

CITY OF DANA POINT

ADOPTED OPERATING BUDGET & CAPITAL IMPROVEMENT PROGRAM



FISCAL YEARS 2021-2022 & 2022-2023

City of Dana Point California

ADOPTED BUDGET

Fiscal Years 2021-2022 & 2022-2023



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INTRODUCTION

CITY OF DANA POINT

OUR VISION

A vibrant world class place.

OUR MISSION

Dana Point's mission is to set the standard for an exceptionally livable city.

OUR VALUES

Fiscal Responsibility and Stewardship

We are trustworthy and responsible stewards of the public funds and City assets entrusted to our care.

Honesty and Integrity

We are trustworthy and ethical in serving our community.

Service Excellence

We are committed to excellence by providing efficient and effective service in a friendly, professional, and responsive manner.

Forward Thinking and Innovative

We successfully plan for the future and are innovative and entrepreneurial in how we work.

Teamwork and Collaboration

We achieve success through teamwork, collaboration, and partnerships.

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June 1, 2021

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 a budget for City Council consideration. This adopted two-year budget covers fiscal years 2021-2022 and 2022-2023 ("FY22" and "FY23"). The City's Budget serves several purposes, including that of a financial plan, a management plan, a policy document and a communication tool.

DISCUSSION

FY20 and FY21

The City Council adopted the FY20 / FY21 Budget in June 2019. By many accounts, the City's finances were tracking better than budget until the California Governor enacted his emergency Stay at Home Order in March 2020 in response to the COVID-19 pandemic; it was at that time that, among other industries, the hospitality industry scaled back and, in some cases, shut down entirely. Given that approximately half of the City's revenues are hospitality-based, immediate action was taken by the City Council to address the imminent financial crisis.

The approach to addressing the COVID-19 impact on revenues has been to follow the City's adopted Financial Policies. The approach is multi-faceted, and has incorporated use of high-probability COVID-19 relief funds, coupled with a significant number of line item expenditure cuts, use of monies set aside for specific purposes (i.e. unfunded pension liability and future capital projects), and finally, use of financial reserves.

Compared to the originally adopted FY20 and FY21 budgets, projected COVID-19 revenue losses are currently estimated to total \$10.6 million. Following the Council directed approach to address the losses, the City has been able to continue delivering core services and has kept its planned investment in maintaining existing City infrastructure and facilities. The City benefitted from its traditionally conservative budget practices, and has had sufficient funds to cover costs to date.

The U.S. Congress passed the American Rescue Plan Act of 2021 ("ARPA"), and the President signed it into law on March 11, 2021. The ARPA included relief funds for local governments, of which the City will be a recipient. In mid-May 2021, the U.S. Department of Treasury finished interpreting the ARPA, and published guidelines on how the funds will be allocated, along with more specificity on eligible expenditures; those guidelines provide sufficient certainty that the relief funds will be received by the City and thus have been included in this final adopted budget. Also, given that the City will be receiving these funds, the City did not have to draw upon reserves to cover FY21 costs and thus these

funds paid for core municipal services including policing, street and park capital improvements and maintenance, and homeless outreach services, among others.

Strategic Plan

The City Council updated the City's Strategic Plan in July 2018. The Plan established the City's Mission "to set the standard for an exceptionally livable city", and a Vision to be "a vibrant, world-class place". It then established five Strategic Goals, each with its own underlying objectives. Though there was an intent to update the plan last year and prior to development of this adopted budget, given the impacts of COVID-19 on the community and the economy, the project was put on hold; however, the City Council has since created a subcommittee to review the plan this coming summer with direction to provide recommendations to the City Council following the review.

To help set the standard of excellence, performance metrics are included in the Strategic Plan to measure progress toward achieving the goals and called for certain projects to be undertaken with the specific intent to further the goals.

