be brought to Council for approval	\$ -	\$ 120,000	\$ 42,000	\$ 141,000
Total Expenditures & Transfers-out		\$ -	\$ 120,000	\$ 42,000	\$ 141,000

TOURISM BUSINESS IMPROVEMENT DISTRICT TBID

The Tourism Business Improvement District was established in 2009 to account for assessment funds received by the City, collected by the Tourism Business Improvement District (St. Regis Monarch Beach, Ritz Carlton Laguna Niguel, Laguna Cliffs Marriott and DoubleTree Doheny Beach), used to promote Dana Point as an overnight destination and includes activities such as advertising, public relations, and marketing to attract and extend overnight stays in Dana Point hotels.

Previous to FY14, the TBID funds were accounted for within the trust/agency In FY14 the separate TBID fund was created.

	<u>FY2016 Proposed</u>	<u>FY2017 Proposed</u>
Beginning Fund Balance	\$747,259	\$500,259
Revenues and Sources		
TBID Tax Revenue	950,000	950,000
Interest Income	3,000	3,000
Total Revenues and Sources	<u>953,000</u>	<u>953,000</u>
Expenditures and Uses		
TBID Expenditures	1,200,000	1,000,000
Total Expenditures and Uses	<u>1,200,000</u>	<u>1,000,000</u>
Ending Fund Balance	<u><u>\$500,259</u></u>	<u><u>\$453,259</u></u>

City of Dana Point
Revenue & Expenditures Detail Listing
TOURISM BUSINESS IMPROVEMENT DISTRICT (07)

	Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
REVENUES & TRANSFERS-IN:				
07-10-6115 TBID TAXES	\$ 1,017,360	\$ 950,000	\$ 950,000	\$ 950,000
07-40-6403 INVESTMENT INCOME	4,897	-	3,000	3,000
07-70-6703 MISCELLANEOUS	60,000	-	-	-
Total Revenues & Transfers-in	<u>\$ 1,082,257</u>	<u>\$ 950,000</u>	<u>\$ 953,000</u>	<u>\$ 953,000</u>
EXPENDITURES & TRANSFERS OUT:				
07-99-20-0000-2573 TBID EXPENDITURES	\$ 1,254,369	\$ 1,600,000	\$ 1,200,000	\$ 1,000,000
Total Expenditures & Transfers-out	<u>\$ 1,254,369</u>	<u>\$ 1,600,000</u>	<u>\$ 1,200,000</u>	<u>\$ 1,000,000</u>

HEADLANDS HABITAT FUND (ESHA)

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.

	FY2016 Proposed	FY2017 Proposed
Beginning Fund Balance	\$213,994	\$221,744
Revenues and Sources		
Investment Income <i>(Annuity=\$30,000/year thru 2062)</i>	30,450	30,450
Total Revenues and Sources	30,450	30,450
Expenditures and Uses		
Habitat Maintenance	22,700	22,700
Furniture and equipment	-	-
Total Expenditures and Uses	22,700	22,700
Ending Fund Balance	\$221,744	\$229,494

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
09-90-6990	CONTRIBUTED CAPITAL*	\$ -	\$ -	\$ -	\$ -
09-40-6403	INVESTMENT INCOME	30,558	30,450	30,450	30,450
Total Revenues & Transfers-in		<u>\$ 30,558</u>	<u>\$ 30,450</u>	<u>\$ 30,450</u>	<u>\$ 30,450</u>

EXPENDITURES & TRANSFERS OUT:

09-99-20-0000-2550	HABITAT MAINTENANCE	\$ 4,314	\$ 22,700	\$ 22,700	\$ 22,700
Total Expenditures & Transfers-out		<u>\$ 4,314</u>	<u>\$ 22,700</u>	<u>\$ 22,700</u>	<u>\$ 22,700</u>

* Annuity purchased by the Developer generates \$30,450 per year, for 50 years, through year 2063.

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>FY2016</u> <u>Proposed</u>	<u>FY2017</u> <u>Proposed</u>
Beginning Fund Balance	\$203	\$803
Revenues and Sources		
Investment Income	600	600
Total Revenues and Sources	600	600
Expenditures and Uses		
To be determined	-	-
Total Expenditures and Uses	-	-
Ending Fund Balance	\$803	\$1,403

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
25-40-6403	INVESTMENT INCOME	\$ 147	\$ 600	\$ 600	\$ 600
25-50-6501	SLESF REVENUES <i>This State program does not have guaranteed funding every year. If the State funds the program in FY16 and/or FY17, budget adjustments will be made to reflect it.</i>	103,157	55,582	-	-
Total Revenues & Transfers-in		<u>\$ 103,304</u>	<u>\$ 56,182</u>	<u>\$ 600</u>	<u>\$ 600</u>
EXPENDITURES & TRANSFERS OUT:					
25-99-20-0000-2572	SLESF Program Operating Expenditures	88,571	\$ 120,448	\$ -	\$ -
25-99-30-0000-3010	SLESF Program Capital Expenditures	-	-	-	-
25-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	-	-	-	-
Total Expenditures & Transfers-out		<u>\$ 88,571</u>	<u>\$ 120,448</u>	<u>\$ -</u>	<u>\$ -</u>

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>FY2016 Proposed</u>	<u>FY2017 Proposed</u>
Beginning Fund Balance	\$72,299	\$218,399
Revenues and Sources		
Investment interest	1,400	1,400
Charges for services	324,000	324,000
Transfer in from General Fund	30,000	30,000
Total Revenues and Sources	<u>355,400</u>	<u>355,400</u>
Expenditures and Uses		
Materials and services	-	359,900
Furniture and equipment	208,300	-
Total Expenditures and Uses	<u>208,300</u>	<u>359,900</u>
Ending Fund Balance	<u><u>\$218,399</u></u>	<u><u>\$214,899</u></u>

