

CITY OF DANA POINT

ADOPTED OPERATING BUDGET & CAPITAL IMPROVEMENT PROGRAM



FISCAL YEARS 2017-2018 & 2018-2019

City of Dana Point California

ADOPTED BUDGET

Fiscal Years

2017-2018 & 2018-2019



Debra Lewis
Paul N Wyatt
Joseph Muller
John Tomlinson
Richard A. Viczorek

Michael Killebrew

Mayor
Mayor Pro Tem
Council Member
Council Member
Council Member

Acting City Manager

*Prepared by:
Department of Administrative Services*

Cover photo courtesy of Robin Gray

INTRODUCTION

Transmittal Letter	5
Mission Statement	23
Community Core Values	24
City of Dana Point Directory	25
City of Dana Point Organizational Chart	26
Budget Philosophy and Operating Guidelines	27
Accounting Principles	28
Facts about Dana Point	29
5 Year Master Financial Plan	31
Highlights of FY 16 & 17 Accomplishments	73
Appropriations and Debt Limits	91

BUDGET SUMMARIES

Overview	95
General Fund:	
Revenue Comparison by Source	96
Expenditure Comparison by Department	97
General Fund Total Sources/Allocations	98
Authorized Positions by Department	99
Personnel Classifications	100

CHANGES IN FUND BALANCE

Description of Fund Balances	103
FY 18 Combined Changes in Fund Bal. – All Funds	105
FY 19 Combined Changes in Fund Bal. – All Funds	106
General Fund	107
Gasoline Tax Fund	108
Measure M Fund	109
AB2766 Fund	110
Coastal Transit Fund	111
Tourism Business Improvement District Fund	112
Headlands Habitat Fund (ESHA)	113
Capital Improvements Fund	114
Facilities Improvements Fund	115
Park Development Fund	116
Supp. Law Enforcement Services Fund	117
CFD 2006-1 Facilities Maintenance Fund	118

GENERAL FUND

Overview	121
Revenue and Expenditure Summary	122
Revenues and Sources:	
Description of Revenue Sources	123
Revenue Summary	124
Revenue Detail	125
FY 18 Expenditure Summary by Dept. & Type	128
FY 19 Expenditure Summary by Dept. & Type	129
Expenditure and Uses:	
City Council	130
City Manager	134
Administrative Services	138
Public Information Services	144
City Clerk	148
CD – Planning	154
CD – Building	159
CD – Code Enforcement	164

GENERAL FUND CONT.

CD – Economic Development	168
PW – Administration	174
PW – Street Maintenance	179
PW – Traffic Engineering	185
PW – Solid Waste	189
PW – Engineering	194
PW – Water Quality	200
PS – Police Services	207
PS – VIPS	211
PS - Emergency & Support Services	214
City Attorney	219
Community Services	222
Parks	229
Facilities	237
Risk Management	242
Non-Departmental	245

SPECIAL REVENUE FUNDS

Gasoline Tax Fund	253
Measure M Fund	255
AB2766 Fund	257
Coastal Transit Fund	259
Tourism Business Improvement District Fund	261
Headlands Habitat Fund (ESHA)	263
Supp. Law Enforcement Services Fund	265
CFD 2006-1 Facilities Maintenance Fund	267

CAPITAL PROJECTS

Facilities Improvement Fund	271
Park Development Fund	273
Capital Improvement Projects Fund	275

BUDGET REFERENCE MATERIAL

Budget Glossary	283
Description of Fund Types and Uses	287

CAPITAL IMPROVEMENT PROGRAM

(Page C-001 through C-021)

THIS PAGE IS INTENTIONALLY LEFT BLANK

INTRODUCTION



June 21, 2017

HONORABLE MAYOR AND CITY COUNCIL
City of Dana Point, California

SUBJECT: Fiscal Years 2018 and 2019 Adopted Budgets

This transmittal letter describes the structural expenditure reductions to the Proposed FY18 and FY19 Budget made by the City Council at its June 20, 2017 meeting, and that are reflected in the attached adopted budget.

The City Council adopted the Acting City Manager’s Proposed FY18 and FY19 Budget with the following budget reductions to the General Fund:

Account #	Account Description	FY18 Change	FY19 Change
01-01-2410	Community Activities – State of the City	\$ 5,000	\$ 5,000
01-12-2030	Equipment Maintenance (EOC)*	(2,500)	(2,500)
01-22-2230	Prof. Svcs. – PIO Contract	(25,000)	(25,000)
01-22-2230	Prof. Svcs. – Planning Commission Meetings	(6,000)	(6,000)
01-44-2230	Prof. Svcs. – Graphic Design	(5,000)	(5,000)
01-52-2230	Prof. Svcs. – New winter holiday décor*	(75,000)	(75,000)
01-52-2350	Street Maintenance*	(50,000)	(55,000)
01-52-2490	Street Sweeping*	(20,000)	(20,000)
01-52-2510	Storm Drains*	(74,500)	(74,500)
01-61-2070	Office Supplies	(5,000)	(5,000)
01-61-2110	Operating Supplies	(15,000)	(15,000)
01-71-2310	City Attorney Services	(40,000)	(40,000)
01-81-2410	Community Activities:		
	4th of July Fireworks Show	-	(30,000)
	Ceremonies	(2,500)	(2,500)
	7 Summer Concerts	-	(40,000)
	Art Festival (Arts & Culture Comm.)	(2,000)	(2,000)
	Winter Holiday program	(20,000)	(20,000)
	Winter Holiday decorations	(5,000)	(5,000)
	Halloween Spooktacular & Movie	(2,000)	(2,000)
	Egg Hunts	(4,000)	(4,000)
	June Friday's Movie in the Park	(2,000)	(2,000)
	Winter Festival & Tree Lighting	(13,000)	(15,000)
	Dana Point Symphony Sponsorship	(10,000)	(20,000)
	Festival of Whales Community Parade	(5,000)	(5,000)
01-55-2110	Operating Supplies – small tools/hardware	(15,000)	(15,000)
01-55-2450	Landscape (medians)*	(50,000)	(55,000)
01-55-2550	Landscape extraordinary maintenance*	(40,000)	(45,000)

01-55-2550	Landscape Ballfields maintenance/infield renovations*	(40,000)	(40,000)
01-97-4010	General Liability	22,000	22,000
01-99-2010	Communications	(6,930)	(7,000)
01-99-2999	Operations Contingency	250,000	250,000
	Final Adopted General Fund Budget	\$ 36,530,667	\$ 36,935,829

*Contingency budget of \$250,000 established in Acct 01-99-2999 to cover these line items.

See next page for Acting City Manager's Original Proposed Budget Message dated May 16, 2017.



The Honorable Mayor and City Council:

In accordance with Dana Point Municipal Code Section 2.08.060(G), the City Manager is required to submit an annual budget for City Council consideration. This proposed two-year Operating Budget & Capital Improvement Program covers fiscal years 2017-2018 and 2018-2019 ("FY18" and "FY19"). The City's Budget serves several purposes, including that of a financial plan, a management plan, a policy document and a communication tool.

FY 18-19 BUDGET EXECUTIVE SUMMARY

The City Council provided the following strategic direction to staff to guide the development of this budget:

- Stabilize the budget, establishing FY18 as a baseline year, with limited to no growth in operating costs;
- Fund the capital improvement plan by reducing or limiting operating expenses where appropriate;
- Fund an initiative to update the City's Strategic Plan to provide City Council initiatives/goals, including establishing metrics for operating performance and deadlines; and,
- Conduct a statistically-valid resident survey to help gauge the community's priorities and be available as information to update the City Strategic Plan.

On behalf of the entire staff of the City of Dana Point, we are pleased to provide a recommended budget that closely follows the strategic direction of the City Council and provides the foundation for a long-term financial plan for the City.

The first year of the two-year budget (FY 18) proposes a \$2.6 million, or 7.1%, reduction in expenditures from the current (FY 17) amended General Fund budget. Year two (FY 19) represents a 4.9% reduction from FY 17 and a 2.3% increase from FY 18.

Revenue assumptions for the proposed budget remain conservative and based on recent actual collections and assumptions from recent economic activity (e.g. planning/building permits). FY 18 revenue, as proposed, increases 4.2% from the FY 17 current amended budget; and, FY 19 projects an increase of 5.5% from FY 17, and 1.3% from the proposed FY 18 budget.

The Council directed that the Capital Improvement Plan be funded in the budget by limiting operating expenses in order to maximize an operating surplus each year that can be transferred to capital projects. For FY 18, a \$2.7 million operating surplus is proposed

to supplement carryover and fund balance from the prior year to dedicate funding to maintain City capital infrastructure. In FY 19 an operating surplus of \$2.3 million is proposed to fund the capital plan. For comparison purposes, the original FY 17 budget (adopted by the City Council on June 2, 1015) proposed an operating surplus of \$646,000.

The City Council has a rigorous and defined reserves policy which is fully funded in the proposed budget. Combined increases to the Emergency and Cash Flow reserves of \$760,000 are proposed and maintain compliance with established City Council policy.

The proposed budget continues the City's hybrid service delivery model of having limited full and part time staff supplemented by a significant amount of contracted staffing services. This model provides the greatest flexibility in managing fluctuations in workload and available budget. Personnel costs remain under 25% of the operating budget, consistent with past years. Personnel changes include elimination of three full-time and one part-time positions and the reclassification of one administrative position to a more appropriate administrative classification based on existing workload. There are no position additions recommended in this budget.

MASTER FINANCIAL PLAN

The second edition of the Master Financial Plan ("MFP") is included in this budget, with the first having been developed in spring 2015, and incorporated into the last two-year budget. The Master Financial Plan details historical and projected amounts and information for the City's major revenues and expenditures. The first edition of the MFP projected that operating revenues were not keeping pace with operating expenditures. This year's edition goes beyond the operating budget and adds existing infrastructure capital investments into the base budget.

When taking into consideration the requirement to maintain our existing capital infrastructure and facilities, the MFP shows there is a structural imbalance between projected revenues and expenditures as we move past this two year budget that must be addressed. The City Council established direction at its May 2, 2017 meeting for a process to address this issue. First by gathering data through a citizen survey, the Council will then embark on a strategic planning process to set the priorities for the City looking forward. This will create the opportunity to work thoughtfully and collaboratively to identify and implement service delivery efficiencies, possibly reduce or eliminate some services, and enhance existing and create new revenue sources. The citizen survey will be funded out of the FY 17 budget and funding for consulting services to assist the Council with updating the strategic plan is included in the proposed FY 18 budget.

The City's Financial Review Committee also recently recommended engaging the Government Finance Officers Association of America to assist with development of Financial Principles and updating the City's Financial Policies that can be recommended to the City Council. Funding for this effort is included in the FY18 budget. The financial policies, combined with direction from the City Council to update the City's Strategic Plan, will serve as a foundation for a Long-Term Financial Plan to guide development of solutions to a projected structural deficit, and fund other priorities the City Council may direct.

Timing per Council direction for the strategic plan and financial policy update initiatives is such that they occur concurrently, with the goal of completing them by the end of calendar 2017. The Long-term Financial Plan is due early 2018. Direction provided by Council through the strategic plan update are then to be used by Staff in spring 2018 to recommend changes to the FY19 budget to carry out the Council's policy direction.

FY 16-17 SUMMARY AND HIGHLIGHTS

The economy continues to improve from the depths of the Great Recession (2007-2009) with growth in hotel activity from both tourism and business/group travel at our resorts, as well as continued development activity and sales tax growth.

The last budget promoted, among other points, a focus on more efficiently deploying police resources, drafting and implementing new economic development initiatives, completing the Doheny Village Plan, and updating the City's General Plan.

Planned efficiencies in deployment of police resources are the driver for the \$1 million build-out of our Police Services facility at City Hall. The new facility allows deputies to report directly to Dana Point instead of the Sheriff's South Substation in Aliso Viejo for work. The estimated productive patrol time saved by eliminating the commute before and after their shifts is more than the equivalent 1.5 full-time Sheriff's deputy positions per year. The construction of the facility is complete, with some technology components remaining to be installed.

On the Economic Development front, staff worked with our hotel Tourism and Business Improvement District ("TBID") to establish Visit Dana Point, a destination marketing organization (501c3) that is now managing our TBID special assessments to market Dana Point as a destination. Visit Dana Point hired its first executive director and is off to a great start.

The City also partnered with one of our resorts and Dana Hills High School to create a hospitality training academy, teamed with the Chamber of Commerce to conduct local business surveys, established a series of small business advisory/mentoring services, conducted hotel concierge tours to show off our locale and better acquaint key hotel staff to our restaurants and activities, and helped to establish now regularly scheduled classic car shows and art walks in the Lantern District.

In the planning arena, the process to develop the Doheny Village Plan has taken longer than initially anticipated as it evolved over the past two years, but progress is being made toward completing the plan. Also, given the continued elevated workloads generated by two large development mixed-use projects and large number of high-end residential construction in town, staff has not had sufficient time to get the process started to update the City's General Plan.

The City, through the efforts of its Public Works staff, successfully expanded its trolley operations from weekend-only service in 2015 to seven days per week in 2016 using

matching grant funds, and purchased four new trolleys; competed for and secured grant funds to repave a portion of a major arterial (Del Obispo Street); upgraded storm drains at Del Obispo and PCH; installed reclaimed water irrigation systems at Lantern Bay Park, La Plaza Park and in medians on Golden Lantern Street; leased and repaved the Community House parking lot to provide more public parking in Town Center. The Town Center/Del Prado improvement project was completed in 2016, and the City received awards for the project from the American Society of Civil Engineers and the Engineering Council of Orange County.

The Community Development Department processed many development applications, with the assistance of Public Works, among them the South Cove project that features 168 condominiums and a new public park which features the history of Pacific Coast Highway and memorials for Hobie Alter and other surfing industry pioneers that has since broken ground, is constructing in phases and slated for completion in 2019.

Prado West is also underway, and is a mixed-use property in the Lantern District to offer 109-luxury residences and almost 27,000 square feet for restaurants, shops, and public courtyard space. Other projects include renovation of the Monarch Beach Resort, Hotel Residential South at Monarch Beach Resort, South Shores Church and Gloria Dei Episcopal Church expansions, in addition to many custom homes in the Strand at the Headlands and in Monarch Bay.

Our City Clerk upgraded the City's website, and digitized about twenty-four years of planning and building files from old microfiche records that will speed up the considerable amount of records research that is conducted each year.

Police Services revived the Neighborhood Watch and Business Watch programs, and began utilizing social media to better inform our community. They also conducted security training with our resorts, conducted rapid response training for potential incidents at our schools, and enhanced our homeless liaison officer program that works closely with homeless advocacy groups and the District Attorney's Office.

The City's Emergency Services Division partnered with Police Services to produce National Night-Out events that provided the opportunity for the public to meet their first responders. They also prepared a major update to the City's Emergency Plan, the guiding document for our emergency planning and response to major disasters, and partnered with the Orange County Fire Authority to distribute smoke detectors and carbon monoxide alarms. Finally, with assistance from Police Services and Public Works, they oversaw the bidding and construction of our new police services center.

Community Services continued to excel in their mission of connecting the community through people, parks and programs by producing 22 major City events with attendance of more than 260,000 people. The Community Center hosted over 500 classes for more than 3,800 residents and visitors and the Nature Interpretive Center continued partnerships with over 60 volunteers, the Ocean Institute and the Center for Natural Lands Management through interpretation programs and the City's nature trail system.

Beautification of the City's parks continued with multiple landscape improvement projects, plantings and upgrades to park furniture and play equipment.

Coastal Magazine's recently conducted poll affirms the positive opinion residents and visitors express frequently about Dana Point, as it lists our city as one of the happiest seaside towns in the nation in their May 2017 edition. Highlighting our rich surf history, lively harbor, and "rejuvenated" Lantern District, they labeled Dana Point as a "Southern California Gem"; comparing towns from the West Coast to the East Coast, Great Lakes to the Gulf, we were 9th on reader's poll of places that are "sure to make you smile—for a weekend or a lifetime".

Finally, the City was also awarded the National Award for Excellence in Financial Reporting for the Fiscal Year 2015 and 2016 Comprehensive Annual Financial Reports (CAFR), and received no negative audit findings.

This budget outlines how we will continue to make informed, strategic fiscal decisions to maintain and improve our level of service to the community.

City's Proposed FY18 & FY19 Budgets

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

General Fund Estimated Revenues

Supported by a strong tax base, total projected General Fund revenue and transfers in for FY18 and FY19 are \$36.9 million and \$37.3 million, respectively; this is up from \$35.4 million budgeted for FY17. Development related Licenses & Permits fees, along with most Charges for Services, are conservatively assumed to decline as it would not be prudent for budgeting purposes to assume that building activity would remain at the historic highs seen the past several years. The City's largest revenue sources (transient occupancy tax, property tax, sales tax and in-lieu property tax) combined comprise 81.5% of General Fund FY18 revenues, and all showed strong growth the past fiscal year.

The 10% hotel bed tax, known as **Transient Occupancy Tax** ("TOT"), remains easily the City's largest revenue source, projected at \$12,725,000 million for FY18 (including Short-Term TOT), or about 34.5% of General Fund revenue. TOT, after dropping 40% during the recession, in FY15 finally surpassed the pre-recession high of FY08. Through the first nine months of FY17, TOT was up 5.3% compared to FY16, and is on pace to set another record. In general, as we observed over the years, TOT performance directly correlates to the overall state of the economy. There is a discussion in the Master Financial Plan section of this budget regarding the status of short-term rentals being allowed in Dana Point; revenue from this specific source is included in the budget, and changes to the current status of permitting this use in residential areas could have an effect on revenues.

Considering the City's high dependency on TOT, we remain conservative in our projections for FY19 with a 2.2% growth.

The next largest revenue is **Property Tax**, projected at \$7.75 million for FY18, or 21% of General Fund revenue. This projection is a 10.2% increase over FY17. For every dollar of property tax collected by the County each year from Dana Point property owners, the City receives only 7.6 cents. As a coastal community, Dana Point was not as negatively impacted by the weak housing market as many other cities, particularly those further from the coast. As with the past several years, the increased value from infill development is likely going to come from luxury home construction and remodels in Monarch Beach and Strands at Headlands, the condominium development on PCH across from Doheny State Beach, and the new development in the Lantern District.

Now the third largest revenue category, **Sales Tax** is projected to reach \$5.6 million in FY18, or 15.5% of General Fund revenue. In FY 2015, sales tax reached a decade high level last seen in FY04. Based on the State Board of Equalization projections and the City's sales tax consultant, Staff projects Sales Tax revenue to increase 1.8% in FY18 followed by 3.5% growth in FY19. The Triple Flip (where the State took 1/4th of cities sales tax and replaced it each subsequent year with In-lieu Property Tax mentioned below) was eliminated in FY 2016; with that action, Sales Tax will become the third largest revenue source for the City. Our sales tax collections, not surprisingly, follow along with the fiscal performance of our resorts.

In-Lieu Property Tax, now the fourth largest General Fund revenue source, is the result of the State almost entirely eliminating a city revenue stream that dated back to the 1930's. They replaced the lost TOT with some of the State's portion of Property Tax revenue. At \$3.875 million in FY18, or a 3.2% increase over FY17's projected revenue, In Lieu Property Tax makes up 10.5% of the General Fund's revenue.

Next in line are the fifth and sixth largest revenue sources, namely **Charges for Services and License & Permit fees**, estimated at \$1.6 million and \$1.5 million for FY18, respectively. Each make up just over 4% of the General Fund's revenue projection. These permits and charges are mainly associated with development activity that uses City planning, building and engineering services. As mentioned earlier, the City continues to process an elevated level of development plans and permits, but the building boom is not assumed to continue for budget projection purposes. It appears at this point that these revenues have or are about to peak, and to be conservative projections are for fairly sharp declines in the coming two-year budget, with Charges for Services estimated to have a 6.9% drop, and Licenses & Permits to incur a 7.1% drop. It is important to note that when much of this revenue is collected, the actual work (and related costs) will follow, sometimes for a couple of years.

Interest Income Earned on City Funds Held on Deposit

Each year the City updates the City's *Statement of Safekeeping and Investment of Public Funds*, and presents it to the City Council for adoption. This document governs the manner in which City funds are invested. The City's portfolio currently consists of investment in the State of California Local Agency Investment Fund ("LAIF"), and in a laddered portfolio of two-year U.S. Treasury Notes ("T-Notes").

After peaking in the third calendar quarter of 2007, interest rates achieved on the portfolio began a steady decline along with Federal Reserve Board actions in response to the recession. The LAIF yield stood at 5.25% in August 2007, fell and has remained low for several years, but has started to rebound with the Fed's adjustment to interest rate 0.82% yield. The City's T-Note portfolio yield has fallen from a peak of 4.73% to the current 1.2%.

As of March 31, 2017, the City's investment portfolio totaled \$32.0 million, with about \$15 million from the General Fund at any given time. The City's Local Agency Investment Fund (LAIF) account ended the month with a balance of \$13.9 million, and the T-Note portfolio stood at \$16.8 million. The T-Notes range in amount from \$3.2 million to \$3.4 million.

General Fund Proposed Expenditures

The proposed General Fund expenditure budget, excluding transfers to other funds, is \$34.2 million and \$35.0 million for FY18 and FY19, respectively. The primary objective when developing the budget is to allocate resources in a manner that continues to support high-quality public services, maintains assets, addresses emerging issues, takes advantage of opportunities, and to do so without an operating deficit.

During the latter half of the Great Recession, the proposed and adopted budgets did not include funding of the Capital Improvement Program in the base budget. Actual funding did occur, however, because the General Fund produced annual surpluses that were transferred into Capital Improvement Fund in subsequent years, and that augmented funds on deposit in that fund. This budget for the first time in eight years stresses the importance of including investment in maintaining capital infrastructure as part of the base budget, with a total of over \$4.9 million invested into maintaining our capital infrastructure, or over 7% of operating expenditures.

As mentioned earlier, the City Council has directed that the FY18 budget be established as a baseline year, with limited to no growth in operating costs, fund the capital improvement program, initiate a strategic plan, and develop a Long Term Financial Plan. The proposed budget is geared to accomplish all of these goals.

Law Enforcement in Dana Point

The City contracts with the Orange County Sheriff's Department ("OCSD") for dedicated law enforcement services. OCSD is responsible for providing the full spectrum of professional, responsive law enforcement services to our residents, businesses and

visitors. This is our largest cost at \$12.1 million in FY18 and the fastest growing cost historically. It is projected to do the same going forward.

For FY18, the cost to maintain current staffing increases \$606,000, or 5.3%. The increase is attributed to benefit costs (+\$267,000), changes in estimated vacancy credits (net +\$255,000 due to a one-time credit in FY17), salary increases (+\$66,000), Services & Supplies (+\$56,000), and those are offset by some reductions in training pay. Consistent with the past few years, the FY19 budget includes a 5% increase.

Pension costs are major issue facing government, and particularly public safety functions. Pensions are the largest component of benefit costs in the Sheriff's contract, and are funded by applying an overhead rate to payroll. The FY18 rate applied to payroll for deputies for pensions will be 72.2%, sworn management 71% and general employees 32.7%. For sworn safety positions (deputies, sergeants, lieutenant), the overhead rate charged to pay for all benefits including pension is just over 100% of salaries, and for non-sworn positions it is just under 62 percent.

There is an extensive discussion regarding the Sheriff's contract in the Master Financial Plan ("MFP") section of this budget. Aimed at finding solutions to possibly slow the rate at which costs are escalating, discussions are taking place amongst all South Orange County cities, and with Orange County Sheriff's Department, that are aimed at finding solutions to reduce or at least slow the increase in costs. OCSD remains a solid partner for the City in providing it police services, and as stated in the MFP, a county sheriff's contract is a much less expensive option than creating and operating a full-service, city police organization.

City Personnel Costs

The City's hybrid service delivery model utilizes staff along with a significant amount of contract services, which provides a flexibility in managing fluctuations in workloads. Adjusting budgets to achieve necessary savings is more manageable when the vast majority of the operating budget is not made up mostly of employee labor-related costs. It is not uncommon for other cities, particularly older and larger cities, to have well over 50% of their budgets dedicated to personnel costs. It is important to ensure that the City is equipped with adequate staff to manage day-to-day operations and projects in a timely manner, and to respond to emergencies.

Personnel costs for the General Fund remain at just under 25% of the operating budget. The proposed FY18 Personnel budget is broken down into salaries, wages and overtime (78.1%), benefits (12.8%), and retirement (9.1%).

The proposed budget achieves no growth in personnel costs for FY18 compared to the FY17 amended budget. FY18 is proposed at \$8,476,000 and includes a 3.6% reduction in base costs which carry-forward into FY19's base budget. From there, the FY19 budget is expected to increase by \$294,000, or 3.6%, consisting of increases in salaries, wages and overtime (\$170,000), unfunded pension contribution (\$66,000), benefits (\$40,000) and base pension (\$18,000).

Contributing to keeping costs flat in FY18 is the elimination of an Administrative Services Department Management Analyst position; the workload was redistributed amongst staff, which necessitates reclassification of the department's Senior Administrative Assistant to an Assistant Administrative Analyst. Also included is a targeted \$200,000 savings goal to be achieved during the fiscal year, and which carries forward and increases slightly in FY19; the intent is that an organizational review be conducted by the incoming City Manager, and adjustments enacted to generate savings.

During the recession several authorized positions were left vacant, including a construction secretary, a senior civil engineer-traffic division and a part-time records clerk. Those positions are also eliminated in this budget, and coupled with the elimination of the Administrative Analyst position mentioned above, reduces the authorized full-time employee positions from 70 to 66, or 5.7%.

Under half of the City's workforce is represented by the Dana Point Employees Association ("DPEA"). Starting with the recession in 2008, employees went five years without a wage increase. The City then entered into a 3-year agreement with the DPEA in January, 2014, which included pay increases effective October 1, 2014 and again October 1, 2015. The raises net to 2.9% each year after factoring in employees contributing more toward their retirement benefits. The third year (2016) of that agreement returned pay decisions to a merit-based compensation approach where the City budgets for merit adjustments that may be distributed based on an individual's performance, but only at an amount set and approved by the City Council.

The current labor agreement runs two years from January 1, 2017 through December 31, 2018 (half-way through the second year of this budget).

Beginning in FY16, CalPERS began collecting additional funds from agencies to cover their unfunded liability caused by recent underperformance of investment returns and implementation of more conservative actuarial assumptions. The City's base pension cost is projected to remain the same in FY18 and FY19 at 8.9% of payroll, but as mentioned in the prior two-year budget and again here, the City's contribution to the unfunded liability continues will increase for the next several years as CalPERS implements the funding of it. The FY18 unfunded liability payment is budgeted at \$190k, or roughly represents 2.9% of salaries, and coupled with the 8.9% Employer Share puts the total pension cost for the City at 11.8% of payroll.

In addition, several other proposals are included that are focused on improving service, in conjunction with improving our ability as an organization to better plan, and operate more effectively and efficiently.

Additional proposals in the proposed budget include:

1. **Strategic Plan, Financial Policies & Long-Term Financial Plan (FY18 \$55,000)**: At the City Council's direction, the proposed budget includes funding to hire a facilitator to assist with updating the City's Strategic Plan, and to contract with the Government

Finance Officers Association of America to assist with development of Financial Principles, update Financial Policies for City Council consideration, and provide guidance on development of a Long-Term Financial Plan.

2. **Completion of the Doheny Village Plan Update (FY18 \$65,000):** In 2011, the City hired ROMA Design to help initiate a comprehensive planning effort for a Doheny Village Plan. The City held public workshops in 2011 and 2012. A draft plan was prepared by ROMA and presented in July 2013. Due to demands on staff time, the project was delayed and not re-started until Spring 2015. Since that time, many activities have transpired, including: a market study to identify the retail potential for the area and model certain uses and densities to determine economic viability for various options; Opticos Design, Inc. was hired to prepare the land use plan necessary to develop the zoning code and referred to as a Form Based Code (FBC).

The first draft of the code was provided to staff for review in Spring 2016; several community workshops, Planning Commission and City Council meetings took place; a Community FBC committee was formed and began meeting in May 2016 to assess how the FBC might be implemented and to make recommendations to the City Council; and more public workshops were held in Fall 2016. Other studies have been taking place concurrent with the above including an environmental impact report, geotechnical study, surveying, hydraulic analysis, and a traffic study. In January 2017, parking was identified as a concern by City Council members, and direction at the time was to not only look at parking in Doheny Village, but also city-wide.

As of this writing, a joint City Council/Planning Commission meeting to discuss citywide parking issues and options is slated for mid-May. From inception to date, over \$765,000 has been expended on this effort, not counting staff time. Projected costs to complete the plan are estimated at over \$190,000, of which \$65,000 will not occur in FY17 and thus is included in the FY18 budget.

3. **Computerized Maintenance Management/Code Enforcement Management System (\$20,000/year):** A proposed investment is included in the FY18 and FY19 budgets for a computerized maintenance management system (CMMS) for City-facilities and parks. The proposed solution is a hosted, software as a service (SAS) product which staff will use to plan, manage and report on maintenance activities for the City's 14 facilities, 31 parks, 88 landscaped medians and city parkways. Staff conducted a competitive selection process for a hosted system, which provides work order and planned maintenance activity scheduling, on-demand work orders and a public interface (including a mobile application) to allow the public to report on emergent or necessary maintenance issues (e.g. graffiti, potholes) and code enforcement matters.

A comprehensive facilities assessment has been initiated by staff. The results of that assessment will be used to plan routine maintenance work, as well as provide information critical to establishing a long-term plan to invest in maintaining our facilities. Staff is anticipating to bring the results of the assessment to the City Council in Fall 2017.

The proposed system also includes parcel-level management and reporting of maintenance and code violations for the public and staff. A public mobile and web application allowing staff and members of the public to report and manage maintenance (e.g. graffiti) and code violations will be deployed to assist the City and the public in quickly identifying and addressing emergent issues.

Note that for the first time, the Facilities Fund (12) includes a list of facilities maintenance/improvement projects that staff has identified as being in need and that total over \$1.9 million – of which \$220,000 is being covered by a transfer from the General Fund in this two year budget. That leaves the bulk of that list not funded at this time, and future funding of this is recommended to be included as a component of the financial policies discussion and development of the Long Term Financial Plan. The facilities assessment mentioned above is intended to inform this conversation. Note that the City does maintain a Capital Improvement Sinking Fund reserve in the General Fund, and it complies with City Council policy to have a minimum balance of \$2.5 million; there are no plans to utilize these funds as there is no current policy addressing how the staff and Council can access and use them for needed projects.

4. **Water Quality Technical Support (FY18 \$80,000; FY19 \$100,000)**: Proposed are additional consulting resources (WQ Tech Support) necessary to monitor and address complex water quality regulations, and some additional technical support for the Salt Creek Ozone Treatment Facility. WQ Tech Support is intended to address the numerous water quality implementation program and National Pollution Discharge Elimination System (NPDES) permit requirements requiring the assistance of scientists and engineers with specific expertise.
5. **NPDES/Construction Best Management Practices Inspections (\$35,000/year –reimbursable)**: The City is required to perform water quality construction Best Management Practice (BMP) inspections for construction projects meeting certain criteria per the City’s Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit. Construction BMP inspections must be conducted at construction sites in order to confirm implementation of an effective combination of erosion and sedimentation control BMPs to reduce the discharge of pollutants to the maximum extent practicable. Significant penalties have been assessed on local governments that did not comply with these requirements.
6. **Historic Resources Inventory Update (FY18 \$20,000)**: This project was initiated by Council in 2015, and staff has been working with the community and in particular the Historical Society to complete it. This project updates the City’s current inventory of historic resources and is critical as the last inventory dates back to 1997. A draft update was presented to the City in February 2016, and staff has determined that additional analysis is needed to address some properties that were excluded from that review.

7. **Public Information Contract Services (\$100,000/year)**: This proposal for contract communication services is directed at improving the City's communications with the community. Given the quickly evolving communication platforms in use today, the City must be more pro-active in our approach to communicating in order to improve transparency, and to effectively engage our citizens. Currently, City information is being pushed out in an as-needed, as time permits manner.
8. **Sea Level Rise Project (Budget Pending)**: The City applied for and was awarded a \$135,000 grant from the California Coastal Commission to complete a sea level rise analysis for the City's coastline, which is intended to lead to a Local Coastal Program Amendment to address this issue. This is not included in the base budget as the timing of work is uncertain, but is certainly worthy of mentioning as it is intended to be part of our overall work plan for the year. When a contract for consulting services to assist with this project is brought to the City Council for consideration, it will be accompanied by offsetting revenue and expenditure budget adjustments.
9. **Short-term Rental Application & 24/7 Hotline Support (\$35,000/year)**: The City has been evaluating 3rd party vendors with products and services that support management of short-term rental (STR) permitting, compliance and code enforcement. A vendor has been identified that provides a vendor-hosted application, computer-analytics that scour the internet and identifies advertising by unpermitted STR's, and a 24/7 hotline to field questions and complaints from the public.
10. **Vehicle Replacement Program (FY18 \$21,500; FY19 \$35,000)**: The City has 33 vehicles and one police motorcycle in its inventory. Of those, given their condition, age and cost of annual maintenance, many of them should have already been replaced but were not made a priority in annual budgets. Leasing is a common approach to fleet acquisition in the private sector, and some other cities that use it include Long Beach, Newport Beach, Anaheim, Placentia, Santa Ana, Laguna Niguel and Westminster.

Staff is proposing initiating a 5-year lease program as a cost effective approach to efficiently maintain the City's fleet. A request for proposals was sent to leasing companies, and the proposed budget reflects quotes received, and uses a phased implementation with 3 vehicles replaced in FY18 and 2 more in FY19. The long-term plan would be to continue adding new vehicles to the lease program, and selling currently owned vehicles as they age out. The leasing program can be terminated by the City at any time with a nominal termination fee applied.

As part of the budget, Staff proposes reducing the City's fleet by 6 vehicles, including some of those assigned as take-home vehicles (i.e. City Manager, Assistant City Manager, Community Development Director, Administrative Sergeant and CSU Sergeant). The CSU Sergeant's emergency command vehicle is beyond its useful life, and a new, County-owned vehicle is included the Sheriff's contract; also, the Administrative Sergeant will have access to unassigned Sheriff patrol cars that are typically not all in use on day shifts, or can borrow a City pool vehicle if needed.

11. **Visitor Center/Citywide Public Information (Economic Development, \$10,000/year)**: The proposed budget includes closing the existing kiosk inside the parking lot of Dana Marina Plaza (Northwest corner of Dana Harbor Drive and Golden Lantern) and reallocating the existing budget to support increasing commercial and online advertising of public information. This shift in focus seeks to increase the number of visitors reached beyond the very limited number that have used the little-known visitor center. The management company of the site of kiosk will be installing a rack-card display on-site that will provide visitor servicing information to the public.

12. **Community Events/Sponsorships (Community Services, FY18 \$677,750; FY19 \$679,750)**: The proposed budget includes many of the same community activities that our Community Services Department's budget has historically covered, such as the Dana Point Symphony (sponsorship), Festival of Whales (except for canceling the movie night), Egg Hunts, 4th of July Fireworks, June movies in the park, summer concerts, Coastal Cleanup Day, Halloween Spooktacular, Turkey Trot (sponsorship), and winter holiday program. Funding is not proposed for the Dana Point BBQ Championship (\$90,000), Doheny Blues Festival (sponsorship was \$15,000), and the Dana Point Grand Prix sponsorship is reduced from \$20,000 down to \$10,000 in FY18 and eliminated in FY19.

The annual sponsorships for the Boys & Girls Club and Ocean Institute are included at \$25,000/year for both; and, new funding of \$31,250 per year is included for required programming being developed by the Ocean Institute with input from the City and the Surfrider Foundation.

The City Council budget includes several sponsorships as well, including the State of the City address (\$25,000), 5th Marines Support Group (Thanksgiving and Golf Tournament Sponsorship combined totaling \$5,000), and VFW Post 9934 (\$10,000).

13. **Capital Improvement Program (FY18 \$2.5 Million; FY19 \$2.2 Million)**:

The Capital Improvement Program for this two year budget focuses primarily on maintaining existing infrastructure and assets, and includes funding of capital projects in the base budget. The proposed capital budget for the two years is \$10.6 million, and includes \$4.975 million in FY18 and \$4.375 million in FY19, and is slightly more than what is expected going forward in future years.

For FY18 and FY19, three major projects address key street locations that are recommended to be resurfaced. Each is described below and their priority for inclusion in this budget is based on their Pavement Condition Index (PCI) grades and staff input. Beyond these three projects, staff also proposes several more projects intended to preserve our streets using slurry seals (residential), and new to our program the placement of fog seals on arterial roadways. Given projections for lean budget years ahead, the slurry/fog seal program is proposed at a higher amount than

what will likely be prescribed by the long-term capital plan being developed; this is done with the intent to provide options to smooth out the required annual investment stream over the next five to ten years by forestalling the need to do major street rehabilitation repairs. Staff estimates that if the fog seal program had been in place in the past, it could have extended the life of the arterial roadway surfaces in some roadway segments by up to 10 years.

Other routine projects are proposed for traffic safety related improvements/repairs, storm drain repairs, parking lot maintenance repairs, and a budget to maintain water quality diversions. The proposed list of projects is as follows:

- Citywide Storm Drain Repairs (\$200,000/year)
- Water Quality Diversion & Maintenance (\$50,000/year)
- Slurry Seal - Residential (FY18 \$775,000; FY19 \$350,000)
- Arterial Roadway Rehabilitation and Repairs (\$100,000/year)
- Sidewalk, Concrete Repairs & ADA Improvements (\$100,000/year)
- Traffic Safety Repairs and Improvements (\$100,000/year)
- Arterial Roadway Pavement Preservation (FY18 \$1,200,000; FY19 \$250,000)
- Annual City Parking Lot Repairs (\$50,000/year)
- FY18 Arterial Resurface –Crown Valley, PCH to Camino Del Avion (\$2,400,000)
- FY19 Annual Residential Resurface –Via California (\$2,375,400)
- FY19 Arterial Resurface, –PCH, Niguel to Green Lantern (\$2,000,000)

The following previously approved projects are still in process and are estimated to have remaining balances at the end of FY17, and their respective actual unspent appropriations will be carried-over to FY18 after the City closes its FY17 books (amount shown are estimates and total \$1,442,320):

- CIP#1281: FY17 Annual Residential Resurfacing (\$547,655)
- CIP#1284: Crown Valley Median Rehabilitation (\$835,165)
- CIP#1291: Capo Beach Connectivity Study Enhancements (\$ 59,500)

The Capital Improvement Plan also proposes to delay the Bicycle Corridor Improvement Project (BCIP), Phases I and II in favor of providing needed funds for the maintenance of existing City roadway infrastructure. These discretionary bikeway projects are additions to existing City infrastructure and provide additional protected areas to supplement bicycle travel along Pacific Coast Highway. Delay in these projects will also provide time for the City Council to prioritize these efforts against other City priorities. Due to the design work done to date, the proposed delay should not jeopardize the City's ability to secure future BCIP grant funding again in future calls for projects. The City will remain well poised to compete for the BCIP funds in the future due to the shovel-ready nature of the projects.

General Fund Balance Projection

In August 2006, the City Council adopted a General Fund Reserve Policy. The policy established a Cash Flow Reserve (set at 10% of General Fund revenue), Emergency Reserve (set at 20%), and a Capital Projects Sinking Fund Reserve (balance of not less than \$2.5 million). In addition, the City has a reserve for funds collected from developers and dedicated to creating public art (“Art in Public Places Reserve”).

The General Fund’s ending fund balance for June 30, 2017 is budgeted at \$15.6 million, including fully funded reserves in accordance with City Council Policy for Emergencies, Cash Flow and Capital Projects Sinking Fund.

Table 1: General Fund - Summary of Designated Fund Balances

Fund Balance Category:	Actual June 30, 2016	Original FY17 Budget	Amended FY17 Budget
Emergencies	\$ 6,575,000	\$ 6,754,000	\$ 6,754,000
Cash Flow	3,287,000	3,377,000	3,377,000
Capital Projects	2,500,000	2,500,000	2,500,000
Prepaid Expenditures	149,290	-	-
Art in Public Places	117,954	117,954	117,954
Total Designated Fund Balance	12,629,244	12,748,954	12,748,954
Unassigned Fund Balance	7,334,845	3,301,857	2,890,102
Projected Fund Balance, 6/30/17*	\$ 19,964,089	\$ 16,050,811	\$ 15,639,056

Note: FY16 actual excludes year-end “mark-to-market” gain on investments of \$200,511; added to the \$19,964,089 brings total ending fund balance to \$20,164,600.

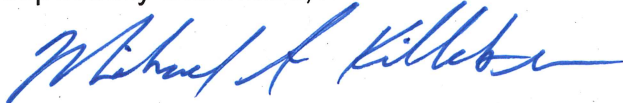
The three City Council designated reserves (Emergencies, Cash Flow and Capital Projects) total \$12,631,000 as of this writing, which is 36% of General Fund budgeted revenues for FY17. Adding the Unassigned Fund balance to the reserves brings the total to \$15,521,102, which is 44.6% of revenues. Note that the bottom line of what is considered a reasonable fund balance by the National rating agencies of 16.7% , or two months of revenues, as being the minimum acceptable level of reserves.

The proposed budget projects an increase of the Emergency Reserve by \$507,000, from the current \$6,754,000 to \$7,261,000 for FY18. For FY19, it is increased another \$90,000 to \$7,351,000. The Cash Flow Reserve increases \$253,000 and \$45,000 for FY18 and FY19, respectively; and, the Capital Projects Sinking Fund Reserve remains at \$2,500,000. The budgeted, Unassigned Fund Balance for FY18 and FY19 is \$2,164,121 and \$2,035,309, respectively.

Conclusion

I would like to thank the many City Staff for their assistance in producing this budget proposal. Their professionalism and valuable contributions to this effort are appreciated. Collectively they understand the challenges we face and are committed to identifying and implementing solutions to meet those challenges is unmatched. Of particular note was the contribution made by Kate Lasso, Beverly Brion, Mark Denny, Ursula Luna-Reynosa, Mike Rose, Lt. Russ Chilton, Matt Sinacori, Jennifer Anderson and DyAnne Weamire for their exceptional efforts.

Respectfully Submitted,



Michael A. Killebrew
Acting City Manager

CITY OF DANA POINT

COMMUNITY VISION STATEMENT

...That the city of Dana Point is the most beautiful, desirable, and safest coastal community in which to live, work, visit, play or conduct business.

MISSION STATEMENT

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

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

COMMUNITY CORE VALUES

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

CITY OF DANA POINT DIRECTORY

Administrative Staff

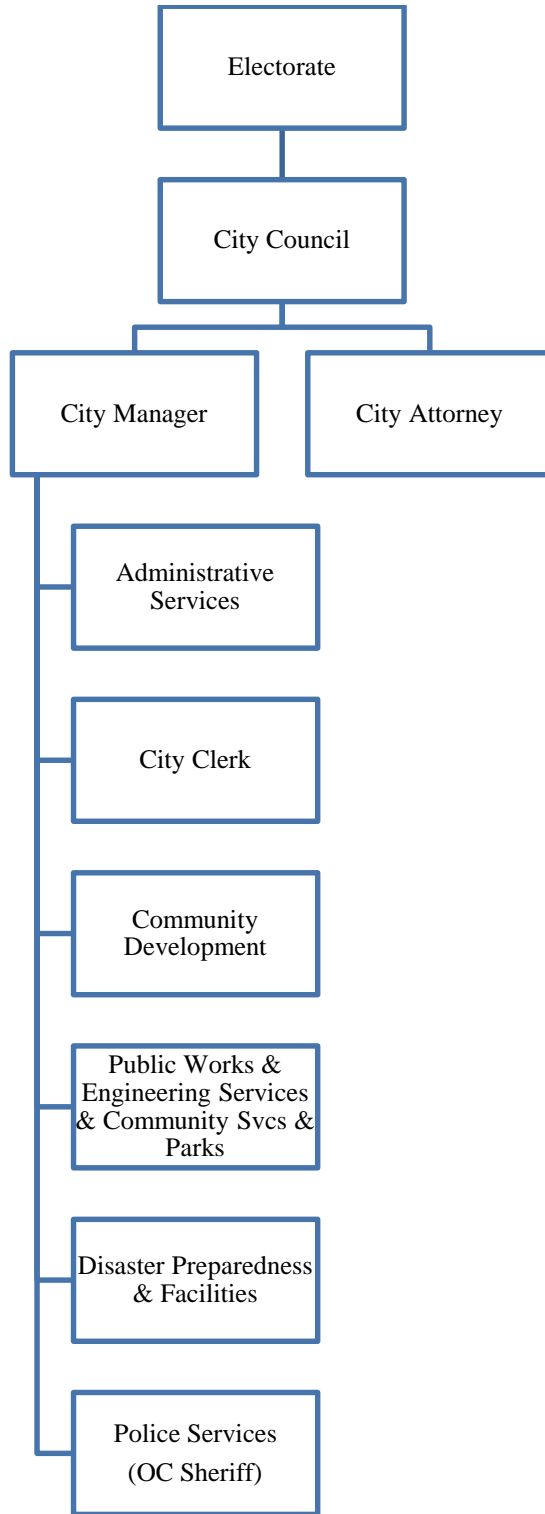
Mike Killebrew	Acting City Manager/Director of Administrative Services
Kathy Ward	City Clerk
Ursula Luna-Reynosa	Director of Community Development
Mark Denny	Deputy City Manager/Director of Public Works & Community Services
Mike Rose	Director of Disaster Preparedness & Facilities
Lt. Russell Chilton	Chief of Police Services
Patrick Muñoz	City Attorney

Department of Administrative Services (Finance & Administration Division)

Mike Killebrew	Director
Shelley Velez	Human Resources Manager
Beverly Brion	Accounting Supervisor
Kate Lasso	Management Analyst
DyAnne Weamire	Senior Administrative Assistant
Robin Harnish	Accountant
Norma Hoover	Accounting Technician
Gabriela Lopez	Account Clerk

CITY OF DANA POINT

ORGANIZATIONAL CHART



BUDGET PHILOSOPHY AND OPERATING GUIDELINES

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

CITY OF DANA POINT

SUMMARY OF ACCOUNTING PRINCIPLES

Fund Accounting

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

Governmental Funds:

General Fund

Special Revenue Funds

Capital Projects Funds

Fiduciary Fund:

Agency Fund

Accounting Basis

All governmental funds and the agency fund are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. The primary revenue sources susceptible to accrual are property and sales taxes, investment income, federal entitlements, transient occupancy taxes, franchise fees, motor vehicle fees and gas tax subventions.

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

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

FACTS ABOUT DANA POINT

Date of Incorporation:	January 1, 1989
Form of Government:	Council-Manager
City Area/Population:	6.7 Square Miles/34,264*
Assessed Valuation:	\$10,521,104,596.00

Fire Protection:

Number of Stations	2
Number of Career Fire Fighters & Officers	28
Number of Reserve Fire Fighters	13

Police Protection:

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

Education:

Number of Public Schools	3
Number of Teachers	132
Number of Students	2948

Recreation & Culture:

Parks	27
Libraries	1

Hotels/Motels

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

Number of Registered Voters 21,700

* The Nielsen Company

THIS PAGE INTENTIONALLY LEFT BLANK

**The City of Dana Point
Master Financial Plan**

Fiscal Years 2018-2022

Community Vision, Mission and Core Values

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

Community Mission Statement:

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

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

Community Core Values:

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

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

Purpose:

The purpose of this Master Financial Plan (“MFP”) is to provide a forward-looking perspective on the City’s financial condition. Per the Government Finance Officers’ Association, long-term financial planning is a process that should align an agency’s financial capacity with its long-term service objectives. Our intent with this MFP is to specifically present information that assists in informing policy, budget and operational decisions that have material financial consequences.

Overview of Revenues, Expenditures and Fund Balance

The City's first MFP was prepared as part of the development of fiscal year's 2015-2016 and 2016-2017 ("FY16" and "FY17") budget. This MFP builds on that effort and focuses on major General Fund revenues and expenditures through FY2022. This five-year forecast is sensitive to changes in assumptions for future revenue and expenditure growth.

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

As was shown in the first MFP two years ago, this version continues to report that our revenue forecast is growing at a pace above current inflation, but at a slower rate than expenditures. Focusing on the three years beyond the proposed budget, FY20 through FY22, revenue is projected with an average 2.0% growth, while expenditures are slated to grow at 3.1%. The City must work to arrest this trend to maintain a structural balance that includes requisite investment in maintaining our current infrastructure, and will likely want to do even better to once again generate sufficient annual surpluses that can be used for new improvements that are yet to be identified.

Revenues

The FY18 proposed General Fund revenue budget is \$36.9 million, up \$1.5 million from FY17's admittedly conservative budget of \$35.4 million. Dana Point's Transient Occupancy Tax ("TOT"), Property Tax, Sales Tax and In-Lieu Property Tax combined represent over 80% of General Fund revenue. Since fiscal year 2011, at the bottom of the recession, General Fund tax revenue has grown on average about \$1 million per year over the past seven years, from \$24.2 million to the about \$31 million expected in FY17. This extended period of overall General Fund revenue growth followed a rapid decline during FY09 through FY11.

With the exception of FY16 when a major hotel was under renovation part of the year, TOT revenue continues to show positive growth, and with the establishment by the major hotels of a destination marketing organization (i.e. Visit Dana Point) it is expected to continue setting revenue records in the coming years. Two Headlands-area hotels are in the in the planning phases and assumed to be phased into operation in FY20 and FY21. Projections include Property tax displaying steady increases that average roughly 3% per year, and In-Lieu Property Tax to be slightly lower.

Sales Tax during the two-year budget is expected to increase on average 4.5% growth per year based on recent history, but a more conservative projection is used during the balance of the five-year projection due to limited available space for expanding retail sales in town. Due to record levels of private development activity the past few years, revenue from Licenses & Permits and Charges for Service have been at record highs; this plan assumes that the building boom will not continue at this recent pace and thus revenues in these two categories are reflected to drop significantly during this five year forecast.

Overall, the revenue projection is positive with an average projected growth for the coming five years of 2.3%, but as mentioned above we need to be cognizant that the conservative projection during the last three years (FY20 through FY22) drops to 2.0%.

Expenditures

Overall, the proposed FY18 operating budget of \$34.2 million is \$2.6 million, or 7%, less than the current amended FY17 budget; the FY19 proposed budget increases to \$35.0 million, or 2.3%.

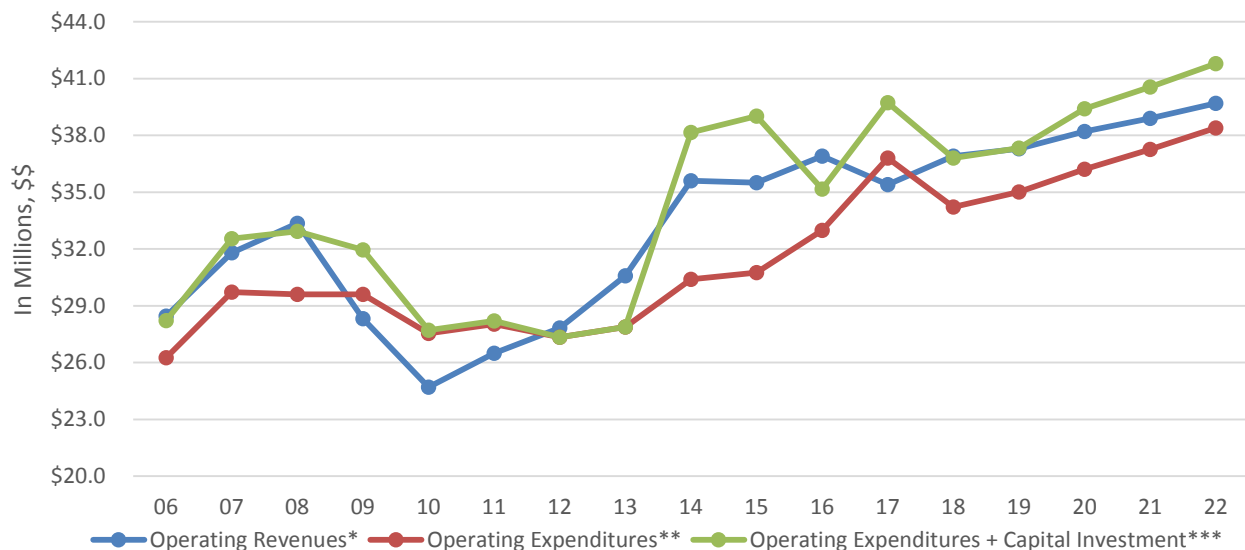
The following is a brief discussion of expenditure projections that go beyond the two-year proposed budget and provide detail of our largest programs. The average annual growth in expenditures over the five year plan is 1.0%, but the growth in particular FY20 through FY22 excels to 3.1%. Major cost categories covered in detail below include:

- Public Safety costs over the five year projection rise on average about \$560,000, or 4.3% per year. The Sheriff's contract for police services is the largest single expenditure in the entire budget at \$12.1 million in FY18; and, based on history is projected in this model to grow 5% each year;
- City personnel expenditures is the second largest cost category, and is proposed at \$8.2 million (net of \$238,000 included in Public Safety). This category includes payroll, benefits, retirement (including unfunded pension liabilities) for the City's workforce of 66 full-time positions (reduced in this budget from 69), along with all part-time positions. Costs were held to no increase in the FY18 budget, but projections show growth over the five years of 3%, with almost a third of that due to increased payments to the pension provider to address its unfunded liability.
- Street Systems Operations & Maintenance includes a contract with the County of Orange for much of the day-to-day work; along with concrete and asphalt repairs; signal maintenance, repair and power; street light power; storm drain, curb, gutter and sidewalk maintenance and repairs; contract traffic engineering; street sweeping; and, citywide light-pole banner program. There are expected increases in median landscape contract costs due to the State of California's direction to increase the minimum wage in the coming years. Recent history for this category shows expenditures to be very consistent year to year, and we project it to grow about 2.0% per year beyond the two-year budget.

