

# **CITY OF DANA POINT OPERATING BUDGET & CAPITAL IMPROVEMENT PROGRAM**

*FISCAL YEARS 2009-2010 & 2010-2011*



# *City of Dana Point, California*

## **ADOPTED BUDGET**

**2009-2010 & 2010-2011**



**Lisa Bartlett  
Steven Weinberg  
Joel Bishop  
Lara Anderson  
Scott Schoeffel**

**Mayor  
Mayor Pro Tem  
Councilman  
Councilwoman  
Councilman**

**Douglas C. Chotkevys**

**City Manager**

**Prepared by:  
Department of Administrative Services**

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# **INTRODUCTION**



May 11, 2009

The Honorable Mayor and City Council:

### **Introduction**

In accordance with Dana Point Municipal Code Section 2.08.060(G), the City Manager is required to submit an annual budget for City Council consideration. This proposed two-year Operating Budget & Capital Improvement Program covers fiscal years 2009-2010 and 2010-2011. The City's Budget serves several purposes, including that of a financial plan, a management plan, a policy document and a communication tool.

The City's stated vision is to be "*the most beautiful, desirable and safest coastal community in which to live, work, visit, play or conduct business.*" This ideal is communicated in our Mission Statement, where it is stated that: "*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."*

City Staff relentlessly pursues this direction when planning and conducting the public's business, and continuously strives to provide programs and to deliver capital projects with a truly value-added philosophy. Responsiveness to community needs remains a particular focus for us, as it is a clear expectation of our City Council and our citizenry, and as such is taken to heart by Staff. Our commitment to customer service is and will remain strong, and it is evidenced that our customers have come to expect 5-Star treatment when doing business with their City government.

The conservative fiscal practices that have been consistently observed by the Dana Point City Council continue to serve this community well. Much has been accomplished since the City incorporated 20 years ago, and the future holds even more promise given the opportunity we have to work together and build upon past accomplishments. The strong financial foundation we currently enjoy is expected to carry us through the troubled economic times upon us, and should serve as a springboard as we move forward in fully realizing our potential, and in successfully achieving our Community's vision.

## **The Economy**

A recent UCLA Anderson School economic forecast links the current national recession, which it says is "bleak", to slumping international economic conditions that will affect the timing and speed of our national economic recovery. The report goes on to state that solutions implemented in the U.S. alone will not solve what ails our national economy, but rather views the rebound of world trade as key to a lasting recovery. To further expand on describing the economic plight before us, they report that the U.S. Gross Domestic Product, or GDP, declined 6.1% the last quarter of 2008, with a prediction for further declines of 6.8%, 4.5% and 1.7% the first three quarters of 2009. This, coupled with the expectation for unemployment to reach over 10% by mid-2010, supports conjecture that the national recession which began in 2007 will indeed be "long and arduous", and will likely not subside until mid-2010.

For California, the Anderson forecast goes on to warn that the State's economy will remain in turmoil for the foreseeable future, at least until consumers begin to spend and construction activity increases. The report predicts that the State's unemployment rate will top out at 11.9% mid-2010, and for the economy to begin growing again in 2011, which is half-way through the second year of this two year budget proposal for the City of Dana Point.

Along with the economy suffering extensive declines, particularly as the world's stock markets began their freefall in late Summer 2008, Dana Point hotel resorts began to see a substantial number of advance room bookings cancelled; correspondingly, the City's transient occupancy tax and sales tax revenues declined considerably. This circumstance is the major driver behind revenue projections for this two-year budget proposal. The negatives being experienced by our tourism-generated tax revenues have been somewhat offset by the consistent positive performance of the City's property tax base, which grew by over 4% for FY2009. Compared to many other cities in the region, the assessed value of Dana Point's property tax has remained relatively unscathed. Even with the world's dismal economic condition, the City of Dana Point is well positioned to persevere through this downturn. This circumstance is not by chance, but rather because the City's budget is not heavily-laden with personnel costs, and because of the City's long-standing commitment to investing in one-time capital expenditures that can be curtailed in difficult times, coupled with the City's conservative fiscal practices that have traditionally put a premium on building and maintaining adequate reserve funds.

Finally, and as a result of our local economy's penchant for the tourism dollar, we will keep a firm focus on economic development opportunities that will allow Dana Point to continue to successfully compete against other destination resort communities that are vying for the same tourism dollar.

## Situation in Sacramento

While local government reflects the truest form of democracy in America and has arguably the most direct effect on our citizen's day-to-day quality of life, it also has the greatest challenge since it gets the smallest percentage of the taxpayer dollar. Thus, successful local governments not only have to be extremely responsive to constituents, but also have to do so in a most efficient manner. To be effective in delivering the myriad of services it is responsible for, local government has no choice but to manage operations similar to a private business with a watchful eye on the bottom-line. Unfortunately, the same cannot be said for Sacramento.

In an effort to deal with the seemingly endless series of budget crises in Sacramento over the past several years, the State recently approved the Budget Act of 2009. The Act is intended to be a comprehensive solution to the then \$41.6 billion budget shortfall. Since the time that the shortfall was "solved", a new shortfall estimated \$8 billion has materialized as a result of the worsening economy.

When the State approved the Budget Act of 2009, it did so by including \$12 billion of "temporary" tax increases and a plan to generate an additional \$5 billion by borrowing against future lottery revenues. There are also substantial expenditure reductions over a broad range of programs, totaling some \$16 billion. This still left a remaining \$8 billion gap to be filled, which the State hoped to cover using Federal economic stimulus funds. This is likely to be a one-time revenue source that will leave a future budget gap. There are also about half a billion of one-time loans and transfers (the State's traditional method of budget balancing).

Among the revenue "solutions" in the State's 2009 Budget Act are:

- A temporary 1.0% increase in the State sales tax (thru 6/30/2012);
- A temporary 0.5% increase in vehicle license fees (thru 6/30/2013);
- A temporary 0.125% increase in each personal income tax rates (through 2012);
- A triggered 0.125% increase in each personal income tax rates (through 2012); and,
- A temporary reduction in personal income tax exemptions (through 2012).

Certain of these revenue increases may sunset earlier or later than the date indicated, depending upon the outcome of several propositions on a special May 19, 2009 State ballot. In addition, the triggered personal income tax increases will not occur if total Federal economic stimulus monies received by the State exceed \$10 billion.

Among the larger components of the expenditure reductions in the State's 2009 Budget Act are:

- \$8.5 billion from Prop 98 funding for schools;
- \$1.3 billion from higher education funding (excluding Community Colleges);
- \$1.2 billion from growth of State employee compensation; and,
- \$709 million from the State prison system.

From the City's standpoint, there do not appear to be any revenue losses or direct cost shifts that will impact our budget. There could potentially be a small decrease in the FY2010 COPS

program allocation (due to a shift in funding sources); however, the City does not budget these revenues until the allocation is known and certain (typically in August or September each year). In any case, the impact is likely to be no more than approximately \$10,000.

One remaining threat to the City's finances is the State's current cash flow problem. Due to the timing of State revenues and expenditures, the State repeatedly finds itself in a cash-flow crunch, forcing delays in payments for goods and services, as well as tax refunds to residents. Last year, in order to conserve cash, the State temporarily borrowed several months of Highway User Tax ("HUT") payments due to cities and counties. The first such borrowing occurred in fiscal 2008, and was repaid without interest in September 2008. The State is once again borrowing our HUT money, suspending payments at this time for three months, with a promise to pay it back in May 2009. These borrowings are a great deal for the State, which pays no interest on the borrowed funds, but it forces cities and counties to front the cash to cover expenses until the borrowing is repaid. Also, although it has not yet done so, the State has the right, under Article 13 of the constitution, to borrow up to 8% of the City's ad valorem property tax revenue. Fortunately, the process to borrow these taxes is more complex, requiring a 2/3 vote of the legislature and it mandates that the borrowed funds be repaid, with interest, within three fiscal years of the borrowing, and that no more than one borrowing can be outstanding at one time, along with limiting such borrowings to no more than twice in a 10 year period.

Although it currently appears unlikely that the State will need to resort to borrowing our property tax revenue, it is still prudent to assume the worst case when putting together our financial plans. In a conservative response to this potential threat, the City Council created a "Reserve for State Budget Impacts". Given the uncertainties of this current economy, and also the outcome of the upcoming propositions on the upcoming State special election, Staff believes it prudent to sustain this reserve in the FY 2010 & FY 2011 budget cycle. However, based upon analysis Staff now believes this reserve can safely be reduced from its current level of \$2,033,000, down to \$1,475,000. The latter figure represents the estimated amount needed to cover the worst-case temporary revenue loss.

As for the State's future plans, the legislature appears to recognize that the State can no longer use the periodic higher-than-normal revenues that come about during a booming economy to create permanent, ongoing spending commitments and tax cuts. Their proposal for budget reform being put before voters at the upcoming State special election appears designed to end the traditional binge and purge cycle by creating a substantial Rainy Day fund of up to 12.5% of State General Fund revenues; this fund is stated to be for use only during times when revenue is insufficient to fund a moderate, population-and-inflation based growth in spending.

Unfortunately, the Governor's Budget is still forecasting substantial operating deficits in the outlying years (\$12 billion, \$10 billion and \$13 billion, in FY 2011, FY 2012 and FY 2013, respectively). These deficits may be mitigated somewhat by the 2009 Budget Act and passage of the accompanying ballot measures, but it is clear that there is much more work to be done in the future.

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



**General Fund Estimated Revenues in Dana Point**

Total projected General Fund revenue for FY 2010 and FY 2011 is \$28,607,600 and \$29,480,700, respectively. Over the past year the City has seen and responded to the impacts of the recession, with declines in both transient occupancy tax and sales tax, representing the City's first and fourth largest revenues, respectively. The recession has had a broad impact on other City revenues as well; with property tax growth flattening, and declines in permit and fee-based revenues. Compared to the first eight months of FY 2008, the same period in FY 2009 recorded total General Fund revenues down over 11%. The City's largest revenue sources (transient occupancy tax, property tax, in-lieu property tax and sales tax) combined comprise over three quarters of General Fund revenues.

As it has been since incorporation, transient occupancy tax ("TOT") remains the City's largest revenue source, at about 34% of General Fund revenue. After a decade of steady growth, in FY 2009 the City is seeing its first decline in TOT revenue compared to the prior fiscal year. Through the first eight months of FY 2009, TOT revenue was down by over 14% compared to FY 2008's record-levels. Given the discretionary nature of resort travel, it is difficult to predict when there will be a sustainable turnaround in tourism. Nonetheless, we are somewhat optimistic that our hotels are at or near the bottom of this turbulent downturn and that the outlook will brighten later in the year. For purposes of projecting TOT revenue for FY 2010 & FY 2011, and based on the lower adjusted FY 2009 budget of \$9.1 million, Staff estimates growth of 7.5% and 5.1%, respectively. Note that the FY 2010 & FY 2011 TOT estimates at \$9.75 million and \$10.25 million, respectively, are still considerably less than the FY 2008 actual TOT revenue of \$11.32 million.

Intent on raising additional funds to brand market the city as an upscale, overnight resort destination, this year the city's four largest hotels (Ritz Carlton, St. Regis, Laguna Cliffs Marriott and Doubletree Guest Suites) officially formed the Dana Point Business Improvement District ("DPBIA"). Combined, these four hotels comprise approximately 70% of Dana Point's hotel rooms, and beginning January 1, 2010, they will pool monies collected from their guests via a \$3 per room-night assessment. These funds, expected to range from \$500,000 to \$750,000 per year, will be utilized for the jointly-managed marketing program. This will serve to build upon our foundation for future economic development efforts as we compete to attract tourism to Dana Point.

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

However, the vast majority of properties on the tax roll will continue to receive the 2% Proposition 13 assessment growth since they are still on the tax roll with assessed values well below current market value, and despite the weak real estate market these properties still have increasing property taxes. Moreover, as new construction continues in the Headlands area, more properties will come onto the tax roll. After weighting these various factors, we were advised there may be zero net growth in property tax revenues in FY 2010, followed by 2% growth in FY 2011. Based on these projections revenue estimates for FY 2010 and FY 2011 are \$6,186,000 and \$6,315,000, respectively.

In-lieu property tax, our third largest General Fund revenue source at 14%, is the result of the Vehicle License Fee ("VLF") swap and sales tax "Triple-Flip" that the State imposed upon cities beginning in FY2005. The VLF swap represents approximately 92% of the pre-swap motor vehicle in-lieu ("MVIL") revenues received by the City, and is a permanent swap of these revenues for property taxes. This 92% has been replaced with an equal amount of property tax revenues, the future growth of which is directly tied to growth in assessed valuation. For consistency, the appropriate growth estimate would be the same as that used for the property tax revenue estimate shown earlier. Using these growth factors, the MVIL portion of the in-lieu property tax revenue is projected to be \$3,035,000 in FY2010 and \$3,095,000 in FY 2011. The remaining 8% continues to be paid in the form of MVIL revenues.

For the sales tax triple flip, one-fourth of the 1% of State sales tax (i.e. our 1% is from the now 8.25% total State sales tax) due to the City has been temporarily exchanged for property taxes. However, in the case of sales tax, the amount of associated in-lieu property taxes is based upon actual sales tax generation, not on changes in the assessed valuation of properties. The sales tax Triple-Flip, formulated so the State could issue "Economic Recovery Bonds" to balance its budget, is considered temporary and will sunset once those bonds are retired by the State. Growth in the sales tax triple flip component of the in-lieu property taxes is tied to growth in sales tax revenues, and therefore uses the same assumptions as for sales tax revenues, as discussed below. This amounts to \$929,000 in FY 2010 and \$1,070,000 in FY 2011.

The final major revenue category, sales tax, represents about 11% of General Fund revenue. Through FY 2007 the City had seen year-over-year growth in sales tax revenues in every year since the City incorporated. In FY 2008 and continuing in FY 2009 the City began experiencing year-over-year declines in sales tax revenues. These declines were again driven by tourism and by falling gasoline prices (7 of our top 25 sales tax generators are gas stations). Staff worked closely with the City's sales tax consultant to project future revenue, and anticipates a 5% decline in FY 2010 followed by 2% growth in FY 2011. Therefore, for FY 2010 and FY 2011, the revenue projections are \$3,146,000 and \$3,209,000, respectively.

### **Interest Income Earned on City Funds Held on Deposit**

Each year the City updates the City's *Statement of Safekeeping and Investment of Public Funds*, and presents it to the City Council for adoption. This document governs the manner in which City funds are invested. The City's portfolio currently consists of investment in the State of California Local Agency Investment Fund ("LAIF"), and in a laddered portfolio of two-year

U.S. Treasury Notes ("T-Notes"). Generally, these investments are allocated approximately 47% in LAIF and 53% in T-Notes, currently totaling approximately \$46.6 million.

After peaking in the third calendar quarter of 2007, interest rates achieved on the City portfolio began a steady decline. The LAIF yield stood at 5.25% in August 2007 and has since fallen below 1.80%, while the City's T-Note portfolio yield has fallen from a peak of 4.73% to the current 2.96%. During this period the U.S. Federal Reserve reduced the federal funds interest rate from 5.25% to zero. For the immediate future it appears likely that interest rates captured by City investments will remain low as investors avoid the stock market for the safety of federal government debt. For budgetary purposes, Staff has conservatively projected that the City's investment portfolio yield will range from 1.7% to 1.8% during the budget period.

Of the City's portfolio, about \$18 million is in the Capital Improvement Projects Fund ("CIP"), with some designated for specific projects currently being constructed or planned to be in future years. As projects currently in progress are completed, it is anticipated that the City will begin FY 2010 with approximately \$7 million in the CIP on capital projects that are underway, and \$7.8 million in CIP reserves. Of the \$7.8 million of reserves, \$4.4 is designated for specific projects and \$3.4 is undesignated. The level of CIP expenditures significantly impacts the size of the investment portfolio, and therefore the level of projected investment income. For purposes of the FY 2010 and FY 2011 budgets, Staff has estimated CIP outlays of \$2.8 million and \$3.5 million, respectively. The source of these outlays will consist of a combination of carryover funds from prior years, new revenues and transfers from CIP reserves.

### **Fee Policy**

The City charges certain fees to customers that are intended to recoup some costs incurred for providing various services. These services range from planning, engineering, building and recreation, to name a few. The fee structure currently in place is antiquated, and frankly Staff believes that a standardized process should be established and in particular guided by policy direction from the City Council. In the near future, Staff proposes to engage the City's Investment Review Committee in discussions about formulating a formally adopted City fee policy that incorporates current legal constraints, along with fair and objective costing methodologies.

### **Adopted General Fund Expenditures in Dana Point**

The proposed General Fund expenditure budget for FY 2010 is \$28,679,206, and \$28,855,382 for FY 2011, respectively. The primary objective when putting together this biennial budget was to allocate resources in a manner that continues to support high-quality public services. The City has been able to accomplish a great deal the past two fiscal years and the goal of the next two years is to maintain and improve on what has been achieved. This is not to say that the City intends to stay idle during the next two fiscal years. The economy will turnaround and the City will want to be prepared to take advantage of it when it does.

### **Citywide Personnel Costs**

The proposed budget does not add any new positions, maintaining 64 full-time employees. In the Fall of 2008, and in response to the economic downturn, the City implemented a hiring freeze. As a result, positions for an associate planner and a construction secretary remain vacant and their workloads reassigned to other staff. Though the proposed budget does not include funding for these positions, should the economy improve and development and/or City capital project activity achieve prior levels, Staff may propose that the City Council again approve funding.

About one-half of the City's workforce is represented by the Dana Point City Employees Association (DPEA). The beginning of this upcoming two-year budget marks the mid-point of the current three-year labor agreement between the City and DPEA, which began January 1, 2008 and runs through December 31, 2010. The City and the DPEA will obviously have to begin discussions regarding renewal of the agreement prior to the expiration date. However, given the current fiscal situation and the amount of time between now and the expiration date of the labor agreement, no potential proposals are incorporated in the proposed budget.

Included in the proposed budget are two prepayments to the California Public Employee Retirement System ("CalPERS") which will provide considerable savings for the City. The first prepayment involves the early retirement of a separate "Side Fund" pension obligated created when CalPERS consolidated the City's pension plan with that of other small agencies in 2004. That liability is currently \$860,000 and is being amortized over the next 11 years at the rate of about \$90,000/year. CalPERS charges the City a steep 7.75% interest rate on the outstanding balance. Since the City is earning a much lower rate of return on its investments than CalPERS is charging on the outstanding balance, Staff is proposing an early retirement of the remaining \$860,000 Side Fund obligation. This action will save the City about \$220,000 in retirement costs over the next 11 years. The FY 2010 payoff cost of \$860,000 has been spread to each department's budget in proportion to budgeted salaries.

The second CalPERS prepayment covers the FY 2010 employer portion of the pension contribution. The City normally remits these payments bi-weekly, consistent with our payroll cycle. However, due to a quirk in the methods used by CalPERS to calculate the contribution amount, the City has a window of opportunity to significantly reduce the required contribution for FY 2010. To take advantage of this opportunity, the City simply pays the entire FY 2010 contribution at the beginning of the fiscal year instead of bi-weekly throughout the year. By taking advantage of this opportunity, the City will be reducing its required pension contribution by \$185,000 in FY 2010.

The following highlights some of the more significant issues and services in the FY 2010 and FY 2011 budgets:

### **Water Quality in Dana Point**

Water Quality continues to be a top priority and we are continuing to get a tremendous amount completed on a city-wide basis. The City will be facing significant regulatory challenges as the new National Pollutant Discharge Elimination System (NPDES) permit requirements and Total

Maximum Daily Load (TMDL) requirements evolve from the Regional Water Quality Control Board (RWQCB) this year. The City will be required to enhance existing, and develop new programs over the next budget cycle to comply with these regulations, some beneficial and some onerous.

The DNA Epidemiological Study and Source Tracking Study conducted at Doheny State Beach concluded in Summer 2008, and Staff looks forward to receiving the final report and conclusions. Initial results will be released soon, with full evaluation expected to be completed in 2010.

The City recently received confirmation of Federal funding for the Army Corps of Engineers' study regarding poor water circulation that plagues Baby Beach in the Orange County Harbor. The study is intended to develop solutions to solve this long-standing problem.

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

The City will continue to look for and implement water quality improvement projects, such as was done recently in partnership with MiOcean and the Niguel Shores Homeowners Association. That project resulted in the construction of facilities that divert nuisance water away from Strand Beach. Staff continues to operate the Salt Creek Ozone Treatment Plant and is diligent in exploring the recycling of this water, barring regulatory obstacles. In addition, the City will be taking over the operation and maintenance of several new public facilities at the Headlands, including the storm drain system and water quality treatment filter systems, trash separation units and nuisance water diversions. The world of water quality is evolving and our program has expanded to integrate water conservation, trash and recycling, vector control, energy and sustainability.

### **Law Enforcement in Dana Point**

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

The projected contract with OCSD for FY 2010 is \$8.9 million, up 3.6% from the amended FY 2009 budget, and with the proposed level of staffing being comparable to that of FY 2009.

In 2009, Dana Point Police Services launched the Community Oriented Policing and Problem Solving program, known as the "Community Service Unit" or "CSU." The entire city has been divided into three geographic policing sectors, with each sector assigned a CSU deputy and a

community services officer. This form of community policing recognizes that police can better solve public safety issues by working collaboratively, encouraging an interactive partnership between law enforcement and residents. The program was established using existing staff and resources, and therefore had no fiscal impact to the City's contract with OCSD.

The Neighborhood Watch Program format has also been updated, and membership outreach is being conducted at all community events. A significant resurgence in interest has occurred, and CSU is leading the way by conducting meetings in each of the three districts.

The City continuously assesses the never-ending slate of state-of-the-art "tools" that enhance our ability to prevent and respond to public safety issues. A few recent and developing examples include:

- A city-wide, wireless mesh camera network, which is designed for City facility and asset protection, crime prevention and detection, disaster response, and traffic management. Full implementation will include over 30 prepositioned, remote-controlled cameras;
- Smart-phones used by various City-staff to record and track graffiti, and that is linked to a countywide database managed by the Orange County Sheriff's Department;
- Two electric-powered, 3-wheel vehicles, or "T3's", dubbed "the next generation law enforcement tool". These devices provide considerably improved mobility of public safety personnel assigned to patrol our parks and special events; and,
- A 4-wheel drive, fully equipped police Jeep which provides additional capacity to our existing all-terrain vehicles, and allows for more frequent and effective Sheriff's deputy patrols along County-owned Salt Creek and Strand beaches.

An Intervention Specialist pilot program was also initiated mid-FY2009, with the goal of focusing on educating and guiding high school students, their parents and Dana Hills High School (DHHS) faculty towards a drug- and alcohol-free environment, and to further the reduction of risky behavior of youth in the community. This program quickly showed positive and what look to be lasting results, has been well received by DHHS faculty and parents, and therefore is enthusiastically proposed for continued funding in this budget.

Additional initiatives and programs included in the proposed budget include:

1. **Information Technology**: The City has realized significant improvement the past few years in how well it serves the community. One result of improved customer service is that constituents expect top-notch services, and are demanding more services and better access to City systems and processes in order to effect self-help. To further its ability to deliver quality services in a timely and cost-effective manner, much emphasis is placed on furthering the City's use of information technology. The City's IT infrastructure, resources and service delivery technologies are under ever increasing pressure and need to be updated and enhanced to meet current and future needs of the City. In October of 2008, the City Council commissioned development of a City Information Technology Master Plan ("ITMP"). The

ITMP charts the course for utilization of information technology in the effective delivery of services over the next 2-4 years.

Staff is ready to implement key technology components. The ITMP is segmented into two phases, with Phase I having a primary focus in this proposed biennial budget. Phase I initiatives concentrate on implementing core systems along with infrastructure upgrades that will form an enterprise IT foundation. This approach has three key enterprise components: an Enterprise Business System; and Electronic Document Management System; and, an enterprise Geographic Information System (GIS). Completion of Phase I will provide for web-based e-services, online transactions/payments, enhanced electronic communications and master data management, among other functions.

The proposed budget, at \$250,000 each year, is viewed by Staff as a prudent investment given the current economy. It will allow us to move forward at a cautious but certain pace, with the return on this investment directed at further enhancing customer service.

2. **Customer Service Development Program:** Early in 2008 the City Council directed Staff to launch our Customer Service Development program, aimed at cultivating a 5-Star, concierge-approach to how City Staff provide customer service. Staff has whole-heartedly grasped this objective and has made great strides toward providing service in a manner that exceeds customer expectations. The City's customers are being exposed to "The Dana Point Way" of service delivery and, through the receipt of a large number of positive letters and e-mails, appear to appreciate the effort. To maintain the momentum already established, the proposed budget contemplates continuing the successful elements of the existing program, as well as adding expectations for the Employee Customer Service Committee's to develop service standards.
3. **Community Events/Services:** The proposed budget continues to support the wide variety of community events within the City. Funds have been dedicated not only to continue these events but also to continue them at the enhanced level that the City has been able to establish the past two years. Early Summer 2009, the City will begin its Movies in the Parks program at Lantern Bay Park. Movies were first introduced during the 2009 Festival of Whales and were enthusiastically received by the community. Staff anticipates that the summer movies program will be just as, if not more, successful. The 2009 Festival of Whales was by many reports the best to date, with the addition of the Grunion Run 5K, the Concert at Baby Beach and a spectacular parade that spotlighted more than 62 community groups. The Dana Point Grand Prix celebrated its 3<sup>rd</sup> run and continues to grow into an event that attracts visitors from various parts of the country. Another great addition to the City's event calendar is the Dana Point Concours d' Elegance at the St. Regis, which is expected to expand in 2009, followed by a high-end classic car auction being discussed for the 2010 event. The City looks forward to continuing to support top-quality, family-oriented events for its residents, and doing so in a manner that provides opportunities for our local business community.
4. **Nature Interpretive Center:** The City is gaining almost 41 acres of exceptional park space at and near the Headlands, including some pristine shoreline areas along a portion of the Marine Conservation areas. Along with this, the budget provides continued implementation

of programs coordinated by our Natural Resources Protection Officer and located at the new Headland Nature Interpretive Center. The Center will include interpretive exhibits for the Open Space Parks and will be a great location for educational material regarding Marine Protected Areas ("MPA"). The Nature Interpretive Center stands to provide Dana Point with a great opportunity to support and help lead the planning and management of the MPA's. To better reflect the expanded role that encompasses this new endeavor, a name change is proposed for the City's Water Quality Department (#57), to that of Water Quality and Natural Resources. Funds have been budgeted for the start up costs for the Center as well as for habitat maintenance, docent training, and other supplies related to responsibilities for our Headlands Open Space.

5. **Expanded City Event Marketing:** Continued, yet measured growth of participation in, along with visibility of, the many wonderful community events hosted in town is another important goal for the City. Funds have been budgeted to continue, and slightly expand event marketing. The City has partnered with television station KOCE to produce and air 30 second spots on PBS channels 10, 710 and 810 for some of the City's larger events such as the Festival of Whales, the Tall Ships Festival and the Dana Point Grand Prix. During the Festival of Whales, increased media exposure was achieved with the colorful, informative "wraps" on buses that traverse the local area. It is proposed to expand this type of advertising to cover other large City events.
6. **General Plan Update:** In 2005, substantial progress was made on updating the City's General Plan, but completion was deferred given efforts needed to deal with the Headlands project and the Town Center Plan. Updating the General Plan will benefit the community as it provides the vision upon which many important community decisions are based. The City recently revised the Housing Element portion of the General Plan, and it was accepted by the State. Other components include: Land Use Element, Urban Design Element, Circulation Element, Noise Element, Public Safety Element, Conservation/Open Space Element, Public Facilities/Growth Management Element and Economic Development Element. Staff will begin working to complete the General Plan update, particularly since most of it has not been updated since it was adopted in July of 1991. The General Plan update process includes extensive public outreach and review to obtain input from the public to ensure the General Plan reflects the vision and goals of the Community.
7. **Municipal Code and Administrative Policies Updates:** A thorough review and update of the City's Municipal Code has not taken place since incorporation. As a newly incorporated City, Dana Point adopted many County of Orange ordinances in order to establish its own codes. Over the years, several updates and changes have been made to the Municipal Code. In order to make sure we have codes that are consistent with practice as well as the law, a complete review of the Municipal Code needs to be conducted. A similar situation exists with the City's Administrative Policies, with many of the policies in need of updating, and cases where it appears that current practices should be incorporated into written policies. Such a review is considered a best-practice in municipal management, particularly as it relates to risk management.



As stated previously, predicting when the current economic recession will end is not easy or certain. As a result, revenue predictions for FY 2010 and FY2011 are very conservative, but not overly pessimistic. Should the current recession deepen, Staff is prepared to work with the City Council to make the necessary operating budget adjustments at the appropriate time. At the same time and not if, but when better financial times come about, Staff intends to engage the City Council in public discussion to identify and fund additional infrastructure projects, planning documents and/or economic development programs.

### **General Fund Balance Projection**

In August 2006, the City Council approved the recommendation of the Investment Review Committee to adopt a General Fund Reserve Policy. This policy established three reserves: Cash Flow Reserve (set at 10% of General Fund revenue), Emergency Reserve (set at 20% of General Fund revenue), and Capital Projects Sinking Fund Reserve (balance of not less than \$2.5 million). In March 2008, the City Council created another new reserve ("Investment Mark-to-Market Reserve"), to account for unrealized gains on the City's investment portfolio in accordance with Generally Accepted Accounting Principles. In addition, the City has established a reserve for funds that have been collected from developers which are dedicated for use in developing public art ("Art in Public Places Reserve").

In the FY2008 and FY2009 budgets, the City Council also established a temporary reserve to set-aside funds to be used in case the State, in balancing its budget, seizes or borrows City revenue. Although this reserve is intended to be temporary in nature, the State's ongoing budget problems represent a continuing threat to City revenues, and it is therefore recommended that this reserve be sustained. Staff has performed an analysis of City revenues potentially at risk, and determined that property taxes and gasoline taxes are the revenues at risk. The maximum potential borrowings by the State, or worst-case scenario, from these two sources would be \$1,475,000. Therefore, it is recommended that the State Budget Impacts Reserve be reduced from its current level of \$2,033,000 to \$1,475,000. This action will allow for an increase to the General Fund Undesignated Fund Balance. The Total Reserved and Undesignated Fund Balance remains relatively constant for FY2010, and actually increases in FY2011. This reclassification of fund balance allows the City Council greater flexibility to still guard against potential "take-aways" by Sacramento and the ability to utilize available funds to address operational issues as they arise in the future.

Based upon the recommended revenue and expenditure budgets, along with adjustments based on reserve policies and including the one-time CalPERS Side Fund payoff of \$860,000, the undesignated General Fund balance will increase by \$1.6 million in FY2010 and \$364,314 in FY2011.

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

General Fund Reserves	Estimated 6/30/2009	Projected 6/30/2010	Projected 6/30/2011
Cash Flow	\$ 3,191,000	\$ 2,795,000	\$ 2,882,000
Emergency	6,382,000	5,590,000	5,764,000
Capital Projects Sinking Fund	3,169,000	3,169,000	3,169,000
Investment Mark-to-Market	381,000	381,000	381,000
Art in Public Places	105,796	105,796	105,796
Potential State Budget Impacts	2,033,000	1,475,000	1,475,000
<b>Total Reserved Fund Balance</b>	<b>15,261,796</b>	<b>13,515,796</b>	<b>13,776,796</b>
<b>Undesignated Fund Balance</b>	<b>4,257,414</b>	<b>5,950,908</b>	<b>6,315,222</b>
<b>Total Reserved and Undesignated Fund Balance</b>	<b>\$ 19,519,210</b>	<b>\$ 19,466,704</b>	<b>\$ 20,092,018</b>

### Capital Improvement Program (CIP) in Dana Point

Given the state of the economy and the impact on City revenues, the proposed budget is very limited when it comes to investment in capital projects. The community has benefitted significantly from all of the capital improvements successfully completed not only the past two years, but honestly from what has been accomplished the past six years. In the past budget cycle, we were able to initiate and complete some very significant, lasting improvements for the community:

- Sea Terrace Park (new)
- Sunset Park Improvements
- Calle Paloma Park (new)
- Golden Lantern Medians – re-landscaped
- Lantern Bay Park Improvements – re-landscaped
- Pacific Coast Highway Medians (new)
- Citywide Wireless Mesh Camera Network
- DHHS Pump Station
- Niguel Shores Nuisance Water Diversion
- Annual Residential Roadway Resurfacing FY09
- PCH Widening and Pedestrian Bridge
- Community Development Public Counter & Offices
- Preliminary Design of Town Center

What is not adequately communicated by simply reading the list of great projects that have been recently delivered is the exceedingly high quality of those projects. The City Council has been steadfast in its commitment to properly fund projects it approves, and it truly shows. Time and again I receive compliments on how this community's assets are cared for, and honestly it all comes down to commitment to quality and attention to detail.

### **Capital Infrastructure Funding Policy**

In August of 2006, the City Council approved the General Fund Reserve Policy and the Capital Infrastructure Funding Policy. The General Fund Reserve Policy requires that the City Manager and Public Works Director recommend a sufficient balance to be maintained in the General Fund Capital Project Sinking Fund Reserve, which in 2006 was set at \$2.5 million. Based on recent investments in capital projects and ongoing proposed funding commitments, the current balance of \$3,169,000 is deemed sufficient for the upcoming budget cycle. The Capital Infrastructure Funding Policy calls for prioritizing new "Priority 1" capital projects as part of the budget adoption, if funding levels allow within budget. Again, given the state of the economy and City revenues, no New Priority 1 projects are recommended in the proposed budget. However, a list of unfunded Priority 2 projects has been identified and included in the CIP budget, and should the City's financial position improve Staff intends to engage the City Council in discussions to re-prioritize and fund those projects. Lastly, the policy directs that each year any projected General Fund surplus be transferred to the Capital Projects Fund, of which there is no projected surplus in the FY 2010 budget.

### **Capital Improvement Projects**

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

- Drainage/Diversion Repair (\$100,000/year)
- Slurry Seal (\$100,000/year)
- Arterial Roadway Rehabilitation (\$100,000 FY 2011)
- Sidewalk and Concrete Repairs (\$100,000/year)
- ADA Improvements (\$100,000/year)
- Traffic Safety (\$150,000/year)
- General Park Rehabilitation (\$200,000/year)
- Street Tree Replacement (\$100,000/year)
- Lantern Village/La Cresta Medians (\$250,000 FY 2011)

Projects with appropriations proposed for carry over from FY 2009, along with new FY 2010 and FY 2011, combined totaling \$8,620,499 include:

- Dana Point Library Improvement (\$1,494,170)
- Arterial Roadway Resurfacing & Repair (\$325,000)
- Sidewalk Repairs (\$100,000)

- Minor Drainage Repairs (\$212,000)
- ADA Improvements (\$125,000)
- PCH Relinquishment (\$109,000)
- Slurry Seal (\$200,000)
- Street Tree Replacement (\$250,000)
- PCH/Del Prado Improvements Phase I (\$500,000)
- Via Canon Park Design/Construction (\$100,000)
- Swimming Pool Renovation (\$400,000)
- Beach Road Train Crossing Improvements (\$150,000)
- Del Obispo Community Center Parking Lot (\$100,000)
- Annual Residential Roadway Resurfacing (\$3,165,329)
- PCH Medians Phase II (\$1,230,000)

In developing the CIP Program budget and projects, staff has prepared a balanced program that deals with maintenance and development of roadways, and parks infrastructure and improvements to public amenities. In these tough times where many other local governments are having to gut their operating and capital budgets, Dana Point's conservative fiscal policies make it possible to continue to fund a comprehensive and robust capital program.

## Conclusion

It is not by chance that the City remains on sound financial ground. It has been with much foresight, worrying about the "what if's", planning and execution over many years that the City of Dana Point has strong reserves and continues to live within its means. The healthy operating surpluses of the past few years were not committed to new, ongoing costs, but rather were prudently invested in valued, one-time capital projects that will reap benefits for decades to come. Those surpluses have certainly been affected by the economic downturn, but with a balanced budget we are in good stead to realize them again when the economy rebounds.

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

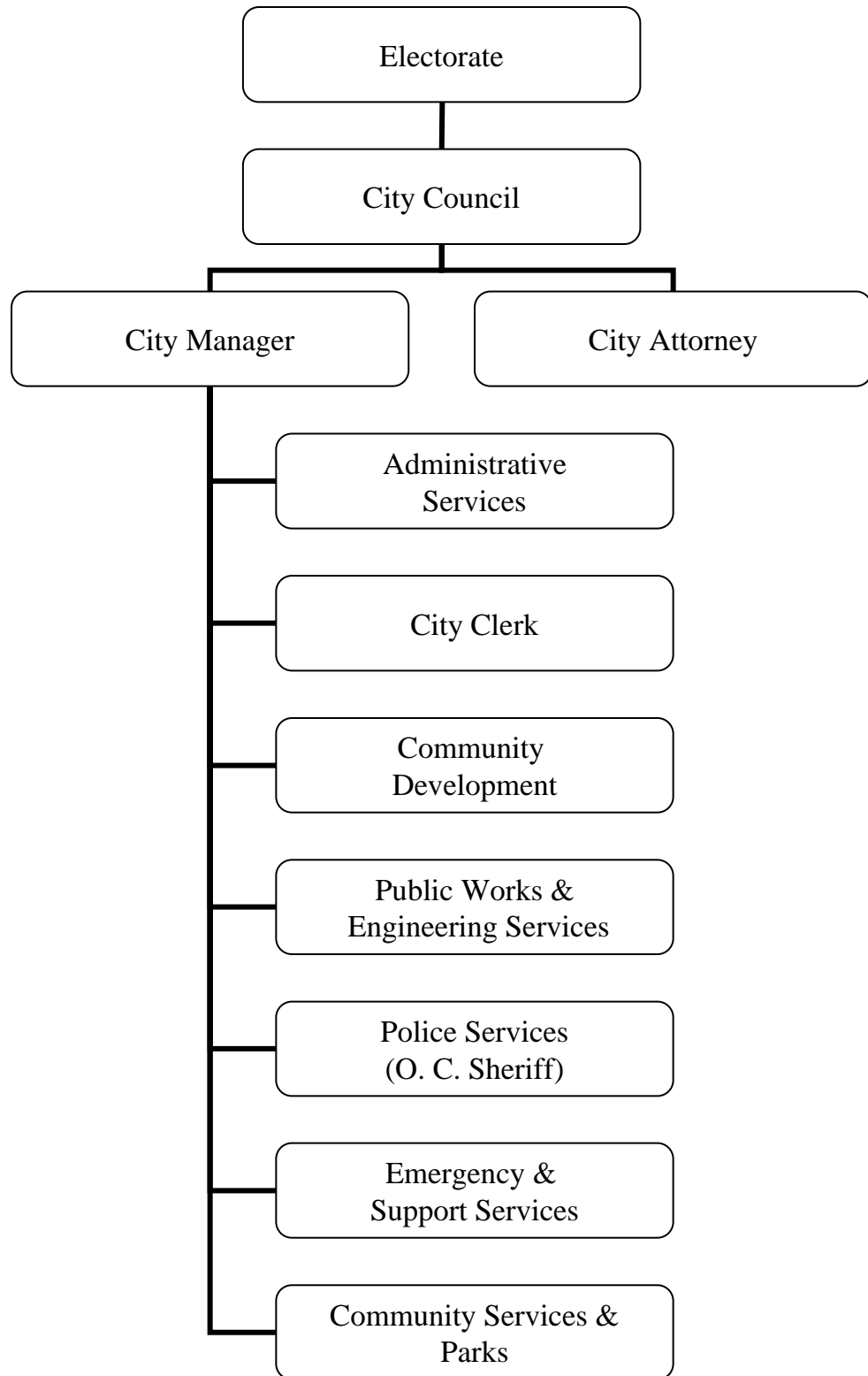
Douglas Chotkevys	City Manager/City Treasurer
Mike Killebrew	Director of Administrative Services
Kathy Ward	City Clerk
Kyle Butterwick	Director of Community Development
Brad Fowler	Director of Public Works & Engineering Services
Lt. Mark Levy	Chief of Police Services
Patrick Muñoz	City Attorney
Dave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

## Department of Administrative Services (Finance & Administration Division)

Mike Killebrew	Director of Administrative Services
Andrew Glass	Accounting & Data Processing Manager
Sea Shelton	Senior Management Analyst
Jennifer Anderson	Management Analyst
Shelley Velez	Personnel Analyst
Beverly Brion	Accounting Technician
Dyanne Weamire	Administrative Secretary

# CITY OF DANA POINT

## Organizational Chart



## BUDGET PHILOSOPHY AND OPERATING GUIDELINES

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



## **CITY OF DANA POINT SUMMARY OF ACCOUNTING PRINCIPALS**

### Fund Accounting

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

Governmental Funds:

General Fund

Special Revenue Fund

Capital Projects Fund

Fiduciary Fund:

Agency Fund

### Accounting Basis

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

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

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

## **BUDGET CALENDAR**

February 2	Distribute budget material to departments.
February 27	Completed budget materials due to the Administrative Services Department for General Fund departments & Facil Impv. Fund.
March 2	Budget narratives and major accomplishments due.
March 2-13	Administrative Services Department consolidates budget information. City Manager meets with City Council members to solicit input on operating and CIP budget priorities. Administrative Services to provide City Manager with preliminary estimate of General Funds available for CIP on March 13.
March 16	City Manager to provide direction to Public Work re: CIP budget priorities, based upon City Council input and funding availability. Public Work to continue development of CIP budget.
March 16-25	Meetings with CM, Dept. Heads to review budget submittals, identify initial revisions and consider results of IT Master Plan.
March 26-April 2	Administrative Services prepares preliminary budget, incorporating revisions identified during City Manager review. Preliminary budget will consist of revenues, department budgets, narratives and CIP budget.
March 30	Draft 7-year CIP budget due from Public Work.
April 2	City Manager meeting with Administrative Services and Public Work to revise/finalize proposed CIP budget.
April 8	Final proposed CIP budget spreadsheets due to Administrative Services for inclusion in budget package
April 9-15	ASD assembles draft proposed budget.
April 16	Draft proposed budget distributed.
April 20-May 1	Individual budget briefings with members of the City Council
May 11	Budget adopted.

## FACTS ABOUT DANA POINT

Date of Incorporation:	January 1, 1989
Form of Government:	Council-Manager
City Area/Population:	6.7 Square Miles/37,082
Assessed Valuation:	\$8,879,909,164.00

### **Fire Protection:**

Number of Stations	2
Number of Career Fire Fighters & Officers	24
Number of Reserve Fire Fighters	20

### **Police Protection:**

Number of Sworn Officers	32
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### **Education:**

Attendance Centers	3
Number of Teachers	158
Number of Students	3,809

### **Recreation & Culture:**

Parks	23
Libraries	1

### **Hotels/Motels**

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

<b>Number of Registered Voters</b>	<b>23,815</b>
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## **ECONOMIC CONDITION AND OUTLOOK**

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

The City is highly reliant upon the tourism industry which is the City's principal revenue source. At 34% of governmental revenues, transient occupancy taxes remain the City's single largest revenue source. This tax is imposed at the rate of 10% upon visitors staying in lodgings located in the City. The luxury hotels that many visitors stay in are also the City's largest individual property-tax payers, the largest employers and the largest sales-tax generators. Moreover, their guests dine in the restaurants, shop in retail establishments and partake of recreational opportunities within the City that provide other streams of revenue to the City's merchants as well as its government. In total, it is estimated that the tourism industry directly or indirectly contributes 45-50% of total General Fund revenues. Over the last 12 months the City has experienced a drop in tourism due to the recession. This has adversely impacted transient occupancy and sales tax revenues. The City recently partnered with the major hotels to form a business improvement district. The district will raise funds through a small fee on nightly guest stays, the proceeds of which will be used to promote tourism in Dana Point. As the economy recovers and the efforts of the business improvement district begin to take hold, it is expected that tourists will return.