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
27-40-6403	INVESTMENT INTEREST	\$ 906	\$ 1,400	\$ 1,400	\$ 1,400
27-60-6685	CHARGES FOR SERVICES Special taxes - CFD properties	115,967	324,000	324,000	324,000
27-90-6901	TRANSFER IN - FROM GENERAL FUND <i>Funicular operations contribution \$30k, if needed; FY15 \$300,000, 3-year Loan From General Fund for Funicular Car Replacement</i>	30,000	330,000	30,000	30,000
Total Revenues & Transfers-in		<u>\$ 146,873</u>	<u>\$ 655,400</u>	<u>\$ 355,400</u>	<u>\$ 355,400</u>
EXPENDITURES					
27-99-20-0000-2030	FACILITY/EQUIPMENT MAINTENANCE				
	Funicular maintenance		\$ 45,000	\$ 45,000	\$ 45,000
	Funicular operating cost		50,000	50,000	50,000
	Revetment walkway maintenance		2,800		
		<u>71,245</u>	<u>97,800</u>	<u>95,000</u>	<u>95,000</u>
27-99-20-0000-2110	OPERATING SUPPLIES	-	-	-	-
27-99-20-0000-2210	UTILITIES	59,558	65,000	75,000	75,000
27-99-20-0000-2230	PROFESSIONAL SERVICES <i>Allocated City Staff costs for maintenance</i>	8,901	7,000	7,000	7,000
27-99-20-0000-2450	LANDSCAPE MAINTENANCE				
	Lot Q & portion of Lot BB maintenance	-	-	15,000	15,000
		<u>-</u>	<u>-</u>	<u>15,000</u>	<u>15,000</u>
27-99-20-0000-2470	TREE TRIMMING	-	-	-	-
27-99-20-0000-2550	PARK MAINTENANCE	-	-	-	-
27-99-20-0000-2630	INFRASTRUCTURE & HARDSCAPE	-	-	-	-
27-99-20-0000-2650	COUNTY / WATER DISTRICT FACILITIES				
	Selva BMPs - storm screen/media filter repl.		7,400	7,500	7,500
	Selva BMPs - storm screen/media filter maint.		8,600	8,800	8,800
		<u>11,721</u>	<u>16,000</u>	<u>16,300</u>	<u>16,300</u>
27-99-40-0000-4030	PROPERTY INSURANCE PREMIUMS				
	CJPIA premium - funicular		500		
		<u>-</u>	<u>500</u>	<u>-</u>	<u>-</u>
27-99-30-0000-3010	FURNITURE & EQUIPMENT				
	Replacement Cabin Contract	-	742,000	-	-
		<u>-</u>	<u>742,000</u>	<u>-</u>	<u>-</u>
27-99-30-0000-3030	FACILITY IMPROVEMENTS				
27-99-70-0000-7050	GENERAL FUND LOAN REPAYMENT w/ INTEREST	-	-	-	151,600
Total Expenditures & Transfers-out		<u>\$ 151,425</u>	<u>\$ 928,300</u>	<u>\$ 208,300</u>	<u>\$ 359,900</u>

CAPITAL PROJECT FUNDS

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>FY2016 Proposed</u>	<u>FY2017 Proposed</u>
Beginning Fund Balance	\$172,926	\$0
Revenues and Sources		
Operating Transfer from General Fund	637,074	250,000
Operating Transfer from Capital Improvements Fund	-	-
Total Revenues and Sources	<u>637,074</u>	<u>250,000</u>
Expenditures and Uses		
Facility Improvements	810,000	250,000
Total Expenditures and Uses	<u>810,000</u>	<u>250,000</u>
Ending Fund Balance	<u><u>\$0</u></u>	<u><u>\$0</u></u>

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
12-90-6901	TRANSFER-IN FROM GENERAL FUND	\$ -	\$ -	\$ 637,074	\$ 250,000
12-90-6911	TRANSFER-IN FROM CIP FUND None	-	-	-	-
	Total Revenues & Transfers-in	\$ -	\$ -	\$ 637,074	\$ 250,000
 EXPENDITURES & TRANSFERS OUT:					
12-99-30-0000-3030	FACILITY IMPROVEMENTS				
	Community Center:				
	Bleachers	\$ -	\$ -	\$ 45,000	\$ -
	Flooring/Carpet			100,000	
	Paint			40,000	
	Cabinets			20,000	
	Lighting / Misc Interior Improvements			20,000	
	Infrastructure			25,000	
	City Plaza:				
	Police Services Project			500,000	
	Roof Mechanical Well Coating replacement			60,000	
	Administrative Services Renovation				250,000
		-	-	810,000	250,000
12-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	-	-	-	-
	Total Expenditures & Transfers-out	\$ -	\$ -	\$ 810,000	\$ 250,000

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>FY2016 Proposed</u>	<u>FY2017 Proposed</u>
Beginning Fund Balance	\$583,500	\$508,500
Revenues and Sources		
Developer Deposits	-	-
Investment Income	-	-
Total Revenues and Sources	<u>-</u>	<u>-</u>
Expenditures and Uses		
Transfer Out to Capital Improvement Projects Fund	75,000	455,000
Total Expenditures and Uses	<u>75,000</u>	<u>455,000</u>
Ending Fund Balance	<u><u>\$508,500</u></u>	<u><u>\$53,500</u></u>

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

		Fiscal Year 2014 <u>Actual</u>	Fiscal Year 2015 <u>Amended</u>	Fiscal Year 2016 <u>Proposed</u>	Fiscal Year 2017 <u>Proposed</u>
REVENUES & TRANSFERS-IN:					
21-40-6403	INVESTMENT INCOME Interest allocation from General Fund.	\$ -	\$ -	\$ -	\$ -
21-70-6702	PARK FEES <i>Fee eliminated in FY14 by Council Action</i>	6,800	100,000	-	-
Total Revenues & Transfers-in		<u>\$ 6,800</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>
EXPENDITURES & TRANSFERS OUT:					
21-99-20-0000-2230	PROFESSIONAL SERVICES	-	\$ -	\$ -	\$ -
21-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	-	-	-	-
21-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND		99,850	75,000	455,000
Total Expenditures & Transfers-out		<u>\$ -</u>	<u>\$ 99,850</u>	<u>\$ 75,000</u>	<u>\$ 455,000</u>

CAPITAL IMPROVEMENT PROJECTS FUND

The projects selected and funded for the FY2016 and FY2017 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>FY2016</u>	<u>FY2017</u>
	<u>Proposed</u>	<u>Proposed</u>
Beginning Fund Balance	\$608,055	\$3,107,955
Revenues and Sources:		
Operating Transfers-In:		
from General Fund	-	-
from Measure M Fund	595,581	627,364
from Park Development Fund	75,000	455,000
from Gasoline Tax Fund	-	339,071
from AB2766 Fund	-	307,636
Estimated FY15 Reprogrammed CIP	1,250,000	750,722
Estimated FY15 General Fund Surplus	2,500,000	
Measure M - GMA11	-	-
California Dept. of Parks & Recreation	-	-
Intersection Improvement Program	-	-
Orange County Transportation Authority	-	1,107,187
Developer Contributions	-	-
TEA	-	-
Total Revenues and Sources	<u>4,420,581</u>	<u>3,586,980</u>
Expenditures and Uses		
Capital Improvement Projects	1,920,681	6,211,284
Total Expenditures and Uses	<u>1,920,681</u>	<u>6,211,284</u>
Ending Fund Balance	<u>\$3,107,955</u>	<u>\$483,651</u>
Reserves/Designations of Fund Balances:		
Capital Projects Sinking Fund	50,000	220,000
Pacific Coast Highway Remediation	-	-
Priority 1 Project	-	-
Undesignated	3,057,955	263,651
Total Reserves/Designations	<u>\$ 3,107,955</u>	<u>\$ 483,651</u>