- Park Maintenance & Related Utilities includes park landscaping, citywide tree trimming, sports field and playground repairs, irrigation, electricity, signage and a host of other items. As stated above, contract costs for park landscaping and tree trimming due to expected increases in the minimum wage and costs are projected in the latter years of this plan to increase by 2% per year.
- Professional Service Contracts make up the fourth largest category of expense, and covers a variety of contracted out services, in addition to peak-level workload that exceeds base-level work that staff covers. For FY18, the proposed budget is \$2 million, down significantly from FY17's budget due mainly to consultants assisting with the Doheny Village Plan efforts. Contracts include items such as planning & building plan reviews, building inspections, engineering plan reviews and studies, environmental impact reports, contract recreation instructors, senior services, website hosting, information technology, banking, animal control, custodial, etc... Absent new Council-directed initiatives, these costs are projected beyond FY19 to grow at just over 1% per year.
- All Other Program Areas covers services, supplies, insurance, legal and equipment costs for the operations of the General Government of the City that are not included in the categories above. These costs are also projected beyond FY17 to increase at 2% per year.

The Figure below compares operating revenues against operating expenditures, and against the operating expenditures plus annual investment in infrastructure. Looking forward, the City must work to not only close the gap to cover the annual investment in infrastructure, but must also consider planning to generate additional surpluses to invest in any new infrastructure that the community decides that it wants to build.

Figure 1: General Fund Revenues & Expenditures, FY06 to FY22



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

Table 1: Operating Revenue & Expenditure Summary, FY15-FY22

CITY OF DANA POINT Master Financial Plan Revenues and Expenditures								
	FY15 Actual	FY16 Actual	FY17 Amended Budget	FY18 Proposed	FY19 Proposed	FY20 Projected	FY21 Projected	FY22 Projected
Revenues:								
Transient Occupancy Tax	\$ 12,071,126	\$ 11,648,007	\$ 11,800,000	\$ 12,725,000	\$ 13,000,000	\$ 13,600,000	\$ 14,350,000	\$ 14,635,000
Property Tax	6,684,852	7,250,747	7,035,000	7,750,000	8,000,000	8,200,000	8,400,000	8,575,000
Sales Tax	4,110,638	5,315,519	5,600,000	5,700,000	5,900,000	6,000,000	6,100,000	6,200,000
In-Lieu Property Tax	4,622,342	3,953,335	3,500,000	3,875,000	3,970,000	4,100,000	4,190,000	4,270,000
Licenses & Permits	1,799,335	1,934,814	1,776,000	1,543,500	1,543,500	1,200,000	1,000,000	1,000,000
Charges for Services	2,253,947	2,271,386	1,739,686	1,620,000	1,475,000	1,150,000	900,000	900,000
All Other Revenues*	3,948,304	4,566,052	3,946,783	3,663,616	3,439,016	3,507,796	3,577,952	3,649,511
Total Revenues	35,490,544	36,939,860	35,397,469	36,877,116	37,327,516	37,757,796	38,517,952	39,229,511
Expenditures:								
Public Safety	10,774,167	10,883,851	12,066,790	12,718,362	13,321,088	13,900,000	14,400,000	14,900,000
Personnel Services**	7,415,258	7,799,885	8,212,680	8,231,481	8,490,954	8,867,000	9,150,000	9,506,000
Street Systems Operations & Maintenance	3,697,000	4,374,000	4,443,305	4,286,680	4,304,305	4,394,000	4,485,000	4,579,000
Park Maintenance & Related Utilities	2,437,000	2,460,000	2,609,500	2,564,000	2,559,000	2,624,250	2,669,606	2,716,096
All Other Professional Services***	2,165,634	2,871,689	3,411,900	2,039,004	1,919,868	1,906,000	1,948,000	1,989,000
All Other Program Areas****	4,258,948	4,603,343	6,062,058	4,383,570	4,426,114	4,514,636	4,604,929	4,697,028
Total Expenditures	30,748,007	32,992,768	36,806,233	34,223,097	35,021,329	36,205,886	37,257,535	38,387,124
Operating Surplus/(Deficit) of Revenues Over/(Under) Expenditures	\$ 4,742,537	\$ 3,947,092	\$ (1,408,764)	\$ 2,654,019	\$ 2,306,187	\$ 1,551,910	\$ 1,260,417	\$ 842,387
Transfers Out to CIP & Facilities Funds	\$ 8,255,166	\$ 2,173,216	\$ 2,916,269	\$ 2,620,000	\$ 2,300,000	\$ 3,200,000	\$ 3,300,000	\$ 3,400,000
* Includes Annual Gas Tax Transfer In as this is a recurring source that covers operating costs; in addition, FY16 excludes an investment "mark to market" non-cash accrual of \$200,511 for audited financial statements.								
** Excludes salaries for Emergency and Support Services included in the Public Safety line item.								
** Professional Services excludes Professional Services contracts included in the expenditure categories above.								
*** All Other Program Areas excludes Operating Transfers Out for all years as they are one-time outlays; the FY18 projection is based on the FY17 Proposed Budget, less one-time FY17 expenditures totalling \$855k.								

Fund Balance

The City has maintained fully funded reserves, within its City Council approved policy, since the policy was adopted in calendar 2006. The General Fund's budgeted ending fund balance at June 30, 2017 is \$15.6 million, including fully funded reserves in accordance with City Council Policy for Emergencies, Cash Flow and Capital Projects Sinking Fund. City Council policy dictates that in addition to any Unassigned Fund Balance, the City should fund a Cash Flow Reserve (10%) and an Emergency Reserve (20%), combined totaling 30% of annual budgeted General Fund revenue.

Table 2: General Fund - Summary of Designated Fund Balances

Fund Balance Category:	Actual	Original	Amended
	June 30, 2016	FY17 Budget	FY17 Budget
Emergencies	\$ 6,575,000	\$ 6,754,000	\$ 6,754,000
Cash Flow	3,287,000	3,377,000	3,377,000
Capital Projects	2,500,000	2,500,000	2,500,000
Prepaid Expenditures	149,290	--	--
Art in Public Places	117,954	117,954	117,954
Total Designated Fund Balance	12,629,244	12,748,954	12,748,954
Unassigned Fund Balance	7,334,845	3,301,857	2,890,102
Projected Fund Balance, 6/30/17*	\$ 19,964,089	\$ 16,050,811	\$ 15,639,056

Note: FY16 actual excludes year-end "mark-to-market" gain on investments of \$200,511; added to the \$19,964,089 brings total ending fund balance to \$20,164,600.

The three City Council designated reserves (Emergencies, Cash Flow and Capital Projects) total \$12,631,000 as of this writing, which is 36% of General Fund budgeted revenues for FY17. Adding the Unassigned Fund balance to the reserves brings the total to \$15,521,102, which is 44.6% of revenues. Note that the bottom line of what is considered a reasonable fund balance by the national rating agencies is 16.7%, or two months of revenues, as being the minimum acceptable level of reserves.

Economic Forecast

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

The City of Dana Point has experienced seven straight year over year increases in General Fund revenues through FY16. For FY17, recurring tax revenue sources showing strong increases include TOT which is expected to see a 4.2% increase, along with Property Tax at 3.6%, In-lieu Property Tax at 6.6%. Sales Tax is trending toward a 1.6% increase. The past few years have seen development activities at a record pace (particularly expensive new home construction at the Headlands and Monarch Beach areas). This activity drove up City planning, building and engineering revenue; however, that pace appears it may have reached its peak and related revenue from the Licenses & Permits and Charges for Services categories are trending down, with FY17 projected at this point to come in 9.6% and 23.4% less than FY16.

In 2016, according to the Institute of Applied Economics, California's economy grew at an estimated rate of 2.5%, faster than the nation (1.6%) as a whole, but slower than the two prior year's growth of 3.8%. California currently accounts for 13.6% of the nation's GDP, more than any other state, and is expected to expand by 2.6% in 2018. In 2016, nearly all major industry sectors in California added jobs with the largest gains in health care and social assistance, hospitality, public sector, and professional, scientific and technical services. Two sectors suffered a decline in employment: manufacturing and natural resources, the latter due to low oil prices. Healthcare and social assistance programs are expected to grow the most in the near-term, with 122,000 jobs in 2017 and 2018, and administrative and support services are expected to see 121,000 new jobs created.

According to the Los Angeles County Economic Development Corporation, the rate of job creation will slow down to 1.7% annually in 2017 and 2018. Employment growth translated into personal income growth by 3.1% in 2016, and additional gains of 3% and 3.6% are expected over 2017 and 2018. According to the Census Bureau's American Community Survey (ACS), median household income in California rose

4 percent in 2015—slightly outpacing the nationwide growth rate of 3.8 percent. California’s \$64,500 median household income ranked 9th among the 50 states.

The Governor’s proposed FY2017-18 budget presents a significantly different tone than those of the last few years. As indicated by the Legislative Analyst’s Office (LAO), the budget’s message communicates considerable uncertainty due to the State’s reliance on volatile and unpredictable economic conditions, including fluctuations in the stock market and federal policy. It reflects revenues that are \$5.8 billion lower — over a three-year period — than previously projected, a \$1.6 billion projected shortfall for 2017-18, an expected economic downturn and deep uncertainty about what the federal government will do regarding the Affordable Care Act (ACA) and other federal programs. For the near term, assuming the State makes no additional budget commitments and the current economic projections materialize, the LAO estimates the state would end the 2017-18 fiscal year with \$11.5 billion in total reserves, including \$2.8 billion in discretionary reserves. The \$177.1 billion draft budget recommends a number of steps to address the impending deficit in 2017-18 including rescinding some spending commitments that had been part of the 2016-17 budget agreement (\$400 million for affordable housing programs, \$300 million for renovation of State office buildings, suspending reinvestment in the State’s child care system) and assumes that some State General Fund costs will decrease.

Beyond FY2017-18, the report signals more uncertainty in each subsequent year and presents two scenarios: (1) an economic growth scenario, which assumes the economy continues to grow, and (2) a mild recession scenario, which assumes the state experiences a mild economic downturn beginning in the middle of 2018. Under the recession scenario, the State would have sufficient reserves to cover most all operating deficits through 2020–21. While it is important to keep a potential recession in mind, it is worth noting that a recession in the next few years is not inevitable. As the (LAO) and other experts have pointed out, the fact that we are in one of the longest expansions does not automatically mean that we are due for another recession.

There are several risks to consider that could weaken gains going forward. These include the possibility that the national economy could fall into another recession; that federal policy changes could disrupt the economy; and that California’s ongoing housing and aging infrastructure crisis that could limit economic growth. Other risks that exist throughout California and will affect the overall state of the economy include uneven recovery, with coastal cities often doing better than those inland, and the rising cost of healthcare benefits and retirement costs.

Housing affordability is another risk since the lack of affordable housing means that many people have less income to spend on taxable goods, which weakens sales and use tax revenues. In addition, high and rising housing costs make it harder for employers such as our hotels and restaurants to attract workers. The Governor

identified the state's housing crisis as a key threat to the state's economy over the next few years. Although the Administration views the housing crisis as one of the major challenges facing California, the proposed state budget includes no new funding to address the problem. The Governor makes clear that he is not willing to provide resources through the state budget to finance any solutions, as he states that this legislative package "should not rely on the General Fund." Instead of proposing concrete solutions, the Governor outlines several principles for housing policy, which include reducing local barriers that prevent, slow down, or drive up the cost of housing developments.

As the state recovery remains uneven, the Orange County economy has been performing better than the state average and remains one of the strongest in California. In 2016, Orange County's economy grew at 3% rate and accounted for 10.1% of California's gross state product (i.e. the value of goods and services produced). Orange County's positive impact on the gross state product is expected to accelerate to 3.2% this year and maintain at that rate through 2018. The unemployment rate of 4.4% is projected to drop to 4% this year and next. Job sectors expected to experience the most growth are construction, which will grow 12% between now and late 2018, and is a significant driver of employment growth, accounting for more than 25% of new payroll jobs the past few years; in fact, Orange County construction employment is just 6% below its peak in 2006. The next top growth sectors are professional/business services, education and health, and leisure and hospitality. Tourism is one of Orange County's most important industries and its largest industry employer. The County has a total of 507 hotels providing 59,000 rooms, and are seeing average hotel occupancy rates above 78%. Dana Point is seeing similarly high occupancy rates, which in turn has put upward pressure on room rates. Orange County remains one of the most expensive places to buy a home in California, with median home price of \$705,000 in 2016 and projected to raise by 6% by late 2017 and housing affordability remains to be an issue. According to Zillow.com, the estimated median home value in Dana Point is \$854,300, up 6.1% over the past year. The estimated median list price per square foot in Dana Point is \$556, not surprisingly much higher than the Los Angeles-Long Beach-Anaheim Metro average of \$401.

As Orange County continues its economic expansion while the state budget is facing many uncertainties in the near-term, it is critical that the City remain diligent in monitoring State actions, and prepared to respond to challenges that arise.

General Fund Revenue Summary

The General Fund is used to account for most of our municipal functions. The General Fund accounts for resources traditionally associated with local government including Property Tax, Sales Tax, Transient Occupancy Tax (TOT), and planning/building/engineering licenses and permits, among others.

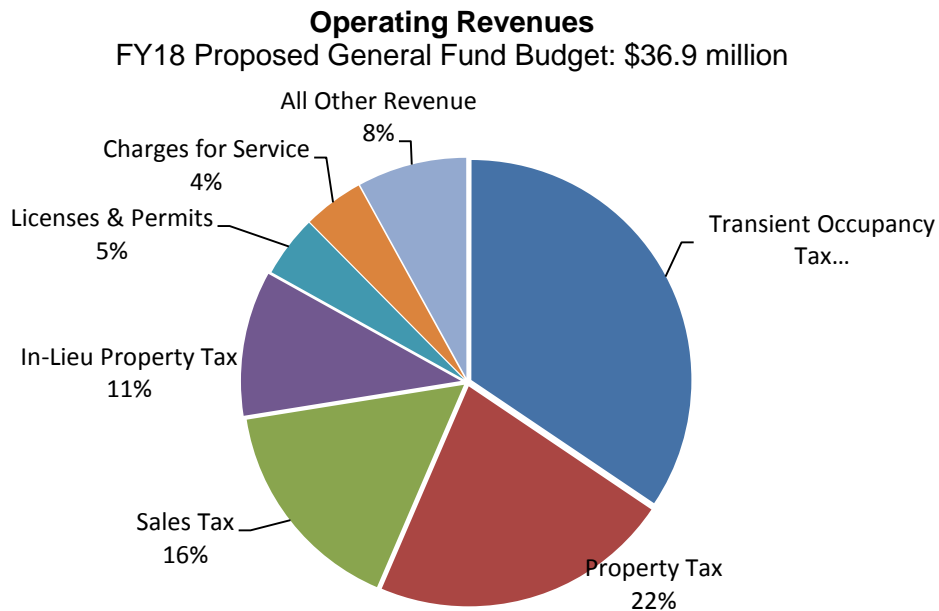
The six largest revenues make up almost 90% of all General Fund Revenue, and are the focus of this discussion.

Table 3: Dana Point Revenue Sources, FY18 Proposed Budget

Revenue	Amount	% of TOTAL	Cumulative
1. Transient Occupancy Tax*	\$ 12,725,000	34.5%	34.5%
2. Property Tax	7,750,000	21.0%	55.5%
3. Sales Tax	5,700,000	15.5%	71.0%
4. In-Lieu Property Tax	3,875,000	10.5%	81.5%
5. Charges for Services	1,620,000	4.4%	85.9%
6. Licenses & Permits	1,544,000	4.2%	90.0%
7. All Other Revenues	3,663,000	11.0%	100.0%
TOTAL	\$ 36,877,000		

*includes short term rental TOT

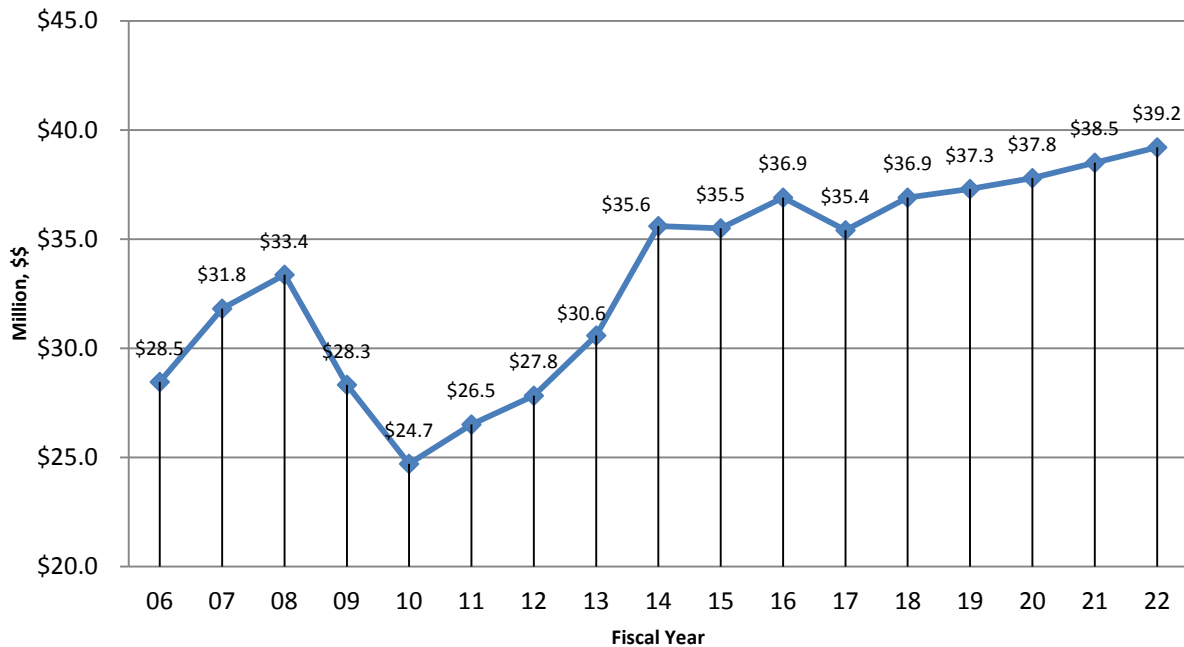
Figure 2: Operating Revenue



The City has had a strong yet somewhat concentrated revenue base since incorporation, that concentration being in tourism. Hotel TOT is vital to the City's fiscal health, as was demonstrated through the recession years, beginning in FY09. That year the General Fund experienced a \$5 million decline in revenue, followed by further declines in FY10 and FY11, mostly from tourism based transient (hotel) occupancy tax,

and sales taxes typically generated by those same visitors. The following chart shows revenues growing at just over 2% per year.

Figure 3: General Fund Operating Revenue, FY06 to FY22



The FY18 proposed budget projects revenues with a \$1.5 million, or 4.2% increase over the FY17 amended budget, and the FY19 budget has another \$450,000, or 1.2% increase. There are several reasons for the use of somewhat conservative estimates, which are explained below in the detailed discussions for each of the revenues, particularly with TOT and building related fees and charges. For the out years of the MFP forecast (FY20 to FY22), annual revenue growth is projected to average just above 2.0% per year.

General Fund revenue returned to pre-recession levels in FY15, and did so at a rather fast pace over the preceding three fiscal years. That same pace of increase is not assumed going forward, simply because the only other time such a pace occurred was just prior to the recession. However, as mentioned two-years ago in the last MFP, some of the same underlying conditions that drove the economy pre-recession do not appear to exist at this time, particularly as it relates to the home mortgage industry and lax lending practices by the banking industry.

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

Transient Occupancy Tax Revenue

The Transient Occupancy Tax (TOT) is levied on hotel guests at 10% of the room rental cost, and is the City's largest single revenue source. For FY17, gross Transient Occupancy Tax (inclusive of Short-Term Rental revenue) is budgeted at \$12.2 million, or 34.5% of total General Fund budgeted revenue, and is now tracking to finish the year at approximately \$12.6 million. Fiscal year to date March 31, 2017, TOT was up 6.7% compared to the prior year. Dana Point serves a significant number of visitors each year, and is home to four resorts with two being five-star and one four-star, seven other hotels and motels, and a 29-unit bed and breakfast inn, for a total of 1,845 rooms.

The City's is heavily dependent on activity from tourism and business/conference travelers. Expanding further on this concentration in City revenue, the four resorts host 74% of rooms and generate about 87% of gross TOT collected, and that is in addition to being the City's largest individual property taxpayers, some of its largest employers, and its biggest sales tax generators. Hotel guests dine in restaurants, shop in retail stores, and enjoy local recreation opportunities. Cumulatively, the tourism industry (directly and indirectly) accounts for over half of the City's revenues.

The City took a significant hit when TOT revenue dropped during the recession. After reaching a peak of \$11.3 million in FY08, TOT declined \$2.7 million in FY09, and an additional \$1.4 million in FY10 to an annual low of \$7.2 million. This was a cumulative decline of 36% from the peak. TOT recovered from FY11 to FY15, finally surpassing the pre-recession high and finishing at \$12.5 million. FY16 saw a small decline in TOT revenue to \$12.1 million due to the remodeling of one of the resorts. With the remodel complete, TOT revenue is currently anticipated to reach \$12.6 million in FY17, a 4.1% improvement over FY16 (again, this includes TOT from Short-Term Rentals).

Looking to the forecast, and even though we are experiencing a record year and considering new marketing and other programs being implemented by the Visit Dana Point destination marketing organization, our forecast is for 1.0% growth for FY18 compared to the latest estimate to close FY17; this is followed by a modest 2.2% growth for FY19. The projection recognizes the risk associated with having the large concentration of General Fund revenue in TOT, and because the City must still decide whether to allow Short-Term Rentals ("STR") to operate in town. TOT from STR's is currently estimated for the FY18 and FY19 budgets at \$400,000 per year.

The City's zoning code prohibited STRs to operate in Dana Point, but a good number of residential property owners were still operating unpermitted STRs. Recognizing this fact, and beginning in 2007, the City held many public meetings over several years that culminated in STR business regulations being passed by the City Council in April 2013. Following that action, the City's Planning Commission commenced more public discussions to amend the City's zoning regulations to allow for STRs to operate in residential areas. The Planning Commission adopted said changes, and amendments were subsequently adopted by the City Council in January 2014. With this action, STR owners were provided the opportunity to apply for and receive a City permit to operate, and the City began collecting TOT from the permitted STR businesses.

In fall 2016, a group of citizens circulated petitions that garnered enough signatures to qualify a referendum for vote to rescind the City's STR actions. In November 2016, in response to the results of the referendum petition results, the City Council agreed to rescind its STR actions, directed that discussions take place to assess STR options that might be acceptable to the public, and placed a moratorium on issuing any new permits while allowing current permit holders to continue operations. Those discussions are pending at this time. The uncertainty of the future of this revenue is discussed here to simply point out the risk of it being terminated.

For FY20, the base TOT revenue projection is for 1.5% growth, and added to that is revenue projected from two new hotels being built near the Headlands. Combined, the two hotels should generate, conservatively, about \$1 million in TOT per year for the City. This additional revenue is phased into the MFP with half showing in FY20 and the rest in FY21. This assumption includes a new 90 room hotel, and another with 50 rooms; further, average daily room rates are comparable to a 4-star and 3-star hotel, respectively, and with both operating with an average daily occupancy at about 70%.

There are also several other hotel projects being discussed by property owners with staff, plus two of the existing resorts looking at possibly adding a few rooms; however, staff does not believe that these projects are far enough along to include revenue in the MFP's projections. There is also a vacant hotel site near PCH and Harbor Drive that may be developed, another at a site currently home to a bluff-top restaurant, in addition to public discussions about upgrades or rebuilding the County's OC Dana Point Harbor hotel; however, given uncertainties, TOT revenue from these properties have also not been factored into this MFP. Finally, we recognize there will be competitive pressure from additional rooms being added in other Orange County cities, and have tempered our projections accordingly.

As we observed during the recession, TOT performance directly correlates to the overall state of the economy, and with that we remain cognizant of the negative impact declines in TOT can have on our financial condition.

Figure 4: Transient Occupancy Tax Revenue Trend, FY01 to FY22

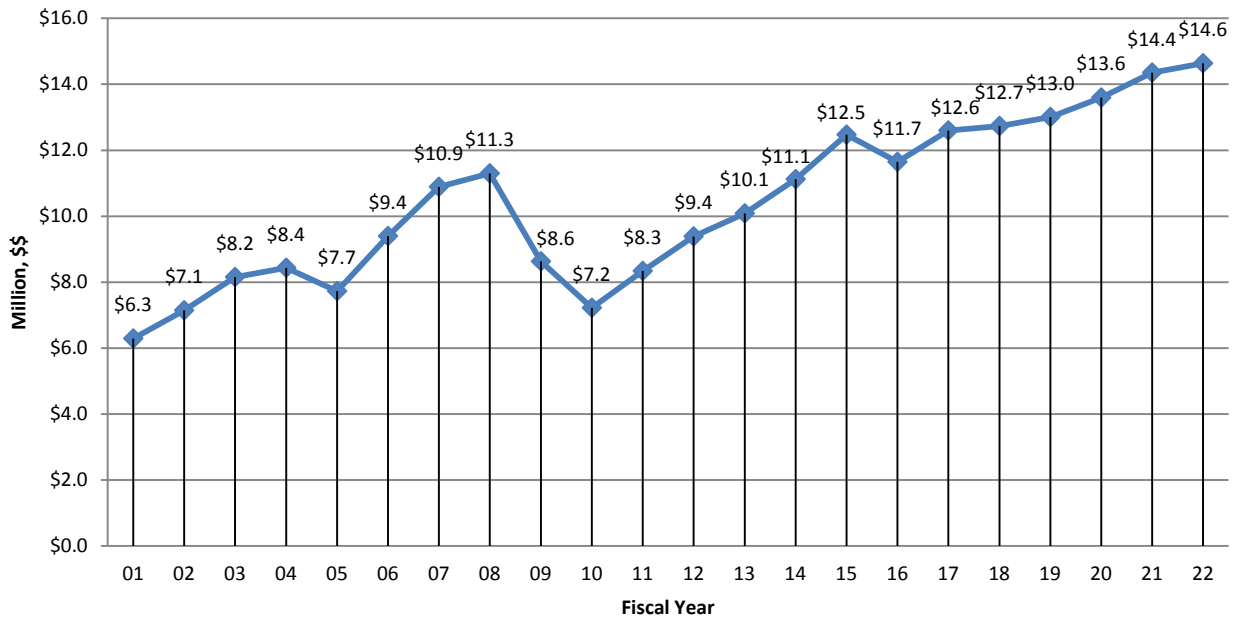


Table 4: Transient Occupancy Tax Revenue History (includes Short-Term Rentals)

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$6,294,000	5.80%	FY12	\$9,382,000	12.5%
FY02					
<i>St. Regis opens</i>	7,142,000	13.50%	FY13	10,086,000	7.5%
FY03	8,157,000	14.20%	FY14	11,122,000	10.3%
FY04	8,438,000	3.40%	FY15	12,466,000	12.1%
FY05			FY16		
<i>Ritz remodel</i>	7,722,000	-8.50%	Monarch Resort remodel	11,648,000	(3.0%)
FY06	9,392,000	21.60%	FY17 Est.*	12,600,000	5.2%
FY07	10,888,000	15.90%	FY18 Est.	12,725,000	1.0%
FY08	11,299,000	3.80%	FY19 Est.	13,000,000	2.2%
FY09	8,630,000	-19.50%	FY20 Est.	13,600,000	4.6%
FY10					
<i>Marriott remodel</i>	7,221,000	-20.60%	FY21 Est.	14,350,000	5.5%
FY11	8,338,000	15.50%	FY 22 Est.	14,635,000	2.0%

*FY17 Estimate is based on collections through March 2017. FY17 Budget is \$12,160,000.

Property Taxes

The General Fund's second largest income source is property tax, making up approximately 20% of revenues. Property taxes are imposed by the County at a rate of 1% of assessed property value, with the base level established at the sales price when a property sells. Thereafter, the assessed value may be increased each year as properties increase in value due to market forces, but no more than rate of inflation or a maximum of 2% per year. Properties may also increase in value if there are capital improvements. During economic downturns, and as property values decrease, the County Assessor can and does reduce assessed values on the tax role; this, in turn, decreases the amount of property tax due. As the economy and property values rebound back to and above pre-recession levels, the County Assessor can and does increase assessed values back to where they would have been had the recession not occurred. The total assessed value of property in Dana Point grew at a near record pace of 8.4% in FY16, but future growth is conservatively projected.

The City receives roughly 7.6 cents for every \$1 of property tax paid by Dana Point property owners. The other 92.4% goes to other agencies and special districts, with the largest beneficiaries being the Capistrano Unified School District at 39%, State at 16.6%, Orange County Fire Authority ("OCFA") at 12.2%, and Saddleback Community College District at 9.6%.

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

Table 5: OCFA Property Tax Growth Projections:

OCFA Property Tax Growth Projections	
Fiscal Year	Increase
FY17	4.9%
FY18	3.2%
FY19	2.4%
FY20	3.5%
FY21	2.0%

As the City is nearly built-out, property tax revenue increases are driven mainly by reassessments occurring from property sales and growth in current assessments under Prop 13. That is not to say that there will not be growth due to infill development, as there will be, but rather the assessed value of infill development in any given year equates to a fraction of the assessed value on the existing tax roll. During the five years covering this MFP, the increased value from infill development is likely going to come from luxury home construction and remodels in Monarch Beach and Strands at Headlands, a 168-unit condominium project near Doheny State Beach, two mixed use developments with residential and commercial components, new hotels, and remodels at our luxury hotels.

Despite the projection shown above by OCFA, based on receipts received fiscal year to date April 30, 2017, property taxes are currently projected to come in only 3.6%, or \$250,000 ahead of FY16, but still well ahead of the conservative FY17 budget. This new construction mentioned above, coupled with re-sales of existing homes and

Proposition 13 capped growth in the existing property tax base, supports projected increases of three percent or better for the next few years.

Figure 5: Secured & Unsecured Property Taxes Revenue Trend, FY01 to FY22

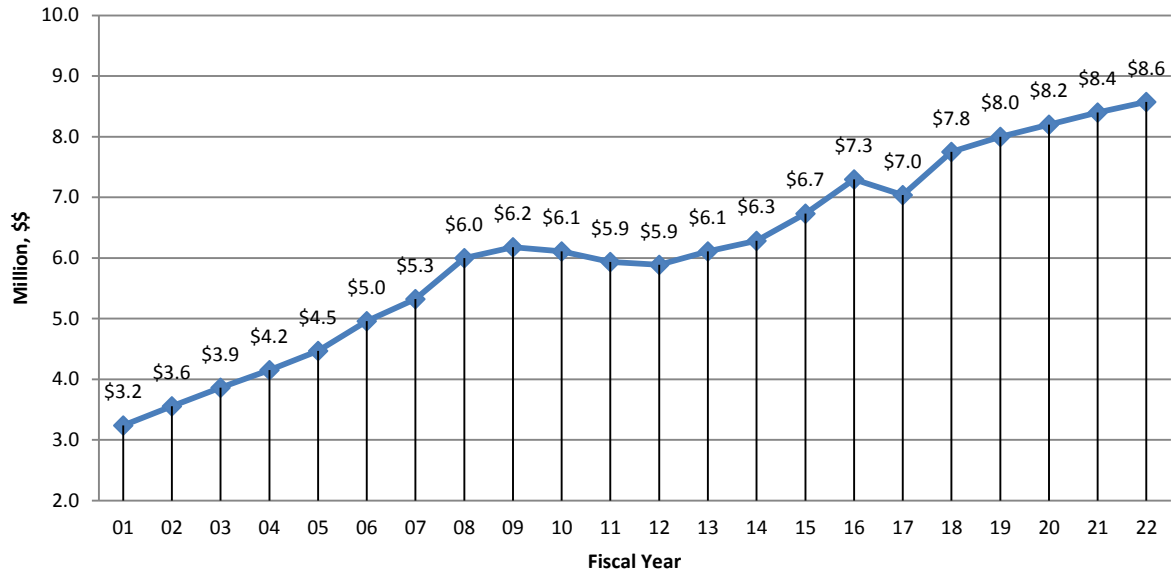


Table 6: Secured & Unsecured Property Tax History

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$3,241,000		FY12	5,857,000	-1.3%
FY02	3,556,000	9.60%	FY13 *	\$6,108,000	4.3%
FY03	3,861,000	8.50%	FY14	6,286,000	2.9%
FY04	4,154,000	7.60%	FY15	6,731,000	7.1%
FY05	4,471,000	7.60%	FY16	7,251,000	8.4%
FY06	4,957,000	10.90%	FY17 Est.	7,035,000	3.6%
FY07	5,322,000	7.40%	FY18 Est.	7,750,000	10.2%
FY08	6,001,000	12.80%	FY19 Est.	8,000,000	3.2%
FY09	6,176,000	2.90%	FY20 Est.	8,200,000	2.5%
FY10*	6,110,000	-1.10%	FY21 Est.	8,400,000	2.8%
FY11	5,935,000	-2.90%	FY 22 Est.	8,575,000	2.0%

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

Property Transfer Tax

Property Transfer Tax is a relatively small portion of the City’s revenue, but it is an indicator that reflects on the overall state of the economy, particularly with activity in property sales. Property Transfer Tax is assessed on the sale of property, with the City and the County each receiving 55 cents for every \$1,000 of sales value. This number does see material fluctuations in some years due to large numbers of residential properties selling, particularly those at the higher end of the market, but even more so with the sale of a resort. This revenue source is expected to remain above what might be considered a historical average of \$350,000 for a few years due to the new construction and sales activity mentioned above.

Table 7: Property Transfer Tax History and Projection

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$287,000		FY12	\$230,000	15.2%
FY02	282,000	-1.50%	FY13	459,000	99.6%
FY03	319,000	13%	FY14	570,000	24.2%
FY04	498,000	56%	FY15	439,000	-23.0%
FY05	525,000	5.40%	FY16	904,000	105.9%
FY06	441,000	-16%	FY17 Est.	500,000	-33.6%
FY07	395,000	-10%	FY18 Est.	600,000	-8.3%
FY08	374,000	-5.30%	FY19 Est.	550,000	-9.1%
FY09	224,000	-40%	FY20 Est.	400,000	-27.3%
FY10	229,000	2.40%	FY21 Est.	350,000	-12.5%
FY11	200,000	-12.80%	FY22 Est.	350,000	--

Sales Tax

Now the third largest revenue, in FY17 Sales Tax is budgeted at about 15.8% of General Fund revenue. It moved from fourth to third largest revenue source in FY16 when the State unwound what is referred to as the Triple Flip, which started in FY05 when the State took 25% of cities Sales Tax and replaced it with In-Lieu Property Tax. The return of that one-fourth of the Sales Tax equated to about \$1.2 million in FY16, with a corresponding decrease to In-Lieu Property Tax.

Sales Tax revenue estimates for FY18 and FY19 were provided by the City’s Sales Tax consultant/auditor, and adjusted slightly upward based on recent payments received from the State. The forecast beyond the next two years is kept conservative due to the fact that available space is mostly made up of infill development, with relatively limited available space for new, large commercial or industrial development.

With the recession, Sales Tax revenue decreased a cumulative 22.7% from FY08 to FY10. For FY11 and FY12, it rebounded by almost the same amount, but FY12

included a large one-time allocation for a misreported prior-year payment. That one-time allocation in FY12 made it appear that taxable sales had gone down 4% in FY13, while absent it FY13 actually increased 1%. By FY14, Sales Tax had returned to its pre-recession level of \$3.8 million (note the State was still taking one-quarter of it under the Triple Flip). For FY17, Sales Tax is projected to finish at approximately \$5.7 million, exceeding the high mark achieved in FY04 set prior to the State imposed "Triple Flip".

Sales Tax revenue in Dana Point tends to experience lower increases than in other Orange County cities. Dana Point does not have large big box retailers, malls, new-car dealerships or commercial construction. The profile of Dana Point Sales Tax is dominated by restaurants and hotel retail sales (projected at 44% of total), followed by fuel and service stations (10%), food & drug (9.8%), general consumer goods (9.6%), and all other categories (see diagram below).

Figure 6: Sales Tax by Industry Group

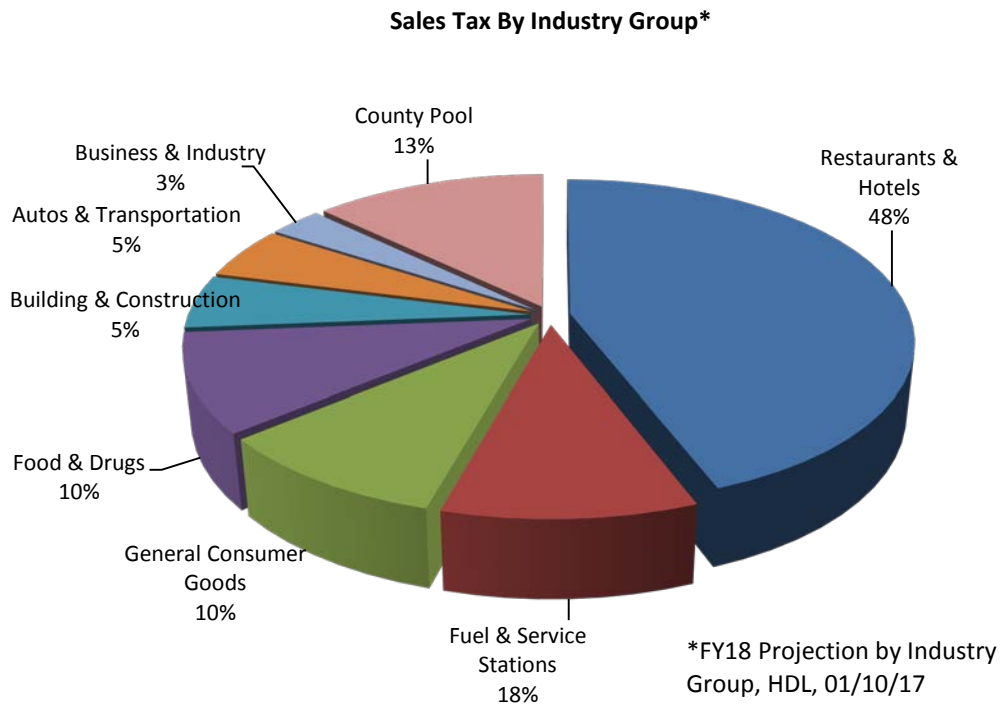


Table 8: 3rd Quarter 2016 Top 10 Sales Tax Producers = 37% of Sales Tax (alphabetically)

Firm Name	
Chevron's	My Goods Market
Circle K's	Ritz Carlton
Ganahl Lumber	Sun County Marine
Marriott Laguna Cliffs	Western Emulsions
Monarch Beach Resort	Wind & Sea Restaurants

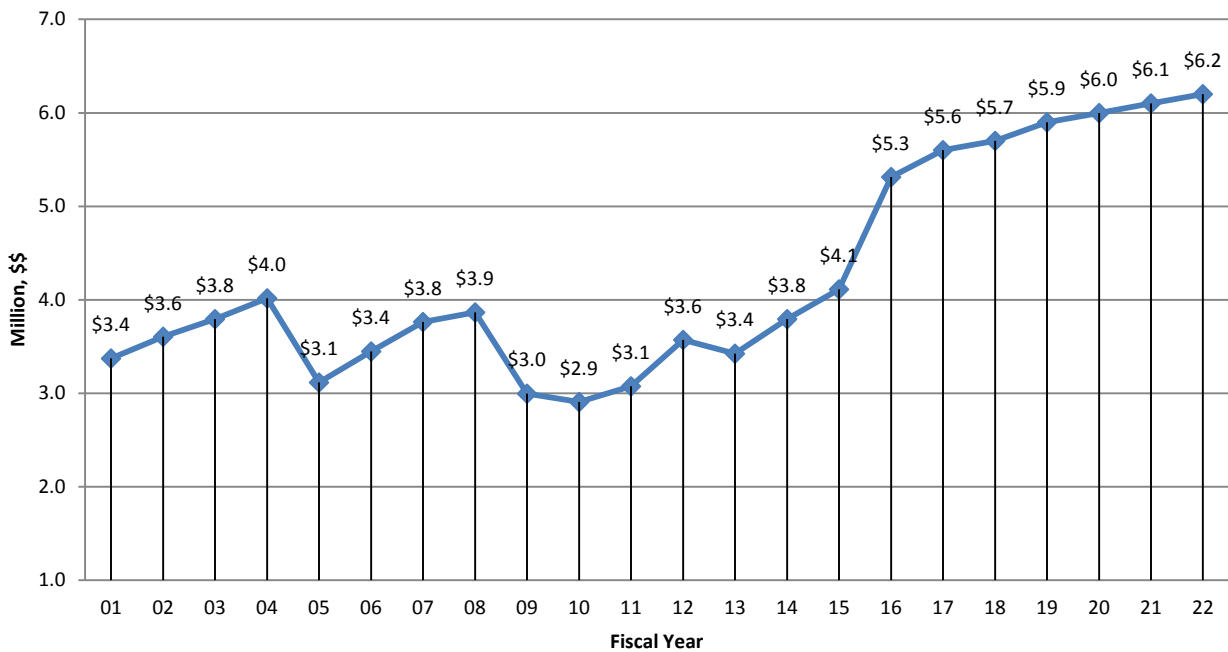
Sales Tax collections for the recent past, and projected forward five years is as follows:

Table 9: Sales Tax History and Projection

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$3,374,000		FY12	\$3,570,000	16.1%
FY02	3,605,000	6.80%	FY13	3,425,000	-4.1%
FY03	3,795,000	5.30%	FY14	3,794,000	10.8%
FY04	4,015,000	5.80%	FY15	4,111,000	8.4%
FY05*	3,117,000	-22.40%	FY16*	5,315,000	29.3%
FY06	3,447,000	10.60%	FY17 Est.	5,600,000	1.6%
FY07	3,762,000	9.10%	FY18 Est.	5,700,000	1.8%
FY08	3,867,000	2.80%	FY19 Est.	5,900,000	3.5%
FY09	2,998,000	-22.50%	FY20 Est.	6,000,000	1.7%
FY10	2,909,000	-3.00%	FY21 Est.	6,100,000	1.7%
FY11	3,075,000	5.70%	FY22 Est.	6,200,000	1.6%

*In FY16, the State unwound the "Triple Flip" (described above). The return of the 25% to sales tax began in FY16. There is a corresponding decrease to the In-Lieu Revenue detailed later in this report.

Figure 7: Sales Tax Revenue Trend, FY01 to FY22



In-lieu Property Tax

In-lieu Property Tax is the City's fourth largest General Fund revenue source, contributing just under 10% of expected revenue in FY17. This tax is the result of the State's Vehicle License Fee (VLF) swap and in prior years the Sales Tax Triple Flip, the latter of which was eliminated in FY16 as discussed above in the Sales Tax section.

The VLF swap represents approximately 92% of the pre-swap amount of motor vehicle in-lieu (MVIL) revenues received by the City, and is a permanent swap for a like amount of the State's portion of Property Tax collections. The projection for this revenue is directly tied to base growth (or decline) in assessed property values. Using the Property Tax projected growth rate, the MVIL portion of the In-Lieu Property Tax is estimated to be \$3.875 million in FY17, \$3.970 million in FY18 and then experience moderate growth thereafter.

Table 10: In-Lieu Property Tax (MVIL Portion) History and Projection:

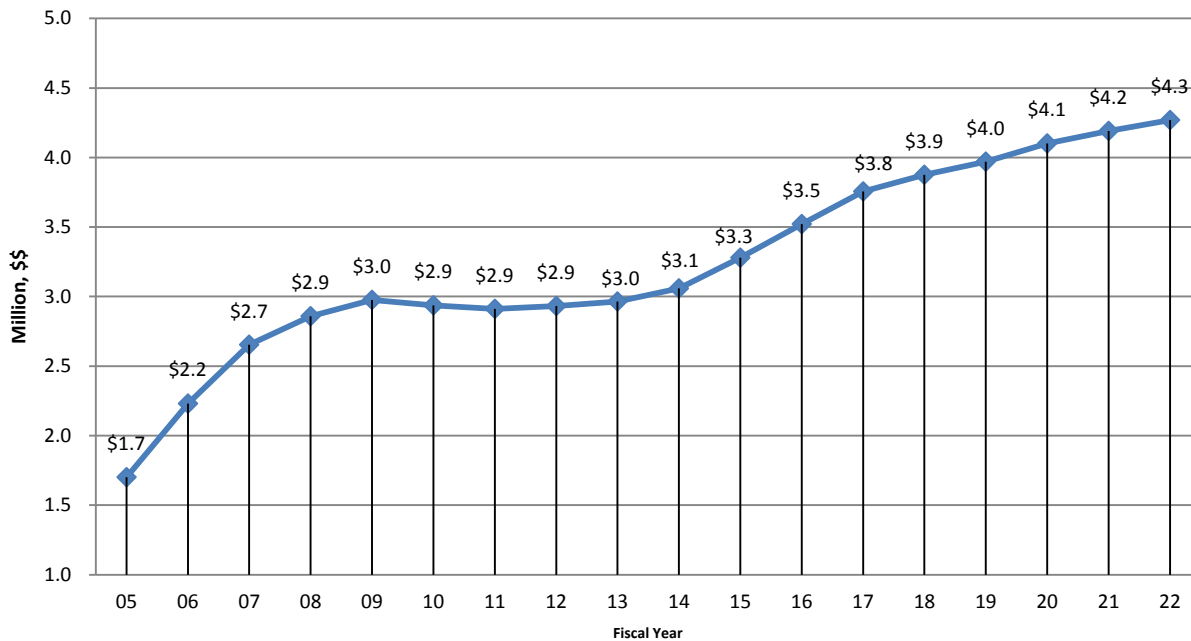
Fiscal Year	In-Lieu Property Tax - MVIL	% Change	Fiscal Year	In-Lieu Property Tax - MVIL	% Change
FY05	\$1,701,000		FY14	\$3,058,000	3.2%
FY06	2,231,000	31.2%	FY15	3,279,000	7.2%
FY07	2,653,000	18.9%	FY16	3,522,000	7.4%
FY08	2,859,000	7.8%	FY17 est.	3,755,000	6.6%
FY09	2,975,000	4.1%	FY18 est.	3,875,000	3.2%
FY10	2,936,000	-1.3%	FY19 est.	3,970,000	2.4%
FY11	2,911,000	-0.9%	FY20 est.	4,100,000	3.5%
FY12	2,932,000	0.7%	FY21 est.	4,190,000	2.0%
FY13	2,963,000	1.1%	FY22 est.	4,270,000	2.0%

In-Lieu Property Tax (Sales Tax Triple Flip Portion) History:

Fiscal Year	In-Lieu Property Tax – Tripl Flip	% Change	Fiscal Year	In-Lieu Property Tax – Tripl Flip	% Change
FY05	\$964,000		FY11	\$1,033,000	31.9%
FY06	888,000	-7.9%	FY12	1,015,000	-1.7%
FY07	1,244,000	40.1%	FY13	1,356,000	33.6%
FY08	1,417,000	13.9%	FY14	1,213,000	-10.6%
FY09	1,179,000	-16.8%	FY15	1,184,000	-2.4%
FY10	783,000	-33.6%	FY16	1,400,000	18.2%

Note: Sales Tax Triple Flip ended in FY16

Figure 8: In-Lieu Property Tax (MVIL Portion) FY05 – FY22



Licenses & Permits: Planning, Building & Engineering Fees

These revenues are related to development activity, and include engineering related items such as transportation permits, encroachment permits and grading plan checks; planning related items such as site development permits, coastal development permits and conditional use permits; and, permits for building, plumbing, sewer, electrical and mechanical activities. This revenue category is expected to generate about 4.5% of the FY18 proposed revenues. Particularly conservative projections are made in this category given that it is directly dependent on development activity which is all too often difficult to predict. Development activity had increased precipitously post-recession, but appears that it may be gradually slowing. The projections for this category assume that the pace will slow further in the coming years and the revenue will return to pre-recession levels.

Table 11: Licenses & Permits Revenue History

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY07	\$686,000		FY15	\$1,799,000	39.7%
FY08	772,000	12.50%	FY16	1,935,000	7.6%
FY09	639,000	-17.30%	FY17 Est.	1,776,000	-9.6%
FY10	679,000	6.30%	FY18 Est.	1,544,000	-7.1%
FY11	679,000	0%	FY19 Est.	1,544,000	-10.6%
FY12	667,000	-1.70%	FY20 Est.	1,200,000	-18.6%
FY13	699,000	3.30%	FY21 Est.	1,000,000	-16.7%
FY14	1,112,000	59.10%	FY22 Est.	1,000,000	0.0%

Charges for Services

Charges for Services account for approximately 4.9% of FY17 budgeted revenue and includes planning, building and engineering fees, reimbursed expenses mainly associated with contract assistance for development project submittals, fees for recreation classes and activities, and development impact fees.

The City has continued to see high levels of development activity since the recession ended, and this has resulted in increased building, engineering and planning related Charges for Service revenues. Specific services in this category include building plan checks, tentative tract and parcel map processing, map checks, variances, environmental impact reports, lot line adjustments, grading inspections, a variety of other related development activity, in addition to recreation related charges.

Revenue projections associated with development activity are projected to stay at an above average level, but gradually declining as the current, extended economic expansion continues. The City conducted a fee study to provide an assessment of the costs and extent of fee subsidies provided for its planning, building and engineering services. Note that under State law, any fee for service cannot be more than the cost to provide the service. The City's current fee schedule has remained almost entirely unchanged since 1998. There is some opportunity to recoup more of the City's costs, and staff has requested the City's Financial Review Committee assist in developing a formal fee policy for City Council consideration that would guide changes to the existing fee schedule.

Table 12: Charges for Services

Fiscal Year	Revenue	% Change	Fiscal Year	Revenue	% Change
FY07	\$1,201,000		FY15	2,254,000	53.4%
FY08	1,271,000	5.8%	FY16	2,271,000	0.75%
FY09	874,000	-31.2%	FY17 Est.	1,740,000	-23.4%
FY10	1,360,000	55.6%	FY18 Est.	1,620,000	-6.9%
FY11	1,081,000	-20.5%	FY19 Est.	1,475,000	-9.0%
FY12	907,000	-16.1%	FY20 Est.	1,150,000	-22.0%
FY13	979,000	7.9%	FY21 Est.	900,000	-21.7%
FY14	1,469,000	50.1%	FY22 Est.	900,000	0.0%

Recreation classes and activities fees are also included in this category, and are generated mainly for activities held at the Del Obispo Community Center. The City offers a wide variety of contract instructor-led classes in areas such as arts, fitness and sports. These revenues increased substantially between FY10 and FY13, as the recession took hold and individuals are believed to have sought out more cost effective recreation and special interest learning opportunities. From FY14 through FY17, as the economy continued growing, Recreation program revenues have seen a slow decrease back toward pre-recession levels. Recreation revenues are projected to remain flat with annual receipts in the \$170,000 range.

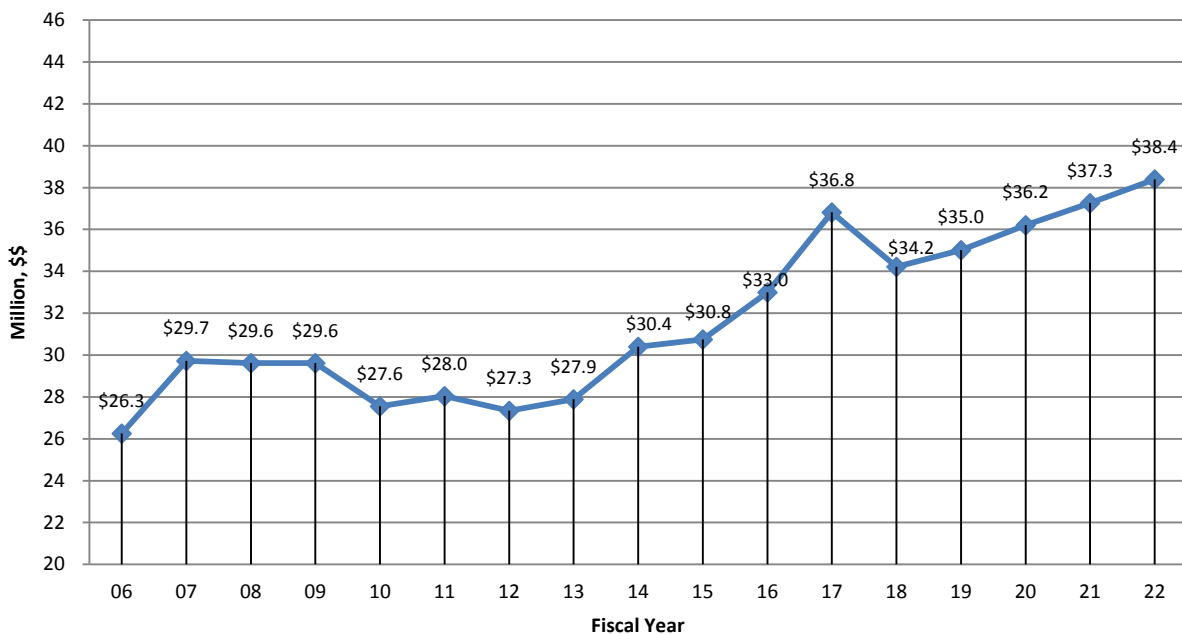
General Fund Expenditures Summary

City departments accounted for in the General Fund include: City Council, City Manager, Administrative Services; City Clerk; City Attorney; Emergency Preparedness & Facilities, Community Development, Community Services & Parks, Police Services and Public Works & Engineering.

For budget planning and this MFP, certain expenditures are considered as “non-discretionary”, or ongoing. That is, in order to maintain the current levels of service, as well as meet the City’s contractual, State and Federal obligations, a certain amount of expenditures need to be incurred every fiscal year. As stated in past years, since incorporation the City has staffed for a base level of workload and contract oversight, contracted for peak workloads, and relied heavily on contract services for certain municipal functions.