Due to very high property values and limited availability of suitable sites there is limited commercial and industrial development within the City. Most businesses are oriented toward serving visitors or local residents. The City does not have any malls, new car dealers or major franchise retailers. The City is nearly built-out, with limited future opportunities for new residential or commercial construction. The largest contiguous undeveloped parcels are located in the Headlands area of the City, which is adjacent to the Dana Point Harbor. The Headlands project received final development approval from the City and the California Coastal Commission in fiscal 2006 and final grading operations were completed in fiscal 2008. Custom lot sales began last year and the first new homes are currently under construction. When completed, the Headlands development will ultimately include 118 luxury homes together with public park facilities, open space, lodging and visitor-serving retail establishments. The Headlands area is expected to be built-out over the next three to five years, although this timetable may be significantly altered depending upon how the local and national economy fares over the next several years.

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

Over the last few years, California's economic growth and unemployment rates have largely mirrored that of the rest of the United States. However, over the last 12 months the California economy, due largely to the collapse of the housing market, has weakened at a quicker pace.

Although local unemployment rates are unavailable, the Bureau of Labor Statistics reports that unemployment rates in the greater Los Angeles / Orange County metro area have increased significantly and now exceed the national unemployment rate. Locally, the Dana Point populace has experienced significant growth in median household income (up 38.4% since 2000) and per capita income (up 34.4% since 2000). Recent forecasts point to continued income growth over the next five years. Home values, which have dropped over the last 18 months, are widely expected to remain flat or drop further.

After rising by 9.9% in fiscal 2007, growth in citywide assessed real property valuation slowed in fiscal 2008, rising by \$347 million, or 4.1%, to \$8.830 billion which is an all-time record. It should be noted that the actual underlying *market* values typically increase much more than the assessed valuations. Under Proposition 13, growth in *assessed* valuation is limited to 2% per year, except in cases where property is sold, at which time it is reassessed to market value. Due to the impact of the current economic recession, combined with a large number of pending assessment appeals, the City is anticipating essentially zero net growth in assessed real property values over this two-year budget period.

As discussed in the budget transmittal letter (beginning on page 1) a threat to the City's economic future remains in the State of California's ongoing budget problems. The State continues to face a structural budget deficit insofar as the budget only remains balanced when revenues continue to grow rapidly every year. For fiscal 2009, the State was nearly 3 months late in adopting its budget. Due to worsening economic conditions after adoption, the State was forced to raise taxes and cut spending mid-way through its fiscal year. Although the State's fiscal 2010 budget was adopted early, it was shown to have been overly optimistic on revenue projections which led to a subsequent determination that the fiscal 2010 budget was over \$20 billion in the red. On May 19, 2009, California voters rejected five ballot measures that were the Legislature's attempt to address some of these issues. As a result, further action will be required in the form of new revenues, expenditure reductions, borrowings, or a combination of all three. For the immediate future, the State faces major cash flow problems, which have resulted in their temporary borrowing of City gasoline tax revenues. Beyond that, the Governor has threatened to borrow as much as \$2 billion from local government's share of property tax revenues in fiscal 2010. Although this is a complex process and requires a 2/3 majority vote by the State legislature, it places approximately \$900,000 of City revenues at risk.

For the last decade the State has experienced repeated budget crises due to a fundamental imbalance between revenues and expenditures, and has a long history of balancing its budgets by taking funds from cities and counties. This has often resulted in the State temporarily (and in some cases permanently) diverting revenues from local governments. In fiscal 2008 the State temporarily borrowed \$219,000 of City highway user tax revenues in order to deal with a mid-year cash flow crisis in the State coffers. The State repeated this action in fiscal 2009. It is unknown the full extent to which future State budget actions may impact the City's revenues in the current and outlying years. Moreover the expenditure reductions that will be required to balance the State budget are likely to result in funding reductions for local street, park and other projects in which the State had partnered with the City in the past.

## **HIGHLIGHTS OF FISCAL YEAR 2008 & 2009 ACCOMPLISHMENTS**

**The following is a synopsis of the major accomplishments of the City of Dana Point during the 2008 & 2009 Fiscal Year.**

### **ADMINISTRATIVE SERVICES DEPARTMENT (FINANCE, RISK MANAGEMENT, HUMAN RESOURCES AND INFORMATION TECHNOLOGY)**

1. Coordinated the issuance and sale of the first portion of CFD 2008 Bonds for the Headland Reserve, LLC Community Facility District (CFD) DE 2006-1.
2. Awarded the National Award for Excellence in Financial Reporting for the Fiscal Year 2007 Comprehensive Annual Financial Reports (CAFR).
3. Completed the 2006-2007 and the 2007-2008 annual City audits with no negative audit findings.
4. Administered and implemented the City's seventh two-year budget process for fiscal years 2009-2010 and 2010-2011.
5. Completed 24 comprehensive "Monthly Financial Reports" and two Mid-Year Reports.
6. Implemented a citywide Customer Service Development Program to continue the growth and enhancement of the City's delivery of services to the general public
7. Coordinated the transfer of management of the City's Employee Flexible Spending Plan to a qualified administrator to ensure employee confidentiality and compliance with IRS regulations.
8. Transferred City's use of medical clinic for workers compensation injuries and pre-employment examinations to a local Dana Point medical clinic, resulting in a cost-savings to the City and support of a local business.
9. Organized and managed the annual Festival of Whales Parade in 2008 and 2009 which included over 55 community groups and required coordination with City staff from all departments.
10. Implemented and installed web-based applications Pay eXpert and HR/Benefits Solution for payroll and Human Resources which will provide greater efficiency and effectiveness in work load and accessibility.
11. Completed and implemented the City Environmental Policy to exhibit leadership in governance and to meet or exceed the City's goals of increasing environmental benefits and reducing or eliminating negative environmental impacts in all aspects of the City's activities.

12. Recruited 22 outstanding Dana Point high school students to serve on the Dana Point Youth Board between 2008 and 2009 to serve the community through volunteering and support of City-sponsored events.
13. In conjunction with Community Service Programs, Inc., four Orange County families were “adopted” by City residents and employees through fundraising drives and events during the 2007 and 2008 Holiday Season.
14. Successfully negotiated a three year contract between the City of Dana Point and the Dana Point Employees Association (DPEA) and effectively implemented terms of the contract.
15. Conducted annual employee salary survey for all City positions.
16. Completed (35) City staff recruitments including: Accounting Technician, Administrative Secretary (2), Associate Planner, Associate Engineer (2), Chief Building Inspector, City Clerk Specialist, Code Enforcement Officer, Emergency Services Coordinator, Engineering Technician III (2), Natural Resources Protection Officer, Permit Technician, Public Works Intern, Records Assistant, Recreation Leader (3), Recreation Supervisor, Secretary (5), Senior Building Inspector (2), Senior Civil Engineer (2), Senior Construction Inspector, Senior Permit Technician, Senior Planner, Senior Structural Engineer, Streets & Fleet Manager and Visitor’s Center Staff (2).
17. Netted zero instances of fraud with continued usage of Bank of America’s Positive Pay reconciliation and anti-fraud software.
18. Continued implementing a cyclical computer upgrade plan, including servers and workstations.
19. Continued positive labor relations with Dana Point Employees Association (DPEA).
20. Administered and coordinated additional citywide in-house employee training opportunities including training required by California laws and regulations.
21. Processing and employment orientation of 51 new staff members; processing of 20 employment separations
22. Conducted annual Health Benefits Open Enrollment and annual Performance Evaluation/Merit Review process for all eligible City staff
23. Contracted and worked in conjunction with consultant to begin City-wide Classification and Compensation Analysis

## **EMERGENCY & SUPPORT SERVICES DIVISION**

### **EMERGENCY SERVICES**

1. The Emergency and Support Services Manager continues to serve as the Chair of the Inter-jurisdictional Planning Committee (IPC) for the San Onofre Nuclear Generating Station. In this capacity, he has developed a positive working relationship and reputation with the NRC Commissioners and Staff and has led the IPC organization for almost 7 years.
2. The City of Dana Point Community Emergency Response Team (CERT) program represents a major accomplishment for this division. This program is generating a significant interest from the public and is being applauded by those who have completed the course.
3. Division Staff have developed and deployed a public safety wireless mesh network capable of supporting cameras used for public asset protection, public safety, crime prevention, disaster response, and traffic engineering.
4. In addition to maintaining information on the City's new website, Dana Point Emergency Services worked to provide disaster preparedness information to the public in several ways. These included developing our own mailer that was sent to all addresses in the City, providing substantial content and design input on the IPC "Ever-Ready" mailer that was sent to all addresses in the Emergency Planning Zone, and conducting awareness meetings with local citizen groups and HOAs.
5. Division Staff, supported by volunteers from the CERT program, planned and hosted the Emergency Preparedness EXPO for the last 2 years. This event is designed to generate community interest in our disaster preparedness and first responder capabilities. This event involves a partnership with OCSD, OCFA, and many other agencies and vendors that support emergency and disaster response in the community.
6. The Dana Point Emergency Operations Center continues to evolve 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.
7. Participated in emergency management activities sponsored by the Orange County Emergency Management Organization (OCEMO).
8. Conducted Federally required training for all City Staff with advanced ICS training for EOC Team staff.
9. Participated in disaster drills, dress rehearsals, and exercises established to meet federal requirements for nuclear power preparedness, as well as state requirements outlined under the California Emergency Services Act.



10. Participated in monthly, quarterly, and annual tests of communications systems, such as the Yellow Phone System (YPS), the conference call bridge line, and the Community Alert Siren System.
11. Enhanced and maintained the City's inventory of radiological monitoring equipment.
12. Emergency Services Staff successfully applied for re-certification as a NOAA/NWS StormReady and TsunamiReady City.
13. Staff partnered with the Cities of San Clement and San Juan Capistrano to form and charter the Tri-Cities RACES amateur radio communications group.

## **FACILITIES**

1. Completed the Community Development space renovation and expansion efforts which provided a dramatic increase to our public service capabilities, additional permit counter space, and a more efficient permit and plan review environment.
2. Staff developed a comprehensive Preventive Maintenance plan to aid in our efforts to repair and/or replace aging equipment before it becomes a hazard, nuisance or eyesore.
3. Facilities Staff continues to improve on their skills through training and hands on experience. As staff grows in experience we are able to accomplish much more skilled labor repairs using in-house staff in lieu of outside contractors. This saves a considerable amount on contract expenses and improves efficiency of maintenance operations.
4. Staff participated in an energy and water audit program, that reviewed all of our electrical and water usage at City facilities. By replacing certain high energy usage lights with newer and more efficient light fixtures, and replacing our urinals with newer no flush urinals, the City was able to take advantage of \$2,200 in rebates for the cost these new fixtures and will reap the long term cost benefits of reduced energy and water usage.
5. Maintenance staff responded to approximately 200 City Staff work requests per year to address facilities related issues at our 2 primary buildings.
6. Coordinated all contract efforts to maintain and support the operations of City-owned buildings.
7. Responded to over 300 work requests identifying specific maintenance needs or project requests at City facilities.

## **CITY CLERK DEPARTMENT**

1. Reorganized City Clerk's Office, hired and trained staff.
2. Coordinated the redesign of the City's website.
3. Coordinated the addition of video streaming software for production of City Council meetings.
4. Successfully administered the November 4, 2008 election.
5. Prepared agendas, packets and minutes for approximately 25 regular and special City Council meetings per year.
6. Coordinated and maintained the Records Management Program with all City departments which include archive, inactive and microfilmed records, and conducted an annual destruction of records per the City's Retention Schedule.
7. Responded to approximately 350 annual requests for copies of records from the public pursuant to the Public Records Act and deposition subpoenas; responded to daily requests for records from staff.
8. Processed over 100 Statements of Economic Interest Statements and numerous semi-annual and election campaign disclosure statements annually as required by the Political Reform Act.
9. Published notices and processed applications for the Planning Commission, Traffic Improvement Commission, Youth Board and all other City Subcommittees and Task Forces, scheduled interviews, and administered oaths of office.
10. Compiled and posted updated information required by the Maddy Act, including the addition of various subcommittees and task forces established by the City Council.
11. Managed the maintenance of the City's website.
12. Coordinated the City's Charitable Grant Program.
13. Coordinated the codification and distribution of supplements of the Municipal and Zoning Code.
14. Received and processed approximately 35 annual City contracts including required bonds and insurance.
15. Received and processed summons and lawsuits against the City.
16. Published, posted and processed 15 ordinances and approximately 40 resolutions annually.
17. Published, posted and processed approximately 100 legal notices.

18. Recorded approximately 20 legal documents through the County's Recorders Office.
19. Participated in a SONGS Emergency drill under the City's Emergency Plan.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **PLANNING**

1. Town Center Plan
  - a) Coastal Commission Approval: On September 10, 2008, the California Coastal Commission gave final certification of the Town Center plan approved the City. With the City's adoption of the modified plan, the City is able to administer the Plan when accepting development applications from developers and property owners.
  - b) Public Improvements: Community Development staff has worked closely with the Public Works Department in developing improvement plans for the public portion of Town Center and Public Work's business outreach program. That effort includes meetings with the City urban design consultant, ROMA, as well as many public outreach meetings with Town Center property owners and business owners for the purpose of providing them information and answers to their questions on the status of the public improvements and how those improvements may affect their properties or plans for future development.
  - c) Town Center Parking Analysis: Planning staff has teamed with Economic Development and Public Works/Engineering staff to assist in the preparation of an analysis of the parking in the Town Center, a key component of the implementation plan of the Town Center. The Fehr & Peers analysis is a comprehensive parking management study and report that identifies supply and anticipated demand and makes recommendations for short-term through long-term parking strategies for Town Center.
  - d) Town Center Newsletter: The Department's Planning Division developed a Town Center Newsletter to provide the community with updates on Town Center.
  - e) Town Center Financial Analysis: – The Rosenow Spevacek Group completed an analysis to determine positive financial impacts to the City in future budget years based on anticipated development scenarios.
2. Dana Point Harbor Revitalization Plan – The Department's Planning Division staff continues to work closely with the County Harbor's staff and the Coastal Commission for the purpose of keeping the City's Local Coastal Plan Amendment for the Harbor Revitalization Plan on course to be considered by the Coastal Commission in Spring 2009.
3. Headlands Development Project – Community Development staff continues to manage planning related issues for the project including processing minor

amendments and attending construction meetings to insure compliance with the conditions of approval and the mitigation monitoring program. The staff has processed approximately twenty four permits for private single family homes within the Headlands.

4. Zoning Code Update – Planning staff initiated the Zoning Code Update program in early 2008 for the intent and purpose of correcting inconsistencies in the Zoning Code, provide clarification to existing regulations and simplify the development review process for the public. Staff presentation to the Planning Commission included a comprehensive list of various sections of the Zoning Ordinance that had been compiled by Staff for discussion purposes. Additionally, the Commission provided its recommendations for other sections of the Zoning Ordinance to be studied and also directed the staff to prioritize the updating of the Ordinance.

The Zoning Code Update Program will be conducted in phases. The Planning Commission and City Council have each held public hearings adopting changes to the Zoning Code for that purpose. Staff expects to continue with the Zoning Code update program through 2009.

5. Development Processing: The Department processed over 80 projects that required discretionary review with public hearings, either administratively or before the Planning Commission.

## **BUILDING**

1. New Development Services Center (DSC) – The Department has moved into the DSC, enhancing our customer service capability by expanding our customer service counter area, adding work stations, and re-engineering the process so our customers will move through the development process in a smooth and consistent manner.
2. Department Organizational Changes –The Department has expanded services in the City’s Building and Safety operations and is offering “Over-the-Counter” plan review for minor projects/revisions and rechecks of large projects and “one-stop” permit processing for Minor categories of construction. These expanded services have allowed a closer working relationship with our developers/contractors/citizens on development projects and give the customer a better understanding of the latest code requirements.
3. Enhanced Public Outreach – The Department continues to update old handouts and create new informational handouts to assist the public in understanding the department’s procedural requirements for making development applications, obtaining permits, improving and maintaining the appearance of neighborhoods and submitting complaints to Code Enforcement. These handouts/information materials are now available on our web site and allow our customers to download and print the desired documents from the convenience of their home or business.
4. Development Tracking – Completed the configuration and updating of the Trakit system to the Trakit.Net version. This update allows for enhanced compatibility with

the web and other automated systems. The update allows staff to provide development statuses on the web such as plan review, inspection and planning applications. It also allows customers to be more vigilant with their projects and will expedite the processing of new development projects from the initial review through the issuance of the Certificate of Occupancy.

5. Portable Training Lab – The new training lab has expanded the Departments’ ability to provide training on our critical programs and processes which has enhanced our abilities to provide better services to our community and expedite the development process.
6. Special/Deputy Inspection Program – To meet the new requirements outlined in the 2007 CBC, Chapter 17, Building and Safety has developed and implemented a Special/Deputy Inspection Program which encapsulates a qualification/registration process along with the issuance of identification which is consistent with each area of expertise.
7. Training for the 2007 California Building Codes – With the adoption of the 2007 California Building Codes, numerous changes in the code have occurred and in an effort to advise our customers of these changes, staff has conducted several training sessions with both in-house staff as well as our developers/contractors/engineers which included the amendments that are unique to the City of Dana Point.
8. Development Processing - The Building Division is charged with the responsibility of enforcing State and Local building regulations. During the fiscal year 2007/2008, a total of 741 plan checks were performed and a total of 1,456 permits were issued with a valuation of \$56,799,416. For fiscal year 2008/2009 (ending January 2009) a total of 421 plan checks have been performed and a total of 808 permits issued with a total valuation of \$23,615,169.
9. The City inspectors made a total of 7,497 inspections during 2007/2008 fiscal year covering construction work ranging from a new roof for a single-family home to major new construction.

## **ECONOMIC DEVELOPMENT**

1. Enhanced Public Outreach – Economic Development Staff has increased its role in Public Information Services, including preparation of City tourism advertisements, e-News distributions, City Council presentations (Business of the Month, Business of the Year, Non-Profit of the Year and Mayor’s State of the City Address, and Mayor’s 20<sup>th</sup> Anniversary of Cityhood presentation), monthly articles and on-going website updates.
2. Business Registration Program – The Department developed, implemented and managed the voluntary business registration program for all business in the City of Dana Point in an effort to assist our existing business and provide outreach for future businesses.

3. Housing Element Certification – In 2008, staff completed the revised Draft Housing Element and submitted the document to the State Housing and Community Development (HCD) office in January 2009. The City Council will take final action and approve the Housing Element following HCD’s certification.
4. Grand Prix of Dana Point – The City was successful in establishing the Dana Point Grand Prix cycling event in 2007 and 2008. The Department’s Economic Development Division is working with Dana Point Community Cycling Foundation on the 2009 event, which is on the prestigious National Racing Calendar in 2009.
5. Housing Resource Directory – The Economic Development Division completed the City’s Housing and Resource Directory to assist the community in their housing needs.
6. Tri-City Trolley – The Department completed the coordination of the OCTA \$100,000 GO LOCAL grant which will provide trolley service to the City’s of Dana Point, San Clemente and San Juan Capistrano. OCTA has approved the Tri-City Trolley plan and is currently working on implementation.
7. Business Community Outreach – Economic Development staff participates in regular Chamber of Commerce board meetings, Harbor Merchant meetings, and various Chamber and business group events as representatives reporting on City issues and gauging community response.
8. City’s 20<sup>th</sup> Anniversary Celebration – Assisted Historical Society in planning this event, developed comprehensive list of accomplishments during City’s 20 year history.
9. Visitors Center Kiosk – Management of Visitors Center kiosk during summer weekends and special events, including four part-time Staff Aides.

### **CODE ENFORCEMENT**

1. Code Enforcement – With the addition of a Code Enforcement Officer from the 2007-08 budget, the City’s ability to respond to code enforcement complaints has increased by 400 cases annually. Also there has been an added focus on property maintenance standards in the Lantern District along with providing support to the new Tracking Automated and Graffiti Reporting System (TAGRS) through the Orange County Sheriffs’ Department. Completion of Neighborhood Maintenance Guide to assist community with resources to address common nuisances.
2. Code Enforcement Staff resolved 593 code cases during the 2007 calendar year and 1,040 cases during the 2008 calendar year, which translates to nearly 50 and 87 cases respectively each month. The principle enforcement cases processed by the City in 2008 involved (1) property maintenance (13% of all cases); (2) construction without permits (11% of all cases); (3) water quality (10% of all cases); (4) illegal signage (7.5% of all cases); and (5) graffiti (7% of all cases).

3. The City continues to be involved in a variety of special code enforcement programs including illegal garage sale signs, bulky item pick-up program, graffiti abatement, weed abatement and water quality enforcement (NPDES). In 2008, 199 property owners were notified to remove weeds and combustible vegetation.

## **PUBLIC WORKS DEPARTMENT**

### **CAPITAL IMPROVEMENT PROJECTS**

1. Completed the twenty-seven acre Sea Terrace Park project located at Pacific Coast Highway and Niguel Road.
2. Completed the Pacific Coast Highway Congestion Relief Project which included the addition of a new historic wall and pedestrian bridge.
3. Completed the first phase of median improvements on Pacific Coast Highway with beautiful palm trees and an energy efficient up-lighting element.
4. Installed new playground equipment and planted new landscaping at Sunset Park.
5. Completed new restroom facilities and a concession stand at Del Obispo Park.
6. Completed the Doheny Park Road and Selva Road Arterial Highway Paving Project.
7. Awarded a design contract with Roma Design Group for Town Center Street Improvements Phase 1 and completed preliminary design.
8. Completed the design for the Residential Roadway Rehabilitation Project with in-house staff.
9. Completed installation of new pumps at Dana Hills High School pump station.
10. Completed landscape improvements at Lantern Bay Park.
11. Worked with the Headlands Reserve LLC to complete and open the public facilities within the Headlands Community Facilities District.

### **WATER QUALITY AND NATURAL RESOURCES PROTECTION**

1. Hired a Natural Resources Protection Officer to oversee the upcoming Nature Life Protection Act regulations and manage the Headlands Interpretive Center, parks, and trails.
2. Implemented new Headlands Tidepool Protection and Docent Program.
3. Developed the Natural Resources Protection program for the new City of Dana Point nature parks at the Headlands Interpretive Center.

4. Facilitated installation of storm drain filters in the private communities of Monarch Bay, Chelsea Point, and Ritz Cove via an MOU with each Homeowners Association.
5. Implemented the Grease Interceptor Rebate program to prevent sewer blockages and spills caused by grease.
6. Received the Grand Prize Helen Putnam Award and American Society of Civil Engineers National Award for construction of the Salt Creek Ozone Treatment Facility.
7. Developed the prototype ozone treatment system for North Creek, which improved the plant and animal life living in the small watershed at Doheny State Beach.
8. Installed a new CDS unit and storm drain diversion system in Niguel Shores to prevent urban runoff from reaching Strands Beach.
9. Helped lead the SmartTimer Edgescap Grant Evaluation Program to reduce water usage and runoff (administered by MWDOC).
10. Helped facilitate progress on the microbial and epidemiological study at Doheny State Beach, which is spearheaded by the Southern California Coastal Water Research Program.
11. Obtained authorization from Congress for the Army Corps of Engineers to study the water circulation issues in the Dana Point Harbor.

### **ENGINEERING**

1. Replaced five contracted support positions with in-house staff for capital projects and the development engineering services counter at a reduced cost in order to improve timeliness, customer service, and record keeping.
2. Brought all City development engineering plan check functions in-house.
3. Assisted with hosting the National Grand Prix Bike Race in 2007, 2008, and 2009.
4. Assisted with hosting the Concourse de Elegance Event in 2008.
5. Assisted other Departments in managing the Festival of Whales Parade.
6. Designed for the Residential Roadway Rehabilitation Project with in-house staff. This was the first large-scale CIP project to be designed by “in-house” engineers.
7. Completed citywide arterial photography to update the City’s GIS system.

### **SOLID WASTE AND RECYCLING**

1. Started a SHARPS mail-back program for City residents who need a safe, convenient, and free way to dispose of medical SHARPS.



2. Achieved a 54% solid waste diversion rate, exceeding the State's 50% mandate in the most recent 2006 Annual Report.
3. Completed a Solid Waste and Recycling Performance Audit of the City's Franchise Agreement with CR&R for calendar year 2007 and found no significant issues with performance.

### **STREETS MAINTENANCE**

1. Adopted a new cable ordinance to reduce urban utility box blight.
2. Painted all intersection traffic controller boxes with an aesthetically pleasing graffiti coating.
3. Improved traffic safety and circulation by reconfiguring travel lanes and adding speed awareness signage in various locations citywide.
4. Installed signal coordination timing improvements on PCH between Blue Lantern and Crown Valley Parkway and on Golden Lantern between Del Prado and Acapulco Drive.
5. Worked with Caltrans to take actions to improve appearance and cleanliness of landscape areas and other areas along the State Route 1/Interstate 5 Freeway corridor.
6. Developed and Implemented a New Sidewalk Management and Inspection Program.
7. Completed citywide grinding of concrete walkways, and associated concrete repairs, in the City to eliminate tripping hazards.
8. Inspected storm drains citywide to identify conditions and followed up with citywide repairs and upgrades.
9. Completed the installation of new disabled access ramps on PCH at key intersections in the Town Center area.
10. Added bike lanes on Pacific Coast Highway, Niguel Road, and Golden Lantern.
11. Replaced the joint seals on Stonehill Drive bridge over San Juan Creek.
12. Repaired the tunnel that connects Salt Creek to Sea Terrace Park under Pacific Coast Highway.
13. Installed traffic signal hardware that allows the City Engineer to make signal timing adjustments from City Hall instead of manually adjusting the signals in the field.
14. Purchased radar speed signs and used them to prevent speeding and perform traffic studies.

## ADMINISTRATION

1. Assisted the 5<sup>th</sup> Marine Regiment with designing and constructing their Camp Pendleton Memorial Park.
2. Awarded a franchise agreement to Greenfield Communications for fiber data telecommunications Citywide.

## POLICE SERVICES DEPARTMENT

1. Police Services launched our Community Oriented Policing and Problem Solving (COPPS) unit. The bureau is known as the “Community Service Unit”. Existing staff and resources were utilized to form this unit. The city was divided into three geographic sectors and each of these areas has a Deputy and Community Services Officer who are now accountable for the area they represent. It is expected that this unit; utilizing this model of policing, will be effective in reducing crime and building stronger relationships between Law Enforcement and the community.
2. To improve service and responsiveness to the public we have created a phone number and email address that will be available for the community to use to contact us directly on non-emergency matters (questions, comments and community concerns). It is our plan that those who contact us will receive a response in a timely manner to acknowledge the receipt of the call or email and will also receive a future call (if desired) to report on the outcome of our investigation and/or response to the matter.
3. The Neighborhood Watch Program has been updated in format and membership outreach is being conducted at all of our community events. We are seeing a significant resurgence in interest and are beginning to conduct meetings in each of the three districts.
4. Police Services is in the process of incorporating a program that was developed by the Royal Canadian Mounted Police (RCMP). The program has achieved remarkable success in reducing crime in the municipal areas of British Columbia. In particular it has been highly effective in reducing the incidences of property crimes (**property crimes make up over 90% of the criminal activity in our city**) and calls for service. The program is titled, “The Prolific Offender Program”. The program will be managed and operated as part of the duties for the Community Service Unit.
5. To compliment the Prolific Offender Program our Crime Prevention Specialist; in conjunction with the District Deputies and Neighborhood Watch will be initiating a public outreach campaign to help reduce thefts from vehicles in our community. The campaign will be titled; “Hide it, Lock it or Lose it”.

It is our expectation that by implementing this focused enforcement effort and this educational piece that we will significantly reduce the amount of property crime that is occurring in our community.

6. Police Services and the City of Dana Point recognize the importance of protecting our students at Dana Hills High School. Our School Resource Officer Program continues with the funding provided by a grant from Citizen Options for Public Safety (C.O.P.S.). Each of our deputies and supervisors are required to spend at least one hour per month on campus to remain familiar with the atmosphere of the high school environment and the physical layout of the campus. All of our personnel are trained in Rapid Response Tactics and are prepared to respond quickly and effectively to violence on the school grounds.
7. In addition to these safeguards; the City and Police Services have implemented an Early Intervention Program to help prevent student involvement in the abuse of alcohol and drugs. The program also provides counseling and resources to students who have become involved in these behaviors and require assistance in recovery.
8. We continued our agreement with the County of Orange Harbors, Beaches and Parks Department to have a deputy patrol the beach areas on an All Terrain Vehicle (ATV) during the summer months.
9. Police services continued the assignment of one deputy to work full time with the Tri-City Directed Enforcement Team. This team targets career criminal and gang members in Dana Point, San Juan Capistrano and San Clemente area.
10. Dana Point Police Services deputies had over 16,000 contacts with the public in 2008. These contacts include calls for service, traffic stops and pro-active investigative contacts.

### **VIPS**

1. Volunteers performed 9,989 hours of community service during the 2007-through 2009 time period. Since the inception of the program VIPS have accumulated 113,419 hours of service, saving the city approximately \$1,949,673.00 (Based on a nationwide volunteer standard of \$17.19 an hour).
2. Issued 1,812 parking citations.
3. Performed 692 vacation home checks.
4. Removed over 5,155 illegal signs and/or stickers on city property
5. Provided assistance to code enforcement on 673 occasions.
6. Conducted 2,873 park inspections
7. Had 3,466 contacts with the public at the Police Services front counter.
8. Provided 2,986 citizen assists.
9. Conducted high visibility bicycle patrols to both residents and businesses.

10. Continued to provide valuable traffic control assistance to police services at several special events including the Festival of Whales parade, Wag-A-Thon, Fourth of July, Doheny music festivals, Bicycle Grand Prix, and Turkey Trot.
11. Patrolled business and residential areas of the city to deter criminal activity.
12. Provided traffic control on various road closures during mudslides in Capistrano Beach.
13. Assisted in the distribution of the slope stability awareness publication issued by Public Works.

**Neighborhood Watch:**

Continued successful recruitment of block captains throughout the city.

**COMMUNITY SERVICES & PARKS DEPARTMENT**

**COMMUNITY SERVICES**

1. Successfully produced ten concerts as part of the Summer Concert series that averaged 2,000 attendees per event.
2. Planned and implemented four major events to include the 4<sup>th</sup> of July Fireworks show; Easter Egg Hunt's; Dana Point Art Festival; and the Winter Festival.
3. Offered over 550 contractual classes for youth, adults, and seniors.
4. Provided senior services for over 20,000 residents and neighbors through congregate meals; homebound meal delivery; theme events; trips; legal services; tax preparation; and case management:
5. Processed 250 park and facility rental applications for weddings, anniversaries, birthdays and reunions.
6. Provided staff assistance in planning the Festival of Whales parade/event; Bicycle Grand Prix; American Cancer Society "Relay For Life"; Dana Point Harbor Holiday Boat Parade, City's Christmas Tree Lighting Ceremony and the VFW Memorial Day Celebration.
7. Produced and distributed the City's Annual Calendar and quarterly issues of the City's Recreation Guide and City News.
8. Conducted a successful trip program that included the Tournament of Roses Parade, J. Paul Getty Museum, Lawrence Welk Theater and The Reagan Library.

9. Supervised the youth basketball league for 320 players ranging in ages 6 to 9.  
Coordinated summer adult sports leagues in softball, “Chicago” ball and kickball.

## **PARKS**

1. Completed construction of Calle Paloma Park.
2. Replanted landscaping at Lantern Bay Park amphitheatre.
3. Beautified Palisades Gazebo with flowers.
4. Renovated Golden Lantern medians from Camino Del Avion to Del Prado.
5. Relandscaped Del Obispo monument.
6. Upgraded irrigation controllers in northern section of Golden Lantern medians.
7. Installed new picnic tables and trash cans at Lantern Bay Park.
8. Upgraded electrical system at Lantern Bay Park.
9. Relandscaped the circle at Sea Terrace Park.
10. Installed doggy drinking fountains at Sea Canyon and Creekside Parks.
11. Planted a holiday tree at La Plaza and Del Obispo Parks.
12. Installed new trash enclosures at Del Obispo Park.
13. Upgraded electrical system at Pines Park.
14. Planted over 300 trees along parkways and in City parks.
15. Upgraded Musco light system.

## 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 2010 is \$71,247,719, and was calculated as follows:

The City of Dana Point's Appropriations Limitation (FY 2009)	\$70,316,726
FY 2010 Adjustment Factors:	
1. Population %	.70
2. Inflation %	.62
3. Population converted to a ratio	1.0070
4. Inflation converted to a ratio	<u>1.0062</u>
Total Adjustment Factor (=3 x 4)	<u><u>1.01324</u></u>
FY 2010 Appropriations Limit (\$70,316,726 x 1.01324)	<u><u>\$71,247,719</u></u>

**BUDGET GRAPHICS & SUMMARIES**

# **Budget Graphics and Summaries Overview**

The budget graphics and summaries section includes a breakdown of revenues and expenditures by funds including General Fund specifics and City totals. The overviews include comparative information for fiscal years 2007 through 2011

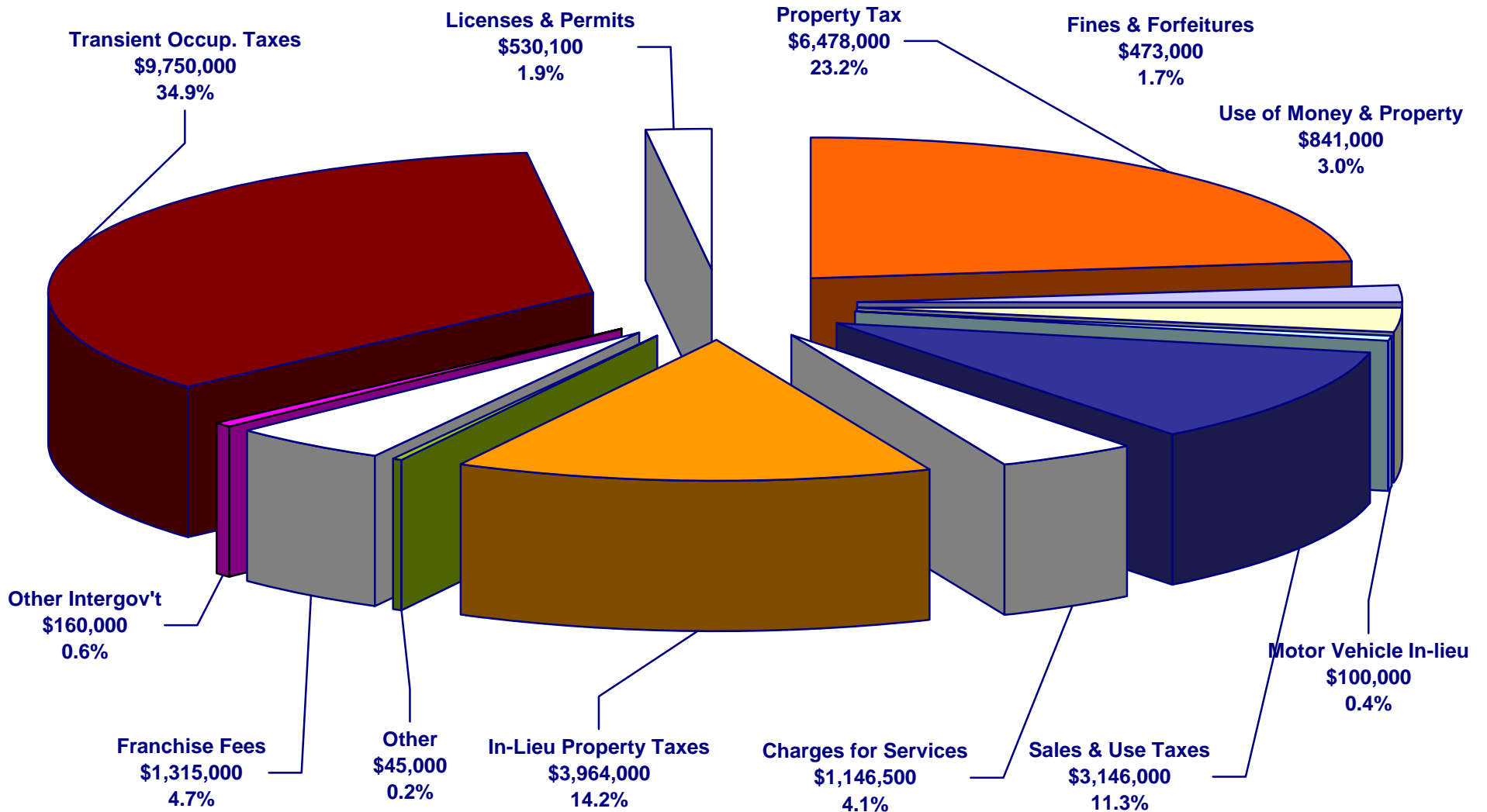
The graphics and summaries presented include the following:

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



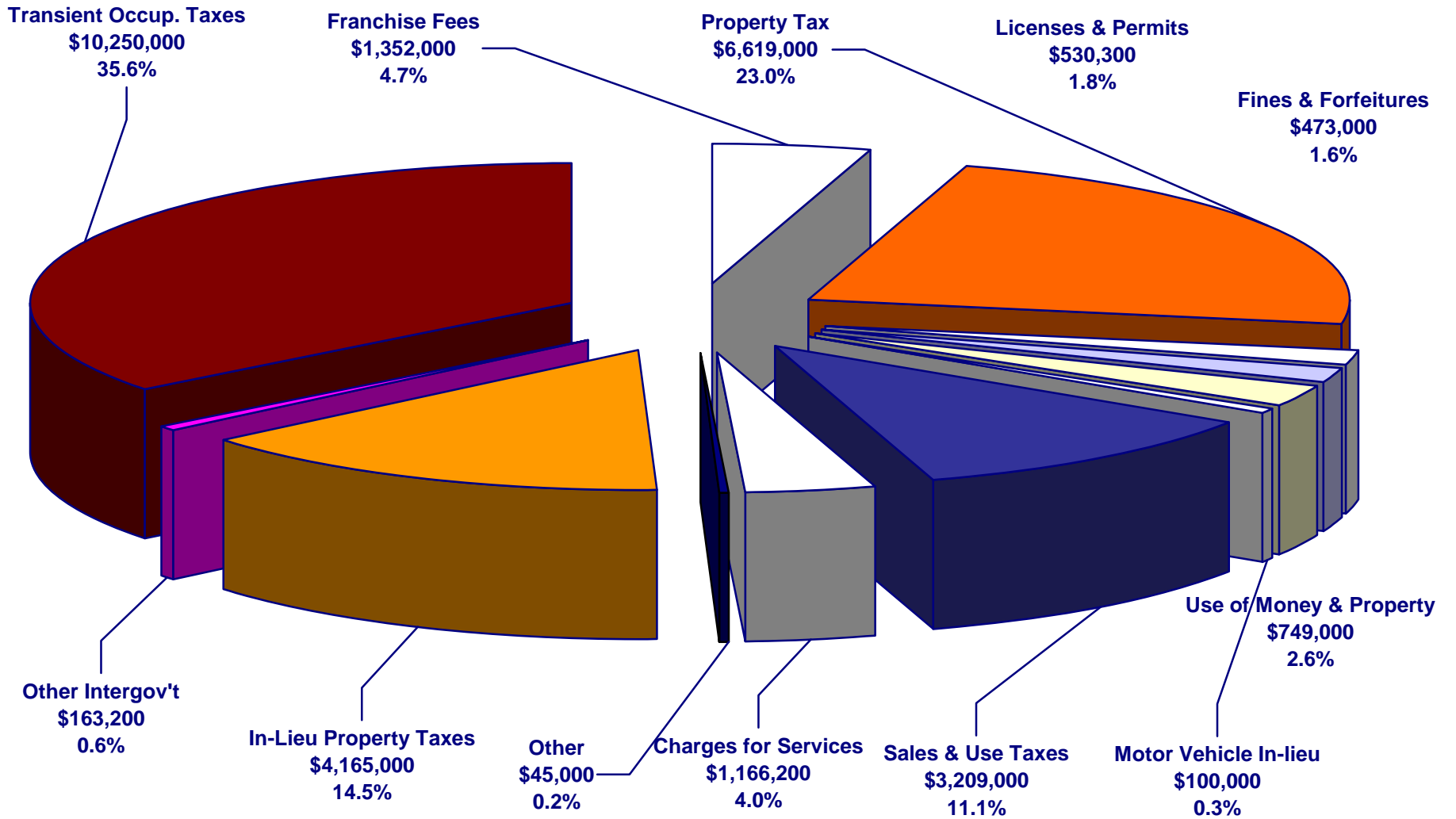
# GENERAL FUND REVENUES - FISCAL YEAR 2010

## TOTAL REVENUES - \$27,948,600



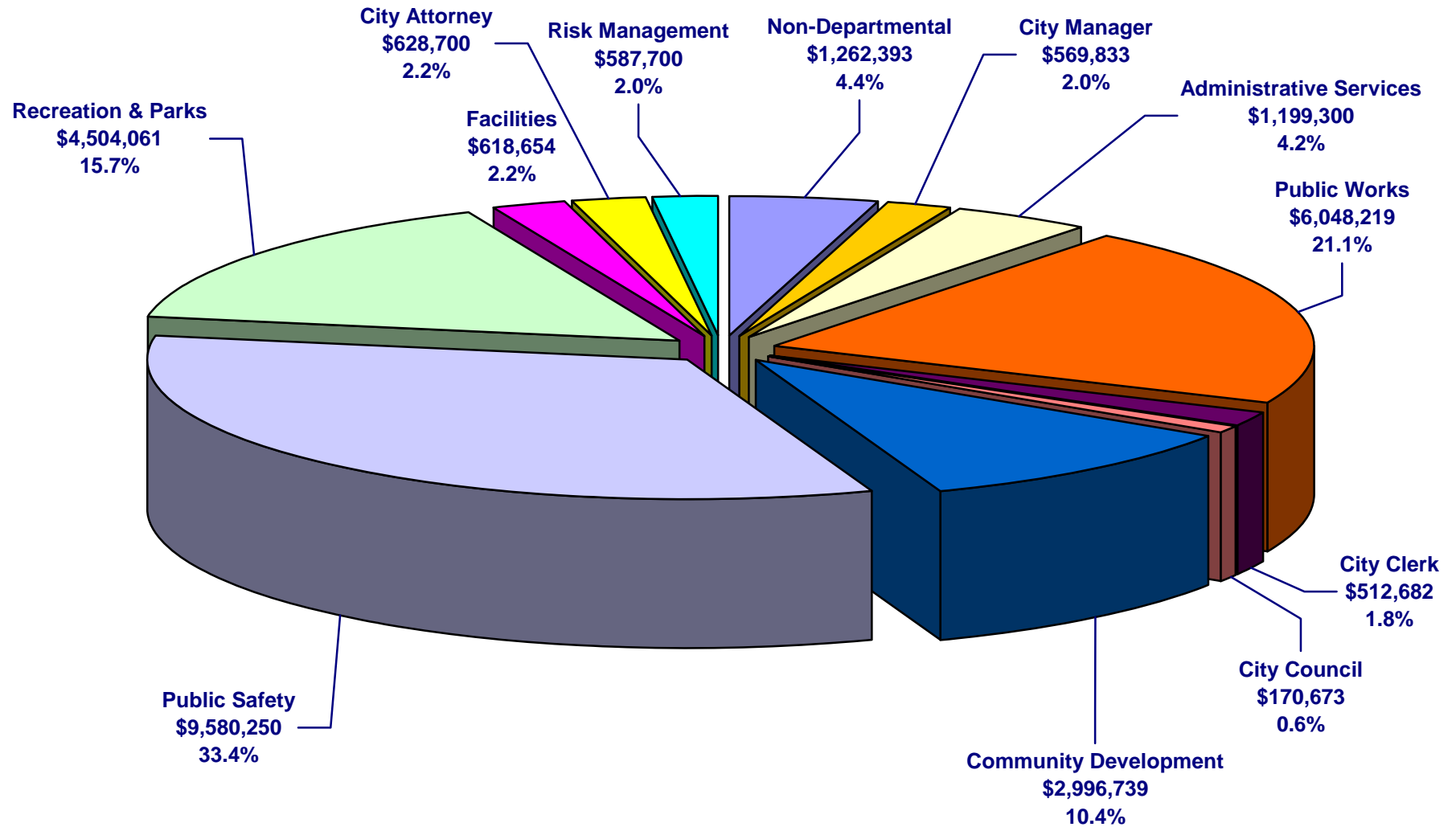
# GENERAL FUND REVENUES - FISCAL YEAR 2011