The following is a brief update on some of the initiatives and projects approved by the City Council the past several years that Staff has diligently worked to complete:

- Update the City's strategic plan (*City Council committee formed to review*);
- Conduct a community survey (*2020 Survey on hold due to COVID-19*);
- Develop new financial policies (*completed*);
- Update the long-term financial plan (*now completed annually*);
- Implement priority-based budget (*completed prioritized line-item designations*);
- Review large-scope contracts and develop new RFP's (*completed some, others in process as contracts expire*);
- Analyze Public Safety service costs (*on hold due to COVID-19*);
- Enhance community engagement in City-led service programs (*delayed due to COVID-19; now in process*);
- *Measure employee engagement and challenge them to make City more effective, efficient and innovative (completed employee survey 2019; project on hold due to COVID-19)*;
- Update street sweeping & storm drain policies and frequencies (*completed*);
- Develop Code Enforcement Operations & Strategic Plan (*completed*);
- Complete economic analysis of City land use (*draft completed*);
- Complete General Plan Update (*Economic Analysis completed and Housing Element 6th cycle in process; developing plan for other elements*);
- Complete Doheny Village Plan (*in process: draft Environmental Impact Report published for public discussion*);
- Complete EIR for CUSD bus yard land use (*in process*) and,
- Complete Doheny Village Connectivity Study (*in process: Council approved funding for design Spring 2021*).

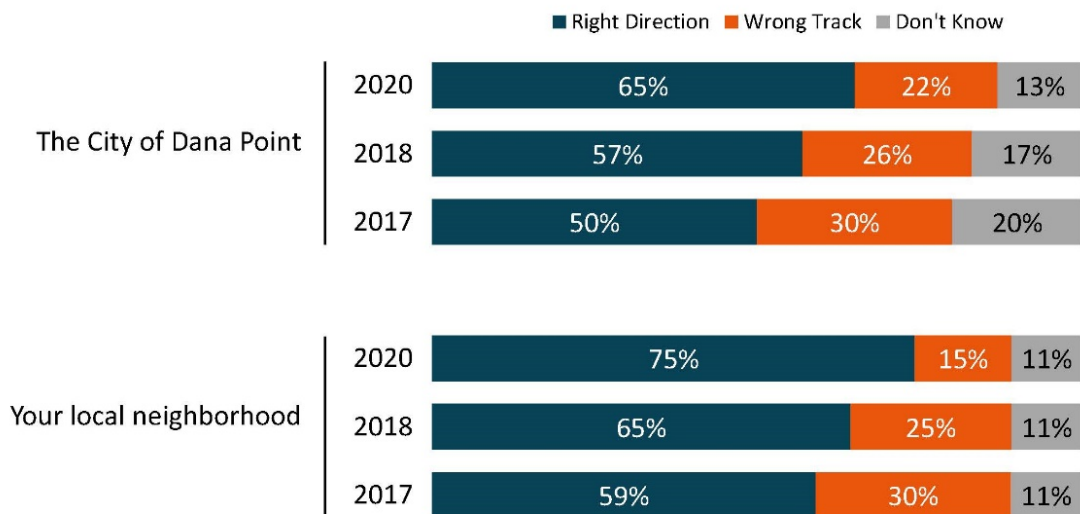
Staff is also tracking the data necessary to report performance metrics, and recently provided the third annual metrics report.

Community Survey

The City Council adopted Operating Budget Policy (#230) calls for a community survey to be conducted, the results of which are to be factored into the budget adoption discussion. This budget cycle's community survey was deferred due to COVID-19.

The last comprehensive community survey was conducted in 2018, and showed residents to be extremely satisfied with life in Dana Point, and pleased with how the City provides most services. In mid-March 2020, prior to the pandemic affecting California via the Governor's Stay at Home Order, some similar questions were included in a brief survey, with the following showing perceptions about the community's direction:

Perceptions of the direction of the city and local neighborhoods are on an upward trajectory. (NOTE: Current survey question language different from the other two surveys)



The 2018 survey, and again confirmed in a question in the 2020 survey, showed that homelessness is clearly the biggest concern, along with concerns about growth and development. Some noteworthy concerns are listed as follows:

Question: What do you think is the most serious issue facing residents that you would like to see the City government do something about?