The following graph shows a trend that projects expenditures growing at just over 3.0% annually. Excluding transfers of \$2.5 million for capital projects, the proposed FY18 operating expenditures budget is \$34.2 million; additionally, the FY19 proposed operating budget is \$35.1 million.

Figure 9: General Fund Operating Expenditure, FY06 to FY22



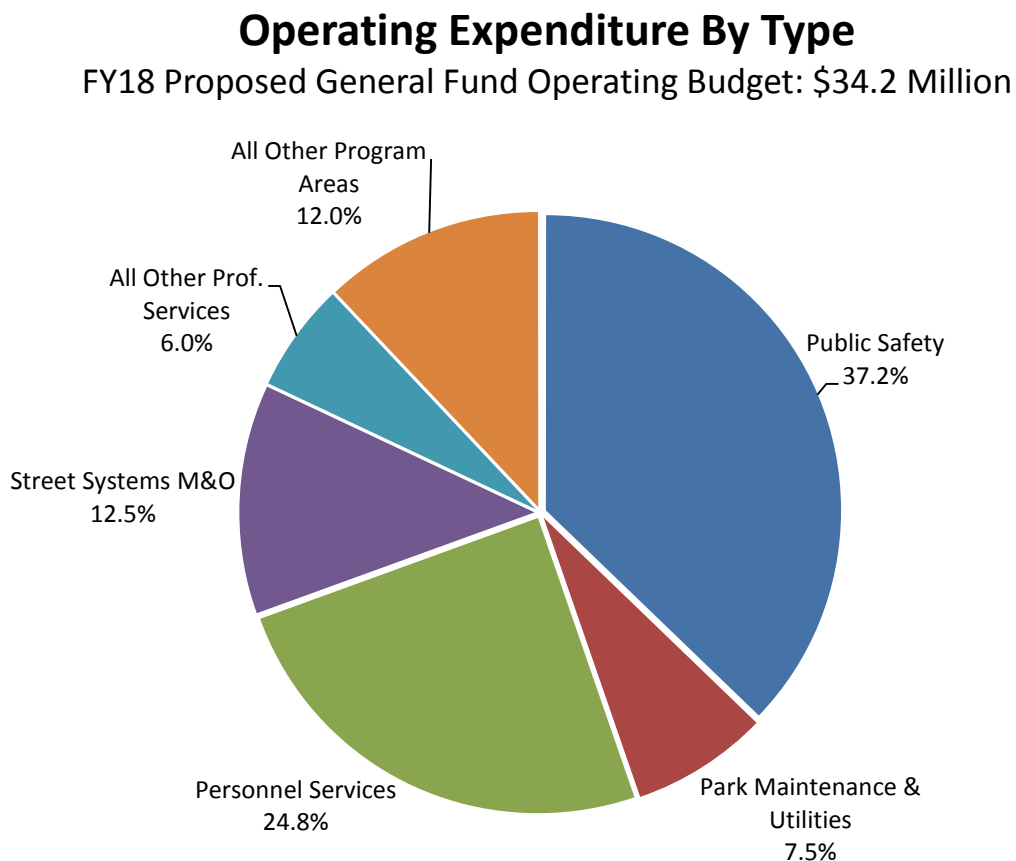
The five largest operating expenditures are categorized in the MFP as follows, and represent 87% of proposed General Fund operating budget: Public Safety, Personnel Services, Street Systems Maintenance & Operations, Park Maintenance and Related Utilities, and Professional Services Contracts.

Table 13: FY18 General Fund Expenditures Budget, Cumulative Table

Expenditure Category	FY18 Proposed Budget	% of TOTAL	FY18 Cumulative %
1. Public Safety	\$ 12,718,000	37.2%	37.2%
2. Personnel Services	8,470,000	24.8%	62.0%
3. Streets Systems Maintenance & Operations	4,287,000	12.5%	74.5%
4. Park Maintenance & Related Utilities	2,564,000	7.5%	82.0%
5. Professional Services Contracts	2,039,000	6.0%	88.0%
6. All Other Program Areas*	4,115,000	12.0%	100%
TOTAL**	\$ 34,193,000	100%	

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

Figure 10: Operating Expenditure by Type



Public Safety

The City's Public Safety function consists of the Police Services Department (combined with Volunteers in Police Service) and the Emergency Services program managed by the Disaster Preparedness and Facilities Department. The FY18 and FY19 proposed budget for the entire Public Safety function is \$12,718,000 and \$13,321,000, respectively. By far the single largest cost in this function is the contract with the Orange County Sheriff's Department ("OCSD") to provide dedicated law enforcement services. The Emergency Services program coordinates disaster preparedness, response, and recovery programs as set forth in State and Federal regulations.

For FY18, the proposed Police Services Department budget totals \$12,344,000, and for FY19 it is \$12,947,000. The Emergency Services portion of this function is proposed for FY18 and FY19 at \$359,000.

The OCSD contract cost makes up about 95% of Public Safety costs, and is proposed at \$12,073,000 and \$12,675,000 in FY18 and FY19, respectively. OCSD is responsible for providing the full spectrum of professional, responsive law enforcement services to our residents, businesses and visitors. The bulk of the discussion for this function will focus on the OCSD contract.

The Police Services Department accounts for over 36% of the City's General Fund proposed FY18 operating budget. The OCSD contract includes 41 direct report OCSD staff dedicated to Dana Point, including 34 full-time sworn positions, 5 non-sworn community service officers (one reimbursed by OC Harbor), a crime prevention specialist and an investigative assistant, along with 1 part-time extra help position. In addition, the contract includes costs shared with other OCSD contract cities for a group of sworn and non-sworn support positions totaling 18 positions that are assigned to serve South Orange County.

The annual contract cost also includes allocated costs covering County and OCSD Department Overhead, OCSD Field Training Bureau and the South Division Command, among others.

The contract increased from \$11,463,000 (revised from original) in FY17 to \$12,073,000 in FY18. The FY17 contract allowed for an amendment to occur after the County settled labor negotiations with the Sheriff's Deputies union in Fall 2016; that amendment took the original contract from \$11,385,000 up to \$11,463,000. The \$610,000, or 5.3% increase from FY17 amended to FY18 proposed is attributed to benefit cost increases (+\$267,000), changes in estimated vacancy credits (net +\$255,000 due to a one-time credit in FY17), salary increases (+\$66,000), Services & Supplies (+\$56,000), and offset by some reductions in training pay.

Consistent with historical trends, OCSD contract cost estimates included in this plan for FY19 thru FY22 show increases of 5% per year. Other items that are likely to come into play in the near future and that support this projection are costs allocated by OCSD

to cover the cost of implementing body-worn cameras, and negotiated specialty pay for some of the represented units.

Pension costs are major issue facing government, and particularly public safety functions. Pensions are the largest component of benefit costs in the Sheriff’s contract, and are funded by applying an overhead rate to payroll. The FY18 and (FY17 in brackets) pension rate applied to payroll for deputies will be 72.2% (67.3%), sworn management at 71% (67%) and general employees 32.7% (32.2%). For sworn safety positions, the overhead rate charged to pay for all benefits including pension is just over 100% of salaries, and for non-sworn positions it is just under 62 percent.

The fully burdened cost, including salary, benefits, training and overhead in the FY18 OCSD contract by position are as follows:

Table 14: Cost per Contracted Sheriff Position:

Lieutenant	\$ 370,000
Sergeant	311,000
Investigator	314,000
Deputy Sheriff II	257,000
Community Services Officer (NS)	123,000
Crime Prevention Specialist (NS)	101,000
Investigative Assistant (NS)	175,000

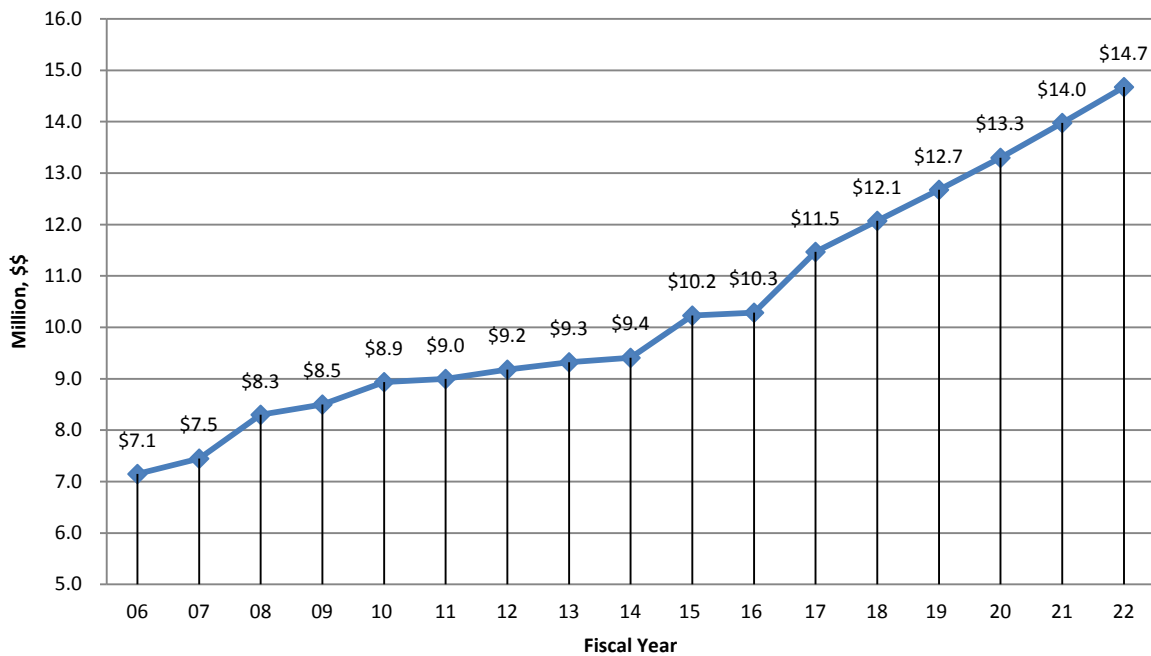
*NS = non-sworn

Table 15: Sheriff’s Contract Cost History

Sheriff’s Contract Cost History		
Fiscal Year	Contract Total	% Change
FY06	\$ 7,148,000	
FY07	7,451,000	4.2%
FY08	8,299,000	11.4%
FY09	8,500,000	2.4%
FY10	8,933,000	5.1%
FY11	8,997,000	0.7%
FY12	9,178,000	2.0%
FY13	9,323,000	1.6%
FY14	9,410,000	0.9%
FY15	10,232,000	8.7%
FY16	10,289,000	0.6%
FY17	11,467,000	11.4%
FY18 Est.	12,073,000	5.3%
FY19 Est.	12,675,000	5.0%
FY20 Est.	13,300,000	5.0%
FY21 Est.	13,975,000	5.0%
FY 22 Est.	14,675,000	5.0%

On average, over the 10 years spanning from FY08 to the coming FY18, costs for the Police Services contract will have increased \$3.775 million. This amounts to 45%, or 4.5% per year. Given scheduled pay raises, increasing pension costs particularly due to funding of sizeable unfunded liabilities, and forthcoming costs to implement body-worn cameras, this financial model assumes that the City’s costs for the OCSD contract will continue at or above this same historical pace for the coming years.

Figure 11: OCSD Contract Cost Trend, FY06 to FY22



Most, but not all, of OCSD’s cost increases of late are associated with labor and benefit costs, which are largely out of the department’s control as negotiation of labor contracts falls under the purview of the Orange County Board of Supervisors. However, costs associated with deployment and specific assignments, supervision, administrative functions, OCSD-required training programs, and OCSD facilities, among other areas, are within OCSD’s control.

CSU

As shown in the table on the previous page, Dana Point contracts for a relatively higher level of service compared to other South Orange County Cities when comparing on criteria such as per capita, per square mile or per street mile. However, Dana Point’s policing model, particularly its Crime Suppression Unit (“CSU”), is considered a best practice for those communities that can afford it. Our CSU was formed in 2009, and is unique amongst OCSD’s contract cities, and launched our Community Oriented Policing and Problem Solving program.

CSU is not deployed in traditional black and white patrol cars that respond to 911 calls for service, but rather focuses its efforts on combating emerging crime trends by identifying and solving community problems beyond the scope of normal patrol operations; identifying and monitoring known parolees and probationers in cooperation with the County Probation Department; conduct probationer searches of those subject to search & seizure terms; work with OCSD investigators on criminal cases; conduct proactive operations to observe and stop crimes in progress; coordinate joint security meetings with resorts to address industry-specific issues on safety and crime;

coordinate Neighborhood Watch and Business Watch programs, and present crime-prevention topics to Homeowner Associations and community groups; liaison with the OC Intelligence Assessment Center and US Department of Homeland Security, particularly to enhance security of critical infrastructure in town, and for the safety of business conferences and events involving VIPs at resorts; and, plan, organize and execute police deployment for all of our public special events. Finally, they assist our police patrol operations, as needed and during busy periods.

The unit is also an integral part of delivering City services, in particular as they partner with our Code Enforcement and Public Works departments. CSU is staffed with a Sergeant that oversees three deputies, each assigned to a geographic sector of the city and supported by a non-sworn Community Services Officer. CSU was created with a stated goal of reducing crime and building stronger relationships between law enforcement and the community, and was staffed from existing contract resources at no additional cost to the City.

The City is also one of four South Orange County cities that pays for one deputy that is assigned to the South Orange County Directed Enforcement Team (DET). DET targets career criminals and assists the South Orange County Sheriff’s Investigations team for more labor intensive investigations. The City has provided this resource since shortly after it incorporated.

Police staffing models vary widely, with consideration often given to criteria such as crime trends, number of officers per capita, minimum staffing levels, authorized/budgeted levels and workload-based models, to name but a few. Consideration is also often given to number of calls for service, response times to types of calls for service (crime related vs. quality of life), response times to different types of calls for service, crime rate trends (violent crime versus property crime), and special details (e.g. beach patrol, gang enforcement, homeless, etc.). Deployment is also affected by location-specific considerations such as being a resort destination, type/size of special events such as concerts, having a regional harbor and/or a State Park, and traffic volumes carried by a major State highway.

A comparison report recently provided by OCSD shows the cost per capita for policing each City in Orange County, with an excerpt shown in the following table.

Table 16 Sheriff Contract Cost Per Capita - South Orange County Cities:

Beach Cities	Cost per Capita	Other South OC Cities	Cost per Capita
Laguna Beach	\$694	Laguna Hills	\$249
Newport Beach	\$684	San Juan Capistrano	\$249
Huntington Beach	\$384	Mission Viejo	\$193
Seal Beach	\$374	Rancho S. Margarita	\$180
Dana Point	\$343	Lake Forest	\$177
San Clemente	\$211	Laguna Niguel	\$174
		Laguna Woods	\$163
		Aliso Viejo	\$157

The following table shows the number of positions each South Orange County city has included in their Sheriff's Department contracts for FY17.

Table 17: Sheriff Contract Positions – South Orange County Cities

	DP	LF	SC	SJC	LN	LW	MV	LH	AV
OCSD FY17 CONTRACT CITY POSITIONS --									
SOUTH OC (Fiscal Year 2017 contracts)									
POSITION:									
Safety:									
Lieutenant	1	1	1	1	1	0	1	1	1
Administrative Sergeant	1	1	1	0	1	1	1	1	1
Sergeant	5	4	4	5	0.34	4	4	1.33	1.33
Investigator	2	3	4.25	2	1	4	2	2	2
DS II - Patrol	18	31	29	15	22	6	32	14	12
DS II - K9							1		
DSII - Traffic	1								
DSII - Motorcycle	1	3	2	2	4	0	7	2	2
DSII - Community Support (incl. SRO)	4	2	1	1	1.35	0	5	1	2.65
DSII - Commercial Vehicle Enforcement	0	1	0	0	0.5	0	0.5	0	0
DSII - DET	1	0	1	1	0	0	0	0	1
DSII - Extra Help	0.25	0	0	0.5	0	0	0	0	0
Subtotal Safety	34.25	46	43.25	27	35.85	8.34	55.5	22.33	22.98
Professional:									
Community Service Officer	5	4	4	2	4	0	6	2	2
Crime Prevention Specialist	1	1	0.5	1	2	0	2	1	1
Investigative Assistant	1	1	0	0	0.5	0	1	0	0.5
Office Specialist	0	1	1	0	0	0	0	0	0
Extra Help Cadet Trainee	0	0	0	0	0	0	1	0	0
Emergency Manager	0	0	0	0	0	0	0	0	1
Staff Specialist	0	0	0	0	0	0	0	0	0
Subtotal Professional	7	7	5.5	3	6.5	0	10	3	4.5
Total Safety & Professional									
	41.25	53	48.75	30	42.35	8.34	65.5	25.33	27.48
Demographics:									
Population	33,415	83,910	66,245	36,085	66,142	16,213	96,701	30,681	50,509
Area in Square Miles	6.5	16.8	18.4	14.4	14.8	3.3	18	6.6	6.9
Maintained Street Miles	78	196	149	81	146	5	227	83	82
Direct Report Badges per 1,000 Population	1.0	0.5	0.7	0.7	0.5	0.5	0.6	0.7	0.5
Direct Report Badges per Square Mile	5.3	2.7	2.4	1.9	2.4	2.5	3.1	3.4	3.3
Direct Report Badges/Maintained St. Mile	0.4	0.2	0.3	0.3	0.2	1.7	0.2	0.3	0.3

Finally, the weight put on any particular criteria versus other criteria make the number of options to select the correct level of police staffing expand exponentially. This is all mentioned here simply to advise that the choice for how best to staff a police force is not a simple task, but requires careful consideration based on reliable data, community input, and extensive consultation with our police professionals.

The cost of policing has been the fastest growing component of most cities budgets for decades, but particularly since enhanced pensions came about in the late 1990's. Aimed at finding solutions to possibly slow the rate at which costs are escalating, discussions are taking place amongst all South Orange County cities, and with Orange County Sheriff's Department. Without question, OCSD is a high-performing police organization, and a county sheriff's contract is a much less expensive option than creating and operating a full-service, city police organization.

Personnel Costs

The second highest outlay for the General Fund is for personnel, and has remained at just under 25% of the operating budget. The amended budget for total Personnel Costs in FY17 is \$8,475,000, and is proposed at \$8,470,000 and \$8,736,000 in FY18 and FY19, respectively.

The FY18 proposed personnel budget is net of a targeted \$200,000 savings goal to be achieved during the fiscal year with the intent that an organizational review would be conducted by the incoming City Manager, and with that changes would be enacted that generate savings. The proposed budget consists of salaries, wages and overtime (78.1%), benefits (12.8%), and retirement (9.1%).

The City's service delivery model utilizes staff along with contract services, which provides a flexibility in managing workload fluctuations. It is not uncommon for other cities to have well over 50% of their budgets dedicated to personnel costs. It is important to ensure that the City is equipped with adequate staff to manage day-to-day operations and projects, and to deliver high quality services in a timely manner.

Figure 12: Personnel Cost Trend, FY06 to FY22

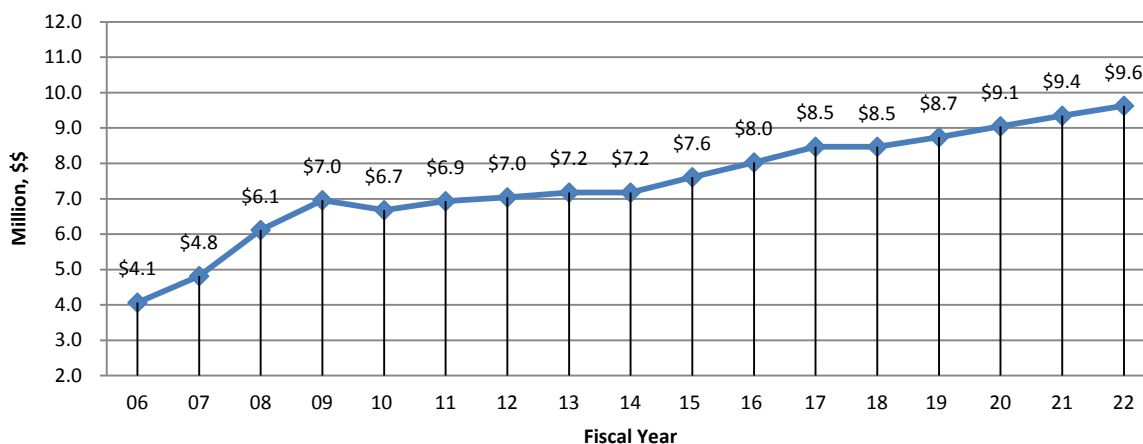


Table 18: Personnel Cost History

Fiscal Year	Total	% Change
FY06	\$ 4,067,000	
FY07	4,815,000	18.4%
FY08	6,116,000	27.0%
FY09	6,958,000	13.8%
FY10	6,676,000	(4.1%)
FY11	6,933,000	3.9%
FY12	7,040,000	1.5%
FY13	7,180,000	2.0%
FY14	7,177,000	0.0%
FY15	7,609,000	6.0%
FY16	8,030,000	5.5%
FY17 Est.	8,475,000	5.5%
FY 18 Est.	8,470,000	0.0%
FY 19 Est.	8,736,000	3.5%
FY 20 Est.	9,050,000	3.6%
FY21 Est.	9,350,000	3.3%
FY22 Est.	9,625,000	2.9%

Brief Personnel Cost History in Footnotes:

>From FY07 into FY09, the City transitioned Planning, Building and Engineering from mainly contracts to less expensive staff positions.

>From FY08 to FY13, the City froze positions as they became vacant, and did not provide wage increases for staff. In FY14 and again in FY16, some but not all of the vacant positions were filled.

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

> The Public Employee Pension Reform Act (PEPRA) was implemented 1/1/13, and

requires new employees to pay half of their pension costs.

> In FY15 and FY16, in response to PEPRA, the City phased in a requirement for existing employees to pay the Employee Portion (7%) of pension, but offset the initial impact by providing like raises.

>Beginning in FY16, and continuing through future years, CalPERS small agency pension pool has a new unfunded liability that is included in the amounts shown. For FY18 and FY19, the amount is \$187,000 and \$255,000, respectively.

Salaries

Less than half of the City’s workforce is represented by the Dana Point Employees Association (“DPEA”), which negotiates with the City for labor related issues. Starting when the recession hit in 2008, City employees went five years without a wage increase. The City then entered into a 3-year agreement with the DPEA in January, 2014, which included pay increases effective October 1, 2014 and again October 1, 2015, and net to 2.9% each year after factoring in additional contributions from employees toward their retirement benefits. The third year (2016) of that agreement returned pay decisions to a merit-based compensation approach where the City provides a pool equivalent to 3% of compensation (excluding benefits) that may be distributed based on an individual’s success, but only at an amount set and approved by the City Council. Employee evaluations are conducted in September each year, and any raises take effect October 1st. The proposed budget includes the funding for the merit-based pool that amounts to \$155,000 in FY18 for the nine-months beginning October 1st, 2017, and compounded with FY18 it amounts to \$360,000 in FY19.

The current labor agreement runs two years from January 1, 2017 through December 31, 2018 (half-way through the second year of this budget). Pertinent financial considerations provided for in the agreement include:

- Merit Pool of 3% of budgeted salaries be established in the budget. The agreement refers to the City’s Wage Administration Policy which provides specifically that “merit increases are not automatic, and further provides eligibility for raises from 0-3% for a “Successful” employee performance rating, 0-5% for a “Exceptional” rating, and no raise for a less than successful rating;
- A cafeteria benefit package that provides a monthly dollar amount which employees can use to purchase benefits covering medical, dental, vision disability insurance, and/or life insurance;
- Participation in the CalPERS pension system with employees on staff prior to January 1, 2013, and those hired after that date but that had prior CalPERS service are placed in the 2% @ 55 plan; employees hired January 1, 2013 that have no prior CalPERS service are placed in the 2 @ 62 plan;
- Paid time off hours that start at 15 days per year, at year four goes to 20 days per year, year 7 to 25 days per year, and caps out at ten years or more of tenure at 30 days per year. Accrued hours may be cashed-out, with a limit of 200 hours per year; and,
- Educational reimbursement up to the maximum cost of full-time, in-state tuition at a Cal State school. The maximum amount available to the workforce for this program is established in the City budget, with the proposed FY18 and FY19 at \$25,000.

Benefits:

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

The Dana Point Employees Association (DPEA) labor contract requires an annual review of their monthly benefit allowance, as well as a \$25 benefit allowance increase for each \$25 increase in the average cost of medical insurance plans surveyed. Non-represented employees, including department heads, have traditionally received the same adjustment. The following table shows the recent history for the change in the monthly benefit allowance provided to employees each year since 2008:

Table 19: Monthly Benefit Cost Increase by Year

Year	Monthly Increase	Year	Monthly Increase	Year	Monthly Increase
2008	\$25	2013	\$75	2018 est.	\$50
2009	\$0	2014	\$0	2019 est.	\$50
2010	\$50	2015	\$50	2020 est.	\$25
2011	\$50	2016	\$50	2021 est.	\$25
2012	\$50	2017	\$50	2022 est.	\$25

Both the proposed FY18 and FY19 budgets provide a \$50 per month increase in monthly cafeteria allowances to employees, with the FY18 amounts proposed at: DPEA represented (\$1,175); non-represented (\$1,300); directors (\$1,500) and City Manager (\$1,550). The additional \$50 increment in FY18 begins mid-fiscal year at January 1, 2018 and results in \$19,800 of additional cost. The cumulative effect on FY19 of the FY18 increase for a full year, and FY19's \$50 increment that takes effect January 1, 2019 is \$59,400.

Predicting what health care costs are going to be from year to year is challenging given all the changes still taking place in health care coverage.

Retirement:

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

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

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

Table 20: CalPERS Investment Earnings History

CalPERS Earnings History		
Fiscal Year	Actual Earnings	Actuarial Earnings Assumption
FY07	18.8%	7.75%
FY08	(2.9%)	"
FY09	(23.6%)	"
FY10	11.1%	"
FY11	20.7%	"
FY12	1.0%	7.5%
FY13	12.5%	"
FY14	18.4%	"
FY15	2.4%	"
FY16	0.6%	"
FY17	n/a	7.5%
FY18	n/a	7.375%
FY19	n/a	7.25%
FY20	n/a	7.0%

In FY12, the CalPERS Board lowered the actuarial earnings assumption down from 7.75% to 7.5%; in addition, they began making more conservative assumptions in regards to pensioner mortality, and took a less aggressive approach to allocating gains and losses. The latter does moderate fluctuations year to year in rates charged to contract agencies. In December 2016, the Board took further action to reduce the earnings assumption over three years; the reductions are to 7.375% on 7/1/17, to 7.25% on 7/1/18 and finally to 7% on 7/1/19.

The funded status stood at 81.3% on 6/30/13, rose to 86.1% 6/30/14 and dropped back to 83.1% 6/30/15 (the most recent information). With investment returns below expectation at

0.6% for the year ended 6/30/16, the funded status will drop further.

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

Table 20: CalPERS Employer Share Rate History

Fiscal Year	Employer Share	% Change	Fiscal Year	Employer Share	% Change
FY09	11.954%		FY16	10.828%	(6.0%)
FY10	11.736%	(1.8%)	FY17	8.88%	(18.0%)
FY11	8.984%	(23.5%)	FY18 Est.	8.921%	0.5%
FY12	10.059%	12.0%	FY19 Est.	8.9%	0%
FY13	10.238%	1.8%	FY20 Est.	8.9%	0%
FY14	10.781%	5.3%	FY21 Est.	8.9%	0%
FY15	11.522%	6.9%	FY22 Est.	8.9%	0%

*Source: CalPERS Miscellaneous Plan of the City of Dana Point dated August 2016

Table 21: CalPERS Unfunded Liability Annual Cost

Fiscal Year	Unfunded Liability Cost	% Change
FY16	\$117,961	
FY17	145,337	23.2%
FY18	188,185	30.4%
FY19 Est.	254,138	70.0%
FY20 Est.	323,879	27.4%
FY21 Est.	367,156	12.4%
FY22 Est.	416,438	13.4%
FY23 Est.	452,190	8.6%

The City's annual cost for the unfunded liability portion of pension costs are shown in this table:

Beginning in FY16, CalPERS began collecting additional funds from agencies to cover the unfunded liability that was occurring due to underperforming investment returns. As shown in Table 17a above, the Employer

Share Rate for Classic Employees is projected remain at 8.9% of payroll and New PEPRAs employees at 6.5%, while the Unfunded Liability Contribution grows. For perspective, with salaries at roughly \$6.5 million, the FY18 unfunded liability represents 2.9% of payroll, and coupled with a blending of the classic employee Employer Share of 8.9% and new PEPRAs Employer Share of 6.5%, this puts the total pension cost for the City at 9.9% of payroll.

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

Table 22: Salaries, Retirement Cost & Benefits, detail

Fiscal Year	Salaries	% Change	Retirement**	%Change	Benefits	% Change
FY08	\$ 4,633,000		\$ 811,000		\$ 671,000	
FY09	5,297,000	14.3%	909,000	12.1%	753,000	12.2%
FY10*	5,315,000	0.3%	670,000	(26.3%)	790,000	4.9%
FY11	5,285,000	(0.6%)	805,000	20.1%	843,000	6.7%
FY12	5,328,000	0.8%	847,000	5.2%	866,000	2.7%
FY13	5,441,000	2.1%	850,000	0.4%	889,000	2.7%
FY14	5,453,000	0.2%	784,000	(7.8%)	940,000	5.7%
FY15	5,913,000	8.4%	698,000	(11.0%)	998,000	6.2%
FY16	6,414,000	8.5%	643,000	(7.9%)	973,000	-2.5%
FY17 Est.	6,702,000	4.5%	698,000	8.6%	1,075,000	10.5%
FY18 Est.***	6,615,000	-1.3%	769,000	10.2%	1,086,000	1.0%
FY19 Est.***	6,759,000	2.2%	851,000	10.7%	1,126,000	3.7%
FY20 Est.	6,990,000	3.4%	980,000	15.2%	1,146,000	1.8%
FY21 Est.	7,200,000	3.0%	1,040,000	6.1%	1,166,000	1.7%
FY22 Est.	7,400,000	2.8%	1,170,000	12.5%	1,186,000	1.7%

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

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

*** Exclude Dept 12 personnel costs to tie to MFP Table 1 – they are included in the Public Safety category.

While FY18 proposed total personnel costs are decreasing slightly from the FY17 amended budget, the projected average annual increase is just under 3.0% over the next five years. Contributing to keeping salaries in check in FY18 is a to-be-determined \$200,000 organizational budget savings target to be achieved, and \$113,000 of

savings from the elimination of an Administrative Services Management Analyst position. Retirement cost increases are the result of payments toward the CalPERS unfunded liability, while benefit costs are projected to have moderate growth. Note that a 1% wage increase applied to the entire workforce equals about \$70,000.

Street Systems Maintenance & Operations

This category is for contracts only, and excludes personnel costs that were forecast in the Personnel Services section above. These contract services are proposed to account for \$4.3 million in FY18, and excluding a one-time, \$150,000 investment to landscaping in Capistrano Beach in FY17, this budget remains flat compared to FY17. The largest component, at \$1.428 million is Street Maintenance, and includes: a contract for a variety of work performed by the County of Orange; striping/stenciling; Underground Service Alerts; concrete and asphalt repair and crack fill; sidewalk grinding; I-5 PCH off ramp litter removal; graffiti removal, emergency repairs and a variety of other services. Except when large stretches of new medians were added to the City's inventory, Street Maintenance costs have increased consistently at under 2% per year historically, and are projected to continue at this rate in the out years. The exception within this category for cost growth is median maintenance; given the State of California's direction to raise the minimum wage, growth is forecast to be at 2.5% per year beyond FY19.

Also included are: Storm Drain Maintenance are proposed at \$448,500 for FY18, and will cover regular inspections, inlet filter cleaning and repairs, trash removal, trash diversion system maintenance and repair, emergency call-outs and video inspections. The Storm Drain Water Quality program portion of this program is set at \$447,500 for FY18, and covers items such permits, National Pollution Discharge Elimination System (NPDES) related costs, Stormwater Diversion systems operations & monitoring, diversion flow treatment at Doheny's North Creek, Salt Creek Treatment Facilities operation and maintenance, and the Grease Interceptor Rebate Program. Also included is the Street Sweeping contract which remains at \$278,000 for FY18.

This category also includes Utilities for traffic signals and street lights, with a proposed FY18 budget of \$366,000, up roughly \$25,000 per year since prior to the last budget for street lights installed with the Town Center Project. Traffic Engineering professional services are holding steady at \$169,000 per year, as is traffic signal maintenance and repair costs proposed at \$188,000 for FY18. Finally, the City's street event banner program (\$230,000) is included in this category, and more than doubled the past four years since the City expanded the program, including into the Capistrano Beach and Doheny Village areas.

As mentioned above, the Street Systems Maintenance & Operations category is assumed to see a 2% cost increase from FY20 through FY22.

Park Maintenance & Related Utilities

This is the fourth largest category of expense, and is proposed at \$2.6 million for FY18. It covers Park Maintenance (\$1.175 million), Park Utilities (\$600,000), Tree Maintenance (\$710,000), and Professional Services contracts for certified playground inspections, vandalism repairs and graffiti abatement (\$79,000).

Park Maintenance includes landscaping, sports field and playground repairs, lights, signage and irrigation systems, among other items. After experiencing significant increases in utilities costs between FY13 and FY16, growth in utility costs are expected to slow. Reclaimed and potable water accounts for roughly 85% of the \$710,000 utility cost projected for FY18. Tree trimming is another large expense, and is proposed at \$600,000 for FY18. As mentioned above for median maintenance, out year projections are set at 2.5% for landscaping and tree maintenance contract costs to accommodate possible increases in the minimum wage

Infrastructure Investments - Capital Improvement Program

Street Systems, Water Quality and Facilities

The section is new to the Master Financial Plan. The City's infrastructure includes a variety of assets including buildings, streets, curbs, gutters, sidewalks, traffic signals, medians, storm drains, low flow drainage, water treatment facilities, playgrounds, a pedestrian bridge, a funicular, revetment, camera network, etc..., and also excludes relatively minor ancillary costs such as office and operating supplies, memberships & dues and training, among others. Funding for major maintenance and refurbishments (beyond Operations & Maintenance costs mentioned in the prior section above) of our infrastructure relies on a combination of revenue sources beyond the General Fund, and includes annual State grants, and at times special State and Federal grants, development impact fees, and other sources.

The City has maintained its investment over the years to support a robust capital improvement program, and in a manner that not only preserved existing infrastructure, but also constructed a wide array of new improvements. In doing so, the City not only invested much of the operating surpluses generated most years, but also drew upon a relatively large bank of reserves that had built up over an extended number of years starting back in the 1990's. Those funds were augmented to a significant degree by State and Federal grants. Other than the \$2.5 million Capital Projects Sinking reserve set-aside in the General Fund, those accumulated funds have been spent.

During the latter half of the Great Recession, the proposed and adopted budgets did not include funding of the Capital Improvement Program in the base budget. Actual funding did occur, however, because the General Fund produced annual surpluses that were transferred into CIP in subsequent years, and that augmented funds on deposit in the CIP Fund.

Capital Investment in Street Systems

Staff is developing a long-term capital funding plan that will convert results of regularly performed street pavement condition analysis into a life-cycle work plan, and that prescribes a consistent annual investment necessary to sustain the condition of our infrastructure at a level designated by the City Council. A discussion regarding this plan will be presented to Council in the coming months, with the intent that the annual investment, dictated by the chosen grade, will become part of the long-term financial plan.

The schedule of specific work will be modeled to maintain all streets at the chosen grade, known as a Pavement Condition Index, or PCI, over their typical 25 to 30 year useful life, and includes: periodic slurry sealing, repair, rehabilitation and resurfacing for all residential and arterial streets in our inventory.

The PCI is a numerical index between 0 and 100 used to indicate the general condition of a street pavement surface, and reads as follows:

PCI Grade	Condition
86 – 100	Very Good to New
75 – 85	Good
60 – 74	Fair
41 – 59	Poor
0 - 40	Very Poor

The PCI Grade is not a pass or fail number, but rather a general guideline that takes into account factors such as ride quality, pavement cracking, potholes and rutting. The assessment is done with advanced mobile equipment coupled with professional judgment. An overall Citywide PCI grades the city's streets as a whole, but is based on each street's individual rating. For example, a City might have an over-all rating of 84 (such as Dana Point did in the last assessment), and still have

some streets that could fall into the 50s or 60s while others could be nearing 100.

In addition to creating a long-term plan for investment in our streets, a broader plan is proposed to be developed as part of the implementation of a new work-order management system proposed in this budget, and includes annual, routine budgets for items such as sidewalk/concrete repairs and ADA improvements, traffic safety improvements, and storm drain / water quality system and repairs, and asphalt repairs.

The proposed budget returns to including funding of capital projects in the base budget. The proposed capital budget for the two years is \$10.6 million, and includes \$4.975 million in FY18 and \$4.375 million in FY19, and is slightly more than what is expected going forward in future years. The precise estimate for years beyond this budget should be determined based on the plans mentioned above.

For FY18 and FY19, three major projects address key street locations that are recommended to be resurfaced. Each is described below and their priority for inclusion in this budget is based on their PCI Grades and staff input. Beyond these three projects, Staff also proposes several more routine projects intended to preserve our

streets using slurry seals (residential) and the placement of fog seals on arterial roadways. Given projections for lean budget years ahead, the slurry/fog seal program for the coming two years is proposed at a higher amount than what will likely be prescribed for years beyond this budget in the plan being developed; this is done with the intent to take immediate action that extends the life of our streets and forestalls the need for some major street rehabilitation jobs, and thus provide options to smooth out required annual investments for the next five to ten years.

The major projects proposed in this coming budget are as follows:

1. FY18: Crown Valley Parkway (“CVP”) from Camino Del Avion to Pacific Coast Highway (PCH). This arterial road’s PCI grade dropped from 87 in 2013 down to 66 base on a recent report. One section of CVP has a PCI Grade of 60. CVP averages well over 25,000 cars per day (among our top 5 busiest arterial roadway segments), which tends to drive the pavement condition downward more quickly than more lightly travelled roadways (\$2,400,000).
2. FY19: Via California, from the I-5-Freeway to Camino Capistrano. This stretch of road’s PCI Grade dropped from 73 in 2013 to a current 67. While not carrying high traffic volumes all the time, it is heavily impacted during freeway backups and Coast Highway closures. Further, drainage has taken its toll on the edge of the roadway since there is no gutter in many locations. Replacing the curb/gutter section as part of this project accounts for over 40% of the project costs, and is another example of projects in Capistrano Beach costing much more than similar projects on the east side of town (\$2,375,000).
3. FY19: Pacific Coast Highway (PCH), from Green Lantern to Niguel Road’s PCI Grade dropped from 90 in 2013 to an average of 69. The section from Selva Road to Niguel dropped to 59, the lowest of any arterial roadway in Dana Point. This section of PCH also averages over 28,000 cars per day, making it the 4th busiest City arterial roadway segment (\$2,000,000).

The proposed budget is funded by CIP Fund unassigned fund balance (\$1.4 million), surplus funds from completed projects, proposed deferral cancellation of the BCIP Coast Highway Class 1 Bikeway project (\$1.4 million), transfers-in from the General Fund of \$4.7 million over the two years (FY18 \$2.5 million and FY19 \$2.2 million), coupled with transfers-in from the Gas Tax Fund of \$1.24 million (FY18 \$365k and FY19 \$759k) and the Measure M Fund of \$1.1 million (FY18 \$541k and FY19 \$560k).

Gas Tax and Measure M are expected to remain steady funding sources beyond the extent of projections shown in this plan.

Capital Investment in Facilities

Over the years there has not been a scheduled investment in major repairs to our existing facilities. Our facilities consist of a limited number of structures and their component systems, including the Community/Senior Center, City Hall, Nature

Interpretive Center, park structures and trail systems, water treatment facilities and the PCH pedestrian bridge, among others. For the first time, a list of deferred and desired projects are listed in the Facilities Fund of the budget, and if funded would cost in the neighborhood of \$3 million.

Given limited funds, only \$190,000 of funding from the General Fund is included in the budget to cover the most critical projects including work at the Salt Creek Treatment Plant and the leaking roof-related repairs at City Hall. The City does maintain in the General Fund a \$2.5 million reserve, the minimum balance per policy.

A sample list of deferred projects that funding is not included in this budget are:

- Community Center: roof (\$65k) and Senior Center rehab (\$435k);
- City Hall: back-up generator (\$80k); uninterruptable power supplies (\$30k); elevator refurbishment; Council-chamber voting and video broadcasting systems (\$50k each); phone system update (\$40k); exterior repairs (\$30k/yr); men's restrooms; and, renovation of lobby and Administrative Services area.
- Parks: High School Sportspark restrooms (\$20k); parking lot repairs (\$25k/yr); and, Sea Canyon Park restroom restoration and Bluff Top Trail railing (\$TBD).
- PCH Pedestrian Bridge span-deck recoating (\$35k) and exterior paint (\$40k).

Other projects on the list include other Community Center interior improvements (150k), exterior paint (\$30k), new flag pole (\$7.5k), youth activity/dance room refurbishment (\$45k), among others. Additional projects for park's asset improvements (\$300k/yr) and in particular Creekside Park restroom graffiti coating (\$20k).

Included in the proposed budget is an investment in computerized maintenance management system (CMMS) for facilities and parks. The CMMS will be used to plan, budget, manage and report on maintenance activities for the City's 14 facilities, 31 parks, 88 landscaped medians and city parkways.

All Other Professional Services

All Other Professional Services is the fifth largest type of expenditure categorized for this MFP. For FY18, this line item is proposed at \$2 million of General Fund operating expenditures, down significantly from the FY17 amended budget which stands at \$3.4 million. There is a base level of recurring contracts that do not vary much from year to year, and include functions such as the City's funding for the Coastal Animal Services Authority; bank fees; annual financial audit; information technology services; custodial, website hosting; waste franchise audits; crossing guards; arborist consulting; and recreation class contract instructors. Contracts are also used to augment staff for special projects such as development staffing for peak loads, particularly for planning, building and engineering functions. Projections for contracted services are projected to stabilize in the later years as the level of development activity tempers, the projections in FY21 and FY22 are paced at 2.0%.

A Discussion on Reserves

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

The proposed FY18 budget includes fully funded reserves, and even increases the reserves by over \$1 million, placing them at \$13.4 million, or 36.3 percent of total FY18 General Fund revenues. Beyond the Council directed reserves, the proposed budget includes \$2.2 million of unassigned fund balance.

Closing Observations

A forecast is simply a prediction of future conditions, and is intended to be a planning tool and not deemed a perfect picture of what is to come. This Master Financial Plan is the second edition, with the first produced in 2015 as part of the last two-year budget. Though balanced in FY18 and FY19, the outlook provided in this MFP shows deficits in FY20 and beyond when factoring in what should be required investments in maintaining our existing infrastructure. Growth in core is pacing at about 3% per year, while revenues are pacing at about 2%; changes must be made in how the City operates to change this outlook.

The City's Financial Review Committee recently recommended engaging the Government Finance Officers Association of America to assist with developing and recommending to the City Council updated Financial Principles and policies. Staff recommends that the new policies, combined with direction from the City Council through an updated City Strategic Plan, would serve as a foundation for a Long-Term Financial Plan.

HIGHLIGHTS OF FISCAL YEAR 2016 & 2017 ACCOMPLISHMENTS

The following is a synopsis of the major accomplishments of the City of Dana Point during the 2016 & 2017 Fiscal Year.

ADMINISTRATIVE SERVICES DEPARTMENT

1. Awarded the National Award for Excellence in Financial Reporting for the Fiscal Year 2015 and 2016 Comprehensive Annual Financial Reports (CAFR).
2. Completed the 2015-2016 and the 2016-2017 annual City audits with no negative audit findings.
3. Administered and implemented the City's tenth, two-year budget process for fiscal years 2015-2016 and 2016-2017.
4. Revised the monthly financial reports from a strictly numbers report to a quarterly report with comprehensive discussions. Completed eight comprehensive "Quarterly Financial Reports and Discussions" and two Mid-Year Reports.
5. Automated the processing of water utility bills through a procurement card program to pay electronically and receive quarterly rebates.
6. Executed city-wide Customer Service training of non-administrative City staff on the new accounting system and trained personnel to access and process financial reports.
7. Evaluated and implemented processes, procedures, and tracking systems as needed to ensure Affordable Care Act (ACA) compliance.
8. Continued positive labor relations with Dana Point Employees Association (DPEA) and negotiated successor MOU through December 31, 2018.
9. Administered and coordinated citywide, in-house and off-site employee training opportunities, including training required by California laws and regulations.
10. Conducted annual Health Benefits Open Enrollment and annual Performance Evaluation/Merit Review process for all eligible City staff.
11. Coordinated implementation of Public Employees' Pension Reform Act (PEPRA) provisions as related to the City.
12. Conducted annual salary range survey for all City positions and implemented range adjustments as needed.
13. Successfully implemented an in-house employee Health and Wellness program with over 70% staff participation.
14. Created a monthly Health and Wellness Newsletter for City employees to promote the benefit of a healthy life style.

15. In conjunction with the City Manager, Police Services, Capistrano Unified School District (CUSD), and Dana Hills High School continued to manage the on-campus drug and alcohol early intervention program staffed by a contract intervention specialist.
16. Worked with the Community Alliance Network of the Council on Alcohol and Drug Dependence – Orange County (NCADD-OC) to further educate our youth on alcohol and drug dependence.

EMERGENCY SERVICES DEPARTMENT

1. The Emergency Services Division partnered with Dana Point Police Services to produce the National Night Out Event. This event is intended to bring out community members in an informal environment to meet with the first responders that serve their neighborhoods.
2. The Emergency Services Coordinator continues to serve on the Interjurisdictional Planning Committee (IPC) for the San Onofre Nuclear Generating Station. The offsite emergency planning program has transitioned into the decommissioning process and continues to monitor plant status and progress.
3. The City of Dana Point Community Emergency Response Team (CERT) program continues to provide valuable disaster preparedness training to interested residents. This program continues to grow and is applauded by those who have completed the course.
4. Division Staff maintains our public safety wireless mesh network capable of supporting cameras used for public asset protection, public safety, crime prevention, disaster response, and traffic engineering.
5. Emergency Services staff produced a complete make-over of the City's Emergency Plan document. This document serves as the foundation and guiding document for our emergency planning and response to major disasters.
6. Staff has partnered with the Orange County Fire Authority with a local distribution program of smoke detectors and carbon monoxide alarms.
7. Participated in monthly, quarterly, and annual tests of communications systems, such as the Yellow Phone System (YPS), the conference call bridge line, the Community Alert Siren System, OA-1 EOC-EOC Radio, CUSD Emergency Radio, Tri-Cities RACES, and the AlertOC mass notification system.
8. Emergency Services Staff maintained our certification as a NOAA/NWS StormReady and TsunamiReady City.

CITY CLERK DEPARTMENT

1. Successfully administered the November 8, 2016 election.
2. Completed approximately 24 years of microfiche conversion to digital files.

3. Administered Measures H & I Special Election on June 7, 2016. Prepared Referendum agenda report in November 2016 for possible Special Election.
4. Managed/coordinated update of City's website and installed software to manage broken links and misspellings.
5. Prepared agendas, packets and minutes for approximately 25 regular and special City Council meetings per year.
6. Responded to approximately 800 annual requests for copies of records from the public pursuant to the Public Records Act and deposition subpoenas; responded to daily requests for records from City staff.
7. Processed over 100 Statements of Economic Interest Statements and numerous semi-annual and annual election campaign disclosure statements annually as required by the Political Reform Act.
8. Coordinated timely Ethics Training (AB1234) for City Council, Commissions, and appropriate staff.
9. Published notices and processed applications for the Planning Commission, Traffic Improvement Subcommittee, Arts and Culture Commission, Youth Board and all other City Subcommittees and Task Forces; also, scheduled interviews and administered oaths of office.
10. Compiled and posted updated information required by the Maddy Act, including the addition of various subcommittees and task forces established by the City Council.
11. Coordinated the codification and distribution of supplements of the Municipal and Zoning Code.
12. Completed filing the City's Ticket Policy (Form 802) monthly to the FPPC and filing the Public Officials Appointments (Form 806) annually for posting on the City's website.
13. Received and processed approximately 90 annual City contracts including required bonds and insurance.
14. Received and processed summons and lawsuits against the City.
15. Published, posted and processed 10 ordinances and approximately 50 resolutions annually.
16. Published, posted and processed approximately 70 legal notices.
17. Recorded approximately 30 legal documents through the County's Records Office.

COMMUNITY DEVELOPMENT DEPARTMENT

Since tracking began in 2008, FY 16-17 is trending to have an all-time high of City Hall's development services counter visits.

PLANNING

1. The Planning group remains very busy with development applications for residential projects that include requests to build new custom homes on vacant lots, demolish existing homes and build new custom homes, as well as additions and remodels.
2. Five hotel projects totaling more than 200,000 square feet and 330 rooms have submitted entitlement applications or are actively engaged in preliminary review. There is also strong interest in establishing new restaurants in town but finding acceptable space for lease remains a challenge.
3. Two Local Coastal Program (LCP) amendments were submitted to the California Coastal Commission. Two homes were added to the City's Local Historic Register. The Annual Housing Element Update Report was provided to the State.
4. Advanced (or long-range) planning efforts focused on Doheny Village and drafting a form-based code for the area. Staff has reviewed a draft of the code and an environmental review is underway. Additional community outreach is currently being conducted. Staff intends to bring the code to the Planning Commission and City Council for consideration in the Fall of 2017.

BUILDING AND SAFETY DIVISION

1. Permits issued in FY 16-17 (to date) are as follows:
 - Residential – Total valuation of \$96,026,000
 - Commercial – Total valuation of \$17,943,000
2. Last fiscal year a number of process improvements were implemented to streamline the permit process including new technology to automate the scheduling of building inspections. This tool will free up time needed for administrative functions.
3. Code Enforcement enforces the City's building and zoning codes, property management and nuisance abatement issues, and the Short Term Rental permit program.

ECONOMIC DEVELOPMENT

The Economic Development Division has been active this past fiscal year with a number of new programs and initiatives being implemented. Data correlated to efforts of economic development include:

1. Twenty four new Business Openings including three new restaurants with over 100 new jobs.
2. A Business Retention and Expansion (BRE) Program as established to support the existing business community and to help them grow.
3. Business visits and surveys conducted in partnership with the Chamber of Commerce to gain an understanding of business barriers to growth and connect them to existing resources. Since the program launch in July of 2016, over 40 surveys have been conducted.
4. Business workshops hosted by the City, Chamber of Commerce and SCORE. SCORE is a non-profit consisting of retired business executives that offer free advice and mentoring services to small businesses. Three workshops were held in 2016. The Business Retention and Expansion program is currently identifying business needs to tailor workshops accordingly.
5. Established a partnership between Dana Hills High School and Monarch Beach Resort (MBR) for hospitality job training. The participating DHHS students gain incredible experience while being mentored by the professionals at the resort.
6. Assisted the MBR with employee displacement benefits/job fairs during their renovation project.
7. Concierge Program – Staff held an event to engage hotel concierge staff and tour them through the improvements in the Lantern District, new restaurants and harbor. The event’s purpose was to familiarize concierge staff with the new restaurants and activities in the harbor so they can refer their guests to Dana Point restaurants, recreational activities and points of interest.
8. Lantern District Merchants and Events – in coordination with the Chamber, a group of Lantern District Merchants formed to assist in promoting the district. Several community events and activities have been established to support local businesses and engage the community, including a car show and art walk. Building on initial successes, car show and arts walks are being planned to be held in the future.

Business Attraction

1. Staff recently exhibited at the International Council of Shopping Centers (ICSC) Conference RECon May 22-25 in Las Vegas. RECon is the global convention for the shopping center industry and provides networking, deal making and educational opportunities for retail real estate professionals and associated stakeholders. This year's conference featured over 36,000 attendees and 1,000 exhibitors. Dana Point shared exhibit space with Laguna Hills in the public sector pavilion and met with over 50 developers, brokers, tenants, hoteliers about opportunities in Dana Point.
2. Implemented business analytics software that combines demographic and business data, detailed maps, and advanced spatial analytics to assist potential businesses with location decisions.
3. Provided commercial property search information to existing and prospective businesses and investors seeking commercial property for sale or lease in town.

Tourism

1. Visit Dana Point, Destination Marketing Organization, Tourist Business Improvement District (TBID) – The TBID started generating assessment revenue in 2010. As part of a comprehensive destination strategy, the TBID Advisory Board and City Council pursued the creation of a 501c(6) non-profit, Visit Dana Point, a destination marketing organization established to manage the day-to-day operations of the TBID. An operating agreement was established and a new Executive Director was hired. Visit Dana Point markets Dana Point as a destination through promotional and other activities to tourists, conference and meeting attendees.

PUBLIC WORKS DEPARTMENT

CIP PROJECTS

1. Awarded American Society of Civil Engineers and the Engineering Council of Orange County awards for the Lantern District PCH/Del Prado Improvement Project.
2. Installed reclaimed water irrigation systems in Lantern Bay Park, La Plaza Park and Golden Lantern medians to help reduce potable water waste for the drought.
3. Designed, bid and constructed the Annual Roadway Resurfacing Project FY 14/15 which resulted in repaving Capistrano Beach area streets including Calle Portola, Calle Naranja, and Calle Velez/Via Velez.