## TOTAL REVENUES - \$28,821,700



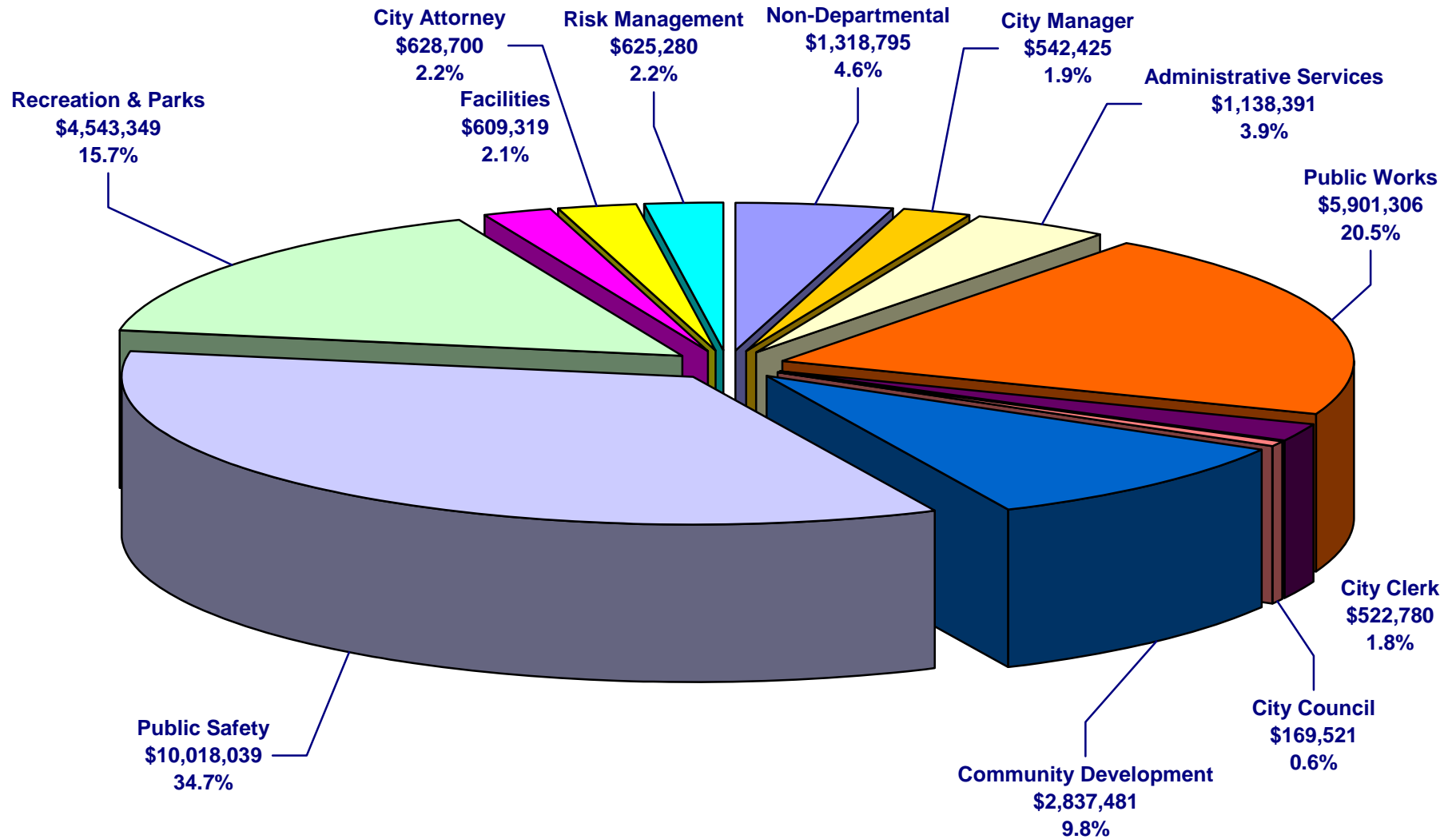
# General Fund Expenditures - Fiscal Year 2010

## Total Expenditures - \$28,679,204



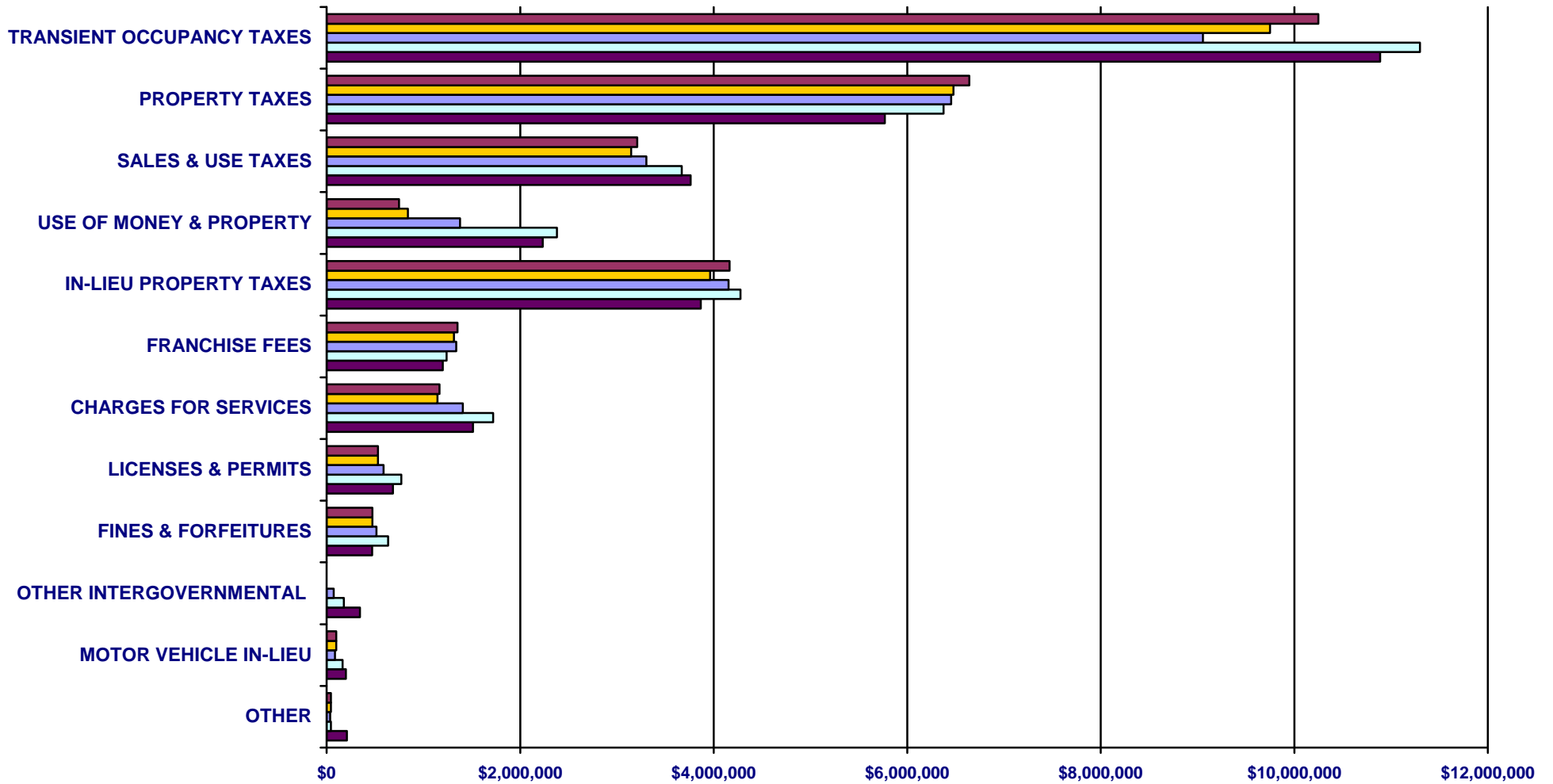
# General Fund Expenditures - Fiscal Year 2011

Total Expenditures - \$28,855,386



# General Fund Revenue Comparison

## FY 2007 THROUGH FY 2011



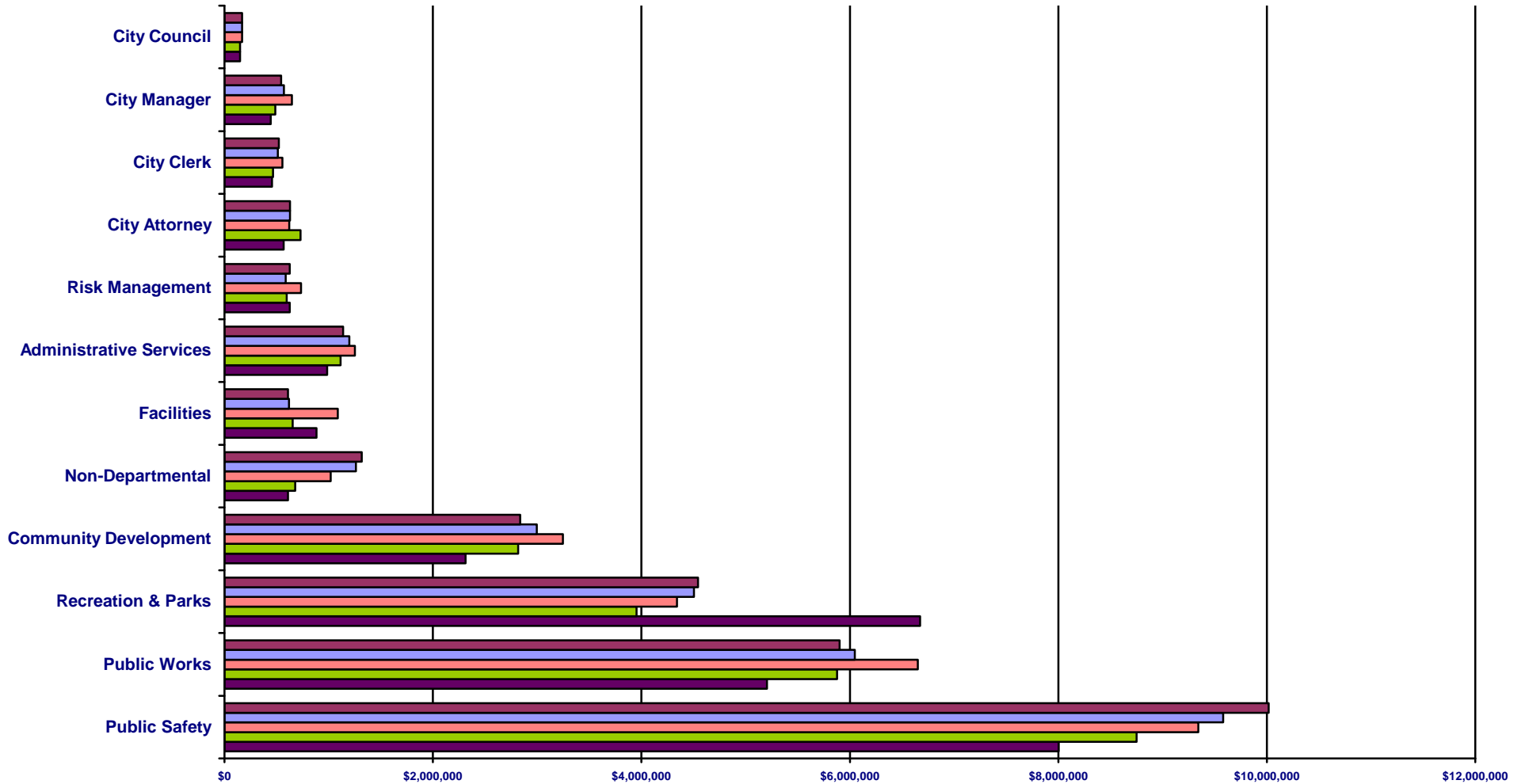
**FY 2007** \$31,142,113     
 
**FY 2008** \$32,860,130     
 
**FY 2009** \$28,614,336     
 
**FY 2010** \$27,948,600     
 
**FY 2011** \$28,821,700

**CITY OF DANA POINT**  
**GENERAL FUND REVENUE COMPARISON - BY SOURCE**  
**Fiscal Years 2007 Through 2011**

	FY2007 Actual	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
<b>TAXES &amp; FRANCHISES</b>					
Property Taxes	5,322,216	5,949,375	6,186,000	<b>6,186,000</b>	<b>6,315,000</b>
Franchise Fees	1,201,464	1,238,912	1,340,100	<b>1,315,000</b>	<b>1,352,000</b>
Property Transfer Taxes	395,141	374,004	215,500	<b>240,000</b>	<b>252,000</b>
In-lieu Property Taxes	3,867,114	4,276,025	4,155,000	<b>3,964,000</b>	<b>4,165,000</b>
Transient Occupancy Taxes	10,888,021	11,298,548	9,058,000	<b>9,750,000</b>	<b>10,250,000</b>
Sales & Use Taxes	3,761,453	3,671,003	3,303,000	<b>3,146,000</b>	<b>3,209,000</b>
Homeowner Property Tax Relief	51,017	51,751	52,000	<b>52,000</b>	<b>52,000</b>
<b>LICENSES &amp; PERMITS</b>					
Engineering Permits	58,306	81,456	64,000	<b>47,600</b>	<b>47,800</b>
Planning Permits	148,810	90,372	70,000	<b>66,500</b>	<b>66,500</b>
Building Permits	479,229	599,836	454,000	<b>416,000</b>	<b>416,000</b>
<b>FINES &amp; FORFEITURES</b>					
Fines & Forfeitures	453,430	539,037	450,000	<b>428,000</b>	<b>428,000</b>
Penalties, Interest & Restitution	16,688	96,803	66,000	<b>45,000</b>	<b>45,000</b>
<b>USE OF MONEY &amp; PROPERTY</b>					
Rental of Property	28,399	39,177	52,000	<b>41,000</b>	<b>41,000</b>
City Plaza Rent	166,990	132,710	78,000	<b>75,000</b>	<b>75,000</b>
Investment Interest	2,038,040	2,210,040	1,249,500	<b>725,000</b>	<b>633,000</b>
<b>INTERGOVERNMENTAL</b>					
Motor Vehicle In-Lieu	198,595	163,760	87,000	<b>100,000</b>	<b>100,000</b>
State/Local Grants	150,719	0	0	<b>0</b>	<b>0</b>
Intergovernmental Cost Reimbursements	44,272	177,764	72,000	<b>0</b>	<b>0</b>
Nuclear Power Program	151,029	104,366	219,000	<b>160,000</b>	<b>163,200</b>
<b>CHARGES FOR SERVICES</b>					
Engineering Fees	134,110	192,172	55,900	<b>120,500</b>	<b>152,200</b>
Art in Public Places Fee	33,434	0	0	<b>0</b>	<b>0</b>
Planning Fees	109,202	72,653	65,000	<b>61,750</b>	<b>61,750</b>
Building Fees	301,404	473,111	354,000	<b>334,000</b>	<b>334,000</b>
Recreation Classes & Activities	195,747	223,154	222,300	<b>222,000</b>	<b>222,000</b>
Solid Waste Administration Fee	36,928	50,278	28,800	<b>50,000</b>	<b>50,000</b>
Development Impact Fees	10,147	9,285	10,000	<b>10,000</b>	<b>10,000</b>
Reimbursed Expenses	690,951	699,560	669,236	<b>347,250</b>	<b>335,250</b>
Planning Appeals	250	0	1,000	<b>1,000</b>	<b>1,000</b>
<b>OTHER</b>					
Abandoned Vehicle Abatement Program	12,200	27,691	12,000	<b>20,000</b>	<b>20,000</b>
Beverage Container Recycling	9,865	9,745	10,000	<b>10,000</b>	<b>10,000</b>
Litigation Settlements	163,627	0	0	<b>0</b>	<b>0</b>
Miscellaneous Revenue	23,315	7,542	15,000	<b>15,000</b>	<b>15,000</b>
<b>GENERAL FUND TOTAL</b>	<b>\$31,142,113</b>	<b>\$32,860,130</b>	<b>\$28,614,336</b>	<b>\$27,948,600</b>	<b>\$28,821,700</b>

# General Fund Expenditure Comparison

## FY 2007 THROUGH FY 2011



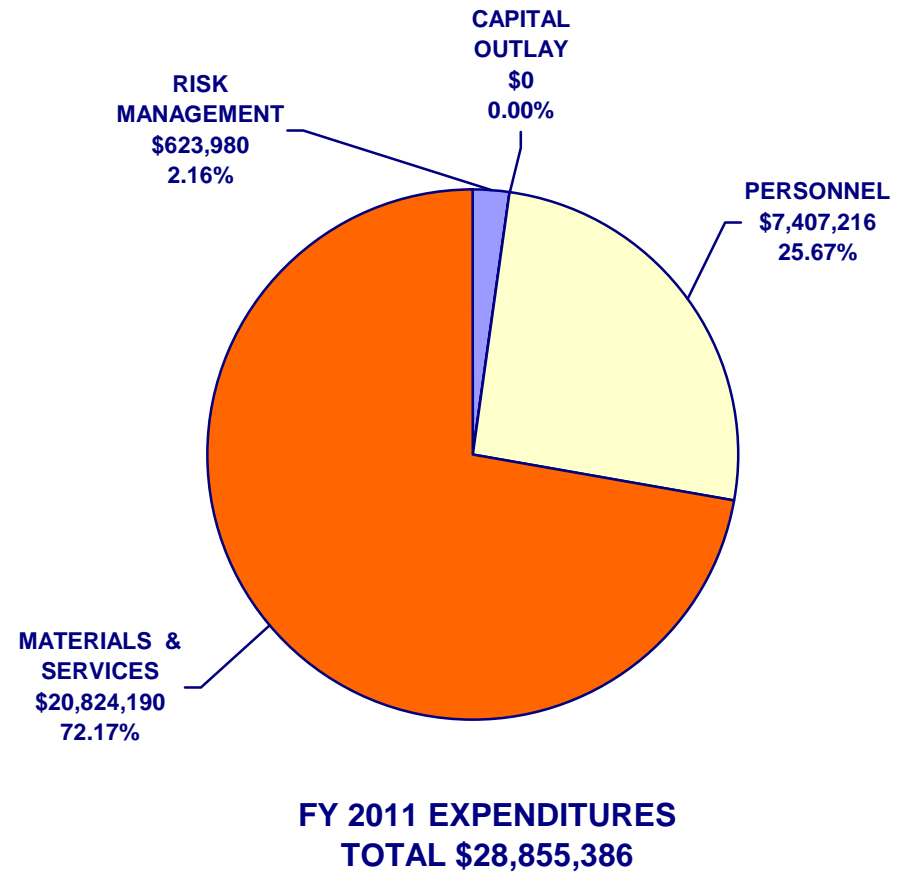
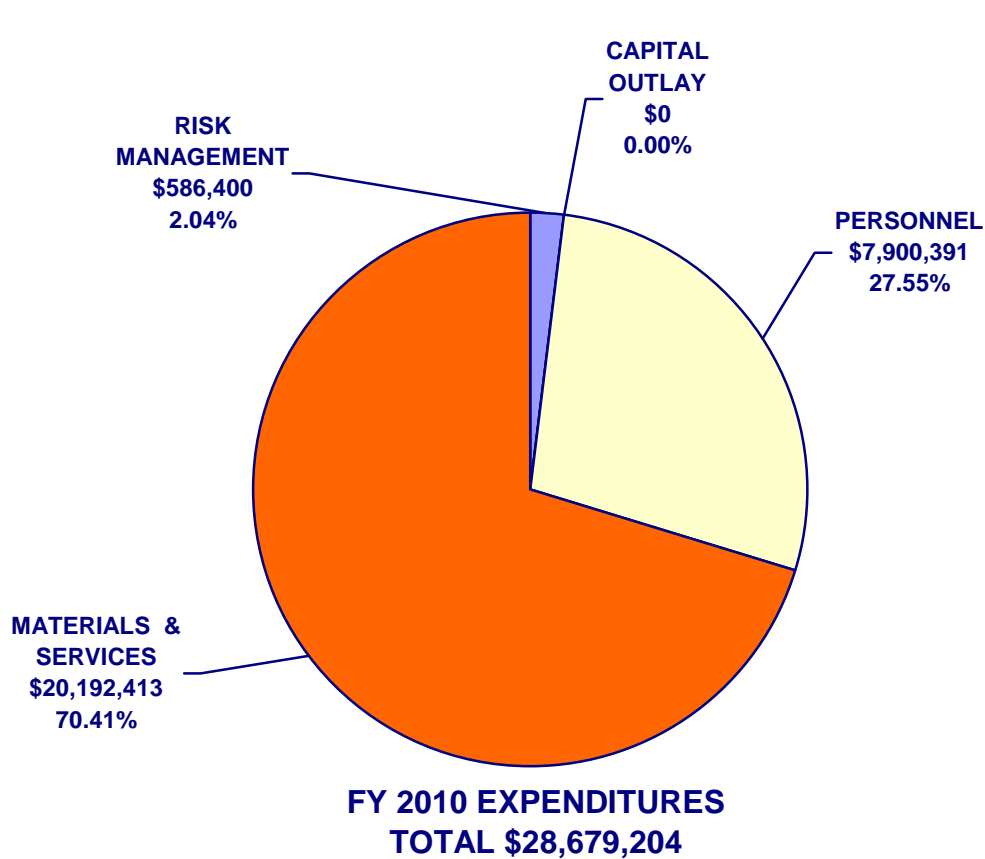
**FY 2007** \$26,915,748    
 
**FY 2008** \$26,283,104    
 
**FY 2009** \$29,370,934    
 
**FY 2010** \$28,679,204    
 
**FY 2011** \$28,855,386

**CITY OF DANA POINT**  
**GENERAL FUND EXPENDITURE COMPARISON BY DEPARTMENT**  
**Fiscal Years 2007 Through 2011**

	<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>		<b>FY2007</b>	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>	<b>FY2011</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>CITY COUNCIL</b>						<b>PUBLIC SAFETY</b>					
Personnel	\$55,348	\$47,979	\$47,560	\$49,173	\$48,021	Personnel	\$162,910	155,254	178,726	209,841	197,694
Materials & Services	94,486	103,394	121,500	121,500	121,500	Materials & Services	7,788,809	8,566,583	9,163,655	9,370,409	9,820,345
Capital Outlay	0	0	0	0	0	Capital Outlay	52,728	29,236	0	0	0
Total	\$149,834	\$151,373	\$169,060	\$170,673	\$169,521	Total	\$8,004,447	\$8,751,073	\$9,342,381	\$9,580,250	\$10,018,039
<b>CITY MANAGER</b>						<b>CITY ATTORNEY</b>					
Personnel	\$355,117	\$374,143	\$371,552	\$425,433	\$398,025	Personnel	\$0	0	0	0	0
Materials & Services	89,019	113,797	231,645	144,400	144,400	Materials & Services	567,660	730,920	621,050	628,700	628,700
Capital Outlay	0	0	45,000	0	0	Capital Outlay	0	0	0	0	0
Total	\$444,136	\$487,940	\$648,197	\$569,833	\$542,425	Total	\$567,660	\$730,920	\$621,050	\$628,700	\$628,700
<b>ADMINISTRATIVE SERVICES</b>						<b>RECREATION &amp; PARKS</b>					
Personnel	\$720,246	\$778,644	\$804,537	\$921,395	\$863,431	Personnel	\$674,965	746,999	794,119	900,352	849,814
Materials & Services	265,375	335,059	447,962	277,905	274,960	Materials & Services	2,952,426	3,206,507	3,547,979	3,603,709	3,693,535
Capital Outlay	0	0	0	0	0	Debt Service	3,017,869	0	0	0	0
Total	\$985,621	\$1,113,703	\$1,252,499	\$1,199,300	\$1,138,391	Capital Outlay	27,205	0	0	0	0
<b>CITY CLERK</b>						<b>RISK MANAGEMENT</b>					
Personnel	\$351,232	\$385,211	\$414,119	\$422,547	\$399,035	Personnel	\$0	0	0	0	0
Materials & Services	104,383	81,790	141,387	90,135	123,745	Materials & Services	0	0	1,300	1,300	1,300
Capital Outlay	0	0	0	0	0	Risk Management	626,078	597,705	732,900	586,400	623,980
Total	\$455,615	\$467,001	\$555,506	\$512,682	\$522,780	Total	\$626,078	\$597,705	\$734,200	\$587,700	\$625,280
<b>COMMUNITY DEVELOPMENT</b>						<b>FACILITIES</b>					
Personnel	\$1,313,225	\$1,981,775	\$2,242,860	\$2,520,329	\$2,355,401	Personnel	\$121,308	128,434	136,404	161,194	151,009
Materials & Services	998,615	790,222	1,005,188	476,410	482,080	Materials & Services	558,295	450,707	486,606	457,460	458,310
Capital Outlay	0	44,524	0	0	0	Capital Outlay	203,870	76,787	464,000	0	0
Total	\$2,311,840	\$2,816,521	\$3,248,048	\$2,996,739	\$2,837,481	Total	\$883,473	\$655,928	\$1,087,010	\$618,654	\$609,319
<b>PUBLIC WORKS</b>						<b>NON-DEPARTMENTAL</b>					
Personnel	\$1,169,028	\$1,567,239	\$2,025,523	\$2,290,129	\$2,144,786	Personnel	\$0	0	0	0	0
Materials & Services	4,036,381	4,234,483	4,599,834	3,758,090	3,756,520	Materials & Services	609,170	661,613	985,891	1,262,393	1,318,795
Capital Outlay	0	75,234	26,637	0	0	Capital Outlay	0	18,865	33,000	0	0
Total	\$5,205,409	\$5,876,956	\$6,651,994	\$6,048,219	\$5,901,306	Total	\$609,170	\$680,478	\$1,018,891	\$1,262,393	\$1,318,795
<b>TOTAL</b>											
							\$26,915,748	\$26,283,104	\$29,670,934	\$28,679,204	\$28,855,386



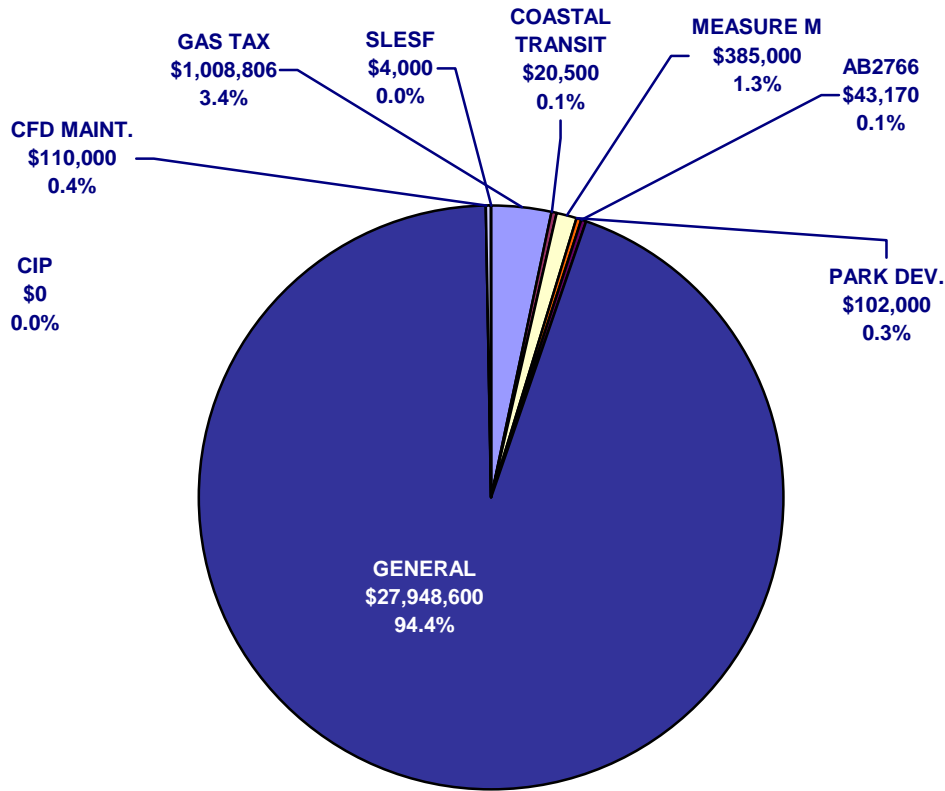
# GENERAL FUND – OPERATING EXPENDITURES BY TYPE FY 2010 & 2011



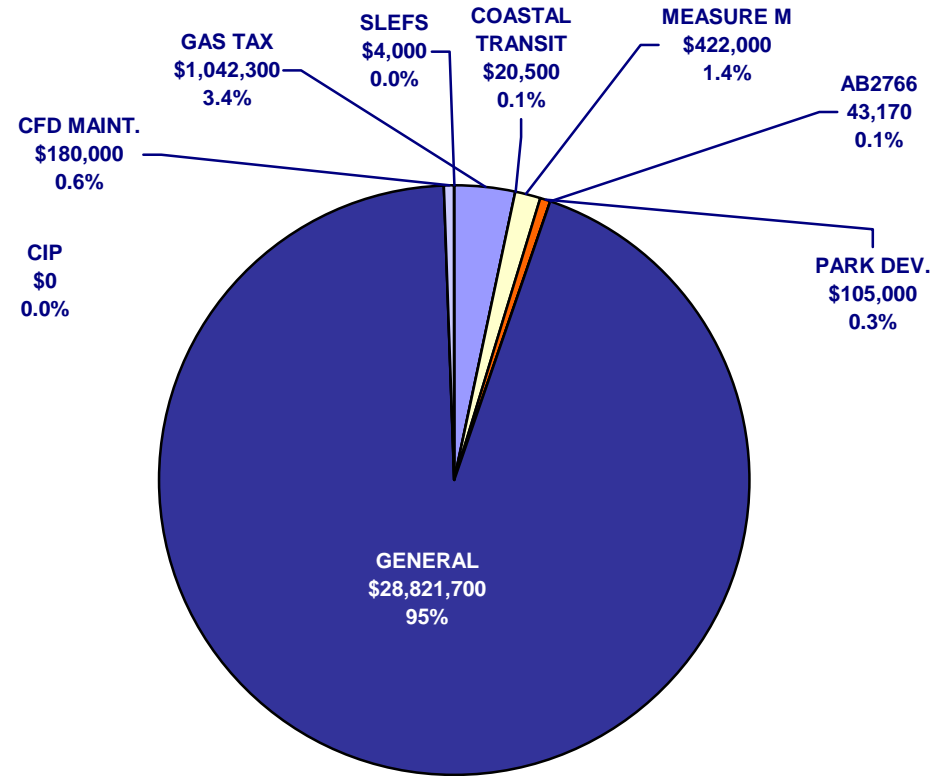
**CITY OF DANA POINT**  
**GENERAL FUND TOTAL SOURCES & ALLOCATION COMPARISON**  
**Fiscal Years 2007 Through 20011**

<b>REVENUES &amp; SOURCES</b>	<b>FY2007 Actual</b>	<b>FY2008 Actual</b>	<b>FY2009 Budget</b>	<b>FY2010 Budget</b>	<b>FY2011 Budget</b>
General Fund - Revenue	\$31,142,113	\$32,860,130	\$28,633,436	\$27,948,600	\$28,821,700
Transfer In - from Gas Tax Fund	669,486	500,974	780,497	659,000	659,000
<b>TOTAL REVENUES &amp; SOURCES</b>	<b><u>\$31,811,599</u></b>	<b><u>\$33,361,104</u></b>	<b><u>\$29,413,933</u></b>	<b><u>\$28,607,600</u></b>	<b><u>\$29,480,700</u></b>
<b>EXPENDITURES &amp; USES</b>					
General Fund - Operating Expenditures	\$26,915,748	\$26,283,104	\$29,670,934	\$28,679,204	\$28,855,386
Transfer Out - to Capital Improvement Fund	2,559,127	2,750,143	1,829,304	0	0
Transfer Out - to Facilities Improvement Fund	260,000	575,000	525,000	0	0
<b>TOTAL EXPENDITURES &amp; USES</b>	<b><u>\$29,734,875</u></b>	<b><u>\$29,608,247</u></b>	<b><u>\$32,025,238</u></b>	<b><u>\$28,679,204</u></b>	<b><u>\$28,855,386</u></b>
<b>REVENUES &amp; OTHER SOURCES OVER (UNDER) EXPENDITURES &amp; OTHER USES</b>	<b><u>\$2,076,724</u></b>	<b><u>\$3,752,857</u></b>	<b><u>(\$2,611,305)</u></b>	<b><u>(\$71,604)</u></b>	<b><u>\$625,314</u></b>

# TOTAL REVENUES (ALL SOURCES) – BY FUND FY 2010 & 2011

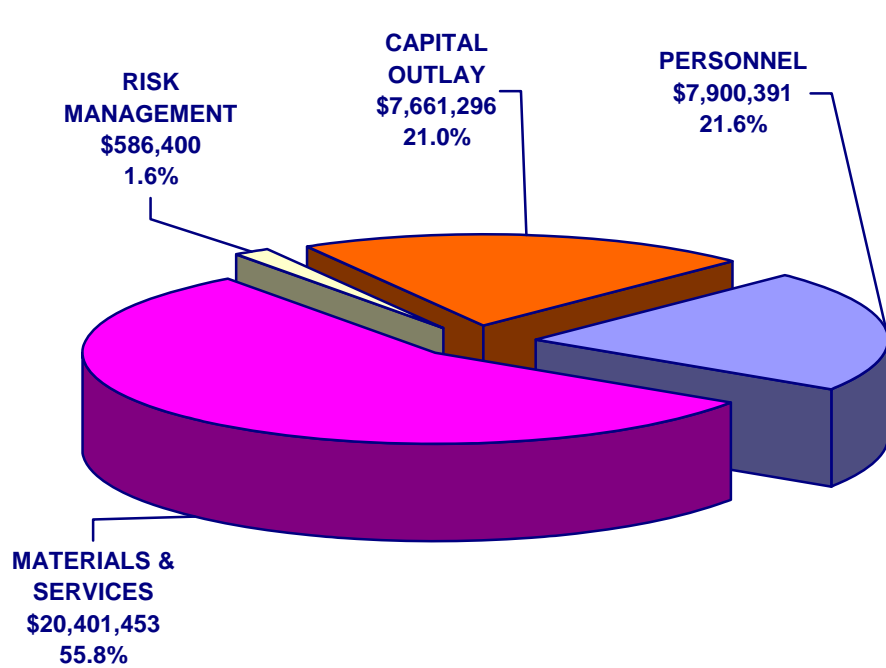


**FY 2010 REVENUES  
TOTAL \$30,066,076**

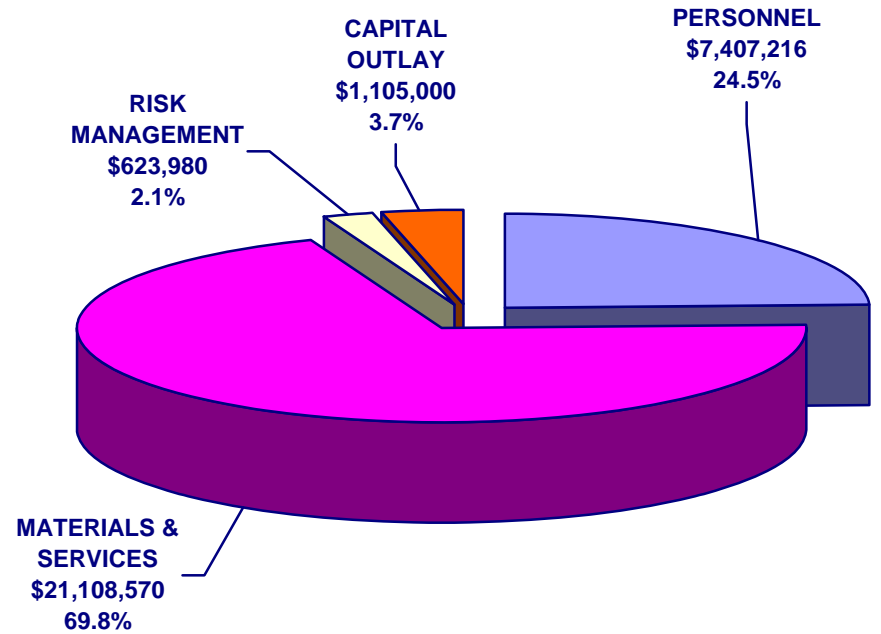


**FY 2011 REVENUES  
TOTAL \$30,657,170**

# TOTAL EXPENDITURES (BY TYPE) – ALL FUNDS FY 2010 & 2011

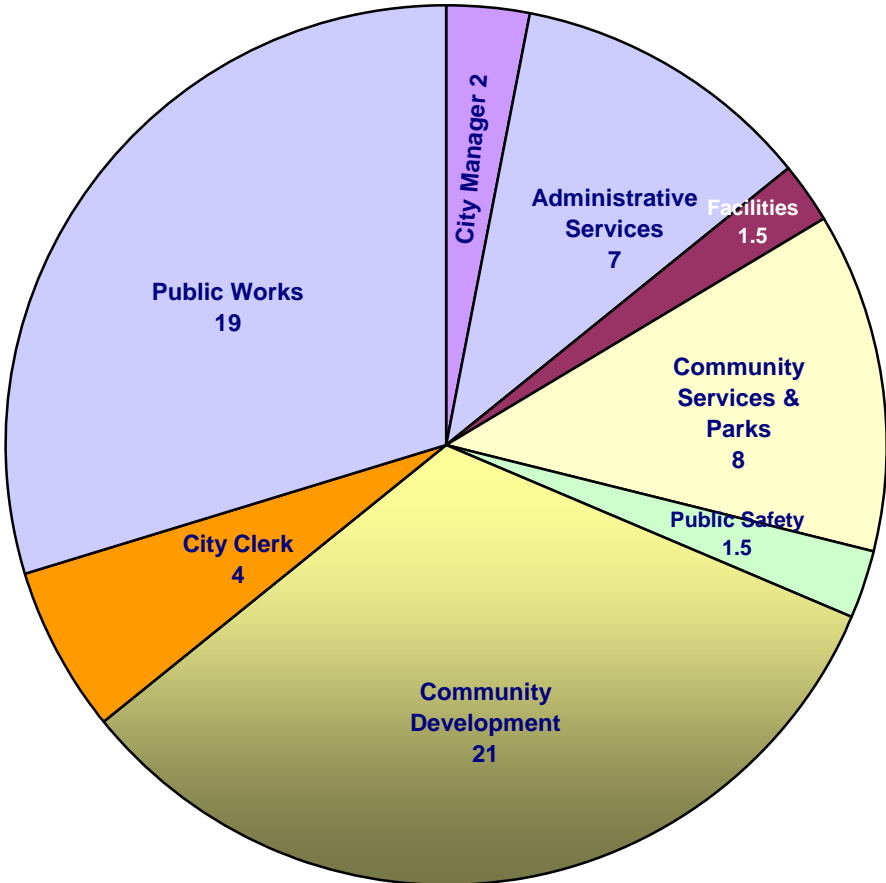


**FY 2010 EXPENDITURE  
TOTAL \$35,549,540**

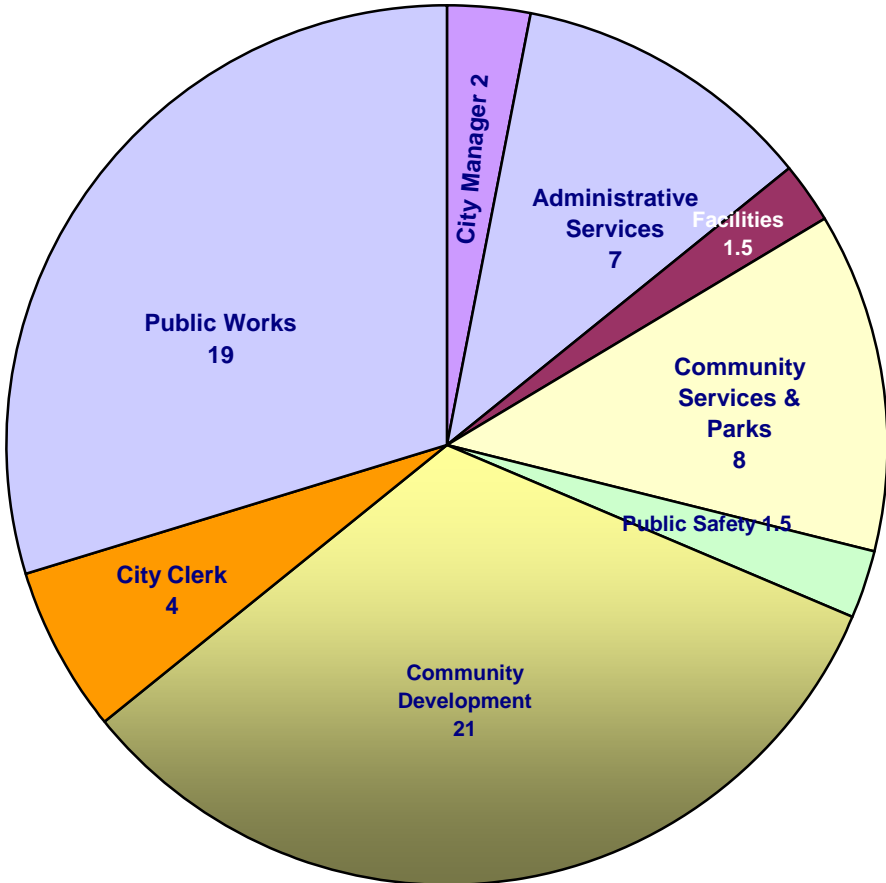


**FY 2011 EXPENDITURE  
TOTAL \$30,244,766**

# AUTHORIZED FULL-TIME POSITIONS – SUMMARY BY DEPARTMENT FY 2010 & 2011



**FISCAL YEAR 2010  
TOTAL 64**



**FISCAL YEAR 2011  
TOTAL 64**

**CITY OF DANA POINT**  
**AUTHORIZED FULL-TIME POSITIONS - BY DEPARTMENT**  
**Fiscal Years 2008 Through 2011**

	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>		<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>
<b><u>City Manager</u></b>					<b><u>Public Works - Street/Drainage Maintenance</u></b>				
City Manager	1	1	1	1	PW Administrative Manager	0.33	0.33	0.33	0.33
Executive Secretary	1	1	1	1	Streets Mgr./Pub Works Inspec.	1	1	1	1
<b><u>City Clerk</u></b>					<b><u>Public Works - Traffic Engineering</u></b>				
City Clerk	1	1	1	1	Senior Civil Engineer	1	1	1	1
Deputy City Clerk	1	1	1	1	<b><u>Public Works - Solid Waste</u></b>				
City Clerk Specialist	1	1	1	1	PW Administrative Manager	0.33	0.33	0.33	0.33
Secretary	1	1	1	1	<b><u>Public Works - Engineering</u></b>				
<b><u>Administrative Services</u></b>					<b><u>Public Works - Water Quality</u></b>				
Dir. of Administrative Services	1	1	1	1	Engineering Technician III	2	2	2	2
Acct./Data Processing Manager	1	1	1	1	City Engineer	1	1	1	1
Accounting Technician	1	1	1	1	Senior Construction Inspector	1	1	1	1
Management Analyst	2	1	1	1	Principal Civil Engineer	1	1	1	1
Senior Management Analyst	0	1	1	1	Associate Engineer	0	1	1	1
Personnel Analyst	1	1	1	1	Secretary	1	2	2	2
Administrative Secretary	1	1	1	1	Senior Civil Engineer	4	5	5	5
<b><u>Community Development - Planning</u></b>					<b><u>Facilities</u></b>				
Dir. of Community Development	1	1	1	1	Bldg. & Facil. Maint. Worker	1	1	1	1
Administrative Secretary	1	1	1	1	Director of Emerg. & Supp Svcs	0	0	0.5	0.5
City Architect/Planning Manager	1	1	1	1	Emergency & Support Svcs. Mgr	0.5	0.5	0	0
Associate Planner	2	2	2	2	<b><u>Public Safety - Emergency Services</u></b>				
Senior Planner	3	3	3	3	Emergency Services Coordinator	1	1	1	1
<b><u>Community Development - Building</u></b>					<b><u>Community Services - Parks</u></b>				
Secretary	0.5	0.5	0.5	0.5	Parks Manager	1	1	1	1
Permit Technician	1	1	1	1	Parks Supervisor	1	1	1	1
Building Official	1	1	1	1	Parks Maintenance Worker III	1	1	1	1
Senior Structural Engineer	1	1	1	1	<b><u>Community Services</u></b>				
Chief Building Inspector	1	1	1	1	Administrative Aide	1	1	1	1
Senior Building Inspector	2	2	2	2	Recreation Manager	1	1	1	1
Senior Permit Technician	1	1	1	1	Dir. Parks & Recreation	1	1	1	1
<b><u>Community Development - Code Enforcement</u></b>					<b><u>Community Services</u></b>				
Code Enforcement Officer	3	3	3	3	Recreation Supervisor	1	1	1	1
Secretary	0.5	0.5	0.5	0.5	Recreation Coordinator	1	1	1	1
<b><u>Community Development - Economic Development</u></b>					<b><u>Public Works - Administration</u></b>				
Economic Development Manager	1	1	1	1	Dir. of Pub. Works & Engr. Svcs.	1	1	1	1
Management Analyst	1	1	1	1	Administrative Secretary	1	1	1	1
<b><u>Public Works - Administration</u></b>					<b><u>Total Personnel</u></b>				
Dir. of Pub. Works & Engr. Svcs.	1	1	1	1		<b>61.00</b>	<b>64.00</b>	<b>64.00</b>	<b>64.00</b>
Administrative Secretary	1	1	1	1					
PW Administrative Manager	0.33	0.33	0.33	0.33					

