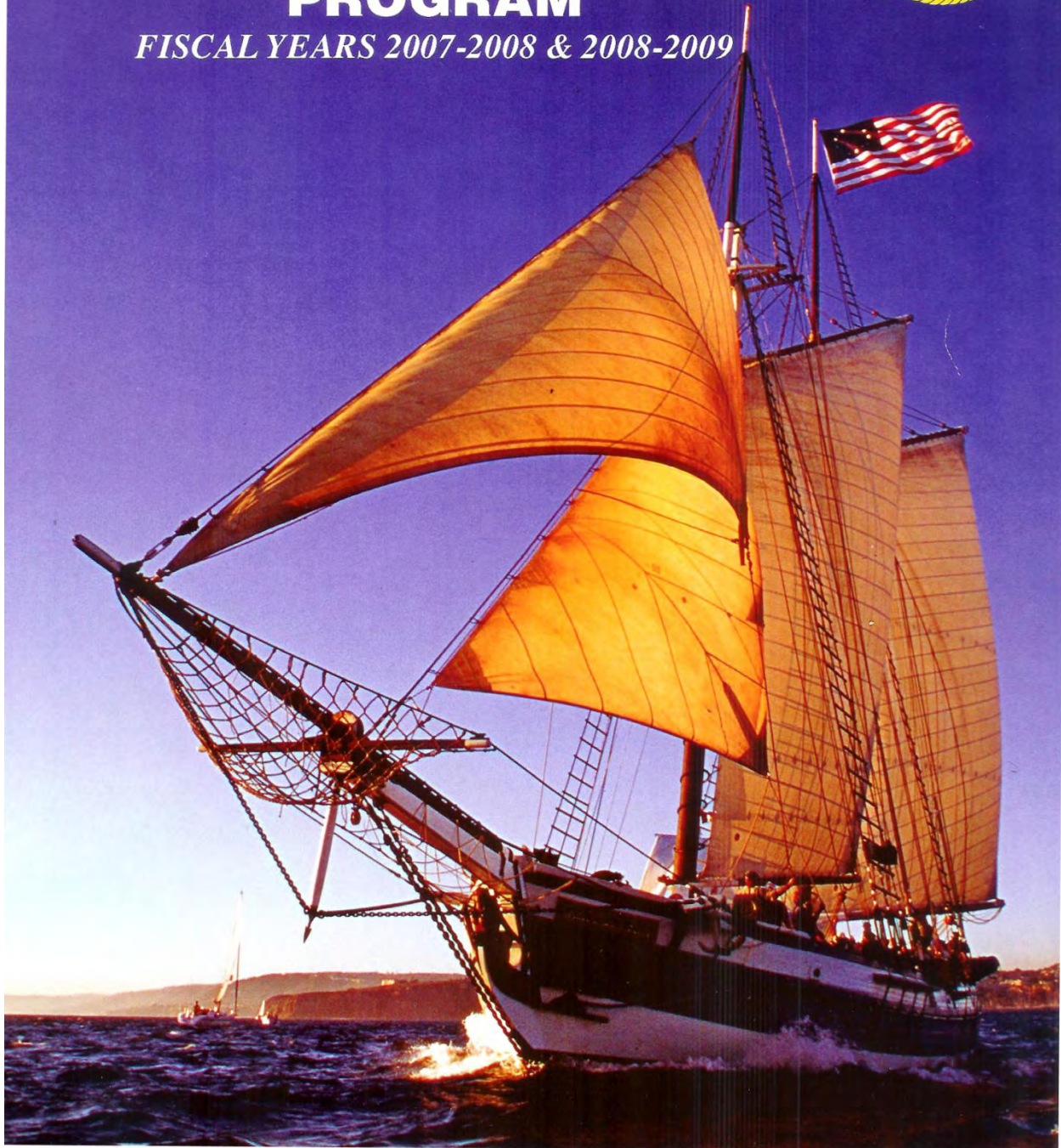


CITY OF DANA POINT OPERATING BUDGET & CAPITAL IMPROVEMENT PROGRAM

FISCAL YEARS 2007-2008 & 2008-2009



City of Dana Point, California

ADOPTED BUDGET

2007-2008 & 2008-2009



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June 20, 2007

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. The Budget serves four functions: a financial plan, a management plan, a policy document and a communication tool.

Let me start by saying that the conservative financial practices of the Dana Point City Council have served this community well since incorporation and have provided a good foundation for the City's future. Regardless of the situation in Sacramento, the past and current conservative fiscal practices of the Dana Point City Council have positioned the City well to weather any storm. I am proud to present a balanced budget which has operating revenues in excess of operating expenditures. This is done with a balanced program of services provided to the community with a commitment to excellence in service delivery.

Situation in Sacramento

As opposed to previous years, the situation in Sacramento has seemed to have taken a turn for the better. In early January, the Governor's proposed 2007-08 budget fully eliminated the State's net operating deficit by proposing ongoing spending that is in line with ongoing revenues. The overall outlook for cities appeared to be positive in that the budget continued to support key city programs and provided a plan to implement the infrastructure bond package passed by voters in November of 2006. Upon its own analysis of the Governor's January proposed 2007-08 budget, the Legislative Analyst's Office (LAO) suggested that the proposed budget would end in a \$726 million deficit in FY 2007-08. The main reason for this contradictory report is that the LAO predicted revenues being down \$1 billion as a result of decreased taxes and lower estimates of tribal gambling and other revenues; and expenditures being up \$825 million. In the five year financial forecast, the LAO also predicted the operating shortfall would continue and it ranges from \$1.5 - \$3.5 billion.

With the release of the Governor's May budget revisions, the positive outlook for cities continued and it addressed some of the concerns raised by the LAO in regards to the January budget. The LAO still raises some caution in terms of the \$2.2 billion reserve that the Governor estimated in the May revision concluding that this amount is likely overstated by \$1.7 billion, leaving only a \$529 million reserve. In addition, the LAO estimates that under the Governor's proposals, State expenditures would exceed revenues by more than \$3 billion in FY 2007-08. This shortfall would grow to more than \$5 million in FY 2008-09 due to a number of one-time solutions contained within the May revision.

The Governor's 2007-08 proposed budget honored the will of the voters who passed Proposition 1B (Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006) in 2006. As you recall, Proposition 1B provides for approximately \$20 million for transportation projects and \$1 billion each is for cities and counties. The appropriation of Proposition 1B increased from \$7.7 billion in the January 2007 budget to \$11.5 billion in the May revision. The Governor proposes appropriations totaling approximately \$600 million for cities and counties for local streets and roads in FY 2007-08, \$300 million in FY 2008-09 and \$150 million thereafter for a total of \$1.05 billion in a three-year appropriation schedule. The City's share of the \$1.05 billion expected to be distributed as part of Prop 1B is \$1,165,000. The State Controller's Office has yet to come out with guidance on how the funds will be allocated to local governments. Because of this, these funds are not included in the City's adopted budget. Once it can be determined what portion the City can expect, staff will amend the budget during the mid-year budget adjustment.

As in previous years, the Governor has proposed full funding for Proposition 42 (Transportation Congestion Relief) in FY 2007-08. Although proposed to be fully funded, cities and counties will not receive any funds since FY 2007-08 is the second of two Prop. 42 "gap" years for local agencies – years where cities and counties are scheduled to receive no funding under the original Prop. 42 funding formula. Cities and counties can once again expect Prop. 42 funds in FY 2008-09. Cities are scheduled to receive an estimated \$314 million. Dana Point's expected share of this funding is \$376,585 and is included in the CIP Fund budget.

Also passed in 2006 was Proposition 1A which is a constitutional amendment protecting Prop. 42 revenues from being "borrowed" by the State. Prop. 1A does not prevent the State from borrowing funds entirely, but it does put restrictions on when and how often the funds can be borrowed and must be paid back. Specifically the Governor must declare that the State faces a severe hardship, and the Legislature must enact a statute authorizing the borrowing by a two-thirds vote. At the same time, the Legislature must pass a bill specifying that they will repay the loan with interest within three years. Also, the State can borrow funds no more than twice in 10 years, and must repay a prior loan before borrowing a subsequent amount. Additionally, the State cannot borrow funds in two consecutive years.

The Governor's budget proposal continues the Citizens' Option for Public Safety (COPS) program for law enforcement for which the City received \$100,000 in 2006. The proposed budget includes \$238 million for this program, fully funding it. Pursuant to AB 1805, the budget also includes \$35 million to fund booking fee mandates. Since the amount that Dana Point receives is often minimal, booking revenues were not included in the adopted City budget. The COPS fund allocation to the City is unknown at this point. It will be brought back to the City Council as a mid-year budget amendment once the amount is available.

The May revision includes a \$1.6 billion increase in the Economic Recovery Bonds (ERBs) prepayments, for a total of \$3.1 billion prepayment in the 2007 budget. Proposition 57 (the Economic Recovery Bond Act) authorized the State to issue ERBs and established the "triple-flip" mechanism for repayment of those bonds. Due to the triple-flip, ¼% of the 1% sales taxes paid to the City has been temporarily exchanged for property taxes. This swap does impact the City's cash flow since monthly sales tax revenues are now being substituted by property taxes that are received only twice a year. As a result, the City loses some investment interest. The full 1% will be re-implemented once the

associated deficit bonds are retired by the State. The \$1.6 billion increase in the May revision aides in the Administration's plan to fully repay the ERBs by August 2009.

In order to ensure that the City is able to deal with any cuts that the State may make to balance its budget which would adversely affect cities, the Mayor and City Manager have identified over \$1M in budget adjustments in each fiscal year. These funds have been set aside in a Reserve for Potential State Budget Impacts. This reserve will safeguard the City from any revenue losses that may occur in the current or next fiscal year should the State decide to balance its budget on the backs of local government. If the situation and actions in Sacramento change at any time during the upcoming fiscal years, staff will return with the appropriate action plan to address any impact resulting from the State's adopted budget.

The City of Dana Point

On a positive note, the City's adopted budgets for Fiscal Years 2007-08 and 2008-09 are balanced with a General Fund operating surplus. The General Fund operating surplus for FY 2007-08 and FY 2008-09 are \$3,306,376 and \$4,053,923, respectively. As per the Capital Infrastructure Funding Policy, \$673,419 of the FY 2007-08 and \$1,891,225 of the FY 2008-09 operating surplus have been transferred to the Capital Improvement Program (CIP) Fund to provide funding for the City's ambitious CIP Program. An additional \$575,000 and \$525,000 of the operating surplus for FY 2007-08 and FY 2008-09, respectively, have been transferred to the Facilities Improvement Fund for improvements to City facilities. After increasing the reserves for cash flow and emergency, \$357,000 and \$312,000 in FY 2008 and FY 2009, respectively, have been transferred to the Capital Projects Sinking Fund reserve, leaving a net operating surplus of \$457 and \$198 in FY 2008 and FY 2009, respectively, for the General Fund.

It is important to point out that Dana Point enjoys the status of being one of the lowest taxed cities in Orange County. A few years ago, as a way of further reducing the cost of taxes to the residents of Dana Point, the City Council suspended the franchise fee that was assessed to residential solid waste collection accounts. On top of the aforementioned, Dana Point residential solid waste customers pay some of the lowest trash rates in the County of Orange. As a result of the City Council's conservative financial policies, the City is still able to operate in a surplus condition.

The General Fund operating budget is a conservative budget with changes in programming levels to meet the needs of the community. Attention has been placed on improvements to Pacific Coast Highway (PCH), the Dana Point Library improvement, completion of Sea Terrace Park and the maintenance needs of our City streets and roads. The City's CIP program continues to be a priority. Staff has taken a hard look at the CIP program and is making some recommendations that will enhance and improve important areas of the City. This approach will insure that Dana Point continues to provide a high standard of living and service for its constituents and visitors.

Water Quality in Dana Point

Water Quality continues to be our number one (#1) priority and we are continuing to get a tremendous amount completed on a City-wide basis. The completion of the Salt Creek Treatment Plant was a significant accomplishment and we could not have delivered such a great project under budget without the staff that we have in place. The City has received an incredible amount of notoriety around the

State and across the nation for this remarkable water quality project. While the initial results have been on target, Public Works continues to closely monitor the progress of this important project. This past year, we completed the Storm Drain Project in Capistrano Beach. The completion of this project was another Herculean effort by our Public Works Department and really pressed our staffing levels to their collective limits. Having said the aforementioned, Public Works delivered another great project of superior quality, on time and within budget. This project has tremendous water quality implications as well as public safety issues due to our ability to control runoff in and around the Palisades area.

Our Public Works team has worked diligently to secure the funding for the DNA Source Tracking and Epidemiological Study for Doheny State Beach. The recent award of the funding for this project is quantum leaps in our progress to kick start our ability to finally get our hands on the situation at Doheny State Beach and the Harbor. Our success was in no doubt a result of our past accomplishments and the credibility that we have developed in the State for designing and delivering water quality projects that work and are delivered on time and within budget. At the same time we continue to work with the Army Corps of Engineers and the Environmental Protection Agency (EPA) to identify a solution that eventually fixes the poor water circulation problem that plagues our Harbor. Even with all of the aforementioned activity, we have found time to implement a Grease Interceptor Grant Program with South Coast Water District. This program provides incentives for local restaurants to install grease traps and interceptors in order to prevent sewer backups from reaching the storm drains. We have also developed a program to provide incentives to private communities in Dana Point to install and maintain storm drain filters.

Law Enforcement in Dana Point

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

A continued intensified Community-Based Policing Program continues to be an important element in the decrease in crime in our City. The expanded focus on the Neighborhood Watch Program, as well as an invigorated Volunteers in Police Services (VIPS) Program, in conjunction with the Community Support Deputy, School Resource Officer and Special Enforcement Team, contributed to a 13% decrease in the crime rate in Fiscal Year 2005-06. These programs will continue in Fiscal Years 2008 and 2009.

The Police Services Department office renovation was completed and provides an enhanced customer service reception area with expanded public hours and efficient work areas for public safety personnel, as well as adequate space for the processing and interview of detainees.

Interest Income Earned on City Funds Held on Deposit

Each year the City revises, as necessary, 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 currently invests its idle funds in a combined portfolio consisting of

the State of California Local Agency Investment Fund (LAIF) and a ladder portfolio of two-year U.S. Treasury Notes. Generally these investments are allocated approximately 47% to LAIF and 53% to U.S. Treasury Notes. The City's investment portfolio currently totals \$44.7 million, which is down about \$1.5 million from this time last year.

After reaching historically low levels in 2004, interest rates began a steady and sustained march upwards. During this period the Federal Reserve raised the federal funds rate seventeen consecutive times to its present level of 5.25%. This period of increases ceased in September 2006 and the Federal Reserve has held rates unchanged since then. As a result of these increases, our investment returns have risen threefold since 2004. Yields on two-year Treasury Notes currently are in the range of 4.9% and the current yield from LAIF is 5.2%. At the present time the economy is sending mixed signals on growth, inflation and unemployment. Speculation on the future movement of investment rates runs the gamut, but many respected economists expect future moves to be in a downward direction, perhaps beginning as early as in the fall.

There is currently over \$22 million in the City's Capital Improvement Project Fund that is designated for specific projects that are being constructed or are planned to be in future years. Accordingly, the level of CIP expenditures significantly impacts the size of the investment portfolio and therefore the level of investment income. For purposes of the FY 2008 and FY 2009 budgets staff has estimated CIP outlays of \$5 million per year (as we continue to get caught up on projects funded in past years) plus an additional \$3 million of funds expended from the Park Development Fund in FY 2008 related to the development of Sea Terrace Park. To accomplish this we anticipate a potential net portfolio drawdown from investments of \$8 million in FY 2008 and \$5 million in FY 2009. Therefore the investment portfolio has been projected to be reduced by this amount for purposes of estimating investment interest revenue in this budget. With respect to estimated yields, the LAIF yield (currently 5.2%) has been projected to drop to 4.5% over the next two years as the economy shows some indication of weakening. The T-Note portfolio has been projected to stabilize at approximately the 4.5% level.

I would now like to change my focus to provide a summary of the budget, focusing first on the revenue side of the equation.

General Fund Estimated Revenues in Dana Point

The total General Fund estimated revenues for FY 2008 and FY 2009 are \$31,555,900 and \$32,567,000, respectively. Over the past several years, our improving economic conditions and conservative budgeting practices have resulted in most major revenue sources exceeding the budgeted levels. When comparing the first nine months of FY 2006 to the same period in the current year total General Fund revenues are up by 13.4%. The City is highly dependent on four major revenue sources (transient occupancy tax, property tax, in-lieu property tax and sales tax) which together comprise more than three quarters of General Fund revenues.

As it has been since incorporation, transient occupancy tax (TOT) remains the City's largest revenue source, comprising 34% of General Fund revenues. Over the last few years we've seen quite a bit of fluctuation in TOT revenues. Beginning in FY 2002 we had the St. Regis grand opening, followed by a few years of routine activity. The Ritz Carlton underwent major renovations in FY 2005 which caused TOT to plunge that year, followed by very successful years in FY 2006 & FY 2007. In the first

nine months of the current fiscal year, TOT revenues are up by nearly 18% when compared to the same period last year. At the present time, no additional rooms are anticipated to be brought online during the next two-year budget cycle. Beyond that time frame, we expect the new hotel site at the Headlands to be developed. For purposes of projecting revenues, we have taken a look at the compound growth rate during the five-year period from FY 2003 to FY 2007. During this five-year period, annual growth in TOT revenue has averaged 4.5%. Utilizing this figure and projecting forward from the current FY 2007 revenue estimate of \$10.2 million, the estimated revenues for FY 2008 and FY 2009 are \$10,659,000 and \$11,140,000, respectively.

The second largest revenue source is property tax at 18% of General Fund revenues. As the City is nearly built-out, property tax increases are driven mainly by reassessments occurring from re-sales. With a nearly doubling of home prices over the last five years, we are seeing substantial increases in citywide assessed valuation (up 50.4% over the last five years). Even though home prices have held fairly steady over the last 12 months, there is a built-in pool of un-assessed appreciation, such that even during a prolonged period of price stagnation, we will continue to see growth in assessed valuation and property taxes. However, this only applies during periods when unrealized appreciation becomes realized through change in ownership. As we have seen over the last year, the volume of sales is down about 40% over the last 12 months; therefore we are not likely to see the same pace of growth in assessed valuation over the next two years that we have seen in the preceding five years. Based upon these factors, growth in assessed valuation resulting from property re-sales has been scaled back to 5%. To this, we have added an additional 1% to factor in the significant reassessments that are occurring and will continue to occur in the Headlands development as the vacant parcels are sold (which triggers reassessment) and again when the owners begin to build on the lots (which will trigger another reassessment upon completion). It is likely this will continue over the next 3-5 years as lots are sold and built on. Assuming 6% growth in assessed values for FY 2008 and FY 2009, estimated revenues are \$5,742,000 and \$6,086,000, respectively.

In-lieu property tax, our third largest General Fund revenue source at 13%, is the result of the Vehicle License Fee (VLF) swap and sales tax triple flip that the State imposed upon us beginning in FY 2005. The VLF portion represents approximately 92% of the pre-swap motor vehicle in-lieu (MVIL) revenues that were 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. The remaining 8% continues to be paid to the City in the form of MVIL revenues. For the sales tax triple flip, ¼% of the 1% sales taxes paid to the City has been temporarily exchanged for property taxes. However, in the case of sales taxes, the amount of associated in-lieu property taxes is based upon the actual sales tax generation, not changes in assessed valuation. The sales tax portion is temporary and the full 1% will be re-implemented once the associated deficit bonds are retired by the State. The baseline for the VLF swap component for FY 2007 is \$2,576,914. As noted above, future growth is tied to changes in assessed valuation. For consistency, the appropriate growth estimate would be the same as that used for the property tax revenue estimate shown earlier, which is 6% per year. Using this growth factor, the MVIL portion of the in-lieu property tax revenue is projected to be \$2,732,000 in FY 2008 and \$2,895,000 in FY 2009. Growth in the sales tax triple flip component of the in-lieu property taxes (equal to ¼ of the 1% sales tax budget) is tied to growth in sales tax revenues, and therefore uses the same assumptions as for sales tax revenues, as discussed below. This amounts to \$1,248,000 in FY 2008 and \$1,310,000 in FY 2009.

The final major revenue category, sales tax, represents about 12% of General Fund revenues. We have seen year over year growth in sales tax revenues in every year since the City incorporated. These revenues typically track fairly closely with TOT revenues since many of the largest sales tax generators are the hotels themselves and restaurants. We recently met with the City's sales tax consultants, HdL, and they have projected declining growth in sales tax revenues for FY 2008. They are recommending we use a 2.5% growth factor for FY 2008. They did not provide an estimate for FY 2009. However, based on historical trends, we usually see an up tick after a slow year; and therefore we are projecting a 5% growth factor for that year. As a result, for FY 2008 and FY 2009, the estimated revenues are \$3,735,000 and \$3,920,000, respectively.

Adopted General Fund Expenditures in Dana Point

The total General Fund budget for FY 2007-08 is \$28,249,524 and \$28,513,077 for FY 2008-09, respectively. The budget includes many service enhancements that are aimed at increasing the City's ability to provide excellent customer service to the community.

The following highlight some of the more significant policy or fiscal changes to the FY 2007-08 and FY 2008-09 budgets:

STAFFING:

As you will hear me say later in this document with regard to community improvements and beautification, we have been able to get more accomplished in the past 48 months than many cities would like to have accomplished in 15 years. While the aforementioned has been done and the projects have been delivered on time and within budget, these projects have relied upon a substantial commitment of time and financial resources. We are finally getting a handle on the deferred maintenance that was beginning to plague our public facilities. I am continuing to get a number of comments about the attention that is being paid to the little things in our parks and our parkways from residents. It is always these little things that say so much about our commitment to quality. Having said the aforementioned, I think it is now time that we focus our time and attention on the services that we provide at the public counters.

In terms of focusing our attention to the services that we provide at our public counters, we need to identify the optimal staffing levels in Public Works and Community Development. With the exception of information technology, we have done a pretty good job of staffing the other Departments to their optimal levels. As we complete our renovation of public space at City Hall, Public Works and Community Development will be the last pieces of the puzzle that we have to complete. It has been the domino effect in renovating space in that we have had to complete the other Departments to create the space necessary to meet the needs of the Public and our City staff. I use the word "optimal" to emphasize the need to carefully balance the need for staffing resources with the concept of value added service and the cost to provide that service. The last thing that we want to do is appear to be throwing money at a problem, but rather identify the appropriate level of staffing to respond to the demands of the public that we serve. In identifying this "optimal level" as I call it, I want to insure that we maintain a good focus at the public counter as well as behind the scenes to do the necessary engineering and planning review without killing our current staff figuratively and literally.

It is difficult to use comparative staffing profiles from the past because it has always been a jumble of in-house vs. contract that has allowed the City to “hit the ground running” after incorporation as a City. Now that the City is coming of age, it is important to identify the appropriate mix between full-time staff and contract staff. In determining the appropriate mix, it is important to utilize contract effort to deal with cyclical swings in workload. It is always more cost efficient to utilize in-house staff for our basic “level of effort” or on-going support that we provide to the community that is not subject to cyclical swings in development patterns.

In March of 2007 the City Council approved the re-organization of the City Clerk Department. The re-organization called for the reclassification of two positions and the addition of one part-time position (.65). By realigning the staffing, the department went from 4.15 positions to 4.65 for an approximate cost of \$30,000 in FY 2007-08 and FY 2008-09. These changes will enhance customer service, strengthen the City’s record management capabilities and balance the workload of the department.

To continue with the same idea behind the City Clerk Department re-organization, a major focus of this budget proposal is aimed at increasing the City’s ability to provide excellent customer service to the public at our public counters in Community Development and Public Works. After carefully reviewing the areas where improvements could be made, it became apparent that in the areas of Planning, Building and Engineering, the conversion of contract staff to in-house staff would help the City create a more customer friendly environment. Also by relying less on professional contract services in these areas, the City will be able to achieve better customer service at a reasonable cost.

The Authorized Full-Time Positions section of the budget illustrates the position changes in each department from FY 2002-03. The budget includes converting 9.75 contract to 12 in-house positions, four (4) new positions and two (2) reclassifications over two years, with 13 in FY 2007-08 and three (3) in FY 2008-09.

Community Development and Public Works: As the City is maturing and the number as well as sophistication of commercial and residential developments in the community has increased, the City has begun addressing necessary improvements to delivery of services for private development at our counter. Following some of the recommendations of the CityGate study, this process began with the hiring of a Building Official and a Permit Technician in the Community Development Department. However, it has become increasingly apparent that Planning, Building and Engineering are unable to provide the essential level of customer service at our Development counter that this community demands and more importantly deserves, due in great part to the reliance on offsite contract support staff for those services and current resource levels.

As an example, both our Building and Engineering Divisions contract support arrangements require plans submitted for review to be shipped off site for their plan check. This means our turn around time is generally two weeks, even for minor secondary reviews. It also means the plan checker cannot visit the site to understand constraints, leading to overly cautious comments and requiring more extensive written assurances from our customers. Customers get upset because they cannot talk with the reviewer, show them the site, and resolve issues expeditiously. Some customers resent the fact that reviewers are typically a third party. Furthermore, the current level of resources is insufficient to allow any significant customer interface time. Comments are annotated on plans and shipped back and forth, perhaps more often than necessary, because no face to face time was available. Time for meetings with customers is very limited. Our customers want more of our time to explore options,

understand requirements, get help with solutions, and settle on what is really needed. They want experienced, competent and responsive full-time staff with a vested interest in this community to help them with their inquiries. Furthermore, they want to be able to obtain over the counter support, reduced waiting times and quick turn around times for processing the various permits that we administer in both the Public Works and Community Development Departments. Therefore, this budget includes staffing adjustments that efficiently address these deficiencies, in both the Public Works and Community Development Departments. Primarily, staffing adjustments replace contract employees with in-house employees with one or two exceptions.

In addition, this budget would completely replace the existing service delivery area. This will provide a larger counter, a more attractive and comfortable service area, more space for meeting with customers and a counter coordinator to facilitate efficient customer friendly service.

- Public Works: The Engineering Division will add five (5) full-time positions in FY 2008, four (4) of which are currently obtained through professional service contracts at higher rates; and two (2) full-time positions in FY 2009, of which one and a quarter (1.25) is currently provided through contractors. The ongoing cost to the General Fund associated with these staffing additions is \$653,386 for FY 2008 and \$848,745 for FY 2009. These costs are offset by a reduction of \$900,000 in the CIP budget and \$463,920 in the General Fund Budget that would have been allocated for professional contract services. Therefore the net cost to the City is \$140,676 in FY 2007-08 and there is a savings of \$2,465 in FY 2008-09. In addition there is a one-time start up cost of \$111,320 in FY 2007-08 and \$4,480 in FY 2008-09.
- Community Development: The Building Division is completely transitioning from contract to in-house staff and will realign the City's resources allowing for a more focused approach on delivering services to our customers. This complement of staff will dramatically improve customer service, public communication, and service efficiency by allowing convenient access to all staff members and minimize wait-time at the public counter. This transition will also enable staff to issue over-the-counter plan checks and building permits for small and routine projects. This will be a major benefit to the community. Lastly, the in-house plan check function will enable applicants to communicate directly with City staff, as opposed to a third-party, outside entity. The Building Division will add five (5) full-time positions in FY 2007-08, three and a half (3.5) of which are currently obtained through professional services contracts at higher rates. The ongoing cost to the General Fund to transfer the Building Division functions in-house is \$167,060 in FY 2007-08 and \$192,554 in FY 2008-09. In addition there is a one-time start up cost of \$57,350 in FY 2007-08.

This budget also addresses the growing cost of obtaining contract planning staff in the Planning Division. By replacing the current contract Associate Planner with an in-house Senior Planner and reclassifying the existing Assistant Planner to an Associate Planner, the City will actually see a cost savings. The net savings for the Planning Division is \$42,684 for FY 2007-08 and \$36,591 for FY 2008-09.

The addition of a new code enforcement officer that will be dedicated to the Lantern Village area has been included in the Code Enforcement Division of the budget. The cost for this addition is \$92,056 in FY 2007-08 and \$95,958 in FY 2008-09. There is a one-time start up cost of \$19,528 in FY 2007-08.

The net cost to the department for all of the above changes is \$293,307 in FY 2007-08 and \$251,921 in FY 2008-09.

- **Community Services & Parks Department:** Generally, community services and parks operations have often been seen as a single entity within government. Since many of the functions of the two divisions overlap, the Community Services Division and Parks Division must work in close harmony. With the current organizational structure of recreation services in one department and park operational services in another department, there can be an expected confusion in services provided to the public. Consolidation to a single department allows a timely response to customers and situations can be handled expeditiously without crossing boundary lines into another department's operational authority. This budget combines the staff, operational, and support services of the Community Services and Parks Divisions to create a single Community Services and Parks Department. This is achieved by reclassifying the existing Recreation Manager to the Director of Community Services and Parks and adds an Administrative Secretary position.

By creating a single Community Services and Parks Department, the City would be able to deliver better existing and future recreation and community services to its residents. A single Department overseeing both parks and recreation would create an infrastructure within the City that would a) more effectively respond to the public on parks and recreation related issues, b) improve customer service through shared resources, c) employ cost effective business practices by consolidating similar and overlapping responsibilities, and d) improve the City's internal lines of communication.

City will be adding 40.8 acres to its parks inventory with the Headlands Open Space. Included with this expansion are programs and services coordinated through a Headland Nature Center. The Parks Coordinator will be charged with overseeing several aspects of the overall program. The position would be responsible for natural resource protection, public education and interpretation, general operations and routine maintenance within the City of Dana Point Headlands Open Space Parks. The Parks Coordinator will also recruit, train and lead volunteers.

In order to carry out the transition of the Parks and Recreation Divisions to one Community Services and Parks Department some minor and reasonable staffing changes need to be implemented. The total annual cost for the changes is \$107,479 in FY 2007-08 and \$183,755 in FY 2008-09. In addition the one-time start up cost is \$13,475 in FY 2007-08 and \$26,100 in FY 2008-09.

NEW PROGRAMS & SERVICE ENHANCEMENTS:

- **Facility Improvements:** Improvements to City facilities continue in this budget with funds allocated for improvements to Public Works, Community Development, Administration Office and the Community Center. Although improvements are slated for all these areas, the main areas of enhancement will focus on the services provided by our Public Works and Community Development Departments. These two large departments and the multiple Divisions that they manage are a critical public service. The "plan check" counter represents the single largest community interface and this renovation will center on improving our ability to serve the public at this location. This will be accomplished by relocating most of the Public Works department out of their current building (shared with Community Development) and then renovating the public counter area to achieve a better

working environment for our staff while better meeting the needs of the community at our public counter.

- **Information Technology**: \$250,000 per year is included in this budget dedicated to the City's continued growth in the area of information technology including the development of a City wide IT Master plan, program upgrades and staffing, either contract or in-house. As the City continues to improve upon its overall information technology (IT) systems, it will need to view the progression as a centralized, citywide endeavor. As the City moves toward the future, the need for more advanced technology has become a priority.
- **Expanded Library Hours**: In this budget there are funds to extend the current hours of the Dana Niguel Library to include Sunday from 12-5pm. The total cost is \$50,000 per year.
- **Subcommittees & Task Forces**: The Council continues their efforts to provide for public participation and to assist with Council policy in the areas of ocean water quality, library, Sea Terrace Park, investment review, Town Center and charitable grants. Funding has been included in the Public Works budget for supplies and staff time devoted to the newly established Traffic Improvement Commission.
- **Public Information Services**: The Public Information Services budget has been enhanced to continue and expand on the City's public relations and communication efforts with all community members. The significant changes result from the increased public access availability of cable station DPTV30. DPTV30 will require administration and city efforts not previously needed.

The internet has become the most used and important sources for information of all kinds. Cities have become increasingly aware of the significant impact the internet can make when communicating information to the public. In the past 12 months, Cities such as Laguna Hills, Fountain Valley, and Laguna Niguel have implemented major redesigns of their websites. In order to provide increased levels of communication and information to the public, funds have been included in this budget to improve web services including a redesign of the City's website.

An exciting new service included in this budget is providing for internet live streaming of Council Meetings. Since we now have state-of-the-art digital equipment in our Council Chambers, we can move forward by implementing video streaming of our City Council meetings through our website. Video streaming will improve customer service, transparency, and public access beyond what is currently provided through the cable broadcast. The Council meetings will be available live over the internet and as searchable archives that can be used for efficient long-term record keeping. The availability of searchable archives allows a section of any meeting to be retrieved at anytime using a simple keyword search. In addition, agendas, staff reports, and minutes can be synchronized and linked to the audio and video archive – all of which will be available through our website, 24-7.

- **Community Events/Services**: The budget continues support of various community events at an enhanced level. Funding has been increased for general cost-of-living adjustments and to enhance the following programs: Summer Concert Series, 4th of July Fireworks Show, the Festival of Whales and Parade, Holiday Craft Fair and Easter Egg Hunt. A budget increase is also recommended to continue support for the South County Senior Services Case Management Program for homebound seniors in Dana Point.

- **Document Imaging System:** The next phase of our Records Management Program is to incorporate an electronic document management and imaging into the existing system. Among other things, when implemented, this will assist in effective, prompt retrieval of documents; increased security of information; reduction of miss-filings; improved disaster and vital records back-up; Geographic Information System (GIS) interface; improved management of documents in numerous formats, and reduction of hard copy storage space requirements. In addition, this system will allow for future implementation of an automated agenda management system and video streaming.
- **Community Preparedness Expo:** This will be a large-scale public event to highlight Disaster Preparedness for the community. The event will be planned and coordinated by the Emergency Services Division and the Dana Point CERT Team. The anticipated event venue is the Dana Hills High School Sports Park (across from City Hall). Community members will experience static displays of emergency apparatus (fire trucks, and various law enforcement vehicles), as well as both vendor and agency booths to learn more about preparing themselves and their families for unexpected emergencies. We anticipate this event to draw in public from other South Orange County cities around Dana Point and predict that this will become an annual event that helps better prepare our community for emergency situations.
- **Service Award Program:** In order to demonstrate appreciation to staff for their years of dedicated City service, a funding for a formal Employee Service Award Program has been added to the budget. In creating a high-performance workplace, recognition is a motivating factor that provides employees with increased job satisfaction and encouragement to perform their jobs more effectively. When employees are recognized for their dedication and service in a manner that is meaningful to them, they feel appreciated and valued for their efforts and will continue to put their foot forward. The minimal cost associated with such a program is well worth the ability of the City to acknowledge its employees' contributions to the overall objectives and effective operation of the City.

Estimated General Fund Balance in Dana Point

General Fund Reserve

In August of 2006, the City Council approved the recommendation of the Investment Review Committee (IRC) to adopt a General Fund Reserve Policy and to implement said policy in FY 2006-07. The policy establishes three types of reserves: the Cash Flow Reserve was changed from \$1.5 million to 10% of General Fund revenues, the Emergency Reserve was changed from \$2 million to 20% of General fund revenues and the Capital Projects Sinking Fund Reserve was set up with the minimum balance of \$2.5 million.

Funds have been designated to the appropriate reserves to meet the minimum balance requirements. A total of 10% or \$230,000 in FY 2007-08 and \$101,000 in FY 2008-09 of General Fund revenues has been designated to the Cash Flow Reserve. At the end of FY 2008 and FY 2009, the total Cash Flow Reserve is \$3,090,000 and \$3,191,000, respectively. For the Emergencies Reserve, 20% of General Fund revenues or \$459,000 in FY 2007-08 and \$203,000 in FY 2008-09 have been allocated. At the end of FY 2008 and FY 2009, the total Emergency Reserve is \$6,179,000 and \$6,382,000, respectively.

The operating surplus for the General Fund, before increasing the Capital Projects Sinking Fund Reserve, is \$357,457 and \$312,198, respectively, for FY 2008 and FY 2009. \$357,000 and \$312,000, respectively, are added to the Capital Projects Sinking Fund Reserve in FY 2008 and FY 2009, leaving a net operating surplus of \$457 and \$198 in FY 2008 and FY 2009, respectively, for the General Fund. At the end of FY 2008 and FY 2009, the total Capital Projects Sinking Fund Reserve is \$2,857,000 and \$3,169,000, respectively.

Undesignated General Fund Balance

The undesignated General Fund balance at the end of FY 2006-07 is estimated to be \$4,294,912. The Capital Infrastructure Funding Policy requires the operating surplus be transferred to the Capital Improvement Projects (CIP) Fund. There is an estimated \$1.5 million in net operating surplus for FY 2006-07. The budget does not reflect this amount being transferred. However, it will be transferred after we close the books at the end of the fiscal year when the actual amount is available.

Capital Improvement Program (CIP) in Dana Point

As mentioned above, with regard to community improvements and beautification, we have been able to get more accomplished in the past 48 months than many cities would like to have accomplished in 15 years. While the aforementioned has been done and the projects have been delivered on time and within budget, these projects have relied upon a substantial commitment of time and financial resources. We are also finally getting a handle on the deferred maintenance that was beginning to plague our public facilities. Residents continually comment to me about the attention that is being paid to the little things in our parks and our parkways. We just need to stay true to our commitment to quality in the future.

As exemplified in the aforementioned, the City Council has paid a great deal of attention and effort to ensuring proper funding for Capital Improvement Program projects. I am happy to report that staff is making tremendous progress in delivering these projects to the community.

Capital Infrastructure Funding Policy

In preparing the CIP budget for the next two fiscal years, staff needed to adhere to some new guidelines. In August of 2006, the City Council approved the recommendation of the Investment Review Committee (IRC) to adopt a Capital Infrastructure Funding Policy and to implement said policy in FY 2006-07. This policy memorialized current practice and implemented new requirements relative to identifying and prioritizing new capital projects, and preparing the CIP budget.

Previously, the annual estimated costs to maintain existing capital infrastructure was deducted from General Fund operating surplus and transferred into the CIP Budget. The new policy states that the estimated annual cost to fund mandates, repairs or the replacement of existing infrastructure is presented as a component of the General Fund operating budget, not in the CIP Budget. Further a Capital Projects Sinking Reserve Fund would be established at a minimum level of \$2.5 million to ensure funding for the on-going maintenance of and future replacement of existing capital infrastructure.

The policy recommends that new projects and potential future projects remain identified and budgeted for in the CIP Budget as is currently the practice. The Capital Infrastructure Funding Policy requires

that in each fiscal year an amount equal to the projected General Fund operating surplus, if any, will be transferred to the CIP Fund to ensure that new capital infrastructure projects are continually funded.