4. Designed, bid and constructed the Annual Slurry Seal Project FY 14/15 covering streets primarily in the Lantern District and Capo Beach.
5. Constructed new storm drain pipelines on Del Obispo Street near PCH to alleviate a known flooding issue.
6. Assisted the County in obtaining approvals, construction oversight and demolition of the Capistrano Surfside Pedestrian Bridge Demolition and Traffic Signal Installation effort.
7. Assisted the County in starting the Dana Point Harbor improvements by processing plans, issuing permits, and assisting in construction oversight.
8. Made numerous storm drain repairs throughout the City.
9. Completed renovation of the Community House Parking Lot in conjunction with the City's program to turn private parking into public parking lots in the Lantern District.
10. Secured grant funding, completed the design, and constructed the Arterial Roadway Resurfacing Project on Del Obispo Street from PCH to Stonehill Drive.
11. Designing the Crown Valley Median Drought Conversion and Improvement Project.
12. Designing the Annual Citywide Slurry Seal FY 16/17 Project; Construction is planned later this year.
13. Assisted the Facilities Division in finalizing the contract documents for the Police Services Renovation Project, advertised for bids, and provided construction management support.
14. Designed, bid and constructed the Annual Roadway Resurfacing Project FY 16/17, which resulted in repaving Camino Capistrano from Doheny Park Road to Via Canon, Camino Capistrano from Camino de Estrella to Del Gado Road, and various streets within the Stratford at Pacific HOA. In addition, this project included traffic calming and beautification in Doheny Village.
15. Designing the Pacific Coast Highway Resurfacing Project to repave Pacific Coast Highway between Niguel Road and Green Lantern. Construction is planned later this year.

ENGINEERING

1. Continued to utilize in-house staff for Development Plan Check and Inspection Services, including Geotechnical review, saving the City and our applicants' time and money. With the significant level of the development workload this period, however, we have had to augment our staffing level with contract professionals to meet deadlines.

2. Assist Planning and Building Divisions with development related review and processing.
3. Processed annual permits with utility companies to streamline permit processing and resultant inspections.
4. Processed Special Event applications/requests in conjunction with Administrative Services and Planning Division, and provided support for those events where public street use is involved.
5. Major private development projects reviewed including the Zephyr Development homes, South Shores Church, Prado West Development, Gloria Dei Episcopal Church expansion, Monarch Coast Apartments, Monarch Beach Hotel improvements and Hotel Residential South at the Monarch Beach Resort.
6. Worked with OCTA on the PCH “Complete Street” concept plan for improving pedestrian/bike paths to compliment vehicular travel on Hwy 1 in concert with other beach cities.
7. Worked together with City Planning on the Connectivity Study for Doheny Village, the Dana Point Harbor and the Lantern District, the Draft Doheny Village Plan and the General Plan update.
8. Developed Liquefaction and Geotechnical Study for Doheny Village.
9. Established Base Flood Elevations and LOMR application for San Juan Creek. Working on map revisions now.
10. Working extensively with OCTA on the South Orange County Bicycle Master Plan.
11. Obtained \$3.3 million in competitive grant funds for the seven-year Dana Point Trolley, Harbor Shuttle and Event Program, and implemented summer service.
12. Internally completed the updated Storm Drain GIS Mapping for Citywide facilities.
13. Prepared the Draft City Heat Safety Program and Confined Space Entry Program for Risk Management.
14. Incorporated mobile-based Water Quality Best Management Practices (BMP) and Grading inspection protocol to save staff time for tracking and documenting field construction activities.
15. The City of Dana Point has been recognized with a model construction BMP Water Quality inspection program, and presents the program at the County-wide trainings.

WATER QUALITY

1. Effectively managed a water quality program without any issues or violations noted by the Regional Water Quality Control Board.
2. Prepared comprehensive Annual Program Effectiveness Assessments (PEA) as required under the Municipal Separate Storm Sewer System (MS4) Permit.
3. Worked cooperatively with County and Consultation Panel to develop the South Orange County Water Quality Improvement Plan (WQIP) as required under National Pollutant Discharge Elimination System (NPDES) Permit. The WQIP includes an extensive assessment of water quality conditions and the development of goals and strategies to meet objectives, and was submitted to the Regional Water Quality Control Board.
4. Updated the City's Local Implementation Plan to coordinate efforts with the South Orange County WQIP.
5. Assisted other agencies and the County developing the Model Water Quality Management Plan (WQMP), which is required under the Regional NPDES Stormwater Permit to ensure efficiency and flexibility for our project applicants who have projects that trigger these water quality requirements.
6. Facilitated the comprehensive two-prong bacteria source investigation and sanitary survey at the Storm Drain/Doheny State Beach with multiple governmental agency stakeholders. Facilitates meetings and coordinated inspection of sanitary sewer infrastructure (Harbor and State Parks) to identify leaks and needed repairs.
7. Participate in California Beach Stakeholder Group, administered by the State Water Resources Control Board to improve water quality testing technologies and address challenging water quality issues.
8. Participate in the South Orange County Watershed Management Area Group, helping develop regional solutions to water issues.
9. Chaired the County of Orange Water Quality Technical Advisory Committee (TAC), collaborating on the County-wide water quality program.
10. Administer the Grease Interceptor Rebate program to incentivize existing food service facilities to install grease control devices, when they are not mandated to (i.e. "grandfathered), to prevent sewer block and spills caused by grease. 12 interceptors totaling \$84,500 in rebate funds have been provided to date under this program.
11. Continued applying innovative solutions to water quality issues, such as operating the Salt Creek Ozone Treatment System and nuisance water diversions, including the filter systems and diversions at the Headlands. Recently took over maintenance of the diversion and filtration systems at Baby Beach on behalf of the Headlands Reserve LLC development and the County of Orange.

12. The City and the County continued efforts to maintain and improve water quality at Baby Beach and achieved the first milestone of the Baby Beach Total Maximum Daily Load (TMDL) regulations.
13. Partner with our water districts and vector control in outreach of water conservation and vector control issues.
14. Collaborated with key stakeholders in implementing a successful pilot bird deterrent project at Salt Creek.
15. Reviewed, evaluated and drafted necessary legal and technical documents, for various regulatory issues, including NPDES Permit Appeals (both 2009 and 2013 NPDES Permits), unfunded mandate claims for both the 2009 and 2013 Permits, State Trash Control Regulations, and 303(d) Impaired waterbody list.
16. Completed SOCWA Permit Application for Baby Beach diversion.
17. Drafted two Nuisance Water Diversion Discharge Agreements (upon request by SCWD).

SOLID WASTE AND RECYCLING

1. Staff worked in conjunction with the City's franchise hauler, CR&R, Inc. to implement a food waste composting program for commercial food establishments. This program is in compliance with AB1826 (Organics Recycling) which became effective April 1, 2016 for businesses generating 8 cubic yard or more of organic waste. Effective January 1, 2017, the threshold for mandatory organics recycling was reduced to 4 cubic yards of organic waste.
2. Manage the SHARPS mail-back program for residents who need a safe, convenient, and free way to dispose of medical SHARPS.
3. Inform residents of the drop off bin located within our Police Services lobby for unwanted, unused and expired prescription and over-the-counter medication.
4. Expanded household battery and CFL bulb recycling program (now at City Hall) for residents and visitors to City Hall.
5. Marketed our residential Household Hazardous Waste (HHW) curbside collection program that provides residents a convenient option for disposing of HHW.
6. Implemented residential outreach program of the option to have trash/recycle/green waste carts exchanged for clean carts free of charge.
7. Achieved a 55% solid waste diversion rate, exceeding the State's 50% mandate in the most recent 2015 Annual Report.

8. Conducted yard and food waste composting workshops (4 annually) for residents.
9. The City's Tri-Annual Bulky Item Clean Up Day events in FY 2015-2016 diverted approximately 117.28 tons of recyclable material from the landfill.
10. In an effort to promote "Show Your Love Dana Point", signage was installed at several locations along the Strands Beach revetment as a friendly reminder for visitors to keep our beaches clean and free of litter.
11. Amended the Construction & Demolition Security Deposit Fee structure, originally established in 2003, to ensure the fees being charged to residents and contractors doing business in the City are fair and structured properly given the success of the City's diversion requirement and the expectation of continued diversion at the current pace. The adjustments results in reduced deposits for customers.
12. Successfully implemented the Dana Point's Waste Disposal Agreement Amendment.
13. Prepared outreach correspondence to Dana Point businesses informing them of the passage of Prop 67 (Statewide Plastic Bag Ban) and its correlation to Dana Point's existing Plastic Bag Ban ordinance.

STREET MAINTENANCE

1. Continued to complete disabled access ramps with City projects in response to requests from our citizens.
2. Continued to annually inspect all public walkways citywide and make necessary repairs to eliminate potential tripping hazards.
3. Continued to work with Caltrans to take actions to improve the appearance and cleanliness of landscaped areas and other areas along the State Route 1/Interstate 5 Freeway corridor.
4. Supported public events such as the Festival of Whales, 4th of July, Turkey Trot, BBQ Event, Del Prado Car Shows and many more.
5. Provided street maintenance activities and emergency response, storm drain and filter maintenance, and maintained water quality diversions and trash collection units.
6. Continued the City's Public Property Graffiti Removal Program with 24 hour service.
7. Maintained emergency equipment staged at 3 locations for faster response during emergencies.
8. Provided oversight of construction work by other agencies throughout the City, assuring safety guidelines and quality standards were followed.

9. Continued to assist Code Enforcement in mitigating public right of way obstructions and hazards caused by private owners.
10. Manage the City's vehicle maintenance and procurement program.

ADMINISTRATION

1. Expanded the City-wide Special Events Banner Program to highlight and advertise upcoming events.
2. Secured Clean Transportation grant funding through AQMD that will partially fund the BCIP Coast Highway Class 1 Bikeway/Pedestrian Way, Phase 1
3. Expanded of the City's holiday décor program in Town Center, Doheny Village and Capistrano Beach.
4. The PCH Trolley commenced in June 2015 with Friday, Saturday and Sunday summer service on PCH, Coast Highway and Doheny Park Road. The program expanded to the Harbor during Summer 2016 with residents and visitors enjoying new open air trolleys and seven day a week service. The Trolley is a tremendous success resulting in per hour boardings that far surpassed the OCTA grant requirements. Received \$900,000 of additional grant funds to grow the program in Summer 2017 and beyond.

TRAFFIC

1. Continued to address daily inquiries regarding citywide traffic safety issues and parking.
2. Performed routine inspections and maintained traffic signal systems assuring all meet State and local standards. Lighting issues were addressed promptly.
3. Installed and managed signal coordination timing on PCH, Golden Lantern, Del Obispo, Crown Valley and Stonehill Drive. This included automating several controllers so that timing changes could be made remotely, providing for more efficient operations.
4. Reviewed and processed the City Council adopted Signal Synchronization Plan.
5. Conducted Traffic Improvement Subcommittee meetings on various issues of interest.
6. Completed conversion of several intersections to ADA Compliant Pedestrian Friendly Traffic Signals including Lantern District intersections, PCH and Crystal Lantern.
7. Maintained/Prepared as-built signing and striping plans for all arterial and collector streets for liability protection.

POLICE SERVICES DEPARTMENT

POLICE SERVICES

1. Our Community Services Unit (CSU) continues to utilize the Community Oriented Policing and Problem Solving (COPPS) model to reduce crime and build stronger relationships between Law Enforcement and the community.
2. To improve communication with the community, Police Services opened an Instagram and twitter account. Social media has become a primary form of communication in society and we must adapt with the times. The sites are currently up and running and we will be opening a Facebook page in the near future. Visit our Twitter at @ocsddanapoint and Instagram at ocsd_danapointpolicervices.
3. Our Crime Prevention Specialist has revived the Neighborhood Watch Program and Business Watch Program. There are 24 active neighborhood watch groups and the program continues to grow. This past year we began an ambitious Business Watch program. The Crime Prevention Specialist along with one CSU deputy began to make personal contact with every business owner to strengthen our relationship with them and better understand their concerns.
4. In collaboration with the Department of Homeland Security (DHS), we provided Dana Point resorts with training for their staff in situational awareness including “See Something Say Something”, and “Run, Hide, and Fight”.
5. The School Resource Officer Program continues with funding provided by a grant from Citizen Options for Public Safety (C.O.P.S.). Also, each deputy is required to spend time each month on campus to remain familiar with the high school environment and physical layout of the campus. All personnel are trained in Rapid Response Tactics. In addition, the City continues to provide an Early Intervention Program to help prevent student involvement in the abuse of alcohol and drugs. The program is staffed by a contract Early Intervention Specialist who provides counseling and resources to students.
6. The City continues to fund the assignment of one deputy to work full time with the South Operations Directed Enforcement Team (DET). This team targets career criminals and assists South Investigations with additional manpower for more labor intensive investigations.
7. In May of 2016 the city hired Andrade Architects to design a police services center that would allow deputies to deploy from City Hall instead of from Aliso Viejo. The facility is scheduled to be in operation by later spring of 2017.
8. With the growing concern over the homeless population, the City assigned a CSU Deputy to also serve as a Homeless Liaison Officer (HLO). The deputy works closely with homeless advocacy groups and also the District Attorney’s office. The deputy works to connect willing homeless individuals with resources. This past year the City partnered with Mercy House to provide a contract homeless advocate to assess needs of our

homeless population, which assists with directing them to available resources. Four to six times a month a representative from Mercy House works with the HLO.

VIPS

1. Volunteers in Police Services (VIPs) performed over 10,000 hours of community service during 2016. Since the inception of the program VIPS have accumulated 153,736 hours of service, saving the city approximately \$3,284,000 (Based on a nationwide volunteer standard of \$21.36 an hour).
2. Performed over 400 vacation home checks.
3. Removed over 3,000 illegal signs and/or stickers from City property.
4. Provided assistance for Code Enforcement Officers on 435 occasions.
5. Serving as a visible public safety presence, conducted over 2,500 park visits.
6. Handled 3,712 contacts with the public at the Police Services front counter.
7. Provided over 3,000 citizen assists.
8. Conducted high visibility bicycle patrols.
9. Provided traffic control assistance to deputies at several special events including the Festival of Whales parade, Fourth of July, Doheny music festivals, Bicycle Grand Prix, and the Turkey Trot.
10. Patrolled business and residential areas to deter criminal activity.

COMMUNITY SERVICES & PARKS DEPARTMENT

COMMUNITY SERVICES

1. Provide support for Age Well Senior Services for a variety of programs and services designed to meet the needs of our senior population. Services include a congregate meal program, home delivered meals, outreach program, educational classes, wellness programs, and themed events.
 - Monthly food commodity program serving 2,500.
 - Congregate meal program serving 7,100.
 - Home delivered meals providing 4,700 meals annually.
 - Case management services serving over 200 cases annually.

- Various senior support services, such as health, legal, taxes, etc. serving 690 annually.
 - Saddleback Emeritus Institute classes serving 750 annually.
 - OCTA provides 3,200 rides for seniors to meals program.
 - Monthly special events, serving about 1,400 annually. Twilight Dinners, Valentine Dinner Dance, St. Patrick's Day Luncheon, Thanksgiving lunch, and the New Year's Eve Dinner Dance.
2. Produced and conducted (22) major City events, with attendance estimated at over 250,000 annually: Festival of Whales Parade (5,000), Festival of Whales Movie (600), Festival of Whales BBQ & Concert (2,000), Two (2) Egg Hunts (2,000), Five (5) Movies in the Park (4,000), 4th of July Fireworks Display (200,000+), Seven (7) Summer Concert Series (21,000), Dana Point State BBQ Championship (23,000), Halloween Spooktacular & Movie (1,800), Winter Festival & Tree Lighting (3,000), Capistrano Beach Tree Lighting (300).
 3. The contractual class program offers over 500 classes and serves about 4,000 people annually. The classes consist of 37 art classes, 119 dance classes, 39 fitness classes, 8 dog obedience classes, 24 martial arts classes, 35 Music/Theater classes, 6 summer youth camps, 175 special interest classes and 61 sports classes. Out of 8,785 possible class enrollment spots (maximum number the contract instructor permits in class), 3,879 were filled, with an overall 44.15% enrollment rate.
 4. Conduct youth (basketball) and adult (softball and kickball) seasonal sports programs. The Adult Softball league consists of 120 participants, playing on 6 teams, with 24 games played annually amongst the 6 teams. The Adult Kickball league consists of 200 participants, playing on 10 teams, with 40 games annually. The Youth Basketball league for ages 6-9 years serves 320 participants, playing on 32 teams, with 68 games and 416 practices amongst the 32 teams annually.
 5. Coordinate facility and park rentals for private, non-profit or commercial groups. Park rentals are very popular for weddings and small gatherings and consist of about 250 separate rentals annually.
 6. Enhancement of City's marketing program through quarterly community publication, annual calendar and updating of City's website.

PARKS

1. Equipment replaced, maintained and/or installed:
 - New playground equipment at Creekside Park;
 - Upgraded the picnic tables at Pines Park with ADA accessible tables;
 - Repaired and restored sod at Pines Park, Thunderbird Park and Calle Paloma Parkette;
 - Installed power at Camino de Estrella Median;
 - Upgraded picnic tables at Dana Woods Park;
 - Won a Chamber of Commerce beatification award for the landscape improvement project at the corner of Victoria and Camino Capistrano;
 - Repaired and restored picnic tables and BBQ grills at Lantern Bay Park;
 - Replaced the light posts at La Plaza Park; and,
 - Added two new art pieces to enhance our art in public places program, one at Pines Park and one at the corner of Victoria and Camino Capistrano.
2. The City applied for and received approval of a \$99,000 Nature Education Facilities Grant from California State Parks for the creation of 5 new exhibits at the Nature Interpretive Center, and interpretive panels and maps throughout the trails systems.
3. Continued to build up the Docent programs for the Ocean Institute tidepool area and the Headlands nature parks (now with over 60 active volunteers), nature walks and children's programs.
4. Participated in the State's Marine Life Protection Program and Orange County Marine Protected Areas Council as it relates to Dana Point waters.
5. Began the Pacific Pocket Mouse Park Evaluation Program in concert with the US Fish and Wildlife Service.
6. Began the popular "Science Night" nature series presentations.

Note the Natural Resources Program recently moved to the Community Services and Parks Department from the Public Works Department.

APPROPRIATIONS AND DEBT LIMITS

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 2018 is \$91,435,839 and was calculated as follows:

The City of Dana Point's Appropriations Limitation (FY 2017):	\$88,032,271
FY 2018 Adjustment Factors:	
1. Population %	.17
2. Per Capita Personal Income %	3.69
3. Population converted to a ratio	1.0017
4. Inflation converted to a ratio	<u>1.0369</u>
Total Adjustment Factor (=3x4)	<u>1.0387</u>
FY 2018 Appropriations Limit (\$88,032,271 x 1.0387)	<u><u>\$91,435,839</u></u>

CITY OF DANA POINT
Computation of Legal Debt Margin
June 30, 2016

Assessed Valuation (1)	\$10,521,104,596
Legal Debt Limit - 3.75% of Total Assessed Valuation	\$394,541,422
Amount of Debt Applicable to Limit:	
None	0
Legal Debt Margin	\$394,541,422

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.

BUDGET SUMMARIES

Budget Summaries Overview

The budget summaries section includes a breakdown of revenues and expenditures by funds including General Fund specifics and City totals. The overviews include comparative information for fiscal years 2015 through 2019.

The summaries presented include the following:

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

CITY OF DANA POINT
GENERAL FUND REVENUE COMPARISON - BY SOURCE
Fiscal Years 2015 Through 2019

	FY2015 Actual	FY2016 Actual	FY2017 Amended Budget	FY2018 Budget	FY2019 Budget
TAXES & FRANCHISES					
Property Taxes	6,684,852	7,250,747	7,035,000	7,750,000	8,000,000
Property Transfer Taxes	439,378	904,178	500,000	600,000	550,000
Franchise Fees	1,404,937	1,381,939	1,247,000	1,250,000	1,225,000
Cable Franchise PEG Fees	0	0	10,000	10,000	10,000
Homeowner Property Tax Relief	46,233	47,123	50,000	50,000	50,000
Transient Occupancy Taxes	12,071,126	11,648,007	11,800,000	12,325,000	12,600,000
Short Term Rental TOT	395,436	443,054	360,000	400,000	400,000
Sales & Use Taxes	4,110,638	5,315,519	5,600,000	5,700,000	5,900,000
In-lieu Property Taxes	4,622,342	3,953,335	3,500,000	3,875,000	3,970,000
LICENSES & PERMITS					
Short Term Rental Permits	17,400	24,775	20,000	30,000	30,000
Engineering Permits	409,415	538,814	590,000	315,000	315,000
Planning Permits	105,034	91,299	75,000	73,000	73,000
Building Permits	1,267,486	1,279,926	1,091,000	1,125,500	1,125,500
FINES & FORFEITURES					
Fines & Forfeitures	194,752	167,622	170,000	170,000	170,000
Penalties, Interest & Restitution	92,747	152,160	120,000	120,000	120,000
USE OF MONEY & PROPERTY					
Rental of Property	78,337	65,482	60,000	60,000	60,000
City Plaza Rent	76,117	38,900	22,800	22,800	22,800
Investment Interest	82,667	166,856	167,800	170,000	170,000
Trolley Rentals	0	0	0	1,000	1,000
INTERGOVERNMENTAL					
Waste Disposal Allocation	0	0	53,278	60,000	90,000
Narcotics Forfeiture		0	0	0	0
State/Local Grants	120,250	0	31,278	32,000	0
Intergovernmental Cost Reimbursements	121,757	105,725	100,000	100,000	100,000
Nuclear Power Program	159,981	223,722	193,600	195,000	199,000
Motor Vehicle In-lieu	0	13,802	0	15,000	15,000
CHARGES FOR SERVICES					
Engineering Fees	76,746	141,843	143,000	176,000	146,000
Art in Public Places Fee	0	0	0	0	0
Planning Fees	106,324	114,549	102,700	97,000	76,500
Building Fees	722,246	1,149,047	840,000	890,000	790,000
Recreation Classes & Activities	256,519	240,405	243,000	220,000	220,000
Solid Waste Exemption Fee	1,790	1,900	2,000	2,000	2,000
Development Impact Fees	0	101,077	0	0	0
Reimbursed Expenses	727,688	430,367	322,986	200,000	200,000
Reimbursed Developer Expenses Revenu	321,695	45,956	50,000	0	0
Photocopies	976	1,030	1,000	1,000	500
Other P/B/E (planning, bld., engineering)	39,961	45,213	35,000	34,000	40,000
OTHER					
Other Financing Sources	0	0	151,600	151,600	0
Planning Appeals	1,500	1,750	1,000	1,000	1,000
Solid Waste Administration Fee	40,305	55,303	50,000	55,000	55,000
Abandoned Vehicle Abatement Program	0	0	0	0	0
Beverage Container Recycling	0	9,222	15,000	9,000	9,000
Gain/Loss on Asset Sale	0	14,751	3,000	3,000	3,000
Litigation Settlements	0	0	0	0	0
Miscellaneous Revenue	29,710	93,904	15,000	15,000	15,000
GENERAL FUND TOTAL	\$34,826,345	\$36,259,302	\$34,772,042	\$36,303,900	\$36,754,300

CITY OF DANA POINT
GENERAL FUND EXPENDITURE COMPARISON BY DEPARTMENT
Fiscal Years 2015 Through 2019

	FY2015	FY2016	FY2017	FY2018	FY2019
	Actual	Actual	Budget	Budget	Budget
CITY COUNCIL					
Personnel	\$ 49,086	\$ 48,017	\$ 45,980	\$ 46,959	\$ 46,959
Materials & Services	80,777	80,245	84,500	78,500	78,500
Capital Outlay	-	-	-	-	-
Total	\$ 129,863	\$ 128,262	\$ 130,480	\$ 125,459	\$ 125,459
CITY MANAGER					
Personnel	\$ 429,001	\$ 423,086	\$ 436,653	\$ 387,623	\$ 390,900
Materials & Services	33,719	142,627	101,510	73,800	18,800
Capital Outlay	32,457	-	-	-	-
Total	\$ 495,177	\$ 565,712	\$ 538,163	\$ 461,423	\$ 409,700
ADMINISTRATIVE SERVICES					
Personnel	\$ 813,970	\$ 945,845	\$ 932,705	\$ 960,185	\$ 985,371
Materials & Services	153,838	231,430	246,408	179,655	191,655
Capital Outlay	-	-	-	-	-
Total	\$ 967,807	\$ 1,177,276	\$ 1,179,113	\$ 1,139,840	\$ 1,177,026
PUBLIC INFORMATION SERVICES					
Materials & Services	\$ 129,388	\$ 75,610	\$ 137,530	\$ 181,604	\$ 183,468
Total	\$ 129,388	\$ 75,610	\$ 137,530	\$ 181,604	\$ 183,468
CITY CLERK					
Personnel	\$ 393,340	\$ 418,525	\$ 412,269	\$ 419,147	\$ 425,660
Materials & Services	90,671	183,263	163,166	71,770	94,685
Capital Outlay	12,618	-	-	-	-
Total	\$ 496,628	\$ 601,788	\$ 575,435	\$ 490,917	\$ 520,345
COMMUNITY DEVELOPMENT					
Personnel	\$ 2,574,754	\$ 2,669,051	\$ 2,854,186	\$ 2,885,238	\$ 2,958,326
Materials & Services	709,321	1,454,215	1,988,630	745,090	629,939
Capital Outlay	-	-	2,000	-	-
Total	\$ 3,284,075	\$ 4,123,265	\$ 4,844,816	\$ 3,630,328	\$ 3,588,265
PUBLIC WORKS					
Personnel	\$ 2,035,812	\$ 2,069,345	\$ 2,181,501	\$ 2,153,286	\$ 2,210,959
Materials & Services	3,934,365	4,554,721	4,951,285	4,110,595	4,202,650
Capital Outlay	54,803	-	32,000	-	-
Total	\$ 6,024,980	\$ 6,624,066	\$ 7,164,786	\$ 6,263,881	\$ 6,413,609

	FY2015	FY2016	FY2017	FY2018	FY2019
	Actual	Actual	Budget	Budget	Budget
PUBLIC SAFETY					
Personnel	\$ 194,226	\$ 230,856	\$ 234,323	\$ 238,739	\$ 245,078
Materials & Services	10,579,941	10,652,995	11,883,790	12,457,123	13,053,510
Capital Outlay	28,019	144,114	183,000	-	-
Total	\$ 10,802,186	\$ 11,027,965	\$ 12,301,113	\$ 12,695,862	\$ 13,298,588
CITY ATTORNEY					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	971,454	1,263,347	1,067,500	869,500	872,500
Capital Outlay	-	-	-	-	-
Total	\$ 971,454	\$ 1,263,347	\$ 1,067,500	\$ 869,500	\$ 872,500
COMMUNITY SERVICES & PARKS					
Personnel	\$ 1,000,963	\$ 1,054,733	\$ 1,037,302	\$ 1,157,567	\$ 1,193,784
Materials & Services	4,276,508	4,092,798	4,918,205	4,375,810	4,277,140
Capital Outlay	-	-	200,000	-	-
Total	\$ 5,277,471	\$ 5,147,530	\$ 6,155,507	\$ 5,533,377	\$ 5,470,924
RISK MANAGEMENT					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Services	-	181	1,300	1,300	1,300
Risk Management	516,733	942,971	923,000	672,700	677,450
Total	\$ 516,733	\$ 943,152	\$ 924,300	\$ 674,000	\$ 678,750
FACILITIES					
Personnel	\$ 110,771	\$ 162,509	\$ 190,964	\$ 191,917	\$ 196,724
Materials & Services	586,866	441,919	581,310	538,600	548,100
Capital Outlay	-	-	-	-	-
Total	\$ 697,637	\$ 604,429	\$ 772,274	\$ 730,517	\$ 744,824
NON-DEPARTMENTAL					
Personnel	\$ 7,562	\$ 8,775	\$ 149,175	\$ 29,558	\$ 82,271
Materials & Services	947,049	697,398	809,830	1,054,400	1,040,100
Capital Outlay	-	4,192	56,210	-	-
Transfers Out	8,255,166	2,173,216	2,916,269	2,650,000	2,330,000
Total	\$ 9,209,776	\$ 2,883,581	\$ 3,931,484	\$ 3,733,958	\$ 3,452,371
TOTAL	\$ 39,003,175	\$ 35,165,983	\$ 39,722,501	\$ 36,530,667	\$ 36,935,829

CITY OF DANA POINT
GENERAL FUND TOTAL SOURCES & ALLOCATION COMPARISON
Fiscal Years 2015 Through 2019

REVENUES & SOURCES	FY2015 Actual	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
General Fund - Revenue	\$34,826,345	\$36,259,302	\$34,772,042	\$36,303,900	\$36,754,300
Transfer In - from Facilities Improvement Fund	-	-	-	-	-
Transfer In - from Measure M Fund	-	74,045	-	-	-
Transfer In - from Gas Tax Fund	664,198	606,513	625,427	573,216	573,216
TOTAL REVENUES & SOURCES	<u>\$35,490,543</u>	<u>\$36,939,860</u>	<u>\$35,397,469</u>	<u>\$36,877,116</u>	<u>\$37,327,516</u>
EXPENDITURES & USES					
General Fund - Operating Expenditures	\$30,748,009	\$32,992,767	\$36,806,233	\$33,880,667	\$34,605,829
Transfer Out - to Capital Improvements Fund	7,925,166	2,000,000	1,850,000	2,500,000	2,200,000
Transfer Out - to CFD2006-1 Maintenance Fund	330,000	30,000	30,000	30,000	30,000
Transfer Out - to Facilities Improvement Fund	-	143,216	1,036,269	120,000	100,000
TOTAL EXPENDITURES & USES	<u>\$39,003,175</u>	<u>\$35,165,983</u>	<u>\$39,722,502</u>	<u>\$36,530,667</u>	<u>\$36,935,829</u>
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	<u><u>-\$3,512,632</u></u>	<u><u>\$1,773,876</u></u>	<u><u>-\$4,325,033</u></u>	<u><u>\$346,449</u></u>	<u><u>\$391,687</u></u>

CITY OF DANA POINT
AUTHORIZED FULL-TIME POSITIONS - BY DEPARTMENT
Fiscal Years 2016 Through 2019

	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>		<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
<u>City Manager</u>					<u>Public Works - Administration</u>				
City Manager	1	1	1	1	Deputy City Mngr./Dir. of PW/Community S	0	1	1	1
Executive Assistant	1	1	1	1	Dir. of Pub. Works & Engr. Svcs.	1	0	0	0
<u>City Clerk</u>									
City Clerk	1	1	1	1	Senior Administrative Assistant	1	1	1	1
Deputy City Clerk	1	1	1	1	Senior Management Analyst	0.33	0.33	0.33	0.33
City Clerk Specialist	1	1	1	1	<u>Public Works - Street Maintenance</u>				
Administrative Assistant	1	1	1	1	Senior Management Analyst	0.33	0.33	0.33	0.33
<u>Administrative Services</u>					Streets & Fleet Manager				
Accounting Supervisor	1	1	1	1		1	1	1	1
Accounting Technician	1	1	1	1	<u>Public Works - Traffic Engineering</u>				
Accountant	1	1	1	1	Senior Civil Engineer	1	1	0	0
Account Clerk	0.5	1	1	1	<u>Public Works - Solid Waste</u>				
Senior Administrative Assistant	1	1	0	0	Senior Management Analyst	0.34	0.34	0.34	0.34
Assistant Administrative Analyst	0	0	1	1	<u>Public Works - Engineering</u>				
Dir. of Administrative Services	1	1	1	1	Engineering Technician III	3	3	3	3
Management Analyst	2	2	1	1	City Engineer/Deputy PW Director	1	1	1	1
Senior Personnel Analyst	1	0	0	0	Senior Construction Inspector	1	1	1	1
Human Resources Manager	0	1	1	1	Principal Civil Engineer	1	1	1	1
<u>Community Development - Planning</u>					Administrative Assistant				
Dir. of Community Development	1	1	1	1	Senior Civil Engineer	4	4	4	4
Senior Administrative Assistant	1	1	1	1	<u>Public Works - Water Quality</u>				
City Architect/Planning Manager	1	0	0	0	Senior Civil Engineer	1	1	1	1
Planning Manager	1	1	1	1	Natural Resources Protection Officer	1	1	0	0
Principal Planner	0	1	1	1	<u>Facilities</u>				
Assistant Planner	1	1	1	1	Bldg. & Facil. Maint. Worker I/II/III	1	1	1	1
Associate Planner	2	2	1	1	Director of Facilities & Disaster Svcs.	0.5	0.5	0.5	0.5
Senior Planner	3	3	3	3	<u>Public Safety - Emergency Services</u>				
<u>Community Development - Building</u>					Emergency Services Coordinator				
Administrative Assistant	0.5	0.5	0.5	0.5	Director of Facilities & Disaster Svcs.	0.5	0.5	0.5	0.5
Permit Technician	1	1	1	1	<u>Community Services - Parks</u>				
Building Official	1	1	1	1	Parks Manager	1	1	1	1
Senior Structural Engineer	1	1	1	1	Parks Supervisor	1	1	1	1
Chief Building Inspector	1	1	1	1	Parks Maintenance Worker III	1	1	1	1
Senior Building Inspector	2	2	2	2	Natural Resources Protection Officer	0	0	1	1
Senior Permit Technician	1	1	1	1	<u>Community Services</u>				
<u>Community Dev. - Code Enforcement</u>					Deputy Community Services Director				
Code Enforcement Officer	4	4	4	4	Administrative Aide	1	1	1	1
Administrative Assistant	0.5	0.5	0.5	0.5	Senior Administrative Assistant	1	1	1	1
<u>Community Dev. - Econ. Development</u>					Dir. Community Svcs & Parks				
Economic Development Manager	1	1	1	1	Recreation Manager	1	1	1	1
Assistant Administrative Analyst	1	1	1	1	Recreation Coordinator	2	2	2	2
* Eliminated in FY18:									
Administrative Services Management Analyst									
Community Development, Planning, Associate Planner									
Public Works, Traffic Engineering, Senior Civil Engineer									
Public Works, Engineering, Administrative Assistant									
Total Personnel						69.50	70.00	66.00	66.00

**CITY OF DANA POINT
PERSONNEL CLASSIFICATIONS**

FULL TIME PERSONNEL TITLE	AUTHORIZED FULL-AUTHORIZED FULL-AUTHORIZED FULL-AUTHORIZED FULL-			
	TIME POSITIONS FY2016	TIME POSITIONS FY2017	TIME POSITIONS FY2018	TIME POSITIONS FY 2019
Account Clerk	0.5	1	1	1
Accountant	1	1	1	1
Accounting Supervisor	1	1	1	1
Accounting Technician	1	1	1	1
Administrative Aide	1	1	1	1
Administrative Assistant	4	4	3	3
Assistant Admin Analyst	1	1	2	2
Assistant City Manager/Director of Administrative Services	1	1	1	1
Assistant Planner	1	1	1	1
Associate Planner	2	2	1	1
Building Official	1	1	1	1
Building/Facilities Maintenance Worker III	1	1	1	1
Chief Building Inspector	1	1	1	1
City Architect/Planning Manager	1	0	0	0
City Clerk	1	1	1	1
City Clerk Specialist	1	1	1	1
City Engineer	1	0	0	0
City Engineer/Deputy Public Works Director	0	1	1	1
City Manager	1	1	1	1
Code Enforcement Officer	4	4	4	4
Deputy City Clerk	1	1	1	1
Deputy City Manager/Director of PW & Community Services	0	1	1	1
Deputy Community Services Director	0	1	1	1
Director of Community Development	1	1	1	1
Director of Community Services & Parks	1	0	0	0
Director of Facilities & Disaster Preparedness	1	1	1	1
Director of Public Works & Engineering Services	1	0	0	0
Economic Development Manager	1	1	1	1
Emergency Services Coordinator	1	1	1	1
Engineering Technician III	3	3	3	3
Executive Assistant	1	1	1	1
Human Resources Manager	0	1	1	1
Management Analyst	2	2	1	1
Natural Resource Protection Officer	1	1	1	1
Parks Maintenance Worker III	1	1	1	1
Parks Manager	1	1	1	1
Parks Supervisor	1	1	1	1
Permit Technician	1	1	1	1
Planning Manager	1	1	1	1
Principal Civil Engineer	1	1	1	1
Principal Planner	0	1	1	1
Recreation Coordinator	2	2	2	2
Recreation Manager	1	1	1	1
Recreation Supervisor II	0	0	0	0
Senior Administrative Assistant	4	4	3	3
Senior Building Inspector	2	2	2	2
Senior Civil Engineer	6	6	5	5
Senior Construction Inspector	1	1	1	1
Senior Management Analyst	1	1	1	1
Senior Permit Technician	1	1	1	1
Senior Personnel Analyst	1	0	0	0
Senior Planner	3	3	3	3
Senior Structural Engineer	1	1	1	1
Streets & Fleet Manager	1	1	1	1
TOTAL FULL-TIME	69.5	70.0	66.0	66.0
PART-TIME PERSONNEL (Hours vary from 0 to a max of 30 hrs per week depending on position)				
Account Clerk	1	0	0	0
Account Clerk/Floater (Dept. 99)	0	0	1	1
Administrative Assistant	1	1	1	1
Administrative Assistant - On Call	1	1	1	1
Administrative Intern/Admin Services	0	0	0	0
Administrative Intern/City Clerk	1	1	0	0
Maintenance Aide/Building & Facilities	1	1	1	1
Public Works Intern	2	2	2	2
Records Assistant (not funded)	0	0	0	0
Recreation Leader	4	4	4	4
Staff Aide - Recreation	1	1	1	1
Staff Aide - Visitor's Center (Seasonal)	4	4	0	0
TOTAL PART-TIME	16	15	11	11

CHANGES IN FUND BALANCE

DESCRIPTION OF FUND BALANCES

GENERAL FUND:

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

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

- 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.

GAS TAX FUND:

The Gas Tax revenues received representing the replacement of the Traffic Congestion Relief funds (Prop 42) are transferred to the Capital Improvement Projects Fund. The balance of the Gas Tax revenues are transferred to the General Fund and will be used to pay for ongoing road maintenance costs.

MEASURE M FUND:

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

AB2766 FUND:

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

COASTAL TRANSIT FUND:

This fund accounts for funds received by the City to mitigate impacts to coastal access that were anticipated to result from the projected residential development in Orange County. The funds are restricted for use to provide coastal recreational transit services. The City of Dana Point and the California Coastal Commission amended the Memorandum of Understanding on March 17, 2015. This amendment contemplates the City utilizing a portion of these funds to support both event shuttles and fixed route trolley service along Pacific Coast Highway and shuttle service from the Dana Hills High School parking lot to the OC County Harbor. Fixed route PCH service is scheduled to begin the summer of 2015.

TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) FUND:

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

marketing to attract and extend overnight stays in Dana Point hotels.

HEADLANDS HABITAT FUND (ESHA):

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

CAPITAL IMPROVEMENT PROJECTS FUND:

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

FACILITIES IMPROVEMENT FUND

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

PARK DEVELOPMENT FUND:

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

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND:

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

CFD 2006-1 FACILITIES MAINTENANCE FUND:

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

**CITY OF DANA POINT
FISCAL YEAR 2018 BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS**

	01	02	04	05	06	07	09	11	12	21	25	27	Total
	General	Gas Tax	Measure M	AB2766 Clean Air Act	Coastal Transit	Tourism Business Improvement	Headlands Habitat ESHA	CIP	Facilities Improvements	Park Development	Supplemental Law Enforcement	CFD Headlands Maintenance	
Estimated Fund Balance 6/30/2017	\$ 15,639,056	\$ 68,185	\$ 98,038	\$ 55,335	\$ 960,729	\$ 1,680,768	\$ 229,565	\$ 3,732,026	\$ -	\$ 53,500	\$ 600	\$ 336,817	\$ 22,854,619
Revenues & Transfers In:													
REVENUES:													
Taxes & Franchises	31,960,000	937,930	541,600			1,000,000							34,439,530
Licenses & Permits	1,543,500												1,543,500
Fines & Forfeitures	290,000												290,000
Use of Money & Property	253,800		2,000	3,000	7,000	12,000	31,450			-	-	7,000	316,250
Intergovernmental	402,000	-	47,000	40,000	550,000								1,039,000
Charges for Services	1,620,000											324,000	1,944,000
Other	234,600												234,600
Sub-total Revenues	36,303,900	937,930	590,600	43,000	557,000	1,012,000	31,450	-	-	-	-	331,000	39,806,880
TRANSFERS-IN													
from Gas Tax Fund	573,216							364,714					937,930
from Park Development Fund													-
from CIP Fund													-
from General Fund								2,500,000	120,000			30,000	2,650,000
from AB2766 Fund													-
from Measure M Fund								541,600					541,600
Sub-total Transfers-in	573,216	-	-	-	-	-	-	3,406,314	120,000	-	-	30,000	4,129,530
Total Revenues & Transfers In	\$ 36,877,116	\$ 937,930	\$ 590,600	\$ 43,000	\$ 557,000	\$ 1,012,000	\$ 31,450	\$ 3,406,314	\$ 120,000	\$ -	\$ -	\$ 361,000	\$ 43,936,410
Expenditures & Transfers Out													
EXPENDITURES													
Personnel	8,470,220												8,470,220
Materials & Services	24,737,747		47,000		735,155	1,250,000	22,700					367,600	27,160,202
Risk Management	672,700												672,700
Capital Outlay	-							4,975,000	90,000				5,065,000
Sub-total Operating Expenditures	33,880,667	-	47,000	-	735,155	1,250,000	22,700	4,975,000	90,000	-	-	367,600	41,368,122
TRANSFERS-OUT													
to CIP Fund	2,500,000	364,714	541,600										3,406,314
to Headlands CFD Maint. Fund	30,000												30,000
to Facility Improvement Fund	120,000												120,000
to General Fund		573,216	-									151,600	724,816
Sub-total Operating Transfers-out	2,650,000	937,930	541,600	-	-	-	-	-	-	-	-	151,600	4,281,130
Total Expenditures & Transfers Out	36,530,667	937,930	588,600	-	735,155	1,250,000	22,700	4,975,000	90,000	-	-	519,200	45,649,252
Change in Fund Balance FY18	346,449	-	2,000	43,000	(178,155)	(238,000)	8,750	(1,568,686)	30,000	-	-	(158,200)	(1,712,842)
Estimated Ending Fund Balance 6/30/2018	\$ 15,985,505	\$ 68,185	\$ 100,038	\$ 98,335	\$ 782,574	\$ 1,442,768	\$ 238,315	\$ 2,163,340	\$ 30,000	\$ 53,500	\$ 600	\$ 178,617	\$ 21,141,777
YEAR-END FUND BALANCE DETAILS													
Cash Flow	\$ 3,630,000												\$ 3,630,000
Capital Projects Sinking Fund	2,500,000												2,500,000
Emergencies	7,261,000												7,261,000
Priority 1 Projects	-												-
Investment mark to market	-												-
Art in Public Places	117,954												117,954
Future Years' Expenditures	2,476,551	68,185	100,038	98,335	782,574	1,442,768	238,315	2,163,340	30,000	53,500	600	178,617	7,632,823
Estimated Total Fund Balance 6/30/2018	\$ 15,985,505	\$ 68,185	\$ 100,038	\$ 98,335	\$ 782,574	\$ 1,442,768	\$ 238,315	\$ 2,163,340	\$ 30,000	\$ 53,500	\$ 600	\$ 178,617	\$ 21,141,777

**CITY OF DANA POINT
FISCAL YEAR 2019 BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS**

	01	02	04	05	06	07	09	11	12	21	25	27	Total
	General	Gas Tax	Measure M	AB2766 Clean Air	Coastal Transit	Tourism Business Improvement	Headlands Habitat ESHA	CIP	Facilities Improvements	Park Development	Supplemental Law Enforcement	CFD Headlands Maintenance	
Estimated Fund Balance 6/30/2018	\$ 15,985,505	\$ 68,185	\$ 100,038	\$ 98,335	\$ 782,574	\$ 1,442,768	\$ 238,315	\$ 2,163,340	\$ 30,000	\$ 53,500	\$ 600	\$ 178,617	\$ 21,141,777
Revenues & Transfers In													
REVENUES:													
Taxes & Franchises	32,705,000	1,332,621	560,014			1,000,000							35,597,635
Licenses & Permits	1,543,500												1,543,500
Fines & Forfeitures	290,000												290,000
Use of Money & Property	253,800		2,000	3,000	5,500	10,000	31,450			-	-	7,000	312,750
Intergovernmental	404,000	-	47,000	40,000	550,000						-		1,041,000
Charges for Services	1,475,000											324,000	1,799,000
Other	83,000												83,000
Sub-total Revenues	36,754,300	1,332,621	609,014	43,000	555,500	1,010,000	31,450	-	-	-	-	331,000	40,666,885
TRANSFERS-IN													
from Gas Tax Fund	573,216							759,405					1,332,621
from Park Development Fund													-
from CIP Fund													-
from General Fund								2,200,000	100,000			30,000	2,330,000
from AB2766 Fund													-
from Measure M Fund								560,014					560,014
Sub-total Transfers-in	573,216	-	-	-	-	-	-	3,519,419	100,000	-	-	30,000	4,222,635
Total Revenues & Transfers In	37,327,516	1,332,621	609,014	43,000	555,500	1,010,000	31,450	3,519,419	100,000	-	-	361,000	44,889,520
Expenditures & Transfers Out													
EXPENDITURES													
Personnel	8,736,032												8,736,032
Materials & Services	25,192,347		47,000		735,155	1,250,000	22,700	-			-	327,600	27,574,802
Risk Management	677,450											-	677,450
Capital Outlay	-							5,575,400	120,000			-	5,695,400
Sub-total Operating Expenditures	34,605,829	-	47,000	-	735,155	1,250,000	22,700	5,575,400	120,000	-	-	327,600	42,683,684
TRANSFERS-OUT													
to CIP Fund	2,200,000	759,405	560,014	-									3,519,419
to Headlands CFD Maint. Fund	30,000												30,000
to Facility Improvement Fund	100,000												100,000
to General Fund		573,216	-									-	573,216
Sub-total Operating Transfers-out	2,330,000	1,332,621	560,014	-	-	-	-	-	-	-	-	-	4,222,635
Total Expenditures & Transfers Out	36,935,829	1,332,621	607,014	-	735,155	1,250,000	22,700	5,575,400	120,000	-	-	327,600	46,906,319
Change in Fund Balance FY19	391,687	-	2,000	43,000	(179,655)	(240,000)	8,750	(2,055,981)	(20,000)	-	-	33,400	(2,016,799)
Estimated Ending Fund Balance 6/30/2019	\$ 16,377,193	\$ 68,185	\$ 102,038	\$ 141,335	\$ 602,919	\$ 1,202,768	\$ 247,065	\$ 107,359	\$ 10,000	\$ 53,500	\$ 600	\$ 212,017	\$ 19,124,979
YEAR-END FUND BALANCE DETAILS													
Unreserved - Designated													
Cash Flow	\$ 3,675,000												\$ 3,675,000
Capital Projects Sinking Fund	2,500,000												2,500,000
Emergencies	7,351,000												7,351,000
Art in Public Places	117,954												117,954
Future Years' Expenditures	2,733,239	68,185	102,038	141,335	602,919	1,202,768	247,065	107,359	10,000	53,500	600	212,017	5,481,025
Estimated Ending Fund Balance 6/30/2019	\$ 16,377,193	\$ 68,185	\$ 102,038	\$ 141,335	\$ 602,919	\$ 1,202,768	\$ 247,065	\$ 107,359	\$ 10,000	\$ 53,500	\$ 600	\$ 212,017	\$ 19,124,979

CHANGES IN FUND BALANCE

GENERAL FUND	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues*	\$ 36,259,302	\$ 34,772,042	\$36,303,900	\$ 36,754,300
Expenditures	(32,992,767)	(36,806,233)	(33,880,667)	(34,605,829)
Other Sources (Uses)				
Operating Transfers In	680,558	625,427	573,216	573,216
Operating Transfers Out	(2,173,216)	(2,916,269)	(2,650,000)	(2,330,000)
Total Other Sources (Uses)	<u>(1,492,658)</u>	<u>(2,290,842)</u>	<u>(2,076,784)</u>	<u>(1,756,784)</u>
Revenues & Other Sources Over (Under) Expenditures & Other Uses	1,773,876	(4,325,033)	346,449	391,687
Fund Balance, Beginning of Year	18,190,213	19,964,089	15,639,056	15,985,505
Fund Balance, End of Year	<u>\$19,964,089</u>	<u>\$15,639,056</u>	<u>\$15,985,505</u>	<u>\$16,377,193</u>
Reserved:				
Nonspendable (audit entry for prepaid item)	\$ 149,290	\$ -	\$ -	\$ -
Restricted	117,954	117,954	117,954	117,954
Capital Projects Sinking Fund	2,500,000	2,500,000	2,500,000	2,500,000
Cash Flow Reserve	3,287,000	3,377,000	3,630,000	3,675,000
Emergency Reserve	6,575,000	6,754,000	7,261,000	7,351,000
Unassigned	7,334,845	2,890,102	2,476,551	2,733,239
Total Fund Balance	<u>\$ 19,964,089</u>	<u>\$ 15,639,056</u>	<u>\$15,985,505</u>	<u>\$ 16,377,193</u>

* FY16 revenue excludes non-cash accounting entry "mark-to-market" for investments for CAFR reporting only.