**CITY OF DANA POINT  
PERSONNEL CLASSIFICATIONS - FISCAL YEARS 2010 & 2011**

<u>TITLE</u>	<u>SALARY RANGE</u>	AUTHORIZED FULL-	AUTHORIZED FULL-
		TIME POSITIONS	TIME POSITIONS
		<u>FY2010</u>	<u>FY2011</u>
Accounting Technician	\$3623 -\$4708	1	1
Accounting/Data Processing Manager	\$8351 -\$10858	1	1
Administrative Aide	\$3528 -\$4590	1	1
Administrative Secretary	\$3528 -\$4590	4	4
Associate Engineer	\$6119 -\$7953	1	1
Associate Planner	\$4939 -\$6420	2	2
Building Official	\$8351 -\$10858	1	1
Building/Facilities Maintenance Worker III	\$3778 -\$4908	1	1
Chief Building Inspector	\$6501 -\$8451	1	1
City Architect/Planning Manager	\$8351 -\$10858	1	1
City Clerk	\$7449 -\$9679	1	1
City Clerk Specialist	\$3672 -\$4773	1	1
City Engineer	\$8351 -\$10858	1	1
City Manager	Negotiated by City Council	1	1
Code Enforcement Officer	\$4180 -\$5440	3	3
Deputy City Clerk	\$4550 -\$5918	1	1
Director of Administrative Services	\$9428 - \$13372	1	1
Director of Community Development	\$9428 - \$13372	1	1
Director of Community Services & Parks	\$9428 - \$13372	1	1
Director of Emergency & Support Services	\$9428 - \$13372	1	1
Director of Public Works & Engineering Services	\$9428 - \$13372	1	1
Economic Development Manager	\$8351 -\$10858	1	1
Emergency Services Coordinator	\$4893 -\$6360	1	1
Engineering Technician III	\$4820 -\$6265	2	2
Executive Secretary	\$4214 -\$5686	1	1
Management Analyst	\$4893 -\$6360	2	2
Natural Resources Protection Officer	\$4454 -\$6266	1	1
Parks Maintenance Worker III	\$3778 -\$4908	1	1
Parks Manager	\$6986 -\$9076	1	1
Parks Supervisor	\$4180 -\$5400	1	1
Permit Technician	\$3482 -\$4528	1	1
Personnel Analyst	\$4893 -\$6360	1	1
Principal Civil Engineer	\$7651 -\$9947	1	1
Recreation Coordinator	\$3528 -\$4590	1	1
Recreation Supervisor II	\$4511 -\$5865	1	1
Secretary	\$3178 -\$4131	4	4
Senior Building Inspector	\$5243 -\$6816	2	2
Senior Civil Engineer	\$7170 -\$9325	6	6
Senior Construction Inspector	\$5243 -\$6816	1	1
Senior Management Analyst	\$5550 -\$7308	2	2
Senior Permit Technician	\$3962 -\$5150	1	1
Senior Planner	\$6144 -\$7985	3	3
Senior Structural Engineer	\$7170 -\$9325	1	1
Street Manager/Public Works Inspector	\$6986 -\$9076	1	1
Account Clerk	HOURLY: \$17.42 - \$22.63	-	-
Administrative Intern	HOURLY: \$10.52 - \$13.68	-	-
Public Works Intern	HOURLY: \$11.32 - \$14.72	-	-
Records Assistant	HOURLY: \$16.89 - \$21.97	-	-
Recreation Leader	HOURLY: \$ 8.95 - \$11.64	-	-
Secretary	HOURLY: \$18.33 - \$23.84	-	-
Staff Aide	HOURLY: \$10.52 - \$13.68	-	-
<b>TOTAL FULL-TIME</b>		<b>64</b>	<b>64</b>

## **CHANGES IN FUND BALANCE**



## **DESCRIPTION OF FUND BALANCES**

### **GENERAL FUND:**

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

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

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

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

### **MEASURE M FUND:**

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

### **GAS TAX FUND:**

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

### **AB2766 FUND:**

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

### **SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND:**

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

**FACILITIES IMPROVEMENT FUND**

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

**CAPITAL IMPROVEMENT PROJECTS FUND:**

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

**PARK DEVELOPMENT FUND:**

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

**COASTAL TRANSIT FUND:**

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

**CFD 2006-1 ACQUISITION FUND:**

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

**CFD 2006-1 FACILITIES MAINTENANCE FUND:**

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

**CITY OF DANA POINT  
FISCAL YEAR 2010 BUDGET  
CHANGES IN FUND BALANCE - ALL FUNDS**

	<b>General</b>	<b>Gas Tax</b>	<b>Coastal Transit</b>	<b>Measure M</b>	<b>Park Develop.</b>	<b>AB2766</b>	<b>SLESE</b>	<b>Facilities Impvmnt.</b>	<b>CFD2006-1 Acquisition</b>	<b>CFD2006-1 Maint.</b>	<b>CIP</b>	<b>Total</b>
<b>EST. FUND BALANCE, 6-30-09</b>	<b>\$19,538,308</b>	<b>\$57,267</b>	<b>\$1,191,105</b>	<b>\$90,506</b>	<b>\$516,850</b>	<b>\$71,713</b>	<b>\$102,283</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,415</b>	<b>\$14,851,251</b>	<b>\$36,421,698</b>
<b>REVENUES &amp; TRANSFERS-IN</b>												
REVENUES:												
Taxes & Franchises	24,653,000	659,000		385,000								25,697,000
Licenses & Permits	530,100											530,100
Fines & Forfeitures	473,000											473,000
Use of Money & Property	841,000		20,000		2,000	500	4,000					867,500
Intergovernmental	260,000	349,806	500			42,670					444,000	1,096,976
Charges for Services	1,146,500									110,000		1,256,500
Other	45,000				100,000						0	145,000
Sub-total Revenues	27,948,600	1,008,806	20,500	385,000	102,000	43,170	4,000	0	0	110,000	444,000	30,066,076
TRANSFERS-IN:												
from Gas Tax Fund	659,000										349,806	1,008,806
from Park Development Fund											0	0
from CIP Fund											0	0
from General Fund								0			0	0
from AB2766 Fund											0	0
from Measure M Fund											385,000	385,000
Sub-total Transfers-in	659,000	0	0	0	0	0	0	0	0	0	734,806	1,393,806
<b>TOTAL REVENUES &amp; TRANSFERS-IN</b>	<b>\$28,607,600</b>	<b>\$1,008,806</b>	<b>\$20,500</b>	<b>\$385,000</b>	<b>\$102,000</b>	<b>\$43,170</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$1,178,806</b>	<b>\$31,459,882</b>
<b>EXPENDITURES &amp; TRANSFERS-OUT</b>												
EXPENDITURES:												
Personnel	7,900,391											7,900,391
Materials & Services	20,192,413		120,000			0				89,040		20,401,453
Risk Management	586,400											586,400
Capital Outlay	0							0			7,661,296	7,661,296
Sub-total Operating Expenditures	28,679,204	0	120,000	0	0	0	0	0	0	89,040	7,661,296	36,549,540
TRANSFERS-OUT:												
to CIP Fund	0	349,806		385,000	0							734,806
to Facility Improvement Fund	0											0
to General Fund		659,000										659,000
Sub-total Operating Transfers-out	0	1,008,806	0	385,000	0	0	0	0	0	0	0	1,393,806
<b>TOTAL EXPEND &amp; TRANSFERS OUT</b>	<b>\$28,679,204</b>	<b>\$1,008,806</b>	<b>\$120,000</b>	<b>\$385,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$89,040</b>	<b>\$7,661,296</b>	<b>\$37,943,346</b>
<b>YEAR-END FUND BALANCE SUMMARY:</b>												
Reserved:												
Total Reserved Fund Balance	0	0	0	0	0	0	0	0	0	0	0	0
Unreserved - Designated:												
Cash Flow	2,795,000											2,795,000
Capital Projects Sinking Fund	3,169,000											3,169,000
Emergencies	5,590,000											5,590,000
Open Space Acquisition										1,091,463		1,091,463
FDIF Transportation										0		0
Pacific Coast Highway Remediation										3,000,000		3,000,000
Funicular replacement										12,400		12,400
Priority 1 Project										295,000		295,000
Investment mark to market	381,000											381,000
Art in Public Places	105,796											105,796
Potential State Budget Impacts	1,475,000											1,475,000
Future Years' Expenditures	5,950,908	57,267	1,091,605	90,506	618,850	114,883	106,283	0	0	10,975	3,982,298	12,023,575
Total Unreserved Fund Balance	19,466,704	57,267	1,091,605	90,506	618,850	114,883	106,283	0	0	23,375	8,368,761	29,938,234
<b>TOTAL FUND BALANCE, 6-30-2010</b>	<b>\$19,466,704</b>	<b>\$57,267</b>	<b>\$1,091,605</b>	<b>\$90,506</b>	<b>\$618,850</b>	<b>\$114,883</b>	<b>\$106,283</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,375</b>	<b>\$8,368,761</b>	<b>29,938,234</b>

CITY OF DANA POINT  
FISCAL YEAR 2011 BUDGET  
CHANGES IN FUND BALANCE - ALL FUNDS

	<u>General</u>	<u>Gas Tax</u>	<u>Coastal Transit</u>	<u>Measure M</u>	<u>Park Develop.</u>	<u>AB2766</u>	<u>SLESE</u>	<u>Facilities Impvmt.</u>	<u>CFD2006-1 Acquisition</u>	<u>CFD2006-1 Maint.</u>	<u>CIP</u>	<u>Total</u>
<b>PROJECTED FUND BALANCE, 6-30-2010</b>	<b>\$19,466,704</b>	<b>\$57,267</b>	<b>\$1,091,605</b>	<b>\$90,506</b>	<b>\$618,850</b>	<b>\$114,883</b>	<b>\$106,283</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,375</b>	<b>\$8,368,761</b>	<b>\$29,938,234</b>
<b>REVENUES &amp; TRANSFERS-IN</b>												
REVENUES:												
Taxes & Franchises	25,595,000	659,000		422,000								26,676,000
Licenses & Permits	530,300											530,300
Fines & Forfeitures	473,000											473,000
Use of Money & Property	749,000		20,000		5,000	500	4,000					778,500
Intergovernmental	263,200	383,300	500			42,670				180,000	0	869,670
Charges for Services	1,166,200											1,166,200
Other	45,000				100,000							145,000
Sub-total Revenues	28,821,700	1,042,300	20,500	422,000	105,000	43,170	4,000	0	0	180,000	0	30,638,670
TRANSFERS-IN:												
from Gas Tax Fund	659,000										383,300	1,042,300
from Park Development Fund												0
from General Fund								0			0	0
from AB2766 Fund												0
from Measure M Fund											422,000	422,000
Sub-total Transfers-in	659,000	0	0	0	0	0	0	0	0	0	805,300	1,464,300
<b>TOTAL REVENUES &amp; TRANSFERS-IN</b>	<b>\$29,480,700</b>	<b>\$1,042,300</b>	<b>\$20,500</b>	<b>\$422,000</b>	<b>\$105,000</b>	<b>\$43,170</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$180,000</b>	<b>\$805,300</b>	<b>\$32,102,970</b>
<b>EXPENDITURES &amp; TRANSFER-OUT</b>												
EXPENDITURES:												
Personnel	7,407,216											7,407,216
Materials & Services	20,824,190		120,000			0				164,380		21,108,570
Risk Management	623,980											623,980
Capital Outlay	0							0			1,105,000	1,105,000
Sub-total Expenditures	28,855,386	0	120,000	0	0	0	0	0	0	164,380	1,105,000	30,244,766
TRANSFERS-OUT:												
to CIP Fund	0	383,300		422,000	0							805,300
to Facility Improvement Fund	0											0
to General Fund		659,000										659,000
Sub-total Operating Transfers-out	0	1,042,300	0	422,000	0	0	0	0	0	0	0	1,464,300
<b>TOTAL EXPEND &amp; TRANSFERS OUT</b>	<b>\$28,855,386</b>	<b>\$1,042,300</b>	<b>\$120,000</b>	<b>\$422,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$164,380</b>	<b>\$1,105,000</b>	<b>\$31,709,066</b>
<b>YEAR-END FUND BALANCE SUMMARY:</b>												
Reserved:												
Total Reserved Fund Balance	0	0	0	0	0	0	0	0	0	0	0	0
Unreserved - Designated:												
Cash Flow	2,882,000											2,882,000
Capital Projects Sinking Fund	3,169,000											3,169,000
Emergencies	5,764,000											5,764,000
Open Space Acquisition										1,091,463		1,091,463
FDIF Transportation										0		0
Pacific Coast Highway Remediation											3,000,000	3,000,000
Funicular replacement										24,800		24,800
Priority 1 Project											0	0
Investment mark to market	381,000											381,000
Art in Public Places	105,796											105,796
Potential State Budget Impacts	1,475,000											1,475,000
Future Years' Expenditures	6,315,222	57,267	992,105	90,506	723,850	158,053	110,283	0	0	14,195	3,977,598	12,439,079
Total Unreserved Fund Balance	20,092,018	57,267	992,105	90,506	723,850	158,053	110,283	0	0	38,995	8,069,061	30,332,138
<b>TOTAL FUND BALANCE, 6-30-2011</b>	<b>\$20,092,018</b>	<b>\$57,267</b>	<b>\$992,105</b>	<b>\$90,506</b>	<b>\$723,850</b>	<b>\$158,053</b>	<b>\$110,283</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,995</b>	<b>\$8,069,061</b>	<b>\$30,332,138</b>

## CHANGES IN FUND BALANCE

<b>GENERAL FUND</b>	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$32,860,130	\$28,633,436	\$27,948,600	\$28,821,700
Expenditures	26,283,104	29,670,934	28,679,204	28,855,386
Other Sources (Uses)				
Operating Transfers In	500,974	780,497	659,000	659,000
Operating Transfers Out	(3,325,143)	(2,354,304)	0	0
Total Other Sources (Uses)	(2,824,169)	(1,573,807)	659,000	659,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>3,752,857</u>	<u>(2,611,305)</u>	<u>(71,604)</u>	<u>625,314</u>
Fund Balance, Beginning of Year	18,396,756	22,149,613	19,538,308	19,466,704
Fund Balance, End of Year	<u>\$22,149,613</u>	<u>\$19,538,308</u>	<u>\$19,466,704</u>	<u>\$20,092,018</u>
Reserved:				
Encumbrance Reserve	\$993,984	\$0	\$0	\$0
Prepaid Expenditure Reserve	200,222	0	0	0
Real Property Held for Resale	271,653	0	0	0
Unreserved:				
Designated for Cash Flow	3,090,000	3,191,000	2,795,000	2,882,000
Designated for Capital Proj. Sinking Fund	2,857,000	3,169,000	3,169,000	3,169,000
Designated for Investment Mkt. Val. Adjs.	381,000	381,000	381,000	381,000
Designated for Emergencies	6,179,000	6,382,000	5,590,000	5,764,000
Designated for Potential State Bud. Impact	1,011,500	2,033,000	1,475,000	1,475,000
Designated for Art in Public Places	141,730	105,796	105,796	105,796
Designated for Future Years' Expenditures	7,023,524	4,276,512	5,950,908	6,315,222
Total Fund Balance	<u>\$22,149,613</u>	<u>\$19,538,308</u>	<u>\$19,466,704</u>	<u>\$20,092,018</u>

## CHANGES IN FUND BALANCE

<b>GASOLINE TAX FUND</b>	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$655,058	\$995,585	\$1,008,806	\$1,042,300
Other Sources (Uses)				
Operating Transfers Out	(500,974)	(1,157,082)	(1,008,806)	(1,042,300)
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>154,084</u>	<u>(161,497)</u>	<u>0</u>	<u>0</u>
Fund Balance, Beginning of Year	64,680	218,764	57,267	57,267
Fund Balance, End of Year	<u>\$218,764</u>	<u>\$57,267</u>	<u>\$57,267</u>	<u>\$57,267</u>
Unreserved:				
Designated for Future Years' Expenditures	218,764	57,267	57,267	57,267
Total Fund Balance	<u>\$218,764</u>	<u>\$57,267</u>	<u>\$57,267</u>	<u>\$57,267</u>

## CHANGES IN FUND BALANCE

COASTAL TRANSIT FUND	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$54,150	\$39,500	\$20,500	\$20,500
Expenditures	0	120,000	120,000	120,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses	54,150	(80,500)	(99,500)	(99,500)
Fund Balance, Beginning of Year	1,217,455	1,271,605	1,191,105	1,091,605
Fund Balance, End of Year	\$1,271,605	\$1,191,105	\$1,091,605	\$992,105

## CHANGES IN FUND BALANCE

<b>MEASURE M FUND</b>	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$451,215	\$458,727	\$385,000	\$422,000
Other Sources (Uses)				
Operating Transfers Out	0	(897,532)	(385,000)	(422,000)
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>451,215</u>	<u>(438,805)</u>	<u>0</u>	<u>0</u>
Fund Balance, Beginning of Year	78,096	529,311	90,506	90,506
Fund Balance, End of Year	<u><u>\$529,311</u></u>	<u><u>\$90,506</u></u>	<u><u>\$90,506</u></u>	<u><u>\$90,506</u></u>



## CHANGES IN FUND BALANCE

<b>PARK DEVELOPMENT FUND</b>	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$309,050	\$105,000	\$102,000	\$105,000
Expenditures	0	0	0	0
Other Sources (Uses)				
Operating Transfers Out	(2,831,913)	0	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(2,522,863)</u>	<u>105,000</u>	<u>102,000</u>	<u>105,000</u>
Fund Balance, Beginning of Year	2,934,713	411,850	516,850	618,850
Fund Balance, End of Year	<u>\$411,850</u>	<u>\$516,850</u>	<u>\$618,850</u>	<u>\$723,850</u>
Reserved:				
Designated for Future Years' Expenditures	411,850	516,850	618,850	723,850
Total Fund Balance	<u>\$411,850</u>	<u>\$516,850</u>	<u>\$618,850</u>	<u>\$723,850</u>

## CHANGES IN FUND BALANCE

<b>AB2766 FUND</b>	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$44,727	\$38,000	\$43,170	\$43,170
Expenditures	59,000	0	0	0
Other Sources (Uses)				
Operating Transfers Out	0	0	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(14,273)</u>	<u>38,000</u>	<u>43,170</u>	<u>43,170</u>
Fund Balance, Beginning of Year	47,986	33,713	71,713	114,883
Fund Balance, End of Year	<u>\$33,713</u>	<u>\$71,713</u>	<u>\$114,883</u>	<u>\$158,053</u>
Reserved:				
Mobile Source Air Pollution Reduction	33,713	71,713	114,883	158,053
Total Fund Balance	<u>\$33,713</u>	<u>\$71,713</u>	<u>\$114,883</u>	<u>\$158,053</u>

## CHANGES IN FUND BALANCE

<b>SUPP. LAW ENFORCE. SERVICES FUND</b>	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$108,301	\$104,000	\$4,000	\$4,000
Expenditures	45,331	211,397	0	0
Other Sources (Uses)				
Operating Transfers Out	0	0	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>62,970</u>	<u>(107,397)</u>	<u>4,000</u>	<u>4,000</u>
Fund Balance, Beginning of Year	146,710	209,680	102,283	106,283
Fund Balance, End of Year	<u>\$209,680</u>	<u>\$102,283</u>	<u>\$106,283</u>	<u>\$110,283</u>
Unreserved:				
Designated for Future Years' Expenditures	209,680	102,283	106,283	110,283
Total Fund Balance	<u>\$209,680</u>	<u>\$102,283</u>	<u>\$106,283</u>	<u>\$110,283</u>

## CHANGES IN FUND BALANCE

<b>FACILITIES IMPROVEMENT FUND</b>	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$0	\$0	\$0	\$0
Expenditures	61,876	1,655,747	0	0
Other Sources (Uses)				
Operating Transfers In	575,000	525,000	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>513,124</u>	<u>(1,130,747)</u>	<u>0</u>	<u>0</u>
Fund Balance, Beginning of Year	617,623	1,130,747	0	0
Fund Balance, End of Year	<u><u>\$1,130,747</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>

## CHANGES IN FUND BALANCE

CFD 2006-1 ACQUISITION FUND	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$0	\$0	\$0	\$0
Expenditures	0	0	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	0	0	0	0
Fund Balance, Beginning of Year	0	0	0	0
Fund Balance, End of Year	\$0	\$0	\$0	\$0

## CHANGES IN FUND BALANCE

<b>CFD 2006-1 MAINTENANCE FUND</b>	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$0	\$45,500	\$110,000	\$180,000
Expenditures	0	43,085	89,040	164,380
Revenues & Other Sources Over (Under) Expenditures & Other Uses	0	2,415	20,960	15,620
Fund Balance, Beginning of Year	0	0	2,415	23,375
Fund Balance, End of Year	\$0	\$2,415	\$23,375	\$38,995

## CHANGES IN FUND BALANCE

<b>CAPITAL IMPROVEMENTS FUND</b>	FY2008 Actual	FY2009 Budget	FY2010 Budget	FY2011 Budget
Revenues	\$2,873,746	\$1,027,283	\$444,000	\$0
Expenditures	3,486,984	18,334,575	7,661,296	1,105,000
Other Sources (Uses)				
Operating Transfers In	5,582,056	3,103,421	734,806	805,300
Operating Transfers Out	0	0	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>4,968,818</u>	<u>(14,203,871)</u>	<u>(6,482,490)</u>	<u>(299,700)</u>
Fund Balance, Beginning of Year	24,086,304	29,055,122	14,851,251	8,368,761
Fund Balance, End of Year	<u>\$29,055,122</u>	<u>\$14,851,251</u>	<u>\$8,368,761</u>	<u>\$8,069,061</u>
Reserved:				
Encumbrance Reserve	\$8,734,917	\$0	\$0	\$0
Designated for Utility Undergrounding	1,375,000	0	0	0
Designated for FDIF Transp. Impvmnts.	38,061	0	0	0
Designated for Open Space Acquisition	1,091,463	1,091,463	1,091,463	1,091,463
Priority 1 Projects	125,000	295,000	295,000	0
PCH Remediation	3,038,061	3,000,000	3,000,000	3,000,000
Undesignated & Carryover	14,652,620	10,464,788	3,982,298	3,977,598
Total Fund Balance	<u>\$29,055,122</u>	<u>\$14,851,251</u>	<u>\$8,368,761</u>	<u>\$8,069,061</u>

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# **OPERATING BUDGET**

## General Fund Operating Budget Overview

The following section is divided into three parts:

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

	<u>Department #</u>	<u>Page</u>
City Council	(01)	85
City Manager	(11)	89
Administrative Services	(21)	93
Public Information Services	(22)	99
City Clerk	(31)	103
Community Development		
Planning	(41)	109
Building	(42)	114
Code Enforcement	(43)	119
Economic Development	(44)	123
Public Works		
Administration	(51)	128
Street Maintenance	(52)	133
Traffic Engineering	(53)	139
Solid Waste	(54)	144
Engineering	(56)	148
Water Quality	(57)	154
Public Safety		
Police Services	(61)	161
VIPS	(62)	165
Emergency & Support Services	(12)	168
City Attorney	(71)	174
Community Services	(81)	177
Parks	(55)	184
Facilities	(95)	190
Risk Management	(97)	196
Non-Departmental	(99)	199

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

	FY2010		FY2011		Dpt. #
	Adopted	%	Adopted	%	
<b>REVENUES &amp; TRANSFERS-IN:</b>					
Taxes & Franchises	24,653,000	86.2%	25,595,000	86.8%	
Licenses & Permits	530,100	1.9%	530,300	1.8%	
Fines & Forfeitures	473,000	1.7%	473,000	1.6%	
Use of Money & Property	841,000	2.9%	749,000	2.5%	
Intergovernmental	260,000	0.9%	263,200	0.9%	
Charges for Services	1,146,500	4.0%	1,166,200	4.0%	
Other	45,000	0.2%	45,000	0.2%	
Operating Transfers In (from other funds)	659,000	2.3%	659,000	2.2%	
<b>Total Revenues &amp; Transfers-in</b>	<b>28,607,600</b>	<b>100.0%</b>	<b>29,480,700</b>	<b>100.0%</b>	
<b>EXPENDITURES:</b>					
City Council	170,673	0.6%	169,521	0.6%	1
City Manager	569,833	2.0%	542,425	1.9%	11
Administrative Services	1,076,700	3.8%	1,015,791	3.5%	21
Public Information Services	122,600	0.4%	122,600	0.4%	22
City Clerk	512,682	1.8%	522,780	1.8%	31
Community Development:					
Planning	1,279,034	4.5%	1,209,205	4.2%	41
Building	984,555	3.4%	929,631	3.2%	42
Code Enforcement	341,226	1.2%	322,034	1.1%	43
Economic Development	391,924	1.4%	376,610	1.3%	44
sub-total	2,996,739	10.4%	2,837,481	9.8%	
Public Works:					
Administration	364,968	1.3%	343,644	1.2%	51
Street Maintenance	2,400,158	8.4%	2,399,707	8.3%	52
Traffic Engineering	691,136	2.4%	686,336	2.4%	53
Solid Waste	72,955	0.3%	70,931	0.2%	54
Engineering	1,575,429	5.5%	1,498,632	5.2%	56
Water Quality & Natural Resources	943,573	3.3%	902,057	3.1%	57
sub-total	6,048,219	21.1%	5,901,306	20.5%	
Public Safety:					
Police Services	9,266,949	32.3%	9,715,760	33.7%	61
VIPS	18,650	0.1%	18,650	0.1%	62
Emergency Services	294,651	1.0%	283,629	1.0%	12
sub-total	9,580,250	33.4%	10,018,039	34.7%	
City Attorney	628,700	2.2%	628,700	2.2%	71
Community Services	1,512,612	5.3%	1,499,109	5.2%	81
Parks	2,991,449	10.4%	3,044,240	10.5%	55
Facilities	618,654	2.2%	609,319	2.1%	95
Risk Management	587,700	2.0%	625,280	2.2%	97
Non-Departmental	1,262,395	4.4%	1,318,795	4.6%	99
Operating Transfers Out (to other funds)	0	0.0%	0	0.0%	99
<b>Total General Fund Expenditures &amp; Transfers-out</b>	<b>28,679,204</b>	<b>100.0%</b>	<b>28,855,386</b>	<b>100.0%</b>	
<b>Excess (Deficiency) of Revenues over Expenditures:</b>	<b>(71,604)</b>		<b>625,314</b>		
<b>RESERVES:</b>					
Change in Cash Flow reserve (= to 10% GF revenues)	396,000		(87,000)		
Change in Emergency reserve (= to 20% GF revenues)	792,000		(174,000)		
Change in Potential State Budget Impacts reserve	558,000		0		
<b>Net Increase in Undesig. Gen Fund Reserve Balance</b>	<b>1,674,396</b>		<b>364,314</b>		

**GENERAL FUND**  
**REVENUES AND SOURCES**

## **DESCRIPTION OF MAJOR GENERAL FUND REVENUE SOURCES**

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

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

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

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

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

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

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

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

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

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

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

	<u>FY2010</u>	<u>FY2011</u>
Property Taxes	6,186,000	6,315,000
Franchise Fees	1,315,000	1,352,000
Property Transfer Taxes	240,000	252,000
Transient Occupancy Tax	9,750,000	10,250,000
Sales & Use Tax	3,146,000	3,209,000
In-lieu Property Taxes	3,964,000	4,165,000
Homeowner's Property Tax Relief	52,000	52,000
<b>TAXES &amp; FRANCHISES TOTAL</b>	<b>24,653,000</b>	<b>25,595,000</b>
Planning Permits	66,500	66,500
Building Permits	416,000	416,000
Engineering Permits	47,600	47,800
<b>LICENSES &amp; PERMITS TOTAL</b>	<b>530,100</b>	<b>530,300</b>
Fines & Forfeitures	428,000	428,000
Penalties, Interest & Restitution	45,000	45,000
<b>FINES &amp; FORFEITURES TOTAL</b>	<b>473,000</b>	<b>473,000</b>
Rental of Property	41,000	41,000
Office Space Rent	75,000	75,000
Investment Interest	725,000	633,000
<b>USE OF MONEY &amp; PROPERTY TOTAL</b>	<b>841,000</b>	<b>749,000</b>
Off-road Vehicle In-Lieu	0	0
Motor Vehicle In-Lieu	100,000	100,000
Nuclear Power Program	160,000	163,200
Other	0	0
<b>INTERGOVERNMENTAL TOTAL</b>	<b>260,000</b>	<b>263,200</b>
Planning Fees	61,750	61,750
Building Fees	334,000	334,000
Engineering Fees	120,500	152,200
Impact Fees	10,000	10,000
Reimbursed Expenses	347,250	335,250
Solid Waste Management Administration Fee	50,000	50,000
Recreation Classes	179,000	179,000
Recreation Activities & Trips	43,000	43,000
Planning Appeal Fee	1,000	1,000
<b>CHARGES FOR SERVICES TOTAL</b>	<b>1,146,500</b>	<b>1,166,200</b>
Miscellaneous	15,000	15,000
Beverage Container Recycling	10,000	10,000
Abandoned Vehicle Abatement	20,000	20,000
<b>OTHER REVENUES TOTAL</b>	<b>45,000</b>	<b>45,000</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>27,948,600</b>	<b>28,821,700</b>
Operating Transfer-In from Gasoline Tax Fund	659,000	659,000
<b>TOTAL OPERATING TRANSFERS-IN</b>	<b>659,000</b>	<b>659,000</b>
<b>TOTAL GENERAL FUND REV/TSF. IN</b>	<b>28,607,600</b>	<b>29,480,700</b>

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

<u>Acct #</u>	<u>Description</u>	<u>Fiscal Year 2008 Actual</u>	<u>Fiscal Year 2009 Budget</u>	<u>Fiscal Year 2010 Adopted</u>	<u>Fiscal Year 2011 Adopted</u>
<b><u>GENERAL FUND</u></b>					
01-10-6101	SEC & UNSEC PROPERTY TAX	5,949,375	6,186,000	6,186,000	6,315,000
01-10-6103	PROPERTY TRANSFER TAX	374,004	215,500	240,000	252,000
01-10-6105	FRANCHISE FEES	1,238,912	1,340,100	1,315,000	1,352,000
	CR&R - Commercial			120,000	120,000
	Cox Communications			745,000	782,000
	San Diego Gas & Electric			310,000	310,000
	So. California Gas Co.			140,000	140,000
01-10-6107	HOMEOWNERS PROPERTY TAX RELIEF	51,751	52,000	52,000	52,000
01-10-6109	TRANSIENT OCCUPANCY TAX	11,298,548	9,058,000	9,750,000	10,250,000
01-10-6111	SALES & USE TAX	3,671,003	3,303,000	3,146,000	3,209,000
01-10-6113	IN-LIEU PROPERTY TAXES	4,276,025	4,155,000	3,964,000	4,165,000
	Motor-vehicle license fees (swap)			3,035,000	3,095,000
	Sales taxes (triple flip)			929,000	1,070,000
01-20-6207	PLANNING PERMITS	90,372	70,000	66,500	66,500
01-20-6219	BUILDING PERMITS	599,836	454,000	416,000	416,000
01-20-6227	ENGINEERING PERMITS	81,456	64,000	47,600	47,800
01-30-6301	FINES & FORFEITURES	539,037	450,000	428,000	428,000
	Parking fines (Data Ticket)			150,000	150,000
	Parking fines (DMV)			38,000	38,000
	Veh. Code, Health & Welfare, other (County)			240,000	240,000
01-30-6303	PENALTIES, INTEREST & RESTITUTION	96,803	66,000	45,000	45,000
	TOT late filing penalties & interest			5,000	5,000
	Const. & Demo. ord. non-compliance penalties			35,000	35,000
	Other (municipal code violations)			5,000	5,000
01-40-6401	RENTAL OF PROPERTY	39,177	52,000	41,000	41,000
	Community Center and ballfields			25,000	25,000
	City Council chamber (SCWD)			9,000	9,000
	Parks			7,000	7,000
01-40-6403	INVESTMENT INTEREST	2,210,040	1,249,500	725,000	633,000
	Treasury Note & LAIF portfolio			748,000	659,000
	Park Development Fund interest allocation			(2,000)	(5,000)
	SLESF interest allocation			(500)	(500)
	Coastal Transit Fund interest allocation			(20,000)	(20,000)
	AB2766 Fund interest allocation			(500)	(500)

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

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
01-40-6405	CITY PLAZA OFFICE SPACE RENT	132,710	78,000	75,000	75,000
01-50-6503	OFF-ROAD VEHICLE IN-LIEU	0	0	0	0
01-50-6505	MOTOR VEHICLE IN-LIEU	163,760	87,000	100,000	100,000
01-50-6509	NARCOTICS FORFEITURE	0	0	0	0
01-50-6515	NUCLEAR POWER PROGRAM Reimbursement for City costs associated with SONGS emergency preparedness	104,366	219,000	160,000	163,200
01-50-6521	INTERGOV'T COST REIMBURSEMENTS	177,764	91,100	0	0
01-50-6523	STATE GRANTS No State Grant programs in FY's 2010 & 2011	0	0	0	0
01-50-6527	CARITS PROGRAM	0	0	0	0
01-60-6627	PLANNING FEES	72,653	65,000	61,750	61,750
01-60-6635	BUILDING FEES	473,111	354,000	334,000	334,000
01-60-6655	ENGINEERING FEES	190,192	53,900	120,500	152,200
01-60-6659	SOLID WASTE EXEMPTION FEES	1,980	2,000	2,000	2,000
01-60-6681	GENERAL GOV'T IMPACT FEES Fee assessed on new development	9,285	10,000	10,000	10,000
01-60-6683	ART IN PUBLIC PLACES FEES Fee assessed on qualifying new development	0	0	0	0
01-60-6685	REIMBURSED EXPENSES City expenses directly reimbursable by developers, homeowners, attorneys, etc:	699,560	669,236	347,250	335,250
	Geologic reviews (41-223)			80,000	80,000
	Town Center design reviews (41-223)			25,000	25,000
	Contract Hearing Officer (43-223)			750	750
	CR&R contract administration			75,000	75,000
	3rd part geotechnical reviews (56-223)			42,000	42,000
	Extraordinary plan checks (56-223)			10,000	25,000
	Headlands Interpretive Center (57-211)			42,500	12,500
	HOA incentive program (57-251)			12,000	15,000
	Litigation (97-409)			50,000	50,000
	Consulting/witness fees (97-413)			10,000	10,000



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

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
01-60-6691	RECREATION CLASSES Split between Instructors/City	179,661	179,000	179,000 179,000	179,000 179,000
01-60-6693	ACTIVITIES & TRIPS Trips, excursions, leagues, events	43,493	43,300	43,000 43,000	43,000 43,000
01-70-6701	PLANNING APPEAL FEE	0	1,000	1,000	1,000
01-70-6703	MISCELLANEOUS REVENUES	7,542	15,000	15,000	15,000
01-70-6705	BEVERAGE CONTAINER RECYCLING	9,745	10,000	10,000	10,000
01-70-6707	SOLID WASTE ADMINISTRATION FEE AB939 administration fee	50,278	28,800	48,000 48,000	48,000 48,000
01-70-6709	LITIGATION SETTLEMENTS	0	0	0	0
01-70-6711	COMMUNITY DEVEL. BLOCK GRANT No qualifying projects expected	0	0	0	0
01-70-6713	ABANDONED VEH. ABATEMENT PROG.	27,691	12,000	20,000	20,000
<b>TOTAL GENERAL FUND REVENUES</b>		<b>32,860,130</b>	<b>28,633,436</b>	<b>27,948,600</b>	<b>28,821,700</b>
01-90-6903	TRANSFERS IN - FROM GAS TAX FUND See Gas Tax Fund for computation	500,974	780,497	659,000	659,000
01-90-6905	TRANSFERS IN - FROM SLES FUND See SLES Fund for computation	0	0	0	0
<b>TOTAL GEN FUND REVENUES &amp; TRANSFERS-IN</b>		<b>33,361,104</b>	<b>29,413,933</b>	<b>28,607,600</b>	<b>29,480,700</b>

**GENERAL FUND**  
**EXPENDITURES AND USES**

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**CITY OF DANA POINT  
GENERAL FUND OPERATING BUDGET SUMMARY  
BY DEPARTMENT AND EXPENDITURE TYPE  
FISCAL YEAR 2010**

	<u>Personnel</u>	<u>Materials &amp; Services</u>	<u>Risk Management</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	<u>Total</u>
<b>GENERAL FUND OPERATING EXPENDITURES &amp; TRANSFERS:</b>						
City Council	49,173	121,500		0		170,673
City Manager	425,433	144,400		0		569,833
Administrative Services	921,395	155,305		0		1,076,700
Public Information Services	0	122,600		0		122,600
City Clerk	422,547	90,135		0		512,682
Community Development:						
Planning	1,026,669	252,365		0		1,279,034
Building	914,470	70,085		0		984,555
Code Enforcement	312,766	28,460		0		341,226
Economic Development	266,424	125,500		0		391,924
sub-total	<u>2,520,329</u>	<u>476,410</u>		<u>0</u>		<u>2,996,739</u>
Public Works:						
Administration	340,173	24,795		0		364,968
Street Maintenance	181,738	2,218,420		0		2,400,158
Traffic Engineering	80,536	610,600		0		691,136
Solid Waste	38,335	34,620		0		72,955
Engineering	1,406,844	168,585		0		1,575,429
Water Quality & Nat. Res.	242,503	701,070		0		943,573
sub-total	<u>2,290,129</u>	<u>3,758,090</u>		<u>0</u>		<u>6,048,219</u>
Public Safety:						
Police Services	0	9,266,949		0		9,266,949
VIPS	0	18,650		0		18,650
Emergency Services	209,841	84,810		0		294,651
sub-total	<u>209,841</u>	<u>9,370,409</u>		<u>0</u>		<u>9,580,250</u>
City Attorney	0	628,700		0		628,700
Community Services	583,952	928,660		0		1,512,612
Parks	316,400	2,675,049		0		2,991,449
Facilities	161,194	457,460		0		618,654
Risk Management	0	1,300	586,400	0		587,700
Non-Departmental	0	1,262,395		0	0	1,262,395
Total Oper Exp & Transfers	<u>7,900,391</u>	<u>20,192,413</u>	<u>586,400</u>	<u>0</u>	<u>0</u>	<u>28,679,204</u>
<b>Excess of Operating Expenditures and Tsfs-out over Revenues &amp; Tsfs-in</b>						<u><b>(71,604)</b></u>

**CITY OF DANA POINT  
GENERAL FUND OPERATING BUDGET SUMMARY  
BY DEPARTMENT AND EXPENDITURE TYPE  
FISCAL YEAR 2011**

	<u>Personnel</u>	<u>Materials &amp; Services</u>	<u>Risk Management</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	<u>Total</u>
<b>GENERAL FUND OPERATING EXPENDITURES:</b>						
City Council	48,021	121,500		0		169,521
City Manager	398,025	144,400		0		542,425
Administrative Services	863,431	152,360		0		1,015,791
Public Information Services	0	122,600		0		122,600
City Clerk	399,035	123,745		0		522,780
Community Development:						
Planning	959,060	250,145		0		1,209,205
Building	853,436	76,195		0		929,631
Code Enforcement	293,594	28,440		0		322,034
Economic Development	249,310	127,300		0		376,610
sub-total	<u>2,355,401</u>	<u>482,080</u>		<u>0</u>		<u>2,837,481</u>
Public Works:						
Administration	317,679	25,965		0		343,644
Street Maintenance	169,497	2,230,210		0		2,399,707
Traffic Engineering	80,536	605,800		0		686,336
Solid Waste	35,811	35,120		0		70,931
Engineering	1,314,037	184,595		0		1,498,632
Water Quality & Nat. Res.	227,227	674,830		0		902,057
sub-total	<u>2,144,786</u>	<u>3,756,520</u>		<u>0</u>		<u>5,901,306</u>
Public Safety:						
Police Services	0	9,715,760		0		9,715,760
VIPS	0	18,650		0		18,650
Emergency Services	197,694	85,935		0		283,629
sub-total	<u>197,694</u>	<u>9,820,345</u>		<u>0</u>		<u>10,018,039</u>
City Attorney	0	628,700		0		628,700
Community Services	557,824	941,285		0		1,499,109
Parks	291,990	2,752,250		0		3,044,240
Facilities	151,009	458,310		0		609,319
Risk Management	0	1,300	623,980	0		625,280
Non-Departmental	0	1,318,795		0	0	1,318,795
Total City Operating Expend.	<u><u>7,407,216</u></u>	<u><u>20,824,190</u></u>	<u><u>623,980</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>28,855,386</u></u>
<b>Operating Revenues &amp; Tsfs-in in Excess of Operating Expenditures and Tsfs-out</b>						<u><u><b>625,314</b></u></u>

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

**DEPARTMENT:** CITY COUNCIL

**PROGRAM:** CITY COUNCIL

**DESCRIPTION:**

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

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

**OBJECTIVES:**

**DANA POINT MISSION STATEMENT**

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

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

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

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$47,979	\$47,560	\$49,173	\$48,021
Materials & Services	103,394	121,500	121,500	121,500
Capital Outlay	0	0	0	0
Total Expenditures	\$151,373	\$169,060	\$170,673	\$169,521

**REVENUE SUMMARY**

NONE

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**AUTHORIZED PERSONNEL**

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	43,101	43,102	43,102	43,102
110 BENEFITS	1,186	600	360	360
112 RETIREMENT BENEFITS	3,032	3,233	5,086	3,934
114 MEDI-TAX 1.45%	660	625	625	625
<b>TOTAL PERSONNEL</b>	<b>47,979</b>	<b>47,560</b>	<b>49,173</b>	<b>48,021</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS	0	0	0	0
207 OFFICE SUPPLIES				
General office supplies			1,500	1,500
	856	1,500	1,500	1,500
209 MEMBERSHIPS & DUES	0	0	0	0
211 OPERATING SUPPLIES				
Youth Board			3,000	3,000
General operating supplies			10,000	10,000
	4,066	13,000	13,000	13,000
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			500	500
	(212)	500	500	500
223 PROFESSIONAL SERVICES				
Miscellaneous			5,000	5,000
	0	5,000	5,000	5,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			25,000	25,000
	21,684	35,000	25,000	25,000
229 MILEAGE REIMBURSEMENT				
Auto allowance			16,500	16,500
	16,500	16,500	16,500	16,500



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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
241 COMMUNITY ACTIVITIES				
Sponsorships			10,000	10,000
Local non-profit donations			50,000	50,000
	60,500	50,000	60,000	60,000
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>103,394</b>	<b>121,500</b>	<b>121,500</b>	<b>121,500</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>151,373</b>	<b>169,060</b>	<b>170,673</b>	<b>169,521</b>

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

**DEPARTMENT:** CITY MANAGER

**PROGRAM:** CITY MANAGER

**DESCRIPTION:**

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

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

**OBJECTIVES:**

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

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

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

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

Administer and direct the implementation of City services.