The policy also maintains the current practice whereby in connection with each biennial budget process, the City Manager and the Public Works Director shall prepare a prioritized list of new capital projects and their estimated costs for the Council's consideration. Subject to Council approval, a new project would be categorized as Priority 1 if funding is available. The policy also provides that if sufficient funds are not available to fully fund a Priority 1 project, then a multi-year funding plan will be presented by staff and a portion of the total required funding will be allocated in each fiscal year so that the project can be constructed as scheduled. Priority 2 projects are potential future capital projects which are listed for future consideration and will not receive any funding until classified as a Priority 1 project by the City Council.

CIP Fund Balance

In accordance with the Capital Infrastructure Funding Policy, \$673,419 in FY 2008 and \$1,150,000 in FY 2009 are transferred from the General Fund to the Capital Improvement Fund to fund for mandates, repair and replacement of existing infrastructure. Also \$741,225 in FY 2009 is transferred from the General Fund to the Capital Improvement Fund to fund for Priority 1 new projects. In addition a CIP budget Reserve equal to 10% of the required funding for Priority 1 new projects in the amount of \$125,000 for FY 2008 and \$170,000 for FY 2009 is set up in the CIP Fund.

At the end of FY 2009, the CIP Fund has \$1,227,463 designated for open space acquisition, \$3,000,000 for PCH Improvements and \$295,000 for Priority 1 projects, totaling \$4,522,463. The undesignated fund balance at the end of FY 2009 is \$927,461. The total fund balance at the end of FY 2009 is \$5.5 million in the CIP Fund, plus \$3.17 million of Capital Projects Sinking Fund in the General Fund.

Capital Improvement Projects

In the past budget cycle, we were able to initiate and complete:

- Salt Creek Ozone Treatment Facility
- 2005 Storm Disaster Repair Project
- Community Center Access Project
- Capistrano Beach Storm Drain Phase II Project
- Del Obispo Park Renovation Project – Restrooms and Concession Stand
- Coastal Highway Pedestrian/Bicycle Trail
- Annual Traffic Safety – Modifications at Four Intersections
- Arterial Roadway Resurfacing – Stonehill, Selva, Coast Highway and Doheny Park Road
- General Park Rehabilitation – Sea Canyon, Sea View, Dana Crest & Pines Parks Play Equipment
- Various ADA, Sidewalk, PCH and repairs
- PCH Relinquishment
- Lantern Bay Park Acquisition

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

- Del Obispo Park Parking Lot Repairs and Drainage Improvement
- Annual Minor Drainage/ Diversion Repair to Existing Infrastructure
- Annual Slurry Seal Program
- Annual Arterial Roadway Repair
- Annual Sidewalk system Repair Improvement/ Concrete Repairs
- Annual Sidewalk and Park ADA Improvements
- Annual Traffic Safety Repairs and Improvements
- Annual General Park Rehabilitation (FY 2009)
- Annual Street Tree Replacement
- Annual Residential Roadway Resurfacing (FY 2009)

By way of summary, those projects included in the FY 2007-08 and FY 2008-09 CIP budget includes continued funding of the following projects:

- PCH Traffic Congestion Relief Improvements
- Dana Point Library Improvement and Expansion
- Sea Terrace Park Development
- Lantern Village (La Cresta) Backbone Undergrounding Project
- Storm Drain Repairs – Capistrano Beach
- Annual Park ADA Improvements
- Annual Residential Roadway Resurfacing
- Dana Hills High School Pump Station
- Arterial Road Resurfacing (Selva Rd. & Doheny Park Rd.)
- Sunset Park Improvement
- PCH Median Beautification
- Lantern Bay Park Deferred Maintenance
- Minor Drainage Repair
- Arterial Roadway Resurfacing

As we talk about the CIP Projects that have been completed in the past budget cycle and the projects that are recommended to be funded and completed in this budget cycle, we have to begin to focus our attention towards those major projects that staff is recommending that we begin to plan for in the next budget. The following are the projects designated as Priority 1:

- PCH-Del Prado Roadway Improvement Project
- Dana Hills High School Swimming Pool Renovation Project Design
- Via Canon Park Design/Construction
- Beach Road at Coast Highway Train Quite Zone

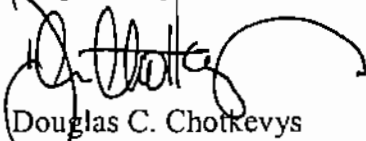
In addition to the projects recommended above, staff has identified the completion of Sea Terrace Park to be our number one (#1) priority for the coming budget cycle. In developing the CIP Program budget and projects, staff has prepared a balanced program that deals with maintenance and

development of roadways and parks infrastructure and beautification. It also addresses the City's need for future community service programs by way of current resources and improving upon them.

Conclusion

The biennial budget balances the need to invest in capital improvements and maintain or enhance existing service levels, while maintaining a conservative fiscal policy that ensures the financial integrity of the City. In developing the Capital Improvement Program, staff has prepared a balanced program that deals with the maintenance and development of roadway and parks infrastructure. I would like to thank City staff for their active participation in developing this document, specifically, Andy Glass, Sea Shelton, Shanna Wolf, Brad Fowler and Interim Director of Administrative Services, Clara Wong, who all deserve special recognition for the untold hours that went into this document.

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

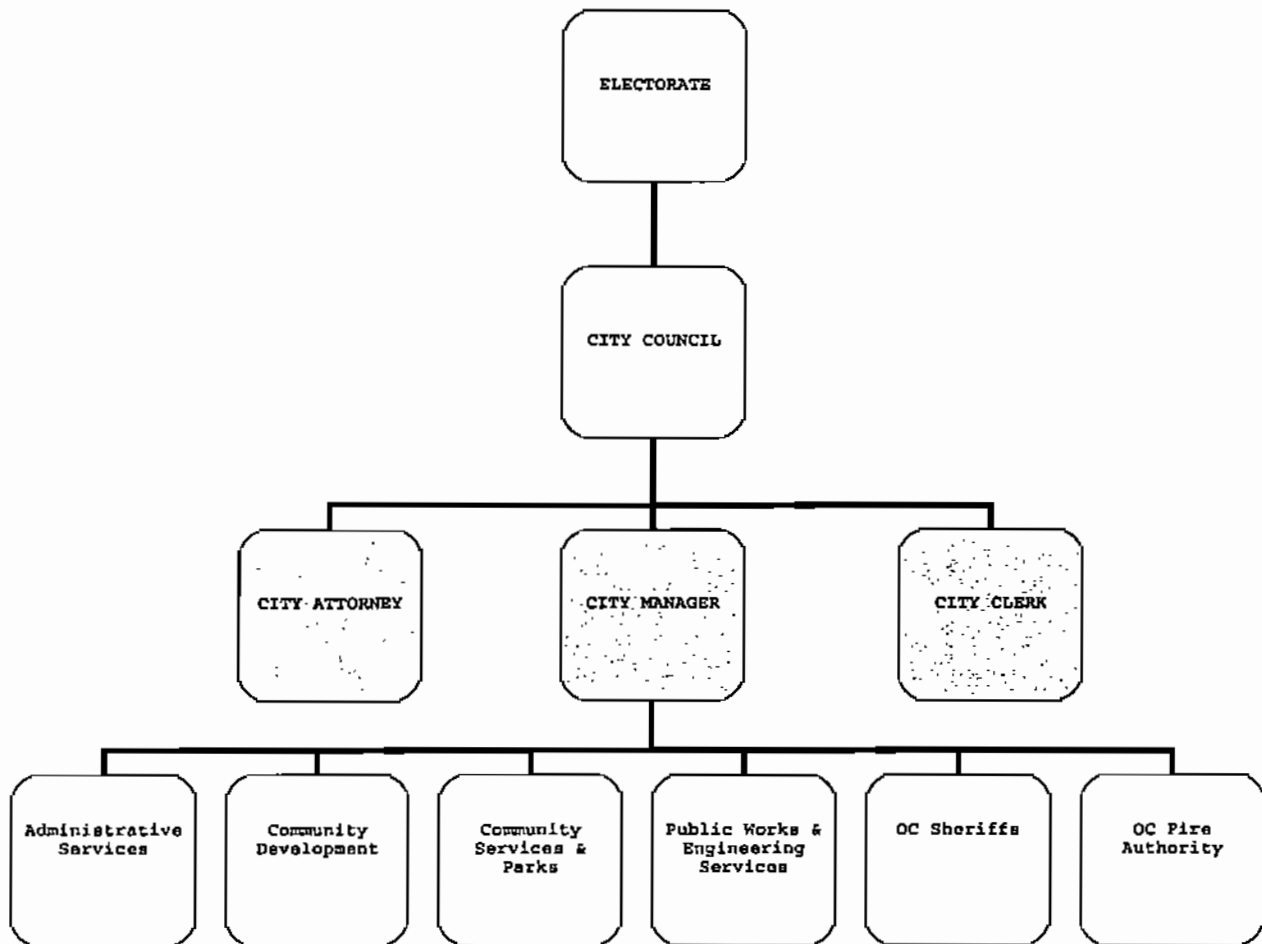
Douglas Chotkevys	City Manager/City Treasurer
Clara Wong, CPA	Interim Director of Administrative Services
Kathy Ward	City Clerk
Kyle Butterwick	Director of Community Development
Brad Fowler	Director of Public Works & Engineering Services
Lt. Mark Levy	Chief of Police Services
Patrick Muñoz	City Attorney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

Department of Administrative Services (Finance & Administration Division)

Clara Wong, CPA	Interim Director of Administrative Services
Andrew Glass	Accounting & Data Processing Manager
Sea Shelton	Management Analyst
Jennifer Anderson	Accounting Technician
Shelley Velez	Personnel Analyst
Vacant	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 12	Distribute budget material to departments
March 12	Completed budget materials due to the Administrative Services Department for General Fund departments & Facil Impv. Fund.
March 13-26	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 26.
March 28	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 28-April 4	Meetings with CM, Dept. Heads to review budget submittals and identify initial revisions.
April 5-13	Administrative Services prepares preliminary budget, incorporating revisions identified during City Manager review. Preliminary budget will consist of revenues, department budgets, narratives and CIP budget.
April 11	Draft 7-year CIP budget due from Public Work.
April 12	City Manager meeting with Administrative Services and Public Work to revise/finalize proposed CIP budget.
April 18	Final proposed CIP budget spreadsheets due to Administrative Services for inclusion in budget package
April 24	Draft budget distributed to City Council. Public copy made available for review at City Hall.
April 26-May 11	Individual budget briefings with members of the City Council
June 5	Public Hearing on budget. City Council to provide consensus changes to Proposed General Fund budget
June 6-18	City Council budget revisions incorporated into finalized budget. Agenda report for budget adoption on June 19 prepared.
June 19	Budget adoption.

FACTS ABOUT DANA POINT

Date of Incorporation:	January 1, 1989
Form of Government:	Council-Manager
City Area/Population:	6.7 Square Miles/36,669
Assessed Valuation:	\$7,693,012,472

Fire Protection:

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

Police Protection:

Number of Sworn Officers	34
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Education:

Attendance Centers	3
Number of Teachers	158
Number of Students	3,813

Recreation & Culture:

Parks	23
Libraries	1

Hotels/Motels

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

Number of Registered Voters	22,756
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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 who, in turn, support the visitor-oriented commercial and retail establishments within the City.

The City populace is well educated and works predominantly in white collar occupations. The most recent census data shows that 70.6% of the working age citizens work in management, professional, sales and administrative jobs. Of the remainder 15.4% work in the service industry and 14.0% work in blue collar occupations. Of the citizens aged 25 and over, 41.0% have college degrees and of those 15.8% have advanced college degrees.

The City is highly reliant upon the tourism industry which is the City's principal revenue source. At 28% of governmental revenues, transient occupancy taxes are 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 the City's largest individual property-tax payers, and also the largest sales-tax generators. Moreover the visitors 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.

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, nor are any expected in the near future. 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 received final development approval from the City and the California Coastal Commission in fiscal 2006 and grading operations are currently underway. It will ultimately include approximately 120 luxury homes together with public park facilities, open space, visitor-serving and commercial construction. This area is expected to be built out over the next three to five years.

The City also receives major 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. These revenue streams tend to be fairly stable, although they are always subject to the whims of the State legislature with respect to the rates of these taxes and the manner in which they are apportioned.

Due to its heavy reliance on tourism, the City experienced a negative economic impact from the terrorist attacks on 9/11/01. Hotel occupancy rates dropped precipitously in the six months following the attacks but by mid-fiscal 2003 tourism-related revenues had returned to the pre-attack levels. After a decline of 8.4% in transient occupancy tax revenues in fiscal 2005 (due to a

partial closure during a major renovation of one of the City's largest hotels), in fiscal 2006 occupancy tax revenues surged to their highest level since the City incorporated. Totaling \$9.5 million, this represented an increase of \$1.8 million, or 22.8%, over fiscal 2005. Sales tax generation, which tends to track closely with occupancy taxes, was up by 10.6% in fiscal 2006 and also reached a record high level since the City incorporated. Barring any major tourism disruptions, the City anticipates revenue growth of approximately 5% per year in transient occupancy and sales tax revenues.

After several years lagging the growth rate in the national economy, over the last two years California has experienced higher growth and lower unemployment rates than the national averages. Although local unemployment rates are unavailable, the Bureau of Labor Statistics reports show that unemployment rates in the greater Los Angeles / Orange County metro area have fallen from 6.0% in 2004 to 4.7% in 2006. Locally, the Dana Point populace has experienced significant growth in median household income (up 22.7% since 2000), median home value (up 176.8% since 2000) and per capita income (up 19.8% since 2000). Recent forecasts point to continued growth in these areas over the next five years.

After rising by 5.2% in fiscal 2005, growth in citywide assessed real property valuation was up substantially again in fiscal 2006, rising by \$748 million, or 12.0%, to \$6.998 billion which is an all-time record level for the City. It should be noted that the actual underlying *market* values have increased 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.

The principal threat to the City's economic future remains in the State of California's ongoing budget issues. Although the strong economy has eliminated the State's budget deficit for now, many experts believe that by spending every dollar of growth in revenues the State is posturing itself for major problems when the next economic downturn occurs. This is being termed as a "structural" deficit insofar as the budget can only remain balanced when revenues continue to grow every year. The State has a long history of raiding local city and county revenues to balance its budget when the economy goes south. In fiscal 2005 (and fiscal 2006) the State helped balance its budget by seizing \$350 million of motor vehicle in-lieu revenues that were previously apportioned to cities and counties. Dana Point's share of that seizure was \$405,000 for each of these fiscal years. Although promises were secured from Governor Arnold Schwarzenegger that there would be no more future raids upon local revenues, the State has a long history of balancing its budgets on the backs of cities and counties, despite its promises to the contrary.

HIGHLIGHTS OF FISCAL YEAR 2006 &-2007 ACCOMPLISHMENTS

The following is a synopsis of the major accomplishments of the City of Dana Point during the 2006 & 2007 Fiscal Year.

ADMINISTRATIVE SERVICES (FINANCE & ADMINISTRATION)

1. Completed the formation of the Headland Reserve, LLC Community Facility District (CFD) DE 2006-1 including putting together of a professional board to issue bonds in Fiscal Year 2007-2008.
2. Completed (26) City staff recruitments including: Associate Engineer, Associate Planner, Building Official, City Clerk Specialist, Deputy City Clerk, Economic Development Manager, Emergency Coordinator, Engineering Technician III, Management Analyst (2), Park Maintenance Worker III, Permit Technician (2), Public Works Administrative Manager, Public Works Intern (3), Recreation Leader, Records Assistant, Secretary (2), Senior Civil Engineer (4) and Senior Planner.
3. Awarded the National Award for Excellence in Financial Reporting for the Fiscal Year 2005 Comprehensive Annual Financial Reports (CAFR).
4. Organized and managed the Annual Festival of Whales Parade in 2006 and 2007 which included 50 community groups and required coordination with City staff from all departments.
5. Transferred the City Worker's Compensation coverage to the California Joint Powers Insurance Authority at a cost savings of approximately \$75,000 per fiscal year.
6. Completed the 2004-2005 and the 2005-2006 annual City audits with no negative audit findings.
7. Administered and implemented the City's sixth two-year budget process for fiscal years 2005-2006 and 2006-2007.
8. Completed 24 comprehensive "Monthly Financial Reports" and two Mid-Year Reports.
9. Conducted a City wide job classification/physical requirements review and update for 41 positions.
10. Transferred the City's long term and short term disability insurance policies from Unum Provident to Standard Insurance Company which provided a 5% savings in disability premiums, better claims and account administration as well as the addition of an Employee Assistance Program at no additional cost.

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

11. Updated and implemented the City's Injury Illness and Prevention Program as required by Cal-OSHA and includes the introduction and activation of the City Employee Safety Committee.
12. Modified the Council Policy Manual to improve methods and practices and ensure compliance with state and local laws and regulations.
13. Oversaw the activation of the City's Visitor Center and assisted with the program's transfer to Economic Development.
14. Completed the revision of the City's Employee Personnel Rules and Regulations to reflect current practice and ensure compliance with state and local laws and regulations.
15. Selected and installed HR Profile, a new Human Resource software program that will enhance the City's personnel management functions.
16. Administered and coordinated additional citywide in-house employee training opportunities including training required by California laws and regulations.
17. Conducted annual employee salary and benefit surveys for all City positions.
18. Streamlined the reporting and payment process to the Public Employee Retirement System (PERS) by upgrading the reporting software to PERS ACES for online transmittal.
19. Netted zero instances of fraud with continued usage of Bank of America's Positive Pay reconciliation and anti-fraud software.
20. Implemented the conversion to ADP PC Payroll for Windows from an outdated DOS based program.
21. Continued implementing a cyclical computer upgrade plan, including servers and workstations.
22. Remodeled central server & phone equipment room to improve efficiency.
23. Continued positive labor relations with Dana Point Employees Association (DPEA).
24. Adopted a revised City Investment Policy.

EMERGENCY SERVICES

1. The Emergency and Support Services Manager continues to serve as the Chair of the Interjurisdictional Planning Committee (IPC) for the San Onofre Nuclear Generating Station. In this capacity, he has coordinated the development and

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

- approval of the new Protective Action Recommendation methodology for the offsite response to emergencies at San Onofre. This involved direct contact and cooperation with all levels of government including the Chairman and Commissioners of the Nuclear Regulatory Commission.
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. In support of the CERT program, the Emergency Services Division accepted a grant from the US Citizen Corps to purchase and equip a response trailer to support disaster response operations. This trailer is equipped with tools and supplies to aid in the search and rescue of disaster survivors and provide support for triage and first-aid treatment.
 4. The Emergency Services Coordinator serves as the Chair of the Orange County CERT Mutual Aid Program (CMAP), and as the Vice-Chair of the Orange County Emergency Management Organization (OCEMO). These leadership positions provide Dana Point the opportunity to remain at the forefront of the county-wide emergency/disaster planning efforts, and is another example of the significant level of influence that our jurisdiction maintains within the County.
 5. Danapointemergencyservices.org was brought online and has helped our program provide an inexpensive and easily updated method of providing information to the general public. This website continues to grow in "hits" and is "linked to" by many other sites as an important source of local disaster preparedness information.
 6. In addition to the 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.
 7. The Dana Point Emergency Operations Center continues to evolve in our ongoing effort to set the bar for local disaster preparedness and planning. We continue to impress representatives of other agencies at all levels of government, with the size, design, use of technology, and level of readiness that we demonstrate with this facility.
 8. Participated in emergency management activities sponsored by the Orange County Emergency Management Organization (OCEMO).
 9. Conducted training in preparation for disaster exercises and drills.
 10. 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.

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

11. 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.
12. Enhanced and maintained the City's inventory of radiological monitoring equipment.

CITY CLERK

1. Prepared agendas, packets and minutes for approximately 25 regular and special City Council meetings per year.
2. Administered the November 2006 election for three Council seats including the development of a "Getting Started" Handbook for candidates considering to run for office, a comprehensive Candidate's Handbook, organized a tri-City Town Hall meeting, and coordinated the swearing in ceremonies for the newly elected Council.
3. Administered a successful ballot initiative on Eminent Domain.
4. 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.
5. Responded to approximately 150 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.
6. Received and processed approximately 75 Statements of Economic Interest Statements and numerous semi-annual and election campaign disclosure statements annually as required by the Political Reform Act.
7. 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.
8. Compiled and posted updated information required by the Maddy Act, including the addition of various subcommittees and task forces established by the City Council.
9. Oversee the maintenance of the City's website. All staff reports are hyperlinked to the agenda for easy access.
10. Coordinated the City's Charitable Grant Program.

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

11. Participated in a consortium of neighboring cities to assist with the renewal of Cox Cable's franchise agreement in 2006.
12. Coordinated the codification and distribution of supplements of the Municipal and Zoning Code.
13. Received and processed approximately 75 City contracts including required bonds and insurance.
14. Received and processed summons and lawsuits against the City.
15. Published, posted and processed 20 ordinances and approximately 75 resolutions annually.
16. Published, posted and processed approximately 100 legal notices.
17. Recorded approximately 20 legal documents through the County's Recorders Office.
18. Participated in a SONGS Emergency drill under the City's Emergency Plan.

PLANNING

1. Adoption of Town Center Plan (12-13-06).
2. Approval of County Harbor Revitalization Plan (09-27-06).
3. Approval in Concept of Updated housing Element (10-11-06).
4. Adoption of New Residential Building Height Standards (04-12-06).
5. Adoption of new Massage Ordinance (12-13-06).
6. Approval of Bike and Pedestrian Master Plan (02-22-06).
7. Completed recruitment and hiring of new key staff management positions, notably the Building Official and Economic Development Manager.
8. Implemented new permit software system (Trakit) to expedite permit processing and enhance data management.
9. Completed comprehensive review of all department fees, as part of the City-wide Maximus Fee Study.
10. Staff prepared agendas and reports for a total of 52 Planning Commission public hearing items. The Planning Commission considered a total of 23 Coastal

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

Development Permits, 18 Site Development Permits, 6 Variances, and 8 Conditional Use Permits. In addition, the City processed 6 Tentative Tract/Parcel Maps, made 4 determinations of General Plan Consistency and adopted 2 Zone Text Amendments.

BUILDING

1. The Building Division is charged with the responsibility of enforcing State and local building regulations. During the fiscal year 2005/2006, a total of 295 plan checks were performed and a total of 1,663 permits were issued with a valuation of \$49,420,165. For fiscal year 2006/2007 (ending February 2007) a total of 284 plan checks have been performed and a total of 1089 permits issued with a total valuation of \$23,354,559.
2. The City inspectors made a total of 7,960 inspections during 2005/2006 fiscal year covering construction work ranging from a new roof for a single-family home to major new construction.

CODE ENFORCEMENT

1. Code Enforcement Staff resolved over 900 code cases during the 2005 calendar year and 700 cases during the 2006 calendar year, which translates to nearly 75 and 41 cases respectively each month. The principle enforcement cases processed by the City in 2006 involved (1) construction without permits (25% of all cases); (2) property maintenance (23% of all cases); and (3) illegal signage (15% of all cases).
2. The City continues to be involved in a variety of special code enforcement programs including illegal garage sale signs, bulky item pick-up program, weed abatement and water quality enforcement (NPDES). In 2006, 216 property owners were notified to remove weeds and combustible vegetation.

ECONOMIC DEVELOPMENT

1. Hired Economic Development Manager and Management Analyst to staff Economic Development Division.
2. Business outreach with Harbor Association, Hotels and Dana Point Chamber of Commerce. Monthly topical articles in Chamber of Commerce newsletter.
3. Density Bonus Ordinance approved by City Council September 13, 2006.
4. Business Registration Pilot Program approved by City Council October 11, 2006. Implementation has commenced.

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

5. Work begun at hotel request for new Hotel Business Improvement District – outreach meeting held to all hotel properties and several meetings held with smaller groups.
6. Grant Applications approved by City Council and submitted to County of Orange for CDBG City Hall and park funding and to OCTA \$100,000 GO LOCAL grant for Tri-City Trolley program partnership with the cities of San Clemente and San Juan Capistrano. OCTA approved grant February 26, 2007.

PUBLIC WORKS DEPARTMENT

1. Constructed and Activated the Award Winning Salt Creek Ozone Treatment Facility, the first of its type in the State of California, and demonstrated success at reducing beach postings, even meeting criteria for de-listing the areas beaches from the 2008 303(d) List of Impaired Waterbodies.
2. Constructed the new access way to the Community Center, through the County lot.
3. Constructed traffic signal modifications to more efficiently manage traffic at Stonehill Drive and Camino Capistrano, Blue Lantern and Stonehill Drive, Golden Lantern and La Cresta, and Doheny Park Road and Victoria Boulevard.
4. Resurfaced major arterial roadway sections on Stonehill Drive, Del Obispo, Coast Highway, Selva Road and Doheny Park Road, as well as completed \$3M in residential street repairs.
5. Completed construction of the \$8.5 Million Capistrano Beach Storm Drain Phase II Project which included a new trash separation and diversion facility (water quality), bringing the City's total to 13 diversion facilities within the City.
6. Successfully completed preliminary design and environmental processing for several key projects including the PCH Congestion Relief Project (congestion relief in the Del Obispo/PCH area including a new pedestrian access way over PCH) and Sea Terrace Park.
7. Constructed a new restroom and concession building at Del Obispo Park.
8. Constructed a new protected multi-use pedestrian/bicycle trail on Coast Highway between Palisades Drive and Camino Capistrano.
9. Acquired Pacific Coast Highway from Caltrans, and made improvements to bring the roadway into compliance with City Standards including the installation of storm drain filters, storm drain cleaning and maintenance, asphalt repairs, signal modifications and other right-of-way repairs.
10. Installed and implemented new traffic signal coordination on Stonehill Drive between Golden Lantern and Camino Capistrano.

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

11. Striped new bike lanes at various locations in accordance with the new Bicycle and Pedestrian Trail Master Plan including Golden Lantern, Niguel Road and Del Obispo Street.
12. Installed and implemented new traffic signal timing on PCH and Del Prado to more efficiently calm traffic.
13. Re-qualified for Measure M Program and obtained street and traffic safety grant funding in the amount of \$1.8 Million.
14. Continued to process required permits and facilitate the Headlands Development, and oversee the grading and improvement work in progress on site. Further, the City actively worked with the Developer to design and implement public improvements including parks, water quality, storm drain, signal improvements, median enhancements, inclined elevator facility, restroom facility, interpretive center, and street improvements.
15. Continued to improve quality and courteous customer service at our Public Works Counter. PW helped implement the new TRAKIT permit system software upgrade and hired a full time City Counter Technician. Staff is continuing to organize our filing system for ease of locating documents in response of public records requests. Quality control of permit responses was improved as well.
16. Modified street sweeping hours in the Lantern Village area to allow an alternate day alternate side street sweeping schedule, and added posting signs to the Town Center and Santa Clara areas.
17. Continued to work with our Solid Waste Hauler to work toward a minimum 50 percent diversion rate, which we accomplished in 2005.
18. Expanded the City's banner program to include additional key arterial streets.
19. Replaced the Traffic Improvement Subcommittee with a new City Traffic Improvement Commission.
20. Successfully worked with Southern California Coastal Water Research Project (SCCWRP) to obtain funding for landmark Epidemiology and Microbial Source Tracking Study to be conducted at Doheny State Beach.
21. The City of Dana Point took lead agency responsibility for the Coastal Streams for the Dana Point Coastal Streams Watershed (Salt Creek) Committee.
22. Installed 15 new bicycle stands citywide.
23. Fostered and enhanced relationships with other groups and agencies, such as DP Youth Group, Doheny Beach Interpretive Association, Dana Point Earth Ocean Society, SCWD, SOCWA and the Dana Point US Coast Guard Auxiliary to conduct water quality outreach and coordinate community events, such as Earth Day, Ocean Awareness Day and Coastal Clean Up day.
24. Successfully obtained grant funding in coordination with South County Integrated Regional Water Management Plan agencies & cities to conduct a

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

- research project on the effectiveness of irrigation based Best Management Practices. State and Regional Water Quality Control Boards ranked this project # 1 in the Consolidated Grants program.
25. Continued cooperative efforts with the County of Orange on water quality, traffic circulation, and aesthetic street treatment of the Harbor Revitalization Project.
 26. Worked with County to remove Harbor storm drain docks K-M from continuous posting as bacteria impaired.
 27. Facilitated startup of the Ocean Water Quality Subcommittee, exhibited success in roof top exhaust units inspections, grease interceptor incentive and sewer lateral root obstruction identification.
 28. Accepted from the County and performed initial maintenance work for Lantern Bay Park and Ken Sampson Overlook.
 29. Sunset Park equipment replacement design completed.
 30. Median rehabilitation work on Golden Lantern and Stonehill completed.
 31. Completed evaluation and selection of new landscape maintenance and ball field maintenance contractors.
 32. Completed new restroom and concession stand at Del Obispo Park.
 33. PCH existing median beautification design and grant acceptance completed.
 34. Helped complete the City's new Parks and Recreation Master Plan and the Bikeway and Pedestrian Trails Master Plan.
 35. Installed five dog fun zones at various parks.
 36. Installed two new scoreboards at DHHS.
 37. Initiated drought tolerant planting at Sea Terrace Circle, Chloe Luke, and Palisades Triangle.
 38. Installed new playground equipment at Sea View, Sea Canyon, Pines, and Dana Crest Parks.
 39. Installed new light bollards at Dana Crest Park.
 40. Replaced three scoreboards at Del Obispo Park.
 41. Repaired v-ditches at Thunderbird Park and Heritage Park.
 42. Added protective rubberized surface underneath play equipment at Sea Canyon Park.
 43. Installed scorer's table, bleachers and benches at Del Obispo Park.
 44. Completed historical restoration of light poles at La Plaza Park.
 45. Built erosion protection wall at Palisades and Coast Highway.
 46. Constructed new public stairway on Stonehill Drive at Blue Lantern to improve pedestrian access.

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

47. Beautified landscaping around City entryway monuments.
48. Worked with Monarch Beach Community Association to develop Master Street Tree Plan.
49. Instituted recurring sidewalk grinding program for safety citywide. All sidewalks were inspected and grinding occurred at locations where needed citywide to eliminate tripping hazards.
50. Successfully managed citywide catch basin and storm drain filtering system, namely 550+ catch basin filters, 4 Solid Removal units, 13 Urban Runoff Diversions.
51. Completed 320+ Engineering and Traffic Work Orders Citywide for Safety and Compliance.
52. Continued replacement of Reflectorized Signs Citywide.
53. Completed Inspection and Videoing of the Entire Storm Drain Infrastructure in the City.
54. Managed the Summer Low Flow Diversion Deactivation Protocol with great success Citywide.
55. Finished cleaning up and restored all slide areas that occurred during rainy 2005 weather season with speed and efficiency.
56. Completed numerous storm drain and surface drainage improvement projects citywide to reduce flooding and/or potential for flooding including Coast Highway, Silver Lantern, Seven Seas Drive, Green Lantern, Camino Capistrano, Selva Road, Doheny Park Road, and Del Obispo Street.
57. Managed the installation, download, and maintenance of 7 new V-Calm Traffic Safety Digital Sign units, including the first mobile of its kind.
58. Participated in the development of a comprehensive fee study to adjust permit fees commensurate with the cost to provide them.
59. Developed a citywide infrastructure repair/replacement cost analysis for the life of City public facilities.
60. The solid waste team negotiated a brand new twelve year exclusive franchise agreement with CR&R Inc. for solid waste and recycling services, obtaining greater services at no cost to the City and providing alternative fuel vehicles for commercial pickups. The new agreement was effective January 1, 2007 and will continue until it expires on June 30, 2019.
61. Developed Citywide Traffic Calming Policy Standards implemented by the City Council.
62. Developed new Utility Undergrounding District Policy with the Utility Undergrounding Subcommittee.
63. Facilitated County Baby Beach Circulation Pilot Project.
64. Facilitated County SJC Bike Path Repair/Design Project to reduce flooding.

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

65. Helped prepare Town Center Circulation and street improvement alternatives for development of the Town Center Revitalization Plan.

POLICE SERVICES

1. The embracing of a Community Oriented Policing approach to law enforcement resulted in a continued decrease of crime. Fiscal year 2005-2006 had a **decrease** in the Part 1 Crime Rate by 13%.
2. The Special Enforcement team continued to impact the crime rate, disrupting criminal patterns by arresting those involved in criminal and drug activity. This team remains responsive to law enforcement concerns in lantern village, community parks and other areas in the city.
3. We continued our agreement with County of Orange Harbors, Beaches and Parks to provide two full-time parking enforcement officers in Dana Point Harbor.
4. 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.
5. The School Resource Officer continued a School Liaison Program to have a working relationship with the local schools to address problems with gangs, drugs, theft and other problems related to schools. The School Resource Officer Program continues with the funding provided by grant funds from Citizen Options for Public Safety (C.O.P.S.).
6. 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.
7. Dana Point Police Services Deputies arrested 1,757 persons for Felony and Misdemeanor violations.
8. Dana Point Police Services responded to over 10,500 calls for service.
9. Dana Point Police Services provided one code enforcement officer for use by the city. Police Services was an integral part of the code enforcement process, involving CSO's and senior volunteers to provide hundred of code enforcement violation leads throughout the city.
10. Dana Point Police Services responded to input from Dana Point citizens and played an instrumental role with writing and/or amendment of city ordinances.
11. Police Services Office is now open on weekends and staffed by Sheriff's Cadets.

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

VIPS

1. Volunteers performed 5,428 hours of community service during this year. Since the inception of the program VIPS have accumulated 97,551 hours of service, saving the City approximately \$1,676,901.60 (Based on a nationwide volunteer standard of \$17.19 an hour).
2. Issued 984 parking citations.
3. Performed 377 vacation home checks.
4. Removed over 3,326 illegal signs and/or stickers on city property
5. Provided assistance to code enforcement on 283 occasions.
6. Conducted 694 park inspections
7. Had 900 contacts with the public at the Police Services front counter.
8. Provided 1,477 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, both music festivals and Turkey Trot.
11. Patrolled business and residential areas of the city to deter criminal activity.
12. Assisted in the distribution of the Neighborhood Watch fliers, quarterly

Neighborhood Watch

Increased the number of block captains throughout the city.

COMMUNITY SERVICES

1. City-wide Events

- a. Fourth of July Fireworks Display: The City presented two highly successful fireworks shows to a viewing audience estimated in excess of 200,000 people per event. The City coordinated the 4th of July shuttle to transport over 700 visitors each year to and from the harbor to help alleviate parking and traffic concerns. Over \$10,000 was raised from local businesses to help offset the cost of the show.

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

- b. Easter Egg Hunts: Two egg hunts were held at Sea Canyon and Pines Parks respectively. The day's events included a petting zoo, a balloonist, family games, a visit from the Easter Bunny and an egg/candy hunt for children ages one through ten. The event attracted over 1,000 children per location.
 - c. Holiday Festival/Boat Parade: Over thirty (30) crafters participated in the annual Holiday Festival held at La Plaza Park. In order to expand the program format, the City continued to work in a collaborative effort with the Chamber of Commerce, Capistrano Valley Boys and Girls Club, and Hennessey's Bar Grille to co-host the event. The day's event included family game booths, snow hill, petting zoo, musical performance by the Dana Hills High School Choral group, live reindeer, Santa Claus and the tree lighting ceremony. In 2006, the City expanded the Holiday Festival by joining forces with the Dana Point Harbor Association to coordinate efforts to enhance the Dana Point Holiday Boat Parade. Through participation by local business sponsors, the boat parade exceeded all expectations for entry participation and crowd attendance.
 - d. Summer Concerts: Ten concerts were held from June through August at Heritage and Pines Parks. Since the City added a stage and sound system to the series crowd attendance has exceeded 2,000 people per event. The music genre featured many different styles of music with a mix of tribute bands, country groups, classic rock and roll and music from the 80's. To add an aspect of performing arts appreciation, the City worked closely with the Dana Point Performing Arts group to present two weekends of Shakespeare in the Park.
2. **Summer Activities**: The City contracted many different activities for the summer to fit the needs of local residents:
- a. Sports Camp: To attract the sports-minded person, the City offered a sports camp to local campers ages six through twelve. Each session offered instruction and practical experience in golf, soccer, football, baseball and basketball.
 - b. Through a tri-cities cooperative agreement with San Clemente and San Juan Capistrano, the city was able to provide summer activities to children of all ages. Program offerings included beach camps, surf camps, aquatic experiences, youth sports leagues, and a kite festival.
3. **Senior Services**
- a. Contractual Classes: Expanded class programs were offered at the Community/Senior Center through a collaborative effort with Saddleback College Emeritus Institute. Through this cooperative venture, the city has added 5 senior programs in exercise, literature, art instruction, movie appreciation and dancing.

**CITY OF DANA POINT
FY 2006 & 2007 ACCOMPLISHMENTS**

- b. Senior Special Events New programs were added this past year including afternoon movies, sporting events, bridge, holiday programs, potluck dinners and theme dances.

4. Park & Facility Rentals

- a. Coordinated the park rentals for the twenty-one park locations in Dana Point. Over 150 rental applications were processed for weddings, birthday parties, anniversaries, memorial services, sports leagues and special events.
- b. The Community Center booked over 500 groups this past year in one of the five-meeting/gymnasium rooms. Some of the groups utilizing the facility included homeowner associations, health care groups, sport groups, local residents and commercial entries.