CHANGES IN FUND BALANCE

GASOLINE TAX FUND	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues	\$ 752,793	\$ 879,431	\$ 937,930	\$ 1,332,621
Other Sources (Uses)				
Operating Transfers Out	(766,037)	(875,182)	(937,930)	(1,332,621)
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>(13,244)</u>	<u>4,249</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning of Year	77,180	63,936	68,185	68,185
Fund Balance, End of Year	<u>\$ 63,936</u>	<u>\$ 68,185</u>	<u>\$ 68,185</u>	<u>\$ 68,185</u>
Restricted	\$ 63,936	\$ 68,185	\$ 68,185	\$ 68,185
Total Fund Balance	<u>\$ 63,936</u>	<u>\$ 68,185</u>	<u>\$ 68,185</u>	<u>\$ 68,185</u>

CHANGES IN FUND BALANCE

MEASURE M FUND	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues	\$ 582,995	\$ 543,547	\$ 590,600	\$ 609,014
Expenditures	-	-	(47,000)	(47,000)
Other Sources (Uses)				
Operating Transfers Out	(607,575)	(530,647)	(541,600)	(560,014)
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(24,580)</u>	<u>12,900</u>	<u>2,000</u>	<u>2,000</u>
Fund Balance, Beginning of Year	109,718	85,138	98,038	100,038
Fund Balance, End of Year	<u><u>\$85,138</u></u>	<u><u>\$98,038</u></u>	<u><u>\$100,038</u></u>	<u><u>\$102,038</u></u>
Restricted	\$ 85,138	\$ 98,038	\$ 100,038	\$ 102,038
Total Fund Balance	<u><u>\$ 85,138</u></u>	<u><u>\$ 98,038</u></u>	<u><u>\$ 100,038</u></u>	<u><u>\$ 102,038</u></u>

CHANGES IN FUND BALANCE

AB2766 FUND	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues	\$ 45,592	\$ 194,618	\$ 43,000	\$ 43,000
Expenditures	-	-	-	-
Other Sources (Uses)				
Operating Transfers Out	-	(498,636)	-	-
Revenues & Other Sources Over (Under) Expenditures & Other Uses	45,592	(304,018)	43,000	43,000
Fund Balance, Beginning of Year	313,761	359,353	55,335	98,335
Fund Balance, End of Year	\$ 359,353	\$ 55,335	\$ 98,335	\$ 141,335
Restricted	\$ 359,353	\$ 55,335	\$ 98,335	\$ 141,335
Total Fund Balance	\$ 359,353	\$ 55,335	\$ 98,335	\$ 141,335

CHANGES IN FUND BALANCE

COASTAL TRANSIT FUND	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues	\$ 33,951	\$ 6,300	\$ 557,000	\$ 555,500
Expenditures	(255,997)	(141,000)	(735,155)	(735,155)
Revenues & Other Sources Over (Under) Expenditures & Other Uses	(222,046)	(134,700)	(178,155)	(179,655)
Fund Balance, Beginning of Year	1,317,475	1,095,429	960,729	782,574
Fund Balance, End of Year	\$ 1,095,429	\$ 960,729	\$ 782,574	\$ 602,919
Restricted Assigned	\$ 1,095,429	\$ 960,729	\$ 782,574	\$ 602,919
Total Fund Balance	\$ 1,095,429	\$ 960,729	\$ 782,574	\$ 602,919

CHANGES IN FUND BALANCE

TOURISM BUSINESS IMPROVEMENT DISTRICT FUND (TBID)	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues	\$ 1,156,014	\$ 953,000	\$ 1,012,000	\$ 1,010,000
Expenditures	(889,668)	(1,000,000)	(1,250,000)	(1,250,000)
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>266,346</u>	<u>(47,000)</u>	<u>(238,000)</u>	<u>(240,000)</u>
Fund Balance, Beginning of Year	1,461,422	1,727,768	1,680,768	1,442,768
Fund Balance, End of Year	<u>\$ 1,727,768</u>	<u>\$ 1,680,768</u>	<u>\$ 1,442,768</u>	<u>\$ 1,202,768</u>
Restricted	1,727,768	1,680,768	1,442,768	1,202,768
Total Fund Balance	<u>\$1,727,768</u>	<u>\$1,680,768</u>	<u>\$1,442,768</u>	<u>\$1,202,768</u>

CHANGES IN FUND BALANCE

HEADLANDS HABITAT FUND (ESHA)	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues	\$31,375	\$30,450	31,450	31,450
Expenditures	(18,685)	(22,700)	(22,700)	(22,700)
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>12,690</u>	<u>7,750</u>	<u>8,750</u>	<u>8,750</u>
Fund Balance, Beginning of Year	209,125	221,815	229,565	238,315
Fund Balance, End of Year	<u>\$221,815</u>	<u>\$229,565</u>	<u>\$238,315</u>	<u>\$247,065</u>
Restricted Assigned	\$ 221,815	\$ 229,565	\$ 238,315	\$ 247,065
Total Fund Balance	<u>\$221,815</u>	<u>\$229,565</u>	<u>\$238,315</u>	<u>\$247,065</u>

CHANGES IN FUND BALANCE

CAPITAL IMPROVEMENTS FUND	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues	\$ -	\$ 1,107,187	\$ -	\$ -
Expenditures	(7,261,441)	(6,788,335)	(4,975,000)	(5,575,400)
Other Sources (Uses)				
Operating Transfers In	3,143,054	3,174,038	3,406,314	3,519,419
Operating Transfers Out	-	-	-	-
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(4,118,387)</u>	<u>(2,507,110)</u>	<u>(1,568,686)</u>	<u>(2,055,981)</u>
Fund Balance, Beginning of Year	10,357,523	6,239,136	3,732,026	2,163,340
Fund Balance, End of Year	<u><u>\$ 6,239,136</u></u>	<u><u>\$ 3,732,026</u></u>	<u><u>\$ 2,163,340</u></u>	<u><u>\$ 107,359</u></u>
Nonspendable				
Restricted	637,713	296,071	87,363	87,363
Assigned	5,601,423	3,435,955	2,075,977	19,996
Unassigned				
Total Fund Balance	<u><u>\$6,239,136</u></u>	<u><u>\$3,732,026</u></u>	<u><u>\$2,163,340</u></u>	<u><u>\$107,359</u></u>

CHANGES IN FUND BALANCE

FACILITIES IMPROVEMENTS FUND	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues	\$ -	\$ 1,036,269	\$ -	\$ -
Expenditures	(143,216)	(1,209,195)	(90,000)	(120,000)
Other Sources (Uses)				
Operating Transfers In	143,216	-	120,000	100,000
Operating Transfers Out			-	-
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	-	(172,926)	30,000	(20,000)
Fund Balance, Beginning of Year	172,926	172,926	-	30,000
Fund Balance, End of Year	<u>\$ 172,926</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 10,000</u>
Restricted				
Assigned	\$ 172,926	\$ -	\$ 30,000	\$ 10,000
Total Fund Balance	<u>\$ 172,926</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 10,000</u>

CHANGES IN FUND BALANCE

PARK DEVELOPMENT FUND	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures	-	(80,000)	-	-
Other Sources (Uses)				
Operating Transfers Out	(450,000)	-	-	-
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>(450,000)</u>	<u>(80,000)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning of Year	583,500	133,500	53,500	53,500
Fund Balance, End of Year	<u>\$ 133,500</u>	<u>\$ 53,500</u>	<u>\$ 53,500</u>	<u>\$ 53,500</u>
Restricted	\$ 133,500	\$ 53,500	\$ 53,500	\$ 53,500
Total Fund Balance	<u>\$ 133,500</u>	<u>\$ 53,500</u>	<u>\$ 53,500</u>	<u>\$ 53,500</u>

CHANGES IN FUND BALANCE

	FY2016	FY2017	FY2018	FY2019
SUPPLEMENTAL LAW				
ENFORCEMENT SERVICES FUND	Actual	Budget	Budget	Budget
Revenues	\$ 115,138	\$ 116,331	\$ -	\$ -
Expenditures	(178,767)	(147,594)	-	-
Other Sources (Uses)				
Operating Transfers Out	-	-	-	-
Revenues & Other Sources Over (Under)				
Expenditures & Other Uses	<u>(63,629)</u>	<u>(31,263)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning of Year	95,492	31,863	600	600
Fund Balance, End of Year	<u>\$ 31,863</u>	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ 600</u>
Restricted	\$ 31,863	\$ 600	\$ 600	\$ 600
Total Fund Balance	<u><u>\$ 31,863</u></u>	<u><u>\$ 600</u></u>	<u><u>\$ 600</u></u>	<u><u>\$ 600</u></u>

CHANGES IN FUND BALANCE

CFD 2006-1 FACILITIES MAINTENANCE FUND	FY2016 Actual	FY2017 Budget	FY2018 Budget	FY2019 Budget
Revenues	\$ 295,536	\$ 325,400	\$ 331,000	\$ 331,000
Expenditures	(298,905)	(391,228)	(519,200)	(327,600)
Other Sources (Uses)				
Operating Transfers In	30,000	30,000	30,000	30,000
Revenues & Other Sources Over (Under) Expenditures & Other Uses	<u>26,631</u>	<u>(35,828)</u>	<u>(158,200)</u>	<u>33,400</u>
Fund Balance, Beginning of Year	346,014	372,645	336,817	178,617
Fund Balance, End of Year	<u><u>\$372,645</u></u>	<u><u>\$336,817</u></u>	<u><u>\$178,617</u></u>	<u><u>\$212,017</u></u>
Restricted Assigned	\$ 372,645	\$ 336,817	\$ 178,617	\$ 212,017
Total Fund Balance	<u><u>\$372,645</u></u>	<u><u>\$336,817</u></u>	<u><u>\$178,617</u></u>	<u><u>\$212,017</u></u>

GENERAL FUND

General Fund Operating Budget Overview

The following section is divided into three parts:

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

	<u>Department #</u>	<u>Page</u>
City Council	(01)	130
City Manager	(11)	134
Administrative Services	(21)	138
Public Information Services	(22)	144
City Clerk	(31)	148
Community Development		
Planning	(41)	154
Building	(42)	159
Code Enforcement	(43)	164
Economic Development	(44)	168
Public Works		
Administration	(51)	174
Street Maintenance	(52)	179
Traffic Engineering	(53)	185
Solid Waste	(54)	189
Engineering	(56)	194
Water Quality	(57)	200
Public Safety		
Police Services	(61)	207
VIPS	(62)	211
Emergency & Support Services	(12)	214
City Attorney	(71)	219
Community Services	(81)	222
Parks	(55)	229
Facilities	(95)	237
Risk Management	(97)	242
Non-Departmental	(99)	245

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

	FY2018		FY2019	
	<u>Proposed</u>	<u>%</u>	<u>Proposed</u>	<u>%</u>
REVENUES & TRANSFERS-IN:				
Taxes & Franchises	\$ 31,960,000	86.7%	\$ 32,705,000	87.6%
Licenses & Permits	1,543,500	4.2%	1,543,500	4.1%
Fines & Forfeitures	290,000	0.8%	290,000	0.8%
Use of Money & Property	253,800	0.7%	253,800	0.7%
Intergovernmental	402,000	1.1%	404,000	1.1%
Charges for Services	1,620,000	4.4%	1,475,000	4.0%
Other	234,600	0.6%	83,000	0.2%
Operating Transfers In (from other funds)	573,216	1.6%	573,216	1.5%
	<u>36,877,116</u>	<u>100.0%</u>	<u>37,327,516</u>	<u>100.0%</u>
EXPENDITURES:				
City Council	125,459	0.3%	125,459	0.3%
City Manager	461,423	1.3%	409,700	1.1%
Administrative Services	1,139,840	3.1%	1,177,026	3.2%
Public Information Services	181,604	0.5%	183,468	0.5%
City Clerk	490,917	1.3%	520,345	1.4%
Community Development:				
Planning	1,375,356	3.8%	1,323,940	3.6%
Building	1,385,585	3.8%	1,374,980	3.7%
Code Enforcement	483,208	1.3%	495,347	1.3%
Economic Development	386,179	1.1%	393,997	1.1%
sub-total	<u>3,630,328</u>	<u>9.9%</u>	<u>3,588,265</u>	<u>9.7%</u>
Public Works:				
Administration	385,953	1.1%	393,651	1.1%
Street Maintenance	2,385,579	6.5%	2,390,310	6.5%
Traffic Engineering	725,425	2.0%	741,050	2.0%
Solid Waste	71,698	0.2%	122,775	0.3%
Engineering	1,930,291	5.3%	1,969,519	5.3%
Water Quality & Nat. Res.	764,935	2.1%	796,303	2.2%
sub-total	<u>6,263,881</u>	<u>17.1%</u>	<u>6,413,609</u>	<u>17.4%</u>
Public Safety:				
Police Services	12,324,223	33.7%	12,926,510	35.0%
VIPS	15,500	0.0%	15,800	0.0%
Emergency Services	356,139	1.0%	356,278	1.0%
sub-total	<u>12,695,862</u>	<u>34.8%</u>	<u>13,298,588</u>	<u>36.0%</u>
City Attorney	869,500	2.4%	872,500	2.4%
Community Services	1,797,424	4.9%	1,742,645	4.7%
Parks	3,735,953	10.2%	3,728,280	10.1%
Facilities	730,517	2.0%	744,824	2.0%
Risk Management	674,000	1.8%	678,750	1.8%
Non-Departmental	1,083,958	3.0%	1,122,371	3.0%
Operating Transfers Out (to other Funds)	2,650,000	7.3%	2,330,000	6.3%
Total General Fund Expenditures & Transfers-Out	<u>36,530,667</u>	<u>100.0%</u>	<u>36,935,829</u>	<u>100.0%</u>
Excess (Deficiency) of Revenues over Expenditures	<u>\$ 346,449</u>		<u>\$ 391,687</u>	

DESCRIPTION OF MAJOR GENERAL FUND REVENUE SOURCES

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

Sales Tax – Sales tax is levied on all tangible retail goods sold within the Dana Point city limits. An 8.0% tax is levied at the site where the sale is made, and one percent is remitted back to the City of Dana Point by the State of California. Additionally, Measure M, the Revised Traffic Improvement and Growth Management Ordinance, provides for the collection of one-half (½) percent retail transaction and use tax for use in funding the Transportation Improvement Program (included in the 8.0% rate).

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

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

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

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

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

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

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

In-lieu Property Taxes – Pursuant to the 2004 Budget Act, the State swapped substantial portions of motor vehicle in-lieu fees and sales taxes that were previously allocated to cities for property taxes that are allocated by Counties. The City's motor vehicle in-lieu fees have been eliminated and sales taxes had been reduced by 25%. The In-lieu property tax revenue represents the substitution of property taxes for these revenues. The sales tax portion of this swap is temporary and the sales tax revenues will revert back to the City in FY 2016.

CITY OF DANA POINT
BUDGET SUMMARY - GENERAL FUND REVENUES

	Actual FY2016	Amended Budget FY2017	Adopted FY2018	Adopted FY2019
Property Taxes	\$ 7,250,747	\$ 7,035,000	\$ 7,750,000	\$ 8,000,000
Franchise Fees	1,381,939	1,247,000	1,250,000	1,225,000
Cable Franchise Peg Fees	-	10,000	10,000	10,000
Property Transfer Taxes	904,178	500,000	600,000	550,000
Transient Occupancy Tax	11,648,007	11,800,000	12,325,000	12,600,000
Short Term Rental TOT	443,054	360,000	400,000	400,000
Sales & Use Tax	5,315,519	5,600,000	5,700,000	5,900,000
In-lieu Property Taxes	3,953,335	3,500,000	3,875,000	3,970,000
Homeowner's Property Tax Relief	47,123	50,000	50,000	50,000
TAXES & FRANCHISES TOTAL	30,943,902	30,102,000	31,960,000	32,705,000
Planning Permits	91,299	75,000	73,000	73,000
Building Permits	1,279,926	1,091,000	1,125,500	1,125,500
Engineering Permits	538,814	590,000	315,000	315,000
Short Term Rental Permits	24,775	20,000	30,000	30,000
LICENSES & PERMITS TOTAL	1,934,814	1,776,000	1,543,500	1,543,500
Fines & Forfeitures	167,622	170,000	170,000	170,000
Penalties, Interest & Restitution	152,160	120,000	120,000	120,000
FINES & FORFEITURES TOTAL	319,782	290,000	290,000	290,000
Rental of Property	65,482	60,000	60,000	60,000
Office Space Rent	38,900	22,800	22,800	22,800
Investment Interest	166,856	167,800	170,000	170,000
Trolley Rentals	-	-	1,000	1,000
USE OF MONEY & PROPERTY TOTAL	271,238	250,600	253,800	253,800
Motor Vehicle In-Lieu	13,802	-	15,000	15,000
Waste Disposal Allocation	-	53,278	60,000	90,000
Nuclear Power Program	223,722	193,600	195,000	199,000
Intergov't Cost Reimbursements	105,725	100,000	100,000	100,000
State Grants	-	31,278	32,000	-
INTERGOVERNMENTAL TOTAL	343,249	378,156	402,000	404,000
Planning Fees	114,549	102,700	97,000	76,500
Building Fees	1,149,047	840,000	890,000	790,000
Engineering Fees	141,843	143,000	176,000	146,000
Impact Fees	101,077	-	-	-
Reimbursed Expenses	430,367	322,986	200,000	200,000
Recreation Classes, Activities & Trips	240,405	243,000	220,000	220,000
Reimbursed Developer Exp. Revenue	45,956	50,000	-	-
Other	48,143	38,000	37,000	42,500
CHARGES FOR SERVICES TOTAL	2,271,387	1,739,686	1,620,000	1,475,000
Miscellaneous	93,904	15,000	15,000	15,000
Planning Appeal Fee	1,750	1,000	1,000	1,000
Gain/Loss On Asset Sale	14,751	3,000	3,000	3,000
Beverage Container Recycling	9,222	15,000	9,000	9,000
User Fee Solid Waste	55,303	50,000	55,000	55,000
Other Financing Sources	-	151,600	151,600	-
OTHER REVENUES TOTAL	174,930	235,600	234,600	83,000
TOTAL GENERAL FUND REVENUES	36,259,302	34,772,042	36,303,900	36,754,300
Operating Transfer-In from Gasoline Tax Fund	606,513	625,427	573,216	573,216
Operating Transfer-In from Measure M Fund	74,045	-	-	-
TOTAL OPERATING TRANSFERS-IN	680,558	625,427	573,216	573,216
TOTAL GENERAL FUND REV/TSF. IN	\$ 36,939,860	\$ 35,397,469	\$ 36,877,116	\$ 37,327,516

City of Dana Point
General Fund Revenue Budget Detail

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
<u>GENERAL FUND (01)</u>					
TAXES (Type 10)					
01-10-6101	SEC & UNSEC PROPERTY TAX	\$ 7,250,747	\$ 7,035,000	\$ 7,750,000	\$ 8,000,000
01-10-6103	PROPERTY TRANSFER TAX	904,178	500,000	600,000	550,000
01-10-6105	FRANCHISE FEES	1,381,939	1,247,000	1,250,000	1,225,000
	<i>CR&R - Commercial</i>	<i>131,935</i>	<i>127,260</i>	<i>126,260</i>	<i>125,000</i>
	<i>Cox Communications</i>	<i>755,740</i>	<i>716,110</i>	<i>715,000</i>	<i>715,000</i>
	<i>San Diego Gas & Electric</i>	<i>405,288</i>	<i>291,630</i>	<i>298,740</i>	<i>275,000</i>
	<i>So. California Gas Co.</i>	<i>88,975</i>	<i>112,000</i>	<i>110,000</i>	<i>110,000</i>
01-10-6106	CABLE FRANCHISE PEG FEES	-	10,000	10,000	10,000
01-10-6107	HOMEOWNERS PROPERTY TAX RELIEF	47,123	50,000	50,000	50,000
01-10-6109	TRANSIENT OCCUPANCY TAX	11,648,007	11,800,000	12,325,000	12,600,000
01-10-6110	SHORT TERM RENTAL TOT	443,054	360,000	400,000	400,000
01-10-6111	SALES & USE TAX	5,315,519	5,600,000	5,700,000	5,900,000
01-10-6113	IN-LIEU PROPERTY TAXES	3,953,335	3,500,000	3,875,000	3,970,000
TOTAL TAXES (Type 10)		30,943,902	30,102,000	31,960,000	32,705,000
LICENSES & PERMITS (Type 20)					
01-20-6201	SITE DEVELOPMENT PERMITS	43,562	30,000	30,000	30,000
01-20-6203	COASTAL DEVELOPMENT PERMITS	36,318	25,000	25,000	25,000
01-20-6205	CONDITIONAL USE PERMITS	7,846	10,000	8,000	8,000
01-20-6207	OTHER PLANNING PERMITS	3,573	10,000	10,000	10,000
01-20-6209	BUILDING PERMITS	1,081,229	975,000	1,000,000	1,000,000
01-20-6211	PLUMBING PERMITS	65,166	30,000	30,000	30,000
01-20-6213	SEWER PERMITS	16	-	-	-
01-20-6215	ELECTRICAL PERMITS	104,428	65,000	70,000	70,000
01-20-6217	MECHANICAL PERMITS	28,556	20,000	25,000	25,000
01-20-6218	SHORT TERM RENTAL PERMITS	24,775	20,000	30,000	30,000
01-20-6219	OTHER BUILDING PERMITS	531	1,000	500	500
01-20-6221	TRANSPORTATION PERMITS	1,680	1,000	1,000	1,000
01-20-6223	ENCROACHMENT PERMITS	15,670	17,000	20,000	20,000
01-20-6225	GRADING PERMIT FEES (Incl. Geo. Reimb.)	510,716	550,000	270,000	270,000
01-20-6226	BUILDING PERMIT ENG. REVIEW	1,332	15,000	15,000	15,000
01-20-6227	OTHER ENGINEERING PERMITS	9,416	7,000	9,000	9,000
TOTAL LICENSES & PERMITS (Type 20)		1,934,814	1,776,000	1,543,500	1,543,500
FINES & FORFEITURES (Type 30)					
01-30-6301	FINES & FORFEITURES	167,622	170,000	170,000	170,000
01-30-6303	PENALTIES, INTEREST & RESTITUTION	152,160	120,000	120,000	120,000
TOTAL FINES & FORFEITURES (Type 30)		319,782	290,000	290,000	290,000

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

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
USE OF MONEY & PROPERTY (Type 40)					
01-40-6401	RENTAL OF PROPERTY	65,482	60,000	60,000	60,000
01-40-6403	INVESTMENT INTEREST	166,856	167,800	170,000	170,000
01-40-6405	CITY PLAZA OFFICE SPACE RENT	38,900	22,800	22,800	22,800
01-40-6406	TROLLEY RENTALS	-	-	1,000	1,000
TOTAL USE OF MONEY & PROPERTY (Type 40)		<u>271,238</u>	<u>250,600</u>	<u>253,800</u>	<u>253,800</u>
INTERGOVERNMENTAL (Type 50)					
01-50-6505	MOTOR VEHICLE IN-LIEU	13,802	-	15,000	15,000
01-50-6514	WASTE DISPOSAL ALLOCATION	-	53,278	60,000	90,000
01-50-6515	NUCLEAR POWER PROGRAM	223,722	193,600	195,000	199,000
01-50-6521	INTERGOV'T COST REIMBURSEMENTS	105,725	100,000	100,000	100,000
01-50-6523	STATE GRANTS	-	31,278	32,000	-
TOTAL INTERGOVERNMENTAL (Type 50)		<u>343,249</u>	<u>378,156</u>	<u>402,000</u>	<u>404,000</u>
CHARGES FOR SERVICES (Type 60)					
01-60-6607	PLANNING COMM'N DETERMINATION	-	-	500	500
01-60-6609	VARIANCE MINOR AMENDMENT	6,120	700	-	-
01-60-6615	INITIAL STUDY	50	-	-	-
01-60-6621	CONCEPT APPROVAL	300	1,000	1,500	1,000
01-60-6623	PLANNING PLAN CHECK FEE	106,601	100,000	95,000	75,000
01-60-6625	SITE INSPECTION FEE	320	-	-	-
01-60-6627	OTHER PLANNING FEES	1,158	1,000	-	-
01-60-6631	BUILDING PLAN CHECK FEES	1,092,944	800,000	850,000	750,000
01-60-6633	PERMIT ISSUANCE FEE	55,885	39,000	40,000	40,000
01-60-6635	OTHER BUILDING FEES	218	1,000	-	-
01-60-6639	ADDRESSING FEE	1,827	1,000	1,000	1,000
01-60-6641	GRADING INSPECTION FEE	88,962	100,000	100,000	75,000
01-60-6643	PRECISE GRADE PLAN CHECK	544	-	-	-
01-60-6649	MAP CHECK FEE	3,468	2,000	-	-
01-60-6651	LOT LINE ADJUSTMENT FEE	682	-	-	-
01-60-6655	OTHER ENGINEERING FEES	46,360	40,000	75,000	70,000
01-60-6659	SOLID WASTE EXEMPTION FEES	1,900	2,000	2,000	2,000
01-60-6682	LANTERN DISTRICT IMPACT FEES	101,077	-	-	-
01-60-6683	ART IN PUBLIC PLACES FEES	-	-	-	-
01-60-6685	REIMBURSED EXPENSES	430,367	322,986	200,000	200,000
<i>Known City expenses directly reimbursable by:</i>					
	<i>Headlands CFD Staff time allocation</i>	<i>11,412</i>	<i>12,000</i>	<i>12,000</i>	<i>12,000</i>
	<i>CR&R contract administration</i>	<i>80,500</i>	<i>80,500</i>	<i>80,500</i>	<i>80,500</i>
	<i>CR&R franchise compliance audit (54-223)</i>		<i>50,000</i>	<i>-</i>	<i>50,000</i>
01-60-6691	RECREATION CLASSES	188,615	188,000	170,000	170,000
01-60-6692	REIMB. DEVELOPER EXP. - PLANNING	45,956	50,000	-	-
01-60-6693	ACTIVITIES & TRIPS	51,790	55,000	50,000	50,000
01-60-6697	PHOTOCOPIES	1,030	1,000	1,000	500
01-60-6699	OTHER P/B/E (planning, bld., engineering)	45,213	35,000	34,000	40,000

City of Dana Point
General Fund Revenue Budget Detail

<u>Acct #</u>	<u>Description</u>	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
TOTAL CHARGES FOR SERVICES (Type 60)		<u>2,271,387</u>	<u>1,739,686</u>	<u>1,620,000</u>	<u>1,475,000</u>
OTHER REVENUE (Type 70)					
01-70-6701	PLANNING APPEAL FEE	1,750	1,000	1,000	1,000
01-70-6703	MISCELLANEOUS REVENUES	93,904	15,000	15,000	15,000
01-70-6704	GAIN/LOSS ON ASSET SALE	14,751	3,000	3,000	3,000
01-70-6705	SALE OF RECYCLABLE MATERIALS	9,222	15,000	9,000	9,000
01-70-6707	USER FEE AB939 SOLID WASTE	55,303	50,000	55,000	55,000
01-70-6715	OTHER FINANCING SOURCES	-	151,600	151,600	-
	<i>Repayment of Funicular Loan FY17 and FY18</i>				
TOTAL OTHER REVENUE (Type 70)		<u>174,930</u>	<u>235,600</u>	<u>234,600</u>	<u>83,000</u>
TOTAL GENERAL OPERATING FUND REVENUES		<u>\$ 36,259,302</u>	<u>\$ 34,772,042</u>	<u>\$ 36,303,900</u>	<u>\$ 36,754,300</u>
TRANSFERS IN (Type 90)					
01-90-6903	TRANSFERS IN - FROM GAS TAX FUND See Gas Tax Fund for computation	\$ 606,513	\$ 625,427	\$ 573,216	\$ 573,216
01-90-6904	TRANSFERS IN - MEASURE M FUND	74,045	-	-	-
01-90-6905	TRANSFERS IN - FROM SLESF FUND See SLES Fund for computation	-	-	-	-
01-90-6909	TRANSFERS IN - FROM PARK DEV FUND See Park Dev for computation	-	-	-	-
TOTAL GENERAL FUND REV. & TRANSFERS-IN		<u>\$ 36,939,860</u>	<u>\$ 35,397,469</u>	<u>\$ 36,877,116</u>	<u>\$ 37,327,516</u>

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPEDITURE TYPE
FISCAL YEAR 2018**

	<u>Personnel</u>	<u>Materials & Services</u>	<u>Risk Management</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	<u>Total</u>
GENERAL FUND OPERATING EXPENDITURES & TRANSFERS						
City Council	46,959	78,500	-	-	-	125,459
City Manager	387,623	73,800		-	-	461,423
Administrative Services	960,185	179,655		-	-	1,139,840
Public Information Services	-	181,604		-	-	181,604
City Clerk	419,147	71,770		-	-	490,917
Community Development:						
Planning	1,232,781	142,575		-	-	1,375,356
Building	957,525	428,060		-	-	1,385,585
Code Enforcement	417,123	66,085		-	-	483,208
Economic Development	277,809	108,370		-	-	386,179
sub-total	2,885,238	745,090		-	-	3,630,328
Public Works:						
Administration	359,775	26,178		-	-	385,953
Street Maintenance	192,132	2,193,447		-	-	2,385,579
Traffic Engineering	-	725,425		-	-	725,425
Solid Waste	41,348	30,350		-	-	71,698
Engineering	1,411,711	518,580		-	-	1,930,291
Water Quality & Nat. Res.	148,320	616,615		-	-	764,935
sub-total	2,153,286	4,110,595		-	-	6,263,881
Public Safety:						
Police Services	-	12,324,223		-	-	12,324,223
VIPS	-	15,500		-	-	15,500
Emergency Services	238,739	117,400		-	-	356,139
sub-total	238,739	12,457,123		-	-	12,695,862
City Attorney	-	869,500		-	-	869,500
Community Services	720,129	1,077,295		-	-	1,797,424
Parks	437,438	3,298,515		-	-	3,735,953
Facilities	191,917	538,600		-	-	730,517
Risk Management	-	1,300	672,700	-	-	674,000
Non-Departmental	29,558	1,054,400		-	2,650,000	3,733,958
Total Oper Exp & Transfers	8,470,220	24,737,747	672,700	-	2,650,000	36,530,667
Change in Fund Balance (includes one-time expenditures)						\$ 346,449

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPEDITURE TYPE
FISCAL YEAR 2019**

	<u>Personnel</u>	<u>Materials & Services</u>	<u>Risk Management</u>	<u>Capital Outlay</u>	<u>Transfers Out</u>	<u>Total</u>
GENERAL FUND OPERATING EXPENDITURES & TRANSFERS						
City Council	46,959	78,500		-	-	125,459
City Manager	390,900	18,800		-	-	409,700
Administrative Services	985,371	191,655		-	-	1,177,026
Public Information Services	-	183,468		-	-	183,468
City Clerk	425,660	94,685		-	-	520,345
Community Development:						
Planning	1,265,515	58,425		-	-	1,323,940
Building	978,236	396,744		-	-	1,374,980
Code Enforcement	429,262	66,085		-	-	495,347
Economic Development	285,312	108,685		-	-	393,997
sub-total	<u>2,958,326</u>	<u>629,939</u>		-	-	3,588,265
Public Works:						
Administration	369,318	24,333		-	-	393,651
Street Maintenance	197,163	2,193,147		-	-	2,390,310
Traffic Engineering	-	741,050		-	-	741,050
Solid Waste	42,425	80,350		-	-	122,775
Engineering	1,449,839	519,680		-	-	1,969,519
Water Quality & Nat. Res.	152,213	644,090		-	-	796,303
sub-total	<u>2,210,959</u>	<u>4,202,650</u>		-	-	6,413,609
Public Safety:						
Police Services	-	12,926,510		-	-	12,926,510
VIPS	-	15,800		-	-	15,800
Emergency Services	245,078	111,200		-	-	356,278
sub-total	<u>245,078</u>	<u>13,053,510</u>		-	-	13,298,588
City Attorney	-	872,500		-	-	872,500
Community Services	744,850	997,795		-	-	1,742,645
Parks	448,935	3,279,345		-	-	3,728,280
Facilities	196,724	548,100		-	-	744,824
Risk Management	-	1,300	677,450	-	-	678,750
Non-Departmental	82,271	1,040,100		-	2,330,000	3,452,371
Total Oper Exp & Transfers	<u>8,736,032</u>	<u>25,192,347</u>	<u>677,450</u>	-	<u>2,330,000</u>	<u>36,935,829</u>
Change in Fund Balance (includes one-time expenditures)						<u>\$ 391,687</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 and City Attorney, as well as members of all advisory committees, the Planning Commission and the Arts and Culture Commission.

OBJECTIVES:

DANA POINT MISSION STATEMENT

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

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

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

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

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
--	--------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------

EXPENDITURE SUMMARY

Personnel	\$ 48,017	\$ 45,980	\$ 46,959	\$ 46,959
Materials & Services	80,245	84,500	78,500	78,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ 128,262	\$ 130,480	\$ 125,459	\$ 125,459

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

NONE

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL				
1010 SALARIES	\$ 43,102	\$ 43,102	\$ 43,102	\$ 43,102
1100 BENEFITS	-	-	-	-
1120 RETIREMENT BENEFITS	4,137	2,253	3,233	3,233
1140 MEDI-TAX 1.45%	778	625	625	625
TOTAL PERSONNEL	48,017	45,980	46,959	46,959
MATERIALS & SERVICES				
2010 COMMUNICATIONS	-	-	-	-
2070 OFFICE SUPPLIES				
General office supplies	592	1,500	1,500	1,500
	592	1,500	1,500	1,500
2090 MEMBERSHIPS & DUES	100	-	-	-
2110 OPERATING SUPPLIES				
Youth Board		3,000	3,000	3,000
General operating supplies		12,000	12,000	12,000
	12,957	15,000	15,000	15,000
2130 BOOKS & SUBSCRIPTIONS				
Miscellaneous	-	500	-	-
	-	500	-	-
2230 PROFESSIONAL SERVICES				
Miscellaneous	-	5,000	5,000	5,000
	-	5,000	5,000	5,000
2270 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings	-	16,000	20,000	20,000
	20,297	16,000	20,000	20,000
2290 MILEAGE REIMBURSEMENT				
Auto allowance	16,500	16,500	16,500	16,500
	16,500	16,500	16,500	16,500

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2410 COMMUNITY ACTIVITIES				
Sponsorships	29,800	30,000	20,500	20,500
<i>State of the City Sponsorship</i>			5,000	5,000
<i>5th Marines Support Group-(Thanksgiving & Golf)</i>			5,000	5,000
<i>VFW Annual support</i>			10,000	10,000
<i>Pet Project Foundation - Tale of Two Cities</i>			500	500
<i>Other</i>			-	-
	<hr/> 29,800	<hr/> 30,000	<hr/> 20,500	<hr/> 20,500
TOTAL MAT'LS & SERV.	<hr/> <hr/> 80,245	<hr/> <hr/> 84,500	<hr/> <hr/> 78,500	<hr/> <hr/> 78,500
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	<hr/> <hr/> -	<hr/> <hr/> -	<hr/> <hr/> -	<hr/> <hr/> -
GRAND TOTAL EXPENDITURES	<hr/> <hr/> <hr/> <hr/> \$ 128,262	<hr/> <hr/> <hr/> <hr/> \$ 130,480	<hr/> <hr/> <hr/> <hr/> \$ 125,459	<hr/> <hr/> <hr/> <hr/> \$ 125,459

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

DEPARTMENT: CITY MANAGER

PROGRAM: CITY MANAGER

DESCRIPTION:

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

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

OBJECTIVES:

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

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

Administer and direct the implementation of City services.

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.

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 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 423,086	\$ 436,653	\$ 387,623	\$ 390,900
Materials & Services	142,627	101,510	73,800	18,800
Capital Outlay	-	-	-	-
Total Expenditures	\$ 565,712	\$ 538,163	\$ 461,423	\$ 409,700

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 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL				
1010 SALARIES	\$ 335,245	\$ 386,308	\$ 306,927	\$ 308,751
1030 HOURLY				
Part-time clerical assistance	1,010	7	-	-
	<u>1,010</u>	<u>7</u>	<u>-</u>	<u>-</u>
1050 OVERTIME	-	-	-	-
1100 BENEFITS	33,928	24,000	34,200	35,400
1120 RETIREMENT BENEFITS	48,040	20,675	42,045	42,272
1140 MEDI-TAX 1.45%	4,862	5,663	4,450	4,477
1200 OUTSIDE ASSISTANCE	-	-	-	-
TOTAL PERSONNEL	<u>423,086</u>	<u>436,653</u>	<u>387,623</u>	<u>390,900</u>
MATERIALS & SERVICES				
2010 COMMUNICATIONS				
Cell phone	2,984	2,700	2,700	2,700
2030 EQUIPMENT MAINTENANCE	-	-	-	-
2050 VEHICLE MAINTENANCE <i>(Eliminate Take-Home Vehicle FY18)</i>				
Fuel		1,980	-	-
Repairs & maintenance		486	-	-
Vehicle cleaning		194	-	-
	<u>5,085</u>	<u>2,660</u>	<u>-</u>	<u>-</u>
2070 OFFICE SUPPLIES				
Routine office supplies	283	-	300	300
	<u>283</u>	<u>-</u>	<u>300</u>	<u>300</u>
2090 MEMBERSHIPS & DUES				
Orange County City Manager's Association		325	325	325
ICMA		-	800	800
California City Management Foundation		425	425	425
	<u>1,120</u>	<u>750</u>	<u>1,550</u>	<u>1,550</u>

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2110 OPERATING SUPPLIES				
Miscellaneous	3,908	8,000	5,000	5,000
	<u>3,908</u>	<u>8,000</u>	<u>5,000</u>	<u>5,000</u>
2130 BOOKS & SUBSCRIPTIONS				
Newspapers		250	250	250
Miscellaneous		600	650	650
	<u>1,197</u>	<u>850</u>	<u>900</u>	<u>900</u>
2150 TRAINING				
Department staff	-	600	600	600
	<u>-</u>	<u>600</u>	<u>600</u>	<u>600</u>
2230 PROFESSIONAL SERVICES				
Sacramento legislative advocate		25,000	-	-
Coastal Commission legislative advocate		50,000	-	-
Special project (FY18 strategic plan facilitator)		35,500	25,000	-
Special project (FY18 Financial Policies/Long-term Plan)			30,000	-
Special project (Organization Structure Review - Placeholder)			-	-
Federal Legislative Advocate (moved from Dept. 57)		-	-	-
Mid-Year Budget Adjs.		(37,300)		
	<u>116,138</u>	<u>73,200</u>	<u>55,000</u>	<u>-</u>
2270 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings	11,809	12,500	7,500	7,500
	<u>11,809</u>	<u>12,500</u>	<u>7,500</u>	<u>7,500</u>
2290 MILEAGE REIMBURSEMENT				
Auto Allowance	-	-	-	-
Staff mileage reimbursements	103	250	250	250
	<u>103</u>	<u>250</u>	<u>250</u>	<u>250</u>
TOTAL MAT'LS & SERV.	<u>142,627</u>	<u>101,510</u>	<u>73,800</u>	<u>18,800</u>
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL EXPENDITURES	<u>\$ 565,712</u>	<u>\$ 538,163</u>	<u>\$ 461,423</u>	<u>\$ 409,700</u>

**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 coordination of the annual audit of the City, managing the City's budget, risk management, and purchasing functions in accordance with established policies. Primary responsibilities include budget preparation and control, financial analysis, and responsibility to maintain the risk management function. Additionally, this program provides support to the City's Financial Review Committee and 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 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, process special event permit applications, 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, ACA, and personnel training programs.

OBJECTIVES:

Develop and maintain effective and efficient financial planning, reporting and accounting systems to ensure the safeguarding of City assets and support 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 the secondary objective, with an overall goal of maximizing the City's return on 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 liability or insurance protection of such risks.

Provide timely and accurate financial reports for the decisions makers and operating departments by the 30th day following the end of each quarter.

Maintain a three day turnaround time on purchase requisitions.

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 310 checks per month

Generate monthly treasurer reports

Generate quarterly financial reports with analysis per year

Process 26 payrolls per year

Process approximately 350 purchase requisitions per year

Process approximately 1,000 Insurance Certificates per year

Track approximately 25 risk management claims per year

Conduct employee recruitments as needed

Invest City portfolio of approximately \$33 million

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 945,845	\$ 932,705	\$ 960,185	\$ 985,371
Materials & Services	231,430	246,408	179,655	191,655
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 1,177,276</u>	<u>\$ 1,179,113</u>	<u>\$ 1,139,840</u>	<u>\$ 1,177,026</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Director of Administrative Services	1	1	1	1
Accounting Supervisor	1	1	1	1
Senior Personnel Analyst	1	0	0	0
Human Resources Manager	0	1	1	1
Accountant	1	1	1	1
Accounting Technician	1	1	1	1
Account Clerk <i>(filled Jan. 2016)</i>	1	1	1	1
Senior Administrative Assistant *	1	1	0	0
Assistant Administrative Analyst	0	0	1	1
Management Analyst**	<u>2</u>	<u>2</u>	<u>1</u>	<u>1</u>
Sub-total	9.0	9.0	8.0	8.0
 <u>Regular Part-time</u>				
Account Clerk	0.5	0	0	0
Admin Intern (if needed for projects)	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total	9.5	9.0	8.00	8.0

** Senior Admin Asst. converted to Asst. Admin. Analyst FY18 (assume some responsibility of Mngt. Analyst).

*Moved from Economic Development (ED) in FY16, along with Special Event Permitting. Eliminated in FY18.

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1010	SALARIES	\$ 711,258	\$ 723,280	\$ 750,366	\$ 768,958
1030	HOURLY				
	Administrative Intern				
	Account Clerk	21,408	-	-	-
		<u>21,408</u>	<u>-</u>	<u>-</u>	<u>-</u>
1050	OVERTIME				
	Various	6,667	6,750	7,000	7,000
		<u>6,667</u>	<u>6,750</u>	<u>7,000</u>	<u>7,000</u>
1100	BENEFITS	116,591	125,802	122,700	127,500
1120	RETIREMENT BENEFITS	78,589	65,664	69,138	70,661
1140	MEDI-TAX 1.45%	11,332	11,209	10,982	11,251
1200	OUTSIDE ASSISTANCE	-	-	-	-
	TOTAL PERSONNEL	<u>945,845</u>	<u>932,705</u>	<u>960,185</u>	<u>985,371</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phone	2,562	1,920	2,500	2,500
		<u>2,562</u>	<u>1,920</u>	<u>2,500</u>	<u>2,500</u>
2030	EQUIPMENT MAINTENANCE				
	Miscellaneous equipment maintenance	-	300	-	-
		<u>-</u>	<u>300</u>	<u>-</u>	<u>-</u>
2040	COPIER USAGE (moved to Dept 31)	583	3,600	-	-
		<u>583</u>	<u>3,600</u>	<u>-</u>	<u>-</u>
2050	VEHICLE MAINTENANCE (Eliminate Take-Home Vehicle FY18)				
	Fuel			-	-
	Repairs & maintenance			-	-
	Vehicle cleaning			-	-
		<u>4,828</u>	<u>1,100</u>	<u>-</u>	<u>-</u>
2070	OFFICE SUPPLIES				
	General office supplies		3,950	5,000	5,000
	Budget/CAFR printing		3,000	1,500	3,000
		<u>9,144</u>	<u>6,950</u>	<u>6,500</u>	<u>8,000</u>
2090	MEMBERSHIPS & DUES				
	California Society of Municipal Finance Officers		400	400	400
	Orange County City Manager's Association		325	-	-
	National Public Employer Labor Relations Assn.		175	350	350
	Government Finance Officers Association		300	400	400
	O.C. League - OCHRC		275	275	275
	CALPACS		300	300	300
	Community organizations (RI)		880	880	880
	California Public Employee Labor Relations Assn.		700	700	700
		<u>2,800</u>	<u>3,355</u>	<u>3,305</u>	<u>3,305</u>

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2110 OPERATING SUPPLIES				
Oral board expenses		1,000	1,000	1,000
Check printing/tax forms		500	500	500
Miscellaneous		500	500	500
	1,531	2,000	2,000	2,000
2130 BOOKS & SUBSCRIPTIONS				
Personnel journals		300	-	-
Governmental acct'g rules annual subscription		250	250	250
Orange County Register - online		300	300	300
Miscellaneous		768	400	400
	687	1,618	950	950
2150 TRAINING				
Citywide training (moved to Dept 99)		1,200	-	-
Departmental staff training		2,250	2,250	2,250
Diehl Evans tax workshops		550	650	650
California Society of Municipal Finance Officers		300	300	300
Mid-Year Budget Adj.		(2,000)		
	4,005	2,300	3,200	3,200
2230 PROFESSIONAL SERVICES				
Employee physicals/drug screens/fingerprinting		6,850	8,500	8,500
Flexible spending account administration		1,600	1,600	1,600
Affordable Care Act LCW Advice		-	2,500	-
GASB 68 / GASB 75 OPEB Consultant		-	2,500	14,000
Accounting software license/support		1,600	14,600	15,600
State Controller's Report Preparation		2,500	2,800	2,800
Annual city audit		28,000	32,000	35,000
CAFR data & review:				
CAFR reporting package		1,000	1,000	1,000
Demographic data		300	300	300
GFOA review fee		650	500	500
Info Group CAFR Statistics		-	300	300
Calpers GASB Valuation		1,700	2,000	2,000
Employee wellness services (moved to Dept. 99)		1,000	-	-
Bank of America - banking services fee		8,800	8,000	8,000
Armored car service		3,000	3,000	3,000
Human resources software service		11,500	11,500	11,500
Investment security safekeeping services		3,000	3,000	3,000
Bank of America merchant services (credit cards)		19,000	19,000	19,000
ADP payroll services		15,000	17,000	17,000
Sales tax analysis		5,800	5,800	5,800
Sales tax audit recovery fee		3,000	3,000	3,000
Fee Study Consultation		-	2,500	-
Miscellaneous		9,505	3,500	3,500
Reallocate Budget Savings (<i>Budget assistance, new OPEB valuation, extra. Software mtce.</i>)		59,860	-	-
	191,152	183,665	144,900	155,400
2250 ADVERTISING				
Personnel recruitments	5,717	3,500	3,500	3,500
City Manager Recruitment		24,900	-	-
	5,717	28,400	3,500	3,500
2270 TRAVEL, CONF. & MEETINGS				
CJPIA, CALPELRA, MMASC, LCW, CSMFO, LCC	7,477	5,000	5,000	5,000
	7,477	5,000	5,000	5,000

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2290 MILEAGE REIMBURSEMENT				
Auto Allowance	-	5,000	6,600	6,600
Staff mileage reimbursements	946	1,200	1,200	1,200
	946	6,200	7,800	7,800
TOTAL MAT'LS & SERV.	231,430	246,408	179,655	191,655
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 1,177,276	\$ 1,179,113	\$ 1,139,840	\$ 1,177,026

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

DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM: PUBLIC INFORMATION SERVICES

DESCRIPTION:

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

Promote openness in the discussion of community issues

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

Encourage citizen involvement in City activities

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

OBJECTIVES:

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

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

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

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

Maintain positive relationships with the news media.

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

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

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	75,610	137,530	181,604	183,468
Capital Outlay	-	-	-	-
Total Expenditures	\$ 75,610	\$ 137,530	\$ 181,604	\$ 183,468

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

NONE

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
MATERIALS & SERVICES				
2030 EQUIPMENT MAINTENANCE				
Video broadcasting equipment maintenance*	\$ -	\$ 20,000	\$ 5,000	\$ 5,000
Council chamber system maintenance*	-	10,000	5,000	5,000
	<hr/>	<hr/>	<hr/>	<hr/>
	-	30,000	10,000	10,000
2230 PROFESSIONAL SERVICES				
Internet live streaming		19,000	19,000	19,000
Council meetings video production SOCTV		55,000	55,000	55,000
Planning commission mtgs (24/yr - 8hrs @ \$30/hr)		6,000	-	-
Disaster & emergency response (4@\$1,500)		6,000	6,000	6,000
24/7 community bulletin board (10hrs/mo)		3,600	3,600	3,600
Special Programming		10,000	-	-
VeriSign Symantec 3-year license		-	-	995
Web-site management		1,000	1,000	1,000
Web-site annual maintenance		6,930	7,277	8,005
SiteImprove - Web-site services		-	4,727	4,868
Public Information Contract Services		-	75,000	75,000
	<hr/>	<hr/>	<hr/>	<hr/>
	75,610	107,530	171,604	173,468
TOTAL MAT'LS & SERV.	<hr/>	<hr/>	<hr/>	<hr/>
	75,610	137,530	181,604	183,468
GRAND TOTAL EXPENDITURES	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	\$ 75,610	\$ 137,530	\$ 181,604	\$ 183,468

* assumes new broadcast and Council Chamber systems approved in Fund 12 Facilities

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

DEPARTMENT: CITY CLERK

PROGRAM: CITY CLERK

DESCRIPTION:

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

OBJECTIVES:

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

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

Receive subpoenas and claims filed against the City.

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

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

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

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

Attend and conduct bid openings for Capital Improvement Projects.

Maintain the City's website and video streaming software.

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

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

Administer the City's Ticket Policy (Form 802) monthly and Public Officials Appointments (Form 806) annually.

Provide Notary Public services.

PROGRAM INDICATORS:

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

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

Receive and process approximately 800 public records requests annually for copies of City records and process numerous requests for records from staff.

Publish, post and process approximately 70 legal notices.

Publish, post and process approximately 10 ordinances and 50 resolutions annually.

Oversee Records Management Program, which contains all of the City's official records. Continue digital imaging of City vital records, and conduct annual destruction of non-permanent 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 100 City contracts per year including required bonds and insurance.

Record approximately 30 legal documents through the County Recorders office.

Oversee the maintenance of the City's website.

Maintain the highest level of customer service.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 418,525	\$ 412,269	\$ 419,147	\$ 425,660
Materials & Services	183,263	163,166	71,770	94,685
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 601,788</u>	<u>\$ 575,435</u>	<u>\$ 490,917</u>	<u>\$ 520,345</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

City Clerk	1	1	1	1
Deputy City Clerk	1	1	1	1
City Clerk Specialist	1	1	1	1
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	4	4	4	4
<u>Regular Part-Time:</u>				
Admin Intern	0.5	0.5	0.0	0.0
Records Assistant*	<u>0.65</u>	<u>0.65</u>	<u>0.00</u>	<u>0.00</u>
Sub-total	<u>1.15</u>	<u>1.15</u>	<u>0.00</u>	<u>0.00</u>
Total	5.15	5.15	4.00	4.00

**Part-time Records Assistant vacant, not funded in FY16 & FY17; eliminated FY18.*

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1010	SALARIES	\$ 303,170	\$ 304,660	\$ 315,473	\$ 323,640
1030	HOURLY				
	Records intern (19 hrs/wk)	14,251	14,000	4,500	-
1050	OVERTIME				
	Staff support for City Council	1,578	1,500	1,500	1,500
1100	BENEFITS	57,722	58,200	61,800	64,200
1120	RETIREMENT BENEFITS	35,049	29,412	31,212	31,605
1140	MEDI-TAX 1.45%	5,101	4,497	4,661	4,715
1200	OUTSIDE ASSISTANCE				
	Clerical support (moved to prof. svcs)	1,654	-	-	-
TOTAL PERSONNEL		418,525	412,269	419,147	425,660
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones	868	1,200	1,200	1,200
2030	EQUIPMENT MAINTENANCE				
	Office equipment maintenance	-	500	500	500
2040	COPIER USAGE (moved from other Materials & Services)		-	5,000	5,000
2070	OFFICE SUPPLIES				
	Agenda materials		1,000	1,000	1,000
	Official minute/reso/ord books & paper		1,500	1,500	1,500
	Desktop computers toner		1,000	1,000	1,000
	Materials for November 2018 Regular election		-	1,000	-
	City seal tile plaques		1,500	1,500	1,500
	Routine office supplies		1,400	2,500	2,500
		6,619	6,400	8,500	7,500
2090	MEMBERSHIPS & DUES				
	National Notary Association (City Clerk)		300	300	300
	Assoc. Rec. Mgrs. & Admin		225	225	225
	Int'l Institute of Municipal Clerks (City Clerk)		450	450	450
	Clerks Association of California (City Clerk)		350	375	375
	Satelite Rotary Service Club		-	320	320
		929	1,325	1,670	1,670

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2110	OPERATING SUPPLIES			
		3,000	3,000	3,000
		5,500	5,500	6,500
		-	3,600	-
		-	935	950
		6,930	-	-
		2,000	2,000	2,000
	16,375	17,430	15,035	12,450
2130	BOOKS & SUBSCRIPTIONS			
		100	100	100
		50	50	50
		65	65	65
		300	300	300
		150	150	150
	538	665	665	665
2150	TRAINING			
		-	-	1,500
		1,200	1,200	1,200
	715	1,200	1,200	2,700
2230	PROFESSIONAL SERVICES			
		6,000	6,000	6,000
		1,250	1,500	1,500
		25,000	-	25,000
		3,000	3,000	3,000
		16,606	-	-
		4,590	-	-
		5,000	-	-
		40,000	-	-
	131,501	101,446	10,500	35,500
2250	ADVERTISING			
	16,201	22,000	18,000	18,000
2270	TRAVEL, CONF. & MEETINGS			
	3,980	5,000	4,000	4,000
2290	MILEAGE REIMBURSEMENT			
		4,800	4,800	4,800
		1,200	700	700
	5,537	6,000	5,500	5,500
	TOTAL MAT'LS & SERV.	183,263	163,166	94,685

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	<u>\$ 601,788</u>	<u>\$ 575,435</u>	<u>\$ 490,917</u>	<u>\$ 520,345</u>

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

DEPARTMENT: Community Development

PROGRAM: Planning

DESCRIPTION:

The Community Development Planning Program provides the community with a variety of current and advanced planning services. Responsibilities include review of development projects for conformance with established policy and regulations; updating and maintaining the City's Zoning Code; administering approved specific plans, including the Town Center Plan and Harbor Revitalization Plan, and development and approval of new specific plans such as the Doheny Village Plan. Maintain and administer the City's General Plan, assuring it reflects community values and State statutes. Carry out the requirements of the California Environmental Quality Act, the California Coastal Act, and the Subdivision Map Act. The Planning Program is directly responsible for providing staff support to the City's Planning Commission.

OBJECTIVES:

Complete preparation and approval of the Doheny Village Plan.

Re-engage the community in regards to potential zoning for short-term vacation rentals.

Initiate a General Plan update visioning plan.

Prepare/update land use policies and regulations as directed by the City Council.

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

Continue to process current development projects.

PROGRAM INDICATORS:

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

Provide professional and technical assistance to approximately 6,500 customers per year at the public counter, plus telephone inquiries and site visits.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 1,207,481	\$ 1,261,617	\$ 1,232,781	\$ 1,265,515
Materials & Services	570,985	831,864	142,575	58,425
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 1,778,466</u>	<u>\$ 2,093,481</u>	<u>\$ 1,375,356</u>	<u>\$ 1,323,940</u>

REVENUE SUMMARY

Planning Permits	\$ 91,299	\$ 75,000	\$ 73,000	\$ 73,000
Planning Fees	114,549	102,700	97,000	76,500
Reimbursed Developer Expense - Planning	45,956	50,000	-	-
Planning Appeal Fees	1,750	1,000	1,000	1,000
Total Revenues	<u>\$ 253,554</u>	<u>\$ 228,700</u>	<u>\$ 171,000</u>	<u>\$ 150,500</u>

AUTHORIZED PERSONNEL

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

* Reorganization in FY16 & FY17. Eliminate City Architect/Planning Manager

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL				
1010 SALARIES	\$ 832,486	\$ 957,391	\$ 977,194	\$ 1,002,131
1030 HOURLY	58,307	-	-	-
1050 OVERTIME				
Planning Commission support and other	2,615	7,000	5,000	5,000
1070 STIPENDS	8,446	9,000	9,000	9,000
1100 BENEFITS	104,230	155,400	138,300	143,700
1120 RETIREMENT BENEFITS	84,557	87,745	88,916	90,950
1140 MEDI-TAX 1.45%	13,053	14,740	14,372	14,734
1200 OUTSIDE ASSISTANCE	103,788	30,341	-	-
TOTAL PERSONNEL	<u>1,207,481</u>	<u>1,261,617</u>	<u>1,232,781</u>	<u>1,265,515</u>
MATERIALS & SERVICES				
2010 COMMUNICATIONS				
Cell phones	1,812	1,680	1,680	1,680
2030 EQUIPMENT MAINTENANCE				
FAX machine		220	-	-
Transcriber		255	-	-
Typewriter maintenance		35	-	-
Mics.Office Equipment Repair	-	-	500	500
	-	510	500	500
2040 COPIER USAGE (moved from other Mat'ls & Srvcs)	817	-	4,000	4,000
2050 VEHICLE MAINTENANCE <i>(Eliminate Take-Home Vehicle FY18)</i>				
Fuel, Repairs, Maintenance and Vehicle Cleaning	1,393	4,800	-	-

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2070 OFFICE SUPPLIES				
General office supplies		2,500	2,500	2,500
General Plan update printing		1,000	-	-
Town Center Plan printing		-	400	-
Stationery/envelopes		500	500	500
Laser printer toner cartridges		700	-	-
Misc. computer supplies		150	150	150
Desktop copiers toner		800	800	800
Printing - documents		500	500	500
Printing - maps		500	500	500
Printing - handouts		500	500	500
Historical plaques		2,000	2,000	2,000
Doheny Village Plan printing		1,000	1,000	-
Planning Commission Chair Recognition		150	150	150
Miscellaneous		350	350	350
	8,765	10,650	9,350	7,950
2090 MEMBERSHIPS & DUES				
Amer. Planning Assoc. Memberships (4)		2,700	2,700	2,700
Amer. Institute of Cert. Planners (3)		875	675	675
Amer. Institute of Architects (1)		1,175	-	-
Urban Land Institute		190	220	220
Orange County Planning Directors		150	150	150
I.C.M.A. Membership		875	-	-
Assoc. of Environmental Planners		-	250	250
Nat. Trust of Historic Preservation		50	50	50
Califorina Preservation Foundation		150	150	150
Midyr Budget Adjustments		150	-	-
	3,827	6,315	4,195	4,195
2110 OPERATING SUPPLIES				
Film		50	-	-
Drafting supplies		200	-	-
Graphic supplies		-	150	150
Customer Service supplies		3,500	1,500	1,500
	419	3,750	1,650	1,650
2130 BOOKS & SUBSCRIPTIONS				
Planning publications	131	1,000	1,000	1,000
2150 TRAINING				
Technical training (Planning Staff)		1,500	1,500	1,500
Department Staff training		600	-	-
Association of Environmental Planners		-	300	300
American Planners Assoc. "Nuts & Bolts" training		350	-	-
I.C.M.A. Emerging Professionals Leadership Institute		500	500	500
Miscellaneous		1,000	-	-
	988	3,950	2,300	2,300

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2230 PROFESSIONAL SERVICES				
General Plan update (deferred)		200,000	-	-
Historic resources inventory update - final push		-	20,000	-
Doheny Village Plan/ GP Update EIR		150,000	-	-
Doheny Village Plan completion		-	35,000	-
File Scanning / Imaging (ongoing)		-	12,000	12,000
Doheny Village Planning Services (FY18 250 hrs.)		579,909	30,000	-
VCA Code Group Contract 1st Amendment		50,000	-	-
Mid-yr Adjustment		(202,000)	-	-
	494,363	777,909	97,000	12,000
2240 PROJECT EXP. REIMB BY DEVELOPER	27,254	-	-	-
2250 ADVERTISING				
Request for Proposals		1,000	-	-
CEQA Notices (Partial Fee Offset)		3,000	3,000	3,000
	3,560	4,000	3,000	3,000
2270 TRAVEL, CONF. & MEETINGS				
Coastal Commission Meetings		2,000	2,000	2,000
Chamber of Commerce State of the City		150	150	150
CA APA Conference (Anaheim)		2,500	-	3,500
OC APA Lunch Training		150	400	400
UCLA Land Use Conf.		2,500	-	-
AIA Conference		2,000	-	-
California Preservation Foundation		500	-	-
League of CA Cities Annual Conf.		1,200	-	-
League of CA Cities - PC Academy		-	1,500	-
ICMA Regional Summit		1,200	-	-
Urban Land Institute		-	2,150	2,400
Miscellaneous		1,500	1,500	1,500
	21,816	13,700	7,700	9,950
2290 MILEAGE REIMBURSEMENT				
Planning Commissioner auto allowance		3,000	3,000	3,000
Auto allowance		-	6,600	6,600
Staff mileage reimbursement		600	600	600
	5,841	3,600	10,200	10,200
TOTAL MAT'LS & SERV.	570,985	831,864	142,575	58,425
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 1,778,466	\$ 2,093,481	\$ 1,375,356	\$ 1,323,940

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

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: BUILDING AND SAFETY

DESCRIPTION:

The Building and Safety Program is responsible for administrating and enforcing the California Building and Safety Codes. This includes performing plan reviews on construction documents to ensure they meet the current California building codes and City municipal code. The program also distributes plans for review by other agencies or City departments, issues building permits and performs interim and final inspections, and issues Certificates of Occupancy. The program also performs special inspections as requested, and updates the City's codes to reflect the California Building and Fire Codes every three years as required by the State.