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>EXPENDITURE SUMMARY</b>				
Personnel	\$374,143	\$371,552	\$425,433	\$398,025
Materials & Services	113,797	231,645	144,400	144,400
Capital Outlay	0	45,000	0	0
Total Expenditures	\$487,940	\$648,197	\$569,833	\$542,425

**REVENUE SUMMARY**

NONE

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**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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	272,704	265,978	289,086	297,759
103 HOURLY				
Part-time clerical assistance			7,000	7,000
	7,325	7,000	7,000	7,000
105 OVERTIME	0	0	0	0
110 BENEFITS	39,841	42,757	40,679	41,762
112 RETIREMENT BENEFITS	50,133	51,859	84,374	47,086
114 MEDI-TAX 1.45%	4,140	3,958	4,293	4,419
120 OUTSIDE ASSISTANCE	0	0	0	0
<b>TOTAL PERSONNEL</b>	<b>374,143</b>	<b>371,552</b>	<b>425,433</b>	<b>398,025</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone			2,000	2,000
	1,726	2,000	2,000	2,000
203 EQUIPMENT MAINTENANCE	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			4,890	4,950
Oil changes			150	150
Vehicle cleaning			660	600
Vehicle repairs			300	300
	5,418	9,000	6,000	6,000
207 OFFICE SUPPLIES				
Routine office supplies			1,750	1,750
Laser printer toner			250	250
Miscellaneous			3,000	3,000
	2,207	5,000	5,000	5,000

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
Orange County City Manager's Association			300	300
California City Management Foundation			400	400
Vistage			13,500	13,500
	400	13,700	14,200	14,200
211 OPERATING SUPPLIES				
Miscellaneous			8,000	8,000
	4,315	8,000	8,000	8,000
213 BOOKS & SUBSCRIPTIONS				
Newspapers			250	250
Miscellaneous			600	600
	670	1,000	850	850
215 TRAINING				
Department staff			600	600
	0	600	600	600
223 PROFESSIONAL SERVICES				
Sacramento legislative advocate			25,000	25,000
Coastal Commission legislative advocate			50,000	50,000
Special projects			25,000	25,000
	87,968	183,345	100,000	100,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			7,500	7,500
	11,052	8,500	7,500	7,500
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			250	250
	41	500	250	250
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>113,797</b>	<b>231,645</b>	<b>144,400</b>	<b>144,400</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT	0	45,000	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>487,940</b>	<b>648,197</b>	<b>569,833</b>	<b>542,425</b>

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

**DEPARTMENT:** ADMINISTRATIVE SERVICES

**PROGRAM:** FINANCE & ADMINISTRATION

**DESCRIPTION:**

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

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

**OBJECTIVES:**

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

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

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

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

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

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

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

Maintain a three day turnaround time on purchase requisitions.

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

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

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

**PROGRAM INDICATORS:**

Process approximately 450 checks per month

Generate 12 monthly financial reports per year

Process 26 payrolls per year

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

Process approximately 700 purchase requisitions per year

Process approximately 1,000 Insurance Certificates per year

Track approximately 25 risk management claims per year

Conduct employee recruitments as needed

Invest City portfolio of approximately \$50 million

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$778,644	\$804,537	\$921,395	\$863,431
Materials & Services	192,388	205,700	155,305	152,360
Capital Outlay	0	0	0	0
Total Expenditures	\$971,032	\$1,010,237	\$1,076,700	\$1,015,791

**REVENUE SUMMARY**

NONE

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**AUTHORIZED PERSONNEL**

Director of Administrative Services	1	1	1	1
Accounting & Data Processing Mgr.	1	1	1	1
Accounting Technician	1	1	1	1
Administrative Secretary	1	1	1	1
Management Analyst	2	1	1	1
Senior Management Analyst	0	1	1	1
Personnel Analyst	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	7	7	7	7
<u>Regular Part-time</u>				
Account Clerk	0.5	0.5	0.5	0.5
Total	7.5	7.5	7.5	7.5

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	556,620	561,433	612,482	630,856
103 HOURLY				
Administrative Intern			9,600	9,600
Account Clerk (20hrs/wk)			16,500	16,500
	25,247	26,100	26,100	26,100
105 OVERTIME				
Accounting Technician			4,500	4,500
	1,838	4,500	4,500	4,500
110 BENEFITS	81,446	93,606	89,382	91,780
112 RETIREMENT BENEFITS	104,595	110,314	179,607	100,604
114 MEDI-TAX 1.45%	8,898	8,584	9,325	9,591
120 OUTSIDE ASSISTANCE	0	0	0	0
<b>TOTAL PERSONNEL</b>	<b>778,644</b>	<b>804,537</b>	<b>921,395</b>	<b>863,431</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone			900	900
	932	1,200	900	900
203 EQUIPMENT MAINTENANCE				
Typewriter and printer maintenance			100	100
Time/date stamp machine maintenance contract			115	115
Miscellaneous equipment maintenance			100	100
	1,235	315	315	315
207 OFFICE SUPPLIES				
General office supplies			2,800	2,800
Letter & window envelopes/ letterhead stationery			1,000	1,000
Budget/CAFR printing			5,500	1,500
Recruitment supplies			1,200	1,200
Laser printer toner			500	500
	8,224	7,300	11,000	7,000

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
California Society of Municipal Finance Officers			225	225
California Municipal Treasurers Association			155	155
California Assn. of Public Purchasing Officers			30	30
California State Board of Accountancy (bi-annual)			200	0
Government Finance Officers Association			250	250
O.C. League - Employee Relations Committee			475	475
Municipal Mgmt. Assoc. of So. Calif. (MMASC)			100	100
Community organizations			800	800
California Public Employee Labor Relations Assn.			1,000	1,000
	1,900	1,775	3,235	3,035
211 OPERATING SUPPLIES				
Oral board expenses			1,000	1,000
Small equipment replacement			400	400
Check printing/tax forms			500	500
Human resources legal handbook updates			500	500
Miscellaneous			1,000	1,000
	3,626	4,900	3,400	3,400
213 BOOKS & SUBSCRIPTIONS				
Personnel journals			200	200
Governmental acct'g rules annual subscription			180	190
GASB accounting statements & bulletins			125	125
Wall Street Journal subscription (2 yr)			400	0
Calif. Municipal Treasurers Assn. Handbook update			60	60
Guidestar			75	75
Miscellaneous			200	200
	1,669	1,985	1,240	850
215 TRAINING				
Citywide training (customer service)			20,000	20,000
Citywide training (employee health orientation)			1,500	1,500
Citywide sup'v training (O.C. Empl Relation Consort.)			2,900	3,045
California Municipal Treasurers Association			300	300
CALPELRA workshops			1,500	1,500
Departmental staff training			2,250	2,250
Diehl Evans tax workshops			550	550
California Society of Municipal Finance Officers			250	250
Web development			3,000	3,000
League of Cities workshops			200	200
	11,285	33,725	32,450	32,595

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
223 PROFESSIONAL SERVICES				
Employee physicals/drug screens/fingerprinting			6,550	6,550
Flexible spending account administration			1,500	1,500
Fund Accounting software maintenance			1,200	1,200
Annual city audit			15,700	17,000
Annual hotel TOT audit			6,000	6,000
Annual review of City investment policy			1,500	1,500
CAFR data & review:				
HdL CAFR reporting package			700	700
ESRI (demographic data)			150	150
GFOA review fee			415	415
Employee wellness services			600	600
Bank of America - banking services			2,500	2,500
Armored car service			3,000	3,000
Human resources software service			5,900	5,900
Investment security safekeeping services			3,700	3,900
ADP payroll services			8,600	8,600
Sales tax analysis			4,600	4,600
Sales tax audit recovery fee			4,000	4,000
Property tax analysis			14,400	14,400
Miscellaneous			3,000	3,000
	128,585	118,250	84,015	85,515
225 ADVERTISING				
Personnel recruitments			5,000	5,000
RFP's & other miscellaneous			250	250
	21,406	20,250	5,250	5,250
227 TRAVEL, CONF. & MEETINGS				
CJPIA, CALPELRA, MMASC, LCW, CSMFO, LCC			7,500	7,500
	8,463	10,000	7,500	7,500
229 MILEAGE REIMBURSEMENT				
Auto allowance			4,800	4,800
Staff mileage reimbursements			1,200	1,200
	5,063	6,000	6,000	6,000
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>192,388</b>	<b>205,700</b>	<b>155,305</b>	<b>152,360</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>971,032</b>	<b>1,010,237</b>	<b>1,076,700</b>	<b>1,015,791</b>

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

**DEPARTMENT:** ADMINISTRATIVE SERVICES

**PROGRAM:** PUBLIC INFORMATION SERVICES

**DESCRIPTION:**

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

Promote openness in the discussion of community issues

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

Encourage citizen involvement in City activities

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

**OBJECTIVES:**

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

Assist with City website expansion and development.

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

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

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

Maintain positive relationships with the news media.

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

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

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

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

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Proposed</u>	Fiscal Year 2011 <u>Proposed</u>
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**EXPENDITURE SUMMARY**

Personnel	\$0	\$0	\$0	\$0
Materials & Services	142,671	242,262	122,600	122,600
Capital Outlay	0	0	0	0
Total Expenditures	\$142,671	\$242,262	\$122,600	\$122,600

**REVENUE SUMMARY**

NONE

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**AUTHORIZED PERSONNEL**

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>MATERIALS &amp; SERVICES</b>				
203 EQUIPMENT MAINTENANCE				
Video broadcasting equipment maintenance			15,000	15,000
Council chamber sound system maintenance			3,000	3,000
	9,971	28,223	18,000	18,000
207 OFFICE SUPPLIES				
Cable broadcasting materials & supplies			1,500	1,500
General office supplies			300	300
	0	1,800	1,800	1,800
209 MEMBERSHIPS & DUES				
			0	0
	200	225	0	0
213 BOOKS & SUBSCRIPTIONS				
Broadcasting & cable magazine			200	200
	0	200	200	200
223 PROFESSIONAL SERVICES				
City web site design & improvements			3,000	3,000
City web site management			3,000	3,000
Internet live streaming			16,000	16,000
Council mtg cable TV prod. / PEG programming			55,000	55,000
Planning commission mtgs (24/yr - 8hrs @ \$30/hr)			6,000	6,000
Disaster & emergency response (4@\$1500)			6,000	6,000
24/7 community bulletin board (10hrs/mo)			3,600	3,600
Special Programming (4th July, FOW, etc.)			10,000	10,000
	122,618	149,814	102,600	102,600
260 MARKETING (moved to Dept. 44 beg FY2010)	9,882	62,000	0	0
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>142,671</b>	<b>242,262</b>	<b>122,600</b>	<b>122,600</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>142,671</b>	<b>242,262</b>	<b>122,600</b>	<b>122,600</b>

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

**DEPARTMENT: CITY CLERK**

**PROGRAM: CITY CLERK**

**DESCRIPTION:**

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

**OBJECTIVES:**

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

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

Receive subpoenas filed against the City.

Administer City-wide Records Management Program in accordance with approved Records Retention Schedule utilizing approved procedures for destruction and/or microfilming of inactive records.

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

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



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

Attend and conduct bid openings for Capital Improvement Projects.

Implement and administer the City's document imaging process.

Maintain the City's website and video streaming software.

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

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

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

Publish, post and process approximately 100 legal notices.

Publish, post and process approximately 20 ordinances and 40 resolutions annually.

Oversee Records Management Program, which contains all of the City's official records. Continue microfilming/digital processing of City vital records, consisting of over 100,000 microfiche to date. 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 40 City contracts per year including required bonds and insurance.

Record legal documents through the County Recorders office.

Oversee the maintenance of the City's website.

Process the City's Charitable Grants.

Maintain the highest level of customer service.

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$385,211	\$414,119	\$422,547	\$399,035
Materials & Services	81,790	141,387	90,135	123,745
Capital Outlay	0	0	0	0
Total Expenditures	\$467,001	\$555,506	\$512,682	\$522,780

**REVENUE SUMMARY**

NONE

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**AUTHORIZED PERSONNEL**

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	252,550	268,130	262,777	270,660
103 HOURLY				
Records assistant (25 hrs/wk)			27,000	28,000
	32,629	26,000	27,000	28,000
105 OVERTIME				
Staff support for City Council & SCWD meetings			1,500	1,500
	100	0	1,500	1,500
110 BENEFITS	43,349	50,025	45,803	47,099
112 RETIREMENT BENEFITS	52,346	53,699	78,243	44,423
114 MEDI-TAX 1.45%	4,165	4,265	4,224	4,352
120 OUTSIDE ASSISTANCE				
Cleical support			3,000	3,000
	72	12,000	3,000	3,000
<b>TOTAL PERSONNEL</b>	<b>385,211</b>	<b>414,119</b>	<b>422,547</b>	<b>399,035</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone			840	840
	587	1,000	840	840
203 EQUIPMENT MAINTENANCE				
Typewriter maintenance			200	200
Date stamp machine maintenance agreement			200	200
	288	8,350	400	400
207 OFFICE SUPPLIES				
Agenda materials			2,000	2,000
Official minute/reso/ord books & paper			1,500	1,500
Laser printer toner			1,000	1,000
Stationery			1,000	1,000
Materials for November 2010 Regular election			1,000	0
City seal tile plaques			1,500	1,500
Routine office supplies			1,750	1,750
	10,692	10,250	9,750	8,750

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>209 MEMBERSHIPS &amp; DUES</b>				
National Notary Association (City Clerk)			300	300
Assoc. Rec. Mgrs. & Admin			225	250
Int'l Institute of Municipal Clerks (City Clerk)			285	300
Clerks Association of California (City Clerk)			225	240
	707	785	1,035	1,090
<b>211 OPERATING SUPPLIES</b>				
Records mgmt. supplies (folders, ink, labels)			3,000	3,000
Miscellaneous			1,500	1,500
	4,896	4,500	4,500	4,500
<b>213 BOOKS &amp; SUBSCRIPTIONS</b>				
OC Business Journal			100	100
Directory of Cities/Clerks			50	50
Election code updates			60	65
Miscellaneous			150	150
	110	255	360	365
<b>215 TRAINING</b>				
Notary training			0	350
Department Staff training			1,500	1,500
	1,395	1,500	1,500	1,850
<b>223 PROFESSIONAL SERVICES</b>				
Quality Code (Municode supplements)			7,500	7,500
Microfilm (vital records)			15,000	15,000
Cable TV rate regulation services			1,000	1,000
Datalok (offsite microfilm storage)			1,250	1,250
County of Orange (Nov 2010 regular election)			0	34,000
Courier service (Council packet/mail delivery)			6,000	6,200
	32,025	65,140	30,750	64,950
<b>225 ADVERTISING</b>				
Citywide legal advertising			30,000	30,000
	20,658	38,957	30,000	30,000
<b>227 TRAVEL, CONF. &amp; MEETINGS</b>				
Travel, conferences & meetings			5,000	5,000
	4,947	4,850	5,000	5,000

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
229 MILEAGE REIMBURSEMENT				
Auto allowance			4,800	4,800
Staff mileage reimbursements			1,200	1,200
	5,485	5,800	6,000	6,000
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>81,790</b>	<b>141,387</b>	<b>90,135</b>	<b>123,745</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>467,001</b>	<b>555,506</b>	<b>512,682</b>	<b>522,780</b>

**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 special projects like the Town Center Plan, Harbor Revitalization Plan and Headlands Development Plan. The department maintains and administers the City's General Plan, assuring that the plan reflects community values and State statutes. The Planning Division also carries out the requirements of the California Environmental Quality Act, the California Coastal Act, and the Subdivision Map Act. The Planning Program is directly responsible for providing staff support to the City's Planning Commission.

**OBJECTIVES:**

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

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

Complete the City's update to the General Plan and Residential Design Guidelines.

Continue efforts to achieve Housing and Community Development department (HCD) certification of Housing Element.

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

Continue to give priority to current development projects including the Makar zone change, remodeling of the Ritz Carlton and Marriott Resorts and new commercial development in Town Center.

**PROGRAM INDICATORS:**

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
Personnel	\$916,871	\$903,000	\$1,026,669	\$959,060
Materials & Services	500,900	819,058	252,365	250,145
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$1,417,771</u>	<u>\$1,722,058</u>	<u>\$1,279,034</u>	<u>\$1,209,205</u>

**REVENUE SUMMARY**

Planning Permits	\$90,372	\$70,000	\$66,500	\$66,500
Planning Fees	72,653	65,000	61,750	61,750
Bluff Geol. Review (3rd party reimb)	40,000	40,000	80,000	80,000
Planning Appeal Fees	0	1,000	1,000	1,000
Town Center Design Reviews	0	0	25,000	25,000
Total Revenues	<u>\$203,025</u>	<u>\$176,000</u>	<u>\$234,250</u>	<u>\$234,250</u>

**AUTHORIZED PERSONNEL**

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

\*One Associate Planner position vacant, not funded in FY10 & FY11 budget

Contract

Associate Planner	0	0	0	0
Total	8	8	8	8

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	660,240	656,367	708,855	730,120
103 HOURLY			0	0
	0	1,250	0	0
105 OVERTIME				
Planning Commission staff support			4,000	4,000
Other			1,000	1,000
	3,648	3,000	5,000	5,000
107 STIPENDS	5,400	9,000	9,000	9,000
110 BENEFITS	99,438	95,578	87,056	89,306
112 RETIREMENT BENEFITS	125,724	127,037	206,278	114,844
114 MEDI-TAX 1.45%	9,633	9,768	10,481	10,790
120 OUTSIDE ASSISTANCE			0	0
	12,788	1,000	0	0
<b>TOTAL PERSONNEL</b>	<b>916,871</b>	<b>903,000</b>	<b>1,026,669</b>	<b>959,060</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phones			1,320	1,320
	1,749	2,400	1,320	1,320
203 EQUIPMENT MAINTENANCE				
FAX machine			210	220
Transcriber			255	255
Typewriter maintenance			35	35
	58	510	500	510



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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
207 OFFICE SUPPLIES				
General office supplies			2,000	2,500
General Plan update printing			3,000	0
Town Center Plan printing			1,000	1,000
Headlands printing			300	300
Stationery/envelopes			500	500
Laser printer toner cartridges			700	700
Misc. computer supplies			150	150
Facsimile copier toner			800	800
Printing - documents			500	500
Printing - maps			500	500
Printing - handouts			500	500
Historical plaques			1,500	1,500
Harbor Plan printing			1,000	250
Miscellaneous			350	350
	13,259	8,800	12,800	9,550
209 MEMBERSHIPS & DUES				
Amer. Planning Assoc. Memberships (4)			1,500	1,500
Amer. Institute of Cert. Planners (3)			160	160
Amer. Institute of Architects (1)			1,000	1,000
Urban Land Institute			180	190
Orange County Planning Directors			100	100
Assoc. of Environmental Planners			100	100
Nat. Trust of Historic Preservation			70	70
	1,561	3,120	3,110	3,120
211 OPERATING SUPPLIES				
Film			50	50
Drafting supplies			250	260
Graphic supplies			150	150
Trakit (permit software) license & maintenance			12,000	13,000
GIS Thomas Bros. license agreement			2,000	2,000
Digital Map Products - CityGIS II upgrade			6,000	6,000
ESRI annual licensing fee			2,000	2,000
GIS database maintenance			5,500	5,500
CEQA notices (partial fee offset)			3,000	3,000
	25,178	32,460	30,950	31,960
213 BOOKS & SUBSCRIPTIONS				
Planning publications			2,000	2,000
	808	2,000	2,000	2,000

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
215 TRAINING				
Technical training (Planning Staff)			1,500	1,500
Department Staff training			2,000	2,000
Americal Planners Assoc. "Nuts & Bolts" training			350	350
Miscellaneous			1,000	1,000
	2,218	4,850	4,850	4,850
223 PROFESSIONAL SERVICES				
Geological reviews (reimbursed)			80,000	80,000
Town Center Design Review (reimbursed)			25,000	25,000
Town Center Design Manual			0	40,000
General Plan update			40,000	0
Special projects, appeals, etc.			25,000	25,000
	440,953	735,518	170,000	170,000
225 ADVERTISING				
Request for Proposals (2)			1,000	1,000
	0	1,000	1,000	1,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			17,435	17,435
	7,585	20,000	17,435	17,435
229 MILEAGE REIMBURSEMENT				
Planning Commissioner auto allowance			3,000	3,000
Auto allowance			4,800	4,800
Staff mileage reimbursement			600	600
	7,531	8,400	8,400	8,400
257 HEADLANDS PROJECT				
Headlands project processing			0	0
	0	0	0	0
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>500,900</b>	<b>819,058</b>	<b>252,365</b>	<b>250,145</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,417,771</b>	<b>1,722,058</b>	<b>1,279,034</b>	<b>1,209,205</b>

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

**DEPARTMENT: Community Development**

**PROGRAM: Building**

**DESCRIPTION:**

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

**OBJECTIVES:**

Maintain an effective building, electrical, plumbing, and mechanical inspection program for the projected inspections during fiscal years 2009-2010.

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

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

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

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

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

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

**PROGRAM INDICATORS:**

Perform approximately 7,500 building inspections per year.

Issue approximately 1,500 permits per year.

Process approximately 700 plan checks per year.

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$593,220	\$801,599	\$914,470	\$853,436
Materials & Services	231,166	101,544	70,085	76,195
Capital Outlay	15,671	0	0	0
Total Expenditures	\$840,057	\$903,143	\$984,555	\$929,631

**REVENUE SUMMARY**

Building Permits	\$599,836	\$454,000	\$416,000	\$416,000
Building Fees	473,111	354,000	334,000	334,000
Total Revenues	\$1,072,947	\$808,000	\$750,000	\$750,000

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**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 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	448,203	620,355	664,058	683,980
103 HOURLY	0	0	0	0
105 OVERTIME				
Emergency services			2,500	2,500
	8,866	500	2,500	2,500
110 BENEFITS	54,376	82,700	78,900	81,300
112 RETIREMENT BENEFITS	91,098	122,447	192,609	106,954
114 MEDI-TAX 1.45%	7,258	9,245	9,665	9,954
120 OUTSIDE ASSISTANCE	15,588	0	0	0
199 PERSONNEL ALLOCATION			0	0
One-half secretary to CD-Code Enforcement. (43)			(33,263)	(31,252)
	(32,169)	(33,648)	(33,263)	(31,252)
<b>TOTAL PERSONNEL</b>	<b>593,220</b>	<b>801,599</b>	<b>914,470</b>	<b>853,436</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone service			2,720	2,720
Verizon express network service for laptop			1,200	1,200
	5,571	5,400	3,920	3,920
203 EQUIPMENT MAINTENANCE				
Cash register			200	210
Date/time stamp machine			115	115
Microfiche reader/printer			500	500
	1,986	825	815	825
205 VEHICLE MAINTENANCE				
Fuel			2,950	3,400
Oil changes			400	400
Vehicle cleaning			2,120	2,120
Vehicle repairs			1,200	1,450
	8,376	11,000	6,670	7,370
207 OFFICE SUPPLIES				
Permit system forms			2,000	2,000
Building permit printing			4,000	4,000
Stationery/envelopes			200	200
Miscellaneous supplies			1,850	1,850
	7,297	4,150	8,050	8,050

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
California Building Officials (CalBO)			300	300
So Cal Association of Code Officials (SCACO)			250	250
Int'l Code Council			290	290
Orange Empire Chapter ICC			300	300
International Assoc. of Electrical Inspectors			300	300
Int'l Assoc of Plumbing & Mechanical Officials			490	490
	1,085	1,930	1,930	1,930
211 OPERATING SUPPLIES				
Building permits toner & printer			1,500	1,500
Miscellaneous			500	500
	32,902	5,014	2,000	2,000
213 BOOKS & SUBSCRIPTIONS				
Interpretive manuals			2,500	2,500
Code books (2010 Building Codes)			0	10,000
	7,313	2,500	2,500	12,500
215 TRAINING				
Trakit training (all CDD Staff)			5,000	0
Building code training			3,500	3,500
	8,938	13,500	8,500	3,500
223 PROFESSIONAL SERVICES				
Plan check services (overflow)			25,000	25,000
	144,360	39,400	25,000	25,000
224 BLDG. PLAN CHECK/INSP SVC				
N/A - replaced with City Employees beg FY08			0	0
	0	0	0	0
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
ICC & Calbo ABM			700	1,100
	5,369	7,525	700	1,100
229 MILEAGE REIMBURSEMENT				
Auto allowance			9,600	9,600
Staff mileage reimbursements			400	400
	7,969	10,300	10,000	10,000
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>231,166</b>	<b>101,544</b>	<b>70,085</b>	<b>76,195</b>

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT			0	0
	15,671	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>15,671</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>840,057</b>	<b>903,143</b>	<b>984,555</b>	<b>929,631</b>

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

**DEPARTMENT: Community Development**

**PROGRAM: Code Enforcement**

**DESCRIPTION:**

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

**OBJECTIVES:**

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

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

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

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

**PROGRAM INDICATORS:**

- Initiate and resolve approximately 1000 Code Enforcement cases per year.
- Initiate and resolve approximately 200 Weed Abatement cases per year.
- Process approximately 300 Massage License applications per year.
- Maintain a pro-active, community-based Code Enforcement program throughout the community.
- Continue to be an active partner with the Orange County Sheriffs' Department identifying, documenting and eliminating graffiti within our community through the new Tracking Automated and Graffiti Reporting System (TAGRS) program
- Work on special neighborhood programs to improve property maintenance.



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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$245,258	\$304,683	\$312,766	\$293,594
Materials & Services	22,427	33,476	28,460	28,440
Capital Outlay	28,853	0	0	0
Total Expenditures	\$296,538	\$338,159	\$341,226	\$322,034

**REVENUE SUMMARY**

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

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**AUTHORIZED PERSONNEL**

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	152,321	190,481	185,331	191,066
105 OVERTIME				
Code Enforce. Officers (incl. Sat & Sun coverage)			2,000	2,000
	493	2,000	2,000	2,000
110 BENEFITS	28,980	39,000	35,700	36,600
112 RETIREMENT BENEFITS	29,096	36,763	53,755	29,877
114 MEDI-TAX 1.45%	2,199	2,791	2,716	2,799
120 OUTSIDE ASSISTANCE	0	0	0	0
199 PERSONNEL ALLOCATION				
One-half secretary from CD-Building (42)			33,263	31,252
	32,169	33,648	33,263	31,252
<b>TOTAL PERSONNEL</b>	<b>245,258</b>	<b>304,683</b>	<b>312,766</b>	<b>293,594</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phones			2,000	2,000
	2,691	2,600	2,000	2,000
203 EQUIPMENT MAINTENANCE	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			3,420	3,900
Oil changes			400	400
Vehicle cleaning			2,640	2,640
Vehicle repairs			1,200	1,200
	4,201	5,216	7,660	8,140
207 OFFICE SUPPLIES				
General office supplies			2,000	2,000
Solag trash tags			700	700
Color laser printer supplies			1,000	1,000
Stationery/envelopes			400	400
	2,717	4,650	4,100	4,100
209 MEMBERSHIPS & DUES				
So. Ca. Assoc. of Code Enforcement Officers			300	300
	243	210	300	300

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
211 OPERATING SUPPLIES				
Tax information (from County of Orange)			150	150
Digital camera			500	0
GIS property attribute records (DMP)			3,000	3,000
	8,915	6,400	3,650	3,150
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			50	50
	0	50	50	50
215 TRAINING				
Department Staff training			1,250	1,250
	70	2,250	1,250	1,250
223 PROFESSIONAL SERVICES				
Weed abatement contract			7,500	7,500
Contract hearing officer (75% reimbursed)			1,000	1,000
	3,506	10,500	8,500	8,500
225 ADVERTISING				
Weed abatement			200	200
	60	200	200	200
227 TRAVEL, CONF. & MEETINGS				
Code enforcement annual conf (2)			250	250
	0	900	250	250
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			500	500
	24	500	500	500
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>22,427</b>	<b>33,476</b>	<b>28,460</b>	<b>28,440</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT			0	0
	28,853	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>28,853</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>296,538</b>	<b>338,159</b>	<b>341,226</b>	<b>322,034</b>

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

**DEPARTMENT: Community Development**

**PROGRAM: Economic Development**

**DESCRIPTION:**

The City's Economic Development Program is a relatively new division in the Community Development Department created by the City Council in 2006. The Economic Development Program is intended to establish goals, policies, and a comprehensive strategy to promote and maintain economic development opportunities in the City. The Economic Development Program assists with business development and outreach, maintaining affordable housing programs, business registration, coastal transit opportunities, parking management for Town Center businesses, database management, and a variety of grant programs.

**OBJECTIVES:**

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

Assist the Planning Division with Housing Element efforts to achieve Housing and Community Development certification.

Serve as information clearinghouse for business needs.

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

Work with hotel industry to implement their request to form a Business Improvement District to advertise Dana Point as an overnight destination.

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

Coordinate marketing and public information efforts as needed.

Implementation of new business registration pilot program. Enhance revenues through grants and business support, particularly in Town Center, the Harbor, and at our hotels.

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

**PROGRAM INDICATORS:**

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

Write monthly article on City news in the Chamber newsletter.

Meet with business owners seeking assistance.

Implement Business Registration Pilot Program.

Develop visitor information on website, visitor materials and distribution.

Operate Visitors Center kiosk during summer weekends and special events.

CDBG Grant Application for Housing Rehabilitation Program.

Development Town Center Parking Strategy, Façade Improvement Program.

Business attraction and retention.

Project management for Tri-City Trolley

Administrative support of Tourism Business Improvement District

Coordination support for Dana Point Grand Prix Cycling event

Staff support for Surfing Heritage Museum Task Force

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$226,426	\$233,578	\$266,424	\$249,310
Materials & Services	35,729	51,110	125,500	127,300
Capital Outlay	0	0	0	0
Total Expenditures	\$262,155	\$284,688	\$391,924	\$376,610

**REVENUE SUMMARY**

NONE

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**AUTHORIZED PERSONNEL**

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	162,459	165,623	179,735	185,127
103 HOURLY				
Visitor Center Ambassadors			9,500	9,500
	8,970	8,000	9,500	9,500
105 OVERTIME				
			0	0
	0	250	0	0
110 BENEFITS	19,678	24,600	21,600	22,200
112 RETIREMENT BENEFITS	32,833	32,584	52,845	29,661
114 MEDI-TAX 1.45%	2,486	2,521	2,744	2,822
<b>TOTAL PERSONNEL</b>	<b>226,426</b>	<b>233,578</b>	<b>266,424</b>	<b>249,310</b>
<b>MATERIALS &amp; SERVICES</b>				
207 OFFICE SUPPLIES				
General office supplies			700	700
Brochures, printing			5,000	5,000
	2,586	5,600	5,700	5,700
209 MEMBERSHIPS & DUES				
Calif Assoc Local Economic Development			545	545
Int'l Council of Shopping Centers			100	100
Anaheim/OC CVB			650	650
California Downtown Assn.			320	320
American Planning Association			375	375
American Institute of Certified Planners			135	135
Int'l City/County Mgmt. Assoc. (ICMA)			150	150
California Tourism Assoc. (CALTIA)			1,325	1,325
	1,580	2,810	3,600	3,600
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			200	200
	18	200	200	200
215 TRAINING				
CALED training			2,000	2,000
	931	2,000	2,000	2,000

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
223 PROFESSIONAL SERVICES			0	0
	38	0	0	0
225 ADVERTISING				
Public outreach, banners, trade shows			10,000	10,000
	6,092	10,000	10,000	10,000
227 TRAVEL, CONF. & MEETINGS				
DP Chamber of Commerce			300	300
Annual CALED, CALTIA conference			1,200	0
	3,654	5,000	1,500	300
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			500	500
	406	500	500	500
260 MARKETING				
Concours d'Elegance			25,000	25,000
Business sign program			0	15,000
Welcome Center			6,000	6,000
Public outreach (brochures & mailings)			15,000	15,000
Sunset Magazine			6,000	6,000
Broadcast City events on KOCE			10,000	13,000
City marketing efforts			40,000	25,000
	20,424	25,000	102,000	105,000
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>35,729</b>	<b>51,110</b>	<b>125,500</b>	<b>127,300</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>262,155</b>	<b>284,688</b>	<b>391,924</b>	<b>376,610</b>



**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 projects budgets based on the Department needs for staffing, equipment, materials and services. The Division is also tasked with preparing and presenting public works related reports to the City Council, government agencies, and other important stakeholders within the community.

**OBJECTIVES:**

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

Ensure positive progress on major projects including the Pacific Coast Highway and Del Prado improvements 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; avoid any legitimate lawsuits.

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

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

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

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$303,062	\$360,749	\$340,173	\$317,679
Materials & Services	28,879	33,062	24,795	25,965
Capital Outlay	0	26,637	0	0
Total Expenditures	\$331,941	\$420,448	\$364,968	\$343,644

**REVENUE SUMMARY**

NONE

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**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 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	275,776	313,761	290,081	298,784
103 HOURLY	0	0	0	0
105 OVERTIME				
Secretary			250	250
	0	250	250	250
110 BENEFITS	37,649	50,287	38,164	39,210
112 RETIREMENT BENEFITS	51,346	60,572	84,138	46,721
114 MEDI-TAX 1.45%	4,299	4,527	4,210	4,336
120 OUTSIDE ASSISTANCE	0	0	0	0
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt Analyst to PW-Street Maint. (52)			(38,335)	(35,811)
One-third Sr. Mgmt Analyst to PW-Solid Waste (54)			(38,335)	(35,811)
	(66,008)	(68,648)	(76,670)	(71,622)
<b>TOTAL PERSONNEL</b>	<b>303,062</b>	<b>360,749</b>	<b>340,173</b>	<b>317,679</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone			1,320	1,320
	1,911	673	1,320	1,320
203 EQUIPMENT MAINTENANCE	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			5,500	6,300
Oil changes			250	250
Vehicle cleaning			530	530
Vehicle repairs			600	850
	5,090	6,500	6,880	7,930
207 OFFICE SUPPLIES				
General office supplies			1,050	1,050
Laser printer toner			720	740
Letterhead and envelopes			1,000	1,030
Reprographic services			2,000	2,000
Facsimile & color printer ink cartridges			2,880	2,950
Microfiche supplies			200	200
Printing - forms/notices/surveys			1,500	1,500
	14,973	13,499	9,350	9,470

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
American Public Works Association			170	170
American Society of Civil Engineers			250	250
Professional engineer license renewal			125	125
	541	790	545	545
211 OPERATING SUPPLIES	37	4,200	0	0
213 BOOKS & SUBSCRIPTIONS				
Technical journals, specification updates			0	0
	0	100	0	0
215 TRAINING				
Department Staff training			900	900
	299	1,200	900	900
223 PROFESSIONAL SERVICES	179	0	0	0
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			5,000	5,000
	5,317	5,500	5,000	5,000
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			800	800
	532	600	800	800
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>28,879</b>	<b>33,062</b>	<b>24,795</b>	<b>25,965</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT	0	26,637	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>26,637</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>331,941</b>	<b>420,448</b>	<b>364,968</b>	<b>343,644</b>

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

**DEPARTMENT:** PUBLIC WORKS

**PROGRAMS:** STREET MAINTENANCE

**DESCRIPTION:**

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

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

**OBJECTIVES:**

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

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

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

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

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

Prevent urban runoff from polluting our City's beaches by conducting quarterly inspections and necessary cleanings of 762 storm drain inlet filters, four CDS units, and 14 storm water diversions.

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

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

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

Manage and oversee technical and non-technical aspects of the City's 23 vehicle fleet to ensure the proper acquisition and maintenance of twenty three vehicles.

Implement cost effective pedestrian and vehicular traffic control plans for major City events such as the Grand Prix Bike Race, Festival of Whales Parade, 4<sup>th</sup> of July Celebration, and Concours d'Elegance.

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

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

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>EXPENDITURE SUMMARY</b>				
Personnel	\$143,905	\$165,830	\$181,738	\$169,497
Materials & Services	2,217,441	2,106,020	2,218,420	2,230,210
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$2,361,346</u>	<u>\$2,271,850</u>	<u>\$2,400,158</u>	<u>\$2,399,707</u>

**REVENUE SUMMARY**

NONE

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**AUTHORIZED PERSONNEL**

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	85,479	98,722	101,647	104,696
110 BENEFITS	9,253	12,300	10,800	11,100
112 RETIREMENT BENEFITS	14,946	19,053	29,483	16,371
114 MEDI-TAX 1.45%	1,223	1,431	1,474	1,518
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt Analyst from PW-Admin (51)			38,335	35,811
	33,004	34,324	38,335	35,811
<b>TOTAL PERSONNEL</b>	<b>143,905</b>	<b>165,830</b>	<b>181,738</b>	<b>169,497</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone			1,080	1,080
	1,147	1,000	1,080	1,080
205 VEHICLE MAINTENANCE				
Fuel			2,800	3,200
Oil changes			100	100
Vehicle cleaning			660	660
Vehicle repairs			300	300
	4,087	9,500	3,860	4,260
207 OFFICE SUPPLIES				
Routine office supplies			450	450
	484	500	450	450
209 MEMBERSHIPS & DUES				
APWA			170	170
	166	250	170	170
211 OPERATING SUPPLIES				
Employee uniforms (shirts, hats, jackets)			1,200	1,200
Equipment, small tools, materials			19,000	19,000
Light pole banner replacement			17,000	0
Holiday wreath light replacement			6,500	0
Benches, trash cans, etc.			2,500	2,500
	15,561	17,600	46,200	22,700

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
215 TRAINING				
Departmental Staff training	0	300	300	300
221 UTILITIES (moved to Dept 53 in FY08)	0	0	0	0
223 PROFESSIONAL SERVICES				
Banner/holiday decorations (installation/takedown)			50,000	51,500
Special event-related traffic control			50,000	51,950
	51,663	68,000	100,000	103,450
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
Conference			500	500
	1,196	1,500	500	500
235 STREET MAINTENANCE				
County contract - streets			804,000	828,000
County contract - striping/stenciling			188,000	194,000
County work program			25,000	25,000
Underground Service Alert (USA)			2,500	2,500
Concrete remove and replace			75,000	75,000
Asphalt remove and replace			100,000	100,000
Rubberized asphalt crack fill			25,000	25,000
Sidewalk grinding			25,000	25,000
Caltrans ROW litter removal			42,000	42,000
Graffiti removal			11,000	12,000
Emergency repairs			10,000	10,000
	1,394,289	1,182,858	1,307,500	1,338,500
249 STREET SWEEPING				
Monthly service			228,000	235,000
Special event sweeping			6,500	6,500
Street sweeping online database			500	500
	230,642	244,400	235,000	242,000

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
251 STORM DRAINS				
County contract - storm drain maintenance			86,900	89,500
Inlet filter cleaning services			136,600	140,700
CDS cleaning services			141,360	145,600
Inlet filter purchases/repairs			40,000	20,000
CDS unit or diversion repairs			25,000	25,000
Emergency repairs			10,000	10,000
Headlands storm drain maintenance			83,500	86,000
	518,206	580,112	523,360	516,800
253 SAFETY LIGHTING (moved to Dept 53 in FY08)	0	0	0	0
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>2,217,441</b>	<b>2,106,020</b>	<b>2,218,420</b>	<b>2,230,210</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>2,361,346</b>	<b>2,271,850</b>	<b>2,400,158</b>	<b>2,399,707</b>

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

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** TRAFFIC ENGINEERING

**DESCRIPTION:**

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

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

**OBJECTIVES:**

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

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

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

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

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

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

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

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

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

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

**PROGRAM INDICATORS:**

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

Provide staff support for the monthly Traffic Improvement Subcommittee meetings.

Complete 250 traffic investigations per year as requested.