**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 2008 is \$67,042,376, and was calculated as follows:

The City of Dana Point's Appropriations Limitation (FY 2007)	\$63,834,075
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FY 2008 Adjustment Factors:

1. Population %	.58
2. Inflation %	4.42
3. Population converted to a ratio	1.0058
4. Inflation converted to a ratio	<u>1.0442</u>

Total Adjustment Factor (=3 x 4)	<u><u>1.05026</u></u>
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FY 2008 Appropriations Limit (\$63,834,075 x 1.05026)	<u><u>\$67,042,376</u></u>
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Budget Graphics and Summaries Overview

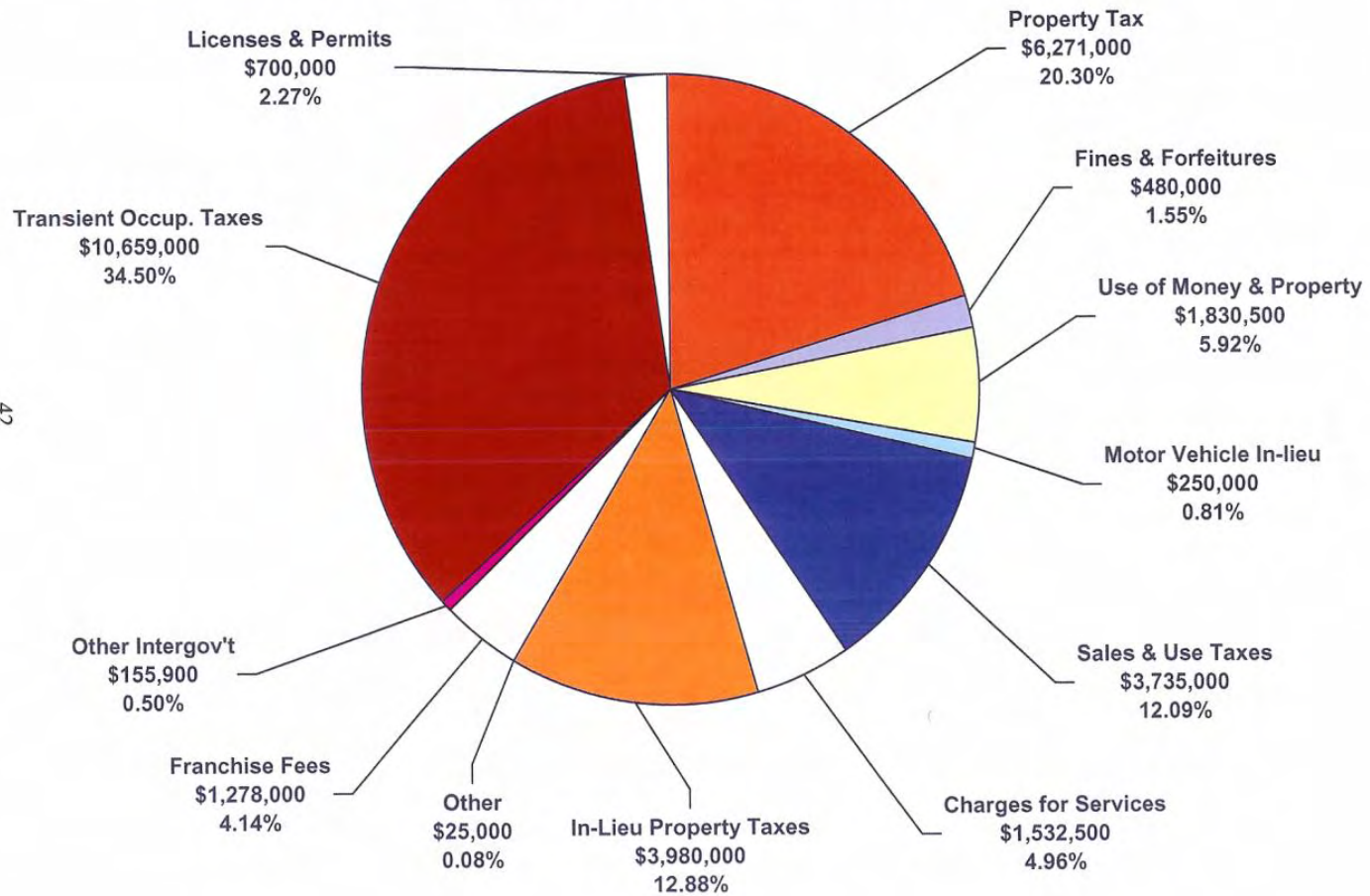
The budget graphics and summaries section includes a breakdown of revenues and expenditures by funds including General Fund specifics and City totals. The overviews include comparative information for fiscal years 2005 through 2009

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

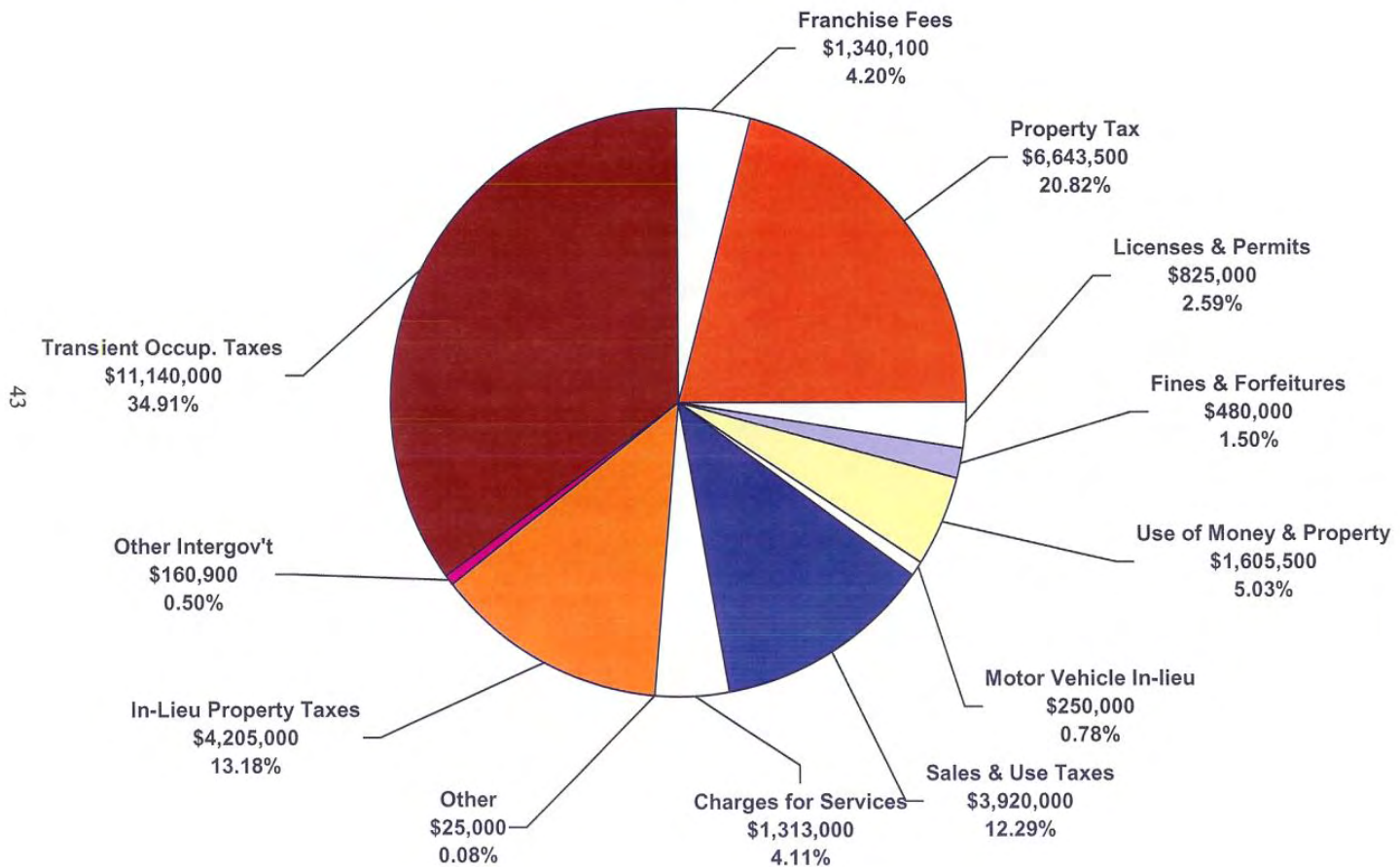
GENERAL FUND REVENUES - FISCAL YEAR 2008

TOTAL REVENUES - \$30,896,900



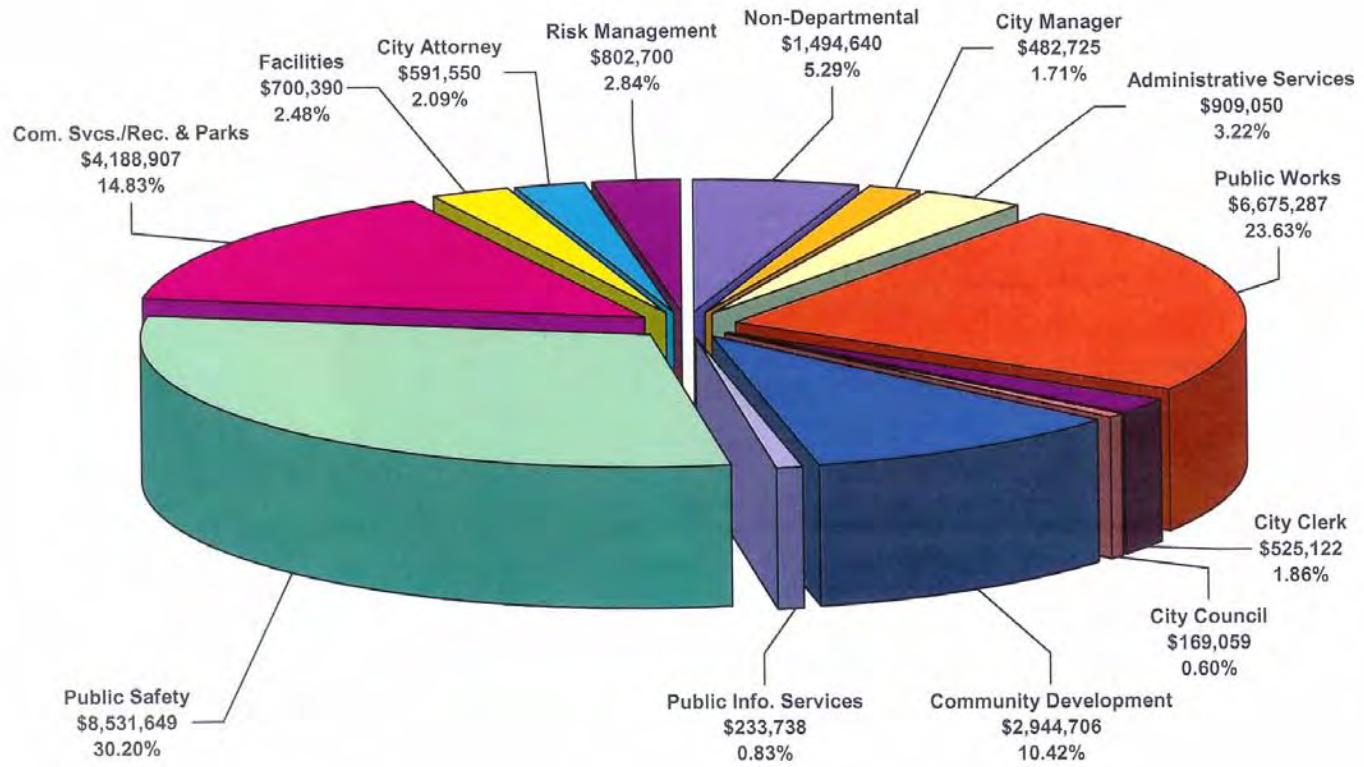
GENERAL FUND REVENUES - FISCAL YEAR 2009

TOTAL REVENUES - \$31,908,000



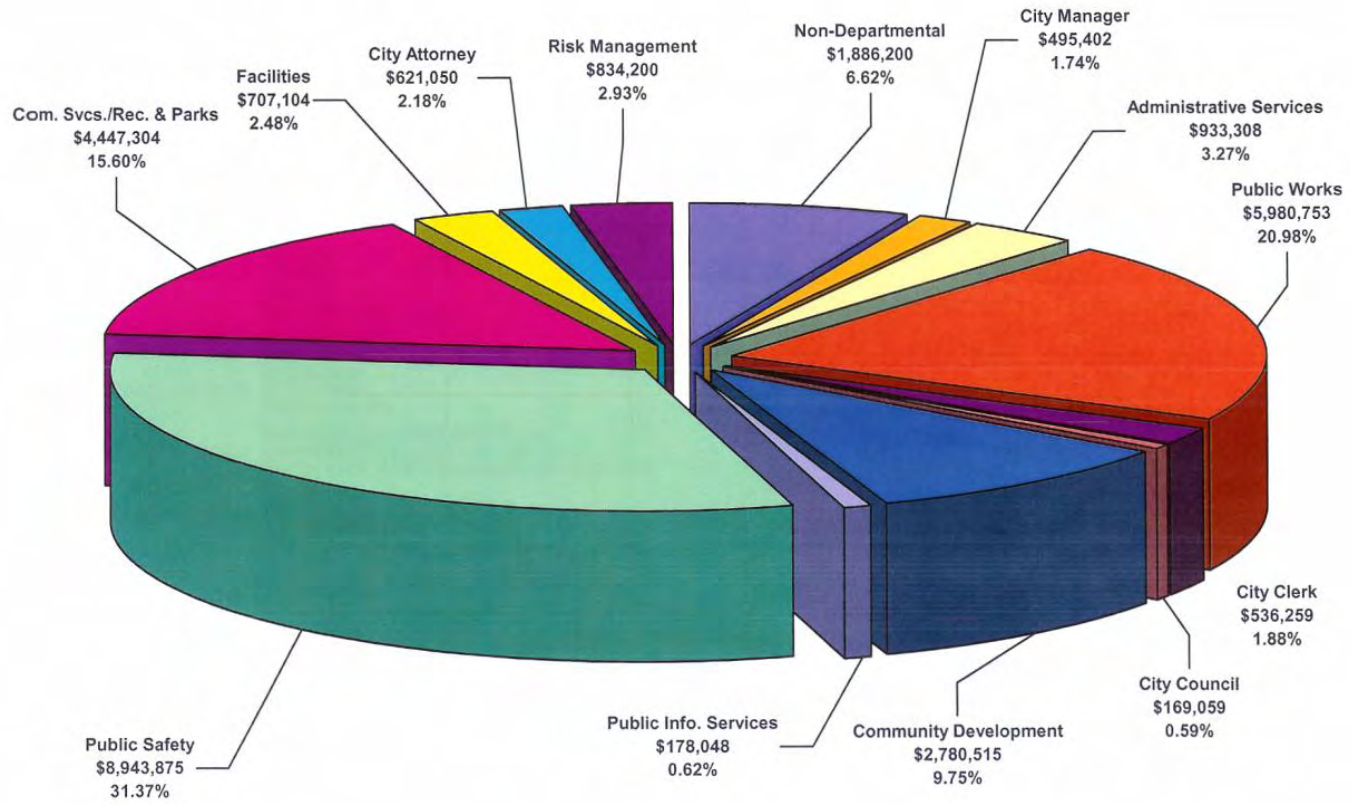
General Fund Expenditures - Fiscal Year 2008

Total Expenditures - \$28,249,524



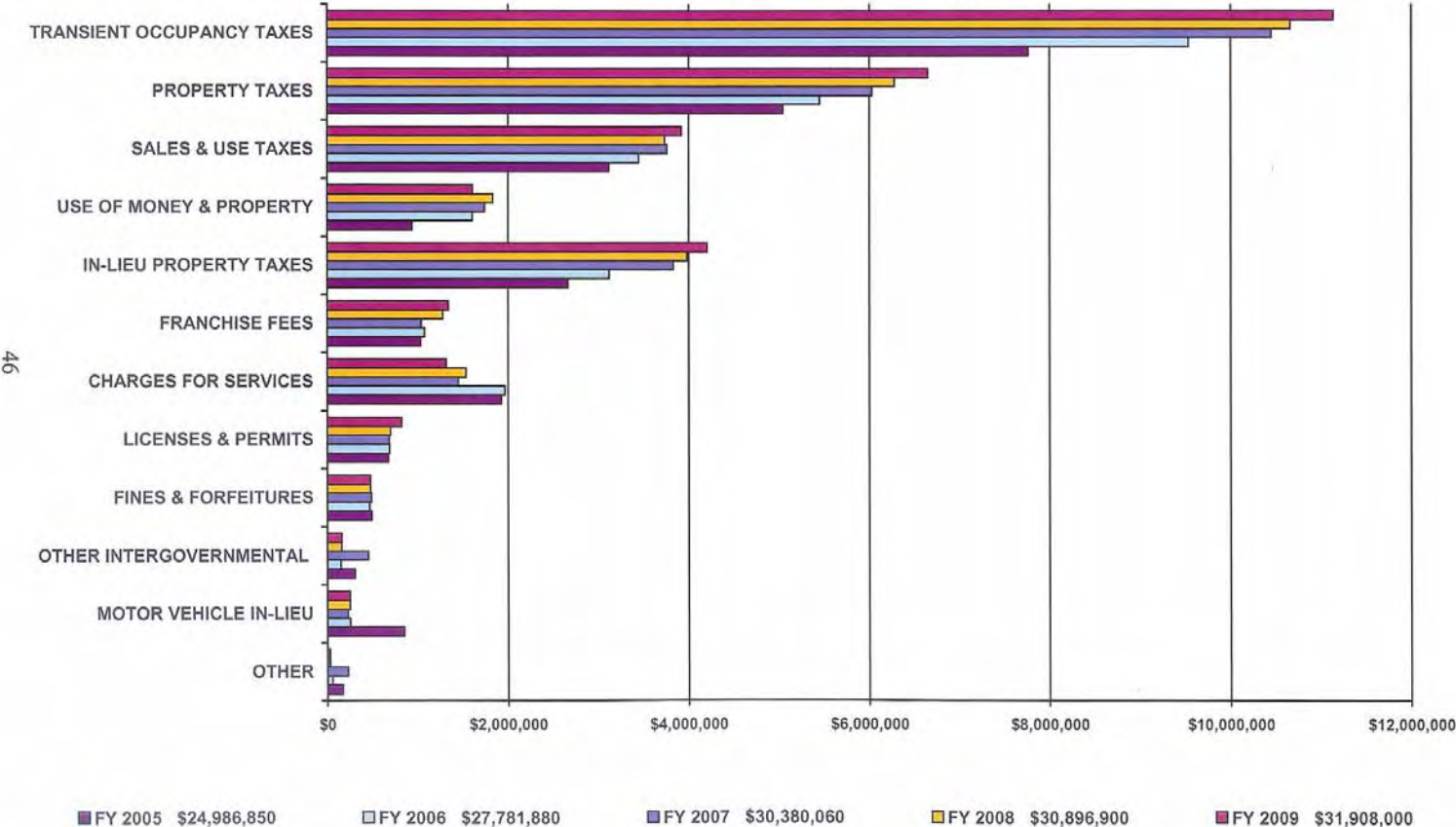
General Fund Expenditures - Fiscal Year 2009

Total Expenditures - \$28,513,077



General Fund Revenue Comparison

FY 2005 THROUGH FY 2009

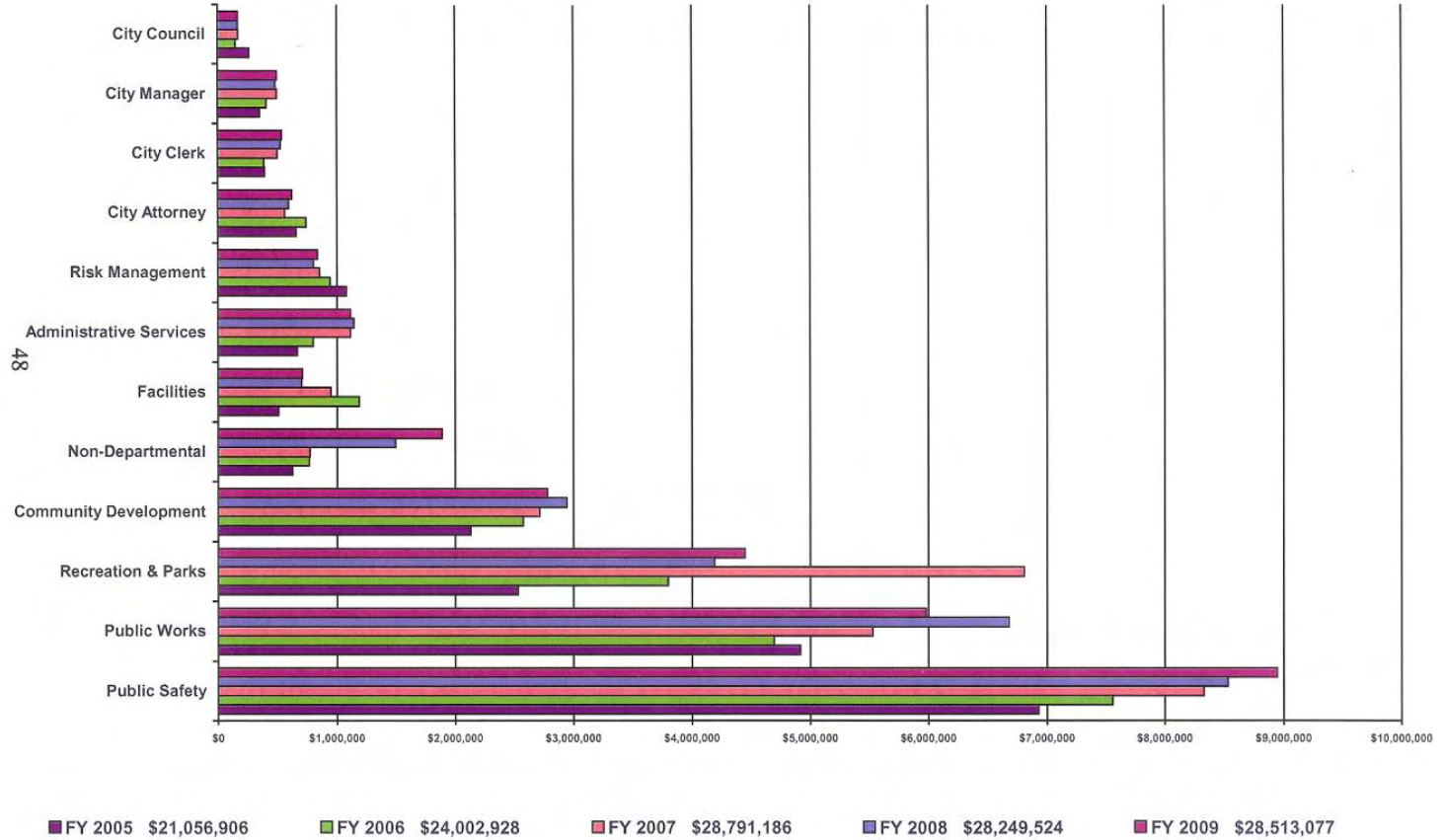


CITY OF DANA POINT
GENERAL FUND REVENUE COMPARISON - BY SOURCE
Fiscal Years 2005 Through 2009

	FY2005 Actual	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
TAXES & FRANCHISES					
Property Taxes	4,471,271	4,956,908	5,417,000	5,742,000	6,086,000
Franchise Fees	1,034,037	1,076,105	1,040,000	1,278,000	1,340,100
Property Transfer Taxes	524,807	440,556	558,000	477,000	505,500
In-lieu Property Taxes	2,665,122	3,119,145	3,830,000	3,980,000	4,205,000
Transient Occupancy Taxes	7,763,404	9,532,913	10,450,000	10,659,000	11,140,000
Sales & Use Taxes	3,116,789	3,447,432	3,760,000	3,735,000	3,920,000
Homeowner Property Tax Relief	52,724	52,358	52,000	52,000	52,000
LICENSES & PERMITS					
Engineering Permits	53,494	61,214	61,000	50,000	55,000
Planning Permits	110,892	88,515	114,000	150,000	170,000
Building Permits	512,575	541,099	509,650	500,000	600,000
FINES & FORFEITURES					
Fines & Forfeitures	488,280	461,288	480,000	470,000	470,000
Penalties, Interest & Restitution	3,817	7,094	10,000	10,000	10,000
USE OF MONEY & PROPERTY					
Rental of Property	30,537	24,425	32,000	32,000	32,000
City Plaza Rent	90,613	147,447	162,000	169,000	169,000
Investment Interest	819,103	1,432,854	1,546,500	1,629,500	1,404,500
INTERGOVERNMENTAL					
Off Road Vehicle In-Lieu	1,256	1,383	900	900	900
Motor Vehicle In-Lieu	851,073	253,405	227,000	250,000	250,000
Narcotics Forfeiture	0	0	0	0	0
State/Local Fiscal Relief	0	0	0	0	0
Intergovernmental Cost Reimbursements	42,416	8,968	305,816	0	0
Nuclear Power Program	261,767	138,625	145,000	155,000	160,000
CHARGES FOR SERVICES					
Engineering Fees	132,273	103,856	121,200	150,000	160,000
Engineering Review Fees	0	0	0	0	0
Planning Fees	37,679	54,409	51,000	52,000	60,000
Building Fees	392,261	322,497	317,000	330,000	380,000
Recreation Classes & Activities	190,009	199,685	211,300	225,800	234,300
Solid Waste Administration Fee	28,757	28,406	27,000	30,700	30,700
Development Impact Fees	17,333	116,695	30,000	10,000	10,000
Reimbursed Expenses	1,121,101	1,108,020	692,067	733,000	437,000
Planning Appeals	2,824	500	1,000	1,000	1,000
OTHER					
Abandoned Vehicle Abatement Program	47,906	32,042	40,000	0	0
Beverage Container Recycling	10,059	9,984	10,000	10,000	10,000
Litigation Settlements	110,000	0	163,627	0	0
Miscellaneous Revenue	2,671	14,052	15,000	15,000	15,000
GENERAL FUND TOTAL	\$24,986,850	\$27,781,880	\$30,380,060	\$30,896,900	\$31,908,000

General Fund Expenditure Comparison

FY 2005 THROUGH FY 2009

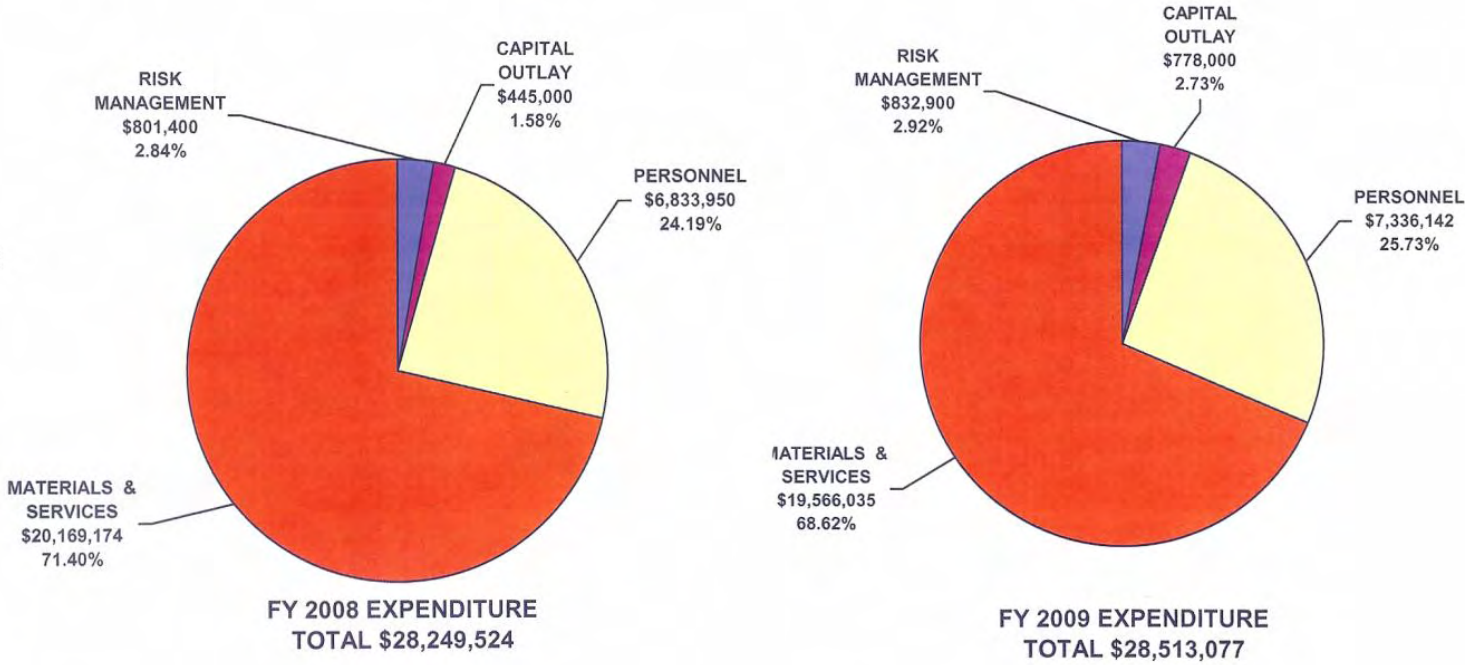


CITY OF DANA POINT
GENERAL FUND EXPENDITURE COMPARISON BY DEPARTMENT
Fiscal Years 2005 Through 2009

	FY2005	FY2006	FY2007	FY2008	FY2009		FY2005	FY2006	FY2007	FY2008	FY2009
	Actual	Actual	Budget	Budget	Budget		Actual	Actual	Budget	Budget	Budget
CITY COUNCIL						PUBLIC SAFETY					
Personnel	\$79,238	\$64,532	\$53,960	\$47,559	\$47,559	Personnel	\$104,378	\$113,282	\$179,946	172,749	178,725
Materials & Services	184,835	84,664	117,500	121,500	121,500	Materials & Services	6,808,488	7,340,055	8,089,001	8,358,900	8,765,150
Capital Outlay	0	0	0	0	0	Capital Outlay	15,565	103,255	60,705	0	0
Total	\$264,073	\$149,196	\$171,460	\$169,059	\$169,059	Total	\$6,928,431	\$7,556,592	\$8,329,652	\$8,531,649	\$8,943,875
CITY MANAGER						CITY ATTORNEY					
Personnel	\$322,854	\$362,018	\$345,412	\$358,875	\$371,552	Personnel	\$0	\$0	\$0	0	0
Materials & Services	30,166	46,753	150,292	123,850	123,850	Materials & Services	656,412	739,755	561,744	591,550	621,050
Capital Outlay	0	0	0	0	0	Capital Outlay	0	0	0	0	0
Total	\$353,020	\$408,771	\$495,704	\$482,725	\$495,402	Total	\$656,412	\$739,755	\$561,744	\$591,550	\$621,050
ADMINISTRATIVE SERVICES						RECREATION & PARKS					
Personnel	\$586,882	\$634,522	\$710,571	\$775,030	\$804,538	Personnel	\$446,538	\$573,405	\$636,165	751,773	864,264
Materials & Services	78,409	165,188	402,534	367,758	306,818	Materials & Services	1,545,691	2,661,438	3,113,306	3,437,134	3,558,040
Capital Outlay	0	0	0	0	0	Debt Service	519,713	520,650	3,019,869	0	0
Total	\$665,291	\$799,710	\$1,113,105	\$1,142,788	\$1,111,356	Capital Outlay	22,037	42,743	35,010	0	25,000
CITY CLERK						RISK MANAGEMENT					
Personnel	\$296,187	\$326,638	\$340,907	\$386,557	\$405,119	Personnel	\$0	\$0	\$0	0	0
Materials & Services	97,102	61,591	159,390	138,565	131,140	Materials & Services	483	0	1,300	1,300	1,300
Capital Outlay	0	0	0	0	0	Risk Management	1,080,172	942,210	852,193	801,400	832,900
Total	\$393,289	\$388,229	\$500,297	\$525,122	\$536,259	Total	\$1,080,655	\$942,210	\$853,493	\$802,700	\$834,200
COMMUNITY DEVELOPMENT						FACILITIES					
Personnel	\$947,325	\$1,044,591	\$1,624,653	\$2,242,631	\$2,377,259	Personnel	\$5,627	\$112,381	\$137,562	130,990	136,404
Materials & Services	1,184,830	1,520,360	1,091,537	622,075	403,256	Materials & Services	386,976	512,800	492,523	444,400	445,700
Capital Outlay	0	11,994	0	80,000	0	Capital Outlay	116,513	561,004	317,424	125,000	125,000
Total	\$2,132,155	\$2,576,945	\$2,716,190	\$2,944,706	\$2,780,515	Total	\$509,116	\$1,186,185	\$947,509	\$700,390	\$707,104
PUBLIC WORKS						NON-DEPARTMENTAL					
Personnel	\$566,472	\$950,654	\$1,138,653	\$1,967,786	\$2,150,722	Personnel	\$0	\$0	\$0	0	0
Materials & Services	4,328,271	3,692,483	4,387,515	4,632,502	3,830,031	Materials & Services	623,636	763,400	770,188	1,329,640	1,258,200
Capital Outlay	22,106	50,562	1,326	75,000	0	Capital Outlay	0	0	0	165,000	628,000
Total	\$4,916,849	\$4,693,699	\$5,527,494	\$6,675,288	\$5,980,753	Total	\$623,636	\$763,400	\$770,188	\$1,494,640	\$1,886,200
TOTAL							\$21,056,906	\$24,002,928	\$28,791,186	\$28,249,524	\$28,513,077

GENERAL FUND – OPERATING EXPENDITURES BY TYPE FY 2008 & 2009

50

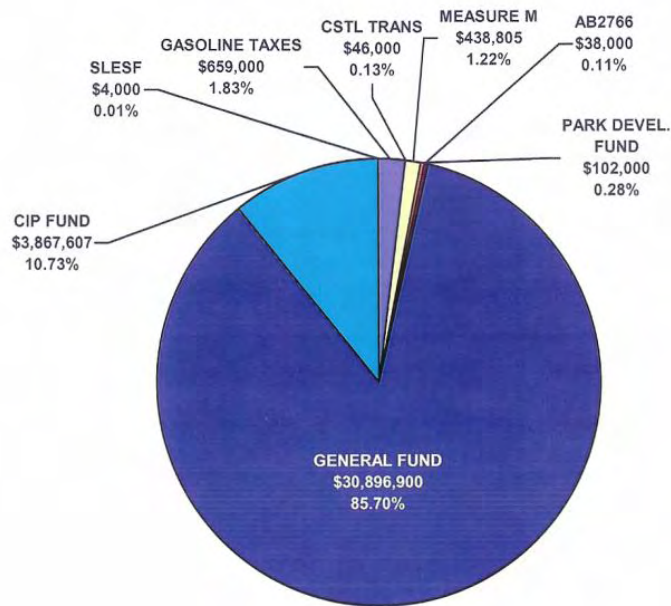


CITY OF DANA POINT
GENERAL FUND TOTAL SOURCES & ALLOCATION COMPARISON
Fiscal Years 2005 Through 2009

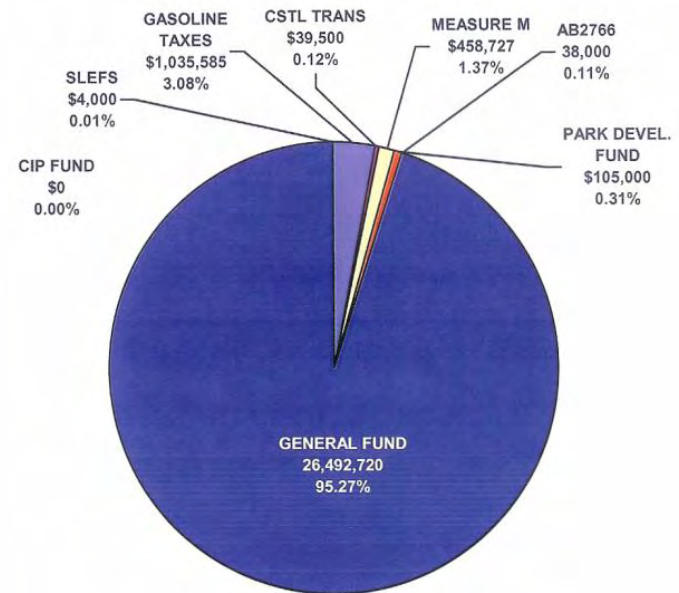
REVENUES & SOURCES	FY2005 Actual	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
General Fund - Revenue	\$24,986,850	\$27,781,880	\$30,380,060	\$30,896,900	\$31,908,000
Transfer In - from Gas Tax Fund	681,944	669,452	659,000	659,000	659,000
TOTAL REVENUES & SOURCES	\$25,668,794	\$28,451,332	\$31,039,060	\$31,555,900	\$32,567,000
EXPENDITURES & USES					
General Fund - Operating Expenditures	\$24,986,850	\$24,002,928	\$28,791,186	\$28,249,524	\$28,513,077
Transfer Out - to Capital Improvement Fund	6,841,936	1,500,000	2,559,127	673,419	1,891,225
Transfer Out - to Facilities Improvement Fund	0	754,500	260,000	575,000	525,000
Transfer Out - to Local Law Enf. Block Grant Fund	0	0	0	0	0
TOTAL EXPENDITURES & USES	\$31,828,786	\$26,257,428	\$31,610,313	\$29,497,943	\$30,929,302
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(\$6,159,992)	\$2,193,904	(\$571,253)	\$2,057,957	\$1,637,698