OBJECTIVES:

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

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

Provide updated materials/applications to the public in regards to Codes and city development processes.

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

Continue to explore new technology to increase efficiencies and enhance the customer experience.

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

PROGRAM INDICATORS:

Perform approximately 7,800 building inspections per year.

Issue approximately 2,000 permits per year.

Process approximately 1,200 plan checks per year.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 867,343	\$ 918,069	\$ 957,525	\$ 978,236
Materials & Services	676,390	752,242	428,060	396,744
Capital Outlay	-	2,000	-	-
Total Expenditures	<u>\$ 1,543,733</u>	<u>\$ 1,672,311</u>	<u>\$ 1,385,585</u>	<u>\$ 1,374,980</u>

REVENUE SUMMARY

Building Permits*	\$ 1,304,701	\$ 1,111,000	\$ 1,155,500	\$ 1,155,500
Building Fees	1,149,047	840,000	890,000	790,000
Total Revenues	<u>\$ 2,453,748</u>	<u>\$ 1,951,000</u>	<u>\$ 2,045,500</u>	<u>\$ 1,945,500</u>

*Includes Short Term Rentals Permits

AUTHORIZED PERSONNEL

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

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1010	SALARIES	\$ 679,064	\$ 746,140	\$ 774,048	\$ 794,287
1030	HOURLY	17,183	-	-	-
1050	OVERTIME	24,540	20,000	25,000	20,000
1100	BENEFITS	95,045	110,700	117,300	122,100
1120	RETIREMENT BENEFITS	71,430	61,573	64,008	65,504
1140	MEDI-TAX 1.45%	10,984	11,177	11,586	11,807
1200	OUTSIDE ASSISTANCE	-	-	-	-
1990	PERSONNEL ALLOCATION				
	One-half secretary to CD-Code Enforcement. (43)	(30,903)	(31,521)	(34,418)	(35,462)
	TOTAL PERSONNEL	<u>867,343</u>	<u>918,069</u>	<u>957,525</u>	<u>978,236</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones		2,500	2,700	2,700
	Verizon express network service for laptop		1,200	1,800	1,800
		<u>5,133</u>	<u>3,700</u>	<u>4,500</u>	<u>4,500</u>
2030	EQUIPMENT MAINTENANCE				
	Cash register		300	300	300
	Date/time stamp machine		120	120	120
	Microfiche reader/printer		600	600	600
		<u>133</u>	<u>1,020</u>	<u>1,020</u>	<u>1,020</u>
2040	COPIER USAGE	294	-	2,400	2,400
2050	VEHICLE MAINTENANCE				
	Fuel		2,875	2,952	2,952
	Repairs & maintenance		3,200	1,600	1,600
	Vehicle cleaning		2,120	2,520	2,520
		<u>5,037</u>	<u>8,195</u>	<u>7,072</u>	<u>7,072</u>

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2070	OFFICE SUPPLIES			
		2,500	3,000	3,000
		6,000	7,000	7,000
		-	500	500
		500	500	500
		2,000	2,000	2,000
	12,655	11,000	13,000	13,000
2090	MEMBERSHIPS & DUES			
		325	350	350
		250	250	250
		400	425	425
		300	350	350
		-	300	300
		300	325	325
		450	450	450
	1,785	2,025	2,450	2,450
2110	OPERATING SUPPLIES			
		4,000	-	-
		500	500	500
		500	500	500
		18,500	21,368	21,852
		43,490	45,000	45,500
		2,000	42,000	42,000
		2,500	3,200	3,300
		49,500	-	-
	66,844	120,990	112,568	113,652
2130	BOOKS & SUBSCRIPTIONS			
		2,500	2,500	2,500
		-	1,000	12,000
		7,450	-	-
		19,000	-	-
	12,387	28,950	3,500	14,500
2150	TRAINING			
		1,500	1,500	1,500
		3,500	3,500	3,500
	5,516	5,000	5,000	5,000
2190	FACIL & EQUIP LEASE/RENTAL			
		-	6,000	12,600
2230	PROFESSIONAL SERVICES			
		125,000	250,000	200,000
		-	12,000	12,000
		383,687	-	-
	556,679	508,687	262,000	212,000

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2270	TRAVEL, CONF. & MEETINGS Calbo ABM	4,640	7,475	3,250	3,250
		<u>4,640</u>	<u>7,475</u>	<u>3,250</u>	<u>3,250</u>
2290	MILEAGE REIMBURSEMENT Auto allowance Staff mileage reimbursements		4,800 400	4,800 500	4,800 500
		<u>5,288</u>	<u>5,200</u>	<u>5,300</u>	<u>5,300</u>
	TOTAL MAT'LS & SERV.	<u>676,390</u>	<u>752,242</u>	<u>428,060</u>	<u>396,744</u>
CAPITAL OUTLAY					
3010	FURNITURE & EQUIPMENT Mobile Printers to support field units		2,000		
	TOTAL CAPITAL OUTLAY	<u>-</u>	<u>2,000</u>	<u>-</u>	<u>-</u>
GRAND TOTAL EXPENDITURES		<u>\$ 1,543,733</u>	<u>\$ 1,622,311</u>	<u>\$ 1,385,585</u>	<u>\$ 1,374,980</u>

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

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: CODE ENFORCEMENT

DESCRIPTION:

The Code Enforcement Program receives and investigates potential Zoning, Property Maintenance and Building Code related violations of the Dana Point Municipal Code. Our Code Enforcement Program is staffed to work via a complaint-driven, as opposed to proactive operation. Code Enforcement officers work to eliminate blight, gain compliance and eliminate code violations.

OBJECTIVES:

Use citations as a tool to gain compliance for nuisance cases.

Employ a variety of legal options to ensure high compliance rates at the most effective cost. Maintain close coordination with the City Attorney's Office.

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

PROGRAM INDICATORS:

Initiate and resolve approximately 1,200 Code Enforcement cases per year.

Initiate and resolve approximately 250 Weed Abatement cases per year.

Process and monitor approximately 300 Massage License applications per year.

Continue to be an active partner with the Orange County Sheriffs' Department identifying, documenting and eliminating graffiti.

Work on neighborhood programs to improve property maintenance.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 407,202	\$ 404,439	\$ 417,123	\$ 429,262
Materials & Services	72,989	192,371	66,085	66,085
Capital Outlay	-	-	-	-
Total Expenditures	\$ 480,191	\$ 596,810	\$ 483,208	\$ 495,347

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Administrative Assistant	0.5	0.5	0.5	0.5
Code Enforcement Officer	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
Total	4.5	4.5	4.5	4.5

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1010	SALARIES	\$ 274,455	\$ 287,322	\$ 291,141	\$ 299,148
1030	HOURLY	-	-	-	-
1050	OVERTIME	11,645	7,200	7,500	7,500
1100	BENEFITS	57,371	52,800	56,400	58,800
1120	RETIREMENT BENEFITS	28,398	21,325	23,333	23,906
1140	MEDI-TAX 1.45%	4,429	4,271	4,330	4,446
1200	OUTSIDE ASSISTANCE	-	-	-	-
1990	PERSONNEL ALLOCATION				
	One-half secretary from CD-Building (42)	30,903	31,521	34,418	35,462
	TOTAL PERSONNEL	407,202	404,439	417,123	429,262
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones	4,792	4,500	5,100	5,100
2030	EQUIPMENT MAINTENANCE				
	Sound Meter Calibration	-	-	2,700	2,700
2050	VEHICLE MAINTENANCE				
	Fuel		3,470	2,105	2,105
	Repairs & maintenance		2,425	1,200	1,200
	Vehicle cleaning		2,240	1,980	1,980
		3,597	8,135	5,285	5,285
2070	OFFICE SUPPLIES				
	General office supplies		2,000	2,000	2,000
	CR&R trash tags		700	700	700
	Desktop printers supplies		1,500	1,500	1,500
	Stationery/envelopes		500	500	500
		3,398	4,700	4,700	4,700
2090	MEMBERSHIPS & DUES				
	So. Ca. Assoc. of Code Enforcement Officers	340	300	350	350

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2110 OPERATING SUPPLIES				
Short Term Rental Program Tracking System, Unpermitted Use Identification, and 24/7 complaint hotline support (New)		-	35,000	35,000
Tax information - County of Orange		150	150	150
Digital camera		500	500	500
	804	650	35,650	35,650
2130 BOOKS & SUBSCRIPTIONS				
Miscellaneous	22	100	100	100
2150 TRAINING				
Department Staff training	151	2,000	1,000	1,000
2230 PROFESSIONAL SERVICES				
Weed abatement contract		8,000	10,000	10,000
Emergency demolition & abatement of the Dana Point Harbor Inn (mid-year adj.)		162,986		
	59,484	170,986	10,000	10,000
2250 ADVERTISING				
Weed abatement		200	200	200
2270 TRAVEL, CONF. & MEETINGS				
Code enforcement annual conf (2)		300	500	500
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements	402	500	500	500
TOTAL MAT'LS & SERV.	72,989	192,371	66,085	66,085
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 480,191	\$ 596,810	\$ 483,208	\$ 495,347

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

DEPARTMENT: COMMUNITY DEVELOPMENT

PROGRAM: ECONOMIC DEVELOPMENT

DESCRIPTION:

The Economic Development Program promotes a healthy local economy through efforts geared towards business attraction, retention and expansion. The Program assists with business development and outreach, as the City's Tourism Business Improvement District destination marketing liaison, grant research, Youth Board administration, Business Registration, social media outreach, City newsletter coordination, other public outreach programs, and special projects and events. The goals of Economic Development are to seek opportunities to enhance revenues for local businesses and generate investment to enhance the quality of life in Dana Point.

The Economic Development division also assists with strategies to address homelessness and maintain affordable housing units in Dana Point.

OBJECTIVES:

Prepare an Economic Development Strategy and implementation plan, including public relations, to market Dana Point.

Continue the Business Retention and Expansion (BRE) Program to support and build local business opportunities by serving as a resource for business needs, and partnering with the Chamber of Commerce, Harbor Merchants Association, County of Orange and other local resources that serve and assist businesses.

Partner with the Lantern District Merchants and the Dana Point Chamber of Commerce to help market the district through events and promotional opportunities.

Assist with marketing and public information efforts, including quarterly City Newsletter.

Produce activities that familiarize hotel staff with local restaurants and services.

City liaison to hotel general managers administering Visit Dana Point and its efforts to market the destination.

Address visitor needs through website information and collateral materials.

Develop marketing materials and maintain microsite to attract investment and visitors to Dana Point.

Exhibit at the International Council of Shopping Centers conference to market Dana

Point to retailers and hoteliers.

Provide commercial property searches and actively engage brokers and target tenants for recruitment to newly constructed or vacant spaces.

Actively market opportunities for development in Doheny Village and Lantern District.

Track affordable housing units and work with owners to maintain compliance.

Assist the Homeless Task Force in addressing homelessness in Dana Point.

PROGRAM INDICATORS:

Proactively meet annually with 50 businesses as part of the BRE Program to help connect businesses with resources to flourish in Dana Point.

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

Provide 15 commercial property searches annually.

Provide 50 assists (request for demographics, city information or resources) annually.

Facilitate 50 meetings for investment, development and business attraction annually.

Provide 3 business workshops annually.

Administration assistance to Tourism Business Improvement District, quarterly City Council status updates, annual renewals and project support.

Provide 2 concierge tours annually.

Track and administer documentation for the sale of 17 affordable units at South Cove.

Assist with Homeless Task Force meetings and updates to City Council.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
--	--------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------

EXPENDITURE SUMMARY

Personnel	\$187,025	\$270,061	\$277,809	\$285,312
Materials & Services	133,850	212,153	108,370	108,685
Capital Outlay	-	-	-	-
Total Expenditures	\$320,875	\$482,214	\$386,179	\$393,997

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

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

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1010	SALARIES	\$ 80,745	\$ 211,588	\$ 224,532	\$ 230,302
1030	HOURLY				
	Interim				
	Visitor Center Ambassadors		10,000	-	-
		79,196	10,000	-	-
1050	OVERTIME	300	-	1,000	1,000
1100	BENEFITS	14,510	27,900	29,700	30,900
1120	RETIREMENT BENEFITS	9,923	17,548	19,307	19,756
1140	MEDI-TAX 1.45%	2,351	3,025	3,270	3,354
	TOTAL PERSONNEL	<u>187,025</u>	<u>270,061</u>	<u>277,809</u>	<u>285,312</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones	1,676	1,680	1,700	1,700
2070	OFFICE SUPPLIES				
	General office supplies		700	1,200	1,200
	Brochures, printing		5,000	5,000	5,000
		5,279	5,700	6,200	6,200
2090	MEMBERSHIPS & DUES				
	Urban Land Institute		215	600	600
	Calif Assoc Local Economic Development		625	625	625
	Int'l Council of Shopping Centers		100	200	200
	Anaheim/OC CVB		650	-	-
	California Downtown Assn.		300	300	300
	Orange County Visitor's Association		5,000	-	-
	Orange County Business Council		5,000	-	-
	California Travel Association		650	-	-
	Mid-Year Budget Adj.		(5,000)		
		12,806	7,540	1,725	1,725
2130	BOOKS & SUBSCRIPTIONS				
	Downtown Promotion Reporter		290	230	230
	Salesforce App (CRM)		-	5,000	5,000
	Miscellaneous		200	200	200
		324	490	5,430	5,430

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2150	TRAINING				
	CALED training		1,000	1,500	1,500
	Visit California		-	1,000	1,000
	Urban Land Institute		-	2,000	2,000
	International Council of Shopping Centers (ICSC)		-	1,200	1,200
	OC Tourism Conference		350	-	-
	Housing Training		200	200	200
	OC Visitor's Association training (mid-year adj.)		5,000	-	-
		1,550	6,550	5,900	5,900
2230	PROFESSIONAL SERVICES				
	GIS Maps		1,000	1,000	1,000
	Economic Development Consultants		20,000	-	-
	Graphic design (as needed)		-	5,000	5,000
	Midyr Budget Adjustments		45,354	-	-
		45,146	66,354	6,000	6,000
2250	ADVERTISING				
	Broadcast City Events on PBS SoCal		10,000	-	-
	Dana Point Map		1,400	1,400	1,400
	Public outreach, banners, trade shows		2,000	2,000	2,000
	Print & Digital Ads		-	5,000	5,000
		4,277	13,400	8,400	8,400
2270	TRAVEL, CONF. & MEETINGS				
	ICSC (2)		7,000	2,800	2,800
	DP Chamber of Commerce		450	1,500	1,500
	Visit California (1)		-	1,000	1,000
	Annual CALED, CALTRAVEL conference (1)		1,250	700	700
	Urban Land Institute (1)		-	2,000	2,000
		6,049	8,700	8,000	8,000
2290	MILEAGE REIMBURSEMENT				
	Auto Allowance		2,000	2,500	2,500
	Staff mileage reimbursements		500	500	500
		410	2,500	3,000	3,000
2340	PARKING LOT LEASES	12,215	37,000	37,515	37,830

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2600	MARKETING			
		1,000	2,000	2,000
		50,000	-	-
		2,000	-	-
		3,000	3,000	3,000
		500	500	500
		1,000	1,000	1,000
		-	8,000	8,000
		-	10,000	10,000
		4,739	-	-
	44,118	62,239	24,500	24,500
	TOTAL MAT'LS & SERV.			
	133,850	212,153	108,370	108,685
CAPITAL OUTLAY				
3010	FURNITURE & EQUIPMENT			
	-	-	-	-
	TOTAL CAPITAL OUTLAY			
	-	-	-	-
GRAND TOTAL EXPENDITURES				
	\$ 320,875	\$ 482,214	\$ 386,179	\$ 393,997

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

DEPARTMENT: PUBLIC WORKS

PROGRAM: ADMINISTRATION

DESCRIPTION:

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

The mission is to lead the Department in providing quality public services that are cost effective, timely, proactive, innovative, safe, environmentally conscious, and legally compliant. An important responsibility is to manage, monitor, and adjust the workflow based on the requirements for projects, staffing, equipment, materials and services. The program is also tasked with preparing and presenting public works related staff reports to the City Council, government agencies and other stakeholders within the community.

OBJECTIVES:

Support employees in providing five-star customer service to those who conduct business with the City.

Ensure positive progress on major projects including, but not limited to: Grant Funded Coast Highway Class 1 Bikeway/Pedestrian Way, Phase 1 and Phase 2, Crown Valley Median Drought Conversion Project, Annual Roadway Resurfacing FY 16/17 Project, and others.

Promptly and effectively respond to public inquiries and complaints regarding City services and facilities.

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

Negotiate contracts and agreements in coordination with legal counsel and other departments.

Monitor and evaluate service delivery methods and procedures.

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

Provide good stewardship of our environment through the Solid Waste and Recycling, Water Quality and Natural Resources Divisions.

Manage the light pole banner installation and holiday decoration program, including installation and change out of more than 500 light pole banners on a seasonal basis.

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

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

Ensure the Department is effectively maintaining public infrastructure.

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

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$339,076	\$397,560	\$359,775	\$369,318
Materials & Services	34,835	21,850	26,178	24,333
Capital Outlay	-	-	-	-
Total Expenditures	\$373,911	\$419,410	\$385,953	\$393,651

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Deputy City Manager/Director of PW & Comm	0	1	1	1
Director of Public Works & Engr Svcs.	1	0	0	0
Senior Management Analyst	0.33	0.33	0.33	0.33
Senior Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	2.33	2.33	2.33	2.33

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL				
1010 SALARIES	\$ 316,893	\$ 390,638	\$ 353,140	\$ 362,103
1030 HOURLY	-	-	-	-
1050 OVERTIME Secretary	1,487	250	1,500	1,500
1100 BENEFITS	38,517	45,000	47,700	49,500
1120 RETIREMENT BENEFITS	35,993	33,513	34,989	35,792
1140 MEDI-TAX 1.45%	5,108	4,827	5,142	5,272
1200 OUTSIDE ASSISTANCE	17,085	-	-	-
1990 PERSONNEL ALLOCATION				
One-third Sr. Mgmt Analyst to PW-Street Maint. (52)		(38,334)	(41,348)	(42,425)
One-third Sr. Mgmt Analyst to PW-Solid Waste (54)		(38,334)	(41,348)	(42,425)
	(76,008)	(76,668)	(82,696)	(84,850)
TOTAL PERSONNEL	339,076	397,560	359,775	369,318
MATERIALS & SERVICES				
2010 COMMUNICATIONS				
Cell phones	1,760	1,380	1,800	1,800
2040 COPIER USAGE	438	-	2,500	2,500
2050 VEHICLE MAINTENANCE				
Fuel		6,500	3,928	3,928
Repairs & maintenance		500	3,845	1,875
Vehicle cleaning		530	1,290	1,290
	21,672	7,530	9,063	7,093
2070 OFFICE SUPPLIES				
General office supplies		1,050	1,050	1,050
Laser printers toner		760	-	-
Letterhead and envelopes		1,000	1,000	1,000
Reprographic/photocopy services		2,000	2,000	2,000
Desktop printers cartridges		1,040	1,800	1,800
Microfiche supplies		200	200	200
Printing - forms/notices/surveys		1,500	1,500	1,500
	7,292	7,550	7,550	7,550

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2090 MEMBERSHIPS & DUES				
American Public Works Association		185	185	185
American Society of Civil Engineers		280	280	280
Professional engineer license renewal		125	-	125
	510	590	465	590
2110 OPERATING SUPPLIES	46	-	-	-
2150 TRAINING				
Department Staff training	900	900	900	900
2230 PROFESSIONAL SERVICES	-	-	-	-
2270 TRAVEL, CONF. & MEETINGS				
Travel, conferences & meetings	2,038	3,500	3,500	3,500
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement	179	400	400	400
TOTAL MAT'LS & SERV.	34,835	21,850	26,178	24,333
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT				
Vehicle Replacement	-	-	-	-
	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 373,911	\$ 419,410	\$ 385,953	\$ 393,651

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

DEPARTMENT: PUBLIC WORKS

PROGRAMS: STREET MAINTENANCE

DESCRIPTION:

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

The Street Maintenance Division is heavily involved in implementing traffic control plans and preparing public streets for major events such as the Festival of Whales Parade, 4th of July Fireworks, BBQ Championship and Oktoberfest. Finally, the Street Maintenance division manages the City's fleet of vehicles by managing acquisition and contracting out for cleaning, maintenance, and repairs.

OBJECTIVES:

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

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

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

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

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

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

Prevent urban runoff from polluting our City's beaches by conducting quarterly inspections and necessary cleanings of 762 storm drain inlet filters, nine storm drain trash removal units, and 17 storm water diversions.

Utilize the County of Orange and other contractors for weed abatement, debris collection, and other minor maintenance.

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

Continue to improve ADA accessibility in the public right of way in conjunction with the City's Capital Improvement Program.

Manage and oversee technical and non-technical aspects of the City's vehicle fleet to ensure the proper acquisition and maintenance of 57 vehicles, including trailers and equipment

Implement cost effective pedestrian and vehicular traffic control plans for major City events such as the Festival of Whales Parade, 4th of July Celebration, Turkey Trot, Dana Hills High School graduation event, Dana Hills High School Cross Country, Concerts in the Park, the International BBQ event and numerous private/public events throughout the year.

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

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

Reduce potential for claims by annual inspections and necessary repairs to City sidewalks and hardscape citywide using established inspection/safety criteria and disabled access guidelines.

PROGRAM INDICATORS:

Process 90 to 100 work orders per month, including all contracts and special projects.

Respond to 80 calls per month for assistance with street sweeping, traffic concerns, drainage issues, sidewalks and street related issues. Not sure where this number came from

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

Respond to pothole repair needs within one working day.

Respond to graffiti calls in City Right-of-way within one working day.

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

Perform, at minimum, inspections and servicing of the City's storm drain trash removal units every 6 weeks.

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

Perform a walking inspection of all the City sidewalks annually.

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

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

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

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$177,281	\$180,410	\$192,132	\$197,163
Materials & Services	2,402,818	2,433,208	2,193,447	2,193,147
Capital Outlay	-	-	-	-
Total Expenditures	\$2,580,099	\$2,613,618	\$2,385,579	\$2,390,310

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Senior Management Analyst	0.33	0.33	0.33	0.33
Streets & Fleet Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	1.33	1.33	1.33	1.33

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1010	SALARIES	\$ 111,414	\$ 116,081	\$ 122,840	\$ 125,911
1100	BENEFITS	14,396	14,700	15,600	16,200
1120	RETIREMENT BENEFITS	11,844	9,642	10,563	10,801
1140	MEDI-TAX 1.45%	1,622	1,653	1,781	1,826
1990	PERSONNEL ALLOCATION				
	One-third Sr. Mgmt Analyst from PW-Admin (51)	38,004	38,334	41,348	42,425
	TOTAL PERSONNEL	<u>177,281</u>	<u>180,410</u>	<u>192,132</u>	<u>197,163</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phone	1,080	1,080	1,080	1,080
2050	VEHICLE MAINTENANCE				
	Fuel		1,743	1,572	1,572
	Repairs & maintenance		500	700	400
	Vehicle cleaning		560	660	660
		<u>1,721</u>	<u>2,803</u>	<u>2,932</u>	<u>2,632</u>
2070	OFFICE SUPPLIES				
	Routine office supplies	350	350	350	350
2090	MEMBERSHIPS & DUES				
	ISA (International Society of Arboriculture)	170	170	180	180
2110	OPERATING SUPPLIES				
	Employee uniforms (shirts, hats, jackets)		300	300	300
	Equipment, small tools, materials		13,000	16,000	16,000
	Light pole banner repair & replacement		1,300	1,300	1,300
	Benches, trash cans, etc.		16,000	5,000	5,000
		<u>28,639</u>	<u>30,600</u>	<u>22,600</u>	<u>22,600</u>
2150	TRAINING				
	Departmental Staff training	-	300	900	900

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2230	PROFESSIONAL SERVICES			
		100,000	100,000	100,000
		45,000	30,000	30,000
		25,000	25,000	25,000
		10,000	-	-
	283,418	180,000	155,000	155,000
2270	TRAVEL, CONF. & MEETINGS			
	-	500	500	500
2350	STREET MAINTENANCE			
		738,000	780,000	780,000
		235,000	275,000	275,000
		25,000	10,000	10,000
		2,500	2,500	2,500
		125,000	100,000	100,000
		125,000	100,000	100,000
		25,000	10,000	10,000
		75,000	55,000	55,000
		15,000	15,000	15,000
		10,000	-	-
		15,000	5,000	5,000
		25,000	-	-
		20,000	25,000	25,000
		60,000	-	-
	1,439,943	1,495,500	1,377,500	1,377,500
2490	STREET SWEEPING			
		271,425	251,425	251,425
		6,500	6,500	6,500
		480	480	480
	244,232	278,405	258,405	258,405
2510	STORM DRAINS			
		80,000	35,000	35,000
		146,000	140,000	140,000
		142,000	100,000	100,000
		2,500	2,000	2,000
		52,000	55,000	55,000
		22,000	20,000	20,000
		5,000	2,000	2,000
		-	-	-
		15,000	20,000	20,000
		(21,000)		
	403,265	443,500	374,000	374,000
	TOTAL MAT'LS & SERV.	2,402,818	2,433,208	2,193,447
	GRAND TOTAL EXPENDITURES	\$ 2,580,099	\$ 2,613,618	\$ 2,385,579
			\$ 2,390,310	

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

DEPARTMENT: PUBLIC WORKS

PROGRAM: TRAFFIC ENGINEERING

DESCRIPTION:

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

The City's traffic signal system is an integral part of the Division's daily activities. The traffic signals located on most arterial streets have been coordinated so that motorists enjoy the convenience of more green lights where possible in the City. Maintaining effective signal coordination is a constant task for the Division.

Maintaining the City's bikeway system and Class III pedestrian/bicycle paths is also the responsibility of the Traffic Engineering Division. Bicyclists depend on the City to properly maintain bike lanes and provide safe detours when normal routes are affected by construction in the street. Further, this Division is always seeking opportunities to improve the bikeway system with the addition of bike lanes and other improvements.

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

OBJECTIVES:

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

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

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

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

Review development applications related to potential traffic impacts and changes in site traffic trip generation. This Division also reviews private development applications for parking requirements in conjunction with the Community Development Department.

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

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

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

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

Install industry approved traffic safety devices on public streets and pathways, using State guidelines and standards, in all applications to avoid liability exposure.

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

Maintain signing and striping as-builts for all arterial and collector streets in the City by performing annual inspections and modifying plans annually.

PROGRAM INDICATORS:

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

Provide staff support for Traffic Improvement Subcommittee meetings.

Complete approximately 500 traffic investigations per year as requested.

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

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

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	697,880	734,850	725,425	741,050
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 697,880</u>	<u>\$ 734,850</u>	<u>\$ 725,425</u>	<u>\$ 741,050</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Senior Civil Engineer (traffic)*	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{0}{0}$	$\frac{0}{0}$
Total	<u>$\frac{1}{1}$</u>	<u>$\frac{1}{1}$</u>	<u>$\frac{0}{0}$</u>	<u>$\frac{0}{0}$</u>

** As of April 2015, the Senior Civil Engineer (traffic) position was not funded; additional funds budgeted in Professional Services for contract to deliver these services. Eliminated in FY18.*

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
MATERIALS & SERVICES					
2070	OFFICE SUPPLIES	\$ 241	\$ 350	\$ 350	\$ 350
2150	TRAINING				
	Department Staff training	231	300	300	300
2210	UTILITIES				
	Traffic signals		39,000	39,525	40,125
	City of SJC shared signal costs		1,200	1,250	1,275
	Street lights (added Town Center)		295,000	325,000	340,000
		353,949	335,200	365,775	381,400
2230	PROFESSIONAL SERVICES				
	Traffic engineering consultant		140,000	140,000	140,000
	Traffic signal timing consultant		5,000	5,000	5,000
	Traffic studies/counts/speed verification		6,000	6,000	6,000
	Emerg. vehicle pre-emption inspection/maintenance		20,000	20,000	20,000
	Traffic Signal Communications Consulting		8,000	-	-
		155,163	179,000	171,000	171,000
2530	SAFETY LIGHTING / TRAFFIC SIGNALS				
	Monthly traffic signal maintenance		40,000	40,000	40,000
	Extraordinary signal maintenance		40,000	40,000	40,000
	Traffic safety projects/emergencies		25,000	25,000	25,000
	Traffic Signal Equipment Painting		25,000	25,000	25,000
	Traffic Signal/Mesh Network Comm. Equip. Upgrades		30,000	25,000	25,000
	LED Illuminated street name signs		35,000	25,000	25,000
	Battery Purchases for signal backup units		4,000	8,000	8,000
	Mid. Yr. Budget Adjustment		21,000		
		188,296	220,000	188,000	188,000
	TOTAL MAT'LS & SERV.	697,880	734,850	725,425	741,050
CAPITAL OUTLAY					
3010	FURNITURE & EQUIPMENT	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 697,880	\$ 734,850	\$ 725,425	\$ 741,050

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

DEPARTMENT: PUBLIC WORKS

PROGRAM: SOLID WASTE AND RECYCLING

DESCRIPTION:

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

CR&R, Inc. provides exclusive solid waste and recycling services to all residential, commercial, and temporary service customers in the City of Dana Point. CR&R is responsible for weekly curbside collection of residential refuse, recyclables and green waste. Additionally, CR&R collects residential Household Hazardous Waste (HHW) through their door-side pick up program. Commercial, multi-family, and temporary solid waste is scheduled for collection multiple days per week. No other hauler besides CR&R is permitted to haul waste from the City of Dana Point (Franchise expires in 2021).

CR&R is responsible for administering most of the recycling and related public education programs in the City of Dana Point and achieving a diversion rate that complies with SB 1016. The City has direct responsibility for the SHARPS mail back program, the Plastic Bag Ban and Styrofoam Ban programs, the CFL and Battery Collection Recycling Program, the Construction and Demolition Ordinance program, the tri-annual Bulky Item Drop off events, four (4) Community Vermicomposting Workshops held during the Spring and Fall months and annual reporting to the South Coast Air Quality Management District (AQMD), the Department of Toxic Substances Control (DTSC) and the State of California Department of Resources, Recycling and Recovery (CalRecycle).

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

OBJECTIVES:

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

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

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

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

Continue to consider opportunities to increase the efficiency of the Construction and Demolition (C&D) ordinance program and look for ways to increase the percentage of C&D materials diverted.

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

In conjunction with CR&R, sponsor at least three Bulky Item Clean Up Day events per calendar year where residents can dispose of unwanted furniture, home appliances, televisions, computers, florescent light bulbs, green waste and other bulky items free of charge. This event includes on-site document shredding and donations to Goodwill Industries. Staff uses this event as outreach to promote the HHW Residential Collection program with free refrigerator magnets available to Dana Point residents.

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

City staff and CR&R work jointly with businesses in Dana Point to maintain compliance with Assembly Bill 1826 (Commercial Organics Recycling) to divert organic waste from the landfills. AB 1826 is a tiered mandate that commenced on April 1, 2016 (Tier 1) for the larger food establishments (i.e. grocery stores, hotels). Program outreach and education is ongoing in advance of future tier implementation. Tier 2 commenced on January 1, 2017- December 31, 2018 for mid-level food establishments to divert and recycle food waste from landfills.

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

PROGRAM INDICATORS:

CR&R provides curbside collection services to approximately 10,830 residential units without complaint.

CR&R collects approximately 9,728 tons of recyclable materials and 12,333 tons of solid waste from single and multi family residential units per year, effectively.

CR&R collects approximately 7,886 tons of recyclable materials and 6,428 tons of solid waste from commercial accounts per year, effectively.

CR&R collected approximately 17.47 tons of Household Hazardous Waste (HHW) in during FY15 and FY16 of the City's new Residential HHW Collection Program. CR&R collected approximately 337 tons of commercial organic waste through the Food Scrap Recycling Program per year, effectively.

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

City staff processes approximately 164 new Construction and Demolition Plans and approximately 110 C&D deposit refunds per year.

City staff administers approximately 240 Waste Exemption Permits per year.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 38,004	\$ 38,334	\$ 41,348	\$ 42,425
Materials & Services	32,340	93,750	30,350	80,350
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 70,344</u>	<u>\$ 132,084</u>	<u>\$ 71,698</u>	<u>\$ 122,775</u>

REVENUE SUMMARY

Solid Waste Exemption Fee	\$ 1,900	\$ 2,000	\$ 2,000	\$ 2,000
AB939 Administration Fee	55,303	50,000	55,000	55,000
Sale of Recyclable Materials	9,222	15,000	9,000	9,000
Reimb. Exp - CR&R Contract Admin	80,500	80,500	80,500	80,500
Total Revenues	<u>\$ 146,925</u>	<u>\$ 147,500</u>	<u>\$ 146,500</u>	<u>\$ 146,500</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 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1990	PERSONNEL ALLOCATION				
	One-third Sr. Mgmt. Analyst from PW-Admin (51)	\$ 38,004	\$ 38,334	\$ 41,348	\$ 42,425
	TOTAL PERSONNEL	38,004	38,334	41,348	42,425
MATERIALS & SERVICES					
2070	OFFICE SUPPLIES				
	Education outreach materials		1,500	1,500	1,500
	Recycling containers		500	500	500
	Office supplies		350	350	350
		1,783	2,350	2,350	2,350
2230	PROFESSIONAL SERVICES				
	SHARPS program		3,600	3,600	3,600
	Mercury disposal recycling service		1,500	2,000	2,000
	Dept. of Conservation grant programs		5,000	5,000	5,000
	Residential trash can tagging program - Lantern District		13,900	-	-
	Advertising for community recycling events		7,400	7,400	7,400
	Community Diversion/Recycling Program		10,000	10,000	10,000
	Franchise agreement compliance audit (reimbursed)		50,000	-	50,000
		30,557	91,400	28,000	78,000
	TOTAL MAT'LS & SERV.	32,340	93,750	30,350	80,350
GRAND TOTAL EXPENDITURES		\$ 70,344	\$ 132,084	\$ 71,698	\$ 122,775

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

DEPARTMENT: PUBLIC WORKS

PROGRAM: ENGINEERING

DESCRIPTION:

The Engineering Division is organized in three sections: Development Engineering, Capital Improvement Program (CIP) Design, and Construction.

The Development Engineering staff is responsible for oversight (accuracy/safety) of engineering design related to private and public development within the City of Dana Point. This Division reviews all types of engineering plans to ensure compliance with the multitude of applicable California state codes and ordinances, as well as local requirements/ordinances. Division staff members are responsible for issuing encroachment, grading, improvement and transportation permits to public and private applicants at the public counter. All permitting related to subdivisions (condos or multiple lots) is processed through this Division prior to City Engineer and City Council approval. They are also responsible for plan checking services, third party geotechnical grading reviews, assisting the Planning Division with the discretionary development review process, as well as assisting the Building Division on plan checking for a variety of permit types.

The Development Engineering Division conducts field inspections for resident/property owner constructed improvements on both private and public property. The field inspections are also conducted to ensure compliance with the state's stringent water quality requirements for construction sites.

The Capital Improvement Program (CIP) Design and Construction Sections are tasked with managing the design and construction of capital projects funded by the City's CIP program. The in-house construction design engineers and as-needed contract staff are tasked with developing construction plans and specifications, administering complex grant programs related to funding capital projects, responding to public records requests, managing outside engineering consultants, preparing engineering exhibits for events and general engineering purposes, and assisting on a variety of resident/property owner inquiries. The Construction Section construction manager and inspector are responsible for managing construction contracts for capital projects. The construction team is crucial for the timely, safe and cost effective construction of City parks, street and right of way repair and rehabilitation, storm drains and other major infrastructure improvements citywide. Further, the construction team assists with emergency response related to accidents, storms and other emergency services

activities. In addition, the construction team assists other divisions with the placement of traffic control to safely accomplish work.

OBJECTIVES:

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

Continue to incorporate paperless processing to reduce the amount of time invested by customers by eliminating multiple physical counter visits. Permit applications/issuance thru use of email, phone correspondence, and electronic signature cards facilitate a process that has served owners and contractors well, in addition to reducing overall wait times at the permit counter.

Continue to incorporate mobile inspection protocol through wireless scheduling and reporting. Equipping inspection staff with electronic field devices saves time by allowing immediate entry of data and pictures into the permit data base, eliminating any need for further processing at the office.

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

Perform plan checking services, facilitate third party geotechnical and grading reviews through an engineering consultant, and assist the Planning and Building Division with plan checking reviews.

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

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

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

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

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

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

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

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

Be prepared to respond to natural disasters and other emergencies in our City.

PROGRAM INDICATORS:

Process an average of 467 engineering permits per fiscal year.

Perform an average of 893 plan checks per fiscal year.

Conduct approximately 270 inspections per month.

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

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 1,264,311	\$ 1,321,239	\$ 1,411,711	\$ 1,449,839
Materials & Services	889,282	1,005,799	518,580	519,680
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 2,153,593</u>	<u>\$ 2,327,038</u>	<u>\$ 1,930,291</u>	<u>\$ 1,969,519</u>

REVENUE SUMMARY

Engineering Permits	\$ 538,814	\$ 590,000	\$ 315,000	\$ 315,000
Engineering Fees	141,843	143,000	176,000	146,000
Total Revenues	<u>\$ 680,657</u>	<u>\$ 733,000</u>	<u>\$ 491,000</u>	<u>\$ 461,000</u>

AUTHORIZED PERSONNEL

Senior Civil Engineer	4	4	4	4
City Engineer/Deputy Director Public Works	1	1	1	1
Senior Construction Inspector	1	1	1	1
Principal Civil Engineer	1	1	1	1
Administrative Assistant*	2	2	1	1
Engineering Technician III	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
Sub-total	12	12	11	11
<u>Regular Part-time</u>				
Engineering Intern	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total	<u>12.5</u>	<u>12.5</u>	<u>11.5</u>	<u>11.5</u>

*One Administrative Assistant position vacant, not funded in FY16 & FY17; eliminated in FY18.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL				
1010 SALARIES	\$ 992,563	\$ 1,044,617	\$ 1,119,118	\$ 1,148,056
1030 HOURLY				
Intern (20 hours/week)	11,529	13,500	13,500	13,500
1050 OVERTIME				
Senior construction inspector	8,891	2,500	4,000	4,000
1100 BENEFITS	136,341	154,200	164,100	170,700
1120 RETIREMENT BENEFITS	98,052	90,860	94,512	96,683
1140 MEDI-TAX 1.45%	15,283	15,562	16,481	16,901
1990 PERSONNEL ALLOCATION	1,653	-	-	-
TOTAL PERSONNEL	1,264,311	1,321,239	1,411,711	1,449,839
MATERIALS & SERVICES				
2010 COMMUNICATIONS				
Cell phone	7,838	6,000	6,000	6,000
2050 VEHICLE MAINTENANCE				
Fuel		4,525	7,150	7,150
Repairs & maintenance		2,320	2,970	2,890
Vehicle cleaning		2,210	2,640	2,640
	8,700	9,055	12,760	12,680
2070 OFFICE SUPPLIES				
General office supplies	4,199	4,200	4,200	4,200
2090 MEMBERSHIPS & DUES				
American Public Works Association (9)		800	800	800
Construction Management Assn of Amer. (1)		100	100	100
Construction Manager Certification Inst. (1)		120	120	120
Professional Enginner license renewal		750	570	570
American Society of Civil Engineers (6)		1,400	1,680	1,680
	3,170	3,170	3,270	3,270

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2110 OPERATING SUPPLIES				
AUTOCAD software licenses		6,500	6,900	7,600
Miscellaneous software		6,000	6,000	6,000
Computer supplies		1,500	1,500	1,500
Tools for field inspectors		500	500	500
Employee uniforms		1,400	1,400	1,400
Field Equipment replacement		400	400	400
Wide format plotter: Maintenance service		2,500	2,750	3,030
Wide format plotter: Supplies		1,500	1,700	1,900
Miscellaneous supplies		1,700	1,700	1,700
	23,170	22,000	22,850	24,030
2130 BOOKS & SUBSCRIPTIONS				
Technical journals, specification updates	1,000	1,000	1,000	1,000
2150 TRAINING				
Department Staff training	5,029	5,000	5,000	5,000
2190 FACIL & EQUIP LEASE/RENTAL				
Vehicles Lease	-	-	6,500	6,500
2230 PROFESSIONAL SERVICES				
Aerial images		8,650	8,000	8,000
Special project management & support		13,000	13,000	13,000
Geological consultation (emergencies)		17,000	5,000	5,000
CIP design contract services		250,000	125,000	125,000
Planning application review cost		20,000	30,000	30,000
Midyr Budget Adjustments (3rd party geotech)		90,824	-	-
	416,485	399,474	181,000	181,000
2240 GEOTECH THIRD PARTY REVIEWS (reimbursed)				
Contract Geotech Services (FY18&19 @ 1/2 year)	413,568	550,000	270,000	270,000
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement	6,123	5,900	6,000	6,000
TOTAL MAT'LS & SERV.	889,282	1,005,799	518,580	519,680
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 2,153,593	\$ 2,327,038	\$ 1,930,291	\$ 1,969,519

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

DEPARTMENT: PUBLIC WORKS

PROGRAM: WATER QUALITY & NATURAL RESOURCES

DESCRIPTION:

The Water Quality Section of the Division is responsible for implementing the City's Ocean Water Quality Program and maintaining compliance with State and Federal environmental regulations such as the City's Municipal Separate Storm Sewer (MS4) Storm Water National Pollutant Discharge Elimination Permit (NPDES) Permit and Total Maximum Daily Load (TMDL) requirements, administered by the San Diego Regional Water Quality Control Board. The Division helps to achieve the City's #1 Strategic Planning Initiative to restore and maintain the integrity of our ocean waters and beaches.

The Division is tasked with development and implementation (including processing updates) of the City's Local Implementation Plan (LIP) and the South Orange County Water Quality Improvement Plan (WQIP). The City's LIP outlines the requirements of the MS4 Permit and goals of the WQIP and the programs and procedures that the City has developed to meet the requirements in several key areas: legal authority (ordinance), municipal activities, public outreach and training, requirements for development projects, construction, and existing development, including residential and commercial program requirements, conducting inspections, assisting in code enforcement in complex cases, water quality monitoring; and assessment and reporting. As roles and responsibilities in other City departments are key to compliance with all the elements of the MS4 Permit, the Water Quality Division coordinates with these Departments to ensure participation and compliance.

The Section is also responsible for administration (permitting, executing agreements and reporting), monitoring, and operation, and maintenance of the City's structural Best Management Practices (BMPs), including the Salt Creek Ozone Treatment Facility, seventeen nuisance water diversion facilities and eight storm drain trash removal units. These structural treatment controls help protect and improve the creek and beach water quality and help reduce public health risk.

The Section reviews public and private development project plan documents, prepares numerous required reporting documents, and pursues grant funds for water quality projects and studies. In addition, the Division administers the City's Ocean Water Quality Subcommittee, and coordinates closely with external agencies such as South Coast Water District, Municipal Water District of Orange County, South Orange

County Wastewater Authority, South Orange County Watershed Management Area Workgroup, Orange County Health Care Agency, Orange County Vector Control Agency, Caltrans and other related stakeholders and agencies to implement water quality, conservation and sanitary sewer programs which ultimately enhance and improve water quality in Dana Point.

OBJECTIVES:

Maintain compliance with environmental regulations to avoid any enforcement orders or fines.

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

Modify and enhance existing program elements to meet progressive Water Quality National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit and Total Maximum Daily Load (TMDL) requirements and the South Orange County WQIP.

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

Implement an effective public outreach program to inform and educate a variety of target audiences on the importance of controlling runoff and associated pollutants, conserving water

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

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

Reduce beach posting days at beaches located in Dana Point.

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

PROGRAM INDICATORS:

Maintain compliance with NPDES MS4 Stormwater Permit without enforcement actions and/or fines.

Submit required reporting to regulating agencies, such as San Diego Regional Water Quality Control Board and South Orange County Wastewater Authority on time. (Prepare a minimum of 10 comprehensive reports per year including Annual NPDES Water Quality Report, Salt Creek 401 Certification Report, Quarterly Diversion Reports, Baby Beach TMDL Annual Progress Report, Beaches & Creek Annual TMDL Progress Report, and WQIP Annual Report)

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

Continue to efficiently operate and maintain City best Management Practices, such as the Salt Creek Ozone Facility, trash separation units and nuisance water diversions in accordance with applicable regulations, permits (nine) and agreements (ten).

Continue community outreach programs such as education activities during Coastal Clean Up Day and Ocean Awareness Day and newspaper articles, focusing on topics such as Best Management Practice (BMP requirements, how to prevent runoff pollution, water conservation, etc.

Modify and enhance existing program elements, as needed, to meet new (NPDES) permit and Total Maximum Daily Load (TMDL) requirements and WQIP requirements and achieve goals and objectives in said documents.

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

Review, approve and conduct required inspections and operation and maintenance verifications for private development Water Quality Management Plans which include engineered storm water treatment devices.

Continue to be leader and advocate for sound and practical environmental regulations by reviewing and providing comments on proposed regulation, legislation, mandates, etc.

Continue to be an active participant at the following external NPDES-related meetings and committees: City OWQ Subcommittee: General Co-permittees (bi-monthly), WQIP – monthly, Technical Advisory Committee (TAC), South Orange County Watershed Management Area (SOCWMA) Management Committee, State SCCWRP Beach Water Quality Stakeholders Group, Local Implementation Plan/ Program Effectiveness Assessment (LIP/PEA) Subcommittee, Legal & Regulatory Task Force, Water Quality Monitoring Subcommittee, San Juan Creek/Salt Creek Watershed Committee & Ad-Hoc meetings as necessary.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$250,673	\$243,958	\$148,320	\$152,213
Materials & Services	497,566	661,828	616,615	644,090
Capital Outlay	-	32,000	-	-
Total Expenditures	<u>\$748,239</u>	<u>\$937,786</u>	<u>\$764,935</u>	<u>\$796,303</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Senior Civil Engineer	1	1	1	1
Natural Resources Protection Officer*	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
Sub-total	2	2	1	1
<u>Part-time</u>				
Intern	<u>0.5</u>	<u>0.5</u>	<u>0.0</u>	<u>0.0</u>
Total	<u>2.5</u>	<u>2.5</u>	<u>1.0</u>	<u>1.0</u>

* Natural Resources Protection Officer and an Intern moved to Parks Dept. 55 in FY18 budget.

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1010	SALARIES (<i>FY 18 Natural Resources Protection Officer moved to Dept 55</i>)	\$ 183,160	\$ 181,932	\$ 120,602	\$ 123,617
1030	HOURLY Intern (moved to 55-1030)	12,210	13,500	-	-
1050	OVERTIME	161	-	-	-
1100	BENEFITS	30,608	29,400	15,600	16,200
1120	RETIREMENT BENEFITS	21,527	16,308	10,370	10,604
1140	MEDI-TAX 1.45%	3,008	2,818	1,749	1,792
1990	PERSONNEL ALLOCATION	-	-	-	-
TOTAL PERSONNEL		250,673	243,958	148,320	152,213
MATERIALS & SERVICES					
2010	COMMUNICATIONS Cell phone	2,060	1,680	1,030	1,030
2070	OFFICE SUPPLIES General office supplies	262	875	875	875
2090	MEMBERSHIPS & DUES				
	Association of State Flood Plain Managers		130	150	150
	Certified Flood Plain Manager		-	110	110
	Qualified Industrial Stormwater Professional (QISP)		-	-	475
	Qualified Stormwater Practitioner/Developer		-	250	250
	Certified Inspector of Sediment & Erosion Control		200	200	200
	Marine education & research organizations (moved to 55-2090)		300	-	-
	Certified Professional in Storm Water Quality		250	250	250
	Conservation Biology (moved to 55-2090)		125	-	-
	Nat'l Marine Educators Assn (moved to 55-2090)		40	-	-
	California Coastal Coalition membership & newsletter		1,000	1,100	1,100
		1,590	2,045	2,060	2,535
2110	OPERATING SUPPLIES				
	Printing/public education materials		3,000	3,000	3,000
	Water quality education outreach materials		6,000	6,000	6,000
	Meetings and workshops (moved to 55-2110)		500	-	-
	Tools and field equipment (moved to 55-2110)		500	-	-
	Park brochures/educational pamphlets (moved to 55-2110)		4,000	-	-
	Midyear Budget Adjustment		31,278	-	-
		19,449	45,278	9,000	9,000

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2130	BOOKS & SUBSCRIPTIONS				
	Miscellaneous	-	600	600	600
2150	TRAINING				
	Citywide NPDES training		2,000	2,000	2,000
	Docent training (moved to 55-2150)		300	-	-
	Advanced docent training (moved to 55-2150)		400	-	-
	Department Staff training		750	900	900
		1,246	3,450	2,900	2,900
2230	PROFESSIONAL SERVICES				
	Salt Creek technical operational support		5,000	20,000	20,000
	Federal legislative analyst (moved to 11-2230)		24,000	-	-
	NPDES Commercial Inspections		12,000	15,000	15,000
	WQ Tech Support & Program Implementation (NEW)		-	60,000	80,000
	GIS Storm Drain Updates (NEW)		-	8,000	8,000
	Biohazard Cleanup		-	10,000	10,000
	Special investigations - Illegal discharge/connection, NAL, spill clean-up		20,000	-	-
		26,458	61,000	113,000	133,000
2240	NPDES/CONSTRUCTION BMP INSPECTION (Reimbursed)				
	Contract BMP Services (01-60-6655 revenue acct.)	-	-	35,000	35,000
2270	TRAVEL, CONF. & MEETINGS				
	Conferences - Water Quality Cert. (4)	735	4,000	4,000	4,000
2290	MILEAGE REIMBURSEMENT				
	Staff mileage reimbursements	1,434	1,200	650	650
2510	STORM DRAINS				
	NPDES (co-permittee share)		78,000	75,000	75,000
	SOCWMA cost share		6,700	9,500	9,500
	Baby Beach TMDL + cost share		30,000	25,000	30,000
	SWRCB/NPDES permit fee		18,000	22,000	22,000
	San Juan Creek TMDL Cost Share		13,000	11,000	13,000
	Diversion flow treatment (added North Creek)		45,000	95,000	95,000
	North Creek ozone treatment (cost added w/Diversion Flow Treatment)		50,000	-	-
	Salt Creek:				
	Operation and maintenance (SCWD)		130,000	137,000	135,000
	Operation and maintenance (SDG&E)		52,000	50,000	52,000
	Equipment Replacement (transferred to Fund 12)		50,000	-	-
	Extraordinary repairs (transferred to Fund 12)		20,000	-	-
	Grease interceptor rebate program		15,000	15,000	15,000
	Headlands diversion flow treatment & monitoring		8,000	8,000	8,000
	Mid-Year Budg. Adj		26,000		
		444,332	541,700	447,500	454,500
	TOTAL MAT'L S & SERV.	497,566	661,828	616,615	644,090
CAPITAL OUTLAY					
3010	FURNITURE & EQUIPMENT		32,000	-	-
	TOTAL CAPITAL OUTLAY	-	32,000	-	-

GRAND TOTAL EXPENDITURES

Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
\$ 748,239	\$ 937,786	\$ 764,935	\$ 796,303

City of Dana Point
Budget Narrative
Department: Public Safety
Program: Police Services (61)

DEPARTMENT: PUBLIC SAFETY

PROGRAM: POLICE SERVICES

DESCRIPTION:

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

OBJECTIVES:

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

Respond to calls for services promptly.

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

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

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

Initiate and maintain crime prevention programs.