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CIP BUDGET SUMMARY FY16 AND FY17

Project No.	Description	Comments	Estimated Unspent Funds 6-30-15	Reprogrammed Funds	Carryover Funds	FY16 GF/CIP Undesignated	FY16 CIP Designated	FY16 Other Funds	FY16 Reprogrammed Funds	FY17 GF/CIP Undesignated	FY17 CIP Designated	FY17 Other Funds	FY17 Reprogrammed Funds	Total Appropriation	Total Unfunded	Total Project Cost
1. PREVIOUSLY BUDGETED 2012-2013 and 2013-2014 PROJECTS (CIP FUND)																
1223	PCH/Del Prado Improvements- Phase I Design	FY16: Close out. Reprogram \$58,502 to CIP#1.	58,052	(58,052)	-	-	-	-	-	-	-	-	-	-	-	-
1239	General Park Rehabilitation (Parks Division)	FY16: Close out. Reprogram \$90,344 to CIP#1.	90,344	(90,344)	-	-	-	-	-	-	-	-	-	-	-	-
1242	Town Center Streetscape Construction	FY15: Carryover unspent project balance at 6/30/15. Anticipated project savings will fund FY16: Crown Valley Parkway Median Improvements in the amount of \$450,000 (Priority1, #11)	4,939,305	(450,000)	4,489,305	-	-	-	-	-	-	-	-	4,489,305	-	4,489,305
1260	Minor Drainage	FY16: Reprogram \$51,604 to CIP#1; Reprogram #2,594 to CIP#2. FY17: Reprogram \$200,000 to CIP#1.	254,198	(254,198)	-	-	-	-	-	-	-	-	-	-	-	-
1261	Slurry Seal	FY16: Funds to be transferred to CIP#1268 (FY15 Annual Residential Phase 1)	200,000	-	200,000	-	-	-	-	-	-	-	-	200,000	-	200,000
1262	Arterial Roadway Rehabilitation and Repairs	FY16: Reprogram \$47,406 to CIP#2 Reprogram \$100,000 to CIP#3; Reprogram \$2,594 to CIP#4. FY17: Reprogram \$50,000 to CIP#2; Reprogram \$100,000 to CIP#3.	300,000	(300,000)	-	-	-	-	-	-	-	-	-	-	-	-
1263	Sidewalk and Concrete Repairs	FY16: Funds to be transferred to CIP#1268 (FY15 Annual Residential Phase 1)	200,000	-	200,000	-	-	-	-	-	-	-	-	200,000	-	200,000
1264	Sidewalk ADA Improvements	FY16: Reprogram \$97,406 to CIP#4. FY17: Reprogram \$97,389 to CIP#4.	194,795	(194,795)	-	-	-	-	-	-	-	-	-	-	-	-
1265	Traffic Safety Repairs and Improvements	FY16: Reprogram \$2,611 to CIP#4. Reprogram \$100,000 to CIP#5. Reprogram \$68,898 to CIP#5.	171,509	(171,509)	-	-	-	-	-	-	-	-	-	-	-	-
1267	Annual Residential Resurfacing, FY 13/14, Phase II (Calle Portola, Juanita, Via Sacramento)	FY16: \$586,807 to be transferred to CIP#1268 (FY15 Annual Residential Phase 1). Reprogram \$100,000 to CIP#6; Reprogram \$80,779 to CIP#7. FY17: Reprogram \$31,102 to CIP#5; Reprogram \$100,000 to CIP#6.	898,688	(311,881)	586,807	-	-	-	-	-	-	-	-	586,807	-	586,807
1268	Annual Residential Roadway Resurfacing, FY14/15 Phase I	FY16: Carryover project funding balance. Transfer in project balances from CIP#1261, CIP#1263, CIP#1267 and CIP#1269 for a total project balance of \$2,752,995.	1,036,881	-	1,036,881	-	-	-	-	-	-	-	-	1,036,881	-	1,036,881
1269	Annual Residential Resurfacing FY14/15, Phase II	FY16: Funds to be transferred to CIP#1268 (FY15 Annual Residential Phase 1)	729,307	-	729,307	-	-	-	-	-	-	-	-	729,307	-	729,307
1270	San Juan Creek Drain Project (L01S02)	FY15: Carryover to FY16	200,000	-	200,000	-	-	-	-	-	-	-	-	200,000	-	200,000
1271	Storm Drain Repairs	FY16: Reprogram \$44,943 to CIP#7	44,943	(44,943)	-	-	-	-	-	-	-	-	-	-	-	-
1272	BCIP Coast Highway Class 1 Bikeway/Pedestrian Way	FY16: Reprogram \$24,278 to CIP#7. FY17: Reprogram \$100,722 to CIP#7. Project in the amount of \$914,823 will be funded entirely through OCTA grant funds (607,187) and AQMD Clean Air AB2766 funds (\$307,636).	125,000	(125,000)	-	-	-	-	-	-	-	914,823	-	914,823	-	914,823
SUBTOTAL			9,443,022	(2,000,722)	7,442,300	-	-	-	-	-	-	914,823	-	8,357,123	-	8,357,123
2. MANDATES, REPAIR, AND REPLACEMENT TO EXISTING INFRASTRUCTURE																
1274	Storm Drain Repairs	FY16: Reprogram \$58,052 from CIP#1223; Reprogram \$90,344 from CIP#1239; Reprogram \$51,604 from CIP#1260. FY17: Reprogram \$200,000 from CIP#1260.	-	-	-	-	-	-	200,000	-	-	-	200,000	400,000	-	400,000
1275	Water Quality Diversion/Treatment Plant Repairs	FY16: Reprogram \$2,594 from CIP#1260. Reprogram \$47,406 from CIP#1262. FY17: Reprogram \$50,000 from CIP#1262.	-	-	-	-	-	-	50,000	-	-	-	50,000	100,000	-	100,000
1276	Slurry Seal Program	FY16: Reprogram \$100,000 from CIP#1262. FY17: Reprogram \$100,000 from CIP#1262.	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000
1277	Arterial Roadway Rehabilitation and Repairs	FY16: Reprogram \$2,594 from CIP#1262. Reprogram \$97,406 from CIP#1264. FY17: Reprogram \$97,389 from CIP#1264; Reprogram \$2,611 from CIP#1265.	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000
1278	Sidewalk and Concrete Repairs	FY16: Reprogram \$100,000 from CIP#1265. FY17: Reprogram \$68,898 from CIP#1265. Reprogram \$31,102 from CIP#1267.	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000
1279	Sidewalk ADA Improvements	FY16: Reprogram \$100,000 from CIP#1267. FY17: Reprogram \$100,000 from CIP#1267.	-	-	-	-	-	-	100,000	-	-	-	100,000	200,000	-	200,000
1280	Traffic Safety Repairs and Improvements	FY16: Reprogram \$80,779 from CIP#1267. Reprogram \$44,943 from CIP#1271. Reprogram \$24,278 from CIP#1272. FY17: Reprogram \$100,722 from CIP#1272. Transfer in \$49,278 from Undesignated CIP Fund Balance Transfers-In.	-	-	-	-	-	-	150,000	49,278	-	-	100,722	300,000	-	300,000
1281	Annual Residential Roadway Resurfacing, FY17	FY16: M2 Funding \$595,581. FY17: M2 Funding \$627,364. Portion of Gas Tax \$20,350. Transfer in \$2,223,487 from Undesignated CIP Fund Balance	-	-	-	-	-	595,581	-	2,223,487	-	647,714	-	3,466,782	-	3,466,782
1282	Arterial Roadway Resurfacing: Del Obispo from Stonehill to PCH : APM	FY17: OCTA grant award of \$500,000. City share in the amount of \$520,360 to be funded from anticipated Gas Tax revenue for FY16 (\$169,071) and FY17 (\$169,071). Transfer in \$182,218 from Undesignated CIP Fund Balance Transfers-In.	-	-	-	-	-	-	-	182,218	-	838,142	-	1,020,360	-	1,020,360
1283	Smart Irrigation System Drought Alterations	FY16: Transfer funding from Park Development Fund Balance in the amount of \$75,000. FY17: Transfer funding from Park Development Fund Balance in the amount of \$80,000.	-	-	-	-	75,000	-	-	-	80,000	-	-	155,000	-	155,000
1284	Crown Valley Parkway Median Drought Conversion	FY16: Transfer project savings in the amount of \$450,000 from CIP#1242 upon project conclusion	-	-	-	-	-	-	450,000	-	-	-	-	450,000	-	450,000
1285	La Plaza Park/Lantern Bay Park Drought Conversion	FY17: Transfer funding from Park Development Fund Balance in the amount of \$375,000	-	-	-	-	-	-	-	-	375,000	-	-	375,000	-	375,000
1286	Crystal Cove Barrier Railing Replacement	FY17: Transfer \$150,000 from Undesignated CIP Fund Balance	-	-	-	-	-	-	-	150,000	-	-	-	150,000	-	150,000
SUBTOTAL			-	-	-	500,000	75,000	595,581	1,250,000	2,604,983	455,000	1,485,856	750,722	7,217,142	-	7,217,142
3. PRIORITY 1 NEW PROJECTS (CIP FUND)																
1287	Underground Electrical-SDG&E	FY17: SDG&E grant funded project	-	-	-	-	-	-	-	-	-	2,200,000	-	2,200,000	-	2,200,000
1288	City Wayfinding Signage Program, Phase I	FY16: Transfer \$500,000 from Undesignated CIP Fund Balance Transfers-In	-	-	-	500,000	-	-	-	-	-	-	-	500,000	-	500,000
SUBTOTAL			-	-	-	500,000	-	-	-	-	-	2,200,000	-	2,700,000	-	2,700,000
TOTAL			9,443,022	(2,000,722)	7,442,300	500,000	75,000	595,581	1,250,000	2,604,983	455,000	4,600,679	750,722	18,274,265	-	18,274,265
CIP Fund Balance			Beginning Balance	Additions 2016	Transfers In/Out from GF/CIP Undesignated	Transfers In/Out GF/CIP Designated	Transfers In/Out /M2/Gas Tax Funds	Ending Balance 2016	Transfers In/Out from GF/CIP Undesignated	Transfers In/Out GF/CIP Designated	Transfers In/Out Gas Tax & Measure M	Additions 2017	Ending Balance 2017			
Fund Balance			3,154,983	-	(550,000)	-	-	-	(2,604,983)	-	-	-	0			
Designated for Priority 1 Projects (10% of new Priority 1 Projects)			0	-	50,000	-	-	-	-	-	-	-	50,000			
CIP Sinking Fund			1,250,000	-	-	-	-	-	-	-	-	-	1,250,000			
Total CIP Fund Balance			4,404,983	0	(500,000)	0	0	0	(2,604,983)	0	0	0	1,300,000			
General Fund Undesignated Balance																
4. PRIORITY 2 POTENTIAL PROJECTS (UNFUNDED) (NOT PRIORITIZED)																
1B	Coast Highway Class 1 Bike Trail Phase 2		-	-	-	-	-	-	-	-	-	-	-	1,000,000	-	1,000,000
2B	Coast Highway Landscaped Medians		-	-	-	-	-	-	-	-	-	-	-	1,500,000	-	1,500,000
3B	Harbor Point Park Bluff Stabilization		-	-	-	-	-	-	-	-	-	-	-	2,000,000	-	2,000,000
4B	City Wayfinding Signage Program, Phase 2		-	-	-	-	-	-	-	-	-	-	-	500,000	-	500,000
5B	Capo Beach Medians		-	-	-	-	-	-	-	-	-	-	-	300,000	-	300,000
6B	Del Obispo Parking Lot		-	-	-	-	-	-	-	-	-	-	-	150,000	-	150,000
7B	Sea Terrace Park Phase II (Road and parking lot)		-	-	-	-	-	-	-	-	-	-	-	1,500,000	-	1,500,000
8B	Sea Terrace Park Phase II (Restroom and recreational improvements)		-	-	-	-	-	-	-	-	-	-	-	1,500,000	-	1,500,000
9B	Pines Park Restroom Construction		-	-	-	-	-	-	-	-	-	-	-	650,000	-	650,000