TOTAL REVENUES (ALL SOURCES) – BY FUND FY 2008 & 2009

52



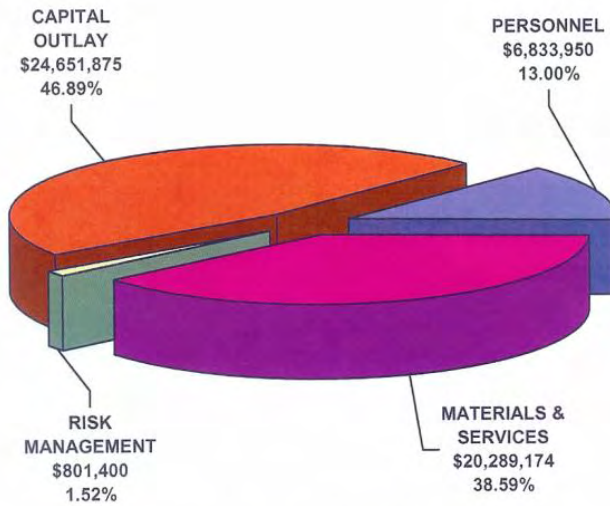
**FY 2008 REVENUES
TOTAL \$36,052,312**



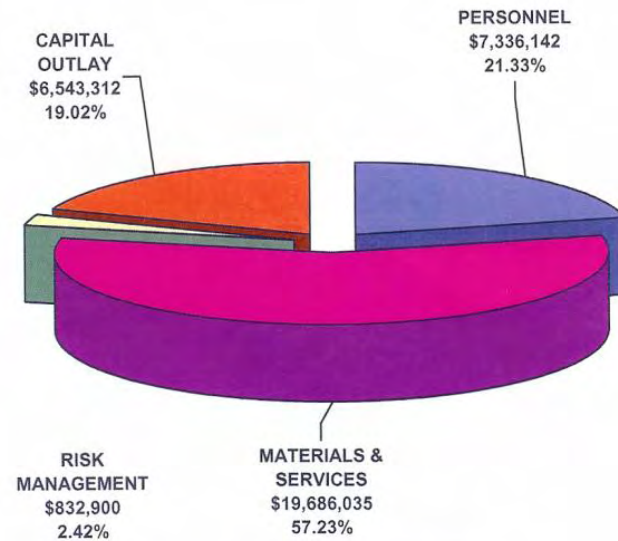
**FY 2009 REVENUES
TOTAL \$33,588,812**

TOTAL EXPENDITURES (BY TYPE) – ALL FUNDS FY 2008 & 2009

53

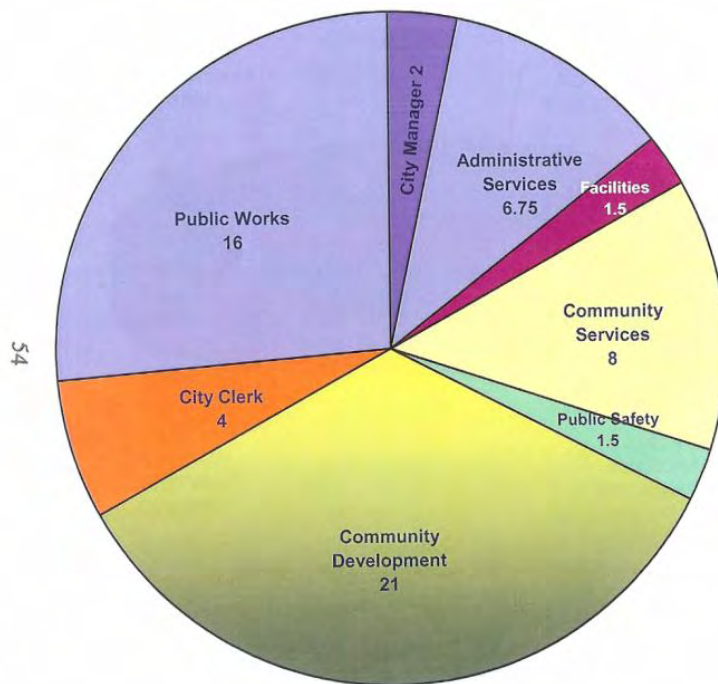


**FY 2008 EXPENDITURE
TOTAL \$52,576,399**

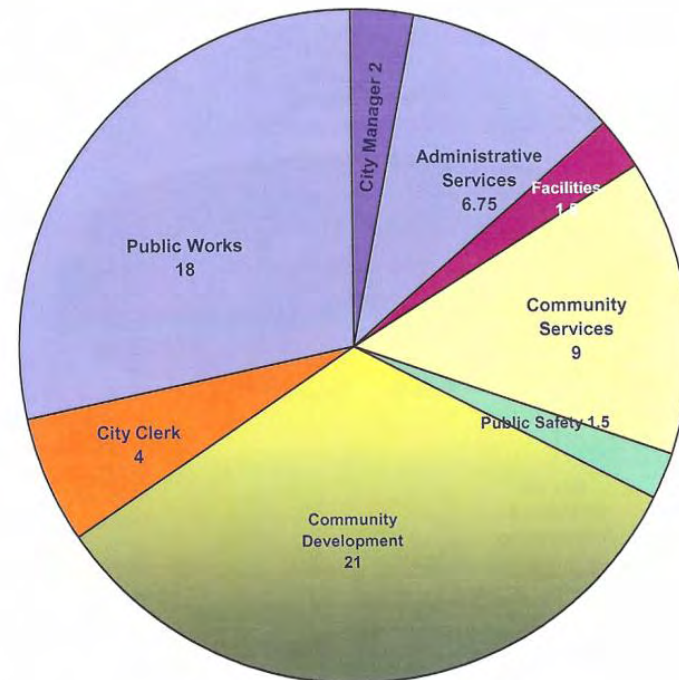


**FY 2009 EXPENDITURE
TOTAL \$34,398,389**

AUTHORIZED FULL-TIME POSITIONS – SUMMARY BY DEPARTMENT FY 2008 & 2009



**FISCAL YEAR 2008
TOTAL 60.75**



**FISCAL YEAR 2009
TOTAL 63.75**

CITY OF DANA POINT
PERSONNEL CLASSIFICATIONS - FISCAL YEARS 2008 & 2009

<u>TITLE</u>	<u>SALARY RANGE</u>	AUTHORIZED FULL-	AUTHORIZED FULL-
		TIME POSITIONS	TIME POSITIONS
		<u>FY2008</u>	<u>FY2009</u>
Accounting Technician	\$3392 - \$4409	1	1
Accounting/Data Processing Manager	\$7590 - \$9867	1	1
Administrative Aide	\$3200 - \$4163	1	1
Administrative Secretary	\$3200 - \$4163	4	4
Associate Engineer	\$5503 - \$7153	0	1
Associate Planner	\$4497 - \$5846	2	2
Building Official	\$7590 - \$9867	1	1
Building/Facilities Maintenance Worker III	\$3427 - \$4451	1	1
Chief Building Inspector	\$5366 - \$7666	1	1
City Architect/Planning Manager	\$7590 - \$9867	1	1
City Clerk	\$6915 - \$8512	1	1
City Clerk Specialist	\$3084 - \$4405	1	1
City Engineer	\$7590 - \$9867	1	1
City Manager	Negotiated by City Council	1	1
Code Enforcement Officer	\$3843 - \$5001	3	3
Deputy City Clerk	\$3824 - \$5462	1	1
Director of Administrative Services	\$9162 - \$12,250	1	1
Director of Community Development	\$8620 - \$12,250	1	1
Director of Community Services & Parks	\$9162 - \$12,250	1	1
Director of Public Works & Engineering Services	\$9162 - \$12,250	1	1
Economic Development Manager	\$7590 - \$9867	1	1
Emergency and Support Services Manager	\$7590 - \$9867	1	1
Emergency Services Coordinator	\$4572 - \$5944	1	1
Engineering Technician III	\$4371 - \$5683	2	2
Executive Secretary	\$4052 - \$5462	1	1
Management Analyst	\$4572 - \$5944	3	3
Parks Coordinator	\$3200 - \$4163	0	1
Parks Maintenance Worker III	\$3427 - \$4451	1	1
Parks Manager	\$6218 - \$8078	1	1
Parks Supervisor	\$3843 - \$5001	1	1
Permit Technician	\$3158 - \$4107	1	1
Personnel Analyst	\$4572 - \$5944	0.75	0.75
Principal Civil Engineer	\$6354 - \$9077	1	1
Recreation Coordinator	\$3200 - \$4163	1	1
Recreation Supervisor	\$3522 - \$4582	1	1
Secretary	\$2883 - \$3747	3	4
Senior Building Inspector	\$4327 - \$6182	2	2
Senior Civil Engineer	\$6521 - \$8483	6	6
Senior Construction Inspector	\$4327 - \$6182	1	1
Senior Management Analyst	\$5257 - \$6836	1	1
Senior Permit Technician	\$3291 - \$4702	1	1
Senior Planner	\$5578 - \$7250	3	3
Senior Structural Engineer	\$6521 - \$8483	1	1
Street Manager/Public Works Inspector	\$6218 - \$8078	1	1
Account Clerk	HOURLY: \$16.31 - \$21.19	-	-
Administrative Intern	HOURLY: \$ 9.73 - \$12.66	-	-
Public Works Intern	HOURLY: \$10.48 - \$13.63	-	-
Records Assistant	HOURLY: \$14.33 - \$20.48	-	-
Recreation Leader	HOURLY: \$ 8.68 - \$11.28	-	-
Secretary	HOURLY: \$16.63 - \$21.62	-	-
Staff Aide	HOURLY: \$ 9.73 - \$12.66	-	-
TOTAL FULL-TIME		60.75	63.75

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.
- Real Property Held for Resale corresponds to the City's 50% interest in the residence occupied by the City Manager under a housing assistance agreement.
- 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.
- 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 contracted road maintenance.

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:

Funds 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 are accounted for in this fund.

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.

CITY OF DANA POINT
FISCAL YEAR 2008 BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS

	General	Gas Tax	Cstl Trans	Measure M	Park Dev	AB2766	SLESE	Facil Impv	CIP	Total
EST. FUND BALANCE, 6-30-07	\$15,748,779	\$64,525	\$1,081,318	\$74,909	\$2,831,913	\$21,000	\$123,479	\$68	\$23,783,830	\$43,729,821
REVENUES & TRANSFERS-IN										
REVENUES:										
Taxes & Franchises	25,923,000	659,000		438,805						27,020,805
Licenses & Permits	700,000									700,000
Fines & Forfeitures	480,000									480,000
Use of Money & Property	1,830,500		45,000		2,000	0	4,000			1,881,500
Intergovernmental	405,900	0	1,000			38,000			3,867,607	4,312,507
Charges for Services	1,532,500									1,532,500
Other	25,000				100,000				0	125,000
Sub-total Revenues	30,896,900	659,000	46,000	438,805	102,000	38,000	4,000		3,867,607	36,052,312
TRANSFERS-IN:										
from Gas Tax Fund	659,000								0	659,000
from Park Development Fund									2,831,913	2,831,913
from CIP Fund										0
from General Fund								575,000	673,419	1,248,419
from AB2766 Fund										0
from Measure M Fund									438,805	438,805
Sub-total Transfers-in	659,000	0	0	0	0	0	0	575,000	3,944,137	5,178,137
TOTAL REVENUES & TRANSFERS-IN	\$31,555,900	\$659,000	\$46,000	\$438,805	\$102,000	\$38,000	\$4,000	\$575,000	\$7,811,744	\$41,230,449
EXPENDITURES & TRANSFERS-OUT										
EXPENDITURES:										
Personnel	6,833,950									6,833,950
Materials & Services	20,169,174		120,000			0				20,289,174
Risk Management	801,400									801,400
Capital Outlay	445,000							575,000	23,631,875	24,651,875
Sub-total Operating Expenditures	28,249,524	0	120,000	0	0	0	0	575,000	23,631,875	52,576,399
TRANSFERS-OUT:										
to CIP Fund	673,419	0		438,805	2,831,913					3,944,137
to Facility Improvement Fund	575,000									575,000
to General Fund		659,000								659,000
Sub-total Operating Transfers-out	1,248,419	659,000	0	438,805	2,831,913	0	0	0	0	5,178,137
TOTAL EXPEND & TRANSFERS OUT	\$29,497,943	\$659,000	\$120,000	\$438,805	\$2,831,913	\$0	\$0	\$575,000	\$23,631,875	\$57,754,536
YEAR-END FUND BALANCE SUMMARY:										
Reserved:										
Real Property Held for Resale	268,726									268,726
Total Reserved Fund Balance	268,726	0	0	0	0	0	0	0	0	268,726
Unreserved - Designated:										
Cash Flow	3,090,000									3,090,000
Capital Projects Sinking Fund	2,857,000									2,857,000
Emergencies	6,179,000									6,179,000
Open Space Acquisition								1,227,463		1,227,463
FDIF Transportation								0		0
Utility Undergrounding								1,375,000		1,375,000
Pacific Coast Highway Remediation								3,000,000		3,000,000
Priority I Project								125,000		125,000
Art in Public Places	105,796									105,796
Sea Terrace Park Development					0					0
Potential State Budget Impacts	1,011,500									1,011,500
Future Years' Expenditures	4,294,714	64,525	1,007,318	74,909	102,000	59,000	127,479	68	2,236,236	7,966,249
Total Unreserved Fund Balance	17,538,010	64,525	1,007,318	74,909	102,000	59,000	127,479	68	7,963,699	26,937,008
TOTAL FUND BALANCE, 6-30-2008	\$17,806,736	\$64,525	\$1,007,318	\$74,909	\$102,000	\$59,000	\$127,479	\$68	\$7,963,699	27,205,734

CITY OF DANA POINT
FISCAL YEAR 2009 BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS

	General	Gas Tax	Cstl Trans	Measure M	Park Dev	AB2766	SLESE	Facil Impv	CIP	Total
PROJECTED FUND BALANCE, 6-30-2008	\$17,806,736	\$64,525	\$1,007,318	\$74,909	\$102,000	\$59,000	\$127,479	\$68	\$7,963,699	\$27,205,734
REVENUES & TRANSFERS-IN										
REVENUES:										
Taxes & Franchises	27,248,600	659,000		458,727						28,366,327
Licenses & Permits	825,000									825,000
Fines & Forfeitures	480,000									480,000
Use of Money & Property	1,605,500		38,500		5,000	0	4,000			1,653,000
Intergovernmental	410,900	376,585	1,000			38,000			0	826,485
Charges for Services	1,313,000									1,313,000
Other	25,000				100,000					125,000
Sub-total Revenues	31,908,000	1,035,585	39,500	458,727	105,000	38,000	4,000		0	33,588,812
TRANSFERS-IN:										
from Gas Tax Fund	659,000								376,585	1,035,585
from Park Development Fund										0
from General Fund								525,000	1,891,225	2,416,225
from AB2766 Fund										0
from Measure M Fund									458,727	458,727
Sub-total Transfers-in	659,000	0	0	0	0	0	0	525,000	2,726,537	3,910,537
TOTAL REVENUES & TRANSFERS-IN	\$32,567,000	\$1,035,585	\$39,500	\$458,727	\$105,000	\$38,000	\$4,000	\$525,000	\$2,726,537	\$37,499,349
EXPENDITURES & TRANSFER-OUT										
EXPENDITURES:										
Personnel	7,336,142									7,336,142
Materials & Services	19,566,035		120,000			0				19,686,035
Risk Management	832,900									832,900
Capital Outlay	778,000							525,000	5,240,312	6,543,312
Sub-total Expenditures	28,513,077	0	120,000	0	0	0	0	525,000	5,240,312	34,398,389
TRANSFERS-OUT:										
to CIP Fund	1,891,225	376,585		458,727	0					2,726,537
to Facility Improvement Fund	525,000									525,000
to General Fund		659,000								659,000
Sub-total Operating Transfers-out	2,416,225	1,035,585	0	458,727	0	0	0	0	0	3,910,537
TOTAL EXPEND & TRANSFERS OUT	\$30,929,302	\$1,035,585	\$120,000	\$458,727	\$0	\$0	\$0	\$525,000	\$5,240,312	\$38,308,926
YEAR-END FUND BALANCE SUMMARY:										
Reserved:										
Real Property Held for Resale	268,726									268,726
Total Reserved Fund Balance	268,726	0	0	0	0	0	0	0	0	268,726
Unreserved - Designated:										
Cash Flow	3,191,000									3,191,000
Capital Projects Sinking Fund	3,169,000									3,169,000
Emergencies	6,382,000									6,382,000
Open Space Acquisition								1,227,463		1,227,463
FDIF Transportation								0		0
Utility Undergrounding								0		0
Pacific Coast Highway Remediation								3,000,000		3,000,000
Priority 1 Project								295,000		295,000
Art in Public Places	105,796									105,796
Sea Terrace Park Development					0					0
Potential State Budget Impacts	2,033,000									2,033,000
Future Years' Expenditures	4,294,912	64,525	926,818	74,909	207,000	97,000	131,479	68	927,461	6,724,172
Total Unreserved Fund Balance	19,175,708	64,525	926,818	74,909	207,000	97,000	131,479	68	5,449,924	26,127,431
TOTAL FUND BALANCE, 6-30-2009	\$19,444,434	\$64,525	\$926,818	\$74,909	\$207,000	\$97,000	\$131,479	\$68	\$5,449,924	26,396,157

CHANGES IN FUND BALANCE

GENERAL FUND	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
Revenues	\$27,781,880	\$30,380,060	\$30,896,900	\$31,908,000
Expenditures	24,002,928	28,791,186	28,249,524	28,513,077
Other Sources (Uses)				
Operating Transfers In	669,452	659,000	659,000	659,000
Operating Transfers Out	(2,254,500)	(2,819,127)	(1,248,419)	(2,416,225)
Total Other Sources (Uses)	(1,585,048)	(2,160,127)	(589,419)	(1,757,225)
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>2,193,904</u>	<u>(571,253)</u>	<u>2,057,957</u>	<u>1,637,698</u>
Fund Balance, Beginning of Year	14,126,128	16,320,032	15,748,779	17,806,736
Fund Balance, End of Year	<u>\$16,320,032</u>	<u>\$15,748,779</u>	<u>\$17,806,736</u>	<u>\$19,444,434</u>
Reserved:				
Encumbrance Reserve	\$327,679	\$0	\$0	\$0
Prepaid Expenditure Reserve	103,460	0	0	0
Real Property Held for Resale	264,160	264,160	268,726	268,726
Capital Lease Repayment Reserve	3,019,709	0	0	0
Unreserved:				
Designated for Cash Flow	1,500,000	2,860,000	3,090,000	3,191,000
Designated for Capital Proj. Sinking Fund	66,685	2,500,000	2,857,000	3,169,000
Designated for Emergencies	2,000,000	5,720,000	6,179,000	6,382,000
Designated for Potential State Bud. Impact	0	0	1,011,500	2,033,000
Designated for Art in Public Places	115,111	105,796	105,796	105,796
Designated for Future Years' Expenditures	8,923,228	4,298,823	4,294,714	4,294,912
Total Fund Balance	<u>\$16,320,032</u>	<u>\$15,748,779</u>	<u>\$17,806,736</u>	<u>\$19,444,434</u>

CHANGES IN FUND BALANCE

GASOLINE TAX FUND	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
Revenues	\$669,864	\$659,000	\$659,000	\$659,000
Other Sources (Uses)				
Operating Transfers Out	(669,452)	(659,000)	(659,000)	(659,000)
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	412	0	0	0
Fund Balance, Beginning of Year	64,113	64,525	64,525	64,525
Fund Balance, End of Year	<u>\$64,525</u>	<u>\$64,525</u>	<u>\$64,525</u>	<u>\$64,525</u>
Unreserved:				
Designated for Future Years' Expenditures	64,525	64,525	64,525	64,525
Total Fund Balance	<u>\$64,525</u>	<u>\$64,525</u>	<u>\$64,525</u>	<u>\$64,525</u>

CHANGES IN FUND BALANCE

MEASURE M FUND	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
Revenues	\$406,978	\$429,261	\$429,261	\$429,261
Other Sources (Uses)				
Operating Transfers Out	(401,488)	(429,261)	(429,261)	(429,261)
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	5,490	0	0	0
Fund Balance, Beginning of Year	69,419	74,909	74,909	74,909
Fund Balance, End of Year	<u>\$74,909</u>	<u>\$74,909</u>	<u>\$74,909</u>	<u>\$74,909</u>

CHANGES IN FUND BALANCE

PARK DEVELOPMENT FUND	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
Revenues	\$246,300	\$184,000	\$102,000	\$105,000
Expenditures	2,294	0	0	0
Other Sources (Uses)				
Operating Transfers Out	0	0	(2,831,913)	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>244,006</u>	<u>184,000</u>	<u>(2,729,913)</u>	<u>105,000</u>
Fund Balance, Beginning of Year	2,403,907	2,647,913	2,831,913	102,000
Fund Balance, End of Year	<u>\$2,647,913</u>	<u>\$2,831,913</u>	<u>\$102,000</u>	<u>\$207,000</u>
Reserved:				
Sea Terrace Park Development	\$1,424,364	\$1,474,217	\$0	\$0
Designated for Future Years' Expenditures	1,223,549	1,357,696	102,000	207,000
Total Fund Balance	<u>\$2,647,913</u>	<u>\$2,831,913</u>	<u>\$102,000</u>	<u>\$207,000</u>

CHANGES IN FUND BALANCE

AB2766 FUND	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
Revenues	\$48,475	\$41,000	\$38,000	\$38,000
Expenditures	79,500	20,000	0	0
Other Sources (Uses)				
Operating Transfers Out	(123,511)	0	0	0
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(154,536)</u>	<u>21,000</u>	<u>38,000</u>	<u>38,000</u>
Fund Balance, Beginning of Year	154,536	0	21,000	59,000
Fund Balance, End of Year	<u><u>\$0</u></u>	<u><u>\$21,000</u></u>	<u><u>\$59,000</u></u>	<u><u>\$97,000</u></u>
Reserved:				
Mobile Source Air Pollution Reduction	0	21,000	59,000	97,000
Total Fund Balance	<u><u>\$0</u></u>	<u><u>\$21,000</u></u>	<u><u>\$59,000</u></u>	<u><u>\$97,000</u></u>

CHANGES IN FUND BALANCE

SUPP. LAW ENFORCE. SERVICES FUND	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
Revenues	\$104,744	\$100,500	\$4,000	\$4,000
Expenditures	90,747	100,000	0	0
Other Sources (Uses)				
Operating Transfers Out	0	0	0	0
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>13,997</u>	<u>500</u>	<u>4,000</u>	<u>4,000</u>
Fund Balance, Beginning of Year	108,982	122,979	123,479	127,479
Fund Balance, End of Year	<u>\$122,979</u>	<u>\$123,479</u>	<u>\$127,479</u>	<u>\$131,479</u>
Unreserved:				
Designated for Future Years' Expenditures	122,979	123,479	127,479	131,479
Total Fund Balance	<u>\$122,979</u>	<u>\$123,479</u>	<u>\$127,479</u>	<u>\$131,479</u>

CHANGES IN FUND BALANCE

CAPITAL IMPROVEMENTS FUND	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
Revenues	\$6,887,933	\$5,400,607	\$3,867,607	\$0
Expenditures	12,682,648	8,792,584	23,631,875	5,240,312
Other Sources (Uses)				
Operating Transfers In	2,024,999	2,988,388	3,944,137	2,726,537
Operating Transfers Out	(788,700)	0	0	0
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	(4,558,416)	(403,589)	(15,820,131)	(2,513,775)
Fund Balance, Beginning of Year	28,745,835	24,187,419	23,783,830	7,963,699
Fund Balance, End of Year	<u>\$24,187,419</u>	<u>\$23,783,830</u>	<u>\$7,963,699</u>	<u>\$5,449,924</u>
Reserved:				
Encumbrance Reserve	\$5,225,090	\$0	\$0	\$0
Designated for Utility Undergrounding	3,375,000	3,375,000	1,375,000	0
Designated for FDIF Transp. Impvmnts.	862,436	862,436	0	0
Designated for Open Space Acquisition	1,440,000	1,440,000	1,227,463	1,227,463
Priority 1 Projects	0	0	125,000	295,000
PCH Remediation	0	0	3,000,000	3,000,000
Undesignated & Carryover	13,284,893	18,106,394	2,236,236	927,461
Total Fund Balance	<u>\$24,187,419</u>	<u>\$23,783,830</u>	<u>\$7,963,699</u>	<u>\$5,449,924</u>

CHANGES IN FUND BALANCE

FACILITIES IMPROVEMENT FUND	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
Revenues	\$0	\$0	\$0	\$0
Expenditures	168,132	1,635,000	575,000	525,000
Other Sources (Uses)				
Operating Transfers In	1,543,200	260,000	575,000	525,000
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>1,375,068</u>	<u>(1,375,000)</u>	<u>0</u>	<u>0</u>
Fund Balance, Beginning of Year	0	1,375,068	68	68
Fund Balance, End of Year	<u><u>\$1,375,068</u></u>	<u><u>\$68</u></u>	<u><u>\$68</u></u>	<u><u>\$68</u></u>

CHANGES IN FUND BALANCE

COASTAL TRANSIT FUND	FY2006 Actual	FY2007 Budget	FY2008 Budget	FY2009 Budget
Revenues	\$39,300	\$39,500	\$46,000	\$39,500
Expenditures	0	120,000	120,000	120,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>39,300</u>	<u>(80,500)</u>	<u>(74,000)</u>	<u>(80,500)</u>
Fund Balance, Beginning of Year	1,122,518	1,161,818	1,081,318	1,007,318
Fund Balance, End of Year	<u><u>\$1,161,818</u></u>	<u><u>\$1,081,318</u></u>	<u><u>\$1,007,318</u></u>	<u><u>\$926,818</u></u>

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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)	81
City Manager	(11)	85
Administrative Services	(21)	89
Public Information Services	(22)	98
City Clerk	(31)	101
Community Development		
Planning	(41)	108
Building	(42)	114
Code Enforcement	(43)	120
Economic Development	(44)	124
Public Works		
Administration	(51)	129
Street Maintenance	(52)	134
Traffic Engineering	(53)	139
Solid Waste	(54)	144
Engineering	(56)	148
Water Quality	(57)	153
Public Safety		
Police Services	(61)	158
VIPS	(62)	162
Emergency & Support Services	(12)	165
City Attorney	(71)	171
Community Services	(81)	174
Parks	(55)	182
Facilities	(95)	188
Risk Management	(97)	194
Non-Departmental	(99)	197

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

	FY2008		FY2009		Dpt. #
	Adopted	%	Adopted	%	
REVENUES & TRANSFERS-IN:					
Taxes & Franchises	25,923,000	82.1%	27,248,600	83.7%	
Licenses & Permits	700,000	2.2%	825,000	2.5%	
Fines & Forfeitures	480,000	1.5%	480,000	1.5%	
Use of Money & Property	1,830,500	5.8%	1,605,500	4.9%	
Intergovernmental	405,900	1.3%	410,900	1.3%	
Charges for Services	1,532,500	4.9%	1,313,000	4.0%	
Other	25,000	0.1%	25,000	0.1%	
Transfers In - Other Funds	659,000	2.1%	659,000	2.0%	
Total Revenues & Transfers-in	31,555,900	100.0%	32,567,000	100.0%	
EXPENDITURES:					
City Council	169,059	0.6%	169,059	0.6%	1
City Manager	482,725	1.7%	495,402	1.7%	11
Administrative Services	909,050	3.2%	933,308	3.3%	21
Public Information Services	233,738	0.8%	178,048	0.6%	22
City Clerk	525,122	1.9%	536,259	1.9%	31
Community Development:					
Planning	1,355,786	4.8%	1,226,540	4.3%	41
Building	961,774	3.4%	931,129	3.3%	42
Code Enforcement	361,327	1.3%	338,158	1.2%	43
Economic Development	265,819	0.9%	284,688	1.0%	44
sub-total	2,944,706	10.4%	2,780,515	9.8%	
Public Works:					
Administration	328,844	1.2%	341,804	1.2%	51
Street Maintenance	2,178,425	7.7%	2,225,244	7.8%	52
Traffic Engineering	714,186	2.5%	717,236	2.5%	53
Solid Waste	85,970	0.3%	72,946	0.3%	54
Engineering	2,075,896	7.3%	1,807,026	6.3%	56
Water Quality	1,291,967	4.6%	816,497	2.9%	57
sub-total	6,675,287	23.6%	5,980,753	21.0%	
Public Safety:					
Police Services	8,255,700	29.2%	8,659,800	30.4%	61
VIPS	18,650	0.1%	18,650	0.1%	62
Emergency Services	257,299	0.9%	265,425	0.9%	12
sub-total	8,531,649	30.2%	8,943,875	31.4%	
City Attorney	591,550	2.1%	621,050	2.2%	71
Community Services	1,349,350	4.8%	1,373,722	4.8%	81
Parks	2,839,557	10.1%	3,073,582	10.8%	55
Facilities	700,390	2.5%	707,104	2.5%	95
Risk Management	802,700	2.8%	834,200	2.9%	97
Non-Departmental	1,494,640	5.3%	1,886,200	6.6%	99
Total General Fund Expenditures	28,249,524	100.0%	28,513,077	100.0%	
Excess of Operating Revenues over Expenditures:	3,306,376		4,053,923		
OPERATING TRANSFER OUT:					
To CIP - Mandates, repair & replace existing infrastructure	(673,419)		(1,150,000)		
To CIP - Priority 1 new projects	0		(741,225)		
To Facilities Improvement Fund	(575,000)		(525,000)		
RESERVES:					
Increase Cash Flow reserve to 10% GF revenues	(230,000)		(101,000)		
Increase Emergency reserve to 20% GF revenues	(459,000)		(203,000)		
Contribution to Potential State Budget Impacts reserve	(1,011,500)		(1,021,500)		
Contribution to Capital Projects Sinking Fund reserve	(357,000)		(312,000)		
Net Change in Undesig. Gen Fund Reserve Balance	457		198		

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 7.75% 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.

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>FY2008</u>	<u>FY2009</u>
Property Taxes	5,742,000	6,086,000
Franchise Fees	1,278,000	1,340,100
Property Transfer Taxes	477,000	505,500
Transient Occupancy Tax	10,659,000	11,140,000
Sales & Use Tax	3,735,000	3,920,000
In-lieu Property Taxes	3,980,000	4,205,000
Homeowner's Property Tax Relief	52,000	52,000
TAXES & FRANCHISES TOTAL	25,923,000	27,248,600
Planning Permits	150,000	170,000
Building Permits	500,000	600,000
Engineering Permits	50,000	55,000
LICENSES & PERMITS TOTAL	700,000	825,000
Fines & Forfeitures	470,000	470,000
Penalties, Interest & Restitution	10,000	10,000
FINES & FORFEITURES TOTAL	480,000	480,000
Rental of Property	32,000	32,000
Office Space Rent	169,000	169,000
Investment Interest	1,629,500	1,404,500
USE OF MONEY & PROPERTY TOTAL	1,830,500	1,605,500
Off-road Vehicle In-Lieu	900	900
Motor Vehicle In-Lieu	250,000	250,000
Nuclear Power Program	155,000	160,000
Other	0	0
INTERGOVERNMENTAL TOTAL	405,900	410,900
Planning Fees	52,000	60,000
Building Fees	330,000	380,000
Engineering Fees	150,000	160,000
Impact Fees	10,000	10,000
Reimbursed Expenses	733,000	437,000
Solid Waste Management Administration Fee	30,700	30,700
Recreation Classes	172,000	179,000
Recreation Activities & Trips	53,800	55,300
Planning Appeal Fee	1,000	1,000
CHARGES FOR SERVICES TOTAL	1,532,500	1,313,000
Miscellaneous	15,000	15,000
Beverage Container Recycling	10,000	10,000
Abandoned Vehicle Abatement	0	0
OTHER REVENUES TOTAL	25,000	25,000
TOTAL GENERAL FUND REVENUES	30,896,900	31,908,000
Operating Transfer-In from Gasoline Tax Fund	659,000	659,000
TOTAL OPERATING TRANSFERS-IN	659,000	659,000
TOTAL GENERAL FUND REV/TSF. IN	31,555,900	32,567,000

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

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
<u>GENERAL FUND</u>					
01-10-6101	SEC & UNSEC PROPERTY TAX	4,956,908	5,417,000	5,742,000	6,086,000
01-10-6103	PROPERTY TRANSFER TAX	440,556	558,000	477,000	505,500
01-10-6105	FRANCHISE FEES	1,076,105	1,040,000	1,278,000	1,340,100
	CR&R - Commercial			120,000	120,000
	Cox Communications			688,000	736,000
	San Diego Gas & Electric			324,000	333,700
	So. California Gas Co.			146,000	150,400
01-10-6107	HOMEOWNERS PROPERTY TAX RELIEF	52,358	52,000	52,000	52,000
01-10-6109	TRANSIENT OCCUPANCY TAX	9,532,913	9,750,000	10,659,000	11,140,000
01-10-6111	SALES & USE TAX	3,447,432	3,460,000	3,735,000	3,920,000
01-10-6113	IN-LIEU PROPERTY TAXES	3,119,145	3,830,000	3,980,000	4,205,000
	Motor-vehicle license fees (swap)			2,732,000	2,895,000
	Sales taxes (triple flip)			1,248,000	1,310,000
01-20-6207	PLANNING PERMITS	88,515	114,000	150,000	170,000
	Routine permits			100,000	120,000
	3rd party rmb. - Bluff geotech. review (41-223)			50,000	50,000
01-20-6219	BUILDING PERMITS	541,099	633,000	500,000	600,000
01-20-6227	ENGINEERING PERMITS	61,214	61,000	50,000	55,000
01-30-6301	FINES & FORFEITURES	461,288	480,000	470,000	470,000
	Parking fines (Data Ticket)			200,000	200,000
	Parking fines (DMV)			50,000	50,000
	Veh. Code, Health & Welfare, other (County)			220,000	220,000
01-30-6303	PENALTIES, INTEREST & RESTITUTION	7,094	10,000	10,000	10,000
	TOT late filing penalties & interest			5,000	5,000
	Other (municipal code violations)			5,000	5,000
01-40-6401	RENTAL OF PROPERTY	24,425	32,000	32,000	32,000
	Community Center and ballfields			25,000	25,000
	Park rentals			7,000	7,000

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

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
01-40-6403	INVESTMENT INTEREST	1,432,854	1,346,500	1,629,500	1,404,500
	Treasury Note & LAIF portfolio			1,682,000	1,460,000
	Park Development Fund interest allocation			(2,000)	(5,000)
	SLESF interest allocation			(500)	(500)
	Coastal Transit Fund interest allocation			(50,000)	(50,000)
	AB2766 Fund interest allocation			0	0
01-40-6405	CITY PLAZA OFFICE SPACE RENT	147,447	162,000	169,000	169,000
01-50-6503	OFF-ROAD VEHICLE IN-LIEU	1,383	900	900	900
01-50-6505	MOTOR VEHICLE IN-LIEU	253,405	227,000	250,000	250,000
01-50-6509	NARCOTICS FORFEITURE	0	0	0	0
01-50-6515	NUCLEAR POWER PROGRAM	138,625	145,000	155,000	160,000
	Revenue estimates provided by Emergency Services Manager.				
01-50-6521	INTERGOV'T COST REIMBURSEMENTS	8,968	242,177	0	0
	Jail booking fees				
01-50-6523	STATE GRANTS	0	140,289	0	0
	No State Grant programs in FY's 2008 & 2009				
01-50-6527	CARITS PROGRAM	0	0	0	0
01-60-6627	PLANNING FEES	54,409	51,000	52,000	60,000
01-60-6635	BUILDING FEES	322,497	317,000	330,000	380,000
01-60-6655	ENGINEERING FEES	101,576	121,200	150,000	160,000
	Routine			100,000	110,000
	3rd party rmb. - traffic review/plan ck (53-223)			50,000	50,000
01-60-6659	SOLID WASTE EXEMPTION FEES	2,280	0	1,900	1,900
01-60-6681	GENERAL GOV'T IMPACT FEES	107,380	30,000	10,000	10,000
	Fee assessed on new development				
01-60-6683	ART IN PUBLIC PLACES IMPACT FEES	9,315	0	0	0
	Fee assessed on qualifying new development				

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

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
01-60-6685	REIMBURSED EXPENSES City expenses directly reimbursable by developers, homeowners, attorneys, etc:	1,108,020	692,067	733,000	437,000
	Makar EIR (41-223)			100,000	0
	Contract Hearing Officer (43-223)			2,000	2,000
	CR&R contract administration (54-223)			75,000	75,000
	Harbor revitalization (56-223)			60,000	60,000
	PW - Headlands plan check (56-257)			157,000	50,000
	PW - Headlands inspection (56-257)			140,000	80,000
	PW - Headlands geolog insp/plan ck (56-257)			60,000	20,000
	HOA incentive program (57-251)			10,000	10,000
	Utilities - ballfield lights (95-221)			9,000	20,000
	Litigation (97-409)			100,000	100,000
	Consulting/witness fees (97-413)			20,000	20,000
01-60-6691	RECREATION CLASSES Split between Instructors/City	158,114	150,000	172,000 172,000	179,000 179,000
01-60-6693	ACTIVITIES & TRIPS Trips & excursions Leagues:	41,571	61,300	53,800 15,000	55,300 16,500
	Youth Basketball			8,000	8,000
	Adult Softball			4,800	4,800
	Adult sports			6,000	6,000
	Teen sports			2,000	2,000
	Holiday Craft Faire			2,000	2,000
	Festival of Whales Parade sponsorships			4,000	4,000
	July 4th Fireworks donations			12,000	12,000
01-70-6701	PLANNING APPEAL FEE	500	1,000	1,000	1,000
01-70-6703	MISCELLANEOUS REVENUES	14,052	15,000	15,000	15,000
01-70-6705	BEVERAGE CONTAINER RECYCLING	9,984	10,000	10,000	10,000
01-70-6707	SOLID WASTE ADMINISTRATION FEE Commercial fees	28,406	27,000	28,800 28,800	28,800 28,800
01-70-6709	LITIGATION SETTLEMENTS	6,510	163,627	0	0
01-70-6711	COMMUNITY DEVEL. BLOCK GRANT No qualifying projects expected	0	0	0	0

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

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
01-70-6713	ABANDONED VEH. ABATEMENT PROG.	32,042	40,000	0	0
TOTAL GENERAL FUND REVENUES		27,788,390	29,380,060	30,896,900	31,908,000
01-90-6903	TRANSFERS IN - FROM GAS TAX FUND See Gas Tax Fund for computation	669,452	659,000	659,000	659,000
01-90-6905	TRANSFERS IN - FROM SLES FUND See SLES Fund for computation	0	0	0	0
TOTAL GEN FUND REVENUES & TRANSFERS-IN		28,457,842	30,039,060	31,555,900	32,567,000

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPENDITURE TYPE
FISCAL YEAR 2008**

	<u>Personnel</u>	<u>Materials & Services</u>	<u>Risk Management</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	<u>Total</u>
GENERAL FUND OPERATING EXPENDITURES & TRANSFERS:						
City Council	47,559	121,500		0		169,059
City Manager	358,875	123,850		0		482,725
Administrative Services	775,030	134,020		0		909,050
Public Information Services	0	233,738		0		233,738
City Clerk	386,557	138,565		0		525,122
Community Development:						
Planning	947,026	408,760		0		1,355,786
Building	788,504	125,270		48,000		961,774
Code Enforcement	292,392	36,935		32,000		361,327
Economic Development	214,709	51,110		0		265,819
sub-total	<u>2,242,631</u>	<u>622,075</u>		<u>80,000</u>		<u>2,944,706</u>
Public Works:						
Public Works Admin.	299,354	29,490		0		328,844
Street Maintenance	159,679	2,018,746		0		2,178,425
Traffic Engineering	80,536	633,650		0		714,186
Solid Waste	33,004	52,966		0		85,970
Engineering	1,262,466	738,430		75,000		2,075,896
Water Quality	132,747	1,159,220		0		1,291,967
sub-total	<u>1,967,785</u>	<u>4,632,502</u>		<u>75,000</u>		<u>6,675,287</u>
Public Safety:						
Police Services	0	8,255,700		0		8,255,700
VIPS	0	18,650		0		18,650
Emergency Services	172,749	84,550		0		257,299
sub-total	<u>172,749</u>	<u>8,358,900</u>		<u>0</u>		<u>8,531,649</u>
City Attorney	0	591,550		0		591,550
Community Services	483,443	865,907		0		1,349,350
Parks	268,330	2,571,227		0		2,839,557
Facilities	130,990	444,400		125,000		700,390
Risk Management	0	1,300	801,400	0		802,700
Non-Departmental	0	1,329,640		165,000	1,248,419	2,743,059
Total Oper Exp & Transfers	<u>6,833,950</u>	<u>20,169,174</u>	<u>801,400</u>	<u>445,000</u>	<u>1,248,419</u>	<u>29,497,943</u>
Reserves, Operating Revenues & Tsfs-in in Excess of Operating Expenditures and Tsfs-out						<u>457</u>