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

PROGRAM INDICATORS:

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

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

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	10,521,627	11,710,986	12,324,223	12,926,510
Capital Outlay	144,114	183,000	-	-
Total Expenditures	<u>\$10,665,740</u>	<u>\$11,893,986</u>	<u>\$12,324,223</u>	<u>\$12,926,510</u>

REVENUE SUMMARY

Fines & Forfeitures	<u>\$167,622</u>	<u>\$170,000</u>	<u>\$170,000</u>	<u>\$170,000</u>
Total Revenues	<u>\$167,622</u>	<u>\$170,000</u>	<u>\$170,000</u>	<u>\$170,000</u>

AUTHORIZED PERSONNEL

Contract (Orange County Sheriff)

Lieutenant	1	1	1	1
Administrative Sergeant	1	1	1	1
Administrative Deputy	1	1	1	1
Community Services Sergeant	1	1	1	1
Community Services Deputies	3	3	3	3
School Resource Deputy	1	1	1	1
Deputy - Directed Enforcement Team	1	1	1	1
Sergeant - Patrol	4	4	4	4
Deputy - Patrol	18	18	18	18
Deputy - Motorcycle	1	1	1	1
Investigator	2	2	2	2
Community Services Officer	6	6	6	6
Investigative Assistant	1	1	1	1
Office Specialist	0	0	0	0
Deputy Part-Time Special Help	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Total	41.25	41.25	41.25	41.25

Also contribute toward Regional-Shared personnel related to Traffic, Auto Theft, Directed Enforcement, Subpoena and Courts.

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phones & satellite phones (4)	\$ 7,334	\$ 8,500	\$ 8,600	\$ 8,600
2030	EQUIPMENT MAINTENANCE				
	Bicycle maintenance		3,000	1,000	1,000
	800 MHz backbone maintenance		13,550	13,500	13,500
	Laptop computers, external defibrilators		2,400	-	-
	Canon 5000 copier (Police)		4,000	-	-
	Hand held radar/radar trailer maintenance		1,500	1,500	1,500
	mid-yr budget adjustment		37,836		
		37,432	62,286	16,000	16,000
2040	COPIER USAGE	75	-	500	500
2050	VEHICLE MAINTENANCE				
	Motorcycle maintenance		8,000	8,000	8,000
	Fleet maintenance		19,500	15,000	15,000
	Fuel		39,000	30,000	30,000
		36,384	66,500	53,000	53,000
2070	OFFICE SUPPLIES				
	Routine office supplies	4,190	9,500	5,000	5,000
2110	OPERATING SUPPLIES				
	Special events		24,000	20,000	20,000
	Lexus Nexus (Investigations)		-	1,200	1,200
	Data Ticket		-	1,260	1,260
	Bicycle patrol supplies (helmets, uniforms, tires, etc.)		1,250	1,000	1,000
	Employee business cards, City letterhead		1,200	1,200	1,200
	Awards & commendations		2,500	2,250	2,250
	Name tags for deputies		500	500	500
	Supplies for Intervention Specialist		-	7,000	7,000
	Miscellaneous		12,500	2,000	2,000
		20,637	41,950	36,410	36,410
2150	TRAINING				
	Employee development	5,807	4,000	2,500	2,500
2230	PROFESSIONAL SERVICES				
	Trauma intervention program		5,250	5,500	5,500
	Intervention specialist		65,000	65,000	65,000
	Crossing guards		57,000	57,000	57,000
		113,722	127,250	127,500	127,500

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2270	TRAVEL, CONF. & MEETINGS Miscellaneous	7,457	6,000	2,000	2,000
2330	POLICE SERVICES Contract services	10,288,589	11,385,000	12,072,713	12,675,000
	TOTAL MAT'LS & SERV.	<u>10,521,627</u>	<u>11,710,986</u>	<u>12,324,223</u>	<u>12,926,510</u>
CAPITAL OUTLAY					
3010	FURNITURE & EQUIPMENT P25 Compliant Radios		150,000	-	-
	FY16 Carryover		33,000	-	-
	TOTAL CAPITAL OUTLAY	<u>144,114</u>	<u>183,000</u>	<u>-</u>	<u>-</u>
GRAND TOTAL EXPENDITURES		<u>\$ 10,665,740</u>	<u>\$ 11,893,986</u>	<u>\$ 12,324,223</u>	<u>\$ 12,926,510</u>

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

DEPARTMENT: PUBLIC SAFETY

PROGRAM: VOLUNTEERS IN POLICE SERVICES

DESCRIPTION:

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

OBJECTIVES:

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

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

Initiate and maintain crime prevention programs.

Maintain a high level of visibility in the community.

Provide community service programs

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

Provide Neighborhood Watch Programs

Assist Police Services and City personnel with special events.

PROGRAM INDICATORS:

Provide 35 home checks per month

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

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
--	--------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------

EXPENDITURE SUMMARY

Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	12,301	19,300	15,500	15,800
Capital Outlay	-	-	-	-
Total Expenditures	\$ 12,301	\$ 19,300	\$ 15,500	\$ 15,800

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

NONE

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
MATERIALS & SERVICES				
2030 EQUIPMENT MAINTENANCE				
Bicycle maintenance	155	500	500	500
2050 VEHICLE MAINTENANCE	5,423	5,000	1,000	1,000
2070 OFFICE SUPPLIES				
Neighborhood watch/ business watch materials		7,000	7,200	7,500
Routine supplies for 1 staff/25 volunteers		1,500	1,500	1,500
	4,420	8,500	8,700	9,000
2110 OPERATING SUPPLIES				
Volunteer uniform replacement		2,500	2,500	2,500
Routine supplies		1,100	1,100	1,100
	1,862	3,600	3,600	3,600
2150 TRAINING				
Volunteer development courses	200	800	800	800
2270 TRAVEL, CONF. & MEETINGS				
Crime prevention meetings		250	250	250
Volunteer development conferences		350	350	350
	241	600	600	600
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursement	-	300	300	300
TOTAL MAT'LS & SERV.	12,301	19,300	15,500	15,800
GRAND TOTAL EXPENDITURES	\$ 12,301	\$ 19,300	\$ 15,500	\$ 15,800

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

DEPARTMENT: DISASTER PREPAREDNESS AND FACILITIES

PROGRAM: EMERGENCY SERVICES

DESCRIPTION:

The Emergency Services Division (ESD) coordinates disaster preparedness, response, and recovery programs as set forth in State and Federal regulations. Funding for ESD is provided for in the General Fund budget and partially offset by reimbursements for activities related to nuclear power preparedness. ESD manages the City's Emergency Operations Center, provides staff training, coordinates public training opportunities and communicates emergency preparedness information, coordinates the Community Emergency Response Team (CERT) program and maintains agency partnerships critical to emergency preparedness, response and recovery. The ESD also manages and maintains the Public Safety Wireless Network.

OBJECTIVES:

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

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

Maintain City Emergency Plan in compliance with Federal Regulation 44 CFR 30, the California Emergency Services Act and the National Incident Management System.

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

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

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

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

Maintain the City's Public Safety Wireless Network to support law enforcement

operations, disaster response, and traffic management capabilities.

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

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

Prepare, submit, and track all disaster cost recovery project reports to the State of California and the Federal Emergency Management Agency (FEMA).

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 230,856	\$ 234,323	\$ 238,739	\$ 245,078
Materials & Services	119,067	153,504	117,400	111,200
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 349,923</u>	<u>\$ 387,827</u>	<u>\$ 356,139</u>	<u>\$ 356,278</u>

REVENUE SUMMARY

Nuclear Power Program	<u>\$ 223,722</u>	<u>\$ 193,600</u>	<u>\$ 195,000</u>	<u>\$ 199,000</u>
-----------------------	-------------------	-------------------	-------------------	-------------------

AUTHORIZED PERSONNEL

Emergency Services Coordinator	1	1	1	1
Director of Disaster Prep. & Facilities	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Sub-total	1.5	1.5	1.5	1.5
Part-time Administrative Assistant	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total	2	2	2	2

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1010	SALARIES	\$ 239,765	\$ 243,905	\$ 250,179	\$ 256,434
1030	HOURLY				
	Administrative support	19,754	21,669	22,133	22,797
		<u>19,754</u>	<u>21,669</u>	<u>22,133</u>	<u>22,797</u>
1050	OVERTIME	-	-	-	-
1100	BENEFITS	31,513	31,800	33,600	34,800
1120	RETIREMENT BENEFITS	27,518	25,413	27,775	28,426
1140	MEDI-TAX 1.45%	3,809	3,677	3,949	4,049
1200	OUTSIDE ASSISTANCE				
	Administrative/secretarial support	-	-	-	-
1990	PERSONNEL ALLOCATION				
	One-half Emerg. Svcs. Director to Facilities (95)	(91,502)	(92,141)	(98,896)	(101,427)
		<u>(91,502)</u>	<u>(92,141)</u>	<u>(98,896)</u>	<u>(101,427)</u>
	TOTAL PERSONNEL	<u>230,856</u>	<u>234,323</u>	<u>238,739</u>	<u>245,078</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Satellite phone - Emergency Communications			5,500	1,500
	Radio equipment			1,000	1,000
	Orange County 800MHz system			1,200	1,200
	Wireless data units			3,500	3,500
	Cell phones			2,500	2,500
		<u>7,666</u>	<u>9,500</u>	<u>13,700</u>	<u>9,700</u>
2030	EQUIPMENT MAINTENANCE				
	Communications maintenance			1,000	1,000
	EOC software maintenance			5,000	5,000
	EOC Equipment maintenance			4,000	4,000
	Radiological equipment calibration			1,000	1,000
	Emergency generator maintenance (<i>assumes generator replacement FY18</i>)			4,500	4,500
		<u>14,423</u>	<u>16,300</u>	<u>15,500</u>	<u>15,500</u>

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2040 COPIER USAGE	-	-	500	500
2050 VEHICLE MAINTENANCE				
Fuel			5,000	5,000
Repairs & maintenance			2,500	1,500
Vehicle cleaning			1,500	1,500
	9,491	9,200	9,000	8,000
2070 OFFICE SUPPLIES				
Routine office supplies			1,000	1,000
Outside printing (brochures, etc.)			3,000	3,000
	1,662	3,000	4,000	4,000
2090 MEMBERSHIPS & DUES				
International Assoc. of Emergency Managers		200	200	200
2110 OPERATING SUPPLIES				
Community Emergency Response Team program			8,000	8,000
NOAA storm-ready tsunami certification program			2,000	2,000
EOC maintenance			6,000	6,000
Community Preparedness Expo			15,000	15,000
Disaster supplies rotation			5,500	5,500
Emergency response supplies			6,000	6,000
	53,410	108,087	42,500	42,500
2150 TRAINING				
NPP-related training - reimbursed			1,500	1,500
Department staff			3,000	1,800
	2,116	1,717	4,500	3,300
2230 PROFESSIONAL SERVICES				
Wireless Mesh maintenance	28,090	-	25,000	25,000
2270 TRAVEL, CONF. & MEETINGS				
Travel, conference & meetings	2,208	5,000	2,500	2,500
2290 MILEAGE REIMBURSEMENT				
Staff mileage reimbursements	-	500	-	-
TOTAL MAT'LS & SERV.	119,067	153,504	117,400	111,200
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT				
Emergency Svcs Utility Truck Replacement	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 349,923	\$ 387,827	\$ 356,139	\$ 356,278

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

DEPARTMENT: CITY ATTORNEY

PROGRAM: CITY ATTORNEY

DESCRIPTION:

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

OBJECTIVES:

Provide oral and written advice and opinions as requested.

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

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

Enforce the City Code and prosecute violators.

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

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

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

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

PROGRAM INDICATORS:

Attend all City Council meetings.

Attend all Planning Commission meetings.

Attend all Traffic Commission meetings.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Materials & Services	\$ 1,263,347	\$ 1,067,500	\$ 869,500	\$ 872,500
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 1,263,347</u>	<u>\$ 1,067,500</u>	<u>\$ 869,500</u>	<u>\$ 872,500</u>

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

NONE

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
MATERIALS & SERVICES					
2130	BOOKS & SUBSCRIPTIONS				
	Legal code updates		\$ 7,500	\$ 7,500	\$ 7,500
		6,866	7,500	7,500	7,500
2310	CITY ATTORNEY SERVICES				
	Retainer		120,000	122,000	125,000
	O.C. Muni code violation custody fees		5,000	5,000	5,000
	Muni code violations/prosecution		325,000	325,000	325,000
	General legal services (non-litigation)		250,000	410,000	410,000
	Mid-year budget adj.		360,000		
		1,256,481	1,060,000	862,000	865,000
	TOTAL MAT'LS & SERV.	<u>1,263,347</u>	<u>1,067,500</u>	<u>869,500</u>	<u>872,500</u>
GRAND TOTAL EXPENDITURES		<u>\$ 1,263,347</u>	<u>\$ 1,067,500</u>	<u>\$ 869,500</u>	<u>\$ 872,500</u>

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

DEPARTMENT: COMMUNITY SERVICES & PARKS

PROGRAM: COMMUNITY SERVICES

DESCRIPTION:

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

The Community Services Division oversees the permitting process to reserve anyone of 29 parks in the City's park inventory, as well as facility rentals in the Community Center. The parks are widely used for a variety of special occasions such as weddings, anniversaries, birthdays, public meetings, and memorial ceremonies. The Community Services Division manages the operation of the Del Obispo Community Park that includes a Community/Senior Center, three lighted ball fields, two tennis courts, batting cages, outdoor handball and supervises the operation of a multi-purpose field and a dedicated softball field at Dana Hills High School.

In addition to the City coordinated events, the division worked with local non-profit groups in a collaborative effort to produce a variety of community events such as: Dana Point Harbor Boat Parade, Car Shows, Art Walks, Dana Point Relay For Life, Capo Beach Tree Lighting, Pet Project Foundation Whales & Tails Wag-A-thon, VFW Memorial Day and Veteran's Day Event and Festival of Whales celebration events.

OBJECTIVES:

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

PROGRAM INDICATORS

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

- Monthly food commodity program serving 2,500
- Congregate meal program, serving 7,100
- Home delivered meals providing 4,700 meals annually
- Case management services, serving 212 cases annually
- Various senior support services, such as health, legal, taxes, etc., serving 690 annually
- Saddleback Emeritus Institute classes serving 769 annually
- OCTA provides 3,182 rides for seniors to meals program annually
- Monthly special events, serving 1,380 annually. Twilight Dinners, Valentine Dinner Dance, St. Patrick's Day Luncheon, Thanksgiving lunch, and the New Year's Eve Dinner Dance.

Produce and conduct (22) major city events, with attendance of 260,000+ annually:

- Festival of Whales Parade (5,000)
- Festival of Whales Movie (600)
- Festival of Whales BBQ & Concert (2,000)
- Two (2) Egg Hunts (2,000)
- Five (5) Movies in the Park (4,000)
- 4th of July Fireworks Display (200,000+)
- Seven (7) Summer Concert Series (21,000)
- Dana Point State BBQ Championship (23,000)
- Halloween Spooktacular & Movie (1,800)
- Winter Festival & Tree Lighting (3,000)
- Capistrano Beach Tree Lighting (300)

The contractual class program offers 504 classes and serves over 3,800 people annually. Of those 504 classes, 252 are adult classes and 252 are youth classes. Annually the classes consist of 37 art classes, 119 dance classes, 39 fitness classes, 8 dog obedience classes, 24 martial arts classes, 35 Music/Theater classes, 6 summer youth camps, 175 special interest classes and 61 sports classes. Out of 8,785 possible class enrollment spots (maximum number the contract instructor permits in class), 3,879 were filled, with an overall 44.15% enrollment rate.

Conduct youth (basketball) and adult (softball and kickball) seasonal sports programs. The Adult Softball league consists of 120 participants, playing on 6 teams, with 24 games played annually amongst the 6 teams. The Adult Kickball league consists of 200 participants, playing on 10 teams, with 40 games annually amongst the 10 teams. The Youth Basketball league for ages 6-9 years serves 320 participants, playing on 32 teams, with 68 games and 416 practices amongst the 32 teams annually.

Coordinate facility and park rentals for private, non-profit or commercial groups. Park rentals are very popular for weddings and small gatherings and consist of 247 separate rentals annually.

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

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 723,499	\$ 719,716	\$ 720,129	\$ 744,850
Materials & Services	1,141,708	1,235,825	1,077,295	997,795
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 1,865,207</u>	<u>\$ 1,955,541</u>	<u>\$ 1,797,424</u>	<u>\$ 1,742,645</u>

REVENUE SUMMARY

Park programs & activities	\$ 240,405	\$ 243,000	\$ 220,000	\$ 220,000
Total Revenues	<u>\$ 240,405</u>	<u>\$ 243,000</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>

AUTHORIZED PERSONNEL

Full-time

Administrative Aide	1	1	1	1
Recreation Coordinator	2	2	2	2
Director - Community Svs & Parks	1	0	0	0
Deputy Director of Community Svs & Parks	0	1	1	1
Senior Administrative Assistant	1	1	1	1
Recreation Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Sub-total	6	6	6	6

Regular Part-time

Staff Aide	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>
Total	6.40	6.40	6.40	6.40

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1010	SALARIES	\$ 492,079	\$ 486,979	\$ 483,258	\$ 495,935
1030	HOURLY				
	Part-time Staff	66,242	70,500	75,000	78,000
1050	OVERTIME				
	Hourly staff - special events, meetings & leagues	15,198	20,000	20,000	20,000
1100	BENEFITS	83,112	84,600	87,600	91,200
1120	RETIREMENT BENEFITS	57,996	49,467	45,886	51,102
1140	MEDI-TAX 1.45%	8,872	8,170	8,385	8,612
1200	OUTSIDE ASSISTANCE	-	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-
TOTAL PERSONNEL		723,499	719,716	720,129	744,850
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Cell phone	1,352	1,320	2,300	2,300
2030	EQUIPMENT MAINTENANCE				
	Copier		3,500	-	-
	Fax		150	150	150
	Recreation software maintenance		4,000	-	-
	Mid-year budget adj.		(5,000)		
		2,877	2,650	150	150
2040	COPIER USAGE	168	-	2,000	2,000
2050	VEHICLE MAINTENANCE				
	Fuel		1,635	850	850
	Repairs & maintenance		300	1,350	1,350
	Vehicle cleaning		600	660	660
		1,401	2,535	2,860	2,860
2070	OFFICE SUPPLIES				
	Routine office supplies		2,350	2,350	2,350
	Printing supplies (paper)		1,750	2,500	2,500
	Fax machine toner cartridges		200	200	200
	Laminating machine supplies		100	100	100
		3,288	4,400	5,150	5,150

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2090	MEMBERSHIPS & DUES			
		280	280	280
		-	600	600
		640	1,055	1,055
		(200)		
	800	720	1,935	1,935
2110	OPERATING SUPPLIES			
		300	300	300
		7,500	7,500	7,500
		500	750	750
		1,000	1,000	1,000
	3,149	9,300	9,550	9,550
2150	TRAINING			
	230	1,500	1,500	1,500
2170	POSTAGE			
		14,000	14,000	14,000
		600	600	600
	14,108	14,600	14,600	14,600
2230	PROFESSIONAL SERVICES			
		181,000	180,000	180,000
		-	7,500	-
		34,000	34,000	34,000
		40,000	40,000	40,000
		10,000	10,000	10,000
		47,500	50,000	55,000
	237,754	312,500	321,500	319,000
2250	ADVERTISING			
		10,000	10,000	10,000
		3,000	-	-
		5,000		
	8,652	18,000	10,000	10,000
2270	TRAVEL, CONF. & MEETINGS			
	180	-	3,200	3,200
2290	MILEAGE REIMBURSEMENT			
		4,800	4,800	4,800
		1,500	1,500	1,500
	5,126	6,300	6,300	6,300

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2410	COMMUNITY ACTIVITIES			
		140,000	125,000	100,000
		10,000	10,000	10,000
		5,000	3,000	3,000
		2,500	-	-
		7,000	7,000	7,000
		2,500	2,500	2,500
		135,000	135,000	100,000
		12,000	10,000	10,000
		15,000	15,000	15,000
	Youth Services:			
		25,000	25,000	25,000
			31,250	31,250
		25,000	25,000	25,000
		15,000	-	-
		20,000	20,000	20,000
		15,000	-	-
		20,000	10,000	-
		10,000	-	-
		15,000	-	-
		7,000	8,000	8,000
		90,000	-	-
		-	10,000	10,000
		30,000	28,000	28,000
		20,000	20,000	20,000
		-	20,000	20,000
		20,000	10,000	-
	Festival of Whales:			
		30,000	30,000	30,000
		10,000	10,000	10,000
		5,000	-	-
		15,000	17,500	17,500
		30,000	40,000	40,000
	737,678	731,000	612,250	532,250
2430	RECREATION PROGRAMS			
		20,000	20,000	23,000
		9,000	9,000	9,000
		8,000	-	-
		14,000	-	-
		25,000	-	-
		55,000	55,000	55,000
	124,944	131,000	84,000	87,000
	TOTAL MAT'LS & SERV.			
	1,141,708	1,235,825	1,077,295	997,795
CAPITAL OUTLAY				
3010	FURNITURE & EQUIPMENT			
	-	-	-	-
	TOTAL CAPITAL OUTLAY			
	-	-	-	-
GRAND TOTAL EXPENDITURES				
	\$ 1,865,207	\$ 1,955,541	\$ 1,797,424	\$ 1,742,645

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 29 beautiful parks, including a community garden, that provide safe, clean and attractive facilities for the citizens of Dana Point. There are over 100 acres of developed park land with approximately 3,000 trees, 6 outdoor restroom buildings, 10 playgrounds, 5 dog fun zones and 21 parks with security lighting. The 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 Parks Department is also responsible for the several open space areas in town including the City's natural parks at the Headlands, Hilltop Park, Strands South Switchback Trail and Harbor Point Park. These natural areas are comprised of valuable environmentally sensitive habitat and contain rare and endangered plants and animal species. The Headland Open Space areas are managed from the Nature Interpretive Center, where the public can learn about the habitat, flora and fauna and the adjacent Marine Protected Area that the City assists in managing. The Natural Resources Protection Officer is responsible for the daily operation of the Nature Interpretive Center, which includes recruiting, training, and scheduling volunteers and docent staff to participate in and deliver interpretive programs. The Natural Resources Protection Officer also directs the ecological functioning, restoration, protection of habitat, preservation of rare or threatened species, protection of the biodiversity in the conservation areas, and education of the public.

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.

ACCOMPLISHMENTS:

Installed new playground equipment at Creekside Park in the Summer of 2016.

Upgraded the old concrete picnic tables at Pines Park with ADA accessible tables.

Repair and restoration of sod at Pines Park, Thunderbird Park and Calle Paloma Parkette. Installed power at the Camino de Estrella Median.

Upgraded the picnic tables at Dana Woods Park.

Won a Chamber of Commerce beatification award for the landscape improvement project at the corner of Victoria and Camino Capistrano.

Repair and restoration of the old picnic tables and old BBQ grills at Lantern Bay Park.

Replacement of the light posts at La Plaza Park.

Added two new art pieces to enhance our art in public places program, one at Pines Park and one at the corner of Victoria and Camino Capistrano.

The City applied for and received approval of a Nature Education Facilities Grant from California State Parks in the amount of \$98,595 for the creation of 5 new exhibits that are installed within and around the Nature Interpretive Center as well as interpretive panels and maps to be placed throughout the trails systems. Exhibit installation has been completed and the grant will be closed out in FY17.

Continued to build up the Docent programs for the Ocean Institute tidepool area and the Headlands nature parks (now with over 60 active volunteers), nature walks and children's programs.

Participated in the State's Marine Life Protection Program and Orange County Marine Protected Areas Council as it relates to Dana Point waters.

Began the Pacific Pocket Mouse Park Evaluation Program in concert with the US Fish and Wildlife Service.

Began the popular "Science Night" nature series presentations.

Note the Natural Resources Program recently moved to the Community Services and Parks Department from the Public Works Department.

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.

Maintain the 8,000+ City trees in accordance to International Society of Arboriculture standards for both beauty and to reduction of liabilities.

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

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

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

Provide cost effective and responsive services for maintenance and repair.

Continue to support City events and services.

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

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

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

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

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

Ensure fuel modification/weed abatement and biological monitoring activities are accomplished in accordance with guidelines outlined in the HMMP (URS 2005) for the terrestrial Conservation Parks.

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

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

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

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

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

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

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

Continue to work closely with the Center for Natural Lands Management (CNLM) to conduct biological monitoring, maintenance activities, ensure the conservation values of the 29.4 acre CNLM Dana Point Preserve and continue to display the Pacific Pocket Mouse specimen obtained in 2014.

PROGRAM INDICATORS:

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

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

Perform weekly inspections of tree trimming contractor to ensure compliance with City and ISA standards.

Perform monthly certified playground inspections to ensure community safety.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ 331,234	\$ 317,586	\$ 437,438	\$ 448,935
Materials & Services	2,951,090	3,682,380	3,298,515	3,279,345
Capital Outlay	-	200,000	-	-
Total Expenditures	<u>\$ 3,282,324</u>	<u>\$ 4,199,966</u>	<u>\$ 3,735,953</u>	<u>\$ 3,728,280</u>

REVENUE SUMMARY

Park & Community Center Rentals	\$ 65,482	\$ 60,000	\$ 60,000	\$ 60,000
---------------------------------	-----------	-----------	-----------	-----------

AUTHORIZED PERSONNEL

Parks Maintenance Worker III	1	1	1	1
Parks Supervisor	1	1	1	1
Parks Manager	1	1	1	1
Natural Resources Protection Officer*	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
Sub-total	3	3	4	4
<u>Part-time</u>				
Intern	<u>0.0</u>	<u>0.0</u>	<u>0.5</u>	<u>0.5</u>
Total	<u>3.0</u>	<u>3.0</u>	<u>4.5</u>	<u>4.5</u>

* Natural Resources Protection Officer and an Intern moved from Water Quality Dept. 57 in FY18 budget.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL				
1010	SALARIES (FY18 Natural Resources Protection Officer moved from Dept. 57)			
	\$ 247,113	\$ 247,396	\$ 318,631	\$ 326,957
1030	HOURLY (FY18 intern moved from 57-1030)			
	-	-	13,500	13,500
1050	OVERTIME			
	Maintenance staff events/emergency response			
	12,433	5,000	12,500	12,500
1100	BENEFITS			
	42,036	41,100	59,400	61,800
1120	RETIREMENT BENEFITS			
	25,950	20,503	28,410	29,060
1140	MEDI-TAX 1.45%			
	3,702	3,587	4,997	5,118
1990	PERSONNEL ALLOCATION			
	-	-	-	-
	TOTAL PERSONNEL			
	<u>331,234</u>	<u>317,586</u>	<u>437,438</u>	<u>448,935</u>
MATERIALS & SERVICES				
2010	COMMUNICATIONS			
	Cell phones			
	1,800	1,800	1,800	1,800
2050	VEHICLE MAINTENANCE			
	Fuel			
		9,500	8,800	8,800
	Repairs & maintenance			
		2,680	5,340	4,270
	Vehicle cleaning			
		1,680	2,640	2,640
	<u>14,993</u>	<u>13,860</u>	<u>16,780</u>	<u>15,710</u>
2070	OFFICE SUPPLIES			
	General office supplies			
	479	1,200	1,050	1,050
2090	MEMBERSHIPS & DUES			
	California Park & Recreation Society (2)			
		620	420	420
	International Society of Arboriculture (1)			
		-	150	150
	Marine education & research organizations (moved from 57-2090)			
		-	300	300
	Conservation Biology (moved from 57-2090)			
		-	125	125
	Western Society of Naturalists (moved from 57-2090)			
		-	40	40
	<u>-</u>	<u>620</u>	<u>1,035</u>	<u>1,035</u>

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2110	OPERATING SUPPLIES			
		1,000	1,000	1,000
		3,000	2,000	2,000
		24,000	24,000	24,000
		75,000	45,000	45,000
		-	10,000	10,000
		-	500	500
		-	500	500
		-	8,000	8,000
		25,000	-	-
	156,062	128,000	91,000	91,000
2150	TRAINING			
		900	900	900
		-	300	300
		-	750	750
	38	900	1,950	1,950
2190	FACIL & EQUIP LEASE/RENTAL			
		6,000	6,000	6,000
			9,000	15,900
	5,841	6,000	15,000	21,900
2210	UTILITIES			
		600,000	600,000	600,000
		60,000	60,000	60,000
		50,000	50,000	50,000
	624,936	710,000	710,000	710,000
2230	PROFESSIONAL SERVICES			
		35,000	35,000	35,000
		500	-	-
		4,000	4,000	4,000
		35,000	40,000	40,000
	48,500	74,500	79,000	79,000
2270	TRAVEL, CONF. & MEETINGS			
	-	-	5,400	5,400
2290	MILEAGE REIMBURSEMENT			
	1,029	500	500	500
2450	LANDSCAPE (MEDIANS)			
		650,000	500,000	520,000
		65,000	60,000	65,000
		80,000	120,000	80,000
		125,000	-	-
	519,401	920,000	680,000	665,000
2470	TREE MAINTENANCE			
	567,372	600,000	600,000	600,000

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2550	PARK MAINTENANCE			
	Landscape:			
		600,000	600,000	650,000
		60,000	20,000	15,000
		200,000	160,000	160,000
	Hardscape:			
		25,000	40,000	30,000
		80,000	120,000	80,000
		35,000	35,000	35,000
		20,000	15,000	10,000
	Irrigation/Drainage/Water Distribution:			
		100,000	-	-
		5,000	5,000	5,000
		100,000	100,000	100,000
	1,010,639	1,225,000	1,095,000	1,085,000
	TOTAL MAT'LS & SERV.			
	2,951,090	3,682,380	3,298,515	3,279,345
CAPITAL OUTLAY				
3010	FURNITURE & EQUIPMENT			
	-	-	-	-
3050	PARK STRUCT. & IMPVMENTS. <i>(Hobie Memorial Match FY17)</i>			
	-	200,000	-	-
	TOTAL CAPITAL OUTLAY			
	-	200,000	-	-
GRAND TOTAL EXPENDITURES				
	\$ 3,282,324	\$ 4,199,966	\$ 3,735,953	\$ 3,728,280

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

DEPARTMENT: DISASTER PREPAREDNESS AND FACILITIES

PROGRAM: FACILITIES

DESCRIPTION:

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

City Hall

Del Obispo Community Center

Nature Interpretive Center

Del Obispo Sports Park (Restrooms and Concession facility)

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

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

PCH Pedestrian Bridge

Funicular inclined elevator

South Strands Restroom

Strands Parking Lot restroom and North Strands Stairs Restroom (County-owned but maintained by Dana Point Facilities Division)

OBJECTIVES:

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

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 and/or the public.

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$162,509	\$190,964	\$191,917	\$196,724
Materials & Services	441,919	581,310	538,600	548,100
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$604,429</u>	<u>\$772,274</u>	<u>\$730,517</u>	<u>\$744,824</u>

REVENUE SUMMARY

City Plaza rental revenues	\$38,900	\$22,800	\$22,800	\$22,800
Total Revenues	<u>\$38,900</u>	<u>\$22,800</u>	<u>\$22,800</u>	<u>\$22,800</u>

AUTHORIZED PERSONNEL

Bldg. & Facilities Mntce. Worker I/II/III	1	1	1	1
Director of Disaster Prep. & Facilities	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1010	SALARIES	\$ 52,062	\$ 62,179	\$ 57,207	\$ 58,780
1030	HOURLY Maintenance Worker	-	14,000	14,000	14,000
1050	OVERTIME After hours emergency response	847	2,000	2,000	2,000
1100	BENEFITS	12,898	13,200	14,100	14,700
1120	RETIREMENT BENEFITS	4,363	6,310	4,652	4,733
1140	MEDI-TAX 1.45%	839	1,134	1,062	1,084
1200	OUTSIDE ASSISTANCE Administrative/secretarial support	-	-	-	-
1990	PERSONNEL ALLOCATION One-half Emerg. Svcs. Mgr. from ES (12)	91,502	92,141	98,896	101,427
TOTAL PERSONNEL		162,509	190,964	191,917	196,724
MATERIALS & SERVICES					
2010	COMMUNICATIONS Cell phone	1,138	1,260	-	-
2030	EQUIPMENT & FACILITY MAINTENANCE				
	Building maintenance & custodial services contract		120,000	135,000	140,000
	Building pest control		10,000	10,000	10,500
	Elevator maintenance contract		10,000	12,000	13,000
	Sewer pump station maint (Comm Ctr. & Strand Beh)		10,000	12,000	12,000
	HVAC maintenance/replacement		25,000	35,000	35,000
	Annual fire extinguisher and sprinkler inspection		2,000	4,000	4,000
	Floor mats / carpet cleaning		4,000	4,000	4,000
	Facility security systems (alarm, surveillance)		20,000	25,000	25,000
	Signage		2,000	-	-
	Strand shower maintenance		9,000	9,000	9,000
	Electrical contractor		4,000	5,000	5,000
	Misc. painting		4,000	5,000	5,000
	Plumbing contractor		8,000	10,000	10,000
	EFC Equipment Replacement		12,000	13,000	13,000
	Monitor Building Renovations / Improvements		50,000	-	-
	Unanticipated building repairs		15,000	10,000	10,000
	Mid-year budget adj.		39,500	-	-
		251,145	344,500	289,000	295,500

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2050	VEHICLE MAINTENANCE				
	Fuel		1,000	1,200	1,200
	Repairs & maintenance		1,250	1,300	1,300
	Vehicle cleaning		700	700	700
	Hydraulic Lift Maintenance		-	1,000	1,000
		3,233	2,950	4,200	4,200
2110	OPERATING SUPPLIES				
	CMMS Software (shared with Parks)		-	10,000	10,000
	Electrical/Plumbing supplies		6,000	6,500	7,000
	Paint and supplies		2,000	2,000	2,000
	General Hardware/Maintenance Supplies		24,000	26,000	28,000
	Custodial Supplies		13,500	15,000	15,000
		32,435	45,500	59,500	62,000
2150	TRAINING				
	Staff training	-	-	1,000	1,000
2210	UTILITIES				
	Community Center:				
	Water		5,500	6,000	6,000
	Gas		1,600	1,600	1,600
	Electricity - building		25,000	27,500	28,000
	Nature Interpretive Center:				
	Water		4,000	4,500	4,500
	Electricity		500	650	650
	Strands Restroom:				
	Water		4,500	5,000	5,000
	Electricity		500	650	650
	City Plaza:				
	Electricity		95,000	102,000	102,000
	Water/sewer		6,500	11,000	11,000
	Data service (SCWD/Mesh)		3,500	-	-
	Other:				
	Property taxes		5,000	1,000	1,000
		153,969	151,600	159,900	160,400
2230	PROFESSIONAL SERVICES				
	Contract Maintenance During Peak Periods		35,000	25,000	25,000
	Mid-year budget adj. (from 95-2030)		500		
		-	35,500	25,000	25,000
	TOTAL MAT'LS & SERV.	441,919	581,310	538,600	548,100
CAPITAL OUTLAY					
3010	FURNITURE & EQUIPMENT	-	-	-	-
3030	FACILITY IMPROVEMENTS	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 604,429	\$ 772,274	\$ 730,517	\$ 744,824

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

DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM: RISK MANAGEMENT

DESCRIPTION:

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

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

OBJECTIVE:

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

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

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

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

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
EXPENDITURE SUMMARY				
Personnel	\$ -	\$ -	\$ -	\$ -
Materials & Services	181	1,300	1,300	1,300
Risk Management	942,971	923,000	672,700	677,450
Capital Outlay	-	-	-	-
Total Expenditures	<u>\$ 943,152</u>	<u>\$ 924,300</u>	<u>\$ 674,000</u>	<u>\$ 678,750</u>

AUTHORIZED PERSONNEL

NONE

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
MATERIALS & SERVICES					
2130	BOOKS & SUBSCRIPTIONS				
	OSHA standards & miscellaneous	\$ -	\$ 300	\$ 300	\$ 300
2150	TRAINING				
	CJPIA training/workshops	181	1,000	1,000	1,000
	TOTAL MAT'LS & SERV.	<u>181</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
INSURANCE					
4010	LIABILITY INSURANCE PREMIUMS				
	General liability premium		375,000	472,000	472,000
	Quite Zone Premium		16,000	17,000	17,750
		<u>359,989</u>	<u>391,000</u>	<u>489,000</u>	<u>489,750</u>
4030	PROPERTY INSURANCE PREMIUMS				
	Annual Premium - Property, Earthquake, Auto, Pollution, Boiler/Machinery	66,654	89,300	65,000	65,000
4050	EMPLOYEE BOND PREMIUMS				
	Employee bonds	1,006	1,200	1,200	1,200
4090	GENERAL LIABILITY/PROPERTY CLAIMS				
	Litigation expenses - reimbursed	409,726	300,000	-	-
4110	WORKERS' COMPENSATION				
	Annual premium	105,596	140,000	116,000	120,000
4130	CONSULTING/WITNESS FEES				
	Litigation support	-	-	-	-
4210	UNEMPLOYMENT BENEFITS				
	Contingency	-	1,500	1,500	1,500
	TOTAL INSURANCE	<u>942,971</u>	<u>923,000</u>	<u>672,700</u>	<u>677,450</u>
GRAND TOTAL EXPENDITURES		<u>\$ 943,152</u>	<u>\$ 924,300</u>	<u>\$ 674,000</u>	<u>\$ 678,750</u>

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

DEPARTMENT: ADMINISTRATIVE SERVICES

PROGRAM: NON-DEPARTMENTAL

DESCRIPTION:

The Non-Departmental Program provides for citywide expenditures such as computers, printers and related peripheral equipment, communications/telephones, Internet access, central office supplies, copiers, postage, miscellaneous 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 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
--	--------------------------------------	---------------------------------------	---------------------------------------	---------------------------------------

EXPENDITURE SUMMARY

Personnel	\$ 8,775	\$ 149,175	\$ 29,558	\$ 82,271
Materials & Services	697,398	809,830	1,054,400	1,040,100
Capital Outlay	4,192	56,210	-	-
Total Operating Expenditures	\$ 710,365	\$ 1,015,215	\$ 1,083,958	\$ 1,122,371
Operating Transfers-out	2,173,216	2,916,269	2,650,000	2,330,000
Total Oper. Expend. & Tsfs. Out	\$ 2,883,581	\$ 3,931,484	\$ 3,733,958	\$ 3,452,371

REVENUE SUMMARY

NONE

AUTHORIZED PERSONNEL

Part-time:				
Account Clerk/Floater	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total	0.5	0.5	0.5	0.5

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

		Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
PERSONNEL					
1030	HOURLY				
	Account Clerk, PT/ Floater	\$ -	\$ -	\$ 24,700	\$ 24,700
1100	BENEFITS				
	Mandated CalPERS Retiree Health Premium <i>(est.7 retirees in FY18 at \$128/mo each, plus contingency)</i>	8,775	9,000	15,360	15,360
1120	RETIREMENT BENEFITS				
	CalPERS Unfunded Liability	-	140,175	187,287	255,000
	Account Clerk, PT/Floater ICMA	-	-	1,853	1,853
		-	140,175	189,140	256,853
1140	MEDI-TAX 1.45%				
	Account Clerk, PT/ Floater	-	-	358	358
1199	ORGANIZATIONAL REVIEW SAVINGS TARGET			(200,000)	(215,000)
	TOTAL PERSONNEL	<u>8,775</u>	<u>149,175</u>	<u>29,558</u>	<u>82,271</u>
MATERIALS & SERVICES					
2010	COMMUNICATIONS				
	Telephone - City Hall & Community Center		26,000	26,000	27,500
	Digital data lines/Internet service		36,000	40,000	40,000
	Telephone software updates/programming changes		3,000	3,000	3,000
	Web-site hosting and maintenance annual fee		6,930	-	-
	Repair & maintenance of switching equip/phones		2,500	4,000	4,000
		58,792	74,430	73,000	74,500
2030	EQUIP/FACIL MAINT/REPAIR				
	Office equipment repair: postage, date stamp machine		1,000	1,000	1,000
	Interior potted plants rental/maintenance		3,400	3,400	3,400
	Konica Minolta C650 (Records Room)(moved to 99-2190)		3,000	-	-
	Konica Minolta C754E copier (Admin)(moved to 99-2190)		7,000	-	-
	Konica Minolta C754E copier (PW)(moved to 99-2190)		5,000	-	-
	Konica Minolta C754E copier (CD)(moved to 99-2190)		6,500	-	-
		20,651	25,900	4,400	4,400
2070	OFFICE SUPPLIES				
	Central supplies (white copier paper)		10,000	9,000	9,000
	Miscellaneous office supplies		5,000	4,000	4,000
		11,467	15,000	13,000	13,000

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2090 MEMBERSHIPS & DUES				
Association of Calif. Cities - Orange County		-	-	-
League of California Cities - State dues		13,500	13,500	13,500
Orange County Human Relations (supervisory training)		3,200	3,500	3,500
So. Calif. Association of Governments (SCAG)		3,500	3,600	3,700
Orange County Council of Gov'ts (OCCOG)		5,500	5,100	5,200
Local Agency Formation Commission (LAFCO) costs		3,700	4,000	4,500
Miscellaneous		1,000	1,000	1,000
	30,991	30,400	30,700	31,400
2110 OPERATING SUPPLIES				
Miscellaneous operating supplies		25,000	20,000	20,000
Postage machine supplies		500	500	500
Central copier supplies (toner, staples, etc.)		1,000	-	-
	22,743	26,500	20,500	20,500
2150 TRAINING				
City-wide training (moved from Dept. 21)		21,500	-	-
Tuition Reimbursements (moved from 99-2270)		12,000	20,000	20,000
Budget Adjustment (Tuition Reim Increase)		10,500	-	-
	25,571	44,000	20,000	20,000
2170 POSTAGE				
U.S. Mail (general & bulk rate postage)		11,000	13,000	13,000
Overnight delivery service (FedX, UPS, etc.)		5,000	5,000	5,000
	11,542	16,000	18,000	18,000
2190 FACIL & EQUIP LEASE/RENT				
Postage meter lease		2,500	2,800	2,800
Printer Leases city-wide (moved from 99-2030)		-	16,500	16,500
	2,179	2,500	19,300	19,300
2220 REIMBURSED DEV REV EXP				
Reimb. Development Expenditures		-	-	-
	-	-	-	-
2230 PROFESSIONAL SERVICES				
CASA - animal control services		340,000	340,000	340,000
Dana Point Library - Sunday hours		50,000	45,000	45,000
Employee flu shots (moved from Dept. 21)	-	-	1,000	1,000
Microfiche Conversion Final Push (Series 100-500)		-	10,000	-
	355,470	390,000	396,000	386,000
2270 TRAVEL, CONF. & MEETINGS				
Employee/Volunteer Recognition Events		23,000	15,000	15,000
	21,285	23,000	15,000	15,000

	Fiscal Year 2016 <u>Actual</u>	Fiscal Year 2017 <u>Amended</u>	Fiscal Year 2018 <u>Adopted</u>	Fiscal Year 2019 <u>Adopted</u>
2590 DATA TECHNOLOGY				
Non-warranty printer repairs & maintenance (15)		2,500	2,500	2,500
Data/phone line cable repairs & installation		1,000	-	-
LAN hubs, switches, repair & replacement		10,000	10,000	10,000
Extended warranty contracts - routers/firewall		1,600	14,000	6,000
Contract IT Support		80,000	90,000	90,000
Misc computer & network parts & supplies		1,500	1,500	1,500
Maintenance - anti-virus software		3,000	3,000	3,000
Maintenance - network backup software		10,000	10,000	11,000
Maintenance - spam filtering software (bi-annual)		1,500	5,000	2,500
Maintenance - other network software		1,500	2,000	2,000
Misc minor software purchases		2,000	2,000	2,000
Cyclical technology hardware replacement:				
Servers		15,000	25,000	28,000
Employee computers (desktop & laptop)		25,000	25,000	25,000
Printers		5,000	2,500	2,500
Uninterruptable Power Supplys		2,500	2,000	2,000
	136,707	162,100	194,500	188,000
2999 OPERATIONS CONTINGENCY				
Operations Contingency	-	-	250,000	250,000
	-	-	250,000	250,000
TOTAL MAT'LS & SERV.	697,398	809,830	1,054,400	1,040,100
CAPITAL OUTLAY				
3010 FURNITURE & EQUIPMENT				
Future Capital Outlay	4,192	56,210	-	-
TOTAL CAPITAL OUTLAY	4,192	56,210	-	-
TOTAL OPERATING EXPENDITURES	710,365	1,015,215	1,083,958	1,122,371
OPERATING TRANSFERS OUT				
9010 TO FACILITIES IMPROVEMENT FUND (12)	143,216	1,036,269	120,000	100,000
9030 TO CFD MAINTENANCE FUND (27)				
City share funicular operations	30,000	30,000	30,000	30,000
9050 TO CAPITAL IMPROVEMENTS FUND	2,000,000	1,850,000	2,500,000	2,200,000
TOTAL OPERATING TRANSFERS OUT	2,173,216	2,916,269	2,650,000	2,330,000
GRAND TOTAL OPERATING EXP. & TSFS. OUT	\$ 2,883,581	\$ 3,931,484	\$ 3,733,958	\$ 3,452,371

THIS PAGE INTENTIONALLY LEFT BLANK

SPECIAL REVENUE FUNDS

GASOLINE TAX FUND (02)

State gasoline tax exists per Article 19 of the State Constitution, and allocated to counties based on gasoline sales, and then to each agency by population. Use is restricted to street construction and maintenance. In March 2017, the Road Repair and Accountability Act of 2017 was passed and provides funds for local streets maintenance.

Dana Point receives gas tax from five sources: Section 2103; Section 2105; Section 2106; Section 2107 and Section 2107.5

	FY2018 Adopted	FY2019 Adopted
Beginning Fund Balance	\$ 68,185	\$ 68,185
Revenues and Sources		
Gasoline taxes - Section 2103 (CIP)	133,786	147,165
Gasoline taxes - Section 2105 (GF)	194,216	194,216
Gasoline taxes - Section 2106 (GF)	122,101	122,101
Gasoline taxes - Section 2107 (GF)	250,899	250,899
Gasoline taxes - Section 2107.5 (GF)	6,000	6,000
Road Maintenance & Rehab (CIP)(NEW FY18)	230,928	612,240
Total Revenues and Sources	937,930	1,332,621
Expenditures and Uses		
Transfer Out to General Fund	573,216	573,216
Transfer Out to CIP Fund	364,714	759,405
Total Expenditures and Uses	937,930	1,332,621
Ending Fund Balance	\$ 68,185	\$ 68,185

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

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
02-10-6121	HWY USERS TAX - SEC 2106*	\$ 128,918	\$ 109,085	\$ 122,101	\$ 122,101
02-10-6123	HWY USERS TAX - SEC 2107*	250,089	296,690	250,899	250,899
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*	192,061	213,652	194,216	194,216
02-10-6129	HWY USERS TAX - SEC 2103**	175,725	80,684	133,786	147,165
02-10-6133	ROAD MNTCE & REHAB NEW FY18***	-	-	230,928	612,240
02-10-6199	HWY USERS TAX - deferral	-	-	-	-
02-90-6911	TRANSFER IN FROM CIP	-	-	-	-
<i>*These revenue are typically transferred to General Fund</i>		-	173,320	-	-
<i>**This revenue is typically transferred to CIP Fund</i>					
<i>***FY18 & 19 includes \$38,233 repayments per Road Repair & Accountability Act of 2017 -- last payment in FY19</i>					
Total Revenues & Transfers-in		<u>\$ 752,793</u>	<u>\$ 879,431</u>	<u>\$ 937,930</u>	<u>\$ 1,332,621</u>
EXPENDITURES & TRANSFERS OUT:					
02-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	\$ 606,513	\$ 625,427	\$ 573,216	\$ 573,216
02-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	159,524	249,755	364,714	759,405
Total Expenditures & Transfers-out		<u>\$ 766,037</u>	<u>\$ 875,182</u>	<u>\$ 937,930</u>	<u>\$ 1,332,621</u>

MEASURE M FUND (04)

The Measure M2 transportation improvement 1/2 cent sales tax was approved by voters in 2006 (original Measure M passed in 1990). The tax is will be assessed through 2041 and is used to qualifying Capital Improvement Projects and Senior Mobility Programs. The CIP projects are funded by transfers to the City's CIP Fund.

	<u>FY2018</u> <u>Adopted</u>	<u>FY2019</u> <u>Adopted</u>
Beginning Fund Balance	\$98,038	\$100,038
Revenues and Sources		
Measure M Taxes	541,600	560,014
Investment Income	2,000	2,000
Senior Mobility Reimbursements	<u>47,000</u>	<u>47,000</u>
Total Revenues and Sources	<u>590,600</u>	<u>609,014</u>
Expenditures and Uses		
Senior Mobility Program	47,000	47,000
Transfer Out to Capital Improvement Projects Fund	541,600	560,014
Total Expenditures and Uses	<u>588,600</u>	<u>607,014</u>
Ending Fund Balance	<u><u>\$100,038</u></u>	<u><u>\$102,038</u></u>

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

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
04-10-6141	MEASURE M REVENUES Estimates provide by Orange County Transportation Authority	\$ 533,530	\$ 495,647	\$ 541,600	\$ 560,014
04-40-6403	INVESTMENT INTEREST	2,062	900	2,000	2,000
04-50-6521	INTERGOV'T COST REIMB (Senior Mobility)	47,403	47,000	47,000	47,000
Total Revenues & Transfers-in		<u>\$ 582,995</u>	<u>\$ 543,547</u>	<u>\$ 590,600</u>	<u>\$ 609,014</u>
EXPENDITURES & TRANSFERS OUT:					
04-99-20-0000-2230	PROFESSIONAL SERVICES (Senior Transportation) (transferred from 81-2430)	\$ -	\$ 35,000	\$ 47,000	\$ 47,000
04-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	74,045	-	-	-
04-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	533,530	495,647	541,600	560,014
Total Expenditures & Transfers-out		<u>\$ 607,575</u>	<u>\$ 530,647</u>	<u>\$ 588,600</u>	<u>\$ 607,014</u>

AB2766 FUND (05)

In 1991, State Assembly Bill 2766 ("AB2766") authorized air pollution control districts to impose fees on motor vehicles, revenue from which is restricted to reducing motor vehicle air pollution. The Department of Motor Vehicles collects fees for each vehicle in the benefit area, and distributes the City's share through the the South Coast Air Quality Management District.

The City has used these funds in the past to pave dirt alleys, procure electric vehicles, install traffic signals and run seasonal trolleys.

	<u>FY2018 Adopted</u>	<u>FY2019 Adopted</u>
Beginning Fund Balance	\$55,335	\$98,335
Revenues and Sources		
AB2766 fees	40,000	40,000
Investment interest	3,000	3,000
Total Revenues and Sources	<u>43,000</u>	<u>43,000</u>
Expenditures and Uses		
Facilities & Equipment Lease/Rent	-	-
Professional Services	-	-
Furniture & Equipment	-	-
Transfers Out to CIP Fund	-	-
Total Expenditures and Uses	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$98,335</u>	<u>\$141,335</u>

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

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
05-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	\$ 2,144	\$ 800	\$ 3,000	\$ 3,000
05-50-6511	AB2766 REVENUES		153,818	-	-
05-50-6521	INTERGOVERNMENTAL COST REIMB	43,449	40,000	40,000	40,000
Total Revenues & Transfers-in		<u>\$ 45,593</u>	<u>\$ 194,618</u>	<u>\$ 43,000</u>	<u>\$ 43,000</u>
EXPENDITURES & TRANSFERS OUT:					
05-99-20-0000-2190	FACILITY & EQUIP LEASE/RENT	\$ -	\$ -	\$ -	\$ -
05-99-20-0000-2230	PROFESSIONAL SERVICES	-	-	-	-
05-99-30-0000-3010	FURNITURE & EQUIPMENT	-	-	-	-
05-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	-	498,363	-	-
Total Expenditures & Transfers-out		<u>\$ -</u>	<u>\$ 498,363</u>	<u>\$ -</u>	<u>\$ -</u>

COASTAL TRANSIT FUND (06)

In the early 1980's, the California Coastal Commission (CCC) imposed a coastal access fee on new development in the Monarch Beach Specific Plan area, and portions of Laguna Niguel and Laguna Beach. The fees may be spent to provide coastal recreational transit services.

In 2002, the City and CCC executed a Memorandum of Understanding (MOU) allowing the City to implement a shuttle program defined in a 2001 feasibility study.

The MOU was amended in 2015 to allow the City to utilize the funds to support both event shuttles and fixed route trolley service along Pacific Coast Highway, and special event shuttle service from the Dana Hills High School to the O C County Harbor. Fixed route PCH service began in Summer 2015.

	<u>FY2018 Adopted</u>	<u>FY2019 Adopted</u>
Beginning Fund Balance	\$960,729	\$782,574
Revenues and Sources		
Coastal transit OCTA match	550,000	550,000
Investment interest	7,000	5,500
Total Revenues and Sources	<u>557,000</u>	<u>555,500</u>
Expenditures and Uses		
Professional Trolley Services	735,155	735,155
Total Expenditures and Uses	<u>735,155</u>	<u>735,155</u>
Ending Fund Balance	<u><u>\$782,574</u></u>	<u><u>\$602,919</u></u>

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

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
06-40-6403	INVESTMENT INTEREST Interest allocation from General Fund.	\$ 7,911	\$ 6,300	\$ 7,000	\$ 5,500
60-50-6521	INTERGOVERNMENTAL COST REIMB	23,656	-	550,000	550,000
06-60-6685	REIMBURSED EXPENSES	2,384	-	-	-
Total Revenues & Transfers-in		<u>\$ 33,950</u>	<u>\$ 6,300</u>	<u>\$ 557,000</u>	<u>\$ 555,500</u>
EXPENDITURES & TRANSFERS OUT:					
06-99-20-0000-2230	PROFESSIONAL SERVICES	255,997	141,000	735,155	735,155
Total Expenditures & Transfers-out		<u>\$ 255,997</u>	<u>\$ 141,000</u>	<u>\$ 735,155</u>	<u>\$ 735,155</u>

TOURISM BUSINESS IMPROVEMENT DISTRICT TBID (07)

The Tourism Business Improvement District (TBID) was established in 2009 to collect assessments on behalf of the Monarch Beach Resort, Ritz Carlton, Laguna Cliffs Marriott and Double Tree Doheny Beach. Funds are used to promote Dana Point as a destination through advertising, public relations, and marketing. In 2016, Visit Dana Point, a 501c6 Destination Marketing Organization (DMO), was established by the assessed hotels to manage the programs, and is funded by the TBID via an operating agreement with the City.