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$73,802	\$80,536	\$80,536	\$80,536
Materials & Services	496,797	706,954	610,600	605,800
Capital Outlay	0	0	0	0
Total Expenditures	\$570,599	\$787,490	\$691,136	\$686,336

**REVENUE SUMMARY**

NONE

**AUTHORIZED PERSONNEL**

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	0	0	0	0
103 HOURLY				
Traffic engineer (80 hours/mo)			73,920	73,920
	67,932	73,920	73,920	73,920
105 OVERTIME	0	0	0	0
110 BENEFITS	0	0	0	0
112 RETIREMENT BENEFITS	4,885	5,544	5,544	5,544
114 MEDI-TAX 1.45%	985	1,072	1,072	1,072
199 PERSONNEL ALLOCATION				
Civil Engr Asst to PW-Water Quality (57)			0	0
	0	0	0	0
<b>TOTAL PERSONNEL</b>	<b>73,802</b>	<b>80,536</b>	<b>80,536</b>	<b>80,536</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS	314	0	0	0
207 OFFICE SUPPLIES				
General office supplies			350	350
	355	350	350	350
211 OPERATING SUPPLIES				
Parking decals (preferential parking areas)			0	500
Supplies for traffic studies			2,000	2,000
	5,027	6,000	2,000	2,500
215 TRAINING				
Department Staff training			300	300
	243	300	300	300
221 UTILITIES (moved from Dept 52 beg. FY08)				
Traffic signals			38,000	39,140
City of SJC shared signal costs			350	360
Street lights			245,000	252,350
	251,750	257,000	283,350	291,850

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
223 PROFESSIONAL SERVICES				
Traffic engineering consultant			120,000	115,000
Traffic signal timing consultant			7,500	7,500
Traffic studies/counts/speed verification			10,000	10,000
Emerg. vehicle pre-emption inspection/maintenance			20,000	20,000
	136,887	186,748	157,500	152,500
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS	0	0	0	0
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			2,100	2,100
	1,421	2,000	2,100	2,100
253 SAFETY LIGHTING / TRAFFIC SIGNALS				
Monthly traffic signal maintenance			40,000	41,200
Extraordinary signal maintenance			110,000	100,000
Purchase & install radar speed signs			15,000	15,000
	100,800	254,556	165,000	156,200
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>496,797</b>	<b>706,954</b>	<b>610,600</b>	<b>605,800</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>570,599</b>	<b>787,490</b>	<b>691,136</b>	<b>686,336</b>



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

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** SOLID WASTE AND RECYCLING

**DESCRIPTION:**

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

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

CR&R is responsible for administering most of the recycling and related public education programs in the City of Dana Point and achieving a diversion rate that complies with SB 1016. The City takes responsibility for the SHARPS mail back program, the Construction and Demolition Ordinance program, the tri-annual Bulky Item Drop off events, and annual reporting to the State of California Integrated Waste Management Board.

**OBJECTIVES:**

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

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

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

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

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

In conjunction with CR&R, sponsor at least three Bulky Item Drop Off events per calendar year where residents can dispose of unwanted furniture, home appliances, televisions, computers, florescent light bulbs, green waste, and other bulky items for free.

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

### **PROGRAM INDICATORS:**

CR&R provides curbside collection services to approximately 11,800 residential units.

CR&R collects approximately 11,500 tons of recyclable materials and 13,100 tons of solid waste from single and multi family residential units per year.

CR&R collects approximately 8,350 tons of recyclable materials and 9,500 tons of solid waste from commercial accounts per year.

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

City staff processes approximately 110 new Construction and Demolition Plans and 95 deposit refund/forfeitures per year.

City staff administers approximately 265 Waste Exemption Permits per year.

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>EXPENDITURE SUMMARY</b>				
Personnel	\$33,004	\$34,324	\$38,335	\$35,811
Materials & Services	49,432	96,569	34,620	35,120
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$82,436</u>	<u>\$130,893</u>	<u>\$72,955</u>	<u>\$70,931</u>

**REVENUE SUMMARY**

Solid Waste Franchise Fee	\$80,000	\$80,000	\$120,000	\$120,000
AB939 Administration Fee	50,278	28,800	48,000	48,000
Reimb. Exp - CR&R Contract Admin	0	0	75,000	75,000
Total Revenues	<u>\$130,278</u>	<u>\$108,800</u>	<u>\$243,000</u>	<u>\$243,000</u>

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**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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt. Analyst from PW-Admin (51)	33,004	34,324	38,335	35,811
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL PERSONNEL</b>	<b>33,004</b>	<b>34,324</b>	<b>38,335</b>	<b>35,811</b>
<b>MATERIALS &amp; SERVICES</b>				
207 OFFICE SUPPLIES				
Education outreach materials			1,500	1,500
Recycling containers			1,000	1,000
Office supplies			350	350
	<hr/>	<hr/>	<hr/>	<hr/>
	2,144	15,850	2,850	2,850
223 PROFESSIONAL SERVICES				
SHARPS program			3,500	3,600
Dept. of Conservation grant programs			9,000	9,000
Residential tagging program			13,500	13,900
Bulky item drop-off event advertising			5,500	5,500
Bulky item drop-off event location rental			270	270
	<hr/>	<hr/>	<hr/>	<hr/>
	47,288	80,719	31,770	32,270
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>49,432</b>	<b>96,569</b>	<b>34,620</b>	<b>35,120</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>82,436</b>	<b>130,893</b>	<b>72,955</b>	<b>70,931</b>

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

**DEPARTMENT:** PUBLIC WORKS

**PROGRAM:** ENGINEERING

**DESCRIPTION:**

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

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

**OBJECTIVES:**

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

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

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

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

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

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

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

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

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

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

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

#### **PROGRAM INDICATORS:**

Issue 350 engineering permits per fiscal year.

Perform 150 plan checks per fiscal year.

Answer approximately 900 calls per month for engineering assistance.

Conduct approximately 70 inspections per month

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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## EXPENDITURE SUMMARY

Personnel	\$880,606	\$1,246,652	\$1,406,844	\$1,314,037
Materials & Services	892,221	560,635	168,585	184,595
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$1,772,827</u>	<u>\$1,807,287</u>	<u>\$1,575,429</u>	<u>\$1,498,632</u>

## REVENUE SUMMARY

Engineering Permits	\$81,456	\$64,000	\$47,600	\$47,800
Engineering Fees	190,192	53,900	120,500	152,200
3rd Party geotechnical reviews	0	0	42,000	42,000
Extraordinary plan checks	0	0	10,000	25,000
Total Revenues	<u>\$271,648</u>	<u>\$117,900</u>	<u>\$220,100</u>	<u>\$267,000</u>

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## AUTHORIZED PERSONNEL

Senior Civil Engineer	4	4	4	4
City Engineer	1	1	1	1
Senior Construction Inspector	1	1	1	1
Associate Engineer	0	1	0	0
Principal Civil Engineer	1	1	1	1
Secretary*	1	2	2	2
Engineering Technician III	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>
Sub-total	10	12	12	12

\*One Secretary position vacant, not funded in FY10 & FY11 budget

### Regular Part-time

Engineering Intern	0.5	0.5	0.5	0.5
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### Contract

Engineer/Surveyor	0.5	0.5	0.25	0.25
Engineer	0.75	0.75	0	0
Designer/ACAD	0.25	0.25	0	0
Administration	0.75	0	0	0
Geotechnical Engineer	0.5	0.5	0.25	0.25
Construction Inspector	<u>1.5</u>	<u>1.5</u>	<u>0</u>	<u>0</u>
Sub-total	4.25	3.5	0.5	0.5
Total	14.75	16	13	13

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	653,567	909,868	975,179	1,004,434
103 HOURLY				
Intern (20 hours/week)		0	13,520	13,520
	12,362	13,520	13,520	13,520
105 OVERTIME				
Senior construction inspector			10,000	10,000
	399	10,000	10,000	10,000
110 BENEFITS	76,490	110,725	109,800	113,100
112 RETIREMENT BENEFITS	127,720	187,631	283,864	158,077
114 MEDI-TAX 1.45%	10,068	14,908	14,481	14,905
199 PERSONNEL ALLOCATION	0	0	0	0
<b>TOTAL PERSONNEL</b>	<b>880,606</b>	<b>1,246,652</b>	<b>1,406,844</b>	<b>1,314,037</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone			4,560	4,560
	3,299	5,000	4,560	4,560
205 VEHICLE MAINTENANCE				
Fuel			2,800	4,020
Oil changes			200	200
Vehicle cleaning			900	850
Vehicle repairs			1,320	1,320
	7,428	10,500	5,220	6,390
207 OFFICE SUPPLIES				
General office supplies			4,200	4,200
	39,729	25,500	4,200	4,200
209 MEMBERSHIPS & DUES				
American Public Works Association (9)			1,700	1,700
Construction Management Assn of Amer. (1)			75	75
Construction Manager Certification Inst. (1)			120	120
Professional engineer license renewal			750	900
American Society of Civil Engineers (6)			1,500	1,500
	125	650	4,145	4,295



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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
211 OPERATING SUPPLIES				
AUTOCAD software licenses			4,100	4,200
Adobe Professional licenses			2,000	2,000
Other software			500	500
Computer supplies			1,500	1,500
Tools for field inspectors			1,000	500
Employee uniforms			2,400	2,400
Camera replacement			400	400
Wide format plotter maintenance			2,100	2,150
Wide format plotter paper/toner			1,060	1,100
	0	0	15,060	14,750
213 BOOKS & SUBSCRIPTIONS				
Technical journals, specification updates			1,500	1,500
	584	300	1,500	1,500
215 TRAINING				
Department Staff training			3,000	3,000
	474	3,600	3,000	3,000
223 PROFESSIONAL SERVICES				
Outside funding coordination			15,000	15,000
Topographical survey			25,000	25,000
Geotechnical 3rd party reviews (reimbursed)			42,000	42,000
Extraordinary plan check services (reimbursed)			10,000	25,000
Geological consultation			25,000	25,000
	412,828	149,500	117,000	132,000
224 % REVENUE COLLECTED				
			0	0
	89,546	170,344	0	0
225 ADVERTISING				
Construction bids			1,500	1,500
	96	1,000	1,500	1,500
227 TRAVEL, CONF. & MEETINGS				
APWA, ASCE meetings & conferences			2,400	2,400
	841	480	2,400	2,400
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			10,000	10,000
	9,791	5,300	10,000	10,000

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
257 HEADLANDS			0	0
	327,480	188,461	0	0
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>892,221</b>	<b>560,635</b>	<b>168,585</b>	<b>184,595</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT			0	0
	75,234	33,500	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>75,234</b>	<b>33,500</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,848,061</b>	<b>1,840,787</b>	<b>1,575,429</b>	<b>1,498,632</b>

**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 Section of the Division is new this year because new public facilities like the Nature Interpretive Center and nature parks at the Headlands will be operated and maintained by the City. The Natural Resources Protection Section is responsible for planning, coordinating and implementing natural resource protection activities at the Headlands Open Space Parks and Marine Conservation Areas. The Natural Resources Protection Program will direct the ecological functioning, restoration, protection of habitat, preservation of rare or threatened species, protection of the biodiversity in the conservation areas, and education of the public.

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

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

The Division is responsible for the cost of 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 four trash separation units. The bodies of water that are affected by these structural improvements are frequently monitored and tested to ensure improved ocean water quality.

The Division is also involved in reviewing public and private development project plan documents, completing and submitting numerous required reporting documents, and obtaining grant funds for water quality projects and studies. In addition, the Division coordinates closely with South Coast Water District, Municipal Water District of Orange County, South Orange County Wastewater Authority, and other related agencies to implement water conservation and sanitary sewer programs which ultimately enhance and improve water quality in Dana Point.

**OBJECTIVES:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Develop and implement an exhibit space at the Nature Interpretive Center that reflects the biological, geological, historical and cultural importance of the Headlands.

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

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

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>EXPENDITURE SUMMARY</b>				
Personnel	\$132,860	\$137,432	\$242,503	\$227,227
Materials & Services	549,713	1,096,594	701,070	674,830
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$682,573</u>	<u>\$1,234,026</u>	<u>\$943,573</u>	<u>\$902,057</u>

**REVENUE SUMMARY**

Headlands Interpretive Center	\$0	\$0	\$42,500	\$12,500
HOA incentive program			12,000	15,000
Total Revenues	<u>\$0</u>	<u>\$0</u>	<u>\$54,500</u>	<u>\$27,500</u>

**AUTHORIZED PERSONNEL**

Senior Civil Engineer	1	1	1	1
Natural Resources Protection Officer	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	1	2	2	2
<u>Regular Part-time</u>				
Intern	0.5	0.5	0.5	0.5
Total	1.5	2.5	2.5	2.5

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	90,207	94,726	161,092	165,925
103 HOURLY				
Intern			10,000	10,000
	11,505	10,000	10,000	10,000
110 BENEFITS	10,966	12,300	21,600	22,200
112 RETIREMENT BENEFITS	18,645	19,032	47,475	26,696
114 MEDI-TAX 1.45%	1,537	1,374	2,336	2,406
199 PERSONNEL ALLOCATION	0	0	0	0
<b>TOTAL PERSONNEL</b>	<b>132,860</b>	<b>137,432</b>	<b>242,503</b>	<b>227,227</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone			960	960
	531	850	960	960
205 VEHICLE MAINTENANCE				
Fuel			390	450
Oil changes			100	100
Vehicle cleaning			530	530
Vehicle repairs			300	300
	0	0	1,320	1,380
207 OFFICE SUPPLIES				
General office supplies			875	875
	1,372	1,905	875	875
209 MEMBERSHIPS & DUES				
Association of State Flood Plain Managers			100	100
Certified Professional in Storm Water Quality			100	100
Keep California Beautiful			200	200
Conservation Biology			125	125
Nat'l Marine Educators Assn			40	40
	375	400	565	565

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>211 OPERATING SUPPLIES</b>				
Printing/public education materials			6,000	6,000
Water quality booth setup/takedown			1,000	1,000
Water quality education outreach materials			10,000	10,000
Meetings and workshops			500	500
Tools and field equipment			5,000	0
Interpretive center exhibits (reimbursed)			20,000	5,000
Interpretive signs (reimbursed)			20,000	5,000
Regulatory signs (reimbursed)			2,000	2,000
Habitat maintenance (reimbursed)			500	500
Reporting			5,000	1,000
Printing TIP brochures			1,000	1,000
Park brochures			3,000	3,000
	12,711	22,000	74,000	35,000
<b>213 BOOKS &amp; SUBSCRIPTIONS</b>				
Miscellaneous			600	600
	0	300	600	600
<b>215 TRAINING</b>				
Citywide NPDES training			5,000	5,000
New docent training			400	400
Advanced docent training			400	400
Department Staff training			750	750
	240	1,200	6,550	6,550
<b>223 PROFESSIONAL SERVICES</b>				
Salt Creek technical support			10,000	10,000
Federal lobbyist			30,000	30,000
Rooftop inspections			10,000	10,000
Special investigations - Illegal discharge/connection			10,000	10,000
	61,615	115,374	60,000	60,000
<b>227 TRAVEL, CONF. &amp; MEETINGS</b>				
Travel, conference & meetings			3,500	3,500
	1,401	3,065	3,500	3,500
<b>229 MILEAGE REIMBURSEMENT</b>				
Staff mileage reimbursements			3,300	3,300
	2,253	3,000	3,300	3,300



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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
251 STORM DRAINS				
NPDES (co-permittee share)			81,000	83,600
SWRCB/NPDES permit fee			9,000	9,000
Diversion flow treatment			75,000	75,000
Diversion monitoring (Headland, Salt Crk, Nrth Crk)			50,000	50,000
Salt Creek:				
Operation and maintenance			165,000	170,000
Extraordinary repairs			10,000	10,000
Grease interceptor rebate program			25,000	25,000
North Creek ozone treatment			70,200	72,300
HOA incentive program (reimbursed)			12,000	15,000
Headlands diversion flow treatment & monitoring			52,200	52,200
	469,215	948,500	549,400	562,100
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>549,713</b>	<b>1,096,594</b>	<b>701,070</b>	<b>674,830</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>682,573</b>	<b>1,234,026</b>	<b>943,573</b>	<b>902,057</b>

**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 10,000 estimated calls for service and to remain within a 40-60% preventative patrol time range.

Respond to and initiate reporting of an average of 33 traffic collisions a month and issue approximately 9,500 moving, parking, and other citations annually; to promote a policy of traffic safety education through the City of Dana Point.

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
Personnel	\$0	\$0	\$0	\$0
Materials & Services	8,483,616	9,041,900	9,266,949	9,715,760
Capital Outlay	29,236	0	0	0
Total Expenditures	<u>\$8,512,852</u>	<u>\$9,041,900</u>	<u>\$9,266,949</u>	<u>\$9,715,760</u>

**REVENUE SUMMARY**

Fines & Forfeitures	\$539,037	\$450,000	\$428,000	\$428,000
Abandoned Vehicle Abatement	27,691	12,000	20,000	20,000
Total Revenues	<u>\$566,728</u>	<u>\$462,000</u>	<u>\$448,000</u>	<u>\$448,000</u>

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**AUTHORIZED PERSONNEL**

Contract (Orange County Sheriff)

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>MATERIALS &amp; SERVICES</b>				
<b>201 COMMUNICATIONS</b>				
Cell phones & satellite phones (4)			5,660	5,660
	3,431	32,223	5,660	5,660
<b>203 EQUIPMENT MAINTENANCE</b>				
Bicycle maintenance			1,000	1,000
800 MHz radio maintenance contract			4,400	4,400
800 MHz backbone maintenance			10,000	10,000
Laptop computers, external defibrillators			1,000	1,000
Canon 5000 copier (Police)			3,000	3,000
Hand held radar/radar trailer maintenance			1,250	1,250
	21,646	34,950	20,650	20,650
<b>205 VEHICLE MAINTENANCE</b>				
Motorcycle maintenance			10,000	12,000
Fleet maintenance (Jeep, Hummer)			3,000	4,000
Fuel			2,500	2,500
ATV maintenance (beach patrol)			1,000	1,000
	20,819	21,750	16,500	19,500
<b>207 OFFICE SUPPLIES</b>				
Routine office supplies			5,000	5,000
	7,402	7,100	5,000	5,000
<b>211 OPERATING SUPPLIES</b>				
Special events			3,500	3,500
Bicycle patrol supplies (helmets, uniforms, tires, etc.)			1,500	1,500
Battery replacement - AED's			1,000	0
Employee business cards, City letterhead			1,500	1,500
Awards & commendations			750	750
Name tags for deputies			200	200
	16,734	11,750	8,450	7,450
<b>215 TRAINING</b>				
Employee development			3,500	2,000
	500	2,000	3,500	2,000
<b>223 PROFESSIONAL SERVICES</b>				
Trauma intervention program			5,000	5,000
Intervention specialist			50,000	50,000
Crossing guards			50,000	53,000
	71,174	82,100	105,000	108,000

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
227 TRAVEL, CONF. & MEETINGS				
Miscellaneous			2,000	2,500
	1,565	2,500	2,000	2,500
233 POLICE SERVICES				
Contract services (+3.85% FY10 / est +5% FY11)			8,905,189	9,350,000
Traffic enforcement			100,000	100,000
Tri-cities Directed Enforcement Team overhead			70,000	70,000
Special assignments (overtime funding)			25,000	25,000
	8,340,345	8,847,527	9,100,189	9,545,000
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>8,483,616</b>	<b>9,041,900</b>	<b>9,266,949</b>	<b>9,715,760</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT			0	0
	29,236	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>29,236</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>8,512,852</b>	<b>9,041,900</b>	<b>9,266,949</b>	<b>9,715,760</b>

**City of Dana Point  
Budget Narrative  
Department: Public Safety  
Program: VIPS (62)**

**DEPARTMENT:** PUBLIC SAFETY

**PROGRAM:** VOLUNTEERS IN POLICE SERVICES

**DESCRIPTION:**

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

**OBJECTIVES:**

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

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

Initiate and maintain crime prevention programs.

Maintain a high level of visibility in the community.

Provide community service programs

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

Provide Neighborhood Watch Programs

Assist Police Services and City personnel with special events.

**PROGRAM INDICATORS:**

Provide 35 home checks per month

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$0	\$0	\$0	\$0
Materials & Services	12,720	18,650	18,650	18,650
Capital Outlay	0	0	0	0
Total Expenditures	\$12,720	\$18,650	\$18,650	\$18,650

**REVENUE SUMMARY**

NONE

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**AUTHORIZED PERSONNEL**

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone service			600	600
	0	600	600	600
203 EQUIPMENT MAINTENANCE				
Bicycle maintenance			800	800
	223	800	800	800
205 VEHICLE MAINTENANCE				
Van patrol (gas, maintenance & repairs)			3,700	3,700
	4,008	3,700	3,700	3,700
207 OFFICE SUPPLIES				
Neighborhood watch/ business watch materials			7,000	7,000
Routine supplies for 1 staff/25 volunteers			1,500	1,500
	3,313	8,500	8,500	8,500
211 OPERATING SUPPLIES				
Volunteer uniform replacement			2,500	2,500
Routine supplies			1,000	1,000
	5,146	3,500	3,500	3,500
215 TRAINING				
Volunteer development courses			600	600
	0	600	600	600
223 PROFESSIONAL SERVICES	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
Crime prevention meetings			250	250
Volunteer development conferences			350	350
	30	600	600	600
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			350	350
	0	350	350	350
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>12,720</b>	<b>18,650</b>	<b>18,650</b>	<b>18,650</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>12,720</b>	<b>18,650</b>	<b>18,650</b>	<b>18,650</b>



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

**DEPARTMENT:** EMERGENCY AND SUPPORT SERVICES

**PROGRAM:** EMERGENCY SERVICES

**DESCRIPTION:**

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

**OBJECTIVES:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>EXPENDITURE SUMMARY</b>				
Personnel	\$155,254	\$178,726	\$209,841	\$197,694
Materials & Services	70,247	103,105	84,810	85,935
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$225,501</u>	<u>\$281,831</u>	<u>\$294,651</u>	<u>\$283,629</u>

**REVENUE SUMMARY**

Nuclear Power Program	<u>\$104,366</u>	<u>\$219,000</u>	<u>\$160,000</u>	<u>\$163,200</u>
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**AUTHORIZED PERSONNEL**

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES - partially reimbursed	155,536	163,392	188,041	193,682
103 HOURLY				
Administrative support			20,000	20,000
	11,152	20,000	20,000	20,000
105 OVERTIME	0	0	0	0
110 BENEFITS	19,710	24,600	27,580	28,288
112 RETIREMENT BENEFITS	30,306	34,435	57,441	33,186
114 MEDI-TAX 1.45%	2,474	2,659	3,017	3,098
120 OUTSIDE ASSISTANCE				
Administrative/secretarial support			0	0
	0	0	0	0
199 PERSONNEL ALLOCATION				
One-half Emerg. Svcs. Mgr. to Facilities (95)			(86,238)	(80,560)
	(63,924)	(66,360)	(86,238)	(80,560)
<b>TOTAL PERSONNEL</b>	<b>155,254</b>	<b>178,726</b>	<b>209,841</b>	<b>197,694</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Satellite phone usage - 50% reimbursed			700	700
Radio equipment			1,000	1,000
Orange County 800MHz system			900	900
Cell phone- reimbursed			2,880	2,880
	5,429	4,500	5,480	5,480
203 EQUIPMENT MAINTENANCE				
Communications maintenance - 50% reimbursed			1,000	1,000
EOC software maintenance - 50% reimbursed			800	800
Rapid Notify tech support - 50% reimbursed			6,000	6,000
Radiological equipment calibration - reimbursed			1,500	1,500
Emergency generator - 50% reimbursed			5,000	5,000
	8,372	14,300	14,300	14,300

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
205 VEHICLE MAINTENANCE				
Fuel			7,180	8,205
Oil changes			500	500
Vehicle cleaning			1,190	1,190
Vehicle repairs			1,050	1,150
	5,720	7,000	9,920	11,045
207 OFFICE SUPPLIES				
Routine office supplies - reimbursed			1,050	1,050
Outside printing (brochures, etc.)			2,000	2,000
	2,085	6,050	3,050	3,050
209 MEMBERSHIPS & DUES				
International Assoc. of Emergency Managers			170	170
	0	230	170	170
211 OPERATING SUPPLIES				
Community Emergency Response Team program			10,000	10,000
NOAA storm-ready tsunami certification program			2,000	2,000
EOC maintenance			5,000	5,000
EOC computer replacement			6,000	6,000
Community Preparedness Expo			15,000	15,000
Disaster supplies rotation			1,500	1,500
Emergency response supplies			5,000	5,000
	44,797	55,905	44,500	44,500
213 BOOKS & SUBSCRIPTIONS				
			0	0
	0	1,500	0	0
215 TRAINING				
NPP-related training - reimbursed			1,000	1,000
Department staff			600	600
	0	1,600	1,600	1,600
223 PROFESSIONAL SERVICES				
Disaster preparedness outreach (PSA)			2,000	2,000
	1,100	4,000	2,000	2,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conference & meetings - reimbursed			3,290	3,290
	2,613	6,520	3,290	3,290

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			500	500
	131	1,500	500	500
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>70,247</b>	<b>103,105</b>	<b>84,810</b>	<b>85,935</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT			0	0
	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>225,501</b>	<b>281,831</b>	<b>294,651</b>	<b>283,629</b>

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

**DEPARTMENT:** CITY ATTORNEY

**PROGRAM:** CITY ATTORNEY

**DESCRIPTION:**

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

**OBJECTIVES:**

Provide oral and written advice and opinions as requested.

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

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

Enforce the City Code and prosecute violators.

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

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

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

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

**PROGRAM INDICATORS:**

Attend all City Council meetings.

Attend all Planning Commission meetings.

Attend all Traffic Commission meetings.

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Materials & Services	\$730,920	\$621,050	\$628,700	\$628,700
Capital Outlay	0	0	0	0
Total Expenditures	\$730,920	\$621,050	\$628,700	\$628,700

**REVENUE SUMMARY**

NONE

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**AUTHORIZED PERSONNEL**

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>MATERIALS &amp; SERVICES</b>				
213 BOOKS & SUBSCRIPTIONS				
Legal code updates			3,700	3,700
	2,831	3,700	3,700	3,700
231 CITY ATTORNEY SERVICES				
Retainer account			121,000	127,100
O.C. Muni code violation custody fees			12,800	13,400
Muni code violations/prosecution			231,600	243,000
General legal services (non-litigation)			259,600	241,500
	728,089	617,350	625,000	625,000
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>730,920</b>	<b>621,050</b>	<b>628,700</b>	<b>628,700</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>730,920</b>	<b>621,050</b>	<b>628,700</b>	<b>628,700</b>

**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 provides recreational and cultural arts programs for residents of all ages. Some of the on-going programs offered include over 550 contractual classes, adult and youth sports leagues, excursions and numerous special events. The Community Services Division also oversees the operation of the Community Center, which includes working in cooperation with the South County Senior Services in providing a variety of senior services, which services over 20,000 seniors annually. The Community Services Division is also responsible for park and facility rentals for private, non-profit or commercial usage.

**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 to South County Senior Services to implement a variety of programs and services designed to meet the needs of the senior population in Dana Point. These services include, but are not limited to the following:

- Monthly food commodity program serving 1,128 annually
- Congregate meal program, serving 10,200 annually
- Home delivered meals providing 7,650 meals annually
- Case management services, serving 250 cases annually
- Various senior support services, such as, health, legal, taxes, etc.
- Saddleback Emeritus Institute contractual classes
- OCTA provides 2,290 rides for seniors to meals program annually
- Monthly special events, Twilight dinners and Holiday dances

Coordinate major city wide special events including; the 4<sup>th</sup> of July Fireworks, Egg Hunt, Winter Festival/Craft Fair, Movies-in-the Park, Summer Concerts and collaborative efforts with non-profit and local organizations (i.e. Relay for Life, Dana Point Arts Festival, Festival of Whales concert and movie).

The recreation operation offers quarterly excursions to local museums and performing art productions.

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

Conduct youth (basketball) and adult (softball, kickball and Chicago ball) 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 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
Personnel	\$487,531	\$514,791	\$583,952	\$557,824
Materials & Services	777,248	897,300	928,660	941,285
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$1,264,779</u>	<u>\$1,412,091</u>	<u>\$1,512,612</u>	<u>\$1,499,109</u>

**REVENUE SUMMARY**

Park programs & activities	\$223,154	\$222,300	\$222,000	\$222,000
Total Revenues	<u>\$223,154</u>	<u>\$222,300</u>	<u>\$222,000</u>	<u>\$222,000</u>

**AUTHORIZED PERSONNEL**

Full-time

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

Regular Part-time

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	291,559	317,685	339,716	351,059
103 HOURLY				
Building supervision			25,000	25,500
Special events			2,000	2,500
Part-time secretary (24 hrs/wk)			30,000	33,000
Trip Supervision			1,500	1,500
Senior program coordinator (20 hrs/wk)			11,750	11,750
	56,225	60,750	70,250	74,250
105 OVERTIME				
Hourly staff - special events, meetings & leagues			5,000	5,000
	4,230	2,000	5,000	5,000
110 BENEFITS	66,396	62,971	59,166	60,811
112 RETIREMENT BENEFITS	63,818	65,869	103,803	60,464
114 MEDI-TAX 1.45%	5,303	5,516	6,017	6,239
120 OUTSIDE ASSISTANCE	0	0	0	0
<b>TOTAL PERSONNEL</b>	<b>487,531</b>	<b>514,791</b>	<b>583,952</b>	<b>557,824</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone			1,320	1,320
	834	800	1,320	1,320
203 EQUIPMENT MAINTENANCE				
Copier			3,000	3,000
Fax			150	150
Recreation software maintenance			3,360	3,500
	3,606	6,350	6,510	6,650

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
207 OFFICE SUPPLIES				
Routine office supplies			2,350	2,350
Copier supplies (paper)			1,750	1,750
Fax machine toner cartridges			200	200
Laminating machine supplies			100	100
	6,090	4,850	4,400	4,400
209 MEMBERSHIPS & DUES				
So. California Municipal Athletic Federation (3)			210	210
California Park & Recreation Society (3)			480	480
	630	630	690	690
211 OPERATING SUPPLIES				
Medical/first aid			300	300
Replacement of chairs & tables			7,500	7,500
Plant maintenance contract			480	480
Staff uniforms			800	800
	12,923	9,050	9,080	9,080
215 TRAINING				
Department Staff training			1,500	1,500
	702	750	1,500	1,500
217 POSTAGE				
Quarterly recreation brochures			14,000	14,000
Office postage			500	525
	8,585	14,525	14,500	14,525
223 PROFESSIONAL SERVICES				
Contract classes (Split Instructor/City)			125,000	130,000
Marketing/promotion contract			34,000	34,000
Quarterly recreation brochure			40,000	40,000
City calendar			10,000	10,000
Scholarship classes			500	500
South County Senior Services			40,000	40,000
	242,573	253,847	249,500	254,500

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
225 ADVERTISING				
Events (egg hunt, concerts, craft faire)			5,500	6,000
4th of July fireworks promotions			2,500	3,000
	5,301	7,000	8,000	9,000
227 TRAVEL, CONF. & MEETINGS				
			0	0
	502	3,050	0	0
229 MILEAGE REIMBURSEMENT				
Auto allowance			4,800	4,800
Staff mileage reimbursements			1,500	1,500
	5,843	6,300	6,300	6,300
241 COMMUNITY ACTIVITIES				
4th of July Fireworks Show			93,000	98,000
4th of July trolley service			10,000	10,000
Grad Nite contribution			5,000	5,000
Ceremonies			2,500	2,500
Coastal Cleanup Day			2,500	2,500
Summer Concerts			95,000	95,000
Art Festival			12,000	12,000
Community Events			10,000	10,000
Youth Services:				
Ocean Institute youth programs			50,000	50,000
Capo Valley Boys & Girls Club teen center			25,000	25,000
Capo Valley Boys & Girls Club donation			20,000	20,000
Holiday program			20,000	20,000
Holiday decorations			30,000	30,000
Dana Point Grand Prix bike race			30,000	30,000
Concours d'Elegance			25,000	25,000
Friday Movies in the Park			16,000	16,000
Shakespeare in the Park			8,000	8,000
Turkey Trot sponsorship			25,000	25,000
Festival of Whales:				
Marketing			10,000	10,000
Movie night			2,000	2,000
Concert			7,500	7,500
Community parade			30,000	30,000
	420,357	496,688	528,500	533,500

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
243 RECREATION PROGRAMS				
Youth sports			9,360	9,820
Teen programs			10,000	10,000
Adult sports			9,000	9,000
Teen sports			3,000	3,000
Transportation for senior services			8,000	8,000
Egg Hunt			6,000	6,500
Holiday Craft Faire			13,000	13,500
Trips & Excursions			10,000	10,000
Senior Programs			30,000	30,000
	69,302	93,460	98,360	99,820
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>777,248</b>	<b>897,300</b>	<b>928,660</b>	<b>941,285</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT			0	0
	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,264,779</b>	<b>1,412,091</b>	<b>1,512,612</b>	<b>1,499,109</b>



**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 24 beautiful parks, including a community garden, that provide safe, clean and attractive facilities for the citizens of Dana Point. There are over 100 acres of developed park land with approximately 3,000 trees, 6 outdoor restroom buildings, 10 playgrounds, 5 dog fun zones and 19 parks with security lighting. The City's landscape medians and parkways contain over 5,000 trees. The cornerstone of the City's parks is Del Obispo Park. It features a 15,000 sq. ft. Community Center that includes a full size gym, a Senior Center, a new restroom/concession stand, 3 lighted ballfields, 1 handball court, 2 tennis courts, 1 outdoor and 2 indoor basketball courts. The City maintains 5.4 acres of the Dana Hills High School Sports Park, a joint venture between the City and Capistrano Unified School District to improve the recreation resources available to the youth in our community. The sports park has 2 lighted regulation softball fields, a soccer field and a restroom and concession facility. The City recently added Calle Paloma Park to its inventory and extended Sea Terrace Park by developing approximately 18 acres. In addition, this Division is responsible for maintaining the 30.5 acres of publicly owned landscaped medians and right-of-way trees. Proper maintenance extends the life of infrastructure and enhances the safety of the traveling public while at the same time contributing to the aesthetic beauty of the community. A total of 8,000 City trees are trimmed according to International Society of Arboriculture standards for both beauty and to reduce the risk of failure and liabilities.

**OBJECTIVES:**

Provide the finest parks, medians and street trees possible.

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

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

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

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

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

Provide cost effective and responsive services for maintenance and repair.

**PROGRAM INDICATORS:**

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

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

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

- 4,500 street and park trees (2-year program for 9,000 trees)
- 300 Canary Island Date Palms
- 1,000 Tipu trees (500 every 6 months)

Perform monthly certified playground inspections to ensure community safety.

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$259,468	\$279,328	\$316,400	\$291,990
Materials & Services	2,429,259	2,650,679	2,675,049	2,752,250
Capital Outlay	0	0	0	0
Total Expenditures	\$2,688,727	\$2,930,007	\$2,991,449	\$3,044,240

**REVENUE SUMMARY**

Park & Community Center Rentals	\$39,177	\$37,000	\$32,000	\$32,000
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**AUTHORIZED PERSONNEL**

Parks Maintenance Worker III	1	1	1	1
Parks Supervisor	1	1	1	1
Parks Manager	$\frac{1}{3}$	$\frac{1}{3}$	$\frac{1}{3}$	$\frac{1}{3}$
Total	3	3	3	3

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	199,316	201,100	216,167	219,230
105 OVERTIME				
After hours emergency response			5,000	5,000
	1,308	5,000	5,000	5,000
110 BENEFITS	17,626	31,500	29,400	30,300
112 RETIREMENT BENEFITS	38,516	38,812	62,699	34,281
114 MEDI-TAX 1.45%	2,702	2,916	3,134	3,179
199 PERSONNEL ALLOCATION	0	0	0	0
<b>TOTAL PERSONNEL</b>	<b>259,468</b>	<b>279,328</b>	<b>316,400</b>	<b>291,990</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
New phones			100	100
Cell phones (3)			1,700	1,700
	2,580	3,800	1,800	1,800
203 EQUIP & FACIL. MAINT.	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			7,704	8,805
Oil changes			550	550
Vehicle cleaning			1,980	1,000
Vehicle repairs			2,500	1,980
	11,026	14,000	12,734	12,335
207 OFFICE SUPPLIES				
General office supplies			1,050	1,050
	2,145	2,050	1,050	1,050
209 MEMBERSHIPS & DUES				
California Park & Recreation Society (2)			420	420
International Society of Arboriculture (1)			145	145
	0	565	565	565

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
211 OPERATING SUPPLIES				
Repair & installation - mutt mitt dispensers			4,000	4,000
Employee uniforms			3,000	3,000
Mutt mitts			37,500	37,500
Small tools/hardware			60,000	60,000
	110,407	111,000	104,500	104,500
215 TRAINING				
Department Staff training			900	900
	16	900	900	900
219 FACIL & EQUIP LEASE/RENTAL				
Portable toilets (Thunderbird Park)			4,500	4,500
	3,983	4,462	4,500	4,500
221 UTILITIES				
Water/sewer			300,000	300,000
Security lighting & irrigation controllers			50,000	50,000
	259,924	286,000	350,000	350,000
223 PROFESSIONAL SERVICES				
ADA compliance inspections			500	500
Bee extermination			4,000	4,000
Vandalism repair/Graffiti abatement			25,000	25,000
	96,004	20,008	29,500	29,500
227 TRAVEL, CONF. & MEETINGS				
			0	0
	0	1,300	0	0
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			500	500
	331	500	500	500
245 LANDSCAPE (MEDIANS)				
Annual maintenance			500,000	525,000
Extraordinary			50,000	52,500
Median & parkway landscape repair/replacement			80,000	80,000
	441,084	527,012	630,000	657,500

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
247 TREE MAINTENANCE				
Trimming			604,000	634,500
	507,084	575,505	604,000	634,500
255 PARK MAINTENANCE				
Landscape:				
Annual maintenance			504,500	529,600
Extraordinary maintenance			50,500	53,000
Ballfields - maintenance/infield renovation			132,000	139,000
Hardscape:				
Light standards (repl. rusted/rotten)			20,000	20,000
Hardscape repair/replacement			50,000	50,000
Playground maintenance/repair			35,000	35,000
Park sign replacement			25,000	25,000
Irrigation/Drainage/Water Distribution:				
Irrigation control systems upgrade			25,000	10,000
Backflow preventers (preventative maint/testing)			3,000	3,000
Park equipment repair, maintenance & replacement			90,000	90,000
	994,675	1,103,577	935,000	954,600
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>2,429,259</b>	<b>2,650,679</b>	<b>2,675,049</b>	<b>2,752,250</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT			0	0
	0	0	0	0
305 PARK STRUCT. & IMPVMENTS.	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>2,688,727</b>	<b>2,930,007</b>	<b>2,991,449</b>	<b>3,044,240</b>

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

**DEPARTMENT:** EMERGENCY AND SUPPORT SERVICES

**PROGRAM:** FACILITIES

**DESCRIPTION:**

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

City Plaza / City Hall

Del Obispo Community Center

Del Obispo Sports Park (Restrooms and Concession facility)

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

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

Headlands Nature Interpretive Center (to be turned over as part of the Headlands project)

Headlands Restroom (to be turned over as part of the Headlands project)

**OBJECTIVES:**

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

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

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

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

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

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

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



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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$128,434	\$136,404	\$161,194	\$151,009
Materials & Services	450,707	486,606	457,460	458,310
Capital Outlay	76,787	464,000	0	0
Total Expenditures	\$655,928	\$1,087,010	\$618,654	\$609,319

**REVENUE SUMMARY**

City Plaza rental revenues	\$132,710	\$78,000	\$75,000	\$75,000
Total Revenues	\$132,710	\$78,000	\$75,000	\$75,000

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**AUTHORIZED PERSONNEL**

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>PERSONNEL</b>				
101 SALARIES	44,027	48,377	48,773	50,236
105 OVERTIME				
After hours emergency response			2,000	2,000
	1,556	2,000	2,000	2,000
110 BENEFITS	9,515	9,600	9,300	9,600
112 RETIREMENT BENEFITS	8,643	9,337	14,147	7,855
114 MEDI-TAX 1.45%	769	730	736	757
120 OUTSIDE ASSISTANCE				
Administrative/secretarial support			0	0
	0	0	0	0
199 PERSONNEL ALLOCATION				
One-half Emerg. Svcs. Mgr. from ES (12)			86,238	80,560
	63,924	66,360	86,238	80,560
<b>TOTAL PERSONNEL</b>	<b>128,434</b>	<b>136,404</b>	<b>161,194</b>	<b>151,009</b>
<b>MATERIALS &amp; SERVICES</b>				
201 COMMUNICATIONS				
Cell phone			1,000	1,000
	979	1,000	1,000	1,000
203 EQUIPMENT & FACILITY MAINTENANCE				
General maintenance:				
Custodial contract			110,000	110,000
Building pest control			9,000	9,000
Elevator maintenance contract			9,000	9,000
Landscape (City Plaza)			2,500	2,500
HVAC maintenance			10,000	10,000
Fire extinguisher and sprinkler inspection			2,000	2,000
Floor mats			7,000	7,000
Facility security systems (alarm, surveillance)			15,000	15,000
Signage			5,000	5,000
Preventative/restorative maintenance:				
Electrical			10,000	10,000
Exterior painting			10,000	10,000
Interior painting			10,000	10,000
Miscellaneous projects (based on priority)			10,000	10,000
Wireless mesh network maintenance			15,000	15,000
Extraordinary maintenance			10,000	10,000
	180,517	250,413	234,500	234,500

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
205 VEHICLE MAINTENANCE				
Fuel			1,750	2,000
Oil changes			100	100
Vehicle cleaning			660	660
Vehicle repairs			300	900
	2,216	3,000	2,810	3,660
207 OFFICE SUPPLIES	0	0	0	0
209 MEMBERSHIPS & DUES	0	0	0	0
211 OPERATING SUPPLIES				
Paint, hardware, lighting, misc.			33,000	33,000
	87,554	42,193	33,000	33,000
215 TRAINING				
Staff training			1,000	1,000
	1,494	1,000	1,000	1,000
219 FACILITIES & EQUIPMENT LEASE/RENT	0	0	0	0
221 UTILITIES				
Community Center:				
Water			4,000	4,000
Gas			2,000	2,000
Electricity - building			23,500	23,500
Electricity - ballfield lights			18,500	18,500
DHHS Sports Fields:				
Electricity - ballfield lights			25,000	25,000
City Plaza:				
Electricity			70,000	70,000
Water/sewer			7,000	7,000
Other:				
Property taxes			10,000	10,000
	160,481	169,000	160,000	160,000
223 PROFESSIONAL SERVICES				
Contract maintenance handyman			25,000	25,000
	17,056	20,000	25,000	25,000
227 TRAVEL, CONF. & MEETINGS	0	0	0	0

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			150	150
	410	0	150	150
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>450,707</b>	<b>486,606</b>	<b>457,460</b>	<b>458,310</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT				
			0	0
	0	354,000	0	0
303 FACILITY IMPROVEMENTS				
Community Center:				
Funded from Facilities Maint. Fund FY10 & FY11			0	0
City Plaza:				
Funded from Facilities Maint. Fund FY10 & FY11			0	0
Funded from Facilities Maint. Fund FY10 & FY11			0	0
	76,787	110,000	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>76,787</b>	<b>464,000</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>655,928</b>	<b>1,087,010</b>	<b>618,654</b>	<b>609,319</b>

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

**DEPARTMENT:** ADMINISTRATIVE SERVICES

**PROGRAM:** RISK MANAGEMENT

**DESCRIPTION:**

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

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

**OBJECTIVE:**

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

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

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

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$0	\$0	\$0	\$0
Materials & Services	0	1,300	1,300	1,300
Risk Management	597,705	732,900	586,400	623,980
Capital Outlay	0	0	0	0
Total Expenditures	\$597,705	\$734,200	\$587,700	\$625,280

**REVENUE SUMMARY**

Litigation (reimbursements)	\$199,542	\$120,000	\$120,000	\$120,000
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**AUTHORIZED PERSONNEL**

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>MATERIALS &amp; SERVICES</b>				
213 BOOKS & SUBSCRIPTIONS				
OSHA standards & miscellaneous	0	300	300	300
	0	300	300	300
215 TRAINING				
CJPIA training/workshops	0	1,000	1,000	1,000
	0	1,000	1,000	1,000
	<b>0</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
<b>INSURANCE</b>				
401 LIABILITY INSURANCE PREMIUMS				
General liability premium (estimate)			334,000	350,000
Retro liability deposit			0	5,000
	326,900	397,000	334,000	355,000
403 PROPERTY INSURANCE PREMIUMS				
Earthquake insurance premium			48,000	53,000
Automobile insurance premium			4,100	4,600
Pollution insurance premium			5,600	5,600
Boiler & machinery insurance premium			1,500	1,700
Property insurance premium			4,700	5,100
	57,802	61,400	63,900	70,000
405 EMPLOYEE BOND PREMIUMS				
Employee bonds			1,500	1,500
	0	1,500	1,500	1,500
409 GENERAL LIABILITY/PROPERTY CLAIMS				
Litigation expenses - reimbursed			50,000	50,000
	77,748	103,000	50,000	50,000
411 WORKERS' COMPENSATION				
Retro deposit			2,000	2,500
Annual premium			35,000	38,500
	49,182	40,000	37,000	41,000
413 CONSULTING/WITNESS FEES				
Litigation support			10,000	10,000
Litigation support - reimbursed			10,000	10,000
	10,799	40,000	20,000	20,000
417 OTHER INSURANCE SERVICES				
Transient occupancy tax interruption insurance			65,000	71,480
	63,574	78,000	65,000	71,480
419 LITIGATION SETTLEMENTS	0	2,000	0	0
421 UNEMPLOYMENT BENEFITS				
Contingency			15,000	15,000
	11,700	10,000	15,000	15,000
	<b>597,705</b>	<b>732,900</b>	<b>586,400</b>	<b>623,980</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>597,705</b>	<b>734,200</b>	<b>587,700</b>	<b>625,280</b>

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

**DEPARTMENT:** ADMINISTRATIVE SERVICES

**PROGRAM:** NON-DEPARTMENTAL

**DESCRIPTION:**

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

This program is administered by the Administrative Services Department.