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPENDITURE TYPE
FISCAL YEAR 2009**

	<u>Personnel</u>	<u>Materials & Services</u>	<u>Risk Management</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	<u>Total</u>
GENERAL FUND OPERATING EXPENDITURES:						
City Council	47,559	121,500		0		169,059
City Manager	371,552	123,850		0		495,402
Administrative Services	804,538	128,770		0		933,308
Public Information Services	0	178,048		0		178,048
City Clerk	405,119	131,140		0		536,259
Community Development:						
Planning	993,000	233,540		0		1,226,540
Building	845,999	85,130		0		931,129
Code Enforcement	304,682	33,476		0		338,158
Economic Development	233,578	51,110		0		284,688
sub-total	<u>2,377,259</u>	<u>403,256</u>		<u>0</u>		<u>2,780,515</u>
Public Works:						
Public Works Admin.	310,604	31,200		0		341,804
Street Maintenance	165,830	2,059,414		0		2,225,244
Traffic Engineering	80,536	636,700		0		717,236
Solid Waste	34,324	38,622		0		72,946
Engineering	1,421,996	385,030		0		1,807,026
Water Quality	137,432	679,065		0		816,497
sub-total	<u>2,150,722</u>	<u>3,830,031</u>		<u>0</u>		<u>5,980,753</u>
Public Safety:						
Police Services	0	8,659,800		0		8,659,800
VIPS	0	18,650		0		18,650
Emergency Services	178,725	86,700		0		265,425
sub-total	<u>178,725</u>	<u>8,765,150</u>		<u>0</u>		<u>8,943,875</u>
City Attorney	0	621,050		0		621,050
Community Services	514,791	858,931		0		1,373,722
Parks	349,473	2,699,109		25,000		3,073,582
Facilities	136,404	445,700		125,000		707,104
Risk Management	0	1,300	832,900	0		834,200
Non-Departmental	0	1,258,200		628,000	2,416,225	4,302,425
Total City Operating Expend.	<u><u>7,336,142</u></u>	<u><u>19,566,035</u></u>	<u><u>832,900</u></u>	<u><u>778,000</u></u>	<u><u>2,416,225</u></u>	<u><u>30,929,302</u></u>
Reserves, Operating Revenues & Tsfs-in in Excess of Operating Expenditures and Tsfs-out						<u><u>198</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 Clerk, 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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$60,705	\$103,960	\$47,559	\$47,559
Materials & Services	84,664	117,500	121,500	121,500
Capital Outlay	0	0	0	0
Total Expenditures	\$145,369	\$221,460	\$169,059	\$169,059

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	43,102	43,102	43,102	43,102
110 BENEFITS	13,616	57,000	600	600
112 RETIREMENT BENEFITS	3,123	3,233	3,233	3,233
114 MEDI-TAX 1.45%	864	625	625	625
116 WORKERS' COMPENSATION	0	0	0	0
TOTAL PERSONNEL	60,705	103,960	47,559	47,559
MATERIALS & SERVICES				
201 COMMUNICATIONS	0	0	0	0
207 OFFICE SUPPLIES				
General office supplies			1,500	1,500
	756	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
	23,914	9,000	13,000	13,000
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			500	500
	0	500	500	500
223 PROFESSIONAL SERVICES				
Miscellaneous			5,000	5,000
	0	5,000	5,000	5,000
227 TRAVEL, CONF. & MEETINGS				
Community events			10,000	10,000
Travel, conferences & meetings			25,000	25,000
	12,894	35,000	35,000	35,000
229 AUTO ALLOWANCE				
City Council 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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
241 COMMUNITY ACTIVITIES				
Local non-profit donations			50,000	50,000
	30,600	50,000	50,000	50,000
TOTAL MAT'LS & SERV.	84,664	117,500	121,500	121,500
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	145,369	221,460	169,059	169,059

**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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$348,000	\$345,412	\$358,875	\$371,552
Materials & Services	46,753	150,292	123,850	123,850
Capital Outlay	0	0	0	0
Total Expenditures	\$394,753	\$495,704	\$482,725	\$495,402

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	252,696	247,566	256,983	265,978
103 HOURLY				
Part-time clerical assistance			7,000	7,000
	7,198	7,000	7,000	7,000
105 OVERTIME	0	0	0	0
110 BENEFITS	35,839	35,136	39,865	42,757
112 RETIREMENT BENEFITS	48,355	52,019	51,200	51,859
114 MEDI-TAX 1.45%	3,912	3,691	3,828	3,958
116 WORKERS' COMPENSATION	0	0	0	0
120 OUTSIDE ASSISTANCE	0	0	0	0
199 PERSONNEL ALLOCATION	0	0	0	0
TOTAL PERSONNEL	348,000	345,412	358,875	371,552
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			2,000	2,000
	1,612	1,700	2,000	2,000
203 EQUIPMENT MAINTENANCE	109	0	0	0
205 VEHICLE MAINTENANCE				
Fuel and vehicle maintenance			7,500	7,500
	5,392	7,500	7,500	7,500
207 OFFICE SUPPLIES				
Routine office supplies			1,750	1,750
Laser printer toner			250	250
Miscellaneous			3,000	3,000
	2,833	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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
Orange County City Manager's Association			300	300
City Management Foundation			350	350
International Council of Shopping Centers			100	100
	0	0	750	750
211 OPERATING SUPPLIES				
Miscellaneous			8,000	8,000
	3,719	8,500	8,000	8,000
213 BOOKS & SUBSCRIPTIONS				
Newspapers (L.A. Times, O.C. Register)			250	250
Municipal Yearbook			150	150
Miscellaneous			600	600
	559	1,000	1,000	1,000
215 TRAINING				
Department staff			600	600
	880	2,500	600	600
223 PROFESSIONAL SERVICES				
Sacramento legislative advocate			25,000	25,000
Coastal Commission legislative advocate			50,000	50,000
Special projects			15,000	15,000
	23,508	113,492	90,000	90,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			8,500	8,500
	7,614	10,500	8,500	8,500
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements			500	500
	527	100	500	500
TOTAL MAT'LS & SERV.	46,753	150,292	123,850	123,850
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	394,753	495,704	482,725	495,402

**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, bond issuance and administration and responsibility to maintain the risk management function. Additionally, this program is responsible for maintaining the City's investment policy and preparation of the monthly City Treasurer's report in accordance with Federal and State mandates.

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

OBJECTIVES:

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

Manage the City's investment portfolio within the Council-authorized Investment Policy. The safety of principal is the primary objective and liquidity is the

secondary objective, with an overall goal of maximizing the City's return on its investment.

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

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

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

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

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

Maintain a three day turnaround time on purchase requisitions.

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

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

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

PROGRAM INDICATORS:

Process approximately 550 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 750 purchase requisitions per year

Process approximately 1,200 Insurance Certificates per year

Track approximately 25 risk management claims per year

Conduct employee recruitments as needed

Invest City portfolio of approximately \$45 million

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$629,081	\$710,571	\$775,030	\$804,538
Materials & Services	107,544	187,315	134,020	128,770
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$736,625</u>	<u>\$897,886</u>	<u>\$909,050</u>	<u>\$933,308</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Director of Administrative Services	1	1	1	1
Accounting & Data Processing Mgr.	1	1	1	1
Accounting Technician	1	1	1	1
Administrative Secretary	1	1	1	1
Management Analyst	2	2	2	2
Personnel Analyst	0.75	0.75	0.75	0.75
Admin. Secretary/Admin. Aide	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Sub-total	6.75	6.75	6.75	6.75
<u>Regular Part-time</u>				
Account Clerk	0.5	0.5	0.5	0.5
Total	7.25	7.25	7.25	7.25

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	445,149	500,998	542,447	561,433
103 HOURLY				
Administrative Intern			9,600	9,600
Account Clerk (20hrs/wk)			16,500	16,500
	21,473	26,100	26,100	26,100
105 OVERTIME				
Accounting Technician			4,500	4,500
	2,344	4,500	4,500	4,500
110 BENEFITS	59,154	65,100	84,751	93,606
112 RETIREMENT BENEFITS	94,042	106,165	108,923	110,314
114 MEDI-TAX 1.45%	6,919	7,708	8,309	8,584
116 WORKERS' COMPENSATION	0	0	0	0
120 OUTSIDE ASSISTANCE	0	0	0	0
TOTAL PERSONNEL	629,081	710,571	775,030	804,538
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			1,200	1,200
	405	1,200	1,200	1,200
203 EQUIPMENT MAINTENANCE				
Typewriter and printer maintenance			100	100
Time/date stamp machine maintenance contract			115	115
Miscellaneous equipment maintenance			100	100
	58	315	315	315
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			1,500	1,500
Laser printer toner			500	500
	10,608	8,250	11,300	7,300

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
California Society of Municipal Finance Officers			225	225
California Municipal Treasurers Association			125	125
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) - 2			100	100
California Public Employee Labor Relations Assn.			600	600
	1,680	1,675	1,975	1,775
211 OPERATING SUPPLIES				
Printer replacement			500	500
Oral board expenses			2,000	2,000
Small equipment replacement			400	400
Check printing/tax forms			500	500
Human resources legal handbook updates			500	500
Miscellaneous			1,000	1,000
	1,397	2,100	4,900	4,900
213 BOOKS & SUBSCRIPTIONS				
Personnel journals			100	100
Employee newsletters			1,000	1,000
Governmental acct'g rules annual subscription			150	150
GASB accounting statements & bulletins			125	125
Wall Street Journal subscription (2 yr)			0	350
Calif. Municipal Treasurers Assn. Handbook update			60	60
Miscellaneous			150	200
	998	1,735	1,585	1,985
215 TRAINING				
Citywide training (sexual harrass/cust serv/ethics)			10,000	10,000
Citywide training (employee health orientation)			2,000	2,000
Citywide sup'v training (O.C. Empl Relation Consort.)			2,500	1,000
California Municipal Treasurers Association			250	250
CALPELRA workshops			500	500
Departmental staff training			2,250	2,250
Diehl Evans tax workshops			275	275
California Society of Municipal Finance Officers			250	250
League of Cities workshops			200	200
	3,186	11,550	18,225	16,725

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
223 PROFESSIONAL SERVICES				
Employee physicals/drug screens/fingerprinting			8,700	8,700
Flexible spending account administration			1,300	1,300
Fund Accounting software maintenance			950	1,000
Annual city audit (incl. ongoing GASB 34 compliance)			15,900	15,700
Annual review of City investment policy			1,500	1,500
Data required for CAFR:				
Calif. Municipal Stat - Debt Statement/Prop Tax			800	800
Findley Reports on Financial Institutions			100	100
Urban Decision Systems (Demographics)			120	120
Bank of America - banking services			3,500	3,500
Human resources software service			1,500	1,500
Investment security safekeeping services			3,700	3,900
ADP payroll services			8,600	8,600
Sales tax analysis - Hinderliter, Delamas & Assoc.			4,600	4,600
HDL sales tax audit recovery fee			4,000	4,000
Miscellaneous			3,000	3,000
	64,113	115,490	58,270	58,320
225 ADVERTISING				
Personnel recruitments			20,000	20,000
RFP's & other miscellaneous			250	250
	16,530	38,300	20,250	20,250
227 TRAVEL, CONF. & MEETINGS				
CJPIA, CALPELRA, MMASC, LCW, CSMFO, LCC			10,000	10,000
	7,980	5,500	10,000	10,000
229 MILEAGE REIMBURSEMENT				
Department head auto allowance			4,800	4,800
Staff mileage reimbursements			1,200	1,200
	589	1,200	6,000	6,000
TOTAL MAT'LS & SERV.	107,544	187,315	134,020	128,770
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	736,625	897,886	909,050	933,308

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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Proposed</u>	Fiscal Year 2009 <u>Proposed</u>
EXPENDITURE SUMMARY				
Personnel	\$0	\$0	\$0	\$0
Materials & Services	57,644	244,070	233,738	178,048
Capital Outlay	0	0	0	0
Total Expenditures	\$57,644	\$244,070	\$233,738	\$178,048

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES			0	0
110 BENEFITS			0	0
112 RETIREMENT BENEFITS			0	0
114 MEDI-TAX 1.45%			0	0
120 OUTSIDE ASSISTANCE				
Clerical support			0	0
	0	0	0	0
TOTAL PERSONNEL	0	0	0	0
MATERIALS & SERVICES				
203 EQUIPMENT MAINTENANCE				
Video broadcasting equipment maintenance			19,913	25,223
Council chamber sound system maintenance			3,000	3,000
	0	16,000	22,913	28,223
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				
SCAN NATOA			25	25
CAPIO (State Public Information Officer Org.)			200	200
	0	200	225	225
213 BOOKS & SUBSCRIPTIONS				
Broadcasting & cable magazine			200	200
	0	0	200	200

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
223 PROFESSIONAL SERVICES				
City web site design & improvements			40,000	5,000
City web site management			20,000	20,000
Internet live streaming			41,000	15,000
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
	30,930	194,070	181,600	120,600
227 TRAVEL, CONF. & MEETINGS	0	0	0	0
229 MILEAGE REIMBURSEMENT	0	0	0	0
260 MARKETING				
Welcome Center			6,000	6,000
Public outreach (brochures & mailings)			15,000	15,000
Sunset Magazine			6,000	6,000
	26,714	32,000	27,000	27,000
TOTAL MAT'LS & SERV.	57,644	244,070	233,738	178,048
GRAND TOTAL EXPENDITURES	57,644	244,070	233,738	178,048

**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 Council and 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 and audio taping 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, 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 Lexis Nexis Publishing Company.

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

Oversee the front counter/reception lobby area and maintain a high level of customer service.

Attend and conduct bid openings for Capital Improvement Projects

Implement and administer the City's document imaging process.

Implement and install public meeting cable broadcasting upgrades upon completion of the remodel of the City Council Chambers.

Assist with the redesign of the City's website and implement 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 approximately 75 annual Statements of Economic Interest throughout the year and numerous campaign disclosure statements.

Receive and process approximately 150 public records requests for copies of City records.

Receive and process numerous requests for records from staff and the public.

Publish, post and process approximately 100 legal notices.

Publish, post and process approximately 20 ordinances and 75 resolutions annually.

Oversee Records Management Program, which contains in excess of 22,000 official records. Continue microfilming of City vital records, consisting of over 20,000 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 75 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 a high level of customer service.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$324,010	\$340,907	\$386,557	\$405,119
Materials & Services	61,069	159,390	138,565	131,140
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$385,079</u>	<u>\$500,297</u>	<u>\$525,122</u>	<u>\$536,259</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

City Clerk	1	1	1	1
Deputy City Clerk	0	1	1	1
Assistant City Clerk	0.75	0	0	0
City Clerk Specialist	0	1	1	1
Management Analyst	1	0	0	0
Secretary	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	3.75	4	4	4
<u>Regular Part-time</u>				
Temporary Clerk	0.4	0.4	0	0
Records Assistant	<u>0</u>	<u>0.65</u>	<u>0.65</u>	<u>0.65</u>
Sub-total	0.4	1.05	0.65	0.65
Total	4.15	5.05	4.65	4.65

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	196,983	210,939	256,648	268,130
103 HOURLY				
Records assistant (25 hrs/wk)			26,000	26,000
	28,560	15,000	26,000	26,000
105 OVERTIME	13	0	0	0
110 BENEFITS	33,228	34,472	44,253	50,025
112 RETIREMENT BENEFITS	41,188	49,075	52,558	53,699
114 MEDI-TAX 1.45%	3,371	3,421	4,098	4,265
116 WORKERS' COMPENSATION	0	0	0	0
120 OUTSIDE ASSISTANCE				
Cleical support			3,000	3,000
	20,667	28,000	3,000	3,000
TOTAL PERSONNEL	324,010	340,907	386,557	405,119
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			600	600
	0	600	600	600
203 EQUIPMENT MAINTENANCE				
Accutrac software maintenance agreement			1,000	1,000
Council chamber equipment maintenance			2,000	2,000
Typewriter maintenance			200	200
Document management upgrade			5,000	5,000
Date stamp machine maintenance agreement			150	150
	772	18,745	8,350	8,350
207 OFFICE SUPPLIES				
Agenda materials			2,000	2,000
Official minute/reso/ord books & paper			1,500	1,500
Plaques & proclamations			3,000	3,000
Laser printer toner			1,000	1,000
Stationery			1,000	1,000
Materials for November 2008 Regular election			1,000	0
City seal tile plaques			3,000	0
Routine office supplies			1,750	1,750
	6,926	11,150	14,250	10,250

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
National Notary Association (City Clerk)			300	75
Assoc. Rec. Mgrs. & Admin			200	210
Int'l Institute of Municipal Clerks (City Clerk)			250	275
Clerks Association of California (City Clerk)			200	225
	699	610	950	785
211 OPERATING SUPPLIES				
Records mgmt. supplies (folders, ink, labels)			3,000	3,000
Miscellaneous			1,500	1,500
	2,115	5,200	4,500	4,500
213 BOOKS & SUBSCRIPTIONS				
California Journal Roster			30	30
Best Insurance Ratings Guide			150	160
Elections code update			60	65
	190	235	240	255
215 TRAINING				
Department Staff training			1,500	1,500
	945	1,000	1,500	1,500
223 PROFESSIONAL SERVICES				
Book Publishing Co. (Municode supplements)			6,900	7,100
Martin & Chapman - election consultant			300	0
Microfilm (vital records)			15,000	15,000
Book Publishing Co. (web page storage fee)			750	750
Cable TV rate regulation services			1,000	1,000
Datalok (offsite microfilm storage)			1,000	1,000
County of Orange (Nov 2008 regular election)			0	33,000
Document management system			35,000	0
Courier service (Council packet/mail delivery)			5,750	6,000
	22,317	82,750	65,700	63,850
225 ADVERTISING				
Citywide legal advertising			30,000	30,000
	19,289	28,000	30,000	30,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			6,675	5,250
	6,760	8,000	6,675	5,250

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
229 MILEAGE REIMBURSEMENT				
Auto allowance & staff mileage reimbursement	1,056	3,100	5,800	5,800
			5,800	5,800
TOTAL MAT'LS & SERV.	61,069	159,390	138,565	131,140
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	385,079	500,297	525,122	536,259

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

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: PLANNING

DESCRIPTION:

The Community Development Planning Program provides a variety of current and advanced planning services to the community. Along with program review of development projects for conformance with established policy and regulations, the program maintains a number of urban design guidelines to help enhance commercial development in the City's Town Center and other commercial areas. The program also maintains and administers the City's General Plan, assuring that it reflects community values and State Statutes. Planning also carries out the requirements of the California Environmental Quality Act, California Coastal Act and the Subdivision Map Act. The program review includes implementation of the City's Strategic Plan and Planning Initiatives. The Community development 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 implementation of Town Center Plan and new Residential Building Height Standards.

Coordinate with and assist the County of Orange in the County's Harbor Revitalization Plan. Complete the City's update to the General Plan.

Continue efforts to achieve HCD certification of Housing Element.

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

Implement recommendations by the City consultant's report of the Planning, Building and Public Works Counter Operations, for improving front counter operations and customer service.

Complete remodel of the Community Development Department to optimize office space and efficiency.

Continue Department's conversion to staff employed by the City with less reliance on more costly outside consultants to fill positions.

In conjunction with other Departments, complete review and approval of new Planning/Building and development fees.

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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$697,502	\$880,905	\$947,026	\$993,000
Materials & Services	819,020	602,197	408,760	233,540
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$1,516,522</u>	<u>\$1,483,102</u>	<u>\$1,355,786</u>	<u>\$1,226,540</u>

REVENUE SUMMARY

Planning Permits	\$88,515	\$114,000	\$100,000	\$120,000
Planning Fees	54,409	51,000	52,000	60,000
Bluff Geol. Review (3rd party reimb)	40,000	40,000	50,000	50,000
Planning Appeal Fees	500	1,000	1,000	1,000
Reimbursed Expense - Makar EIR	0	0	100,000	0
Total Revenues	<u>\$183,424</u>	<u>\$206,000</u>	<u>\$303,000</u>	<u>\$231,000</u>

AUTHORIZED PERSONNEL

Director of Community Development	1	1	1	1
City Architect/Planning Manager	1	1	1	1
Senior Planner	2	2	3	3
Associate Planner	1	1	2	2
Assistant Planner	1	1	0	0
Administrative Secretary	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	7	7	8	8
<u>Contract</u>				
Associate Planner	1	1	0	0
Total	8	8	8	8

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	502,908	621,653	696,956	729,367
103 HOURLY				
Clerical support			1,250	1,250
	0	16,250	1,250	1,250
105 OVERTIME				
Planning Commission staff support			2,000	2,000
Other			1,000	1,000
	4,713	3,000	3,000	3,000
107 STIPENDS	7,290	9,000	9,000	9,000
110 BENEFITS	71,596	90,600	87,320	97,078
112 RETIREMENT BENEFITS	103,782	130,243	138,202	141,537
114 MEDI-TAX 1.45%	7,213	9,159	10,298	10,768
116 WORKERS' COMPENSATION	0	0	0	0
120 OUTSIDE ASSISTANCE				
Clerical support			1,000	1,000
	0	1,000	1,000	1,000
TOTAL PERSONNEL	697,502	880,905	947,026	993,000
MATERIALS & SERVICES				
201 COMMUNICATIONS				
New phone - building official			300	0
Cell phones - new (3)			2,400	2,400
	718	2,400	2,700	2,400
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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
207 OFFICE SUPPLIES				
General office supplies			2,000	2,500
General Plan update printing			3,000	0
Town Center Plan printing			3,000	500
Headlands printing			1,000	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
Specific Plan printing			250	0
Miscellaneous			350	350
	10,423	8,300	14,750	8,800
209 MEMBERSHIPS & DUES				
Amer. Planning Assoc. Memberships (4)			1,500	1,500
Amer. Institute of Cert. Planners (3)			160	160
Amer. Institute of Architects (1)			1,000	1,000
Urban Land Institute			180	190
Orange County Planning Directors			100	100
Assoc. of Environmental Planners			100	100
Nat. Trust of Historic Preservation			70	70
	2,526	3,620	3,110	3,120
211 OPERATING SUPPLIES				
Film			50	50
Drafting supplies			250	260
Graphic supplies			150	150
Trakit (permit software) license & maintenance			11,000	12,000
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
Data Quick annual licensing fee			1,500	1,500
GIS database maintenance			5,500	5,500
CEQA notices (partial fee offset)			3,000	3,000
	155,556	12,460	31,450	32,460
213 BOOKS & SUBSCRIPTIONS				
Planning publications			2,000	2,000
	1,070	2,000	2,000	2,000

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <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
	2,399	7,301	4,850	4,850
223 PROFESSIONAL SERVICES				
Bluff geological review (reimbursed)			50,000	50,000
Contract planning services (contingency)			50,000	50,000
Makar EIR (reimbursed)			100,000	0
Housing element			20,000	0
General Plan update			25,000	0
Town Center parking plan			25,000	0
Special projects, appeals, etc.			50,000	50,000
	431,232	489,671	320,000	150,000
225 ADVERTISING				
Request for Proposals (2)			1,000	1,000
	0	1,000	1,000	1,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			20,000	20,000
	12,537	21,335	20,000	20,000
229 MILEAGE REIMBURSEMENT				
Planning Commissioner auto allowance			3,000	3,000
Department head auto allowance			4,800	4,800
Staff mileage reimbursement			600	600
	3,070	3,600	8,400	8,400
257 HEADLANDS PROJECT				
Headlands project processing			0	0
	199,431	50,000	0	0
TOTAL MAT'LS & SERV.	819,020	602,197	408,760	233,540
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	1,516,522	1,483,102	1,355,786	1,226,540

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

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: BUILDING

DESCRIPTION:

The Building Services Program is responsible for enforcing the building and safety codes of the City of Dana Point. The program performs plan checks on construction documents assuring that the project proposal meets the building codes of the City. Building also distributes plans for review by other agencies or City departments, issues building permits after plans are complete and corrected, completes final inspections and issues a certificate of occupancy. The program also performs special inspections as required. The program updates the Building and Fire Codes every three years as required by the State of California. Local amendments are also included with the Code update.

OBJECTIVES:

Maintain an effective building, electrical, plumbing, and mechanical inspection system for the projected inspections during fiscal years 2008 and 2009.

Introduce and adopt the updated building codes and related provisions.

Continue to provide updated material to the general public on the Codes and their application in the City.

Implement improvements for front Building counter operations as recommended by the City consultant's report of the Planning, Building, and Public Works Counter Operations, for improving front counter operations and customer service.

Provide for "over-the-counter" Building plan checks and "one-stop" permit issuance for minor construction.

Implement new permit Trakit system and companion Arc-View map overlay system.

Complete the conversion of contract Building staff to City staff members.

PROGRAM INDICATORS:

Perform approximately 7,500 building inspections per year.

Issue approximately 1,700 permits per year.

Process approximately 300 plan checks per year.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$138,925	\$299,404	\$788,504	\$845,999
Materials & Services	685,166	447,505	125,270	85,130
Capital Outlay	0	0	48,000	0
Total Expenditures	<u>\$824,091</u>	<u>\$746,909</u>	<u>\$961,774</u>	<u>\$931,129</u>

REVENUE SUMMARY

Building Permits	\$541,099	\$633,000	\$500,000	\$600,000
Building Fees	322,497	317,000	330,000	380,000
Total Revenues	<u>\$863,596</u>	<u>\$950,000</u>	<u>\$830,000</u>	<u>\$980,000</u>

AUTHORIZED PERSONNEL

Permit Coordinator	1	0	0	0
Permit Technician	1	1	1	1
Building Official	1	1	1	1
Senior Structural Engineer	0	0	1	1
Chief Building Inspector	0	0	1	1
Senior Building Inspector	0	0	2	2
Senior Permit Technician	0	0	1	1
Secretary	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Sub-total	3.5	2.5	7.5	7.5
<u>Contract</u>				
Building Inspector	2	2	0	0
Total	5.5	4.5	7.5	7.5

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	118,459	246,150	614,733	657,755
103 HOURLY	0	0	0	0
105 OVERTIME				
Secretary			500	500
	0	500	500	500
110 BENEFITS	23,328	28,500	75,300	84,900
112 RETIREMENT BENEFITS	24,871	51,106	121,219	126,947
114 MEDI-TAX 1.45%	1,679	3,607	8,921	9,545
116 WORKERS' COMPENSATION	0	0	0	0
120 OUTSIDE ASSISTANCE	0	0	0	0
199 PERSONNEL ALLOCATION			0	0
One-half secretary to CD-Code Enforcement. (43)			(32,169)	(33,648)
	(29,412)	(30,459)	(32,169)	(33,648)
TOTAL PERSONNEL	138,925	299,404	788,504	845,999
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone service			4,200	4,200
Nextel phones (3)			750	0
Verizon express network service for laptop			1,200	1,200
	0	690	6,150	5,400
203 EQUIPMENT MAINTENANCE				
Cash register			200	210
Date/time stamp machine			115	115
Microfiche reader/printer			500	500
	838	825	815	825
205 VEHICLE MAINTENANCE				
Fuel & maintenance (3 vehicles)			11,000	11,000
	0	0	11,000	11,000
207 OFFICE SUPPLIES				
Permit system forms			1,000	1,000
Building permit printing			1,100	1,100
Stationery/envelopes			200	200
Miscellaneous supplies			1,850	1,850
	3,274	2,400	4,150	4,150

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <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
	0	290	1,930	1,930
211 OPERATING SUPPLIES				
Building permits toner & printer			1,500	1,500
Computers/software licenses new staff (3)			6,600	0
Mobile Trak software			15,000	1,000
Field units for Mobile Trak			8,000	0
Digital cameras (5)			2,500	0
Printer			1,000	0
Miscellaneous			500	500
	536	800	35,100	3,000
213 BOOKS & SUBSCRIPTIONS				
Code books and interpretive manuals			5,000	2,500
	100	250	5,000	2,500
215 TRAINING				
Arc-IMS training (all CDD Staff)			5,000	5,000
Trakit training (all CDD Staff)			15,000	10,000
Building code training			3,500	3,500
	0	250	23,500	18,500
223 PROFESSIONAL SERVICES				
Plan check services (overflow)			25,000	25,000
	0	0	25,000	25,000
224 BLDG. PLAN CHECK/INSP SVC				
N/A - replaced with City Employees beg FY08			0	0
	680,418	442,000	0	0
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
ICC & Calbo ABM			7,325	7,525
	0	0	7,325	7,525
229 MILEAGE REIMBURSEMENT				
Staff auto allowance & mileage reimbursement			5,300	5,300
	0	0	5,300	5,300
TOTAL MAT'LS & SERV.	685,166	447,505	125,270	85,130

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
Trucks for inspection staff (3)	0	0	48,000	0
	0	0	48,000	0
TOTAL CAPITAL OUTLAY	0	0	48,000	0
GRAND TOTAL EXPENDITURES	824,091	746,909	961,774	931,129

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

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: CODE ENFORCEMENT

DESCRIPTION:

Code Enforcement receives and investigates potential violations of the municipal codes for Dana Point. The Code Enforcement Officers use a community based, systematic approach to gain compliance and elimination of the code violations. Code violations are investigated in the areas of zoning, building code, and public nuisance. Code Enforcement also maintains an active program for not only code compliance, but also property maintenance, education and property enhancement.

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:

- Process approximately 700 resolved cases per year
- Maintain a pro-active, community-based Code Enforcement program throughout the community.
- Work on special neighborhood programs to improve property maintenance.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$185,842	\$195,259	\$292,392	\$304,682
Materials & Services	15,881	36,335	36,935	33,476
Capital Outlay	11,994	0	32,000	0
Total Expenditures	<u>\$213,717</u>	<u>\$231,594</u>	<u>\$361,327</u>	<u>\$338,158</u>

REVENUE SUMMARY

Weed/Nuisance Abatement	<u>\$2,556</u>	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$3,000</u>
Total Revenues	<u>\$2,556</u>	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$3,000</u>

AUTHORIZED PERSONNEL*

Secretary	0.5	0.5	0.5	0.5
Code Enforcement Officer	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>
Sub-total	2.5	2.5	3.5	3.5
<u>Contract</u>				
Community Services Officer	0.6	0.6	1	1
Total	3.1	3.1	4.5	4.5

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	111,831	114,987	183,870	190,481
105 OVERTIME				
Code Enforce. Officers (incl. Sat & Sun coverage)			2,000	2,000
	425	2,000	2,000	2,000
110 BENEFITS	20,006	22,200	35,400	39,000
112 RETIREMENT BENEFITS	22,600	23,917	36,257	36,763
114 MEDI-TAX 1.45%	1,568	1,696	2,695	2,791
116 WORKERS' COMPENSATION	0	0	0	0
120 OUTSIDE ASSISTANCE	0	0	0	0
199 PERSONNEL ALLOCATION				
One-half secretary from CD-Building (42)			32,169	33,648
	29,412	30,459	32,169	33,648
TOTAL PERSONNEL	185,842	195,259	292,392	304,682
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cellular phones (3) / portable radios			2,450	2,600
	1,492	1,600	2,450	2,600
203 EQUIPMENT MAINTENANCE	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			450	450
Vehicle maintenance			4,700	4,766
	2,328	1,550	5,150	5,216
207 OFFICE SUPPLIES				
General office supplies			2,225	2,150
Solag trash tags			900	900
Color laser printer supplies			1,200	1,200
Stationery/envelopes			400	400
	3,780	4,300	4,725	4,650
209 MEMBERSHIPS & DUES				
So. Ca. Assoc. of Code Enforcement Officers			210	210
	135	210	210	210

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
211 OPERATING SUPPLIES				
Film & processing (general & weed abatement)			150	150
GIS color digital imagery			3,250	3,250
Digital camera			500	0
Desk phone purchase			500	0
Computer and software for new code officer			2,200	0
GIS property attribute records (TRW)			3,000	3,000
	4,394	6,400	9,600	6,400
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			50	50
	50	50	50	50
215 TRAINING				
Department Staff training			1,250	2,250
	0	750	1,250	2,250
223 PROFESSIONAL SERVICES				
Weed abatement contract (reimbursed)			7,500	7,500
Contract hearing officer (75% reimbursed)			2,000	2,000
Special inspections			1,000	1,000
	2,825	19,875	10,500	10,500
225 ADVERTISING				
Weed abatement			200	200
	0	200	200	200
227 TRAVEL, CONF. & MEETINGS				
Code enforcement annual conf (2)			2,300	900
	650	900	2,300	900
229 MILEAGE REIMBURSEMENT				
Staff			500	500
	227	500	500	500
TOTAL MAT'LS & SERV.	15,881	36,335	36,935	33,476
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
Pickup trucks (2)			32,000	0
	11,994	0	32,000	0
TOTAL CAPITAL OUTLAY	11,994	0	32,000	0
GRAND TOTAL EXPENDITURES	213,717	231,594	361,327	338,158

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

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: ECONOMIC DEVELOPMENT

DESCRIPTION:

Economic Development, a new division of Community Development, creates strategies to help enhance revenues to the City, strengthens relations with the business community, and encourages vibrant commercial development in the City's Town Center and other commercial areas. The program also maintains and administers the City's affordable housing programs, seeks grants, coordinates various marketing efforts, and visitor information.

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 HCD 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.

Develop Town Center Parking Strategy, Façade Improvement Program.

Business attraction and retention.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$0	\$249,085	\$214,709	\$233,578
Materials & Services	0	5,500	51,110	51,110
Capital Outlay	0	0	0	0
Total Expenditures	\$0	\$254,585	\$265,819	\$284,688

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	0	189,293	151,459	165,623
103 HOURLY				
Visitor Center Ambassadors			8,000	8,000
	0	0	8,000	8,000
105 OVERTIME				
Visitor Center Ambassadors			250	250
	0	0	250	250
110 BENEFITS	0	17,400	22,200	24,600
112 RETIREMENT BENEFITS	0	39,648	30,485	32,584
114 MEDI-TAX 1.45%	0	2,744	2,316	2,521
TOTAL PERSONNEL	0	249,085	214,709	233,578
MATERIALS & SERVICES				
207 OFFICE SUPPLIES				
General office supplies			600	600
Brochures, printing			5,000	5,000
	0	0	5,600	5,600
209 MEMBERSHIPS & DUES				
Calif Assoc Local Economic Development			465	465
Int'l Council of Shopping Centers			100	100
Anaheim/OC CVB			650	650
California Downtown Assn.			320	320
California Tourism Assoc.			1,275	1,275
	0	500	2,810	2,810
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			200	200
	0	0	200	200
215 TRAINING				
CALED training			2,000	2,000
	0	0	2,000	2,000
223 PROFESSIONAL SERVICES	0	0	0	0

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
225 ADVERTISING				
Public outreach, banners, trade shows			10,000	10,000
	0	0	10,000	10,000
227 TRAVEL, CONF. & MEETINGS				
Annual CALED, CALTIA conference			5,000	5,000
	0	5,000	5,000	5,000
229 MILEAGE REIMBURSEMENT				
Staff			500	500
	0	0	500	500
260 MARKETING (moved from Dept 99 beg FY08)				
City marketing efforts			25,000	25,000
	0	0	25,000	25,000
TOTAL MAT'LS & SERV.	0	5,500	51,110	51,110
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	0	254,585	265,819	284,688

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 various overhead and directive programs associated with various functions performed by the Public Works Department. This Division provides the managerial, administrative, accounting and budgeting support for the Engineering, Traffic Engineering, Solid Waste, Street Maintenance, Parks, and Water Quality Divisions as well as the Capital Improvement Program.

The mission of Public Works Administration Division is to lead the Department in providing effective public services that are cost effective, quality conscious, customer friendly, timely, proactive, innovative, forward thinking, safe, environmentally and legally compliant, and well understood. The ultimate goal is to earn the respect and trust of our taxpayers.

OBJECTIVES:

Implement policies that provide first class public works services for the community.

Provide management, administrative support, contract administration, and secretarial functions for all activities of the department and to ensure coordination with other city departments and agencies.

Provide financial and budgeting support for all activities of the department to ensure responsible fiscal management.

Ensure positive progress on major projects – including the Headlands, Town Center, Harbor Revitalization, Sea Terrace Park, and the Pacific Coast Hwy Street Widening.

Provide analysis of ongoing activities, determine appropriate level of service and identify cost effective methods to deliver services.

Identify new programs required to implement community and City Council goals which are both beneficial and cost effective.

Facilitate superior communications and outreach with all City stake holders and customers.

Improve safety awareness and reduce exposure to liability.

Provide good stewardship of our environment.

Obtain state of the art automation, equipment, and training.

Develop and motivate city employees and consultants to reach their fullest potential.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
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EXPENDITURE SUMMARY

Personnel	\$294,578	\$278,971	\$299,354	\$310,604
Materials & Services	24,902	22,790	29,490	31,200
Capital Outlay	50,562	1,326	0	0
Total Expenditures	<u>\$370,042</u>	<u>\$303,087</u>	<u>\$328,844</u>	<u>\$341,804</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	270,924	258,655	266,300	275,620
103 HOURLY	0	0	0	0
105 OVERTIME				
Secretary			250	250
	0	250	250	250
110 BENEFITS	35,366	32,372	42,435	46,187
112 RETIREMENT BENEFITS	51,803	53,800	52,512	53,195
114 MEDI-TAX 1.45%	4,045	3,754	3,865	4,000
116 WORKERS' COMPENSATION	0	0	0	0
120 OUTSIDE ASSISTANCE	0	0	0	0
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt Analyst to PW-Street Maint. (52)			(33,004)	(34,324)
One-third Sr. Mgmt Analyst to PW-Solid Waste (54)			(33,004)	(34,324)
	(67,560)	(69,860)	(66,008)	(68,648)
TOTAL PERSONNEL	294,578	278,971	299,354	310,604
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			2,200	2,310
	1,875	1,700	2,200	2,310
203 EQUIPMENT MAINTENANCE	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			3,500	4,000
Vehicle maintenance			2,000	2,500
	3,288	4,000	5,500	6,500
207 OFFICE SUPPLIES				
General office supplies			1,400	1,500
Laser printer toner			1,000	1,200
Letterhead and envelopes			1,000	1,100
Map printing			2,500	2,500
Facsimile & color printer ink cartridges			2,000	2,200
Printing - forms/notices/surveys			4,000	4,000
	8,987	10,000	11,900	12,500

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
209 MEMBERSHIPS & DUES				
American Public Works Association (2)			250	250
American Society of Civil Engineers (1)			490	490
Municipal Mgrs. Assoc. of So. California (1)			50	50
	201	790	790	790
211 OPERATING SUPPLIES	5,247	0	0	0
213 BOOKS & SUBSCRIPTIONS				
Technical journals, specification updates			100	100
	33	100	100	100
215 TRAINING				
Department Staff training			900	900
	0	900	900	900
223 PROFESSIONAL SERVICES	2,200	0	0	0
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			7,500	7,500
	2,794	4,700	7,500	7,500
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			600	600
	277	600	600	600
TOTAL MAT'LS & SERV.	24,902	22,790	29,490	31,200
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	50,562	1,326	0	0
TOTAL CAPITAL OUTLAY	50,562	1,326	0	0
GRAND TOTAL EXPENDITURES	370,042	303,087	328,844	341,804

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

DEPARTMENT: PUBLIC WORKS

PROGRAMS: STREET MAINTENANCE

DESCRIPTION:

The Street Maintenance Program is responsible for properly maintaining the publicly owned streets including asphalt paving, sidewalks, storm drains, diversion facilities and storm drain filters related to both flood control and water quality. Street sweeping is also budgeted in this program. Proper maintenance extends the life of infrastructure improvements and enhances the convenience and safety of the public. During this budget period the City will continue to maintain Pacific Coast Highway (PCH). The maintenance program will include approximately 80 miles of streets, 70,000 lineal feet of storm drains, 13 diversion facilities which include 4 Continuous Deflective Separation (CDS) units, and 9 urban runoff systems. We also have the Salt Creek treatment plant, 500+ catch basins with 550+ filters, 36 traffic signals (including 15 on PCH) and 5 flashing beacons.