Project No.	Description	Comments	Estimated Unspent Funds 6-30-15	Reprogrammed Funds	Carryover Funds	FY16 GF/CIP Undesignated	FY16 CIP Designated	FY16 Other Funds	FY16 Reprogrammed Funds	FY17 GF/CIP Undesignated	FY17 CIP Designated	FY17 Other Funds	FY17 Reprogrammed Funds	Total Appropriation	Total Unfunded	Total Project Cost
10B	Storm Drain Master Plan Improvements, Phase 5		-	-	-	-	-	-	-	-	-	-	-	-	3,000,000	3,000,000
11B	PCH Medians, Final Phase		-	-	-	-	-	-	-	-	-	-	-	-	500,000	500,000
12B	Automation of Diversions		-	-	-	-	-	-	-	-	-	-	-	-	1,080,000	1,080,000
13B	Salt Creek Recycling Plant City Contribution		-	-	-	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000
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-1	Salt Creek Recycling Distribution System-City Contribution		-	-	-	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000
16B-2	Salt Creek Runoff RO System (SCWD Project)		-	-	-	-	-	-	-	-	-	-	-	-	6,000,000	6,000,000
16B-3	Sea Terrace Park Recycled Water Reservoir (SCWD Project)		-	-	-	-	-	-	-	-	-	-	-	-	2,500,000	2,500,000
17B	Restroom Replacement at Sea Canyon/Sunset Park		-	-	-	-	-	-	-	-	-	-	-	-	1,300,000	1,300,000
18B	Bicycle Trails Master Plan, Phase II		-	-	-	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000
19B	Blue Lantern Median		-	-	-	-	-	-	-	-	-	-	-	-	400,000	400,000
20B	RH Dana Joint Use Fields		-	-	-	-	-	-	-	-	-	-	-	-	850,000	850,000
21B	Capo Beach Connectivity Study		-	-	-	-	-	-	-	-	-	-	-	-	500,000	500,000
22B	San Juan Creek Levee Improvements		-	-	-	-	-	-	-	-	-	-	-	-	43,000,000	43,000,000
23B	Dana Point Skatepark		-	-	-	-	-	-	-	-	-	-	-	-	750,000	750,000
	TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	75,055,000	75,055,000