	2018	2020
Homelessness	41%	28%
Overdevelopment	12%	22%
Sober living homes	6%	10%
Traffic/speeding/congestion	9%	7%
Parking	6%	6%
Crime/safety	8%	5%
Lack of government accountability	5%	3%
Short-term rentals (too many)	n/a	3%

The 2018 survey cited that a large percentage of residents are unaware of how the City is preparing for emergencies, enforcing zoning rules and contributing to school safety.

Community surveys are important to the budgeting process, with results providing critical insight into what residents believe is important.

Homeless Services

In June 2018, the City Council adopted its Community Work Plan to Address Homelessness, and it was updated in April 2021. The City recognized and has been coordinating resources to provide services aimed at improving the lives of homeless individuals and families living in our community. The City recently hired a full-time outreach worker that diligently works to establish relationships and trust with homeless individuals, and to connect them to services using individualized approaches, and to provide housing opportunities. The Plan promotes regional collaboration to reduce the incidence of homelessness in Dana Point.

While homeless numbers fluctuate, they have steadily decreased since inception of our coordinated outreach efforts. In December 2017, there were 46 active homeless clients engaged by our outreach team, and by mid-May 2021 that number was 22 clients. The adopted budget includes direct funding for these efforts, including a full-time outreach worker, a Deputy Sheriff assigned to work with the team, City and contract County Public Works staff support, and for ancillary costs incurred to support all of the efforts.

Sober Living Homes

The City is proactive in ensuring that sober living homes operating in town are doing so with proper State licenses. The City recognizes there are homes that have operated from

their inception with appropriate licenses; however, others have not, and the City has taken these businesses to task for not operating legally. Some unlicensed homes were able to get the appropriate State licenses, and others have closed. Given current laws governing these businesses, cities have limited authority to regulate them; however, Dana Point is making sure that those operating are doing so within the law. Currently, there is one known remaining facility the City is challenging because it believes the services they are providing require a State license.

Water Quality

The City has a robust and successful water quality program, and invests about \$1.5 million per year to keep pollutants out of our storm drain system. The budget includes items such as street sweeping; storm drain inlet filter cleaning and repair, and culvert cleaning; Salt Creek dry weather flow and falconer; North Creek, San Juan Creek and Headlands diversion flow treatment; inspections/investigations; and, public education. However, it is important to recognize that the City has little to no control over what gets put into our waterways inland from Dana Point, but does work with the County, other cities and private property owners to address water quality issues on a local and regional basis.

FY22 and FY23 Budget Summary

This budget has been produced during, and hopefully at the tail end of the COVID-19 pandemic where the City's revenues have been negatively impacted. Staff's mindset has been to produce a budget plan that preserves the City's investment in maintaining its infrastructure and core services, and to protect City reserve funds to the extent possible. This budgeting mindset relies on City Council's adopted Financial Policies.

With the City's stated Vision to be "a vibrant world class place", the Strategic Plan (Plan) sets high expectations, as is further reflected in its stated Mission "to set the standard for an exceptionally livable city". As shown in the listing of City Council initiatives and projects, Staff has been diligently working to accomplish the Plan's goals. The FY22 and FY23 adopted budgets further those efforts.

The Long Term Financial Plan (LTFFP) Section of the budget goes into great detail on the history and projections for City revenues and expenditures, covers the structural budget balance projections, and as with prior LTFFPs, finishes with a short discussion on some of our open issues that need to be addressed.

The FY22 adopted General Fund Budget has a \$505,000 deficit, with \$41.1 million in revenues and \$41.6 million in expenditures and transfers to other funds; it relies on the second of two estimated \$3.1 million payments from the Federal American Rescue Plan Act of 2021; the first payment will accrue to FY21. The rebound from the COVID-19 pandemic to the City's hospitality-based revenues is strong, but is not expected to be completely restored until after this upcoming two-year budget. The FY23 adopted budget shows a \$2.3 million surplus. The City's reserve accounts are budgeted to remain fully funded.