OBJECTIVES:

Provide world class customer service for our residents, businesses and guests.

Provide superior management coordination of cost effective maintenance activities through a variety of contractors and County personnel to achieve a high quality product.

Continue to improve a proactive maintenance program to maximize the useful life of the City owned streets, right-of-way and storm drain infrastructure and assure safe streets, drainage ways and sidewalks.

Provide for timely installations and modifications of traffic control devices including signage as directed by the City Council and Staff.

Coordinate City activities with special districts to minimize duplication of services.

Create and maintain a facility inspection program for all municipal separate storm drains within the jurisdictional boundaries of the City.

Monitor and adjust for appropriate levels of service for various maintenance activities and identify effective alternatives for delivery of those services.

Administer contracts professionally to obtain the greatest cost/benefit ratio achievable and assure public confidence.

Oversee the Orange County Juvenile Probation Work Program, which aids in weed abatement, storm damage repair and other small maintenance projects.

Administer sidewalk grinding contracts that will improve and preserve the safety of our residents and businesses and improve accessibility as budgets permit.

PROGRAM INDICATORS:

Process 80 work orders per month, including all contracts and special projects.

Respond to 40 calls per month for assistance with street sweeping, traffic concerns, drainage issues, sidewalks and street related issues.

Respond to pothole repair needs within two working days.

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

Perform, at a minimum, bi-weekly inspections and monthly servicing of all CDS units.

Test the materials captured in the catch basin filters on a quarterly basis.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$146,323	\$154,450	\$159,679	\$165,830
Materials & Services	1,777,411	2,080,239	2,018,746	2,059,414
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$1,923,734</u>	<u>\$2,234,689</u>	<u>\$2,178,425</u>	<u>\$2,225,244</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	85,172	90,405	95,383	98,722
110 BENEFITS	8,272	9,000	11,100	12,300
112 RETIREMENT BENEFITS	17,864	18,804	18,809	19,053
114 MEDI-TAX 1.45%	1,235	1,311	1,383	1,431
116 WORKERS' COMPENSATION	0	0	0	0
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt Analyst from PW-Admin (51)			33,004	34,324
	33,780	34,930	33,004	34,324
TOTAL PERSONNEL	146,323	154,450	159,679	165,830
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			1,000	1,000
	822	800	1,000	1,000
205 VEHICLE MAINTENANCE				
Fuel			2,000	2,500
Vehicle maintenance			3,500	4,000
	2,345	4,000	5,500	6,500
207 OFFICE SUPPLIES				
Routine office supplies			500	500
	267	300	500	500
209 MEMBERSHIPS & DUES				
APWA			130	130
Miscellaneous/Other Assn.			120	120
	130	250	250	250
211 OPERATING SUPPLIES				
Employee uniforms (shirts, hats, jackets)			3,000	3,000
Tools & materials			4,000	4,000
	2,545	4,785	7,000	7,000
215 TRAINING				
Departmental Staff training			300	300
	0	300	300	300
221 UTILITIES (moved to Dept 53 in FY08)	0	0	0	0

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
223 PROFESSIONAL SERVICES				
Banner/holiday decorations (installation/takedown)			38,000	40,000
Banner replacement			5,000	5,000
Street sweeping outreach/flyers/maps			8,000	8,000
	54,855	179,704	51,000	53,000
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
Public Works Institute conference			825	1,500
	0	0	825	1,500
235 STREET MAINTENANCE				
County contract - streets			652,365	678,460
County contract - striping/stenciling			177,108	184,192
County contract - emergency response worker			50,000	50,000
Work orders			100,000	100,000
PCH relinquishment			27,000	20,000
Work program			25,000	25,000
Bus stop benches/litter containers (purch/repair)			10,000	10,000
Underground Service Alert (USA)			2,500	2,700
Special Projects:				
Sidewalk grinding/PCH grinding			45,000	15,000
Vandalism repair/graffiti abatement			10,000	10,000
City events (street crew)			11,000	11,000
	1,017,465	1,056,900	1,109,973	1,106,352
249 STREET SWEEPING				
Annual maintenance			276,000	289,900
Extraordinary			3,000	3,000
	164,571	267,900	279,000	292,900
251 STORM DRAINS				
County contract - storm drain maintenance			168,398	185,112
Filter/CDS units maintenance & disposal			225,000	235,000
Testing (filter/sweeper debris)			12,000	12,000
Filter (purchase/install, repair & replace)			59,000	59,000
Repairs (diversions, treatment facility)			90,000	90,000
Railroad flagmen/clean drains			9,000	9,000
	534,411	565,300	563,398	590,112
253 SAFETY LIGHTING (moved to Dept 53 in FY08)	0	0	0	0
TOTAL MAT'LS & SERV.	1,777,411	2,080,239	2,018,746	2,059,414
GRAND TOTAL EXPENDITURES	1,923,734	2,234,689	2,178,425	2,225,244

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

DEPARTMENT: PUBLIC WORKS

PROGRAM: TRAFFIC ENGINEERING

DESCRIPTION:

The Traffic Engineering Program is responsible for safe and efficient day-to-day traffic operations on the City's street system. The program also coordinates long-range transportation planning within the City and other regional transportation programs.

OBJECTIVES:

Provide top quality staff support to the City Council and the Traffic Improvement Commission.

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

Provide ongoing reviews of traffic safety needs and complete investigations in a timely manner.

Provide professional and pragmatic recommendations for traffic and parking improvements to meet the City's long term needs while addressing short term concerns.

Implement cost effective long-range transportation projects based on various studies including input in the Major Investment Study currently being executed by OCTA.

Keep the City Council and the community informed about regional transportation issues that affect the City.

Provide technical reviews for private development projects and City capital projects.

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.

Oversee the City's traffic signal system including recommendations to construct improvements, evaluate signal timing for the efficient movement of traffic, and

monitor the City on a regular basis making adjustments and responding to complaints.

PROGRAM INDICATORS:

Present approximately 15 staff reports to the City Council per year.

Provide staff support for the newly established Traffic Improvement Commission including meeting preparation, preparation of studies and staff reports, and other as-needed support.

Complete 200 traffic investigations per year as requested by the public and City Council.

Prepare 200 work orders per year to modify signing and striping issues citywide.

Implement long range master planning documents related to this Division such as the Bike and Pedestrian Trail Master Plan which recommends improvements on our roadways for more efficient, safer bike travel.

Timely, professional review of the hundreds of applications each year to support private and public development such as traffic control plans, signing and striping plans, traffic studies and improvement plans.

Keep apprised of the South Orange County Major Investment Study, Proposition 1B and Measure 'M' to facilitate benefits for the City.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$0	\$0	\$80,536	\$80,536
Materials & Services	645,644	642,175	633,650	636,700
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$645,644</u>	<u>\$642,175</u>	<u>\$714,186</u>	<u>\$717,236</u>

REVENUE SUMMARY

3rd party rmb - traffic review/plan ck	<u>\$0</u>	<u>\$0</u>	<u>\$50,000</u>	<u>\$50,000</u>
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AUTHORIZED PERSONNEL

Senior Civil Engineer (traffic)	1	1	1	1
Total	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	0	0	0	0
103 HOURLY				
Traffic engineer (80 hours/mo)			73,920	73,920
	0	0	73,920	73,920
105 OVERTIME	0	0	0	0
110 BENEFITS	0	0	0	0
112 RETIREMENT BENEFITS	0	0	5,544	5,544
114 MEDI-TAX 1.45%	0	0	1,072	1,072
116 WORKERS' COMPENSATION	0	0	0	0
199 PERSONNEL ALLOCATION				
Civil Engr Asst to PW-Water Quality (57)			0	0
	0	0	0	0
TOTAL PERSONNEL	0	0	80,536	80,536
MATERIALS & SERVICES				
201 COMMUNICATIONS	0	700	0	0
207 OFFICE SUPPLIES				
General office supplies			350	350
	111	300	350	350
211 OPERATING SUPPLIES				
Parking decals (preferential parking areas)			3,000	3,000
Supplies for traffic studies			3,000	3,000
	686	8,300	6,000	6,000
215 TRAINING				
Department Staff training			300	300
	0	300	300	300
221 UTILITIES (moved from Dept 52 beg. FY08)				
Traffic signals			55,000	57,000
Street lights			262,000	272,000
	280,244	293,475	317,000	329,000

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
223 PROFESSIONAL SERVICES				
Traffic engineering consultant			45,000	55,000
Discretionary review & plan check (reimbursed)			40,000	40,000
Various traffic studies/counts/speed verification			50,000	50,000
Emerg. vehicle pre-emption inspection/maintenance			20,000	22,000
	216,194	261,300	155,000	167,000
225 ADVERTISING	0	0	0	0
227 TRAVEL, CONF. & MEETINGS	0	0	0	0
229 MILEAGE REIMBURSEMENT	0	0	0	0
253 SAFETY LIGHTING / TRAFFIC SIGNALS				
Signal maintenance (21 intersections/5 beacons)			21,000	22,050
Signal maintenance - PCH (15 intersections)			14,000	15,000
Radar speed signs			10,000	11,000
Traffic signal extraordinary maintenance			60,000	75,000
Glorie Dei agreement			40,000	0
Safety/street lighting			10,000	11,000
	148,409	77,800	155,000	134,050
TOTAL MAT'LS & SERV.	645,644	642,175	633,650	636,700
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0
GRAND TOTAL EXPENDITURES	645,644	642,175	714,186	717,236

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

DEPARTMENT: PUBLIC WORKS

PROGRAM: SOLID WASTE MANAGEMENT

DESCRIPTION:

The Solid Waste Management Program involves all activities in the City concerning solid waste collection, recycling, and disposal. It includes the following sub-programs and activities:

- Curbside Solid Waste Collection and Disposal by CR&R
- Curbside Recycling Collection and Disposal by CR&R
- Curbside Green Waste Collection and Disposal by CR&R
- Source Reduction and Recycling Programs
- Construction & Demolition Ordinance Program
- Solid Waste Exemption Program
- Household Hazardous Waste Programs
- Department of Conservation Grant Programs
- Low Income Subsidy Program

OBJECTIVES:

Provide professional management of all solid waste activities and programs in the City, administer the City's franchise agreement with CR&R for solid waste collection and disposal, and provide oversight of the City's curbside recycling program.

Provide knowledgeable staff to respond in a timely manner to public inquiries and community concerns regarding solid waste and recycling matters.

Provide for development and implementation of Source Reduction and Recycling (SRRE) and Household Hazardous Waste (HHW) programs in accordance with the approved SRRE and HHW Elements of the City's General Plan and to comply with the 50% diversion rate mandated by the State of California under AB 939.

Work with the part-time recycling coordinator provided by CR&R to increase the number of commercial recycling accounts in the City of Dana Point. Work with the recycling coordinator to educate residents through quarterly newsletters, flyers, and other media.

Encourage litter reduction and recycling citywide.

Provide residents with three Cleanup Day events per calendar year where they can dispose of furniture, appliances, e-waste and other bulky items for free.

PROGRAM INDICATORS:

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

CR&R collects approximately 25,766 tons of solid waste and recyclable materials from single and multi family units each year.

CR&R collects approximately 14,805 tons of solid waste and recyclable materials from commercial accounts each year.

CR&R must maintain a 50% total diversion rate as mandated by the State of California through AB 939. CR&R is responsible for this mandate through the franchise agreement.

City staff administers approximately 275+ Construction and Demolition Permits per year.

City staff administers approximately 250+ Waste Exemption Permits per year.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$33,780	\$34,930	\$33,004	\$34,324
Materials & Services	115,659	60,766	52,966	38,622
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$149,439</u>	<u>\$95,696</u>	<u>\$85,970</u>	<u>\$72,946</u>

REVENUE SUMMARY

Solid Waste Franchise Fee	\$80,000	\$80,000	\$120,000	\$120,000
Solid Waste Administration Fee	28,406	27,000	28,800	28,800
Reimb. Exp - CR&R Contract Admin	0	0	75,000	75,000
Total Revenues	<u>\$108,406</u>	<u>\$107,000</u>	<u>\$223,800</u>	<u>\$223,800</u>

AUTHORIZED PERSONNEL

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

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
199 PERSONNEL ALLOCATION				
One-third Sr. Mgmt. Analyst from PW-Admin (51)			33,004	34,324
	33,780	34,930	33,004	34,324
TOTAL PERSONNEL	33,780	34,930	33,004	34,324
MATERIALS & SERVICES				
207 OFFICE SUPPLIES				
Printing of informational materials			2,500	2,500
Office supplies			350	350
	5,803	8,216	2,850	2,850
223 PROFESSIONAL SERVICES				
AB939 recycling programs			10,000	10,000
Dept. of Conservation grant programs			11,000	11,000
Residential tagging program			13,116	13,772
Franchise - initial review for FY08 adjustment			15,000	0
Low income assistance subsidy			1,000	1,000
	109,856	52,550	50,116	35,772
TOTAL MAT'LS & SERV.	115,659	60,766	52,966	38,622
GRAND TOTAL EXPENDITURES	149,439	95,696	85,970	72,946

**City of Dana Point
Budget Narrative
Department: Public Works
Program: Engineering (56)**

DEPARTMENT: PUBLIC WORKS

PROGRAM: ENGINEERING

DESCRIPTION:

The Engineering Program provides professional, timely and value oriented engineering services including, oversight of public infrastructure design and construction for Capital Improvement Program (CIP) Projects including activities of private developers and publicly-funded improvements. Additionally, this program provides reviews of grading and street/drainage improvements on private and public property to assure compliance with City codes and ordinances, and help applicants. Engineering performs field inspections for all public improvement projects including capital improvements, utility cuts and resident-constructed improvements in the public right-of-way. Furthermore, Engineering works with other Divisions to manage and enhance publicly owned infrastructure and property, and works with the community to manage private and public impacts to said property.

OBJECTIVES:

Ensure the public's trust with sound, innovative, safe, leading edge and value added engineering services.

Provide timely, cost effective and professional planning, design and construction of public infrastructure consistent with public need and economic feasibility to not only maintain and repair publicly owned property, but also to improve public infrastructure.

Provide timely information and knowledgeable personnel to address public inquiries and community concerns on various Engineering and related issues.

Provide a consistent cost effective and professional level of review for private development projects to assure compliance with City codes and regulations.

Optimize the turnaround time for plan checks and continually evaluate counter operations as it relates to providing quality customer service and the development of procedures to best serve the public.

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 professionally to assure top quality projects are delivered on time, on budget, safely and according to plans and specifications.

Continue to maintain and improve the filing and retrieval systems of Engineering documents including plans, reports, permits and other related information.

Continue to identify and respond to City Council directed activities related to Engineering issues and serving the community.

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

Develop state of the art customer supportive technical information systems.

PROGRAM INDICATORS:

350 engineering permits issued per fiscal year

500 calls per month for Engineering assistance

70 inspections per month

75 hours per month public counter assistance

Provide same day or next day initial response to inquires.

Execute Budgeted Capital Improvement Program.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
Personnel	\$343,548	\$543,224	\$1,262,466	\$1,421,996
Materials & Services	670,179	921,045	738,430	385,030
Capital Outlay	0	0	75,000	0
Total Expenditures	<u>\$1,013,727</u>	<u>\$1,464,269</u>	<u>\$2,075,896</u>	<u>\$1,807,026</u>

REVENUE SUMMARY

Engineering Permits	\$61,214	\$61,000	\$50,000	\$55,000
Engineering Fees	101,576	121,200	100,000	110,000
Reim Exp (Headlands & Harbor Rev.)	326,460	220,320	417,000	210,000
Total Revenues	<u>\$489,250</u>	<u>\$402,520</u>	<u>\$567,000</u>	<u>\$375,000</u>

AUTHORIZED PERSONNEL

Senior Civil Engineer	1	2	4	4
City Engineer	1	1	1	1
Senior Construction Inspector	0	0	1	1
Associate Engineer	1	0	0	1
Principal Civil Engineer	0	0	1	1
Secretary	1	1	1	2
Engineering Technician III	<u>1</u>	<u>1</u>	<u>2</u>	<u>2</u>
Sub-total	5	5	10	12
<u>Regular Part-time</u>				
Engineering Intern	0.5	0.5	0.5	0.5
<u>Contract</u>				
Engineer/Surveyor	1	1	0.5	0.5
Engineer	2.87	2.5	0.75	0.75
Designer/ACAD	0.58	0.5	0.25	0.25
Administration	0.43	0.75	0.75	0
Geotechnician	0.5	0.5	0.5	0.5
Construction Manager	<u>3.9</u>	<u>3.5</u>	<u>1.5</u>	<u>1.5</u>
Sub-total	9.28	8.75	4.25	3.5
Total	14.78	14.25	14.75	16

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	259,197	391,615	931,749	1,045,980
103 HOURLY				
Intern (20 hours/week)		0	13,520	13,520
	10,630	13,520	13,520	13,520
105 OVERTIME				
Secretary/Engineering Tech/Intern			10,000	10,000
	0	10,000	10,000	10,000
110 BENEFITS	27,060	39,600	108,600	134,100
112 RETIREMENT BENEFITS	53,374	82,470	184,746	202,888
114 MEDI-TAX 1.45%	3,917	6,019	13,851	15,508
116 WORKERS' COMPENSATION	0	0	0	0
199 PERSONNEL ALLOCATION	0	0	0	0
TOTAL PERSONNEL	343,548	543,224	1,262,466	1,421,996
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			5,400	5,000
	1,231	900	5,400	5,000
205 VEHICLE MAINTENANCE				
Fuel			4,500	2,000
Maintenance & repairs			1,000	3,000
	0	0	5,500	5,000
207 OFFICE SUPPLIES				
GIS/computer software			5,000	5,000
Wide format plotter supplies & maintenance			4,500	5,000
Computer/software - new positions (7)			13,200	2,200
General office supplies			1,500	1,500
	10,601	16,500	24,200	13,700
209 MEMBERSHIPS & DUES				
American Public Works Association (2)			260	260
American Society of Civil Engineers (2)			390	390
	260	645	650	650
213 BOOKS & SUBSCRIPTIONS				
Technical journals, specification updates			300	300
	176	300	300	300

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
215 TRAINING				
Department Staff training			3,600	3,600
	1,205	1,500	3,600	3,600
223 PROFESSIONAL SERVICES				
General engr./develop. review/undergrounding			150,000	110,000
Biological consultation			10,000	10,000
Citywide aerial photography			45,000	0
Harbor revitalization (reimbursed)			60,000	60,000
Geological consultation			20,000	20,000
	556,696	784,420	285,000	200,000
224 % REVENUE COLLECTED				
100% of revenues paid for plan check services			50,000	0
	94,720	110,000	50,000	0
225 ADVERTISING				
Advertising			1,000	1,000
	0	1,000	1,000	1,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings			480	480
	79	480	480	480
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			5,300	5,300
	5,211	5,300	5,300	5,300
257 HEADLANDS				
Plan check (reimbursed)			157,000	50,000
Inspection (reimbursed)			140,000	80,000
Geologic inspection/plan check (reimbursed)			60,000	20,000
	0	0	357,000	150,000
TOTAL MAT'LS & SERV.	670,179	921,045	738,430	385,030
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
Trucks for positions (3)			75,000	0
	0	0	75,000	0
TOTAL CAPITAL OUTLAY	0	0	75,000	0
GRAND TOTAL EXPENDITURES	1,013,727	1,464,269	2,075,896	1,807,026

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

DEPARTMENT: PUBLIC WORKS

PROGRAM: WATER QUALITY

DESCRIPTION:

The Water Quality Program is responsible for the enhancement and beautification of our beach city resort environment while maintaining compliance with the City's MS4 Storm water permit, monitoring 13 miles of public storm drains and various activities associated with improving the water quality in Dana Point. This program focuses on education, enforcement, testing, structural improvements, reporting, and obtaining funds for the appurtenant water quality systems.

Other activities include representing the City at various committees and coalitions such as: Orange County Coastal Coalition, California Coastal Commission, San Juan Creek Watershed Study Group, Ocean Water Quality Subcommittee and the National Pollution Discharge Elimination System (NPDES) Co-Permittees meetings. The City is also the lead watershed partner for the Dana Point Coastal Streams (Salt Creek) Watershed group. The Water Quality Department also coordinates with other organizations, such as Dana Point Earth Ocean Society, Doheny Beach Interpretive Association, South Coast Water District, South Orange County Wastewater Authority, and others to further outreach and community activities, such as clean ups.

OBJECTIVES:

Modify and enhance existing program elements to meet new National Pollutant Discharge Elimination Plan (NPDES) permit requirements and prepare required annual reports.

Participate in the development of bacteria Total Maximum Daily Load (TMDL) requirements and the subsequent implementation plan. Maintain compliance with these regulatory requirements.

Lead efforts to facilitate improving beach clean water quality, focusing on Doheny State Park Beach, specifically through active participation and support of the Epidemiology and Microbial Source Tracking Study and Baby Beach.

Continue to develop and implement an effective public outreach program to inform and educate the public on the importance of controlling urban runoff and associated pollutants.

Review, approve and implement system-wide Best Management Practices (BMPs) for private and public projects.

Investigate and utilize, to the maximum extent possible, new and effective technology as it is developed for improved water quality measures.

Operate and maintain the Salt Creek Ozone Treatment Facility to assure healthful beach water quality.

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

Help to coordinate and support a scientifically sound Epidemiology and Microbial Source Tracking Study at Doheny State Park Beach.

Headlands and Harbor Revitalization development work accomplished without adverse water quality impacts.

PROGRAM INDICATORS:

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

Optimization of Salt Creek Ozone Treatment Facility operations.

Continue to coordinate successful community outreach events, such as Earth Day, Coastal Clean Up Day, and Ocean Awareness Day.

Prepare and distribute new newsletter.

Reduction of beach postings days at Baby Beach and Doheny State Park Beach.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$87,226	\$127,078	\$132,747	\$137,432
Materials & Services	458,686	660,500	1,159,220	679,065
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$545,912</u>	<u>\$787,578</u>	<u>\$1,291,967</u>	<u>\$816,497</u>

REVENUE SUMMARY

Reimbursed expenses	\$0	\$0	\$10,000	\$10,000
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AUTHORIZED PERSONNEL

Senior Civil Engineer	1	1	1	1
Sub-total	1	1	1	1
<u>Regular Part-time</u>				
Intern	0	0	0.5	0.5
Total	1	1	1.5	1.5

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	65,288	96,587	91,523	94,726
103 HOURLY				
Intern			10,000	10,000
	0	0	10,000	10,000
110 BENEFITS	7,243	9,000	11,100	12,300
112 RETIREMENT BENEFITS	13,705	20,090	18,797	19,032
114 MEDI-TAX 1.45%	990	1,401	1,327	1,374
116 WORKERS' COMPENSATION	0	0	0	0
199 PERSONNEL ALLOCATION	0	0	0	0
TOTAL PERSONNEL	87,226	127,078	132,747	137,432
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			800	850
	617	800	800	850
207 OFFICE SUPPLIES				
NPDES printing			1,400	1,400
General office supplies			600	350
	965	1,300	2,000	1,750
209 MEMBERSHIPS & DUES				
ASFPM/CFM			100	100
CPSWQ			75	100
Keep California Beautiful			200	200
	2,512	305	375	400
211 OPERATING SUPPLIES				
Printing/public education materials			5,000	5,000
Water quality booth setup/takedown			2,000	2,000
Promotional items/community outreach			15,000	15,000
	15,444	15,000	22,000	22,000
213 BOOKS & SUBSCRIPTIONS				
Miscellaneous			300	300
	188	300	300	300
215 TRAINING				
NPDES training			900	900
Department Staff training			300	300
	82	1,200	1,200	1,200

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
223 PROFESSIONAL SERVICES				
Epi study outreach			10,000	10,000
NPDES program revisions			18,000	18,000
On-call technical support			10,000	10,000
Federal lobbyist			53,000	56,000
ECIS commercial inspection			9,000	10,000
TMDL/Watershed implementation			15,000	15,000
Special investigations - Illegal discharge/connection			25,000	25,000
	130,489	154,400	140,000	144,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conference & meetings			4,045	3,065
	3,549	1,695	4,045	3,065
229 MILEAGE REIMBURSEMENT				
Travel, conference & meetings			3,000	3,000
	1,294	1,500	3,000	3,000
251 STORM DRAINS				
NPDES (co-permittee share)			87,000	88,000
SWRCB/NPDES permit fee			7,500	7,500
Diversions:				
Treatment of urban runoff			80,000	80,000
Water sampling - urban runoff			78,000	80,000
Salt Creek:				
Operation and maintenance			125,000	137,000
Water sampling and monitoring			18,000	20,000
Extraordinary repairs			20,000	20,000
Grease interceptor rebate			25,000	25,000
North Creek pilot project			35,000	35,000
HOA incentive program (reimbursed)			10,000	10,000
SCCWRP epidemiological & microbial study			500,000	0
	303,546	484,000	985,500	502,500
TOTAL MAT'LS & SERV.	458,686	660,500	1,159,220	679,065
GRAND TOTAL EXPENDITURES	545,912	787,578	1,291,967	816,497

**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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$0	\$0	\$0	\$0
Materials & Services	7,262,195	7,967,992	8,255,700	8,659,800
Capital Outlay	77,627	19,477	0	0
Total Expenditures	<u>\$7,339,822</u>	<u>\$7,987,469</u>	<u>\$8,255,700</u>	<u>\$8,659,800</u>

REVENUE SUMMARY

Fines & Forfeitures	\$461,288	\$480,000	\$470,000	\$470,000
Abandoned Vehicle Abatement	32,042	40,000	0	0
Total Revenues	<u>\$493,330</u>	<u>\$520,000</u>	<u>\$470,000</u>	<u>\$470,000</u>

AUTHORIZED PERSONNEL

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phones & satellite phones (4)			4,250	4,250
	3,561	4,750	4,250	4,250
203 EQUIPMENT MAINTENANCE				
Bicycle maintenance			800	800
800 MHz radio maintenance contract			4,400	4,400
800 MHz backbone maintenance			10,000	10,000
Laptop computers, external defibrillators			1,000	4,000
Canon 5000 copier (Police)			3,000	3,000
Hand held radar/radar trailer maintenance			1,000	1,250
	28,710	21,450	20,200	23,450
205 VEHICLE MAINTENANCE				
Motorcycle maintenance			16,000	16,000
ATV maintenance (beach patrol)			650	650
	10,486	16,650	16,650	16,650
207 OFFICE SUPPLIES				
Routine office supplies			2,100	2,100
	1,386	10,750	2,100	2,100
211 OPERATING SUPPLIES				
Special events			1,000	1,000
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
Name tags for deputies			250	250
	14,499	91,057	5,250	4,250
215 TRAINING				
Employee development			3,500	2,000
	1,534	2,000	3,500	2,000
223 PROFESSIONAL SERVICES				
Trauma intervention program			5,000	5,000
Crossing guards			56,750	59,600
	52,822	60,771	61,750	64,600
227 TRAVEL, CONF. & MEETINGS				
Miscellaneous			2,000	2,500
	1,178	1,000	2,000	2,500

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
233 POLICE SERVICES				
Contract services (est. 5% incr. in FY09)			7,945,000	8,345,000
Traffic enforcement			100,000	100,000
Tri-cities Directed Enforcement Team overhead			70,000	70,000
Special assignments (overtime funding)			25,000	25,000
	7,148,019	7,759,564	8,140,000	8,540,000
TOTAL MAT'LS & SERV.	7,262,195	7,967,992	8,255,700	8,659,800
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT			0	0
	77,627	19,477	0	0
TOTAL CAPITAL OUTLAY	77,627	19,477	0	0
GRAND TOTAL EXPENDITURES	7,339,822	7,987,469	8,255,700	8,659,800

**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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$3,909	\$6,600	\$0	\$0
Materials & Services	17,670	19,200	18,650	18,650
Capital Outlay	0	0	0	0
Total Expenditures	\$21,579	\$25,800	\$18,650	\$18,650

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
116 WORKERS' COMPENSATION	3,909	6,600	0	0
TOTAL PERSONNEL	3,909	6,600	0	0
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone service			600	600
	273	600	600	600
203 EQUIPMENT MAINTENANCE				
Bicycle maintenance			800	800
	58	800	800	800
205 VEHICLE MAINTENANCE				
Van patrol (gas, maintenance & repairs)			3,700	3,700
	4,556	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
	3,638	3,750	8,500	8,500
211 OPERATING SUPPLIES				
Volunteer uniform replacement			2,500	2,500
Routine supplies			1,000	1,000
	7,786	6,500	3,500	3,500
215 TRAINING				
Volunteer development courses			600	600
	1,200	2,900	600	600
223 PROFESSIONAL SERVICES	0	0	0	0
227 TRAVEL, CONF. & MEETINGS				
Crime prevention meetings			250	250
Volunteer development conferences			350	350
	159	600	600	600
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			350	350
	0	350	350	350
TOTAL MAT'LS & SERV.	17,670	19,200	18,650	18,650
GRAND TOTAL EXPENDITURES	21,579	25,800	18,650	18,650

**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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$108,036	\$173,346	\$172,749	\$178,725
Materials & Services	60,190	101,809	84,550	86,700
Capital Outlay	25,628	41,228	0	0
Total Expenditures	<u>\$193,854</u>	<u>\$316,383</u>	<u>\$257,299</u>	<u>\$265,425</u>

REVENUE SUMMARY

Nuclear Power Program	<u>\$138,625</u>	<u>\$145,000</u>	<u>\$155,000</u>	<u>\$160,000</u>
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AUTHORIZED PERSONNEL

Emergency Services Coordinator	1	1	1	1
Emergency & Support Svcs. Manager	<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	0	0.5	0.5
Total	1.5	1.5	2	2

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES - partially reimbursed	121,276	158,424	157,866	163,392
103 HOURLY				
Administrative support			20,000	20,000
	0	0	20,000	20,000
105 OVERTIME	0	0	0	0
110 BENEFITS	12,815	18,000	22,200	24,600
112 RETIREMENT BENEFITS	25,252	32,952	34,030	34,435
114 MEDI-TAX 1.45%	1,759	2,297	2,579	2,659
116 WORKERS' COMPENSATION	0	0	0	0
120 OUTSIDE ASSISTANCE				
Administrative/secretarial support			0	0
	562	19,429	0	0
199 PERSONNEL ALLOCATION				
One-half Emerg. Svcs. Mgr. to Facilities (95)			(63,926)	(66,360)
	(53,628)	(57,756)	(63,926)	(66,360)
TOTAL PERSONNEL	108,036	173,346	172,749	178,725
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Satellite phone usage - 50% reimbursed			650	700
Radio equipment			1,000	1,000
Orange County 800MHz system			900	900
Cell phone- reimbursed			1,800	1,900
	3,871	2,900	4,350	4,500
203 EQUIPMENT MAINTENANCE				
Communications maintenance - 50% reimbursed			1,000	1,000
EOC software maintenance - 50% reimbursed			1,000	1,000
Teleminster maint & tech support - 50% reimbursed			5,300	5,300
Radiological equipment calibration - reimbursed			2,000	2,000
Emergency generator - 50% reimbursed			3,500	5,000
	11,476	12,100	12,800	14,300

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
205 VEHICLE MAINTENANCE				
Crown Victoria fuel & maintenance (50% reim)			5,500	6,000
Emergency services trucks fuel & maintenance			1,000	1,000
	259	0	6,500	7,000
207 OFFICE SUPPLIES				
Routine office supplies - reimbursed			1,050	1,050
Outside printing (brochures, etc.)			5,000	5,000
	1,047	2,200	6,050	6,050
209 MEMBERSHIPS & DUES				
Southern California Emergency Services Assoc.			60	60
International Assoc. of Emergency Managers			170	170
	215	230	230	230
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
Disaster preparedness web site (partially reim)			1,000	1,000
Community Preparedness Expo (partially reim)			15,000	15,000
Disaster supplies rotation			1,500	1,500
Emergency response supplies			5,000	5,000
	29,763	69,169	39,500	39,500
213 BOOKS & SUBSCRIPTIONS				
Safety library			750	750
Emergency management publications			750	750
	580	1,500	1,500	1,500
215 TRAINING				
NPP-related training - reimbursed			1,000	1,000
Department staff			600	600
	1,485	2,250	1,600	1,600
223 PROFESSIONAL SERVICES				
Disaster preparedness outreach (PSA)			4,000	4,000
	2,534	3,500	4,000	4,000
227 TRAVEL, CONF. & MEETINGS				
Travel, conference & meetings			6,520	6,520
	7,954	6,460	6,520	6,520

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
229 MILEAGE REIMBURSEMENT				
Mileage for meetings, training, conferences	1,006	1,500	1,500	1,500
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL MAT'LS & SERV.	60,190	101,809	84,550	86,700
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
	25,628	41,228	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL CAPITAL OUTLAY	25,628	41,228	0	0
GRAND TOTAL EXPENDITURES	193,854	316,383	257,299	265,425

**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 give 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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
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EXPENDITURE SUMMARY

Materials & Services	\$739,755	\$561,744	\$591,550	\$621,050
Capital Outlay	0	0	0	0
Total Expenditures	\$739,755	\$561,744	\$591,550	\$621,050

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
MATERIALS & SERVICES				
213 BOOKS & SUBSCRIPTIONS				
Legal code updates			3,700	3,700
	2,413	2,200	3,700	3,700
231 CITY ATTORNEY SERVICES				
Retainer account			109,750	115,250
O.C. Muni code violation custody fees			11,600	12,200
Muni code violations/prosecution			210,000	220,500
General legal services (non-litigation)			256,500	269,400
	737,342	559,544	587,850	617,350
TOTAL MAT'LS & SERV.	739,755	561,744	591,550	621,050
GRAND TOTAL EXPENDITURES	739,755	561,744	591,550	621,050

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 is the sole source provider of recreational and cultural arts programs for the residents of Dana Point. The Division creates community through people, parks and programs by offering a multitude of services for young toddlers to seniors. The operation focuses on providing passive and active activities designed to meet the growing leisure service demand. Some of the ongoing programs offered include contractual classes, sports camps and leagues, special events, concerts, trips, and art festivals.

The Community Services Division oversees the operation of the Del Obispo Community Park that includes a 15,000 square foot Community Center, three lighted ballfields, two tennis courts, batting cages, outdoor handball courts and an outdoor basketball court. At the Dana Hills High School Sports Park, the Division manages the operation of a multipurpose field and a dedicated softball field.

The Community Services office offers expanded services to the community by administering an outreach program addressing senior needs in the community. The operation also works in cooperation with South County Senior Services to offer a balance of senior services, theme events and active programs designed to meet the growing needs of older adults.

OBJECTIVES:

Teen Programs: Implement various recreation and social programs for teens in the community.

Aquatic Programs: Provide an aquatic program for the residents through a joint-use agreement with Capistrano Unified School District.

Cultural and Performing Art Programs: Through a cooperative effort with local artisans and local art clubs, develop an arts appreciation program to provide visual and performing art experiences in Dana Point.

Strengthen community image and sense of place: Provide programs, community events and recreation facilities that are key factors in strengthening community image and creating a sense of place.

Support economic development: Recreation programs and facilities attract and retain businesses and residents, as well as attract tourists.

Strengthen safety and security: Recreation provides safe environments for recreation activities and designs programs and services to reduce undesired activity.

Promote health and wellness: Participation in recreation activities improves physical, social and emotional health that positively impacts community health and wellness.

Foster human development: Recreation services foster social, intellectual, physical and emotional development

Increase cultural unity: Recreation increases cultural unity through experiences that promote cultural understanding and celebrate diversity.

Provide recreational experiences: Through programmed and self-facilitated recreation, a variety of benefits to individuals, families, neighborhoods, and communities are achieved. Recreational experiences are important as an end in themselves for personal enjoyment.

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 that serves 864 seniors annually

- Congregate meal program serving 7,800 seniors annually

- Home delivered meals provided for 3,000 seniors

- Case management services administering over 125 cases

- Senior support services; health screening, legal consultation, tax preparation, and a defensive driving program

- Contractual Classes through Saddleback Emeritus Institute

- Orange County Transit Authority provided 1,680 rides for senior participants to the weekday meal program.

Coordinate major city-wide special events to include the 4th of July Fireworks, the Spring Egg Hunt, Holiday Craft Fair, and ten Summer Concerts-in-the-Park series.

Collaborate with local organizations and non-profit groups to promote on joint programming (i.e. Relay for Life, International Art Fair, and the Dana Point Boat Parade).

The recreation operation offers eight trips per year for residents featuring excursions to local art museums, theaters, and theme events throughout Southern California.

Conduct youth, adult and senior seasonal sports programs. In addition, continue to offer camps designed to provide basic instruction in the area of youth sports. These programs focus in the areas of basketball, softball, kickball, and volleyball.

The contractual class program offers over 500 classes for young children, teens, adults and seniors with an average attendance of 3,000 participants per year.

Provide rental opportunities for the public in one of twenty-one City parks for weddings, memorial services, birthdays, anniversaries and christenings. Coordinate the use of the sports park with local youth sports groups and Capistrano Unified School District.

Coordinate facility rentals with non-profit, resident, and commercial group events at the Del Obispo Community Center.