DEBT MANAGEMENT

CITY OF DANA POINT
Computation of Legal Debt Margin
June 30, 2015

Assessed Valuation (1)	<u>\$9,787,131,567</u>
Legal Debt Limit - 3.75% of Total Assessed Valuation	\$367,017,434
Amount of Debt Applicable to Limit: None	0
Legal Debt Margin	<u><u>\$367,017,434</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 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.

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

CJPIA - California Joint Powers Insurance Authority.

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.

Community Facilities District (“CFD”) – A legal construct used to provide an alternate method of financing the acquisition, construction, and maintenance of certain public facilities, and/or services.

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.

ESHA – Environmentally Sensitive Habitat Areas.

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.

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 three years and an acquisition cost in excess of \$5,000.

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, Special Revenue, Capital Project, and Internal Service 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. Infrastructure is capitalized if it has cost in excess of \$50,000 and an expected useful life of over 5 years.

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.

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, 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.

Tourism Business Improvement District (TBID) Fund - To account for assessment funds received by the City, collected by the Tourism Business Improvement District (St. Regis Monarch Beach, Ritz Carlton Laguna Niguel, Laguna Cliffs Marriott and Double Tree Doheny Beach), used to promote Dana Point as an overnight destination and includes activities such as advertising, public relations, and marketing to attract and extend overnight stays in Dana Point hotels.

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 – CLOSED in FY15 - 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 2016 – 2022

City of Dana Point, California

City of Dana Point
SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2016 – 2022

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. The vast majority of the Capital Improvement Program is actually devoted to repair or replacement of existing infrastructure. 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 acknowledged on a planning basis but 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 planning and eventual implementation of overall City goals and objectives.

Capital Improvements

Capital improvements are major projects (\$100,000 +) undertaken by the City that are generally non-recurring minor expenditures on an 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 and repairs of buildings or facilities, public infrastructure repair/replacement, 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 2016 – 2022

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 County Fee Program will finance the construction of regional 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, typically used for road repairs.

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 compromising 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 major Master Plan of Arterial Highways (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 which results from annual Operating revenue exceeding annual Operating costs. Accurate General Fund contribution forecasting is difficult and dependent on the City's future year ability to match costs with revenues. General purpose funds may be used to finance any capital project.

Development Impact Fee- The City Council approved *Lantern District Development Impact Fee* was enacted to help reimburse the General Fund for expenditures used to provide necessary public improvements/amenities to support increased development for that specific area. These funds may be used to support any Citywide Capital Improvement 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 a 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. Periodically, if funding is accumulated, these three cities may approve a list of projects to be funded by the allocation of GMA funds established by OCTA.

Other Grant Funds- Other Federal, State and County agencies may provide grant funding for specific programs that the City may obtain for specific projects such as water quality, bicycle facilities improvements or natural resources programs.

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PREVIOUSLY BUDGETED FISCAL YEARS 2014 & 2015 CARRYOVER PROJECTS

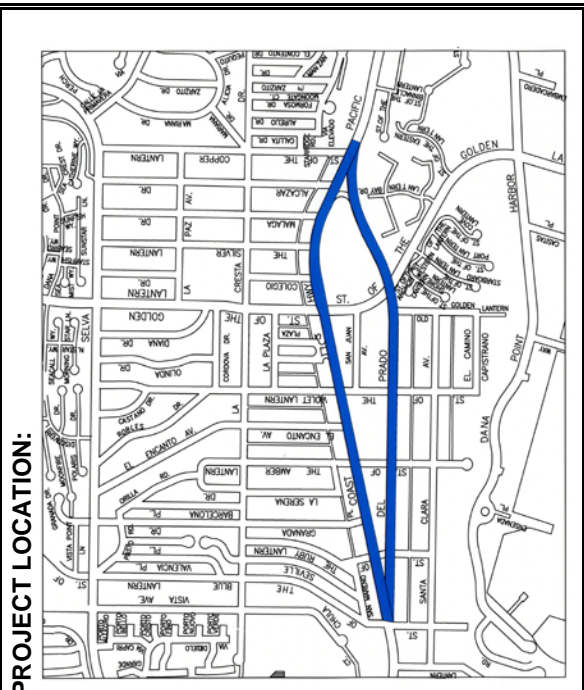
Department: **Public Works** Project No.: **1242** Project Name: **Town Center Streetscape Construction (PCH/Del Prado)**

PROJECT DESCRIPTION:
 The Town Center (Lantern District) Streetscape improvements includes significant beautification improvements and roadway circulation changes on both Pacific Coast Highway (PCH) and Del Prado between Blue Lantern and Copper Lantern. The Project is being constructed in two City phases. Rehabilitation work on PCH (Phase 1A) was completed in February 2015, and resulted in PCH changing to two-way traffic. Phase 2A, which encompasses streetscape improvements on Del Prado, will transform the street to a more pedestrian friendly, business district. Project completion is expected in September 2015.

SPECIAL CONSIDERATIONS:
 Construction of the Town Center Plan was preliminarily estimated to cost \$19 million. Project carryover funding to FY16 would allow completion of the PCH and upcoast entry portion of the project.