The following discussion summarizes certain areas of the adopted budget where adjustments to current operations are needed and/or there is a material impact on City finances. Included is a discussion on Police Services; personnel costs/unfunded pension liability; investment in capital assets; planning for the future built environment; priority-based budgeting; summary of revenues and expenditures; review of major revenues; and finally, a summary on fund balance.

Police Services

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 law enforcement services to our residents, businesses and visitors. The Police Services Department budget is our largest cost at \$14.0 million in FY22, or 33.6% of the total General Fund budget, and is again the fastest growing cost for the City. There are no changes to OCSD contracted service levels. There is an extensive discussion of the Sheriff's contract included in the LTFP Section of the budget.

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. In 2013, the State enacted pension changes for new employees that will lower costs, but the impact from those changes have been muted the past several years as pension plans instituted more conservative investment earnings projections. The LTFP projects the Police Services Department budget to grow to over 38% of the General Fund budget by FY27.

Personnel Costs / Unfunded Pension Liability

Total Personnel Costs adopted for FY22 reflect an 8.2% increase, or \$740,000 compared to the FY21 originally adopted budget (excluding FY21 cost cutting measures enacted in response to COVID-19 revenue impacts". The FY22 personnel budget is adopted at 23.4% of the General Fund budget.

Notable causal factors for the increase include: a non-recurring twenty-seventh biweekly pay period in FY22 which occurs every seven years (\$247,000 fully-burdened); addition of a homeless outreach worker (\$98,000 fully-burdened); increased annual unfunded pension liability payment (\$89,000), health benefit allowances (\$50,000), and the balance due to employee merit based pay adjustments.

It is a City priority to take action to address its unfunded pension liability. The total actuarially projected liability stood at \$30.4 million as of June 30, 2019 (the most recent valuation), and the market value of assets was \$23.8 million; this results in an unfunded liability of \$6.6 million, and a funded status of 78.5%, down from 78.8% compared to 2018's valuation. CalPERS net investment earnings in FY19 were 6.7%, short of its targeted return of 7%; in FY20 (including the first few months of the pandemic's impact on the financial markets) they earned 4.7%; and for calendar 2020 they exceeded assumptions by earning 12.4%.

The required payment toward that liability for FY22 and FY23 will be \$487,000 and \$552,000, respectively; further, the required payments are projected to grow to \$667,000 by FY27, and continue growing until they top-out sometime near FY33. To begin addressing the unfunded pension liability, in FY19 the City Council directed that \$5 million of General Fund unassigned fund balance be set aside and designated for investment into an irrevocable pension trust account (Section 115 Trust). In Spring 2020 (FY20), and in response to the pandemic, the City Council directed that \$1 million of funds set aside for the Section 115 Trust account be used to address negative impacts to City revenues. The FY23 budget has a surplus sufficient to add \$2 million to the account, and will bring its total to \$6 million. Staff will be discussing investment of these funds into an irrevocable, third-party trust account in the coming year.

Finally, City employees in the CalPERS 2@55 pension plan pay 7% of pay toward pension costs (with the City paying 10.9% in FY22); and, employees in the 2@62 pension plan are paying 6.75% (the City pays 7.6%). The 2@55 employees also began contributing an additional portion of their pay toward the City's unfunded liability payment in FY20; these contributions are being phased in over three fiscal years, with 0.5% of pay in FY20, 1.25% in FY21 and finally 2% in FY22, and equate to \$94,000 contributed by employees toward the \$487,000 unfunded pension liability payment in FY22.

Investment in Capital Assets

City Council adopted Financial Policies (#231 & #232) for infrastructure and facilities assets make funding the capital program a priority. The policies require Staff to assess the condition of City assets, and to propose funding to maintain them. Staff has complied with both policies and the adopted budget provides full funding for each group of assets.

Capital infrastructure maintenance is accounted for in the Capital Improvement Projects (CIP) Fund (11). Funding is typically provided by transfers from the General Fund (01), Gas Tax Fund (02), Measure M Fund (04), the Road Maintenance & Rehabilitation Act (RMRA) Fund (08), and occasionally other grant funding sources. It includes capital projects related to streets/signals, medians, curbs/gutters, sidewalks, and storm drains, among others.