Enhance the City's marketing program through the production of the City's Recreation Services Guide on a quarterly basis. The Community Services division also developed for distribution an annual calendar of activities including government, non-profit and civic group events.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$354,073	\$382,474	\$483,443	\$514,791
Materials & Services	681,949	839,985	865,907	858,931
Capital Outlay	0	7,805	0	0
Total Expenditures	<u>\$1,036,022</u>	<u>\$1,230,264</u>	<u>\$1,349,350</u>	<u>\$1,373,722</u>

REVENUE SUMMARY

Park programs & activities	\$199,685	\$211,300	\$225,800	\$234,300
Total Revenues	<u>\$199,685</u>	<u>\$211,300</u>	<u>\$225,800</u>	<u>\$234,300</u>

AUTHORIZED PERSONNEL

Full-time

Administrative Aide	1	1	1	1
Recreation Manager	1	1	0	0
Recreation Coordinator	1	1	1	1
Director of Parks & Recreation	0	0	1	1
Administrative Secretary	0	0	1	1
Recreation Supervisor	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	4	4	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	5	5	6	6

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	209,896	230,549	297,526	317,685
103 HOURLY				
Building supervision			23,500	24,000
Special events			1,000	1,000
Part-time secretary (24 hrs/wk)			21,500	22,500
Trip Supervision			1,500	1,500
Senior program coordinator (20 hrs/wk)			11,500	11,750
	50,903	57,758	59,000	60,750
105 OVERTIME				
Hourly staff - special events, meetings & leagues			2,000	2,000
	2,159	2,000	2,000	2,000
110 BENEFITS	37,379	35,672	56,625	62,971
112 RETIREMENT BENEFITS	49,805	52,286	63,094	65,869
114 MEDI-TAX 1.45%	3,931	4,209	5,199	5,516
116 WORKERS' COMPENSATION	0	0	0	0
120 OUTSIDE ASSISTANCE	0	0	0	0
TOTAL PERSONNEL	354,073	382,474	483,443	514,791
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			800	800
	634	800	800	800
203 EQUIPMENT MAINTENANCE				
Copier			3,000	3,000
Fax			150	150
Recreation software maintenance			3,200	3,200
	4,887	5,650	6,350	6,350

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
207 OFFICE SUPPLIES				
Routine office supplies			1,800	1,800
Copier supplies (paper)			1,750	1,750
Computer/software for Admin Sec'y			2,200	0
Phones for new Staff			1,000	0
Fax machine toner cartridges			200	200
Laminating machine supplies			100	100
	3,124	3,850	7,050	3,850
209 MEMBERSHIPS & DUES				
So. California Municipal Athletic Federation (3)			150	150
California Park & Recreation Society (3)			480	480
	620	630	630	630
211 OPERATING SUPPLIES				
Medical/first aid			300	300
Replacement of chairs & tables			7,500	7,500
Plant maintenance contract			450	450
Furniture for new Staff			10,000	0
Staff uniforms			800	800
	1,940	9,350	19,050	9,050
215 TRAINING				
Department Staff training			750	750
	10	750	750	750
217 POSTAGE				
Quarterly recreation brochures			12,000	12,000
Office postage			500	525
	8,880	11,025	12,500	12,525
223 PROFESSIONAL SERVICES				
Contract classes (Split Instructor/City)			120,000	125,000
Marketing/promotion contract			34,000	34,000
Quarterly recreation brochure			40,000	40,000
City calendar			10,000	10,000
Scholarship classes			500	500
Aquatics (CUSD elimated use of facility in FY04)			0	0
South County Senior Services			38,587	40,516
Day laborer outreach programs			1,000	1,000
	231,636	267,250	244,087	251,016

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
225 ADVERTISING				
Events (egg hunt, concerts, craft faire)			5,000	5,000
4th of July fireworks promotions			2,000	2,000
	3,986	4,100	7,000	7,000
227 TRAVEL, CONF. & MEETINGS				
Cal. Park & Rec. Society Conf - 2 attend			800	3,050
	0	2,560	800	3,050
229 MILEAGE REIMBURSEMENT				
Department head auto allowance			4,800	4,800
Staff mileage reimbursements			1,500	1,500
	667	1,500	6,300	6,300
241 COMMUNITY ACTIVITIES				
4th of July Fireworks Show			84,000	88,200
4th of July trolley service			10,000	10,000
Summer trolley (\$20,000 funded from AB2766 Fund)			0	0
Grad Nite contribution			5,000	5,000
Ceremonies			2,500	2,500
Coastal Cleanup Day			2,500	2,500
Summer Concerts			87,150	91,450
Art Festival			10,000	12,000
Auto Art Show (fall)			2,500	2,500
Community Events			25,000	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
Scholarships			5,000	5,000
Holiday program			20,000	20,000
Holiday decorations			30,000	30,000
Car & Bike Show (spring)			5,000	5,000
Dana Point Grand Prix bike race			30,000	30,000
Festival of Whales:				
Event contribution			25,000	25,000
Community parade			30,000	30,000
	348,630	437,500	468,650	464,150

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
243 RECREATION PROGRAMS				
Youth sports			9,000	9,360
Teen programs			10,000	10,000
Adult sports			9,000	9,000
Teen sports			3,000	3,000
Transportation for senior services			8,400	8,820
Egg Hunt			5,040	5,280
Holiday Craft Faire			12,500	13,000
Trips & Excursions			10,000	10,000
Senior Programs			25,000	25,000
	76,935	95,020	91,940	93,460
TOTAL MAT'LS & SERV.	681,949	839,985	865,907	858,931
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
			0	0
	0	7,805	0	0
TOTAL CAPITAL OUTLAY	0	7,805	0	0
GRAND TOTAL EXPENDITURES	1,036,022	1,230,264	1,349,350	1,373,722

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 23 beautiful parks, including a community garden, that provide safe, clean and attractive facilities for the citizens of Dana Point. There are 82 acres of developed park land with approximately 3,000 trees, 6 outdoor restroom buildings, 10 playgrounds, 5 dog fun zones and 18 parks with security lighting. The City's landscape medians and parkways contain over 6,000 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 two newest additions to the City are the 17 acre Lantern Bay Park located between the harbor and the Laguna Cliffs Marriott and Ken Sampson Overlook located at the end of Blue Lantern. In this budget cycle we expect to add nature parks from the Headlands, the extension to Sea Terrace Park and medians on PCH. 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 8,800 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 51 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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$197,209	\$253,691	\$268,330	\$349,473
Materials & Services	2,500,139	5,293,190	2,571,227	2,699,109
Capital Outlay	0	27,205	0	25,000
Total Expenditures	<u>\$2,697,348</u>	<u>\$5,574,086</u>	<u>\$2,839,557</u>	<u>\$3,073,582</u>

REVENUE SUMMARY

Park & Community Center Rentals	<u>\$24,425</u>	<u>\$32,000</u>	<u>\$32,000</u>	<u>\$32,000</u>
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AUTHORIZED PERSONNEL

Parks Maintenance Worker III	1	1	1	1
Parks Supervisor	1	1	1	1
Parks Coordinator	0	0	0	1
Parks Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	3	3	3	4

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	148,830	185,759	194,299	251,241
105 OVERTIME				
After hours emergency response			5,000	5,000
	0	5,000	5,000	5,000
110 BENEFITS	15,087	21,600	27,900	41,100
112 RETIREMENT BENEFITS	31,233	38,638	38,314	48,489
114 MEDI-TAX 1.45%	2,059	2,694	2,817	3,643
116 WORKERS' COMPENSATION	0	0	0	0
199 PERSONNEL ALLOCATION	0	0	0	0
TOTAL PERSONNEL	197,209	253,691	268,330	349,473
MATERIALS & SERVICES				
201 COMMUNICATIONS				
New phones			800	200
Cell phones (3)			2,500	3,600
	2,404	2,500	3,300	3,800
203 EQUIP & FACIL. MAINT.	0	0	0	0
205 VEHICLE MAINTENANCE				
Fuel			6,000	8,000
Maintenance and repairs			4,500	6,000
	7,449	8,000	10,500	14,000
207 OFFICE SUPPLIES				
General office supplies			1,050	1,050
	725	900	1,050	1,050
209 MEMBERSHIPS & DUES				
California Park & Recreation Society (2)			420	420
International Society of Arboriculture (1)			145	145
	130	685	565	565

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
211 OPERATING SUPPLIES				
Repair & installation - mutt mitt dispensers			3,000	3,000
Employee uniforms			3,000	3,000
Mutt mitts			35,000	35,000
Computer/software - Nat'l Resource Prot. Officer			0	2,200
Small tools/hardware			40,000	40,000
	48,711	38,500	81,000	83,200
215 TRAINING				
Department Staff training			900	1,200
	0	900	900	1,200
219 FACIL & EQUIP LEASE/RENTAL				
Portable toilets (Thunderbird Park) (Note: COP debt was paid off in FY07)			3,000 0	3,000 0
	526,059	3,019,869	3,000	3,000
221 UTILITIES				
Water/sewer			385,000	400,000
Security lighting & irrigation controllers			50,000	50,000
	209,535	294,200	435,000	450,000
223 PROFESSIONAL SERVICES				
ADA compliance inspections			500	500
Bee extermination			3,000	3,000
Vandalism repair/Graffiti abatement			25,000	25,000
Consultants (athletic field renovation, etc.)			38,000	38,000
Park/playground certification inspections			35,000	35,000
	50,503	57,500	101,500	101,500
227 TRAVEL, CONF. & MEETINGS				
Calif. Park & Rec. Society annual conference			650	1,300
	0	1,630	650	1,300
229 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement			500	500
	271	300	500	500
245 LANDSCAPE (MEDIANS)				
Annual maintenance			387,024	406,375
Extraordinary			38,702	40,637
Median & parkway landscape repair/replacement			70,000	80,000
	296,434	373,850	495,726	527,012

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
247 TREE MAINTENANCE				
Trimming			550,010	575,505
	522,957	584,380	550,010	575,505
255 PARK MAINTENANCE				
Landscape:				
Annual maintenance			453,660	476,343
Extraordinary maintenance			45,366	47,634
DHHS SP - renovation			50,000	50,000
Ballfields - maintenance/infield renovation			110,000	125,000
Work Program			5,000	5,000
Hardscape:				
Light standards (repl. rusted/rotten)			40,000	25,000
Hardscape repair/replacement			35,000	35,000
Playground maintenance/repair			35,000	35,000
Park sign replacement			25,000	15,000
Ballfield lighting			500	14,500
Irrigation/Drainage/Water Distribution:				
Irrigation control systems upgrade			5,000	25,000
Backflow preventers (preventative maint/testing)			3,000	3,000
Park equipment repair, maintenance & replacement			80,000	80,000
	834,961	909,976	887,526	936,477
TOTAL MAT'LS & SERV.	2,500,139	5,293,190	2,571,227	2,699,109
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
Truck for natural resources protection officer			0	25,000
	0	27,205	0	25,000
305 PARK STRUCT. & IMPVMNTS.	0	0	0	0
TOTAL CAPITAL OUTLAY	0	27,205	0	25,000
GRAND TOTAL EXPENDITURES	2,697,348	5,574,086	2,839,557	3,073,582

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 preventive 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)

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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$107,277	\$137,562	\$130,990	\$136,404
Materials & Services	512,722	492,523	444,400	445,700
Capital Outlay	561,004	317,424	125,000	125,000
Total Expenditures	<u>\$1,181,003</u>	<u>\$947,509</u>	<u>\$700,390</u>	<u>\$707,104</u>

REVENUE SUMMARY

City Plaza rental revenues	\$147,447	\$162,000	\$169,000	\$169,000
Total Revenues	<u>\$147,447</u>	<u>\$162,000</u>	<u>\$169,000</u>	<u>\$169,000</u>

AUTHORIZED PERSONNEL

Bldg. & Facil. Maintenance Worker	1	1	1	1
Emergency & Support Svcs. Manager	<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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
PERSONNEL				
101 SALARIES	37,516	44,268	46,741	48,377
105 OVERTIME				
After hours emergency response			2,000	2,000
	990	1,000	2,000	2,000
110 BENEFITS	6,300	6,300	8,400	9,600
112 RETIREMENT BENEFITS	7,573	9,208	9,217	9,337
114 MEDI-TAX 1.45%	635	656	707	730
116 WORKERS' COMPENSATION	0	0	0	0
120 OUTSIDE ASSISTANCE				
Administrative/secretarial support			0	0
	635	18,374	0	0
199 PERSONNEL ALLOCATION				
One-half Emerg. Svcs. Mgr. from ES (12)			63,926	66,360
	53,628	57,756	63,926	66,360
TOTAL PERSONNEL	107,277	137,562	130,990	136,404
MATERIALS & SERVICES				
201 COMMUNICATIONS				
Cell phone			1,000	1,000
	508	600	1,000	1,000
203 EQUIPMENT & FACILITY MAINTENANCE				
General maintenance:				
Custodial contract			85,000	85,000
Building pest control			7,500	7,800
Elevator maintenance contract			2,800	2,800
Landscape (City Plaza)			5,800	5,800
HVAC maintenance			10,000	10,000
Fire extinguisher and sprinkler inspection			1,800	1,800
Floor mats			5,500	5,500
Facility security systems (alarm, surveillance)			15,000	15,000
Signage			5,000	5,000
Preventative/restorative maintenance:				
Electrical			10,000	10,000
Exterior painting			20,000	20,000
Interior painting			10,000	10,000
Miscellaneous projects (based on priority)			25,000	25,000
Extraordinary maintenance			10,000	10,000
	177,101	246,625	213,400	213,700

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
205 VEHICLE MAINTENANCE				
Facilities truck fuel and maintenance			3,000	3,000
	1,617	3,000	3,000	3,000
207 OFFICE SUPPLIES	0	0	0	0
209 MEMBERSHIPS & DUES	0	0	0	0
211 OPERATING SUPPLIES				
Paint, hardware, lighting, misc.			13,000	13,000
	160,331	14,998	13,000	13,000
215 TRAINING				
Staff training			1,000	1,000
	0	0	1,000	1,000
219 FACILITIES & EQUIPMENT LEASE/RENT	0	0	0	0
221 UTILITIES				
Community Center:				
Water			5,000	5,000
Gas			2,000	2,000
Electricity - building			23,000	23,500
Electricity - ballfield lights			18,000	18,500
DHHS Sports Fields:				
Electricity - ballfield lights			25,000	25,000
City Plaza:				
Electricity			78,000	78,000
Water/sewer			7,000	7,000
Other:				
Property taxes			10,000	10,000
	145,291	171,300	168,000	169,000
223 PROFESSIONAL SERVICES				
Contract maintenance handyman			45,000	45,000
	27,874	56,000	45,000	45,000
227 TRAVEL, CONF. & MEETINGS	0	0	0	0
TOTAL MAT'LS & SERV.	512,722	492,523	444,400	445,700
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT			0	0
	0	0	0	0

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
303 FACILITY IMPROVEMENTS				
Community Center:				
Facilities improvements			50,000	50,000
City Plaza:				
Facility improvements			50,000	50,000
Basic renovations (based on lease expirations)			25,000	25,000
	561,004	317,424	125,000	125,000
TOTAL CAPITAL OUTLAY	561,004	317,424	125,000	125,000
GRAND TOTAL EXPENDITURES	1,181,003	947,509	700,390	707,104

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

PROGRAM: RISK MANAGEMENT

DESCRIPTION:

The Risk Management Function has been established in order to provide for insurance coverage relating to general liability, worker's compensation, property, pollution, hotel transient occupancy taxes, 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 1,200 Insurance Certificates each year from outside agencies, which do work for the City of Dana Point and name the City Additional Insured on their insurance policies.

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

OBJECTIVE:

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

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

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

Evaluate the adequacy of insurance coverage and the purchasing of policies at the best rates and premiums for the City.

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$0	\$0	\$0	\$0
Materials & Services	0	1,300	1,300	1,300
Risk Management	1,057,488	1,007,518	801,400	832,900
Capital Outlay	0	0	0	0
Total Expenditures	<u>\$1,057,488</u>	<u>\$1,008,818</u>	<u>\$802,700</u>	<u>\$834,200</u>

REVENUE SUMMARY

Reimbursed Expenses	\$199,542	\$120,000	\$120,000	\$120,000
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AUTHORIZED PERSONNEL

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
MATERIALS & SERVICES				
213 BOOKS & SUBSCRIPTIONS				
OSHA standards & miscellaneous			300	300
	0	300	300	300
215 TRAINING				
CJPIA training/workshops			1,000	1,000
	0	1,000	1,000	1,000
TOTAL MAT'LS & SERV.	0	1,300	1,300	1,300
INSURANCE				
401 LIABILITY INSURANCE PREMIUMS				
General liability premium (estimate)			320,000	376,000
Retro liability deposit			21,000	21,000
	396,465	432,000	341,000	397,000
403 PROPERTY INSURANCE PREMIUMS				
Earthquake insurance premiums			58,000	65,000
Automobile insurance premiums			3,900	4,500
Pollution insurance premiums			23,000	0
Property insurance premiums			6,000	6,900
	65,449	68,650	90,900	76,400
405 EMPLOYEE BOND PREMIUMS				
Employee bonds			1,500	1,500
	0	1,500	1,500	1,500
409 GENERAL LIABILITY/PROPERTY CLAIMS				
Litigation expenses - defense			100,000	100,000
Litigation expenses - reimbursed			100,000	100,000
	434,343	214,500	200,000	200,000
411 WORKERS' COMPENSATION				
Retro deposit			5,000	5,000
Annual premium			50,000	50,000
	115,278	192,701	55,000	55,000
413 CONSULTING/WITNESS FEES				
Litigation support			20,000	20,000
Litigation support - reimbursed			20,000	20,000
	2,793	40,000	40,000	40,000
417 OTHER INSURANCE SERVICES				
Transient occupancy tax interruption insurance			53,000	53,000
	36,493	48,167	53,000	53,000
419 LITIGATION SETTLEMENTS	0	0	0	0
421 UNEMPLOYMENT BENEFITS				
Contingency			20,000	10,000
	6,667	10,000	20,000	10,000
TOTAL INSURANCE	1,057,488	1,007,518	801,400	832,900
GRAND TOTAL EXPENDITURES	1,057,488	1,008,818	802,700	834,200

Budget Narrative
Department: ADMINISTRATIVE SERVICES
Program: NON-DEPARTMENTAL (99)

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 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$0	\$0	\$0	\$0
Materials & Services	763,400	970,188	1,329,640	1,258,200
Capital Outlay	0	0	165,000	628,000
Total Operating Expenditures	<u>763,400</u>	<u>970,188</u>	<u>1,494,640</u>	<u>1,886,200</u>
Operating Transfers-out	2,254,500	2,819,127	1,248,419	2,416,225
Total Oper. Expend. & Tsfs. Out	<u><u>\$3,017,900</u></u>	<u><u>\$3,789,315</u></u>	<u><u>\$2,743,059</u></u>	<u><u>\$4,302,425</u></u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
MATERIALS & SERVICES				
201 COMMUNICATIONS				
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			27,000	27,000
Telephone software updates/programming changes			2,000	2,000
Repair & maintenance of switching equip/phones			2,500	2,500
	34,856	50,300	53,800	53,800
203 EQUIP/FACIL MAINT/REPAIR				
Office equipment repair: fax, postage, dictation			1,750	1,750
Interior potted plants rental/maintenance			2,500	2,500
Canon 5020 copier (Records Room)			3,000	3,500
Canon 8500 copier (Admin)			6,000	6,500
Canon 6000 copier (Comm Dev/PW)			6,500	6,900
	18,399	24,477	19,750	21,150
207 OFFICE SUPPLIES				
Central supplies (white copier paper)			10,000	10,000
Facility/hospitality supplies			15,000	15,000
	19,035	20,000	25,000	25,000
209 MEMBERSHIPS & DUES				
League of California Cities - Orange County dues			10,200	10,700
League of California Cities - State dues			11,900	12,400
Orange County Human Relations			2,800	3,000
California Coastal Coalition			2,000	2,000
Miscellaneous			1,650	1,650
	26,329	26,650	28,550	29,750
211 OPERATING SUPPLIES				
Miscellaneous operating supplies			15,000	15,000
Color printer supplies			2,500	2,500
Central copier supplies (toner, staples, etc.)			2,000	2,000
	15,688	27,316	19,500	19,500
217 POSTAGE				
U.S. Mail (general & bulk rate postage)			30,000	32,000
Business reply annual permit			500	500
Overnight delivery service (FedX, UPS, etc.)			4,000	4,200
	25,720	27,300	34,500	36,700

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
219 FACIL & EQUIP LEASE/RENT				
Postage meter lease			3,240	4,500
Miscellaneous			500	500
	1,587	3,300	3,740	5,000
223 PROFESSIONAL SERVICES				
CASA - animal control services			286,000	303,200
CASA - animal shelter expansion			75,000	0
Dana Point Library - Sunday hours			50,000	50,000
Information Technology			250,000	250,000
Miscellaneous			2,000	2,000
	379,750	361,100	663,000	605,200
227 TRAVEL, CONF. & MEETINGS				
Tuition reimbursements			6,000	6,000
Employee service awards			15,000	15,000
Employee/Volunteer recognition events			20,000	20,000
	9,482	20,000	41,000	41,000
259 DATA TECHNOLOGY				
Non-warranty printer repairs & maintenance (15)			5,000	5,000
Training			1,000	1,000
Data/phone line cable repairs & installation			2,000	2,000
LAN hubs, switches, repair & replacement			5,700	2,700
Extended warranty contracts - routers/firewall			2,000	2,000
LAN technical support & consulting (hourly)			32,400	32,400
Non-warranty computer R&M, upgrades (78 pcs)			5,000	5,000
Misc computer & network parts & supplies			2,000	2,000
Maintenance - anti-virus software (bi-annual)			0	6,500
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 lic. software upgr. maint. (tri-annual)			44,000	0
Non-Microsoft software upgrades			2,000	2,000
Cyclical technology hardware repl. (FY08 / FY09):				
File servers - City Hall (4 / 2)			25,000	12,500
File Server - Community Center (0 / 1)			0	7,500
Desktop computers (14 / 24)			28,800	43,200
Notebook Computers (3 / 1)			5,400	1,800
Laser printers - Black & White (3 / 4)			6,000	8,000
Laser printers - Color (0 / 0) - next due FY2010			0	0
Uninterruptable Power Supplies (0 / 2)			0	5,000
Routers & firewall (0 / 2)			0	4,000
	113,037	120,500	170,800	151,100

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

	Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
261 MARKETING (moved to Dept. 44 beg. FY08)	119,517	168,365	0	0
299 RESERVE FOR SERVICE ENHANCEMENTS				
Reserve for Service Enhancements			270,000	270,000
	0	120,880	270,000	270,000
TOTAL MAT'LS & SERV.	763,400	970,188	1,329,640	1,258,200
CAPITAL OUTLAY				
301 FURNITURE & EQUIPMENT				
Replace Canon 8500 copier with Canon 7086			30,000	
Replace Canon 6000 copier with Canon 6570				22,000
Future capital outlay			135,000	606,000
	0	0	165,000	628,000
TOTAL CAPITAL OUTLAY	0	0	165,000	628,000
TOTAL OPER. EXPENDITURES	763,400	970,188	1,494,640	1,886,200
OPERATING TRANSFERS OUT				
901 TO LLEBG FUND				
Operating transfer out			0	0
	0	0	0	0
903 TO FACILITIES IMPROVEMENT FUND				
Operating transfer out			575,000	525,000
	754,500	260,000	575,000	525,000
905 TO CAPITAL IMPROVEMENTS FUND				
Mandates, repairs & repl. of existing infrastructure			673,419	1,150,000
Priority 1 new projects			0	741,225
	1,500,000	2,559,127	673,419	1,891,225
TOTAL OPERATING TRANSFERS OUT	2,254,500	2,819,127	1,248,419	2,416,225
GRAND TOTAL OPERATING EXP. & TSFS. OUT	3,017,900	3,789,315	2,743,059	4,302,425

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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.

	FY2008 Budget	FY2009 Budget
Beginning Fund Balance	\$64,525	\$64,525
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
AB2928 Transportation Congestion Relief	0	376,585
Total Revenues and Sources	659,000	1,035,585
Expenditures and Uses		
Transfer Out to General Fund	659,000	1,035,585
Transfer Out to CIP Fund	0	0
Total Expenditures and Uses	659,000	1,035,585
Ending Fund Balance	\$64,525	\$64,525

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

		Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
02-10-6121	HWY USERS TAX - SEC 2106	140,472	159,000	159,000	159,000
02-10-6123	HWY USERS TAX - SEC 2107	299,116	278,000	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	224,276	216,000	216,000	216,000
02-50-6523	AB2928 TRANSP. CONGESTION RELIEF	0	0	0	376,585
Total Revenues & Transfers-in		<u>669,864</u>	<u>659,000</u>	<u>659,000</u>	<u>1,035,585</u>
EXPENDITURES & TRANSFERS OUT:					
02-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	669,452	659,000	659,000	659,000
02-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	0	0	0	376,585
Total Expenditures & Transfers-out		<u>669,452</u>	<u>659,000</u>	<u>659,000</u>	<u>1,035,585</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>FY2008 Budget</u>	<u>FY2009 Budget</u>
Beginning Fund Balance	\$74,909	\$74,909
Revenues and Sources		
Measure M Taxes	438,805	458,727
Total Revenues and Sources	<u>438,805</u>	<u>458,727</u>
Expenditures and Uses		
Transfer Out to Capital Improvement Projects Fund	438,805	458,727
Total Expenditures and Uses	<u>438,805</u>	<u>458,727</u>
Ending Fund Balance	<u>\$74,909</u>	<u>\$74,909</u>

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

		Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
04-10-6141	MEASURE M TURNBACK Estimates provide by Orange County Transportation Authority	406,978	429,261	438,805	458,727
Total Revenues & Transfers-in		<u>406,978</u>	<u>429,261</u>	<u>438,805</u>	<u>458,727</u>
EXPENDITURES & TRANSFERS OUT:					
04-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	401,488	429,261	438,805	458,727
Total Expenditures & Transfers-out		<u>401,488</u>	<u>429,261</u>	<u>438,805</u>	<u>458,727</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.

	<u>FY2008 Budget</u>	<u>FY2009 Budget</u>
Beginning Fund Balance	\$21,000	\$59,000
Revenues and Sources		
AB2766 fees	38,000	38,000
Investment interest	0	0
Total Revenues and Sources	<u>38,000</u>	<u>38,000</u>
Expenditures and Uses		
To be determined	0	0
Total Expenditures and Uses	<u>0</u>	<u>0</u>
Ending Fund Balance	<u>\$59,000</u>	<u>\$97,000</u>

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

		Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
05-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	4,100	3,000	0	0
05-50-6511	AB2766 REVENUES Estimates provide by South Coast Air Quality Management District	44,375	38,000	38,000	38,000
Total Revenues & Transfers-in		48,475	41,000	38,000	38,000
EXPENDITURES & TRANSFERS OUT:					
05-99-20-0000-215	FACILITY & EQUIP LEASE/RENT To be determined	4,625	8,000	0	0
05-99-20-0000-223	PROFESSIONAL SERVICES To be determined	20,000	20,000	0	0
05-99-30-0000-301	FURNITURE & EQUIPMENT To be determined To be determined To be determined			0 0 0	0 0 0
		54,875	0	0	0
05-99-90-0000-905	TRANSFERS OUT - TO CIP FUND Amount, if any, will be determined in conjunction with CIP budget.	123,511	0	0	0
Total Expenditures & Transfers-out		203,011	28,000	0	0

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND

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

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

	<u>FY2006 Budget</u>	<u>FY2007 Budget</u>
Beginning Fund Balance	\$123,479	\$127,479
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	\$127,479	\$131,479

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

		Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
25-40-6403	INVESTMENT INTEREST	4,744	500	4,000	4,000
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 FY2008 and/or FY2009 a separate report will be brought to Council for action.	100,000	100,000	0	0
Total Revenues & Transfers-in		104,744	100,500	4,000	4,000
EXPENDITURES & TRANSFERS OUT:					
25-99-20-0000-257	SLESF Program Operating Expenditures	90,747	100,000	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		90,747	100,000	0	0

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 2007.

	FY2008 Budget	FY2009 Budget
Beginning Fund Balance	\$1,081,318	\$1,007,318
Revenues and Sources		
Coastal transit fees	1,000	1,000
Investment interest	45,000	38,500
Total Revenues and Sources	46,000	39,500
Expenditures and Uses		
Implementation of coastal transit program	120,000	120,000
Total Expenditures and Uses	120,000	120,000
Ending Fund Balance	\$1,007,318	\$926,818

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

		Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
06-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	39,300	38,500	45,000	38,500
06-50-6523	COASTAL TRANSIT FEES Estimate of fees collected from residential development within the City	0	1,000	1,000	1,000
Total Revenues & Transfers-in		<u>39,300</u>	<u>39,500</u>	<u>46,000</u>	<u>39,500</u>
EXPENDITURES & TRANSFERS OUT:					
06-99-20-0000-223	PROFESSIONAL SERVICES Ten-year program life - expend. est @ 10%/yr. Program to be brought to Council for approval	0	120,000	120,000	120,000
Total Expenditures & Transfers-out		<u>0</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>

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.

	FY2008 Budget	FY2009 Budget
Beginning Fund Balance	\$2,831,913	\$102,000
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	2,831,913	0
Total Expenditures and Uses	2,831,913	0
Ending Fund Balance	\$102,000	\$207,000
Reserves/Designations of Fund Balances:		
Reserved for Sea Terrace Park Development	\$0	\$0
Undesignated	102,000	207,000
Total Reserves/Designations	\$102,000	\$207,000

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

		Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
21-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	87,500	84,000	2,000	5,000
21-70-6701	PARK FEES Revenue is based upon estimated new construction subject to park development fees.	158,800	100,000	100,000	100,000
Total Revenues & Transfers-in		<u>246,300</u>	<u>184,000</u>	<u>102,000</u>	<u>105,000</u>
EXPENDITURES & TRANSFERS OUT:					
21-99-20-0000-223	PROFESSIONAL SERVICES	2,294	0	0	0
21-99-90-0000-903	TRANSFERS OUT - TO GENERAL FUND	0	0	0	0
21-99-90-0000-905	TRANSFERS OUT - TO CIP FUND	0	0	2,831,913	0
	Sea Terrace Park reserve funds			1,474,217	0
	Undesignated Park funds			1,357,696	0
Total Expenditures & Transfers-out		<u>2,294</u>	<u>0</u>	<u>2,831,913</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.

	FY2008 Budget	FY2009 Budget
Beginning Fund Balance	\$68	\$68
Revenues and Sources		
Operating transfer from General Fund	575,000	525,000
Operating transfer from Capital Improvements Fund	0	0
Total Revenues and Sources	575,000	525,000
Expenditures and Uses		
Facility improvements	575,000	525,000
Total Expenditures and Uses	575,000	525,000
Ending Fund Balance	\$68	\$68

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

		Fiscal Year 2006 <u>Actual</u>	Fiscal Year 2007 <u>Budget</u>	Fiscal Year 2008 <u>Adopted</u>	Fiscal Year 2009 <u>Adopted</u>
REVENUES & TRANSFERS-IN:					
12-90-6901	TRANSFER-IN FROM GENERAL FUND Funding for facility improvements	754,500	260,000	575,000	525,000
12-90-6911	TRANSFER-IN FROM CIP FUND Transfer funding for Council Chamber renovation	788,700	0	0	0
Total Revenues & Transfers-in		<u>1,543,200</u>	<u>260,000</u>	<u>575,000</u>	<u>525,000</u>
EXPENDITURES & TRANSFERS OUT:					
12-99-30-0000-303	FACILITY IMPROVEMENTS				
	HVAC replacement			25,000	25,000
	City Plaza space renovation			450,000	500,000
	Administration remodel			100,000	0
		<u>168,132</u>	<u>1,635,000</u>	<u>575,000</u>	<u>525,000</u>
Total Expenditures & Transfers-out		<u>168,132</u>	<u>1,635,000</u>	<u>575,000</u>	<u>525,000</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.

	<u>FY2008</u>	<u>FY2009</u>
	<u>Budget</u>	<u>Budget</u>
Beginning Fund Balance	\$23,783,830	\$7,963,699
Revenues and Sources:		
Operating Transfers-In:		
from General Fund	673,419	1,891,225
from Measure M Fund	438,805	458,727
from Park Development Fund	2,831,913	0
from Gasoline Tax Fund	0	376,585
Measure M - GMA11	0	0
California Dept. of Parks & Recreation	582,125	0
Intersection Improvement Program	1,416,581	0
Orange County Transportation Authority	950,000	0
Developer Contributions	418,901	0
TEA	500,000	0
Total Revenues and Sources	<u>7,811,744</u>	<u>2,726,537</u>
Expenditures and Uses		
Capital Improvement Projects	23,631,875	5,240,312
Total Expenditures and Uses	<u>23,631,875</u>	<u>5,240,312</u>
Ending Fund Balance	<u>\$7,963,699</u>	<u>\$5,449,924</u>
Reserves/Designations of Fund Balances:		
Designated for Open Space Acquisition	\$1,227,463	\$1,227,463
Development Impact Fees - Transportation	0	0
Pacific Coast Highway Remediation	3,000,000	3,000,000
Designated for Utility Undergrounding	1,375,000	0
Priority 1 Project	125,000	295,000
Undesignated	2,236,236	927,461
Total Reserves/Designations	<u>\$7,963,699</u>	<u>\$5,449,924</u>