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

Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
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**EXPENDITURE SUMMARY**

Personnel	\$0	\$0	\$0	\$0
Materials & Services	661,613	971,491	1,262,395	1,318,795
Capital Outlay	18,865	33,000	0	0
Total Operating Expenditures	680,478	1,004,491	1,262,395	1,318,795
Operating Transfers-out	3,325,143	2,354,304	0	0
Total Oper. Expend. & Tsfs. Out	\$4,005,621	\$3,358,795	\$1,262,395	\$1,318,795

**REVENUE SUMMARY**

NONE

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**AUTHORIZED PERSONNEL**

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>MATERIALS &amp; SERVICES</b>				
<b>201 COMMUNICATIONS</b>				
Telephone - City Hall & Community Center			22,000	22,000
Data link to ballfield lighting control system			300	300
Digital data lines/Internet service/Web site hosting			30,000	30,000
Telephone software updates/programming changes			3,000	3,000
Repair & maintenance of switching equip/phones			2,500	2,500
	54,840	53,800	57,800	57,800
<b>203 EQUIP/FACIL MAINT/REPAIR</b>				
Office equipment repair: fax, postage, dictation			1,000	1,000
Interior potted plants rental/maintenance			3,100	3,100
Canon 5020 copier (Records Room)			2,000	2,000
Konica Minola C650 copier (Admin)			4,500	4,500
Canon 5070 copier (Public Works)			3,000	3,000
Canon 5070 copier (Community Development)			3,000	3,000
	15,203	21,150	16,600	16,600
<b>207 OFFICE SUPPLIES</b>				
Central supplies (white copier paper)			12,000	12,000
Miscellaneous office supplies			5,000	5,000
	8,438	25,000	17,000	17,000
<b>209 MEMBERSHIPS &amp; DUES</b>				
League of California Cities - Orange County dues			11,200	11,700
League of California Cities - State dues			12,400	12,900
Orange County Human Relations			3,200	3,400
California Coastal Coalition			2,000	2,000
Miscellaneous			1,650	1,650
	26,105	33,121	30,450	31,650
<b>211 OPERATING SUPPLIES</b>				
Miscellaneous operating supplies			25,000	25,000
Postage machine supplies			1,000	1,000
Central copier supplies (toner, staples, etc.)			2,000	2,000
	38,586	44,500	28,000	28,000
<b>217 POSTAGE</b>				
U.S. Mail (general & bulk rate postage)			25,000	25,000
Business reply annual permit			745	745
Overnight delivery service (FedX, UPS, etc.)			5,000	5,000
	33,419	36,700	30,745	30,745

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
219 FACIL & EQUIP LEASE/RENT				
Postage meter lease			3,200	3,200
Miscellaneous			500	500
	2,816	5,000	3,700	3,700
223 PROFESSIONAL SERVICES				
CASA - animal control services			282,000	291,000
CASA - animal shelter expansion			75,000	0
Dana Point Library - Sunday hours			80,000	80,000
Information Technology			250,000	250,000
Miscellaneous			2,000	2,000
	297,745	455,200	689,000	623,000
227 TRAVEL, CONF. & MEETINGS				
Tuition reimbursements			6,000	6,000
Employee/Volunteer recognition events			20,000	20,000
	15,060	41,000	26,000	26,000
259 DATA TECHNOLOGY				
Non-warranty printer repairs & maintenance (15)			5,000	5,000
Data/phone line cable repairs & installation			2,000	2,000
LAN hubs, switches, repair & replacement			1,000	6,000
Extended warranty contracts - routers/firewall			2,000	2,000
LAN technical support & consulting (hourly)			34,500	34,500
Non-warranty computer R&M, upgrades (95 pcs)			5,000	5,000
Misc computer & network parts & supplies			2,000	2,000
Maintenance - anti-virus software (bi-annual)			0	8,500
Maintenance - network backup software			2,000	2,000
Maintenance - spam filtering software (bi-annual)			0	4,000
Maintenance - other network software			1,000	1,000
Misc minor software purchases			1,500	1,500
Microsoft site licensing maintenance (tri-annual)			0	65,000
Non-Microsoft software upgrades			2,000	2,000
Cyclical technology hardware repl. (FY10 / FY11):				
File servers - City Hall (2 / 3)			15,000	20,000
Desktop computers (23 / 30)			34,500	52,000
Notebook Computers (2 / 6)			3,600	10,800
Laser printers - Black &White (0 / 1)			0	1,500
Laser printers - Color (0 / 1)			0	2,000
Uninterruptable Power Supplies (0 / 0)			0	0
SonicWall e-mail filter (0 / 1)			0	3,500
Routers & firewall (1 / 2)			2,000	4,000
	169,401	164,231	113,100	234,300

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

	Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
261 MARKETING	0	0	0	0
299 RESERVE FOR SERVICE ENHANCEMENTS				
Reserve for Service Enhancements			250,000	250,000
	0	91,789	250,000	250,000
<b>TOTAL MAT'LS &amp; SERV.</b>	<b>661,613</b>	<b>971,491</b>	<b>1,262,395</b>	<b>1,318,795</b>
<b>CAPITAL OUTLAY</b>				
301 FURNITURE & EQUIPMENT				
			0	0
	18,865	33,000	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>18,865</b>	<b>33,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL OPER. EXPENDITURES</b>	<b>680,478</b>	<b>1,004,491</b>	<b>1,262,395</b>	<b>1,318,795</b>
<b>OPERATING TRANSFERS OUT</b>				
901 TO LLEBG FUND				
Operating transfer out			0	0
	0	0	0	0
903 TO FACILITIES IMPROVEMENT FUND				
Operating transfer out			0	0
	575,000	525,000	0	0
905 TO CAPITAL IMPROVEMENTS FUND				
Mandates, repairs & repl. of existing infrastructure			0	0
Priority 1 new projects			0	0
	2,750,143	1,829,304	0	0
<b>TOTAL OPERATING TRANSFERS OUT</b>	<b>3,325,143</b>	<b>2,354,304</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL OPERATING EXP. &amp; TSFS. OUT</b>	<b>4,005,621</b>	<b>3,358,795</b>	<b>1,262,395</b>	<b>1,318,795</b>

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# **SPECIAL REVENUE FUNDS**

## GASOLINE TAX FUND

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

The City of Dana Point receives gas tax revenue from four sources: 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.

All gas tax 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.

	FY2010 Adopted	FY2010 Adopted
Beginning Fund Balance	\$57,267	\$57,267
Revenues and Sources		
Gasoline taxes - Section 2105	216,000	216,000
Gasoline taxes - Section 2106	159,000	159,000
Gasoline taxes - Section 2107	278,000	278,000
Gasoline taxes - Section 2107.5	6,000	6,000
Prop. 42 Transportation Congestion Relief	349,806	383,300
Total Revenues and Sources	1,008,806	1,042,300
Expenditures and Uses		
Transfer Out to General Fund	1,008,806	1,042,300
Transfer Out to CIP Fund	0	0
Total Expenditures and Uses	1,008,806	1,042,300
Ending Fund Balance	\$57,267	\$57,267

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

		Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>REVENUES &amp; TRANSFERS-IN:</b>					
02-10-6121	HWY USERS TAX - SEC 2106	138,807	149,000	159,000	159,000
02-10-6123	HWY USERS TAX - SEC 2107	292,024	262,000	278,000	278,000
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	218,227	202,000	216,000	216,000
02-50-6523	PROP. 42 TRAFFIC CONGESTION RELIEF	0	376,585	349,806	383,300
Total Revenues & Transfers-in		<u>655,058</u>	<u>995,585</u>	<u>1,008,806</u>	<u>1,042,300</u>
<b>EXPENDITURES &amp; TRANSFERS OUT:</b>					
02-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	500,974	780,497	659,000	659,000
02-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	0	376,585	349,806	383,300
Total Expenditures & Transfers-out		<u>500,974</u>	<u>1,157,082</u>	<u>1,008,806</u>	<u>1,042,300</u>



## MEASURE M FUND

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

	<u>FY2010 Adopted</u>	<u>FY2011 Adopted</u>
Beginning Fund Balance	\$90,506	\$90,506
Revenues and Sources		
Measure M Taxes	385,000	422,000
Total Revenues and Sources	<u>385,000</u>	<u>422,000</u>
Expenditures and Uses		
Transfer Out to Capital Improvement Projects Fund	385,000	422,000
Total Expenditures and Uses	<u>385,000</u>	<u>422,000</u>
Ending Fund Balance	<u><u>\$90,506</u></u>	<u><u>\$90,506</u></u>

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

		Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>REVENUES &amp; TRANSFERS-IN:</b>					
04-10-6141	MEASURE M TURNBACK Estimates provide by Orange County Transportation Authority	406,978	458,727	385,000	422,000
04-40-6403	INVESTMENT INTEREST	11,500	0	0	0
Total Revenues & Transfers-in		<u>418,478</u>	<u>458,727</u>	<u>385,000</u>	<u>422,000</u>
<b>EXPENDITURES &amp; TRANSFERS OUT:</b>					
04-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	0	897,532	385,000	422,000
Total Expenditures & Transfers-out		<u>0</u>	<u>897,532</u>	<u>385,000</u>	<u>422,000</u>

## AB2766 FUND

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

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

	FY2010 Adopted	FY2011 Adopted
Beginning Fund Balance	\$71,713	\$114,883
Revenues and Sources		
AB2766 fees	42,670	42,670
Investment interest	500	500
Total Revenues and Sources	43,170	43,170
Expenditures and Uses		
To be determined	0	0
Total Expenditures and Uses	0	0
Ending Fund Balance	\$114,883	\$158,053

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

		Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>REVENUES &amp; TRANSFERS-IN:</b>					
05-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	600	0	500	500
05-50-6511	AB2766 REVENUES Estimates provide by South Coast Air Quality Management District	44,127	38,000	42,670	42,670
Total Revenues & Transfers-in		<u>44,727</u>	<u>38,000</u>	<u>43,170</u>	<u>43,170</u>
 <b>EXPENDITURES &amp; TRANSFERS OUT:</b>					
05-99-20-0000-219	FACILITY & EQUIP LEASE/RENT To be determined	0	0	0	0
05-99-20-0000-223	PROFESSIONAL SERVICES To be determined	0	0	0	0
05-99-30-0000-301	FURNITURE & EQUIPMENT To be determined			0	0
	To be determined			0	0
	To be determined			0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
05-99-90-0000-905	TRANSFERS OUT - TO CIP FUND Amount, if any, will be determined in conjunction with CIP budget.	59,000	0	0	0
Total Expenditures & Transfers-out		<u>59,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

## COASTAL TRANSIT FUND

In the early 80's, the California Coastal Commission (Coastal Commission) imposed a coastal access fee on new development in what is now the Salt Creek corridor (Monarch Beach Specific Plan) and portions of Laguna Niguel and Laguna Beach. The funds were intended to mitigate impacts to coastal access that were anticipated to result from the projected residential development in Orange County. Specifically, the permit language limits the use of the funds for the "provision of coastal recreational transit services". Approximately \$1 million have been accumulated since the program was implemented.

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

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

A final program plan detailing the desired shuttle route program must be developed and approved by the Coastal Commission prior to expenditure of the funds. Following authorization, a transit provider would be selected for managing and operating the shuttle system. Project implementation may occur in 2009 or 2010.

	FY2010 Adopted	FY2011 Adopted
Beginning Fund Balance	\$1,191,105	\$1,091,605
Revenues and Sources		
Coastal transit fees	500	500
Investment interest	20,000	20,000
Total Revenues and Sources	20,500	20,500
Expenditures and Uses		
Implementation of coastal transit program	120,000	120,000
Total Expenditures and Uses	120,000	120,000
Ending Fund Balance	\$1,091,605	\$992,105

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

		Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>REVENUES &amp; TRANSFERS-IN:</b>					
06-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	53,600	38,500	20,000	20,000
06-50-6523	COASTAL TRANSIT FEES Estimate of fees collected from residential development within the City	550	1,000	500	500
Total Revenues & Transfers-in		54,150	39,500	20,500	20,500
<b>EXPENDITURES &amp; TRANSFERS OUT:</b>					
06-99-20-0000-223	PROFESSIONAL SERVICES Ten-year program life - expend. est @ 10%/yr. Program to be brought to Council for approval	0	120,000	120,000	120,000
Total Expenditures & Transfers-out		0	120,000	120,000	120,000

## SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND

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

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

	FY2010 Adopted	FY2011 Adopted
Beginning Fund Balance	\$102,283	\$106,283
Revenues and Sources		
Investment interest	4,000	4,000
Total Revenues and Sources	4,000	4,000
Expenditures and Uses		
To be determined	0	0
Total Expenditures and Uses	0	0
Ending Fund Balance	\$106,283	\$110,283

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

		Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>REVENUES &amp; TRANSFERS-IN:</b>					
25-40-6403	INVESTMENT INTEREST	8,301	4,000	500	500
25-50-6501	SLESF REVENUES This was a new State program in FY1996-97, and does not have guaranteed funding for every year. If the State re-funds the program in FY2010 and/or FY2011 a separate report will be brought to Council for action.	100,000	100,000	0	0
Total Revenues & Transfers-in		108,301	104,000	500	500
<b>EXPENDITURES &amp; TRANSFERS OUT:</b>					
25-99-20-0000-257	SLESF Program Operating Expenditures	45,331	211,397	0	0
25-99-30-0000-301	SLESF Program Capital Expenditures	0	0	0	0
25-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	0	0	0	0
Total Expenditures & Transfers-out		45,331	211,397	0	0



## CFD 2006-1 FACILITIES MAINTENANCE FUND

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

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

	FY2010 Adopted	FY2011 Adopted
Beginning Fund Balance	\$0	\$20,960
Revenues and Sources		
Investment interest	0	0
Charges for services	110,000	180,000
Total Revenues and Sources	110,000	180,000
Expenditures and Uses		
Materials and services	89,040	164,380
Furniture and equipment	0	0
Total Expenditures and Uses	89,040	164,380
Ending Fund Balance	\$20,960	\$36,580

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

		Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>REVENUES</b>					
27-40-6403	INVESTMENT INTEREST	0	500	0	0
27-60-6685	CHARGES FOR SERVICES	0	45,000	110,000	180,000
	Special taxes - CFD properties		45,000	110,000	180,000
	Total Revenues & Transfers-in	<u>0</u>	<u>90,500</u>	<u>110,000</u>	<u>180,000</u>
<b>EXPENDITURES</b>					
27-99-20-0000-203	FACILITY/EQUIPMENT MAINTENANCE				
	MSE walls maintenance			10,100	10,400
	Funicular maintenance			19,100	19,700
	Funicular operating cost			9,400	9,700
	Revetment walkway maintenance			2,600	2,680
		<u>0</u>	<u>6,375</u>	<u>41,200</u>	<u>42,480</u>
27-99-20-0000-211	OPERATING SUPPLIES	0	0	0	0
27-99-20-0000-221	UTILITIES	0	1,500	3,000	0
27-99-20-0000-223	PROFESSIONAL SERVICES	0	0	0	0
27-99-20-0000-245	LANDSCAPE MAINTENANCE				
	Lot Q & portion of Lot BB maintenance			0	75,500
			<u>10,000</u>	<u>0</u>	<u>75,500</u>
27-99-20-0000-247	TREE TRIMMING	0	0	0	0
27-99-20-0000-255	PARK MAINTENANCE	0	5,000	0	0
27-99-20-0000-263	INFRASTRUCTURE & HARDSCAPE	0	0	0	0
27-99-20-0000-265	COUNTY / WATER DISTRICT FACILITIES				
	Storm screen and media filters			36,000	37,200
	Diversion monitoring & testing			7,600	7,900
	Inlet filters			1,240	1,300
			<u>20,210</u>	<u>44,840</u>	<u>46,400</u>
27-99-30-0000-301	FURNITURE & EQUIPMENT	0	0	0	0
	Total Expenditures & Transfers-out	<u>0</u>	<u>43,085</u>	<u>89,040</u>	<u>164,380</u>

# **CAPITAL PROJECT FUNDS**

## PARK DEVELOPMENT FUND

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

Most expenditures of Park Development Fund monies are made through the Capital Improvement Projects fund. As such, an amount equal to the qualified park expenditures is transferred from the Park Development Fund to the Capital Improvement Projects fund. The specific park projects to be undertaken in fiscal years 2008 and 2009 are outlined in the Capital Improvement Program section of the budget.

	FY2010 Adopted	FY2011 Adopted
Beginning Fund Balance	\$516,850	\$618,850
Revenues and Sources		
Developer deposits	100,000	100,000
Investment interest	2,000	5,000
Total Revenues and Sources	102,000	105,000
Expenditures and Uses		
Transfer Out to Capital Improvement Projects Fund	0	0
Total Expenditures and Uses	0	0
Ending Fund Balance	\$618,850	\$723,850

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

		Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>REVENUES &amp; TRANSFERS-IN:</b>					
21-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	134,000	5,000	2,000	5,000
21-70-6701	PARK FEES Revenue is based upon estimated new construction subject to park development fees.	175,050	100,000	100,000	100,000
Total Revenues & Transfers-in		<u>309,050</u>	<u>105,000</u>	<u>102,000</u>	<u>105,000</u>
<b>EXPENDITURES &amp; TRANSFERS OUT:</b>					
21-99-20-0000-223	PROFESSIONAL SERVICES	0	0	0	0
21-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	0	0	0	0
21-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	2,831,913	0	0	0
Total Expenditures & Transfers-out		<u>2,831,913</u>	<u>0</u>	<u>0</u>	<u>0</u>

## FACILITIES IMPROVEMENT FUND

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

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

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

	FY2010 Adopted	FY2011 Adopted
Beginning Fund Balance	\$0	\$0
Revenues and Sources		
Operating transfer from General Fund	0	0
Operating transfer from Capital Improvements Fund	0	0
Total Revenues and Sources	0	0
Expenditures and Uses		
Facility improvements	0	0
Total Expenditures and Uses	0	0
Ending Fund Balance	\$0	\$0

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

		Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>REVENUES &amp; TRANSFERS-IN:</b>					
12-90-6901	TRANSFER-IN FROM GENERAL FUND Funding for facility improvements	575,000	525,000	0	0
12-90-6911	TRANSFER-IN FROM CIP FUND None	0	0	0	0
	Total Revenues & Transfers-in	<u>575,000</u>	<u>525,000</u>	<u>0</u>	<u>0</u>
 <b>EXPENDITURES &amp; TRANSFERS OUT:</b>					
12-99-30-0000-303	FACILITY IMPROVEMENTS			0	0
				<u>0</u>	<u>0</u>
		61,876	1,655,747	0	0
	Total Expenditures & Transfers-out	<u>61,876</u>	<u>1,655,747</u>	<u>0</u>	<u>0</u>

## CFD 2006-1 FACILITIES ACQUISITION FUND

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

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

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

The expected outlays for these improvements was indeterminate at the time the budget was adopted (indicated as TBD below). As further information becomes available during the fiscal year, the budget will be amended accordingly.

	FY2010 Adopted	FY2011 Adopted
Beginning Fund Balance	\$0	\$0
Revenues and Sources		
Investment interest	0	0
Contributions from property owners	TBD	TBD
Total Revenues and Sources	0	0
Expenditures and Uses		
Professional services	TBD	TBD
Acquisition of public improvements	TBD	TBD
Total Expenditures and Uses	TBD	TBD
Ending Fund Balance	\$0	\$0



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

		Fiscal Year 2008 <u>Actual</u>	Fiscal Year 2009 <u>Budget</u>	Fiscal Year 2010 <u>Adopted</u>	Fiscal Year 2011 <u>Adopted</u>
<b>REVENUES</b>					
13-40-6403	INVESTMENT INTEREST	0	0	0	0
12-90-6911	CONTRIBS. FROM PROPERTY OWNERS To be determined at a later date	0	8,199,559	TBD	TBD
Total Revenues & Transfers-in		<u>0</u>	<u>8,199,559</u>	<u>0</u>	<u>0</u>
<b>EXPENDITURES &amp; TRANSFERS OUT:</b>					
13-99-20-0000-223	PROFESSIONAL SERVICES			TBD	TBD
		<u>0</u>	<u>620,000</u>	<u>0</u>	<u>0</u>
13-99-30-xxxx-311	ACQUISITION OF PUBLIC IMPROVEMENTS			TBD	TBD
Total Expenditures & Transfers-out		<u>0</u>	<u>620,000</u>	<u>0</u>	<u>0</u>

# CAPITAL IMPROVEMENT PROJECTS FUND

The projects selected and funded for the FY2008 and FY2009 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.

	FY2010 Adopted	FY2011 Adopted
Beginning Fund Balance	\$14,851,251	\$8,368,761
Revenues and Sources:		
Operating Transfers-In:		
from General Fund	0	0
from Measure M Fund	385,000	422,000
from Park Development Fund	0	0
from Gasoline Tax Fund	349,806	383,300
Measure M - GMA11	0	0
California Dept. of Parks & Recreation	0	0
Intersection Improvement Program	0	0
Orange County Transportation Authority	0	0
Developer Contributions	0	0
TEA	444,000	0
Total Revenues and Sources	1,178,806	805,300
Expenditures and Uses		
Capital Improvement Projects	7,661,296	1,105,000
Total Expenditures and Uses	7,661,296	1,105,000
Ending Fund Balance	\$8,368,761	\$8,069,061
Reserves/Designations of Fund Balances:		
Designated for Open Space Acquisition	\$1,091,463	\$1,091,463
Development Impact Fees - Transportation	0	0
Pacific Coast Highway Remediation	3,000,000	3,000,000
Designated for Utility Undergrounding	0	0
Priority 1 Project	295,000	0
Undesignated	3,982,298	3,977,598
Total Reserves/Designations	\$8,368,761	\$8,069,061

**CIP Budget Summary FY10 and FY11**

Project No.	Description	Comments	Estimated Unspent Funds 6-30-09	Reprogrammed Funds	Carryover Funds	FY10 CIP Undesignated	FY10 CIP Designated	FY10 Other Funds	FY10 Reprogrammed Funds	FY11 CIP Undesignated	FY11 CIP Designated	FY11 Other Funds	FY11 Reprogrammed Funds	Total Appropriation	Total Unfunded	Total Project Cost
<b>1. PREVIOUSLY BUDGETED 2007-08 and 2008-09 PROJECTS (CIP FUND)</b>																
1144	Dana Point Library Improvement	Carryover.	1,494,170	-	1,494,170	-	-	-	-	-	-	-	-	1,494,170	-	1,494,170
1174	Sea Terrace Park	\$756,000 reprogram to #1132; \$344,000 reprogram to #7.	1,100,000	(1,100,000)	-	-	-	-	-	-	-	-	-	-	-	-
1181	Lantern Village (La Cresta) Backbone Undergrounding	\$1,230,223 reprogram to # 1231; \$250,000 reprogram to #1A.	1,480,223	(1,480,223)	-	-	-	-	-	-	-	-	-	-	-	-
1206	Sunset Park	Close out to CIP undesignated.	67,360	-	-	-	-	-	-	-	-	-	-	-	-	-
1211	Minor Drainage	Close out to CIP undesignated.	8,543	-	-	-	-	-	-	-	-	-	-	-	-	-
1215	Arterial Roadway Resurfacing	Carryover for Stonehill Repairs.	125,000	-	125,000	-	-	-	-	-	-	-	-	125,000	-	125,000
1218	Arterial Roadway Repair	Carryover for Stonehill Repairs.	200,000	-	200,000	-	-	-	-	-	-	-	-	200,000	-	200,000
1219	Annual Sidewalk	Carryover for Coast Highway Sidewalks.	100,000	-	100,000	-	-	-	-	-	-	-	-	100,000	-	100,000
1216	Minor Drainage	Carryover for Storm Drain Repairs.	212,000	-	212,000	-	-	-	-	-	-	-	-	212,000	-	212,000
1220	ADA Improvements/Sidewalks/Parks	Carryover for Parks Repairs.	125,000	-	125,000	-	-	-	-	-	-	-	-	125,000	-	125,000
1203	PCH Relinquishment	Carryover for Del Prado arterial roadway/sidewalk repairs.	109,000	-	109,000	-	-	-	-	-	-	-	-	109,000	-	109,000
1217	Slurry Seal	Carryover for PCH Roadway repairs.	200,000	-	200,000	-	-	-	-	-	-	-	-	200,000	-	200,000
1222	Street Tree Replacement	Carryover for Parks Projects.	250,000	-	250,000	-	-	-	-	-	-	-	-	250,000	-	250,000
1223	PCH/Del Prado Improvements- Phase I	Carryover.	500,000	-	500,000	-	-	-	-	-	-	-	-	500,000	-	500,000
1224	Via Canon Park Design/ Construction	Carryover.	100,000	-	100,000	-	-	-	-	-	-	-	-	100,000	-	100,000
1225	Swimming Pool Renovation Project Design	Carryover.	400,000	-	400,000	-	-	-	-	-	-	-	-	400,000	-	400,000
1226	Beach Road Train Crossing Improvements	Carryover.	150,000	-	150,000	-	-	-	-	-	-	-	-	150,000	-	150,000
1229	Del Obispo Community Center Parking Lot	Carryover.	100,000	-	100,000	-	-	-	-	-	-	-	-	100,000	-	100,000
1230	General Park Rehabilitation	Carryover for Parks Projects.	160,000	-	160,000	-	-	-	-	-	-	-	-	160,000	-	160,000
1231	Annual Residential Roadway Improvements	Carryover design funds \$100,000; FY10 MM \$385,000, Prop 42 \$349,806; FY11 MM \$422,000, Prop 42 \$383,300; \$295,000 from Priority 1 Resv; \$1,230,223 reprog from #1181	100,000	-	100,000	-	-	734,806	-	-	295,000	805,300	1,230,223	3,165,329	-	3,165,329
1232	PCH Medians, Phase II (Pedestrian Bridge to Selva Road and north end monument)	FY10 TEA funding \$444,000. \$756,000 reprogram funds from #1174.	30,000	-	30,000	-	-	444,000	756,000	-	-	-	-	1,230,000	-	1,230,000
	<b>SUBTOTAL</b>		<b>7,011,296</b>	<b>(2,580,223)</b>	<b>4,355,170</b>	<b>-</b>	<b>-</b>	<b>1,178,806</b>	<b>756,000</b>	<b>-</b>	<b>295,000</b>	<b>805,300</b>	<b>1,230,223</b>	<b>8,620,499</b>	<b>-</b>	<b>8,620,499</b>
<b>2. MANDATES, REPAIR, AND REPLACEMENT TO EXISTING INFRASTRUCTURE</b>																
1233	Drainage/Diversion Repair		-	-	-	100,000	-	-	-	100,000	-	-	-	200,000	-	200,000
1234	Slurry Seal		-	-	-	100,000	-	-	-	100,000	-	-	-	200,000	-	200,000
1235	Arterial Roadway Rehabilitation		-	-	-	-	-	-	-	100,000	-	-	-	100,000	-	100,000
1236	Sidewalk and Concrete Repairs		-	-	-	100,000	-	-	-	100,000	-	-	-	200,000	-	200,000
1237	ADA Improvements to streets, sidewalks, parks, and other R-O-W.		-	-	-	100,000	-	-	-	100,000	-	-	-	200,000	-	200,000
1238	Traffic Safety		-	-	-	150,000	-	-	-	150,000	-	-	-	300,000	-	300,000
1239	General Park Rehabilitation	\$344,000 reprogram from #1174.	-	-	-	-	-	-	204,000	60,000	-	-	140,000	404,000	-	404,000
1240	Street Tree Replacement		-	-	-	100,000	-	-	-	100,000	-	-	-	200,000	-	200,000
1241	Lantern Village/La Cresta Medians	\$250,000 reprogram from #1181.	-	-	-	-	-	-	-	-	-	-	250,000	250,000	-	250,000
	<b>SUBTOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>650,000</b>	<b>-</b>	<b>-</b>	<b>204,000</b>	<b>810,000</b>	<b>-</b>	<b>-</b>	<b>390,000</b>	<b>2,054,000</b>	<b>-</b>	<b>2,054,000</b>
<b>3. PRIORITY 1 NEW PROJECTS (CIP FUND)</b>																
	<b>SUBTOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL</b>		<b>7,011,296</b>	<b>(2,580,223)</b>	<b>4,355,170</b>	<b>650,000</b>	<b>-</b>	<b>1,178,806</b>	<b>960,000</b>	<b>810,000</b>	<b>295,000</b>	<b>805,300</b>	<b>1,620,223</b>	<b>10,674,499</b>	<b>-</b>	<b>10,674,499</b>
<b>CIP Fund Balance</b>																
			<b>Beginning Balance</b>		<b>Additions 2010</b>	<b>Transfers In/Out from CIP Undesignated</b>	<b>Transfers In/Out CIP Designated</b>	<b>Transfers In/Out TEA Funds</b>	<b>Ending Balance 2010</b>	<b>Transfers In/Out from CIP Undesignated</b>	<b>Transfers In/Out CIP Designated</b>	<b>Transfers In/Out Prop 42 &amp; Measure M</b>	<b>Additions 2011</b>	<b>Ending Balance 2011</b>		
	Designated for Open Space Acquisition		1,091,463	0	0	0	0	0	1,091,463	0	0	0	0	1,091,463		
	Designated for PCH Remediation		3,000,000	0	0	0	0	0	3,000,000	0	0	0	0	3,000,000		
	Designated for Priority 1 Projects		295,000	0	0	0	0	0	295,000	(295,000)	0	0	0	0		
	<b>Total Designated CIP Fund</b>		<b>4,386,463</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,386,463</b>	<b>0</b>	<b>(295,000)</b>	<b>0</b>	<b>0</b>	<b>4,091,463</b>		
	Undesignated CIP		3,453,492	0	0	(650,000)	0	1,178,806	3,982,298	(810,000)	0	805,300	0	3,977,598		
	<b>Total CIP Fund Balance</b>		<b>7,839,955</b>	<b>0</b>	<b>0</b>	<b>(650,000)</b>	<b>0</b>	<b>1,178,806</b>	<b>8,368,761</b>	<b>(810,000)</b>	<b>(295,000)</b>	<b>0</b>	<b>0</b>	<b>8,069,061</b>		
<b>Park Development Fund Balance</b>																
	Undesignated		516,850	0	102,000	0	0	0	618,850	0	0	0	105,000	723,850		
	<b>Total Park Development Fund</b>		<b>516,850</b>	<b>0</b>	<b>102,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>618,850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105,000</b>	<b>723,850</b>		
<b>General Fund</b>																
	Capital Projects Sinking Fund		3,169,000	0	0	0	0	0	3,169,000	0	0	0	0	3,169,000		

Project No.	Description	Comments	Estimated Unspent Funds 6-30-09	Reprogrammed Funds	Carryover Funds	FY10 CIP Undesignated	FY10 CIP Designated	FY10 Other Funds	FY10 Reprogrammed Funds	FY11 CIP Undesignated	FY11 CIP Designated	FY11 Other Funds	FY11 Reprogrammed Funds	Total Appropriation	Total Unfunded	Total Project Cost
<b>4. PRIORITY 2 POTENTIAL PROJECTS (UNFUNDED)</b>																
1B	PCH/ Del Prado Street Improvements		-	-	-	-	-	-	-	-	-	-	-	-	19,000,000	19,000,000
2B	San Juan Creek Bike Trail Shared Cost with County		-	-	-	-	-	-	-	-	-	-	-	-	350,000	350,000
3B	Additional Funding for Swimming Pool Shared Cost		-	-	-	-	-	-	-	-	-	-	-	-	600,000	600,000
4B	Sea Terrace Park Phase II (Parking Lot and Road)		-	-	-	-	-	-	-	-	-	-	-	-	1,500,000	1,500,000
5B	Sea Terrace Park Phase III (restroom and recreational improvements)		-	-	-	-	-	-	-	-	-	-	-	-	1,500,000	1,500,000
6B	Doherty Park Road Study		-	-	-	-	-	-	-	-	-	-	-	-	275,000	275,000
7B	Lantern Bay Park Reclaimed Water Line Installation		-	-	-	-	-	-	-	-	-	-	-	-	250,000	250,000
8B	Lantern Bay Park Entrance		-	-	-	-	-	-	-	-	-	-	-	-	150,000	150,000
9B	Pines Park Restroom Construction		-	-	-	-	-	-	-	-	-	-	-	-	650,000	650,000
10B	DHHS Synthetic Turf Field		-	-	-	-	-	-	-	-	-	-	-	-	1,100,000	1,100,000
11B	Art In Public Places		-	-	-	-	-	-	-	-	-	-	-	-	800,000	800,000
12B	Storm Drain Master plan Improvements Phase 5		-	-	-	-	-	-	-	-	-	-	-	-	3,000,000	3,000,000
13B	Additional Storm Drain Diversions		-	-	-	-	-	-	-	-	-	-	-	-	2,500,000	2,500,000
14B	RH Dana Joint Use Fields		-	-	-	-	-	-	-	-	-	-	-	-	850,000	850,000
15B	Blue Lantern Median		-	-	-	-	-	-	-	-	-	-	-	-	400,000	400,000
16B	Bicycle Trails Master Plan Phase II		-	-	-	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000
17B	Additional PCH Median Phase III Selva Road to Blue Lantern		-	-	-	-	-	-	-	-	-	-	-	-	2,300,000	2,300,000
18B	Restroom Replacement at Sea Canyon/Sunset Park		-	-	-	-	-	-	-	-	-	-	-	-	1,300,000	1,300,000
19B	Salt Creek Recycling Plant City Contribution		-	-	-	-	-	-	-	-	-	-	-	-	250,000	250,000
	<b>TOTAL</b>		-	-	-	-	-	-	-	-	-	-	-	-	<b>37,775,000</b>	<b>37,775,000</b>

# **DEBT MANAGEMENT**

**CITY OF DANA POINT**  
**Computation of Legal Debt Margin**  
**June 30, 2009**

Assessed Valuation (1)	<u>\$8,879,909,164</u>
Legal Debt Limit - 3.75% of Total Assessed Valuation	\$332,996,594
Amount of Debt Applicable to Limit: None	0
Legal Debt Margin	<u>\$332,996,594</u>

Note (1):

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

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# **BUDGET REFERENCE MATERIALS**



## **GLOSSARY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Line-Item Budget - A budget that lists detailed expenditure categories (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a program rather than line-item budget, although detail line-item accounts are maintained and recorded for financial reporting and control purposes.

Municipal - In its broadest sense, an adjective which denotes the state and all subordinate units of government. In a more restricted sense, an adjective which denotes a city or village as opposed to other local governments.

Key Objective - A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

Operating Budget - The portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

Policy - A direction that must be followed to advance toward a goal. The direction can be a course of action or a guiding principle.

Property Tax - A statutory limited tax levy which may be imposed for any purpose.

Program - A grouping of activities organized to accomplish basic goals and objectives.

Program Budget - A budget that focuses upon the goals and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditure.

Program Indicator - A measurement of program activities.

Reserve - An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Revenue - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenue, and interest income.

Risk Management - An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

Sales Tax - A tax on the purchase of goods and services.

SCJPIA - Southern California Joint Powers Insurance Authority.

Special Assessment - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those parties.

Special Revenue Funds - Funds used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

Subventions - Revenues collected by the State (or other level of government) which are

allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu, cigarette taxes in-lieu, and gasoline taxes.

Trust and Agency Funds - Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies.

User Fees - The payment of a fee for direct receipt of a service by the party benefiting from the service.

Working Capital - Difference between current assets and current liabilities.

## **DESCRIPTION OF FUND TYPES AND USES**

### **GENERAL FUND**

General Fund - To account for all financial resources that are not restricted as to their use. A broad range of municipal activities are provided through this fund including City Manager, City Attorney, Financial Management, Community Development, Public Works, Community Programs, Recreation and Public Safety.

### **SPECIAL REVENUE FUNDS**

Gasoline Tax Fund - To account for gasoline tax allocations by the State of California. These revenues are restricted to expenditure by the State for street related purposes only.

Measure M Fund - To account for Measure M allocations by the State of California. Measure M provides for the collection of the one-half (1/2) percent retail transaction and use tax for use in funding the Transportation Improvement Program.

AB2766 Fund - To account for revenues received pursuant to Assembly Bill 2766, which provides for a portion of a \$1 fee collected from vehicle registrations to be allocated to cities for use in developing programs to reduce air pollution from motor vehicles.

Supplemental Law Enforcement Services Fund - To account for revenues received pursuant to Assembly Bill 3229, which provides funds to local agencies for use in enhancing front line law enforcement activities.

Coastal Transit Fund - To account for funds received by the City to mitigate impacts to coastal access due to residential development. The funds are restricted for use in providing coastal recreational transit services.

CFD 2006-1 Facilities Maintenance Fund - To account for revenues and expenditures associated with the ongoing maintenance of certain facilities located within the boundaries of Community Facilities District 2006-1 of the City of Dana Point, including landscaping, revetment, storm water quality and funicular.

### **CAPITAL PROJECT FUNDS**

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

Capital Improvements Project Fund - To account for financial resources used in the construction or acquisition of major capital facilities.

Park Development Fund - To account for fees collected from the County, State and Federal Governments and developers, which are restricted for use in parkland acquisition, improvement or development.

CFD 2006-1 Acquisition Fund – To account for the acquisition of certain public improvements located within the boundaries of the Community Facilities District 2006-1 of the City of Dana Point (commonly referred to as “the Headlands”).

## **FIDUCIARY FUNDS**

Trust/Agency Fund - To account for assets held by the City as an agent on behalf of other agencies, developers and deferred compensation plans. These funds are custodial in nature (assets equal liabilities) and do not involve the measurement of results of operations.

**SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM**  
**Fiscal Years 2010 – 2016**

City of Dana Point, California

**City of Dana Point**  
**SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEARS 2010 – 2016**

PROGRAM PURPOSE AND DESCRIPTION

**Capital Improvement Program**

The purpose of the Capital Improvement Program (CIP) is a seven-year planning instrument used by the City to identify capital improvement needs and to coordinate financing and timing of those needs in a manner that maximizes the return to the public. As each two year budget is prepared, additional projects and priority needs are developed and added to the program to maintain a total seven-year plan.

**Capital Budget**

The first two years of the CIP is called the capital budget. The capital budget is incorporated into the two year City “operating” budget, which appropriates funds for specific facilities, equipment and improvements. Projects slated for subsequent years in the program are approved on a planning basis and do not receive ultimate expenditure authority until they are eventually incorporated into the capital budget. As such, tentative Council endorsement of the overall seven-year program is desirable for effective implementation of overall City goals and objectives.

**Capital Improvements**

Capital improvements are major projects undertaken by the City that are generally not recurring on a long-term, annual basis. In this sense they are differentiated from operating and maintenance (O&M) expenditures for normal City operation. They generally include land and right-of-way acquisition, construction or modification of buildings or facilities, public infrastructure construction or modification, purchase of major equipment with long life expectancy, and projects requiring debt obligation or borrowing.



**City of Dana Point**  
**SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM**  
**FISCAL YEARS 2010 – 2016**

**Primary Program Revenue Sources**

State Highway User's (Gasoline) Taxes- Under Section 2105, 2106, 2107, and 2107.5 of the California Streets and Highways Code, Cities are allocated a share of the revenues derived from the state taxes on gasoline. These revenues are restricted in their use to the construction, improvement and maintenance of public streets.

Coastal Area Road Improvements and Traffic Signals (CARITS) Fees – The CARITS Fee Program will finance the construction of roadway gaps, intersection improvements and traffic signals within the coastal area circulation system of the County. The road improvements to be funded by this program are identified in the South County Road Improvement Action Plan.

Measure M Fund- Measure M, the Revised Traffic Improvement and Growth Management Ordinance, provides for the collection of one-half (1/2) percent retail transaction and use tax to fund the Transportation Improvement Program.

Traffic Signal Fees- Fees required of a developer/builder for purpose of defraying the actual or estimated costs of constructing future traffic signalization improvements in the vicinity of the development/building. These funds may be used only for the construction or reimbursement for construction of traffic signals within the area from which the fees comprising the fund were collected. Interest accruing from these funds can be used anywhere within the City.

Arterial Highway Rehabilitation Program (AHRP) - The Measure M Arterial Highway Rehabilitation Program (AHRP) is to help improve pavement condition in Orange County. Specifically, the AHRP is designed to fund pavement rehabilitation projects on MPAH arterial roadways throughout Orange County.

Intersection Improvement Program (IIP) – Measure M Intersection Improvement Program provides funds for many of Orange County's most congested intersections. Funding is made available for general intersection improvements, such as widening, lane striping, and aesthetic improvements.