The Public Works Department updates a Seven Year Plan for these capital projects that is presented to the City Council each year. The adopted budget includes the required investment from the General Fund to cover its share of project costs in FY22 and FY23, at \$4.2 million and \$1.2 million, respectively; these contributions are augmented by other funds. The CIP investment totals \$10.1 million in the adopted two-year budget, and the LTFP includes funding for capital projects totaling \$34.3 million from FY22 through FY27.

The FY22 and FY23 adopted budget also includes surplus General Fund transfers to the CIP Fund's Community Investment Account of \$1.8 million and \$136 thousand, respectively; this brings the balance in that account to \$6 million.

Capital Improvement Fund (11) projects adopted in the upcoming budget are as follows:

Capital Improvement Fund Project	FY22 Adopted Budget	FY23 Adopted Budget
Citywide storm drain repairs*	\$ 200,000	\$ 200,000
Water quality/diversion repair & mntce.*	50,000	50,000
Sidewalk/concrete repairs & ADA*	100,000	100,000
Traffic safety repairs & improvements*	100,000	100,000
Roadway rehab/repair design*	100,000	100,000
Road resurfacing	2,250,000	1,399,000
Citywide Storm Drain Improvements Design	400,000	--
Doheny Village Connectivity Design/Improv.	400,000	--
Residential Slurry	2,252,000	2,256,000
TOTAL	\$ 5,852,000	\$ 4,205,000

* These budgets are to address major, emerging projects; unspent appropriation will lapse at fiscal year-end, with unspent amounts reverting to the CIP Fund's unassigned fund balance.

Investment in City Facilities

Facility asset capital maintenance is accounted for in the Facilities Fund (12). These assets include structures and related systems for City Hall, the Community Center, parks, sports fields, Nature Interpretive Center, Salt Creek Treatment Plant, and PCH Pedestrian Bridge, among others. Funding is almost exclusively from the General Fund, with the exception of some funds periodically available from the Park Development Fund (21), Clean Air Act Fund (05), and occasional grant funding. Staff is continuing to work through a prioritized list of deferred maintenance projects identified in a comprehensive facilities assessment conducted a few years ago and has included them in the adopted budget.

Projects were prioritized with consideration given to safety, maintenance costs, functionality, and preserving the life of the asset. Facilities Fund (12) projects included in the upcoming budget total \$1.6 million as follows:

Facilities Fund Project	FY22 Adopted Budget	FY23 Adopted Budget
City Hall:		
HVAC project (continuing)	\$ 45,000	\$ 100,000
Interior finishing/flooring	65,000	--
Council chambers (paid by PEG Fees)	15,000	15,000
Elevator refurbishment	100,000	--
Community Center:		
Senior fitness center (New)	175,000	--
Exterior painting/stucco	--	50,000
Remote City Meeting Space and Mobile Audio/Visual (paid by PEG FEES)	50,000	50,000
Del Obispo Sports Park:		

Replace playground structure	100,000	--
Repair batting cages	10,000	--
Ballfield netting	35,000	--
Refurbish restroom	30,000	--
Parks:		
Creekside Park Renovation	200,000	
Creekside Park Community Garden	75,000	--
Sycamore Creek Trail Workout Equip.	60,000	--
Dana Woods Park Staircase	40,000	--
Salt Creek Treatment Facility	55,000	55,000
Contingency Account	100,000	100,000
TOTAL	\$ 1,155,000	\$ 370,000

Planning for the Future of the Built Environment

General Plan Update: California law requires each city to prepare and adopt a comprehensive General Plan (GP) to guide its long-term physical development. The plan serves as a blueprint for future development, and contains goals and policies designed to guide the city toward achieving its vision for future land development. The City adopted its original General Plan 30 years ago and has only updated portions of it over the years. Beginning this past budget cycle, Staff has embarked on what will be a multi-year effort to complete a comprehensive update of the plan, which entails an extensive public outreach/input effort to wade through a multitude of complex issues.