CIP Budget Summary 2007-08 and 2008-09

Page No.	Proj No.	Description	Comments	Estimated Unspent Funds 6-30-07	Reprogrammed Funds	Carryover Funds	FY07-08 General Fund	FY07-08 CIP Undesignated	FY07-08 CIP Designated	FY 07-08 Other Funds	FY 07-08 Reprogrammed Funds	FY 08-09 General Fund	FY08-09 CIP Undesignated	FY08-09 CIP Designated	FY 08-09 Other	FY 08-09 Reprogrammed Funds	Total Appropriation	Total Unfunded	Total Project Cost	
1. PREVIOUSLY BUDGETED 2005-06 and 2006-07 PROJECTS (CIP FUND)																				
C-5	1111	PCH Traffic Congestion Relief Improvements	Design 70% Complete; Reprogramming \$862,436 from FDFIF Development Impact Funds; \$1,416,581 from IIP; \$3,566,960 from CARITS.	3,566,960	0	3,566,960	0	0	862,436	1,416,581	0	0	0	0	0	0	5,845,977	0	5,845,977	1111
C-6	1144	Dana Point Library Improvement	Pending City Council Direction	1,004,170	0	1,004,170	0	320,000	0	0	0	0	180,000	0	0	0	1,504,170	0	1,504,170	1144
	1155	Street Tree Replacement Planting	Designated for Sea Terrace Park. Reprogrammed to #1174.	186,770	(186,770)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1155
C-7	1174	Sea Terrace Park Development	Design 100% complete. Transfer \$500K from Lantern Village Underg; \$186,770 from #1155, \$458,586 from #1212, \$100K from 1213. Other funds include \$1,474,217 from PDF, \$1,357,696 from PDF, and \$212,537 from Open Space Aquis. Fund. \$432,125 and \$150,000 from	(74,832)	0	(74,832)	0	0	712,537	3,616,939	745,356	0	0	0	0	0	5,000,000	0	5,000,000	1174
C-8	1181	Lantern Village (La Cresta) Backbone Undergrounding	\$3,375,000 reserved in CIP fund. Transfer \$2.0M of that money as follows: \$1.5 for #1194 and \$500K for #1174.	105,223	0	105,223	0	0	0	0	0	0	0	1,375,000	0	0	1,480,223	5,419,777	6,900,000	1181
C-9	1188	Misc. Storm Drain Repairs-Capistrano Beach	In Design; Private/Public Partnership	149,154	0	149,154	0	0	0	0	0	0	0	0	0	0	149,154	0	149,154	1188
	1192	Annual Park ADA Improvements	Designated for Sunset Park Improvements, reprogramming \$100,000 to #1206.	100,000	(100,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1192
C-10	1194	Annual Residential Roadway Resurfacing FY 06, 07, & 08	Design 50% Complete; Using \$1.5 M from Lantern Village Undergrounding. Use transferred funds as follows: \$111,111 from #1209 and \$30,512 from #1210. Using \$375,565 from Prop 42 Funds. Measure M funds include \$438,805 in 2008 and \$458,747 in 2009.	2,911,729	0	2,911,729	0	0	1,500,000	438,805	141,623	0	0	0	835,312	0	5,827,469	0	5,827,469	1194
C-11	1196	DHHS Pump Station	Pump Replacement Work Scheduled to be Completed Late 2007.	69,530	0	69,530	0	0	0	0	0	0	0	0	0	0	69,530	0	69,530	1196
C-12	1197	Arterial Road. Resurfacing- FY 2006 (Seiva Rd. & Dohney Pk Rd)	Contract Awarded 11-20-2006 (unspent funds are set aside for project contingency).	262,095	(85,000)	177,095	0	0	0	0	0	0	0	0	0	0	177,095	0	262,095	1197
C-13	1203	PCH Relinquishment	Use for PCH repairs near Sea Terrace Park. Transfer \$3,000,000 to separate CIP reserve fund.	3,523,963	0	3,523,963	0	0	(3,000,000)	0	0	0	0	0	0	0	523,963	0	523,963	1203
C-14	1206	Sunset Park Improvements	Sunset Park Equipment Replacement Design 95% complete. Use \$100,000 from #1192.	382,141	0	382,141	0	0	0	0	100,000	0	0	0	0	0	482,141	0	482,141	1206
C-15	1207	PCH Medians	In Design; \$500K from TEA funds and \$216,000 from developer funding.	(1,600)	0	(1,600)	0	565,000	0	716,000	85,000	0	0	0	0	0	1,364,400	0	1,364,400	1207
C-16	1208	Lantern Bay Park Deferred Maintenance	Preliminary Design Phase; Designated for ongoing irrigation and re-landscaping projects.	348,065	0	348,065	0	0	0	0	0	0	0	0	0	0	348,065	0	348,065	1208
	1209	Annual Traffic Safety Improvement	Designated for Residential Roadway Repairs, reprogram \$111,111 to #1194	111,111	(111,111)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1209
	1210	Sidewalk ADA Improvements	Design 50% Complete; Designated for Residential Roadway Repairs, reprogram to #1194.	30,512	(30,512)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1210
C-17	1211	Minor Drainage Repair FY 06/07	Designated for Crystal Lantern and Big Sur Storm Drain Repair Project.	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0	150,000	0	150,000	1211
	1212	General Park Rehabilitation FY 06-07	Designated for Sea Terrace Park, reprogram to #1174	458,586	(458,586)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1212
	1213	Street Tree Replacement Planting	Designated for Sea Terrace Park, reprogram to #1174	100,000	(100,000)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1213
C-16	1215	Arterial Roadway Resurfacing- FY 06-07	Designated for Stonehill Drive Asphalt Repairs	150,000	0	150,000	0	0	0	0	0	0	0	0	0	0	150,000	0	150,000	1215
		SUBTOTAL		13,533,577	(1,071,979)	12,461,598	0	885,000	74,973	6,188,325	1,071,979	0	180,000	1,375,000	835,312	0	23,072,187	5,419,777	28,576,964	
2. MANDATES, REPAIR, AND REPLACEMENT TO EXISTING INFRASTRUCTURE																				
C-19	1	Del Obispo Park Parking Lot Repairs and Drainage Improvements		0	0	0	0	0	0	0	0	100,000	0	0	0	0	100,000	0	100,000	1
C-20	2	Annual Minor Drainage/Diversion Repair, Existing Infrastructure		0	0	0	73,419	76,581	0	0	0	150,000	0	0	0	0	300,000	0	300,000	2
C-21	3	Annual Slurry Seal Program		0	0	0	100,000	0	0	0	0	100,000	0	0	0	0	200,000	0	200,000	3
C-22	4	Annual Arterial Roadway Repair		0	0	0	100,000	0	0	0	0	100,000	0	0	0	0	200,000	0	200,000	4
C-23	5	Annual Sidewalk System Repair Improvements/Concrete Repairs		0	0	0	100,000	0	0	0	0	100,000	0	0	0	0	200,000	0	200,000	5
C-24	6	Annual Sidewalk and Park ADA Improvements		0	0	0	100,000	0	0	0	0	100,000	0	0	0	0	200,000	0	200,000	6
C-25	7	Annual Traffic Safety Repairs Improvements		0	0	0	100,000	0	0	0	0	100,000	0	0	0	0	200,000	0	200,000	7
C-26	8	Annual General Park Rehabilitation		0	0	0	0	0	0	0	0	200,000	0	0	0	0	200,000	0	200,000	8
C-27	9	Annual Street Tree Replacement		0	0	0	100,000	0	0	0	0	100,000	0	0	0	0	200,000	0	200,000	9
C-28	10	Annual Residential Roadway Resurfacing FY 2009		0	0	0	0	0	0	0	0	100,000	0	0	0	0	100,000	0	100,000	10
		SUBTOTAL		0	0	0	673,419	76,581	0	0	0	1,150,000	0	0	0	0	1,900,000	0	1,900,000	
3. PRIORITY 1 NEW PROJECTS (CIP FUND)																				
C-29	1A	PCH Del Prado Improvement		0	0	0	0	900,000	0	0	0	441,225	958,775	0	0	0	2,300,000	0	2,300,000	1A
C-30	2A	Via Canon Park Design/ Construction	Assumes housing is allowed on site, may be able to reduce cost significantly.	0	0	0	0	100,000	0	0	0	0	0	0	0	0	100,000	0	100,000	2A
C-31	3A	Swimming Pool Renovation Project Design		0	0	0	0	100,000	0	0	0	300,000	0	0	0	0	400,000	5,600,000	6,000,000	3A
C-32	3B	Beach Road at Coast Highway Quiet Zone- Train noise reduction		0	0	0	0	150,000	0	950,000	0	0	0	0	0	0	1,100,000	0	1,100,000	3B
		SUBTOTAL		0	0	0	0	1,250,000	0	950,000	0	741,225	958,775	0	0	0	3,800,000	5,600,000	9,500,000	
		TOTAL		13,533,577	(1,071,979)	12,461,598	673,419	2,211,581	74,973	7,138,325	1,071,979	1,891,225	1,138,775	1,375,000	835,312	0	28,872,187	11,019,777	39,976,964	
CIP Fund Balance				Beginning Balance		Additions 2008	Transfers In/Out from GF	Transfers In/Out from CIP Undesignated	Transfers In/Out CIP Designated	Transfers In/Out PDF	Ending Balance 2008	Transfers In/Out from GF	Transfers In/Out from CIP Undesignated	Transfers In/Out CIP Designated	Transfers In/Out PDF	Additions 2009	Ending Balance 2009			
		Designated for FDFIF Transportation		862,436				(862,436)			0						0			
		Designated for Open Space Acquisition		1,440,000				(212,537)			1,227,463						1,227,463			
		Designated for Utility Undergrounding		3,375,000				(2,000,000)			1,375,000			(1,375,000)			0			
		Designated for PCH Improvements		0				3,000,000			3,000,000						3,000,000			
		Budget Reserve (10% of Priority 1 Projects)		0				125,000			125,000			170,000			295,000			
		Total Designated CIP Fund		5,677,436	0	0	0	125,000	(74,973)	0	5,727,463	0	170,000	(1,375,000)	0	0	4,522,463			
		Undesignated CIP		4,572,817		0	0	(2,336,581)	(74,973)	0	2,236,236		(1,308,775)	(1,375,000)	0	0	927,461			
		Total CIP Fund Balance		10,250,253	0	0	0	(2,211,581)	(74,973)	0	7,963,699	0	(1,138,775)	(1,375,000)	0	0	5,449,924			
Park Development Fund Balance																				
		Reserved for Sea Terrace Park		1,474,217						(1,474,217)	0						0			
		Undesignated		1,357,696		102,000				(1,357,696)	102,000				105,000		207,000			
		Total Park Development Fund		2,831,913		102,000				(2,831,913)	102,000				105,000		207,000			
General Fund																				
		Capital Projects Sinking Fund		2,500,000		357,000					2,857,000					312,000	3,169,000			

Page No.	Project No.	Description	Comments	Estimated Unspent Funds 6-30-07	Reprogrammed Funds	Carryover Funds	FY07-08 General Fund	FY07-08 CIP Undesignated	FY07-08 CIP Designated	FY 07-08 Other Funds	FY 07-08 Reprogrammed Funds	FY 08-09 General Fund	FY08-09 CIP Undesignated	FY08-09 CIP Designated	FY 08-09 Other	FY 08-09 Reprogrammed Funds	Total Appropriation	Total Unfunded	Total Project Cost	
4. PRIORITY 2 POTENTIAL PROJECTS (UNFUNDED)																				
	1B	Storm Drain Masterplan Improvements Phase 5															0	3,000,000	3,000,000	1B
	2B	Lantern Bay Park Amphitheatre Improvements															0	400,000	400,000	2B
	4B	Additional Storm Drain Diversions- Citywide															0	2,500,000	2,500,000	4B
	5B	PCH/Del Prado Improvements- Phase 2															0	15,000,000	15,000,000	5B
	6B	RH Dana School Joint Use Field Improvements															0	2,000,000	2,000,000	6B
	7B	Purchase additional Del Obispo Park Space															0	2,000,000	2,000,000	7B
	8B	Stonehill Medians															0	4,000,000	4,000,000	8B
	9B	Blue Lantern Median Projects															0	400,000	400,000	9B
	10B	Bicycles and Trails Masterplan Priority 1															0	1,000,000	1,000,000	10B
	11B	Additional PCH Medians															0	3,000,000	3,000,000	11B
	12B	Park Restroom at Sea Canyons and Sunset Park															0	1,500,000	1,500,000	12B
	13B	Storm Drain Masterplan- new masterplan															0	300,000	300,000	13B
	14B	Salt Creek Treat. Plant Water Recycling	Split with SCWD and St. Regis.														0	250,000	250,000	14B
	15B	Selva Medians															0	4,000,000	4,000,000	15B
		TOTAL															0	39,350,000	39,350,000	

CITY OF DANA POINT
Computation of Legal Debt Margin
June 30, 2007

Assessed Valuation (1)	<u>\$7,693,012,472</u>
Legal Debt Limit - 3.75% of Total Assessed Valuation	\$288,487,968
Amount of Debt Applicable to Limit: None	0
Legal Debt Margin	<u>\$288,487,968</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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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 FUNDS

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.

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.

FIDUCIARY FUND

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.

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City of Dana Point
SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2008/09 – 2013/14

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 2008/09 – 2013/14

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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Department: Public Works	Project No.: 1111	Project Name: Pacific Coast Highway Traffic Congestion Relief Improvements
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PROJECT DESCRIPTION: The City has secured grant funds to address traffic congestion on Pacific Coast Highway between San Juan Creek and Copper Lantern. Now that PCH belongs to the City, staff has been able to create alternative lane configurations that will help minimize congestion without widening the street. The concept proposes to construct a pedestrian accessway across PCH east of Del Obispo, as well as a historic wall and bus turnout along Doheny State Beach.	CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION:
	PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____	

SPECIAL CONSIDERATIONS:
 Funding for this project includes CARITS, IIP, and FDIF funding. The funding amounts must be used specifically for this project. The figures below do not include \$766,596 in previous expenditures and encumbered funds.

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Design	\$500,000								\$500,000
Construction	\$4,345,977								\$4,345,977
Contract Administration	\$1,000,000								\$1,000,000
Other									
Total Estimated Project Cost	\$5,845,977								\$5,845,977
Operation & Maintenance:									
Costs		\$0	\$75,000	\$77,000	\$79,000	\$81,000	\$83,000	\$85,000	\$480,000
Total O & M Costs		\$0	\$75,000	\$77,000	\$79,000	\$81,000	\$83,000	\$85,000	\$480,000
Funding Source:									
Continuing Appropriations	\$3,566,960								\$3,566,960
Intersection Improvement Prog.		\$1,416,581							\$1,416,581
CIP Designated (FDIF)		\$862,436							\$862,436
Total Funding	\$3,566,960	\$2,279,017							\$5,845,977

Department: Public Works	Project No.: 1144	Project Name: Dana Point Library Improvement
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PROJECT DESCRIPTION: 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.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION:
	PRIORITY: Essential _____ Necessary _____ Desirable <input checked="" type="checkbox"/> Deferrable _____	
SPECIAL CONSIDERATIONS:		

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design	\$2,004,170								\$2,004,170
Design									
Construction									
Contract Administration									
Other									
Total Estimated Project Cost	\$2,004,170								\$2,004,170
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$1,004,170								\$1,004,170
CIP Undesignated		\$320,000	\$180,000						\$500,000
Total Funding	\$1,004,170	\$320,000	\$180,000						\$1,504,170

Department: Public Works	Project No.: 1174	Project Name: Sea Terrace Park Development
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PROJECT DESCRIPTION: Sea Terrace Park is an existing 27 acre park site located just north of the intersection of Niguel Road and Pacific Coast Highway. The City owns the entire park site. A five acre portion at the south end adjacent to Niguel Road has already been developed as a passive park. Phase I of the project would develop the remaining 22 acres as a passive park, basically providing landscaping, irrigation, and hardscaping. Additional funding would be required for Phase II which includes road access, parking, lighting, restrooms, picnic facilities, basketball, volleyball, and playground facilities.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project <u> X </u> Beautification Project _____	PROJECT LOCATION:
	PRIORITY: Essential _____ Necessary _____ Desirable <u> X </u> Deferrable _____	

SPECIAL CONSIDERATIONS:
 In exchange for a one acre maintenance yard at the north end of the park, Makar is proposing to provide complete grading and drainage for the site as well as additional improvements. The Sea Terrace Park project is 95% designed.

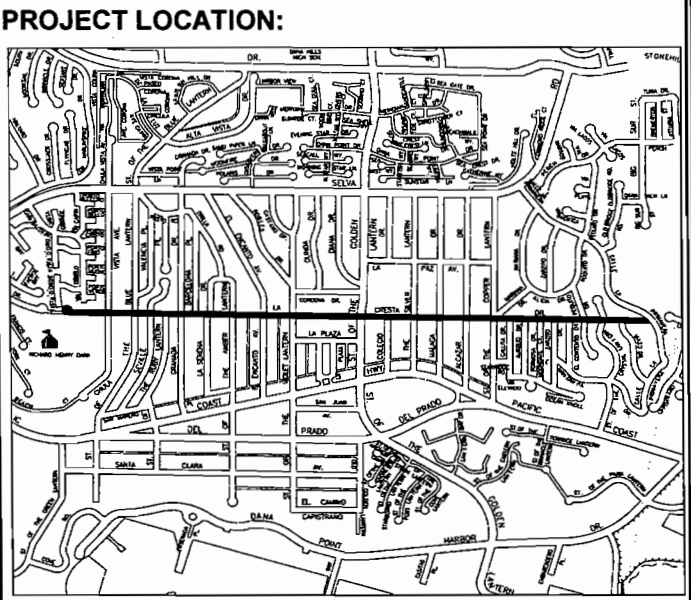
Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Design	\$500,000								\$500,000
Construction	\$4,000,000								\$4,000,000
Contract Administration	\$500,000								\$500,000
Total Estimated Project Cost	\$5,000,000								\$5,000,000
Operation & Maintenance:									
Costs		\$0	\$90,000	\$95,000	\$190,000	\$105,000	\$110,000	\$115,000	\$705,000
Total O & M Costs		\$0	\$90,000	\$95,000	\$190,000	\$105,000	\$110,000	\$115,000	\$705,000
Funding Source:									
Budget Balance	-\$74,832								-\$74,832
Reprogrammed Funds		\$745,356							\$745,356
Park Dev. Fund, Designated		\$1,474,217							\$1,474,217
Park Dev. Fund, Undesignated		\$1,357,696							\$1,357,696
CIP Designated		\$712,537							\$712,537
CA State Parks Grants		\$582,125							\$582,125
Developer Supplemental Funds		\$202,901							\$202,901
Total Funding	-\$74,832	\$5,074,832							\$5,000,000

Department: Public Works	Project No.: 1181	Project Name: Lantern Village Backbone Undergrounding
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PROJECT DESCRIPTION:
 This project was created to implement a major utility undergrounding project along La Cresta Drive in the Lantern Village between Calle La Primavera and Chula Vista. The project is currently in the design phase by SDG&E. Cox and AT&T would also have to provide designs and the city would have to prepare street repair plans.

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

PRIORITY:
 Essential _____
 Necessary _____
 Desirable
 Deferrable _____



SPECIAL CONSIDERATIONS:
 \$2.0 M of the \$3.375 M CIP reserve funding designated for this project would be directed to mandated residential street repairs (\$1.5 M) and Sea Terrace Park (\$.5 M). Total project cost is estimated at \$6.9 M and only removes about half of the 75 poles along this collector street. \$1.375 M is still reserved in the CIP Fund at the end of FY 2008. The total unfunded amount is \$4.819 M.

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design	\$1,375,000								\$1,375,000
Design	\$105,223								\$105,223
Construction	\$5,419,777								\$5,419,777
Contract Administration									
Other									
Total Estimated Project Cost	\$6,900,000								\$6,900,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$105,223								\$105,223
CIP Designated			\$1,375,000						\$1,375,000
Unfunded				\$5,419,777					\$5,419,777
Total Funding	\$105,223		\$1,375,000	\$5,419,777					\$6,900,000

Department: Public Works	Project No.: 1188	Project Name: Miscellaneous Storm Drain Repairs FY 06/07
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PROJECT DESCRIPTION: The project funding for this project was established to install a new storm drain down the Capistrano Bluffs. Since the project inception, private owners approached the City with a bluff hydroauger project that better addresses the drainage problem. The City is working cooperatively with the homeowners to jointly complete this project.	CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: <p style="text-align: center;">Various Locations</p>
	PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS: Project is 30% designed.		

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$149,154								\$149,154
Contract Administration									
Other									
Total Estimated Project Cost	\$149,154								\$149,154
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$149,154								\$149,154
Total Funding	\$149,154								\$149,154

Department: Public Works	Project No.: 1194	Project Name: Annual Roadway Resurfacing FY 06/07
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PROJECT DESCRIPTION: This program is intended to provide funding to rehabilitate non-arterial streets including residential, residential collector, and collector streets. Streets are selected for rehabilitation using the City's Pavement Management Plan which rates streets citywide and recommends improvements.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u> X </u> Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: <p style="text-align: center;">Various Locations</p>
	PRIORITY: Essential <u> X </u> Necessary _____ Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS:		

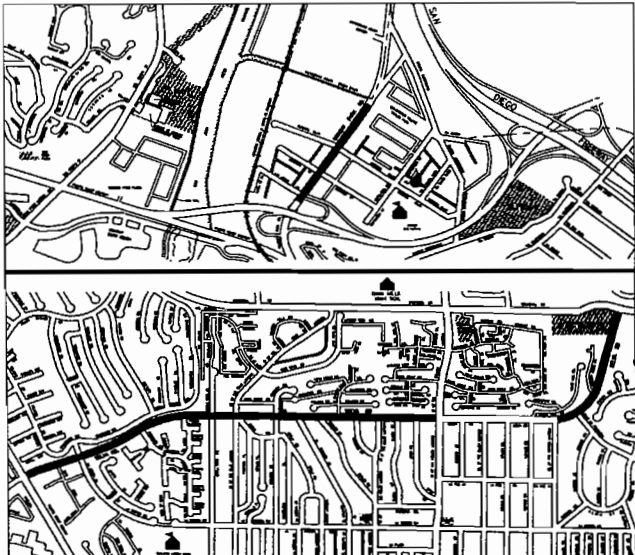
Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Design	\$350,000								\$350,000
Construction	\$4,977,469								\$4,977,469
Contract Administration	\$500,000								\$500,000
Other									
Total Estimated Project Cost	\$5,827,469								\$5,827,469
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$2,911,729								\$2,911,729
Reprogrammed Funds		\$141,623							\$141,623
CIP Designated		\$1,500,000							\$1,500,000
Measure M Funds		\$438,805	\$458,727						\$897,532
Prop 42 Funds			\$376,585						\$376,585
Total Funding	\$2,911,729	\$2,080,428	\$835,312						\$5,827,469

Department: Public Works	Project No.: 1196	Project Name: DHHS Pump Station
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PROJECT DESCRIPTION: The City owns a storm drain pumping station in the Dana Hills High School open space. The pumps need to be replaced as they are over 25 years old and have exceeded their anticipated life span.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <input checked="" type="checkbox"/> _____ Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION:
	PRIORITY: Essential _____ Necessary <input checked="" type="checkbox"/> _____ Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS:		

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$69,530								\$69,530
Contract Administration									
Other									
Total Estimated Project Cost	\$69,530								\$69,530
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$69,530								\$69,530
Total Funding	\$69,530								\$69,530

Department: Public Works	Project No.: 1197	Project Name: Arterial Roadway Resurfacing FY 06/07
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PROJECT DESCRIPTION: The project involves rehabilitating Selva Road from Stonehill Drive to Pacific Coast Highway and Doheny Park Road from Costco Plaza to Las Vegas Avenue. Handicap access ramps, required by Federal law, are included in the scope of this work. The project is now in the construction phase. The Contractor is currently finishing Selva Road between Golden Lantern and Pacific Coast Highway constructing concrete bus pads, new handicap ramps, new retaining walls and sidewalks, and drainage improvements.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u> X </u> Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: 
SPECIAL CONSIDERATIONS: 		PRIORITY: Essential _____ Necessary <u> X </u> Desirable _____ Deferrable _____

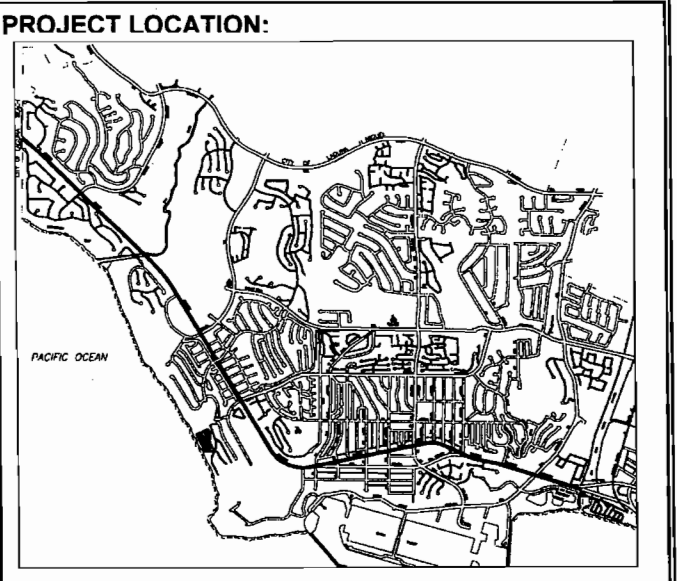
Item	Reserve Carryover	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$177,095								\$177,095
Contract Administration									
Other									
Total Estimated Project Cost	\$177,095	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$177,095
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$177,095								\$177,095
Total Funding	\$177,095	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$177,095

Department: Public Works	Project No.: 1203	Project Name: PCH Relinquishment
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PROJECT DESCRIPTION:
 This project was established by the City Council for maintenance and repair activities on Pacific Coast Highway. The funding amount included in this project is approximately \$3.6 M, which is what the City received from Caltrans. Staff is recommending that \$3.0 M be transferred into a designated reserve within the CIP Fund. The remaining \$523,000 is anticipated to be used for road repairs and improvements along Sea Terrace Park over this two year budget cycle.

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

PRIORITY:
 Essential
 Necessary
 Desirable
 Deferrable



SPECIAL CONSIDERATIONS:

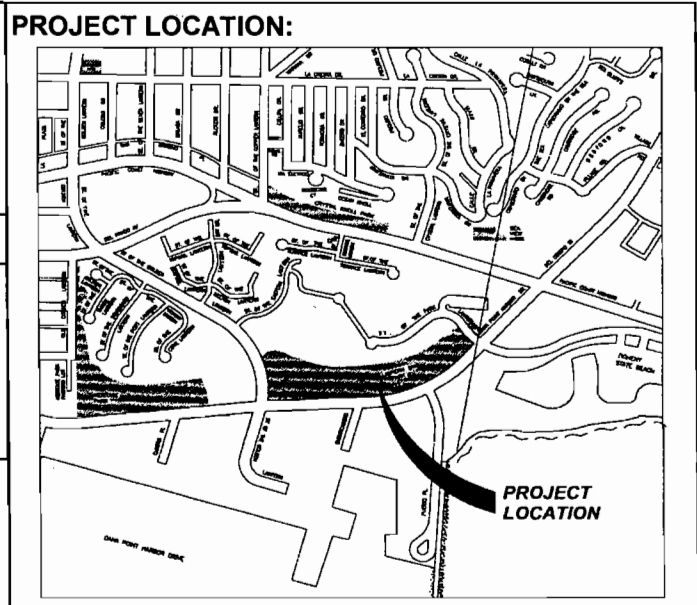
Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$523,963								\$523,963
Contract Administration									
Total Estimated Project Cost	\$523,963								\$523,963
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Budget Balance	\$3,523,963								\$3,523,963
Transfer to CIP Designated	-\$3,000,000								-\$3,000,000
Total Funding	\$523,963								\$523,963

Department: Public Works	Project No.: 1207	Project Name: PCH Medians							
PROJECT DESCRIPTION: Beautification of five existing medians on Pacific Coast Highway between Niguel Road and Crown Valley Parkway. The project scope includes irrigation, palms, drought tolerant landscaping, and cobblestone in the medians. Also, PCH street improvements in curbs, sidewalks, and bicycle lane striping.		CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project <u> X </u>			PROJECT LOCATION: Various Locations				
		PRIORITY: Essential _____ Necessary _____ Desirable <u> X </u> Deferrable _____							
SPECIAL CONSIDERATIONS: City Council recently reviewed and approved the scope of work.									

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$1,200,000								\$1,200,000
Contract Administration	\$164,400								\$164,400
Other									
Total Estimated Project Cost	\$1,364,400								\$1,364,400
Operation & Maintenance:									
Costs		\$15,000	\$18,000	\$21,000	\$24,000	\$27,000	\$30,000	\$33,000	\$168,000
Total O & M Costs		\$15,000	\$18,000	\$21,000	\$24,000	\$27,000	\$30,000	\$33,000	\$168,000
Funding Source:									
Budget Balance	-\$1,600								-\$1,600
Reprogrammed Funds		\$85,000							\$85,000
CIP Undesignated		\$565,000							\$565,000
TEA Grant Funds		\$500,000							\$500,000
Developer Supplemental Funds		\$216,000							\$216,000
Total Funding	-\$1,600	\$1,366,000							\$1,364,400

Department: Public Works	Project No.: 1208	Project Name: Lantern Bay Park Deferred Maintenance
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PROJECT DESCRIPTION: Ownership of Lantern Bay Park was transferred to the City of Dana Point in late 2006. Improvements will include tree replacement, landscape replacement, tree planting, irrigation repairs, sidewalk grinding, and concrete repairs.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project <u> X </u> Beautification Project _____ PRIORITY: Essential _____ Necessary _____ Desirable <u> X </u> Deferrable _____
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SPECIAL CONSIDERATIONS:

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design									
Design									
Construction	\$348,065								\$348,065
Contract Administration									
Other									
Total Estimated Project Cost	\$348,065								\$348,065
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Continuing Appropriations	\$348,065								\$348,065
Total Funding	\$348,065								\$348,065

Department: Public Works	Project No.: 4	Project Name: Annual Arterial Roadway Repair FY 08/09								
PROJECT DESCRIPTION: The Arterial Roadway Resurfacing Program was developed to rehabilitate arterial streets. This funding is planned to be used for spot repairs to arterials such as Stonehill and perhaps Del Prado.			CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u> X </u> Water Quality Project _____ Park Project _____ Beautification Project _____			PROJECT LOCATION: Various Locations				
SPECIAL CONSIDERATIONS:			PRIORITY: Essential _____ Necessary <u> X </u> Desirable _____ Deferrable _____							
Item		FY07-08	FY08-09	FY09-10	FY010-11	FY11-12	FY12-13	FY13-14	Total	
Estimated Construction Costs:										
Design		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000	
Construction				\$2,500,000		\$2,700,000		\$3,000,000	\$8,200,000	
Contract Administration										
Other										
Total Estimated Project Cost	\$0	\$100,000	\$100,000	\$2,610,000	\$120,000	\$2,830,000	\$140,000	\$3,150,000	\$9,050,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
General Fund		\$100,000	\$100,000	\$2,610,000	\$120,000	\$2,830,000	\$140,000	\$3,150,000	\$9,050,000	
Total Funding	\$0	\$100,000	\$100,000	\$2,610,000	\$120,000	\$2,830,000	\$140,000	\$3,150,000	\$9,050,000	

Department: Public Works	Project No.: 5	Project Name: Annual Sidewalk System Repair Improvements/ Concrete Repairs FY 08/09							
PROJECT DESCRIPTION: The intent of this annual program is to implement improvements along City sidewalks to provide repair and replacement where needed. Staff is currently studying needed improvements and once identified, the improvements will be prioritized and implemented.		CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____			PROJECT LOCATION: Various Locations				
SPECIAL CONSIDERATIONS:		PRIORITY: Essential _____ Necessary <input checked="" type="checkbox"/> Desirable _____ Deferrable _____							
Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Design									
Construction		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Contract Administration									
Other									
Total Estimated Project Cost	\$0	\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Operation & Maintenance:									
Cost									
Total O & M Costs									
Funding Source:									
General Fund		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Total Funding	\$0	\$100,000	\$100,000	\$100,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000

Department: Public Works	Project No.: 6	Project Name: Annual Sidewalk and Park ADA Improvements FY 08/09							
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:			PROJECT LOCATION: Various Locations				
		Health and Safety Project <input checked="" type="checkbox"/>							
Mandated Project <input type="checkbox"/>									
SPECIAL CONSIDERATIONS:		Rehabilitation Project <input type="checkbox"/>							
		Water Quality Project <input type="checkbox"/>							
		Park Project <input type="checkbox"/>							
		Beautification Project <input type="checkbox"/>							
		PRIORITY:							
		Essential <input checked="" type="checkbox"/>							
		Necessary <input type="checkbox"/>							
		Desirable <input type="checkbox"/>							
		Deferrable <input type="checkbox"/>							
Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Design									
Construction		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Contract Administration									
Other									
Total Estimated Project Cost	\$0	\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Operation & Maintenance:									
Cost									
Total O & M Costs									
Funding Source:									
General Fund		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Total Funding	\$0	\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000

Department: Public Works	Project No.: 7	Project Name: Annual Traffic Safety Repairs Improvements FY 08/09									
PROJECT DESCRIPTION: The intent of this annual project is to implement improvements, which would enhance traffic safety and reduce accidents throughout the City. Improvements which may be recommended, vary and can include: signing, striping, additional right or left turn lanes, signal modifications, median modifications, installation of medians and lighting.			CLASSIFICATION:			PROJECT LOCATION: Various Locations					
			Health and Safety Project <input checked="" type="checkbox"/>								Mandated Project <input type="checkbox"/>
Rehabilitation Project <input type="checkbox"/>			Water Quality Project <input type="checkbox"/>								
			Park Project <input type="checkbox"/>								
			Beautification Project <input type="checkbox"/>								
			PRIORITY:								
			Essential <input checked="" type="checkbox"/>								
			Necessary <input type="checkbox"/>								
			Desirable <input type="checkbox"/>								
			Deferrable <input type="checkbox"/>								
SPECIAL CONSIDERATIONS:											
Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total		
Estimated Construction Costs:											
Design											
Construction		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000		
Contract Administration											
Other											
Total Estimated Project Cost	\$0	\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000		
Operation & Maintenance:											
Costs											
Total O & M Costs											
Funding Source:											
General Fund		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000		
Total Funding	\$0	\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000		

Department: Public Works	Project No.: 8	Project Name: Annual General Park Rehabilitation FY08/09								
PROJECT DESCRIPTION: 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.			CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u> X </u> Water Quality Project _____ Park Project _____ Beautification Project _____			PROJECT LOCATION: Various Locations				
			PRIORITY: Essential _____ Necessary <u> X </u> Desirable _____ Deferrable _____							
SPECIAL CONSIDERATIONS:										
Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total	
Estimated Construction Costs:										
Pre-Design										
Design										
Construction		\$0	\$200,000	\$210,000	\$220,000	\$230,000	\$240,000	\$250,000	\$1,350,000	
Contract Administration										
Other										
Total Estimated Project Cost	\$0	\$0	\$200,000	\$210,000	\$220,000	\$230,000	\$240,000	\$250,000	\$1,350,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
General Fund		\$0	\$200,000	\$210,000	\$220,000	\$230,000	\$240,000	\$250,000	\$1,350,000	
Total Funding	\$0	\$0	\$200,000	\$210,000	\$220,000	\$230,000	\$240,000	\$250,000	\$1,350,000	

Department: Public Works	Project No.: 9	Project Name: Annual Street Tree Replacement FY 08/09
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PROJECT DESCRIPTION: 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.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project <u> X </u>	PROJECT LOCATION: <p style="text-align: center;">Various Locations</p>
	PRIORITY: Essential _____ Necessary _____ Desirable <u> X </u> Deferrable _____	
SPECIAL CONSIDERATIONS:		

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Design									
Construction		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Contract Administration									
Other									
Total Estimated Project Cost	\$0	\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
General Fund		\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000
Total Funding	\$0	\$100,000	\$100,000	\$110,000	\$120,000	\$130,000	\$140,000	\$150,000	\$850,000

Department: Public Works	Project No.: 10	Project Name: Annual Residential Roadway Resurfacing FY 08/09
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PROJECT DESCRIPTION: This annual project involves the rehabilitation of residential/collector streets on an annual basis. The City bases these projects on a pavement management plan generated by the County of Orange. This would provide funds for the design of the FY 09-10 and FY 10-11 program.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u> X </u> Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: <p style="text-align: center;">Various Locations</p>
	PRIORITY: Essential _____ Necessary <u> X </u> Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS:		

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Design			\$100,000		\$220,000		\$250,000		\$570,000
Construction		\$0		\$2,000,000		\$2,200,000		\$2,500,000	\$6,700,000
Contract Administration									
Other									
Total Estimated Project Cost	\$0	\$0	\$100,000	\$2,000,000	\$220,000	\$2,200,000	\$250,000	\$2,500,000	\$7,270,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
General Fund		\$0	\$100,000	\$2,000,000	\$220,000	\$2,200,000	\$250,000	\$2,500,000	\$7,270,000
Total Funding	\$0	\$0	\$100,000	\$2,000,000	\$200,000	\$2,200,000	\$250,000	\$2,500,000	\$7,270,000

Department: Public Works	Project No.: 1A	Project Name: PCH/Del Prado Improvement Project
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PROJECT DESCRIPTION:
 The City is currently completing a Specific Plan for the Town Center area. Phase 1 improvements would include modification to both Del Prado and PCH. The City Council is currently studying the full extent of the planned work.

CLASSIFICATION:

Health and Safety Project

Mandated Project

Rehabilitation Project

Water Quality Project

Park Project

Beautification Project

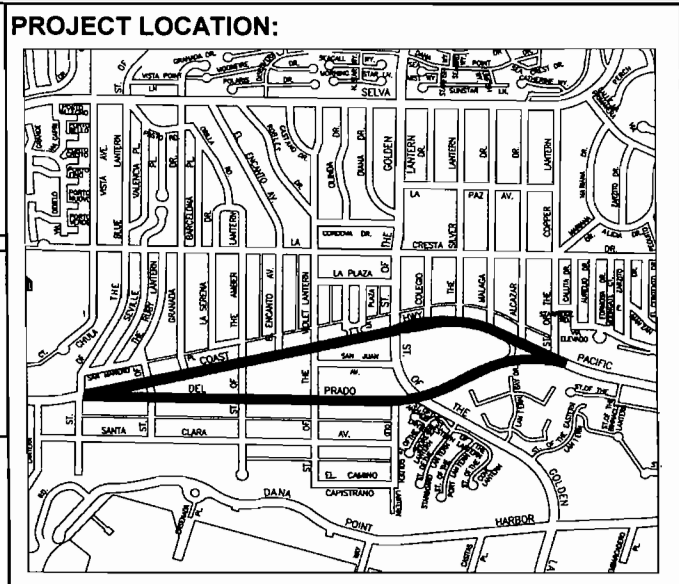
PRIORITY:

Essential

Necessary

Desirable

Deferrable



SPECIAL CONSIDERATIONS:

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design									\$0
Design		\$900,000	\$1,400,000						\$2,300,000
Construction									\$0
Contract Administration									\$0
Other									\$0
Total Estimated Project Cost		\$0	\$900,000	\$1,400,000	\$0	\$0	\$0	\$0	\$2,300,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
General Fund			\$441,225						\$441,225
CIP Undesignated		\$900,000	\$958,775						\$1,858,775
Unfunded									
Total Funding		\$0	\$900,000	\$1,400,000	\$0	\$0	\$0	\$0	\$2,300,000

Department: Public Works	Project No.: 2A	Project Name: Via Canon Park Design/Construction
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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 _____ <input checked="" type="checkbox"/> Beautification Project _____ PRIORITY: Essential _____ Necessary _____ Desirable _____ <input checked="" type="checkbox"/> Deferrable _____	PROJECT LOCATION:
SPECIAL CONSIDERATIONS: 		

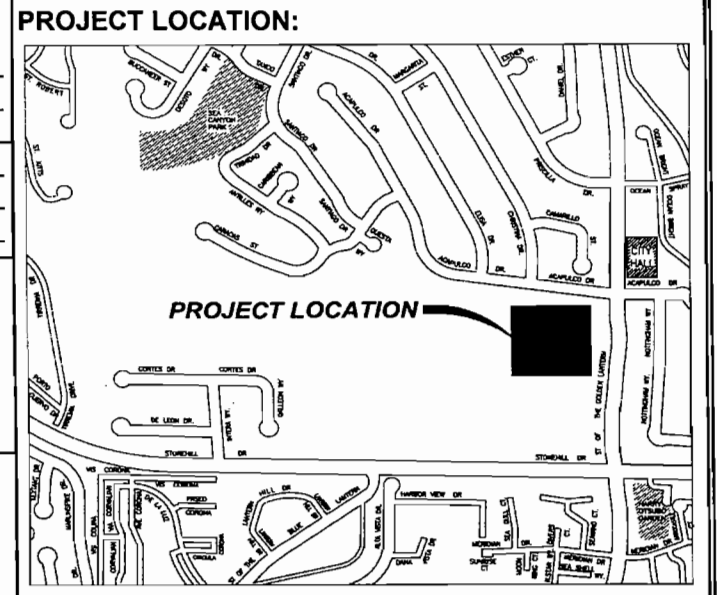
Item	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:								
Pre-Design								\$0
Design	\$100,000							\$100,000
Construction								\$0
Contract Administration								\$0
Other								\$0
Total Estimated Project Cost	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Operation & Maintenance:								
Costs								
Total O & M Costs								
Funding Source:								
CIP Undesignated	\$100,000							\$100,000
Total Funding	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000

Department: Public Works	Project No.: 3A	Project Name: Swimming Pool Renovation Project Design
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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. The entire cost of the project is shown below (\$6M), but the City would only expect to pay one half of the project cost (\$3M). The other half of the project cost would be paid by CUSD (\$3M).

Item		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design									\$0
Design		\$100,000	\$300,000						\$400,000
Construction				\$5,600,000					\$5,600,000
Contract Administration									\$0
Other									\$0
Total Estimated Project Cost	\$0	\$100,000	\$300,000	\$5,600,000					\$6,000,000
Operation & Maintenance:									
Costs					\$250,000	\$260,000	\$270,000	\$280,000	
Total O & M Costs					\$250,000	\$260,000	\$270,000	\$280,000	
Funding Source:									
CIP Undesignated		\$100,000							\$100,000
General Fund			\$300,000						\$300,000
Unfunded				\$5,600,000					\$5,600,000
Total Funding	\$0	\$100,000	\$300,000	\$5,600,000					\$6,000,000

Department: Public Works	Project No.: 4A	Project Name: Beach Road at Coast Highway Quiet Zone
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PROJECT DESCRIPTION: A Grade Crossing Enhancement Program has been formed by OCTA to reduce train noise at major train crossings near residential communities. The project would include installing stronger crossing arms that would prevent the flow of traffic across the tracks.	CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION:
	PRIORITY: Essential _____ Necessary _____ Desirable <input checked="" type="checkbox"/> Deferrable _____	
SPECIAL CONSIDERATIONS: OCTA has indicated that they will contribute \$950,000 to the project.		

Item	Reserve Carryover	FY07-08	FY08-09	FY09-10	FY010-11	FY11-12	FY12-13	FY13-14	Total
Estimated Construction Costs:									
Pre-Design									\$0
Design		\$220,000							\$220,000
Construction		\$880,000							\$880,000
Contract Administration									\$0
Other									\$0
Total Estimated Project Cost	\$0	\$1,100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
CIP Undesignated		\$150,000							\$150,000
OCTA Funding		\$950,000							\$950,000
Total Funding	\$0	\$1,100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000