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

PRIORITY:
 Essential
 Necessary
 Desirable
 Deferrable



Item	Carryover Funding	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$4,489,305								\$4,489,305
Unfunded Construction Costs									
Total Estimated Project Cost	\$4,489,305	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,489,305
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$4,489,305								\$4,489,305
CIP Fund									
Total Funding	\$4,489,305	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,489,305

Department:

Public Works

Project No.:

1268

Project Name:

Annual Residential Resurfacing FY 14, Phase II

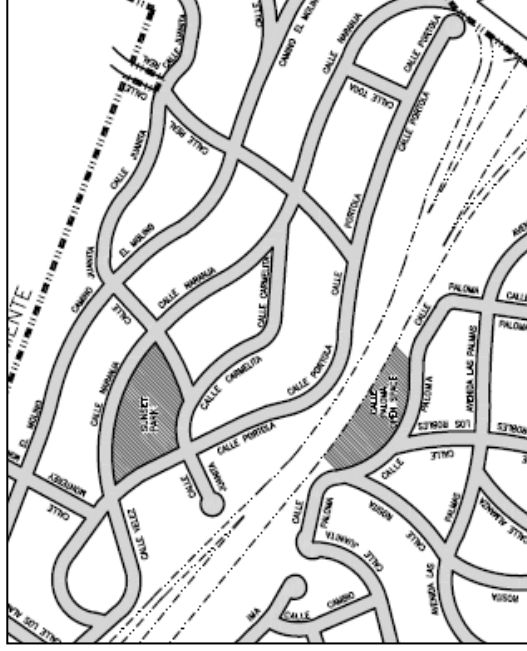
PROJECT DESCRIPTION:

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 Portola, Calle Juanita, and Calle Naranja. Funding from CIP#'s 1261, 1263, 1267 and 1269 will be reprogrammed into this CIP project.

CLASSIFICATION:

- Health and Safety Project _____
- Mandated Project _____
- Rehabilitation Project
- Water Quality Project _____
- Park Project _____
- Beautification Project _____

PROJECT LOCATION:



PRIORITY:

- Essential
- Necessary _____
- Desirable _____
- Deferrable _____

SPECIAL CONSIDERATIONS:

Item	Carryover Funding	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Estimated Construction Costs:									
Design									
Construction	\$2,752,995								\$2,752,995
Other									
Total Estimated Project Cost	\$2,752,995								\$2,752,995
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$1,036,881								\$1,036,881
Reprogrammed Funds	\$1,716,114								\$1,716,114
Measure M2 Funds									
Gas/Excise HUTA Tax Funds									
Total Funding	\$2,752,995								\$2,752,995

Department:		Project No.:		Project Name:																																																																													
Public Works		1270		San Juan Creek Storm Drain Water Quality Project (L01S02)																																																																													
PROJECT DESCRIPTION:		PROJECT LOCATION:																																																																															
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. OCTA granted the City a 24 month extension to FY15/16 of this grant funded program due to ongoing multi-agency investigations into dry weather flow volume into the L01S02 storm drain.		<table border="1"> <tr> <td colspan="2">CLASSIFICATION:</td> <td colspan="2">Health and Safety Project</td> <td colspan="2">X</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Mandated Project</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Rehabilitation Project</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Water Quality Project</td> <td colspan="2">X</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Park Project</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Beautification Project</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">PRIORITY:</td> <td colspan="2">Essential</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Necessary</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Desirable</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Deferrable</td> <td colspan="2"></td> </tr> </table>																				CLASSIFICATION:		Health and Safety Project		X				Mandated Project						Rehabilitation Project						Water Quality Project		X				Park Project						Beautification Project				PRIORITY:		Essential						Necessary						Desirable						Deferrable			
CLASSIFICATION:		Health and Safety Project		X																																																																													
		Mandated Project																																																																															
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		Necessary																																																																															
		Desirable																																																																															
		Deferrable																																																																															
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.																																																																															
Estimated Construction Costs:		Carryover Funding		FY16		FY17		FY18		FY19		FY20		FY21		FY22		Total																																																															
Design																																																																																	
Construction		\$200,000		\$470,236														\$670,236																																																															
Other																																																																																	
Total Estimated Project Cost		\$200,000		\$470,236														\$670,236																																																															
Operation & Maintenance:																																																																																	
Costs																																																																																	
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Funding Source:																																																																																	
Continuing Appropriations		\$200,000																		\$200,000																																																													
Reprogrammed Funds																																																																																	
CIP Designated Funds																																																																																	
Measure M2 Funds				\$470,236																\$470,236																																																													
Gas/Excise HUTA Tax Funds																																																																																	
Total Funding		\$200,000		\$470,236																\$670,236																																																													

Department:	Project No.:	Project Name:																																																																																																																																												
Public Works	1272	BCIP Coast Highway Class 1 Bikeway/Pedestrian Way																																																																																																																																												
PROJECT DESCRIPTION:			PROJECT LOCATION:																																																																																																																																											
<p>This project will encompass the extension of the two way bikeway/pedestrian way along Coast Highway from the Capistrano Surfside Inn Pedestrian Overcrossing to Palisades Drive. The improvements will enhance the bicycle and pedestrian linkages citywide, maximize mobility and accessibility and enhance travel safety for pedestrians and bicyclists.</p>			<table border="1"> <tr> <td colspan="3">CLASSIFICATION:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Health and Safety Project</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mandated Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rehabilitation Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Water Quality Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Park Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Beautification Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">PRIORITY:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Essential</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Necessary</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Desirable</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deferrable</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								CLASSIFICATION:											Health and Safety Project		X									Mandated Project											Rehabilitation Project											Water Quality Project											Park Project											Beautification Project											PRIORITY:											Essential											Necessary											Desirable											Deferrable										
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Construction			\$914,823						\$914,823																																																																																																																																					
Other																																																																																																																																														
Total Estimated Project Cost			\$914,823						\$914,823																																																																																																																																					
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Reprogrammed Funds																																																																																																																																														
CIP Designated Funds																																																																																																																																														
Measure M2 Funds (BCIP Grant)			\$607,187						\$607,187																																																																																																																																					
Gas/Excise HUTA Tax Funds																																																																																																																																														
AB2766 Air Quality Funding (AQMD)			\$307,636						\$307,636																																																																																																																																					
Total Funding			\$914,823						\$914,823																																																																																																																																					