General Fund- The capital budget is often supported by the transfer of unencumbered monies from the City's General Fund. However, accurate General Fund contribution forecasting is difficult and dependent on the City's future year ability to match costs with revenues. As such, general purpose funds may be used to finance any capital project.

Park Development Fees- Fee required of a developer/builder for purposes of defraying the actual or estimated costs of constructing future park and recreation improvements.

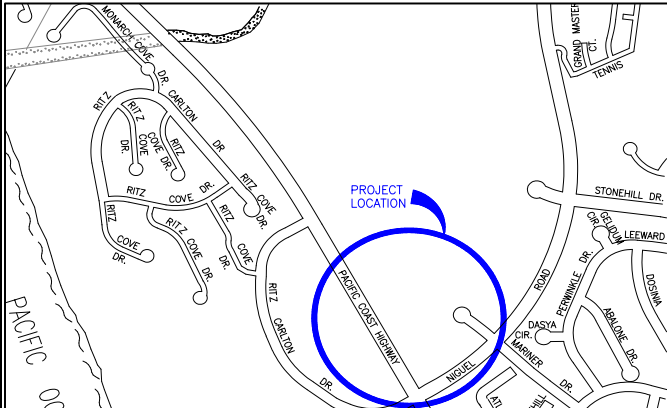
AB2766 Fund- Authorized by the State, fees are imposed on motor vehicles by the air pollution control districts. The fees are collected by the California Department of Motor Vehicles and distributed to local agencies by the South Coast Air Quality Management District to be used for projects which improve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

GMA 11 – These are Measure M funds set aside for regional projects within the City's Growth Management Area (GMA). The County of Orange is divided into eleven GMA's and the City of Dana Point is member of FMA #11 along with the cities of San Clemente and San Juan Capistrano. Each year three cities approve a list of projects to be funded by the yearly allocation of GMA funds established by OCTA.

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**PREVIOUSLY BUDGETED FISCAL YEARS 2008 & 2009 PROJECTS**

Department: <b>Public Works</b>	Project No.: <b>1144</b>	Project Name: <b>Dana Point Library Improvement</b>
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<b>PROJECT DESCRIPTION:</b> The intent of this project is to increase the size of the existing Orange County Public Library (Dana Point Branch), and provide improvements to the existing facility. An additional funding contribution from the Orange County Public Library would be required as well. This project initially contemplated significant funding from State Library Bonds.	<b>CLASSIFICATION:</b> Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project _____ Park Project _____ Beautification Project _____	<b>PROJECT LOCATION:</b> 
	<b>PRIORITY:</b> Essential _____ Necessary _____ Desirable <input checked="" type="checkbox"/> Deferrable _____	

**SPECIAL CONSIDERATIONS:**  
 Actual project costs nor funding have been identified.

Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design									
Construction									
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>									
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$1,494,170								\$1,494,170
<b>Total Funding</b>	<b>\$1,494,170</b>								<b>\$1,494,170</b>

Department: <b>Public Works</b>	Project No.: <b>1203</b>	Project Name: <b>PCH Relinquishment</b>
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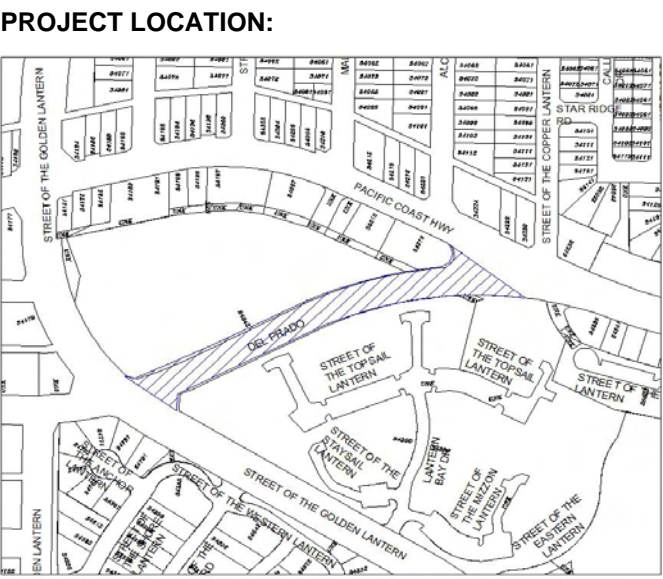
**PROJECT DESCRIPTION:**  
 The Arterial Roadway Resurfacing Program was established by the City Council to fund arterial roadway repair projects citywide. The funding for this project is anticipated to be used towards rehabilitation work on Del Prado between Golden Lantern and Copper Lantern.

**CLASSIFICATION:**

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

**PRIORITY:**

Essential	_____
Necessary	X
Desirable	_____
Deferrable	_____



**SPECIAL CONSIDERATIONS:**

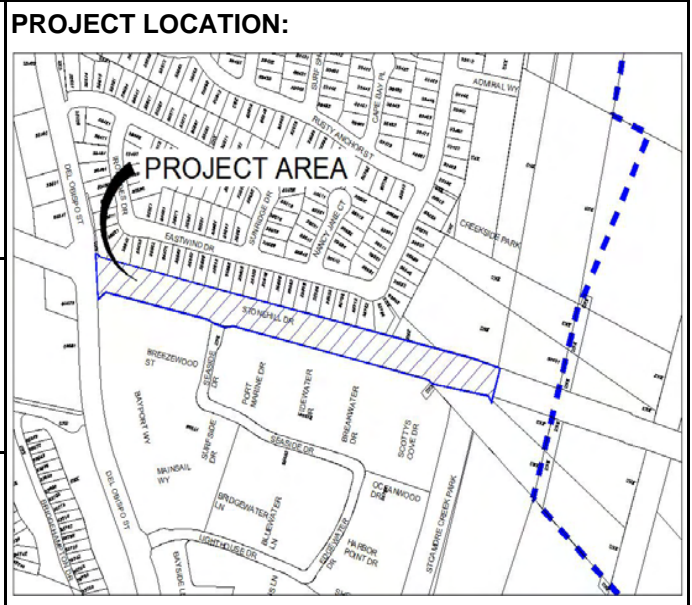
Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design									
Construction	\$109,000								\$109,000
Contract Administration									
<b>Total Estimated Project Cost</b>	\$109,000								\$109,000
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$109,000								\$109,000
<b>Total Funding</b>	\$109,000								\$109,000

Department: <b>Public Works</b>	Project No.: <b>1215</b>	Project Name: <b>Arterial Roadway Resurfacing</b>
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**PROJECT DESCRIPTION:**  
 The Arterial Roadway Resurfacing Program was established by the City Council to fund arterial roadway repair projects citywide. This project is currently anticipated to fund rehabilitation work on Stonehill Drive between the San Juan Capistrano City limit and Del Obispo Street.

**CLASSIFICATION:**  
 Health and Safety Project \_\_\_\_\_  
 Mandated Project \_\_\_\_\_  
 Rehabilitation Project   X    
 Water Quality Project \_\_\_\_\_  
 Park Project \_\_\_\_\_  
 Beautification Project \_\_\_\_\_

**PRIORITY:**  
 Essential   X    
 Necessary \_\_\_\_\_  
 Desirable \_\_\_\_\_  
 Deferrable \_\_\_\_\_



**SPECIAL CONSIDERATIONS:**  
 This funding combines with project #1218.

Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design									
Construction	\$125,000								\$125,000
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	<b>\$125,000</b>								<b>\$125,000</b>
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$125,000								\$125,000
<b>Total Funding</b>	<b>\$125,000</b>								<b>\$125,000</b>



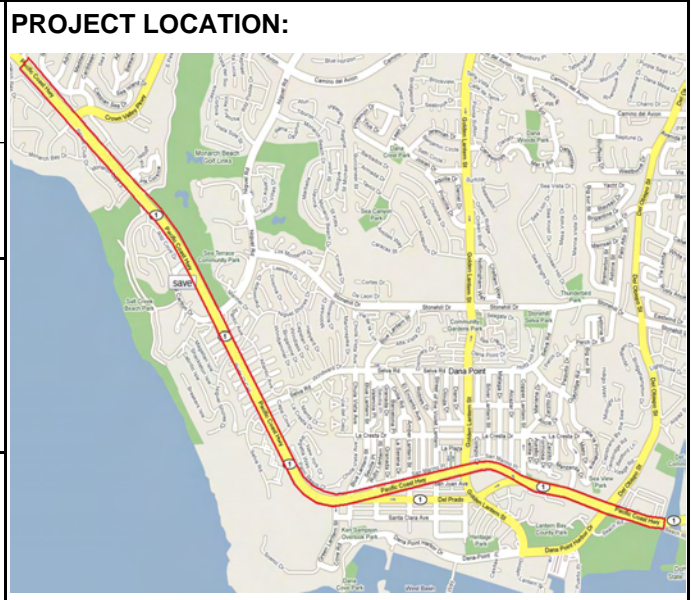


Department: <b>Public Works</b>	Project No.: <b>1217</b>	Project Name: <b>Slurry Seal</b>
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**PROJECT DESCRIPTION:**  
This project funding is to be used to complete asphalt, concrete and other miscellaneous repairs on PCH from the northern City Limit to the San Juan Creek Bridge.

**CLASSIFICATION:**  
Health and Safety Project \_\_\_\_\_  
Mandated Project \_\_\_\_\_  
Rehabilitation Project   X    
Water Quality Project \_\_\_\_\_  
Park Project \_\_\_\_\_  
Beautification Project \_\_\_\_\_

**PRIORITY:**  
Essential   X    
Necessary \_\_\_\_\_  
Desirable \_\_\_\_\_  
Deferrable \_\_\_\_\_



**SPECIAL CONSIDERATIONS:**

Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design									
Construction	\$200,000								\$200,000
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	\$200,000								\$200,000
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$200,000								\$200,000
<b>Total Funding</b>	\$200,000								\$200,000

Department: <b>Public Works</b>	Project No.: <b>1218</b>	Project Name: <b>Annual Arterial Roadway Repair</b>
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**PROJECT DESCRIPTION:**  
 The Arterial Roadway Resurfacing Program was established by the City Council to fund arterial roadway repair projects citywide. This project is currently anticipated to fund rehabilitation work on Stonehill Drive between the San Juan Capistrano City limit and Del Obispo Street.

**CLASSIFICATION:**

Health and Safety Project \_\_\_\_\_

Mandated Project \_\_\_\_\_

Rehabilitation Project

Water Quality Project \_\_\_\_\_

Park Project \_\_\_\_\_

Beautification Project \_\_\_\_\_

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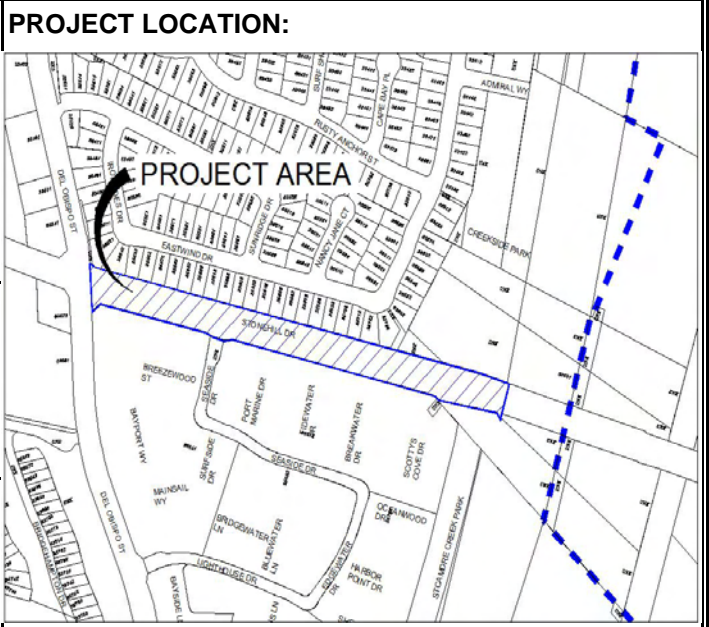
**PRIORITY:**

Essential

Necessary \_\_\_\_\_

Desirable \_\_\_\_\_

Deferrable \_\_\_\_\_



**SPECIAL CONSIDERATIONS:**

Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Design									
Construction	\$200,000								\$200,000
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	<b>\$200,000</b>								<b>\$200,000</b>
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$200,000								\$200,000
<b>Total Funding</b>	<b>\$200,000</b>								<b>\$200,000</b>

Department: <b>Public Works</b>	Project No.: <b>1219</b>	Project Name: <b>Annual Sidewalk</b>
------------------------------------	-----------------------------	---

**PROJECT DESCRIPTION:**  
 This project funding is to be used to complete repairs on Coast Highway from Camino Capistrano to Doheny Park Road including sidewalk repairs, fencing, concrete k-rail replacement and other miscellaneous repairs.

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

**PRIORITY:**  
 Essential   
 Necessary \_\_\_\_\_  
 Desirable \_\_\_\_\_  
 Deferrable \_\_\_\_\_



**SPECIAL CONSIDERATIONS:**

Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Design									
Construction	\$100,000								\$100,000
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	\$100,000								\$100,000
<b>Operation &amp; Maintenance:</b>									
Cost									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$100,000								\$100,000
<b>Total Funding</b>	\$100,000								\$100,000

Department: <b>Public Works</b>	Project No.: <b>1220</b>	Project Name: <b>ADA Improvements/Sidewalks/Parks</b>
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**PROJECT DESCRIPTION:**  
The intent of this annual project is to implement improvements in City sidewalks and parks to provide better access for the disabled where needed. Staff is currently studying needed improvements and once identified, the improvements will be prioritized and implemented.

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

**PRIORITY:**  
 Essential   
 Necessary \_\_\_\_\_  
 Desirable \_\_\_\_\_  
 Deferrable \_\_\_\_\_

**PROJECT LOCATION:**  
  
  
  
  
  
  
  
  
  
  
**Various Locations**

**SPECIAL CONSIDERATIONS:**

Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Design									
Construction	\$125,000								\$125,000
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	\$125,000								\$125,000
<b>Operation &amp; Maintenance:</b>									
Cost									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$125,000								\$125,000
<b>Total Funding</b>	\$125,000								\$125,000

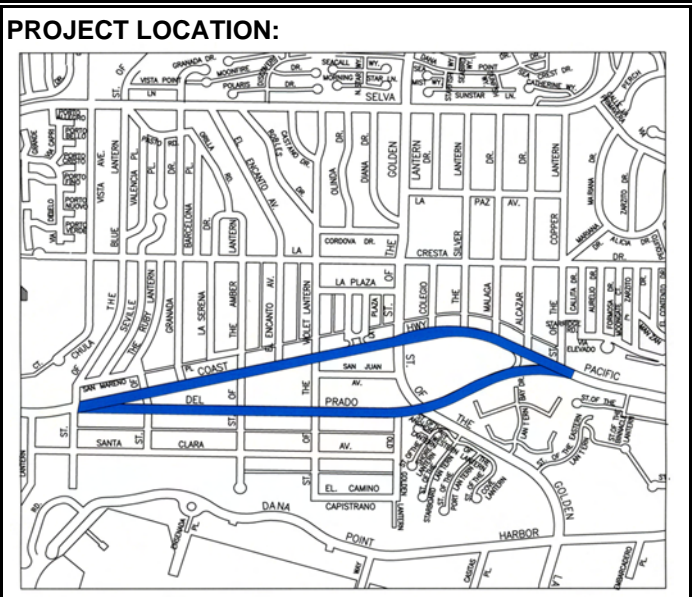


Department: <b>Public Works</b>	Project No.: <b>1223</b>	Project Name: <b>PCH/Del Prado Improvement Project</b>
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**PROJECT DESCRIPTION:**  
Roma Design Group and City Staff are completing the final design of the Town Center Phase I Improvements at the direction of the City Council. Phase 1 improvements would change the roadway circulation on PCH and Del Prado between Copper Lantern and Blue Lantern to two-way traffic. In addition, rehabilitation work on PCH including bus turn outs and parking cut outs will be done. On Del Prado, streetscape improvements will transform the street to a more pedestrian friendly, business district. This funding completes the design process. The Investment Review Committee is currently investigating the types of funding that might be available for construction of this project.

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

**PRIORITY:**  
Essential \_\_\_\_\_  
Necessary \_\_\_\_\_  
Desirable   
Deferrable \_\_\_\_\_



**SPECIAL CONSIDERATIONS:**  
Construction of the Town Center Plan is preliminarily estimated to cost \$19 million.

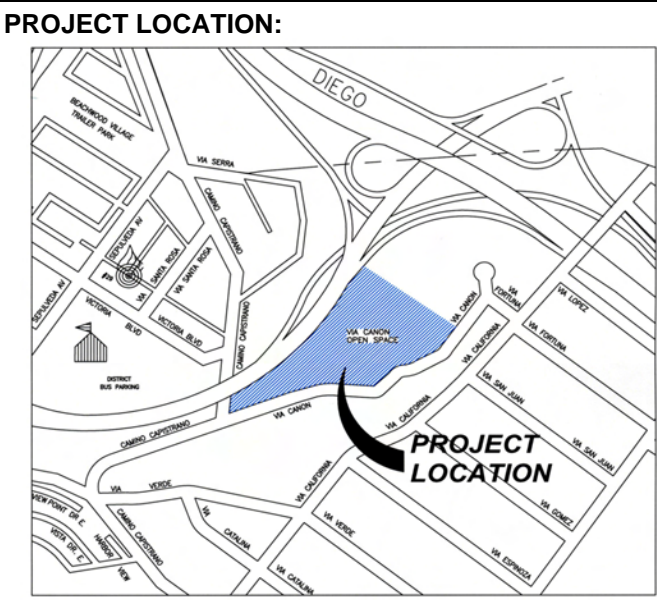
Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design	\$500,000								
Construction									
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	<b>\$500,000</b>								
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$500,000								
<b>Total Funding</b>	<b>\$500,000</b>								

Department: <b>Parks</b>	Project No.: <b>1224</b>	Project Name: <b>Via Canon Park Design/Construction</b>
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**PROJECT DESCRIPTION:**  
 Provides a passive park on a portion of City owned property. The limited budget funding level anticipates allowing a developer to build residential housing on a portion of the property. The property is currently zoned to pay for park improvements, slope stabilization, drainage, and access.

**CLASSIFICATION:**  
 Health and Safety Project \_\_\_\_\_  
 Mandated Project \_\_\_\_\_  
 Rehabilitation Project \_\_\_\_\_  
 Water Quality Project \_\_\_\_\_  
 Park Project  X   
 Beautification Project \_\_\_\_\_

**PRIORITY:**  
 Essential \_\_\_\_\_  
 Necessary \_\_\_\_\_  
 Desirable  X   
 Deferrable \_\_\_\_\_



**SPECIAL CONSIDERATIONS:**

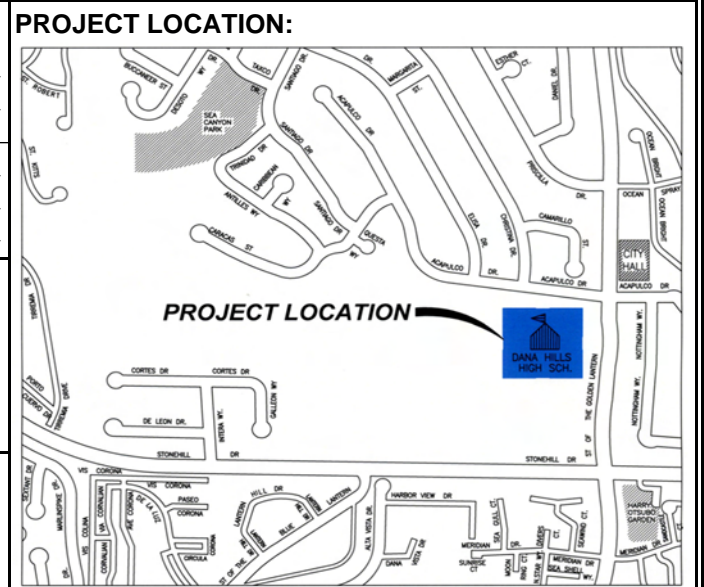
Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design	\$100,000								\$100,000
Construction									
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	\$100,000								\$100,000
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$100,000								\$100,000
<b>Total Funding</b>	\$100,000								\$100,000

Department: <b>Parks</b>	Project No.: <b>1225</b>	Project Name: <b>Swimming Pool Renovation Project Design</b>
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**PROJECT DESCRIPTION:**  
Project is envisioned as providing a joint use, jointly funded swimming pool expansion project at Dana Hills High School to replace the existing pool.

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

**PRIORITY:**  
Essential \_\_\_\_\_  
Necessary \_\_\_\_\_  
Desirable   
Deferrable \_\_\_\_\_



**SPECIAL CONSIDERATIONS:**  
The project would require CUSD matching funding to support this project because \$400,000 would support only 1/2 of the estimated design costs. The entire estimated cost of the project, including construction is \$6 million. Funding for construction has not been identified.

Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design	\$400,000								\$400,000
Construction				\$5,600,000					\$5,600,000
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	\$400,000			\$5,600,000					\$6,000,000
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>					\$250,000	\$260,000	\$270,000	\$280,000	
<b>Total O &amp; M Costs</b>					\$250,000	\$260,000	\$270,000	\$280,000	
<b>Funding Source:</b>									
Continuing Appropriations	\$400,000								\$400,000
Unfunded				\$5,600,000					\$5,600,000
<b>Total Funding</b>	\$400,000			\$5,600,000					\$6,000,000

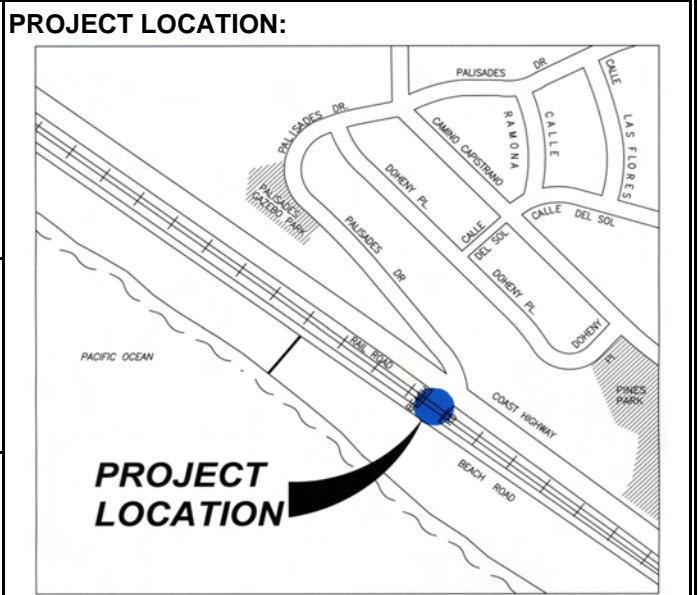


Department: <b>Public Works</b>	Project No.: <b>1226</b>	Project Name: <b>Railroad Crossing Safety Enhancements</b>
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**PROJECT DESCRIPTION:**  
 A Grade Crossing Enhancement Program has been formed by OCTA to enhance the safety of all train crossings in Orange County. The project will complete railroad crossing safety improvements including additional crossing gates, enhanced pedestrian access improvements, traffic signal modification and other general street improvements.

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

**PRIORITY:**  
 Essential \_\_\_\_\_  
 Necessary \_\_\_\_\_  
 Desirable   
 Deferrable \_\_\_\_\_



**SPECIAL CONSIDERATIONS:**  
 OCTA has indicated that they will contribute \$950,000 to the project.

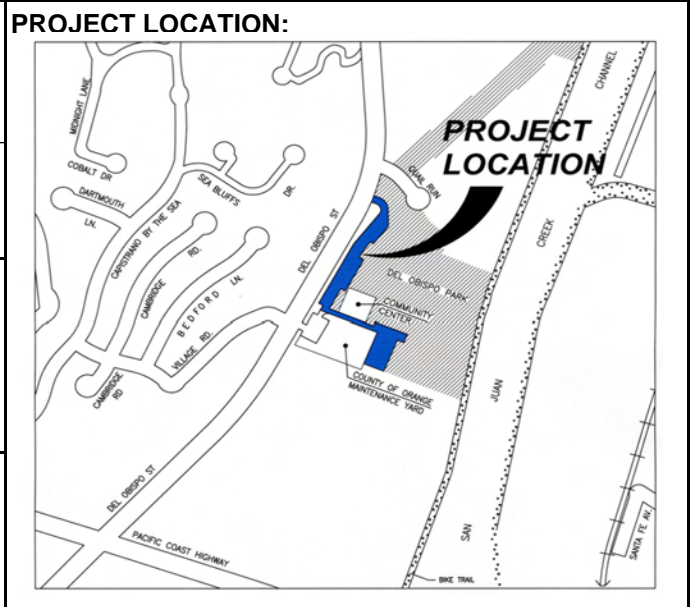
Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design	\$230,604								\$230,604
Construction	\$922,416								\$922,416
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	<b>\$1,153,020</b>								<b>\$1,153,020</b>
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$203,020								\$203,020
OCTA Funding	\$950,000								\$950,000
<b>Total Funding</b>	<b>\$1,153,020</b>								<b>\$1,153,020</b>

Department: <b>Public Works</b>	Project No.: <b>1229</b>	Project Name: <b>Del Obispo Parking Lot Repairs</b>
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**PROJECT DESCRIPTION:**  
This project will repair the asphalt slurry and concrete at the Del Obispo Community Center Parking Lot.

**CLASSIFICATION:**  
 Health and Safety Project \_\_\_\_\_  
 Mandated Project \_\_\_\_\_  
 Rehabilitation Project   X    
 Water Quality Project \_\_\_\_\_  
 Park Project \_\_\_\_\_  
 Beautification Project \_\_\_\_\_

**PRIORITY:**  
 Essential   X    
 Necessary \_\_\_\_\_  
 Desirable \_\_\_\_\_  
 Deferrable \_\_\_\_\_



**SPECIAL CONSIDERATIONS:**

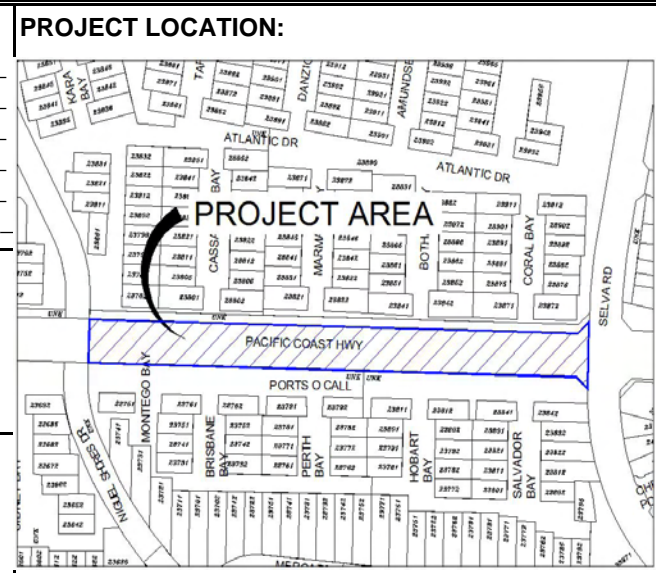
Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design	\$100,000								\$100,000
Construction									
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	\$100,000								\$100,000
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
Continuing Appropriations	\$100,000								\$100,000
<b>Total Funding</b>	\$100,000								\$100,000

<b>Department:</b> <b>Public Works</b>	<b>Project No.:</b> <b>1230</b>	<b>Project Name:</b> <b>General Park Rehabilitation</b>								
<b>PROJECT DESCRIPTION:</b> This annual budget allocation is intended to set aside sufficient funds to fund major rehabilitation of the park's infrastructure such as: turf, shrubs, playgrounds, trees and irrigation systems.		<b>CLASSIFICATION:</b> Health and Safety Project _____ Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project <u>  X  </u>			<b>PROJECT LOCATION:</b>  <b>Various Locations</b>					
		<b>PRIORITY:</b> Essential <u>  X  </u> Necessary _____ Desirable _____ Deferrable _____								
<b>SPECIAL CONSIDERATIONS:</b>										
<b>Item</b>		<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>Total</b>	
<b>Estimated Construction Costs:</b>										
Design										
Construction	\$160,000								\$160,000	
Contract Administration										
Other										
<b>Total Estimated Project Cost</b>	<b>\$160,000</b>								<b>\$160,000</b>	
<b>Operation &amp; Maintenance:</b>										
<b>Costs</b>										
<b>Total O &amp; M Costs</b>										
<b>Funding Source:</b>										
Continuing Appropriations	\$160,000								\$160,000	
<b>Total Funding</b>	<b>\$160,000</b>								<b>\$160,000</b>	



Department: <b>Public Works</b>	Project No.: <b>1232</b>	Project Name: <b>PCH Medians Phase II</b>
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<b>PROJECT DESCRIPTION:</b> The project will construct new landscape medians on Pacific Coast Highway between Niguel Shores Drive and Selva Road, as well as the north PCH entry monument. Work will include street improvements, landscaping and irrigation, uplighting, and other general improvements.	<b>CLASSIFICATION:</b> Health and Safety Project _____ Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project <u>  X  </u>
	<b>PRIORITY:</b> Essential _____ Necessary _____ Desirable <u>  X  </u> Deferrable _____



**SPECIAL CONSIDERATIONS:**  
 The City has been approved for up to \$500,000 in TEA 65/35 grant match funds for this project.

Item	Carryover Funding	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design									
Construction	\$984,000								\$984,000
Contract Administration	\$246,000								\$246,000
Other									
<b>Total Estimated Project Cost</b>	<b>\$1,230,000</b>								<b>\$1,230,000</b>
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>		\$15,000	\$16,500	\$18,000	\$19,500	\$21,000	\$22,500	\$24,000	\$136,500
<b>Total O &amp; M Costs</b>		\$15,000	\$16,500	\$18,000	\$19,500	\$21,000	\$22,500	\$24,000	\$136,500
<b>Funding Source:</b>									
Continuing Appropriations	\$30,000								\$30,000
Reprogrammed Funds		\$756,000							\$756,000
TEA Funding		\$444,000							\$444,000
<b>Total Funding</b>	<b>\$30,000</b>	<b>\$1,200,000</b>							<b>\$1,230,000</b>

**MANDATES, REPAIRS, AND REPLACEMENT TO EXISTING INFRASTRUCTURE**

Department: <b>Public Works</b>	Project No.: <b>1</b>	Project Name: <b>Drainage/Diversion Repair</b>							
<b>PROJECT DESCRIPTION:</b> This annual program was established to fund minor drainage improvement projects to better capture and control storm flows in public rights-of-way. Projects include constructing cross gutters, repairing damaged drainage infrastructure, installation of new storm drains, construction of new inlets/catch basins, and other improvements. This budget period project will be designated for the Crystal Lantern and Big Sur Storm Drain Repair Project.			<b>CLASSIFICATION:</b> Health and Safety Project ____ Mandated Project ____ Rehabilitation Project <u>X</u> Water Quality Project ____ Park Project ____ Beautification Project ____			<b>PROJECT LOCATION:</b>  <b>Various Locations</b>			
<b>SPECIAL CONSIDERATIONS:</b>			<b>PRIORITY:</b> Essential <u>X</u> Necessary ____ Desirable ____ Deferrable ____						
<b>Item</b>		<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>Total</b>
<b>Estimated Construction Costs:</b>									
Design									
Construction		\$100,000	\$100,000	\$105,000	\$110,000	\$115,000	\$120,000	\$125,000	\$775,000
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>		\$100,000	\$100,000	\$105,000	\$110,000	\$115,000	\$120,000	\$125,000	\$775,000
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
CIP Undesignated		\$100,000	\$100,000						\$200,000
Unfunded				\$105,000	\$110,000	\$115,000	\$120,000	\$125,000	\$575,000
<b>Total Funding</b>		\$100,000	\$100,000	\$105,000	\$110,000	\$115,000	\$120,000	\$125,000	\$775,000

<b>Department:</b> <b>Public Works</b>	<b>Project No.:</b> <b>2</b>	<b>Project Name:</b> <b>Slurry Seal</b>							
<b>PROJECT DESCRIPTION:</b> Slurry seal residential and arterial streets to extend street surface life.		<b>CLASSIFICATION:</b> Health and Safety Project <input type="checkbox"/> Mandated Project <input type="checkbox"/> Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project <input type="checkbox"/> Park Project <input type="checkbox"/> Beautification Project <input type="checkbox"/>			<b>PROJECT LOCATION:</b>  <b>Various Locations</b>				
<b>SPECIAL CONSIDERATIONS:</b>		<b>PRIORITY:</b> Essential <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable <input type="checkbox"/> Deferrable <input type="checkbox"/>							
<b>Item</b>		<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>Total</b>
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design									
Construction		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
CIP Undesignated		\$100,000	\$100,000						\$200,000
Unfunded				\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$650,000
<b>Total Funding</b>		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000



<b>Department:</b> <b>Public Works</b>	<b>Project No.:</b> <b>3</b>	<b>Project Name:</b> <b>Arterial Roadway Rehabilitation</b>								
<b>PROJECT DESCRIPTION:</b> This project is a continuation of an on-going program to rehabilitate/maintain our street system. With over 70 miles of public streets, this asset represents our largest capital investment and it is necessary to periodically rehabilitate these streets to prolong their useful service life and to provide a safe and efficient transportation network. This funding level supports annual design effort, not construction.			<b>CLASSIFICATION:</b> Health and Safety Project <input type="checkbox"/> Mandated Project <input type="checkbox"/> Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project <input type="checkbox"/> Park Project <input type="checkbox"/> Beautification Project <input type="checkbox"/>			<b>PROJECT LOCATION:</b>  <b>Various Locations.</b>				
<b>SPECIAL CONSIDERATIONS:</b>			<b>PRIORITY:</b> Essential <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable <input type="checkbox"/> Deferrable <input type="checkbox"/>							
<b>Item</b>		<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>Total</b>	
<b>Estimated Construction Costs:</b>										
Pre-Design										
Design										
Construction			\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$750,000	
Contract Administration										
Other										
<b>Total Estimated Project Cost</b>			\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$750,000	
<b>Operation &amp; Maintenance:</b>										
<b>Costs</b>										
<b>Total O &amp; M Costs</b>										
<b>Funding Source:</b>										
CIP Undesignated			\$100,000						\$100,000	
Unfunded				\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$650,000	
<b>Total Funding</b>			\$100,000	\$100,000	\$120,000	\$130,000	\$140,000	\$150,000	\$750,000	

Department: <b>Public Works</b>	Project No.: <b>4</b>	Project Name: <b>Sidewalk and Concrete Repairs</b>								
<b>PROJECT DESCRIPTION:</b> The intent of this annual program is to implement improvements along City sidewalks to provide repair and replacement where needed. Staff is currently studying needed improvements and once identified, the improvements will be prioritized and implemented.			<b>CLASSIFICATION:</b> Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____			<b>PROJECT LOCATION:</b>  <b>Various Locations.</b>				
<b>SPECIAL CONSIDERATIONS:</b>			<b>PRIORITY:</b> Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____							
<b>Item</b>		<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>Total</b>	
<b>Estimated Construction Costs:</b>										
Design										
Construction		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000	
Contract Administration										
Other										
<b>Total Estimated Project Cost</b>		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000	
<b>Operation &amp; Maintenance:</b>										
Cost										
<b>Total O &amp; M Costs</b>										
<b>Funding Source:</b>										
CIP Undesignated		\$100,000	\$100,000						\$200,000	
Unfunded				\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$650,000	
<b>Total Funding</b>		\$100,000	\$100,000	\$100,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000	

Department: <b>Public Works</b>	Project No.: <b>5</b>	Project Name: <b>ADA Improvements to Streets, Sidewalks, Parks, and other R-O-W</b>								
<b>PROJECT DESCRIPTION:</b> The intent of this annual project is to implement improvements in City sidewalks and parks to provide better access for the disabled where needed. Staff is currently studying needed improvements and once identified, the improvements will be prioritized and implemented.			<b>CLASSIFICATION:</b> Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____			<b>PROJECT LOCATION:</b>  <b>Various Locations.</b>				
<b>SPECIAL CONSIDERATIONS:</b>			<b>PRIORITY:</b> Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____							
<b>Item</b>		<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>Total</b>	
<b>Estimated Construction Costs:</b>										
Design										
Construction		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000	
Contract Administration										
Other										
<b>Total Estimated Project Cost</b>		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000	
<b>Operation &amp; Maintenance:</b>										
Cost										
<b>Total O &amp; M Costs</b>										
<b>Funding Source:</b>										
CIP Undesignated		\$100,000	\$100,000						\$200,000	
Unfunded				\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$650,000	
<b>Total Funding</b>		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000	

Department: <b>Public Works</b>		Project No.: <b>6</b>	Project Name: <b>Traffic Safety</b>						
<b>PROJECT DESCRIPTION:</b> The intent of this annual project is to implement improvements, which would enhance traffic safety and reduce accidents throughout the City. Improvements which may be recommended, vary and can include: signing, striping, additional right or left turn lanes, signal modifications, median modifications, installation of medians and lighting.			<b>CLASSIFICATION:</b> Health and Safety Project <input checked="" type="checkbox"/> _____ Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____				<b>PROJECT LOCATION:</b>  <p style="text-align: center;"><b>Various Locations</b></p>		
<b>PRIORITY:</b> Essential <input checked="" type="checkbox"/> _____ Necessary _____ Desirable _____ Deferrable _____			<b>SPECIAL CONSIDERATIONS:</b>						
<b>Item</b>		<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>Total</b>
<b>Estimated Construction Costs:</b>									
Design									
Construction		\$150,000	\$150,000	\$160,000	\$160,000	\$170,000	\$170,000	\$180,000	\$1,140,000
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>		\$150,000	\$150,000	\$160,000	\$160,000	\$170,000	\$170,000	\$180,000	\$1,140,000
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
CIP Undesignated		\$150,000	\$150,000						\$300,000
Unfunded				\$160,000	\$160,000	\$170,000	\$170,000	\$180,000	\$840,000
<b>Total Funding</b>		\$150,000	\$150,000	\$160,000	\$160,000	\$170,000	\$170,000	\$180,000	\$1,140,000

Department: <b>Parks</b>		Project No.: <b>7</b>		Project Name: <b>General Park Rehabilitation</b>					
<b>PROJECT DESCRIPTION:</b> This annual budget allocation is intended to set aside sufficient funds to fund major rehabilitation of the park's infrastructure such as: turf, shrubs, playgrounds, trees and irrigation systems.			<b>CLASSIFICATION:</b> Health and Safety Project <input type="checkbox"/> Mandated Project <input type="checkbox"/> Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project <input type="checkbox"/> Park Project <input type="checkbox"/> Beautification Project <input type="checkbox"/>			<b>PROJECT LOCATION:</b>  <p style="text-align: center;"><b>Various Locations.</b></p>			
			<b>PRIORITY:</b> Essential <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable <input type="checkbox"/> Deferrable <input type="checkbox"/>						
<b>SPECIAL CONSIDERATIONS:</b>									
<b>Item</b>		<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>Total</b>
<b>Estimated Construction Costs:</b>									
Pre-Design									
Design									
Construction		\$204,000	\$200,000	\$210,000	\$220,000	\$230,000	\$240,000	\$250,000	\$1,554,000
Contract Administration									
Other									
<b>Total Estimated Project Cost</b>	\$0	\$204,000	\$200,000	\$210,000	\$220,000	\$230,000	\$240,000	\$250,000	\$1,554,000
<b>Operation &amp; Maintenance:</b>									
<b>Costs</b>									
<b>Total O &amp; M Costs</b>									
<b>Funding Source:</b>									
CIP Undesignated			\$60,000						\$60,000
Reprogrammed Funds		\$204,000	\$140,000						\$344,000
Unfunded				\$210,000	\$220,000	\$230,000	\$240,000	\$250,000	\$1,150,000
<b>Total Funding</b>	\$0	\$204,000	\$200,000	\$210,000	\$220,000	\$230,000	\$240,000	\$250,000	\$1,554,000

Department: <b>Parks</b>	Project No.: <b>8</b>	Project Name: <b>Street Tree Replacement</b>
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<b>PROJECT DESCRIPTION:</b> This annual project involves the removal, replacement and planting of new street, parkway and park trees citywide. This work will be done with sensitivity to views and in accordance with the Street Tree Master Plan developed with the HOA's.	<b>CLASSIFICATION:</b> Health and Safety Project _____ Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project <u> X </u>	<b>PROJECT LOCATION:</b>          <b>Various Locations.</b>
	<b>PRIORITY:</b> Essential <u> X </u> Necessary _____ Desirable _____ Deferrable _____	
<b>SPECIAL CONSIDERATIONS:</b>		

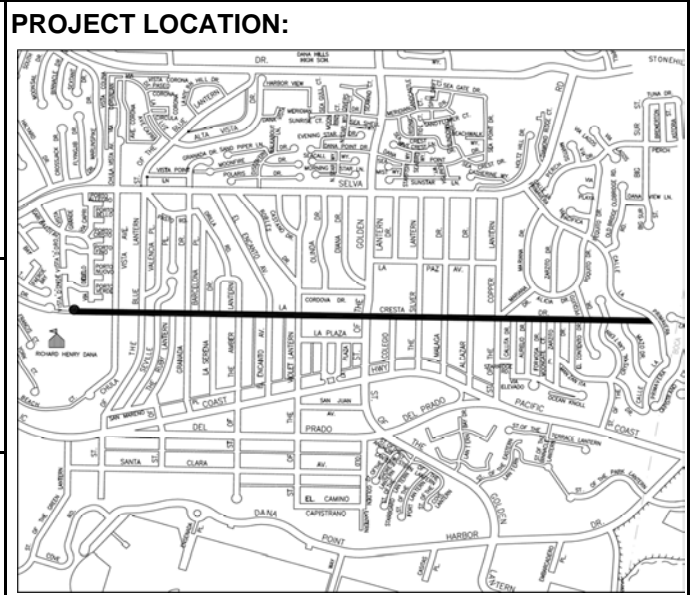
Item	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>								
Design								
Construction	\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Contract Administration								
Other								
<b>Total Estimated Project Cost</b>	\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
<b>Operation &amp; Maintenance:</b>								
<b>Costs</b>								
<b>Total O &amp; M Costs</b>								
<b>Funding Source:</b>								
CIP Undesignated	\$100,000	\$100,000						\$200,000
Unfunded			\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$650,000
<b>Total Funding</b>	\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000

Department: <b>Public Works</b>	Project No.: <b>9</b>	Project Name: <b>Lantern Village/La Cresta Medians</b>
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**PROJECT DESCRIPTION:**  
This project was created to construct traffic calming medians (roundabouts) along La Cresta Drive in the Lantern Village between Calle La Primavera and Chula Vista.

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

**PRIORITY:**  
 Essential \_\_\_\_\_  
 Necessary \_\_\_\_\_  
 Desirable   
 Deferrable \_\_\_\_\_



**SPECIAL CONSIDERATIONS:**

Item	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Total
<b>Estimated Construction Costs:</b>								
Pre-Design								
Design								
Construction		\$250,000						\$250,000
Contract Administration								
Other								
<b>Total Estimated Project Cost</b>		\$250,000						\$250,000
<b>Operation &amp; Maintenance:</b>								
<b>Costs</b>			\$10,000	\$11,000	\$12,000	\$13,000	\$14,000	\$60,000
<b>Total O &amp; M Costs</b>			\$10,000	\$11,000	\$12,000	\$13,000	\$14,000	\$60,000
<b>Funding Source:</b>								
Reprogrammed Funds		\$250,000						\$250,000
<b>Total Funding</b>		\$250,000						\$250,000