	FY2018 Adopted	FY2019 Adopted
Beginning Fund Balance	\$1,680,768	\$1,442,768
Revenues and Sources		
TBID Tax Revenue	1,000,000	1,000,000
Interest Income	12,000	10,000
Total Revenues and Sources	1,012,000	1,010,000
Expenditures and Uses		
TBID Expenditures	1,250,000	1,250,000
Total Expenditures and Uses	1,250,000	1,250,000
Ending Fund Balance	\$1,442,768	\$1,202,768

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

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
07-10-6115	TBID TAXES	\$ 994,215	\$ 950,000	\$ 1,000,000	\$ 1,000,000
07-40-6403	INVESTMENT INCOME	11,799	3,000	12,000	10,000
07-70-6703	MISCELLANEOUS	150,000	-	-	-
Total Revenues & Transfers-in		<u>\$ 1,156,014</u>	<u>\$ 953,000</u>	<u>\$ 1,012,000</u>	<u>\$ 1,010,000</u>
EXPENDITURES & TRANSFERS OUT:					
07-99-20-0000-2573	TBID EXPENDITURES	\$ 889,668	\$ 1,000,000	\$ 1,250,000	\$ 1,250,000
Total Expenditures & Transfers-out		<u>\$ 889,668</u>	<u>\$ 1,000,000</u>	<u>\$ 1,250,000</u>	<u>\$ 1,250,000</u>

HEADLANDS HABITAT FUND (09)

The Headlands Habitat Fund was established in 2013 to account for Headland's Developer provided funds per 5/27/04 Dana Point Local Coastal Plan 1-03 ("LCP") and the 4/18/05 Headlands Habitat Management and Monitoring Plan ("HMMP"). The intent is to have an an endowment for maintenance and monitoring of Environmentally Sensitive Habitat Areas ("ESHA") at the City's Headlands nature parks. The endowment is intended to be "sufficient to maintain the biological values of the retained ESHA/habitat area within Harbor Point and Hilltop Parks, and at the South Strand switchback path. It was funded in April 2013 with a \$180,000 cash payment, and \$30,000/year, 50-year annuity contract. Interest earned accrues to the fund. Specific activity includes required biological monitoring (e.g. gnatcatcher, sensitive and exotic species); feral and domestic animal control, weed/exotic species control and monitoring; and, reporting.

	<u>FY2018</u> <u>Adopted</u>	<u>FY2019</u> <u>Adopted</u>
Beginning Fund Balance	\$229,565	\$238,315
Revenues and Sources		
Investment interest <i>(Annuity=\$30,450/year thru 2063)</i>	31,450	31,450
Total Revenues and Sources	<u>31,450</u>	<u>31,450</u>
Expenditures and Uses		
Habitat Maintenance	22,700	22,700
Furniture and equipment	-	-
Total Expenditures and Uses	<u>22,700</u>	<u>22,700</u>
Ending Fund Balance	<u>\$238,315</u>	<u>\$247,065</u>

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

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
09-40-6403	INVESTMENT INTEREST (Annual Annuity of \$30,450 + Int Earnings)	31,375	30,450	31,450	31,450
Total Revenues & Transfers-in		<u>\$ 31,375</u>	<u>\$ 30,450</u>	<u>\$ 31,450</u>	<u>\$ 31,450</u>

EXPENDITURES & TRANSFERS OUT:

09-99-20-0000-2550	HABITAT MAINTENANCE	\$ 18,685	\$ 22,700	\$ 22,700	\$ 22,700
Total Expenditures & Transfers-out		<u>\$ 18,685</u>	<u>\$ 22,700</u>	<u>\$ 22,700</u>	<u>\$ 22,700</u>

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

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (25)

In 1996 the State enacted Assembly Bill 3229 Citizens' Option for Public Safety, or COPS, program. They provided \$100 million to allocate to local governments based on population. Funds are limited to enhancing front-line law enforcement activities, and are further restricted in use to supplement rather than supplant existing funding levels.

COPS is funded annually, at the discretion of the State legislature. As a result, there is no assurance funding will be received each year. Accordingly, the City does not budget this fund during the regular budget process. Rather, once the State funds the program for a particular year (usually in September), the City amends the budget.

	FY2018 Adopted	FY2019 Adopted
	<u> </u>	<u> </u>
Beginning Fund Balance	\$ 600	\$ 600
Revenues and Sources		
Investment interest	-	-
Citizens Option for Public Safety Revenue	-	-
Total Revenues and Sources	<u> </u> -	<u> </u> -
Expenditures and Uses		
SLESF Program Operating Expenses	-	-
Total Expenditures and Uses	<u> </u> -	<u> </u> -
Ending Fund Balance	<u> </u> \$ 600	<u> </u> \$ 600

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

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
25-40-6403	INVESTMENT INTEREST	\$ 512	\$ 600	\$ -	\$ -
25-50-6501	SLESF REVENUES <i>This State program does not have guaranteed funding every year. If the State funds the program in FY18 and/or FY19, budget adjustments will be made to reflect it.</i>	114,626	119,536	-	-
Total Revenues & Transfers-in		<u>\$ 115,138</u>	<u>\$ 120,136</u>	<u>\$ -</u>	<u>\$ -</u>
EXPENDITURES & TRANSFERS OUT:					
25-99-20-0000-2572	SLESF PROGRAM OPERATING EXP	\$ 178,767	\$ 151,399	\$ -	\$ -
25-99-30-0000-3010	FURNITURE & EQUIPMENT	-	-	-	
25-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND				
Total Expenditures & Transfers-out		<u>\$ 178,767</u>	<u>\$ 151,399</u>	<u>\$ -</u>	<u>\$ -</u>

CFD 2006-1 FACILITIES MAINTENANCE FUND (27)

On June 14, 2006, pursuant to the Mello-Roos Community Facilities Act of 1982, the City's Community Facilities District No. 2006-1 ("District") was formed to finance the acquisition of certain public improvements using a special tax levied on Strand at Headlands properties; in addition, a Special Maintenance tax was also levied to fund ongoing costs for maintaining certain public improvements in perpetuity. Included in those costs are landscaping, maintaining a revetment, storm water quality improvements, and maintaining/operating a funicular (among others). This fund is used to account for the Special Maintenance Tax.

	FY2018 Adopted	FY2019 Adopted
Beginning Fund Balance	\$336,817	\$178,617
Revenues and Sources		
Investment interest	7,000	7,000
Charges for services	324,000	324,000
Transfer in from General Fund	30,000	30,000
Total Revenues and Sources	361,000	361,000
Expenditures and Uses		
Materials and services	367,600	327,600
Furniture and equipment	-	-
Risk Management	-	-
Transfer Out to General Fund	151,600	-
Total Expenditures and Uses	519,200	327,600
Ending Fund Balance	\$178,617	\$212,017

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

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
27-40-6403	INVESTMENT INTEREST	\$ 4,353	\$ 1,400	\$ 7,000	\$ 7,000
27-60-6685	CHARGES FOR SERVICES Special taxes - CFD properties	291,183	324,000	324,000	324,000
27-90-6901	TRANSFER IN - FROM GENERAL FUND <i>Funicular operations contribution \$30k, if needed; FY15 \$300,000, 3-year Loan From General Fund for Funicular Car Replacement</i>	30,000	30,000	30,000	30,000
Total Revenues & Transfers-in		<u>\$ 325,536</u>	<u>\$ 355,400</u>	<u>\$ 361,000</u>	<u>\$ 361,000</u>
EXPENDITURES					
Materials & Services:					
27-99-20-0000-2030	FACILITY/EQUIPMENT MAINTENANCE				
	Funicular maintenance		\$ 45,000	\$ 48,000	\$ 48,000
	Funicular Station Building Façade Maintenance			40,000	-
	Funicular operating cost		50,000	50,000	50,000
	Revetment & Walkway Maintenance		-	40,000	40,000
	Fence Maintenance			40,000	40,000
	FY16 Carryover		10,328	-	-
		31,296	105,328	218,000	178,000
27-99-20-0000-2210	UTILITIES	21,164	75,000	75,000	75,000
27-99-20-0000-2230	PROFESSIONAL SERVICES <i>Allocated City Staff costs for maintenance</i>	12,172	7,000	7,000	7,000
27-99-20-0000-2450	LANDSCAPE MAINTENANCE				
	Lot Q & portion of Lot BB maintenance		15,000	20,000	20,000
		14,664	15,000	20,000	20,000
27-99-20-0000-2470	TREE MAINTENANCE	-	-	10,000	10,000
27-99-20-0000-2550	PARK MAINTENANCE	-	-	-	-
27-99-20-0000-2630	INFRASTRUCTURE & HARDSCAPE	-	-	-	-
27-99-20-0000-2650	COUNTY / WATER DISTRICT FACILITIES				
	Selva BMPs - storm screen/media filter repl.		7,500	7,600	7,600
	Selva BMPs - storm screen/media filter maint.		8,800	9,000	9,000
	Baby Beach - storm screen/media replacement*			8,000	8,000
	Baby Beach - storm screen/media filter maintenance *			8,000	8,000
	Baby Beach diversion monitoring			5,000	5,000
	FY16 Carryover		21,000	-	-
	<i>*In FY17, \$21,000 was added to the CFD budget for monitoing of the Baby Beach water quality diversion & filter maintenance.</i>	10,157	37,300	37,600	37,600
	Total Materials & Services	<u>89,453</u>	<u>239,628</u>	<u>367,600</u>	<u>327,600</u>
Risk Managemetnt:					
27-99-40-0000-4030	PROPERTY INSURANCE PREMIUMS CJPIA premium - funicular	-	-	-	-
Capital Outlay:					
27-99-30-0000-3010	FURNITURE & EQUIPMENT	208,193	-	-	-
Transfers Out:					
27-99-70-0000-7050	GENERAL FUND LOAN REPAYMENT w/ INTEREST	1,257	151,600	151,600	-
Total Expenditures & Transfers-out		<u>\$ 298,904</u>	<u>\$ 391,228</u>	<u>\$ 519,200</u>	<u>\$ 327,600</u>

CAPITAL PROJECT FUNDS

FACILITIES IMPROVEMENT FUND (12)

The Facilities Improvement Fund accounts for major improvement or rehabilitation expenditures of City facilities. The principal funding source of these improvements are transfers from the City's General Fund.

	<u>FY2018</u> <u>Adopted</u>	<u>FY2019</u> <u>Adopted</u>
Beginning Fund Balance	\$ -	\$30,000
Revenues and Sources		
Operating transfer from General Fund	120,000	100,000
Total Revenues and Sources	<u>120,000</u>	<u>100,000</u>
Expenditures and Uses		
Facility improvements	90,000	120,000
Park Structures & Improvements	-	-
Total Expenditures and Uses	<u>90,000</u>	<u>120,000</u>
Ending Fund Balance	<u>\$30,000</u>	<u>\$10,000</u>

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

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
12-90-6901	TRANSFER IN - FROM GENERAL FUND	\$ 143,216	\$ 1,036,269	\$ 120,000	\$ 100,000
Total Revenues & Transfers-in		<u>\$ 143,216</u>	<u>\$ 1,036,269</u>	<u>\$ 120,000</u>	<u>\$ 100,000</u>
EXPENDITURES & TRANSFERS OUT:					
12-99-30-0000-3030	FACILITY IMPROVEMENTS	143,216	1,217,474	90,000	120,000
	Community Center (Unfunded \$525k)				
	Senior/Community Interior Rehab (\$310k)				
	Roof (deferred) (\$65k)				
	Exterior Painting (30k)				
	Flag Pole Replacement (\$7.5k)				
	Youth Activity & Dance Rm (\$45k)				
	Senior Lunch Room (\$45k)				
	Senior Kitchen (\$20k)				
	City Hall (Unfunded \$900k):				
	Elevator refurbishment (deferred) (\$70k)				
	Emergency Generator (\$80k)				
	Mechanical Well Coating (deferred) (\$75k)				75,000
	Uninterruptable Power Supplies (\$30k)				
	Council chamber voting system replacement (deferred) (\$50k)				
	Video broadcasting equipment replacement (deferred) (\$50k)				
	City phone system update (\$40k)				
	Exterior Building Repairs (deferred) (\$30k/yr)				
	Flag Pole & Monument Replacement (\$15k)				
	Public lobby/Admin Svcs renovation (deferred \$350k)				
	Men's Restroom Renovation (deferred)(\$80k)				
	Parks (Unfunded \$218,000 plus)				
	DHHS Sports Park Restroom Restore (deferred/mou) (\$20k)				
	Creskide Park Graffiti Coating (\$18k)				
	Parking Lot Repairs (deferred) (\$25k/yr)				
	Irrigation control systems upgrade (\$100k)				
	Bluff Top Trail Railing (deferred) (\$TBD)				
	Sea Canyon Parking Restroom Rehab (deferred) (\$30k)				
	PCH Pedestrian Bridge (Unfunded \$75k):				
	Deck Span Coating (\$35k)				
	Paint/Wall Coating (\$40k)				
	Salt Creek: (transferred from 57-2510)				
	Equipment Replacement			70,000	25,000
	Extraordinary Repairs			20,000	20,000
Total Expenditures & Transfers-out		<u>\$ 143,216</u>	<u>\$ 1,217,474</u>	<u>\$ 90,000</u>	<u>\$ 120,000</u>

PARK DEVELOPMENT FUND (21)

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.

	FY2018 Adopted	FY2019 Adopted
Beginning Fund Balance	\$53,500	\$53,500
Revenues and Sources		
Park Development Fees	-	-
Investment interest	-	-
Total Revenues and Sources	-	-
Expenditures and Uses		
Transfer Out to Capital Improvement Projects Fund	-	-
Total Expenditures and Uses	-	-
Ending Fund Balance	\$53,500	\$53,500

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

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
21-40-6403	INVESTMENT INTEREST	\$ -	\$ -	\$ -	\$ -
21-70-6702	PARK DEVELOPMENT FEES	-	-	-	-
Total Revenues & Transfers-in		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
EXPENDITURES & TRANSFERS OUT:					
21-99-20-0000-2230	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -
21-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	-	-	-	-
21-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	450,000	80,000	-	-
Total Expenditures & Transfers-out		<u>\$ 450,000</u>	<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ -</u>

CAPITAL IMPROVEMENT PROJECTS FUND (11)

The projects selected and funded for the FY2018 and FY2019 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, except for those associated with City Facilities which are accounted for in Fund 12.

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. 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, and developer contributions.

	<u>FY2018 Adopted</u>	<u>FY2019 Adopted</u>
Beginning Fund Balance	\$3,732,026	\$2,163,340
Revenues and Sources:		
Operating Transfers-In:		
from General Fund	2,500,000	2,200,000
from Measure M Fund	541,600	560,014
from Park Development Fund	-	-
from Gasoline Tax Fund	364,714	759,405
Measure M - GMA11	-	-
California Dept. of Parks & Recreation	-	-
Intersection Improvement Program	-	-
Orange County Transportation Authority	-	-
Developer Contributions	-	-
TEA	-	-
Total Revenues and Sources	<u>3,406,314</u>	<u>3,519,419</u>
Expenditures and Uses:		
Capital Improvement Projects	4,975,000	5,575,400
Total Expenditures and Uses	<u>4,975,000</u>	<u>5,575,400</u>
Ending Fund Balance	<u>\$2,163,340</u>	<u>\$107,359</u>
Reserves/Designations of Fund Balances:		
Pacific Coast Highway Remediation		
Priority 1 Project		
Undesignated		
Total Reserves/Designations	<u>\$ -</u>	<u>\$ -</u>

City of Dana Point
Revenue & Expenditures Detail Listing
CAPITAL IMPROVEMENT FUND (11)

		Fiscal Year 2016 Actual	Fiscal Year 2017 Amended	Fiscal Year 2018 Adopted	Fiscal Year 2019 Adopted
REVENUES & TRANSFERS-IN:					
11-90-6901	TRANSFER IN - FROM GENERAL FUND	\$ 2,000,000	\$ 1,850,000	\$ 2,500,000	\$ 2,200,000
11-90-6903	TRANSFER IN - FROM GAS TAX FUND Hwy Users Tax - Sec 2103 Road Maintenance & Rehab	159,524	249,755	364,714	759,405
11-90-6907	TRANSFER IN - FROM MEASURE M FUND	595,581	495,647	541,600	560,014
Total Revenues & Transfers-in		<u>\$ 2,755,105</u>	<u>\$ 2,595,402</u>	<u>\$ 3,406,314</u>	<u>\$ 3,519,419</u>
EXPENDITURES					
11-99-30-1293-3110	FY18 CITYWIDE STORM DRAIN REPAIRS	-	-	200,000	-
11-99-30-1294-3110	FY19 CITYWIDE STORM DRAIN REPAIRS	-	-	-	200,000
11-99-30-1295-3110	FY18 WQ/DIVERSION REPAIRS & MAINT	-	-	50,000	-
11-99-30-1296-3110	FY19 WQ/DIVERSION REPAIRS & MAINT	-	-	-	50,000
11-99-30-1297-3110	FY18 SLURRY SEAL PROGRAM	-	-	775,000	-
11-99-30-1298-3110	FY19 SLURRY SEAL PROGRAM	-	-	-	350,000
11-99-30-1299-3110	FY18 ROADWAY REHABILITATION & REPAIRS	-	-	100,000	-
11-99-30-1300-3110	FY19 ROADWAY REHABILITATION & REPAIRS	-	-	-	100,000
11-99-30-1301-3110	FY18 SIDEWALK/CONCRETE REPAIRS & ADA	-	-	100,000	-
11-99-30-1302-3110	FY19 SIDEWALK/CONCRETE REPAIRS & ADA	-	-	-	100,000
11-99-30-1303-3110	FY18 TRAFFIC SAFETY REPAIRS & IMPRV	-	-	100,000	-
11-99-30-1304-3110	FY19 TRAFFIC SAFETY REPAIRS & IMPRV	-	-	-	100,000
11-99-30-1305-3110	FY18 ARTERIAL ROADWAYS-PAVEMENT	-	-	1,200,000	-
11-99-30-1306-3110	FY19 ARTERIAL ROADWAYS-PAVEMENT	-	-	-	250,000
11-99-30-1307-3110	FY18 ANNUAL CITY PARKING LOT REPAIRS	-	-	50,000	-
11-99-30-1308-3110	FY19 ANNUAL CITY PARKING LOT REPAIRS	-	-	-	50,000
11-99-30-1309-3110	FY19 ANNUAL RESIDENTIAL RESURF	-	-	-	2,375,400
11-99-30-1310-3110	FY18 ARTERIAL ROADWAY RESURF	-	-	2,400,000	-
11-99-30-1311-3110	FY19 ARTERIAL ROADWAY RESURF	-	-	-	2,000,000
Total Expenditures & Transfers-out		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,975,000</u>	<u>\$ 5,575,400</u>

FY17 CARRY-OVER PROJECTS

		FY17 Budget	FY17 Expend plus Encumb	FY17 Budget Remaining @ 4/10/17	FY17 Est. Unused Funds to Go to FB (per PW)	Projects to Stay with FY17 GL# and C/O with Y/E
11-99-30-1281-3110	FY17 Annual Res Road Resurf	\$2,968,422	\$2,420,766	\$547,655		\$547,655
11-99-30-1284-3110	Crown Valley Median Rehabilitation Project	\$1,070,000	\$234,835	\$835,165		\$835,165
11-99-30-1291-3110	Capo Beach Connectivity Study Enhancements	\$100,000	\$40,500	\$59,500		\$59,500
TOTAL		\$4,138,422	\$2,696,101	\$1,442,320	\$0	\$1,442,320

FY17 CLOSED PROJECTS

CIP FY17 BUDGET SAVINGS GO BACK TO FUND BALANCE

		FY17 Project Close Out Determination	FY17 Budget	FY17 Expend plus Encumb	FY17 Budget Remaining @ 4/10/17	FY17 Est. Unused Funds to Go to FB (per PW)
11-99-30-1223-3110	PCH/Del Prado Impv	COMPLETED	\$3,850	\$0	\$3,850	-\$3,850
11-99-30-1242-3110	PCH/Del Prado Streetscape	COMPLETED	\$29,464	\$20,799	\$8,666	-\$8,666
11-99-30-1261-3110	FY14 Slurry Seal	COMPLETED	\$3,906	\$0	\$3,906	-\$3,906
11-99-30-1267-3110	FY14 Resid Road Resurf Ph2	COMPLETED	\$2,436	\$1,000	\$1,436	-\$1,436
11-99-30-1268-3110	FY15 Resid Road Resurf Ph 1	COMPLETED	\$40,359	\$36,790	\$3,569	-\$3,569
11-99-30-1270-3110	SJ Creek Storm Drain Wtr Qual	REPROGRAMMED	\$200,000	\$0	\$200,000	-\$200,000
11-99-30-1272-3110	PCH Class 1 Bikeway Ext #1	DEFERRED	\$1,402,543	\$5,150	\$1,397,393	-\$427,570
11-99-30-1274-3110	FY16 Storm Drain Repairs	COMPLETED	\$280,111	\$161,992	\$118,119	-\$118,119
11-99-30-1275-3110	Water Quality Plant Repairs	UNEXPENDED FUNDING	\$100,000	\$0	\$100,000	-\$100,000
11-99-30-1276-3110	Slurry Seal Program	COMPLETED	\$316,287	\$0	\$316,287	-\$316,287
11-99-30-1277-3110	Arterial Road Rehab & Repairs	COMPLETED	\$200,000	\$65,000	\$135,000	-\$135,000
11-99-30-1278-3110	Sidewalk and Concrete Repairs	COMPLETED	\$0	\$0	\$0	
11-99-30-1279-3110	Sidewalk ADA Repairs	COMPLETED	\$182,450	\$118,896	\$63,554	-\$63,554
11-99-30-1280-3110	Traffic Safety Repairs & Improv	COMPLETED	\$121,848	\$59,868	\$61,980	
11-99-30-1282-3110	Arterial Rd Resurf Del Ob to Stone to PCH	COMPLETED	\$849,340	\$755,423	\$93,917	-\$89,316
11-99-30-1283-3110	Smart Irrigation Sys Drought Alterations	COMPLETED	\$155,000	\$0	\$155,000	-\$155,000
11-99-30-1285-3110	La Plaza & LB Parks Drought Conversion	COMPLETED	\$5,200	\$0	\$5,200	-\$5,200
11-99-30-1286-3110	Crystal Cove Barrier Railing Replacement	COMPLETED	\$0	\$0	\$0	
11-99-30-1288-3110	City Wayfinding Signage Phase 1	DEFERRED	\$431,392	\$1,453	\$429,939	-\$429,940
11-99-30-1290-3110	Sunset Pk Restroom Impr	COMPLETED	\$24,338	\$16,820	\$7,518	-\$7,518
11-99-30-1292-3110	PCH Class 1 Bikeway/Pedestrian Way Phase 2	DEFERRED	\$462,000	\$15,000	\$447,000	-\$265,000
TOTAL			\$4,810,524	\$1,258,191	\$3,552,333	-\$2,333,931

UNFUNDED PROJECTS

PROJECT TITLE

Blue Lantern Median

Coast Highway Landscaped Medians-Capo Beach

Doheny Village Connectivity Study: Construction

Doheny Village Improvements Phase II (Not Including Doheny Park Road)

Doheny Village: Doheny Park Road Improvements (Phase 1/Road Diet)

Lantern District/Santa Clara Intersection Bulb Outs, Beautification and Signage

PCH Medians, Final Phase (Niguel to Pointe Monarch)

Pines Park - Lower Park Section Improvements

Sea Terrace Park Phase II (Restroom and Playground)

Sea Terrace Park Phase II (Road and Parking Lot)

Storm Drain Master Plan Improvements, Phase 5

Underground Electrical-Citywide

THIS PAGE INTENTIONALLY LEFT BLANK

BUDGET REFERENCE MATERIALS

GLOSSARY

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

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

App - An application, typically a small specialized program that performs a special function (*see also Hosted Application*).

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

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

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

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

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

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

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

CJPIA - California Joint Powers Insurance Authority.

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

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

services.

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

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

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

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

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

ESHA – Environmentally Sensitive Habitat Areas.

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

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

Fixed Assets - Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of three years and an acquisition cost in excess of \$5,000.

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

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

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

General Fund - The primary operating fund of the City. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With

the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

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

Hosted Application – A software as a service (SaaS) solution that allows users to operate a software application entirely from the cloud on a recurring subscription. Hosted applications are hosted and powered from the remote cloud infrastructure and are accessed through the Internet. They provide the same functionality as locally installed software but can be updated more easily.

Infrastructure - The physical assets of the City, i.e., streets, water and sewer lines, public buildings, and parks, and the support structures within a development. Infrastructure is capitalized if it has cost in excess of \$50,000 and an expected useful life of over 5 years.

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

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

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

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

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

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

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

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

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

Program Indicator - A measurement of program activities.

Reserve - An account used to indicate that a portion of a fund's balance is legally restricted for

a specific purpose and is, therefore, not available for general appropriation.

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

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

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

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

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

Subventions - Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu, and gasoline taxes.

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

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

Working Capital - Difference between current assets and current liabilities.

DESCRIPTION OF FUND TYPES AND USES

GENERAL FUND

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

SPECIAL REVENUE FUNDS

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

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

AB2766 Fund - To account for revenues received pursuant to Assembly Bill 2766, which provides for a portion of a \$1 fee collected from vehicle registrations to be allocated to cities for use in developing programs to reduce air pollution from motor vehicles.

Supplemental Law Enforcement Services Fund - To account for revenues received pursuant to Assembly Bill 3229, which provides funds to local agencies for use in enhancing front line law enforcement activities.

Coastal Transit Fund - To account for funds received by the City to mitigate impacts to coastal access due to residential development. The funds are restricted for use in providing coastal recreational transit services.

CFD 2006-1 Facilities Maintenance Fund – To account for revenues and expenditures associated with the ongoing maintenance of certain facilities located within the boundaries of Community Facilities District 2006-1 of the City of Dana Point, including landscaping, revetment, storm water quality and funicular.

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

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

CAPITAL PROJECT FUNDS

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

Capital Improvements Project Fund - To account for financial resources used in the construction or acquisition of major capital facilities.

Park Development Fund - To account for fees collected from the County, State and Federal Governments and developers, which are restricted for use in parkland acquisition, improvement or development.

CFD 2006-1 Acquisition Fund – CLOSED in FY15 - To account for the acquisition of certain public improvements located within the boundaries of the Community Facilities District 2006-1 of the City of Dana Point (commonly referred to as “the Headlands”).

FIDUCIARY FUNDS

Trust/Agency Fund - To account for assets held by the City as an agent on behalf of other agencies, developers and deferred compensation plans. These funds are custodial in nature (assets equal liabilities) and do not involve the measurement of results of operations.

SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM
Fiscal Years 2018 – 2024

City of Dana Point, California

City of Dana Point
SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2018 – 2024

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 public benefit. The vast majority of the Capital Improvement Program is actually devoted to repair or replacement of existing infrastructure. As each two year budget is prepared, additional projects and priority needs are developed and added to the program to maintain a total seven-year plan.

Capital Budget

The first two years of the CIP is called the capital budget. The capital budget is incorporated into the two year City “operating” budget, which appropriates funds for specific facilities, equipment and improvements. Projects slated for subsequent years in the program are acknowledged on a planning basis but do not receive ultimate expenditure authority until they are eventually incorporated into the capital budget. As such, tentative Council endorsement of the overall seven-year program is desirable for effective planning and eventual implementation of overall City goals and objectives.

Capital Improvements

Capital improvements are major projects (\$50,000 +) undertaken by the City that are generally not recurring minor expenditures on an annual basis. In this sense they are differentiated from operating and maintenance (O&M) expenditures for normal City operation. They generally include land and right-of-way acquisition, construction or modification and repairs of buildings or facilities, public infrastructure repair/replacement, construction or modification, purchase of major equipment with long life expectancy, and projects requiring debt obligation or borrowing.

City of Dana Point
SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2018 – 2024

Primary Program Revenue Sources

State Highway User's (Gasoline) Taxes- Under Section 2103, 2105, 2106, 2107, and 2107.5 of the California Streets and Highways Code, Cities are allocated a share of the revenues derived from the state taxes on gasoline. These revenues are restricted in their use to the construction, improvement and maintenance of public streets.

Road Repair and Accountability Act of 2017- Under Section 2030 of the Streets and Highways Code, Cities are allocated a share of the revenues derived from fuel taxes and vehicle registration taxes. These revenue allocations must be used for public projects related to road maintenance and rehabilitation, safety projects, traffic control devices and complete street components.

Coastal Area Road Improvements and Traffic Signals (CARITS) Fees – The CARITS County Fee Program will finance the construction of regional roadway gaps, intersection improvements and traffic signals within the coastal area circulation system of the County. The road improvements to be funded by this program are identified in the South County Road Improvement Action Plan.

Measure M Fund- Renewed Measure M (M2), the Revised Traffic Improvement and Growth Management Ordinance, provides for the collection of one-half (1/2) percent retail transaction and use tax to fund the Transportation Improvement Program, typically used for road repairs.

General Fund- The capital budget is often supported by the transfer of unencumbered monies from the City's General Fund which results from annual Operating revenue exceeding annual Operating costs. Accurate General Fund contribution forecasting is difficult and dependent on the City's future year ability to match costs with revenues. General purpose funds may be used to finance any capital project.

Park Development Fees- Section 7.36 of the Dana Point Municipal Code (DPMC) requires the dedication of land for park facilities or the payment of in-lieu fees as part of subdividing property. The payment of in-lieu fees for park and recreation purposes instead of dedication of parkland is allowed if the location or topography of the subdivision is not conducive to the development of parks and recreation facilities at this location. Such in-lieu fees shall be equal to the value of the parkland that would have been dedicated. Fees collected in this Program shall be used for park improvements citywide.

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.

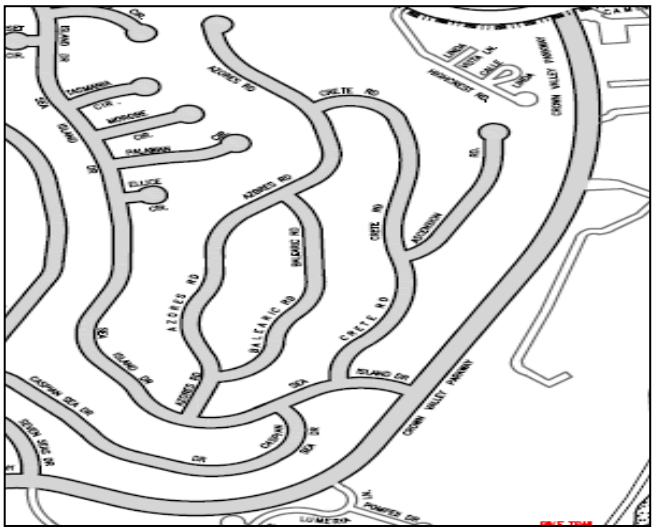
Other Grant Funds- Other Federal, State and County agencies may provide grant funding for specific programs that the City may obtain for specific projects such as, but not limited to, water quality, bicycle facilities improvements or natural resources programs.

THIS PAGE INTENTIONALLY LEFT BLANK

PREVIOUSLY BUDGETED FISCAL YEARS 2016 & 2017 CARRYOVER PROJECTS

Department:		Project No.:		Project Name:																																																																																																																																																																					
Public Works		1281		Annual Residential Roadway Resurfacing, FY17																																																																																																																																																																					
PROJECT DESCRIPTION:				CLASSIFICATION:		PROJECT LOCATION:																																																																																																																																																																			
<p>This program is intended to provide funding to rehabilitate non-arterial streets including residential, residential collector and collector streets. Streets are selected for rehabilitation using the City's Pavement Management Plan which rates streets Citywide and recommends improvements in priority order by street condition. Funding for this project is currently anticipated to be used to pave streets in the Stratford at the Pacific Development and Camino Capistrano in Capistrano Beach.</p>				Health and Safety Project		X		Various Locations																																																																																																																																																																	
				Mandated Project		_____																																																																																																																																																																			
				Rehabilitation Project		_____																																																																																																																																																																			
				Water Quality Project		_____																																																																																																																																																																			
				Park Project		_____																																																																																																																																																																			
				Beautification Project		_____																																																																																																																																																																			
				_____		_____																																																																																																																																																																			
SPECIAL CONSIDERATIONS:				PRIORITY:																																																																																																																																																																					
				Essential		X																																																																																																																																																																			
				Necessary		_____																																																																																																																																																																			
				Desirable		_____																																																																																																																																																																			
				Deferrable		_____																																																																																																																																																																			
				_____		_____																																																																																																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ffff00;">Item</th> <th style="background-color: #ffff00;">Carryover Funding</th> <th style="background-color: #ffff00;">FY18</th> <th style="background-color: #ffff00;">FY19</th> <th style="background-color: #ffff00;">FY20</th> <th style="background-color: #ffff00;">FY21</th> <th style="background-color: #ffff00;">FY22</th> <th style="background-color: #ffff00;">FY23</th> <th style="background-color: #ffff00;">FY24</th> <th style="background-color: #ffff00;">Total</th> </tr> </thead> <tbody> <tr> <td colspan="10">Estimated Construction Costs:</td> </tr> <tr> <td>Design</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Construction</td> <td style="text-align: right;">\$547,655</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$547,655</td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Estimated Project Cost</td> <td style="text-align: right;">\$547,655</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$547,655</td> </tr> <tr> <td colspan="10">Operation & Maintenance:</td> </tr> <tr> <td colspan="10">Costs</td> </tr> <tr> <td>Total O & M Costs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="10">Funding Source:</td> </tr> <tr> <td>Reprogrammed Funds</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CIP Undesignated Funds</td> <td style="text-align: right;">\$547,655</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$547,655</td> </tr> <tr> <td>Measure M2 Funds</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gas/Excise HUTA Tax Funds</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>AB2766 Air Quality Funding (AQMD)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Funding</td> <td style="text-align: right;">\$547,655</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$547,655</td> </tr> </tbody> </table>										Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total	Estimated Construction Costs:										Design										Construction	\$547,655								\$547,655	Other										Total Estimated Project Cost	\$547,655								\$547,655	Operation & Maintenance:										Costs										Total O & M Costs										Funding Source:										Reprogrammed Funds										CIP Undesignated Funds	\$547,655								\$547,655	Measure M2 Funds										Gas/Excise HUTA Tax Funds										AB2766 Air Quality Funding (AQMD)										Total Funding	\$547,655								\$547,655
Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total																																																																																																																																																																
Estimated Construction Costs:																																																																																																																																																																									
Design																																																																																																																																																																									
Construction	\$547,655								\$547,655																																																																																																																																																																
Other																																																																																																																																																																									
Total Estimated Project Cost	\$547,655								\$547,655																																																																																																																																																																
Operation & Maintenance:																																																																																																																																																																									
Costs																																																																																																																																																																									
Total O & M Costs																																																																																																																																																																									
Funding Source:																																																																																																																																																																									
Reprogrammed Funds																																																																																																																																																																									
CIP Undesignated Funds	\$547,655								\$547,655																																																																																																																																																																
Measure M2 Funds																																																																																																																																																																									
Gas/Excise HUTA Tax Funds																																																																																																																																																																									
AB2766 Air Quality Funding (AQMD)																																																																																																																																																																									
Total Funding	\$547,655								\$547,655																																																																																																																																																																

Department:	Project No.:	Project Name:							
Public Works	1284	Crown Valley Median Rehabilitation Project							

PROJECT DESCRIPTION: This program is intended to provide funding to upgrade the Crown Valley medians to eliminate existing turf, replace median curbs and install drought tolerant planting and trees. This is in response to the Governor's order restricting the City's ability to irrigate turf in street medians, in conjunction with the resurfacing of Crown Valley Parkway.	CLASSIFICATION:		PROJECT LOCATION:							
	Health and Safety Project									
	Mandated Project									
	Rehabilitation Project									X
	Water Quality Project									X
	Park Project									X
Beautification Project										
PRIORITY:										
Essential		X								
Necessary										
Desirable										
Deferrable										
SPECIAL CONSIDERATIONS:										

Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total
Estimated Construction Costs:									
Design									
Construction	\$835,165								\$835,165
Other									
Total Estimated Project Cost	\$835,165								\$835,165
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Reprogrammed Funding									
CIP Undesignated Funds	\$835,165								\$835,165
Measure M2 Funds									
Gas/Excise HUTA Tax Funds									
AB2766 Air Quality Funding (AQMD)									
Total Funding	\$835,165								\$835,165

Department:		Project No.:		Project Name:						
Public Works		1291		Capo Beach Connectivity Study Enhancements						
PROJECT DESCRIPTION:				CLASSIFICATION:		PROJECT LOCATION:				
The Project is for the preliminary design work for improvements on Doheny Park Road, Coast Highway and the PCH Connector from Pacific Coast Highway to Coast Highway. Improvements are planned to address connectivity between Capistrano Beach, Doheny Village and the central part of Dana Point. The intent is to secure Caltrans approval for preliminary design to allow for grant funding opportunities to be pursued in the future for construction of designed improvements.				Health and Safety Project		Doheny Village				
				Mandated Project						
				Rehabilitation Project						X
				Water Quality Project						
				Park Project						X
				Beautification Project						
				PRIORITY:						
Essential										
Necessary		X								
Desirable										
Deferrable										
SPECIAL CONSIDERATIONS:										
Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total	
Estimated Program Costs:										
Design		\$59,500							\$59,500	
Construction										
Other										
Total Estimated Project Cost		\$59,500							\$59,500	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Grant Funding										
CIP Undesignated Funds		\$59,500							\$59,500	
Measure M2 Funds										
Gas/Excise HUTA Tax Funds										
AB2766 Air Quality Funding (AQMD)										
Total Funding		\$59,500							\$59,500	

PRIORITY 1

**(MANDATES, REPAIRS/MAINTENANCE AND REPLACEMENTS TO EXISTING
INFRASTRUCTURE)**

Department:		Project No.:		Project Name:						
Public Works		1293 & 1294		Storm Drains						
PROJECT DESCRIPTION:				CLASSIFICATION:		PROJECT LOCATION:				
This annual project was established to fund storm drain repairs identified in the City's inspections of storm drains citywide. Work items include removing debris from storm drains, repairing storm drain pipe, removing obstructions from storm drains, lining storm drains, repairing storm drain catch basins, etc.				Health and Safety Project		Various Locations				
				Mandated Project						
				Rehabilitation Project						X
				Water Quality Project						
				Park Project						
				Beautification Project						
				PRIORITY:						
Essential		X								
Necessary										
Desirable										
Deferrable										
SPECIAL CONSIDERATIONS:										
NOTE: FY18: CIP#1293; FY19: CIP#1294										
Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total	
Estimated Construction Costs:										
Design										
Construction		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,400,000	
Other										
Total Estimated Project Cost		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,400,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed Funds										
CIP Undesignated Funds		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,400,000	
Measure M2 Funds										
Gas/Excise HUTA Tax Funds										
AB2766 Air Quality Funding (AQMD)										
Total Funding		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,400,000	

Department:		Project No.:		Project Name:						
Public Works		1295 & 1296		Water Quality/ Diversion Repairs and Maintenance						
PROJECT DESCRIPTION:				CLASSIFICATION:		PROJECT LOCATION:				
This annual project was established to fund as needed maintenance and repairs to Water Quality Diversions and Trash Separation Units (trash removal and filtration systems) citywide. This allows the City to keep those facilities in a state of good repair, and remain in compliance with the City's Municipal Separate Storm Drain System (MS4) Permit.				Health and Safety Project		Various Locations				
				Mandated Project						
				Rehabilitation Project						X
				Water Quality Project						X
				Park Project						
				Beautification Project						
				PRIORITY:						
Essential		X								
Necessary										
Desirable										
Deferrable										
SPECIAL CONSIDERATIONS:										
NOTE: FY18: CIP#1295; FY19: CIP#1296										
Item	Carryover Funding	FY18	FY19	FY20	Fy21	FY22	FY23	FY24	Total	
Estimated Construction Costs:										
Design										
Construction		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	
Other										
Total Estimated Project Cost		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed Funds										
CIP Undesignated Funds		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	
Measure M2 Funds										
Gas/Excise HUTA Tax Funds										
AB2766 Air Quality Funding (AQMD)										
Total Funding		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	

Department:		Project No.:		Project Name:						
Public Works		1297 & 1298		Slurry Seal Program						
PROJECT DESCRIPTION:				CLASSIFICATION:		PROJECT LOCATION:				
<p>The Slurry Seal Program is an annual program to preserve residential street pavement surfaces as recommended in the City's Pavement Management Plan. The City uses this program to apply Type 1 Slurry Seal on residential or collector streets to increase the life of pavement surfaces. The City has a substantial project in FY 18, and then expects to typically expend a consistent amount going forward, although pavement conditions will influence the number of streets done each year and the required budget.</p>				Health and Safety Project		Various Locations				
				Mandated Project						
				Rehabilitation Project						X
				Water Quality Project						
				Park Project						
				Beautification Project						
SPECIAL CONSIDERATIONS:				PRIORITY:						
NOTE: FY18: CIP#1297; FY19: CIP#1298				Essential		X				
				Necessary						
				Desirable						
				Deferrable						
Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total	
Estimated Construction Costs:										
Design										
Construction		\$775,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$2,875,000	
Other										
Total Estimated Project Cost		\$775,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$2,875,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed Funds										
CIP Undesignated Funds		\$775,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$2,875,000	
Measure M2 Funds										
Gas/Excise HUTA Tax Funds										
AB2766 Air Quality Funding (AQMD)										
Total Funding		\$775,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$2,875,000	

Department:		Project No.:		Project Name:						
Public Works		1299 & 1300		Roadway Rehabilitation and Repairs						
PROJECT DESCRIPTION:				CLASSIFICATION:		PROJECT LOCATION:				
This project is a continuation of an on-going program to rehabilitate/maintain the City's street system. This funding level supports the annual advance design effort to obtain matching funding for possible grant opportunities. In addition, funding under this program would be used to secure topographic survey and for making repairs to streets planned for rehabilitation with other Projects.				Health and Safety Project		Various Locations				
				Mandated Project						
				Rehabilitation Project						X
				Water Quality Project						
				Park Project						
				Beautification Project						
				PRIORITY:						
Essential		X								
Necessary										
Desirable										
Deferrable										
SPECIAL CONSIDERATIONS:										
NOTE: FY18: CIP#1299; FY19: CIP#1300										
Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total	
Estimated Construction Costs:										
Design		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Construction										
Other										
Total Estimated Project Cost		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed Funds										
CIP Undesignated Funds		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	
Measure M2 Funds										
Gas/Excise HUTA Tax Funds										
AB2766 Air Quality Funding (AQMD)										
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000	

Department:		Project No.:		Project Name:					
Public Works		1301 & 1302		Sidewalk/Concrete Repairs and ADA Improvements					
PROJECT DESCRIPTION:				CLASSIFICATION:		PROJECT LOCATION:			
The intent of this annual program is to implement improvements/repairs along City sidewalks and parks to provide better access and remove barriers for the disabled where needed. This program also provides funding for repairs needed based on the City's annual sidewalk inspection policy. Staff continually identifies needed improvements to improve pedestrian access and reduce City liability. Once the needed improvements are identified, the improvements are prioritized and implemented.				Health and Safety Project		Various Locations			
				Mandated Project					
				Rehabilitation Project					
				Water Quality Project					
				Park Project					
				Beautification Project					
SPECIAL CONSIDERATIONS:				PRIORITY:					
NOTE: FY18: CIP#1301; FY19: CIP#1302				Essential		X			
				Necessary					
				Desirable					
				Deferrable					
Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total
Estimated Construction Costs:									
Design									
Construction		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
Other									
Total Estimated Project Cost		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Reprogrammed Funds									
CIP Undesignated Funds		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
Measure M2 Funds									
Gas/Excise HUTA Tax Funds									
AB2766 Air Quality Funding (AQMD)									
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000

Department:	Project No.:	Project Name:							
Public Works	1303 & 1304	Traffic Safety Repairs and Improvements							

PROJECT DESCRIPTION: The intent of this annual program is to implement improvements which enhance traffic safety and reduce accidents throughout the City. Improvements which may be recommended vary, and may include: signing, striping, additional right or left turn lanes, signal modifications, median modifications, installation of medians, street lighting, installation of radar speed signs, installation of bulb outs and other traffic calming improvements.	CLASSIFICATION:		PROJECT LOCATION:						
	Health and Safety Project	X	Various Locations						
	Mandated Project	_____							
	Rehabilitation Project	_____							
	Water Quality Project	_____							
	Park Project	_____							
	Beautification Project	_____							
PRIORITY:									
Essential	X								
Necessary									
Desirable									
Deferrable									
SPECIAL CONSIDERATIONS:									
NOTE: FY18: CIP#1303; FY19: CIP#1304									

Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total
Estimated Construction Costs:									
Design									
Construction		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
Other									
Total Estimated Project Cost		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Reprogrammed Funds									
CIP Undesignated Funds		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
Measure M Funds									
Gas/Excise HUTA Tax Funds									
AB2766 Air Quality Funding (AQMD)									
Total Funding		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000

Department:		Project No.:		Project Name:							
Public Works		1305 & 1306		Arterial Roadways - Pavement Preservation							
PROJECT DESCRIPTION:				CLASSIFICATION:		PROJECT LOCATION:					
Arterial Roadway Pavement Preservation of City streets involves implementing proactive maintenance activities on arterial streets to extend pavement life. By taking steps to preserve pavements on City streets, major rehabilitation or reconstruction can be delayed by up to 4 to 5 years following each application resulting in significant cost savings. For Arterial Highways, fog seals are typically used to extend pavement life, although other materials and methods may be implemented. Funding in FY 18 is planned to be used to place a fog seal on Niguel Road, Selva Road, Golden Lantern, Stonehill Drive, and a portion of Coast Highway. Work in FY 19 is still being determined, but likely will include another segment of Coast Highway and Dana Point Harbor Drive.				Health and Safety Project		Various Locations					
				Mandated Project							
				Rehabilitation Project						X	
				Water Quality Project							
				Park Project							
				Beautification Project							
SPECIAL CONSIDERATIONS:				PRIORITY:							
NOTE: FY18: CIP#1305; FY19: CIP#1306				Essential		X					
				Necessary							
				Desirable							
				Deferrable							
Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total		
Estimated Construction Costs:											
Design											
Construction		\$1,200,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$2,700,000		
Other											
Total Estimated Project Cost		\$1,200,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$2,700,000		
Operation & Maintenance:											
Costs											
Total O & M Costs											
Funding Source:											
Reprogrammed Funds											
CIP Undesignated Funds		\$1,200,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$2,700,000		
Measure M2 Funds (APM Grant)											
Gas/Excise HUTA Tax Funds											
AB2766 Air Quality Funding (AQMD)											
Total Funding		\$1,200,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$2,700,000		

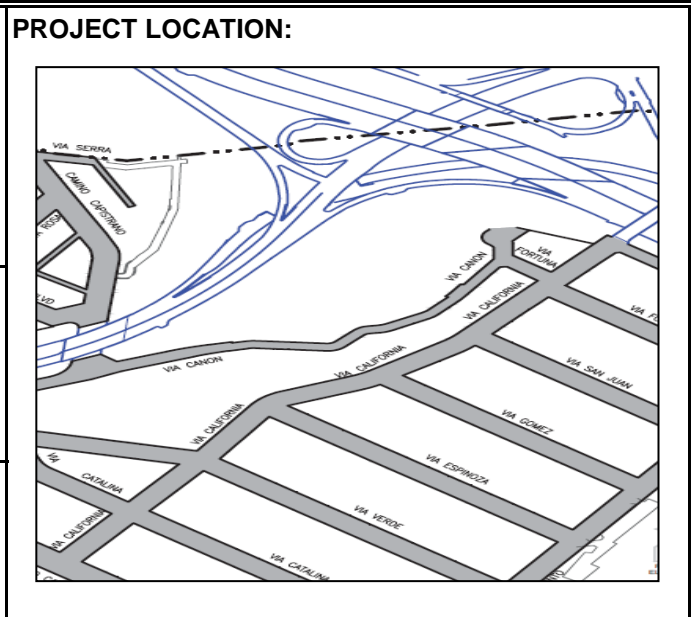
Department:		Project No.:		Project Name:						
Public Works		1307 & 1308		Annual City Parking Lot Repairs						
PROJECT DESCRIPTION:				CLASSIFICATION:		PROJECT LOCATION:				
The intent of this Program is to provide funding to rehabilitate seven parking lots at City parks and facilities to include as needed pavement repairs, restriping, sign maintenance, and other as needed repairs.				Health and Safety Project		Various Locations				
				Mandated Project						
				Rehabilitation Project						X
				Water Quality Project						
				Park Project						X
				Beautification Project						
				PRIORITY:						
Essential										
Necessary		X								
Desirable										
Deferrable										
SPECIAL CONSIDERATIONS:										
NOTE: FY18: CIP#1307; FY19: CIP#1308										
Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total	
Estimated Program Costs:										
Design										
Construction		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	
Other										
Total Estimated Project Cost		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
CIP Undesignated Funds		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	
Park Development Funds										
Measure M2 Funds										
Gas/Excise HUTA Tax Funds										
AB2766 Air Quality Funding (AQMD)										
Total Funding		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000	

Department: Public Works	Project No.: 1309	Project Name: Annual Residential Resurfacing, Curb & Gutter FY 19
------------------------------------	-----------------------------	---

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, along with review/coordination with City staff inspections. Funding for this Project is currently anticipated to be used to construct road improvements to Via California in Capistrano Beach, and a portion of Pequito Drive in the Lantern Village, although changes to these recommendations may occur. Partial funding from Gas Tax, 2017 Road Repair Act and OCTA's Measure M2 will be budgeted into this CIP project.

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

PRIORITY:
 Essential
 Necessary _____
 Desirable _____
 Deferrable _____



SPECIAL CONSIDERATIONS:

Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total
Estimated Construction Costs:									
Design									
Construction			\$2,375,400						\$2,375,400
Other									
Total Estimated Project Cost			\$2,375,400						\$2,375,400
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Gas/Excise HUTA Tax Funds			\$147,165						\$147,165
CIP Undesignated Funds			\$1,055,981						\$1,055,981
Measure M2 Funds			\$560,014						\$560,014
2017 Road Repair Act			\$612,240						\$612,240
Total Funding			\$2,375,400						\$2,375,400

Department:	Project No.:	Project Name:							
Public Works	1310	Arterial Roadway Resurfacing - Crown Valley from PCH to Camino del Avion							

PROJECT DESCRIPTION: This project is a continuation of an on-going program to rehabilitate/maintain our arterial street system. This Project involves rehabilitating the pavement surface on Crown Valley and is being done in conjunction with the Crown Valley Median Rehabilitation Project (CIP #1284) as median curbs need to be replaced to allow for proper rehabilitation of the pavement surface. Partial funding from Gas Tax, 2017 Road Repair Act and OCTA's Measure M2 will be budgeted into this CIP project.	CLASSIFICATION:	PROJECT LOCATION:											
	<table border="1"> <tr><td>Health and Safety Project</td><td></td></tr> <tr><td>Mandated Project</td><td></td></tr> <tr><td>Rehabilitation Project</td><td>X</td></tr> <tr><td>Water Quality Project</td><td></td></tr> <tr><td>Park Project</td><td></td></tr> <tr><td>Beautification Project</td><td></td></tr> </table>	Health and Safety Project		Mandated Project		Rehabilitation Project	X	Water Quality Project		Park Project		Beautification Project	
Health and Safety Project													
Mandated Project													
Rehabilitation Project	X												
Water Quality Project													
Park Project													
Beautification Project													
PRIORITY:													
	Essential	X											
	Necessary												
	Desirable												
	Deferrable												
SPECIAL CONSIDERATIONS:													

Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total
Estimated Construction Costs:									
Design									
Construction		\$2,400,000							\$2,400,000
Other									
Total Estimated Project Cost		\$2,400,000							\$2,400,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
CIP Undesignated Funds		\$1,493,686							\$1,493,686
2017 Road Repair Act		\$230,928							\$230,928
Measure M2 Funds		\$541,600							\$541,600
Gas/Excise HUTA Tax Funds		\$133,786							\$133,786
AB2766 Air Quality Funding (AQMD)									
Total Funding		\$2,400,000							\$2,400,000

Department:	Project No.:	Project Name:							
Public Works	1311	Arterial Roadway Resurfacing - PCH from Niguel Rd. to Green Lantern							

PROJECT DESCRIPTION: This project is a continuation of an on-going program to rehabilitate/maintain our arterial street system. The Project involves rehabilitating the pavement surface and associated improvements on Pacific Coast Highway between Niguel Road and Green Lantern.	CLASSIFICATION:	
	Health and Safety Project	
	Mandated Project	
	Rehabilitation Project	X
	Water Quality Project	
	Park Project	
	Beautification Project	
	PRIORITY:	
	Essential	X
	Necessary	
	Desirable	
	Deferrable	
SPECIAL CONSIDERATIONS:		



Item	Carryover Funding	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total
Estimated Construction Costs:									
Design									
Construction			\$2,000,000						\$2,000,000
Other									
Total Estimated Project Cost			\$2,000,000						\$2,000,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
CIP Undesignated Funds			\$2,000,000						\$2,000,000
2017 Road Repair Act									
Measure M2 Funds									
Gas/Excise HUTA Tax Funds									
AB2766 Air Quality Funding (AQMD)									
Total Funding			\$2,000,000						\$2,000,000

THIS PAGE INTENTIONALLY LEFT BLANK