MANDATES, REPAIRS, AND REPLACEMENT TO EXISTING INFRASTRUCTURE

Department:	Project No.:	Project Name:								
Public Works	1274	Storm Drain Repairs								
PROJECT DESCRIPTION:			PROJECT LOCATION:							
This annual project was established to fund storm drain repairs identified in the City's inspections of storm drains citywide. Work items include removing debris from storm drains, repairing storm drain pipe, removing obstructions from storm drains, lining storm drains, etc.			<p style="text-align: center;">Various Locations</p>							
SPECIAL CONSIDERATIONS:										
CLASSIFICATION:										
Health and Safety Project										
Mandated Project										
Rehabilitation Project			X							
Water Quality Project										
Park Project										
Beautification Project										
PRIORITY:										
Essential			X							
Necessary										
Desirable										
Deferrable										
Item	Carryover Funding	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total	
Estimated Construction Costs:										
Design										
Construction		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,400,000	
Other										
Total Estimated Project Cost		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,400,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed Funds		\$200,000	\$200,000						\$400,000	
CIP Undesignated Funds				\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000	
Measure M2 Funds										
Gas/Excise HUTA Tax Funds										
AB2766 Air Quality Funding (AQMD)										
Total Funding		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,400,000	

Department:	Project No.:	Project Name:							
Public Works	1275	Water Quality Diversion/Treatment Plant Repairs							
PROJECT DESCRIPTION:		CLASSIFICATION:		PROJECT LOCATION:					
This annual project was established to fund maintenance and repairs to Citywide storm drain CDS Water Quality units (trash removal and filtration systems). Funding will also be utilized for required equipment repairs/replacement at the Salt Creek Ozone Treatment Plant.		Health and Safety Project							
		Mandated Project							
		Rehabilitation Project		X					
		Water Quality Project		X					
		Park Project							
		Beautification Project							
PRIORITY:									
Essential		X							
Necessary									
Desirable									
Deferrable									
Various Locations									
SPECIAL CONSIDERATIONS:									
Item	Carryover Funding	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Estimated Construction Costs:									
Design									
Construction		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000
Other									
Total Estimated Project Cost		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Reprogrammed Funds		\$50,000	\$50,000						\$100,000
CIP Undesignated Funds				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Measure M2 Funds									
Gas/Excise HUTA Tax Funds									
AB2766 Air Quality Funding (AQMD)									
Total Funding		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000

Department:	Project No.:	Project Name:																																																																																																																												
Public Works	1276	Slurry Seal Program																																																																																																																												
PROJECT DESCRIPTION:			PROJECT LOCATION:																																																																																																																											
Slurry seal residential and arterial streets to extend surface life.			<table border="1"> <tr> <td colspan="3">CLASSIFICATION:</td> <td colspan="5"></td> </tr> <tr> <td>Health and Safety Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mandated Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rehabilitation Project</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Water Quality Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Park Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Beautification Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3">PRIORITY:</td> <td colspan="5"></td> </tr> <tr> <td>Essential</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Necessary</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Desirable</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Deferrable</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								CLASSIFICATION:								Health and Safety Project										Mandated Project										Rehabilitation Project		X								Water Quality Project										Park Project										Beautification Project										PRIORITY:								Essential		X								Necessary										Desirable										Deferrable									
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Estimated Construction Costs:																																																																																																																														
Design																																																																																																																														
Construction		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000																																																																																																																					
Other																																																																																																																														
Total Estimated Project Cost		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000																																																																																																																					
Operation & Maintenance:																																																																																																																														
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Total O & M Costs																																																																																																																														
Funding Source:																																																																																																																														
Reprogrammed Funds		\$100,000	\$100,000						\$200,000																																																																																																																					
CIP Undesignated Funds				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000																																																																																																																					
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AB2766 Air Quality Funding (AQMD)																																																																																																																														
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000																																																																																																																					

Department:	Project No.:	Project Name:																																																																																																												
Public Works	1277	Arterial Roadway Rehabilitation and Repairs																																																																																																												
PROJECT DESCRIPTION:			PROJECT LOCATION:																																																																																																											
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 the annual advance design effort, not construction, to obtain matching funding for possible grant opportunities.			<table border="1"> <tr> <td>CLASSIFICATION:</td> <td>Health and Safety Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Mandated Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Rehabilitation Project</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Water Quality Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Park Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Beautification Project</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PRIORITY:</td> <td>Essential</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Necessary</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Desirable</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Deferrable</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								CLASSIFICATION:	Health and Safety Project										Mandated Project										Rehabilitation Project	X									Water Quality Project										Park Project										Beautification Project									PRIORITY:	Essential	X									Necessary										Desirable										Deferrable								
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SPECIAL CONSIDERATIONS:																																																																																																														
Various Locations																																																																																																														
Item	Carryover Funding	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total																																																																																																					
Estimated Construction Costs:																																																																																																														
Design		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000																																																																																																					
Construction																																																																																																														
Other																																																																																																														
Total Estimated Project Cost		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000																																																																																																					
Operation & Maintenance:																																																																																																														
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Total O & M Costs																																																																																																														
Funding Source:																																																																																																														
Reprogrammed Funds		\$100,000	\$100,000						\$200,000																																																																																																					
CIP Undesignated Funds				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000																																																																																																					
Measure M2 Funds																																																																																																														
Gas/Excise HUTA Tax Funds																																																																																																														
AB2766 Air Quality Funding (AQMD)																																																																																																														
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000																																																																																																					

Department:	Project No.:	Project Name:							
Public Works	1278	Sidewalk and Concrete Repairs							
PROJECT DESCRIPTION:			PROJECT LOCATION:						
<p>The intent of this annual program is to implement improvements along City sidewalks to provide repair and replacement where needed based on City inspections. Staff continually identifies needed improvements and once identified, the improvements will be prioritized and implemented.</p>			<p style="text-align: center;">Various Locations</p>						
			CLASSIFICATION:						
			Health and Safety Project			X			
			Mandated Project						
			Rehabilitation Project						
			Water Quality Project						
			Park Project						
Beautification Project									
PRIORITY:									
Essential			X						
Necessary									
Desirable									
Deferrable									
SPECIAL CONSIDERATIONS:									
Item	Carryover Funding	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Estimated Construction Costs:									
Design									
Construction		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
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 Funds		\$100,000	\$100,000						\$200,000
CIP Undesignated Funds				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Measure M2 Funds									
Gas/Excise HUTA Tax Funds									
AB2766 Air Quality Funding (AQMD)									
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000

Department:	Project No.:	Project Name:							
Public Works	1279	Sidewalk ADA Improvements							
PROJECT DESCRIPTION:			PROJECT LOCATION:						
<p>The intent of this annual program is to implement improvements along 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.</p>			<p style="text-align: center;">Various Locations</p>						
			CLASSIFICATION:						
			Health and Safety Project			X			
			Mandated Project			X			
			Rehabilitation Project						
			Water Quality Project						
			Park Project						
			Beautification Project						
			PRIORITY:						
			Essential			X			
Necessary									
Desirable									
Deferrable									
SPECIAL CONSIDERATIONS:									
Item	Carryover Funding	FY16	FY17	FY18	FY19	FY20	FY21	FY22	Total
Estimated Construction Costs:									
Design									
Construction		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
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 Funds		\$100,000	\$100,000						\$200,000
CIP Undesignated Funds				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Measure M2 Funds									
Gas/Excise HUTA Tax Funds									
AB2766 Air Quality Funding (AQMD)									
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000

Department:		Project No.:		Project Name:															
Public Works		1280		Traffic Safety Repairs and Improvements															
PROJECT DESCRIPTION:				CLASSIFICATION:				PROJECT LOCATION:											
The intent of this annual program is to implement improvements, which would enhance traffic safety and reduce accidents throughout the City. Improvements which may be recommended vary, and may 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.				Health and Safety Project				X											
				Mandated Project															
				Rehabilitation Project															
				Water Quality Project															
				Park Project															
				Beautification Project															
PRIORITY:				Essential				X											
				Necessary															
				Desirable															
				Deferrable															
SPECIAL CONSIDERATIONS:																			
Various Locations																			
Item		Carryover Funding		FY16		FY17		FY18		FY19		FY20		FY21		FY22		Total	
Estimated Construction Costs:																			
Design																			
Construction				\$150,000		\$150,000		\$150,000		\$150,000		\$150,000		\$150,000		\$150,000		\$1,050,000	
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 Funds				\$150,000		\$100,722												\$250,722	
CIP Undesignated Funds						\$49,278		\$150,000		\$150,000		\$150,000		\$150,000		\$150,000		\$799,278	
Measure M Funds																			
Gas/Excise HUTA Tax Funds																			
AB2766 Air Quality Funding (AQMD)																			
Total Funding				\$150,000		\$150,000		\$150,000		\$150,000		\$150,000		\$150,000		\$150,000		\$1,050,000	

Department:		Project No.:		Project Name:															
Public Works		1281		Annual Residential Roadway Resurfacing, FY17															
PROJECT DESCRIPTION:				CLASSIFICATION:				PROJECT LOCATION:											
<p>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 streets in the Stratford at the Pacific Development and Camino Capistrano in Capistrano Beach. The streets that actually are paved may change, however, based on the updated recommendations outlined in the Pavement Management Plan.</p>				Health and Safety Project				Mandated Project				X							
				Rehabilitation Project															
				Water Quality Project															
				Park Project															
				Beautification Project															
				PRIORITY:				Essential				X							
				Necessary															
Desirable																			
Deferrable																			
SPECIAL CONSIDERATIONS:																			
Item		Carryover Funding		FY16		FY17		FY18		FY19		FY20		FY21		FY22		Total	
Estimated Construction Costs:																			
Design																			
Construction				\$595,581		\$3,466,782												\$3,466,782	
Other																			
Total Estimated Project Cost						\$3,466,782												\$3,466,782	
Operation & Maintenance:																			
Costs																			
Total O & M Costs																			
Funding Source:																			
Reprogrammed Funds																			
CIP Undesignated Funds																			
Measure M2 Funds				\$595,581				\$2,223,487											
Gas/Excise HUTA Tax Funds								\$627,364											
AB2766 Air Quality Funding (AQMD)								\$20,350											
Total Funding				\$595,581		\$2,871,201												\$3,466,782	

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PRIORITY 1 NEW PROJECTS

Department:		Project No.:		Project Name:																	
Public Works		1287		Underground Electrical -SDG&E																	
PROJECT DESCRIPTION:				CLASSIFICATION:				PROJECT LOCATION:													
This program is intended to use SDG&E provided 20A funds to underground overhead utilities. Locations of where the work would occur would be based on SDG&E criteria, and would be selected by the City if the Project moves forward. The exact location of where this work would occur is not known at this time.				Health and Safety Project																	
				Mandated Project																	
				Rehabilitation Project																	
				Water Quality Project																	
				Park Project																	
				Beautification Project				X													
PRIORITY:				Essential																	
				Necessary																	
				Desirable				X													
				Deferrable				X													
SPECIAL CONSIDERATIONS:																					
To Be Determined as project progresses																					
Item		Carryover Funding		FY16		FY17		FY18		FY19		FY20		FY21		FY22		Total			
Estimated Construction Costs:																					
Design																					
Construction				\$2,200,000														\$2,200,000			
Other																					
Total Estimated Project Cost				\$2,200,000														\$2,200,000			
Operation & Maintenance:																					
Costs																					
Total O & M Costs																					
Funding Source:																					
Grant Funding - SDG&E 20A						\$2,200,000														\$2,200,000	
CIP Undesignated Funds																					
Measure M2 Funds																					
Gas/Excise HUTA Tax Funds																					
AB2766 Air Quality Funding (AQMD)																					
Total Funding						\$2,200,000														\$2,200,000	

Department:	Project No.:	Project Name:																																																																																																																																															
Public Works	1288	City Wayfinding Signage Program, Phase I																																																																																																																																															
PROJECT DESCRIPTION:			PROJECT LOCATION:																																																																																																																																														
This program is intended to provide funding to implement/construct the City Council approved wayfinding signage citywide. Wayfinding signage is being designed currently by a consultant retained by the City. The signs will be intended to guide visitors and guests to destinations within the City in a well-designed and attractive way. It also includes signage plans for parking and historical points of interest as well.			<table border="1"> <tr> <td>CLASSIFICATION:</td> <td colspan="11">Health and Safety Project</td> </tr> <tr> <td></td> <td colspan="11">Mandated Project</td> </tr> <tr> <td></td> <td colspan="11">Rehabilitation Project</td> </tr> <tr> <td></td> <td colspan="11">Water Quality Project</td> </tr> <tr> <td></td> <td colspan="11">Park Project</td> </tr> <tr> <td></td> <td colspan="11">Beautification Project</td> </tr> <tr> <td>PRIORITY:</td> <td colspan="11"></td> </tr> <tr> <td></td> <td colspan="11">Essential</td> </tr> <tr> <td></td> <td colspan="11">Necessary</td> </tr> <tr> <td></td> <td colspan="11">Desirable</td> </tr> <tr> <td></td> <td colspan="11">Deferrable</td> </tr> </table>											CLASSIFICATION:	Health and Safety Project												Mandated Project												Rehabilitation Project												Water Quality Project												Park Project												Beautification Project											PRIORITY:													Essential												Necessary												Desirable												Deferrable										
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Construction		\$500,000												\$500,000																																																																																																																																			
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Total Estimated Project Cost		\$500,000							\$500,000																																																																																																																																								
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Funding Source:																																																																																																																																																	
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Total Funding		\$500,000							\$500,000					\$500,000																																																																																																																																			

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