The Council set aside \$1 million in FY20 to fund the update, and \$201,000 is being used to update the Housing Element component of the GP (discussed below). In addition, the City Council committed \$100,000 in the FY19 budget to contract for an Economic & Market Profile study that will be referenced as all of the elements of the GP update are discussed in the coming years.

Housing Element: The City’s current Housing Element, a component of the City’s General Plan, was adopted by the City and approved by the State in 2013; this Element is valid for eight years, and thus expires at the end of 2021. A prescribed process is being followed to renew this document to be in compliance with State housing laws, the results which will be folded into the GP update.

Economic & Market Profile: Profile components are comprised of an analysis of the local economy, retail market and residential market demand analyses, a development-related financial feasibility analysis, and a fiscal analysis to inform the community about how different land uses and development patterns influence City revenues and demands for public facilities and services.

Doheny Village Plan: The Doheny Village Plan has been in the works for several years, and an Environmental Impact Report will be reviewed by the public, Planning Commission and City Council in the coming months. Once approved, it will be forwarded to the California Coastal Commission for their consideration. Final approval of the Doheny

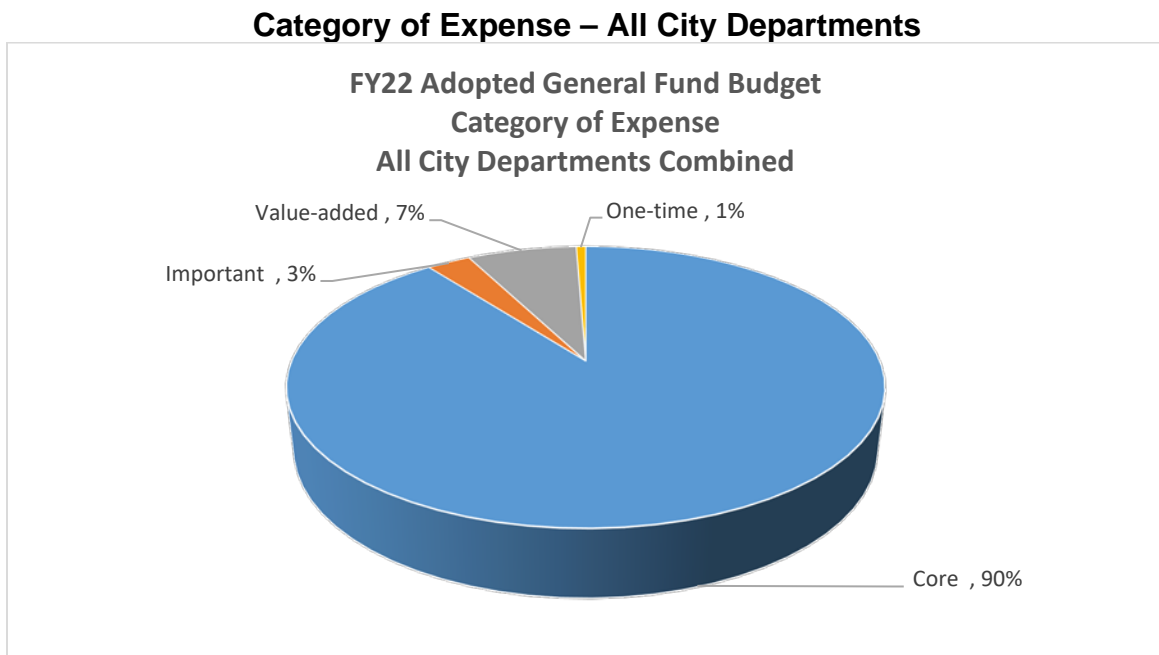
Village Plan will complement the General Plan update efforts. The City Council made it a priority to complete the Plan, and recently received recommendations from a Doheny Village stakeholder group in regard to beautification improvements they would like to see implemented. The City Council also recently directed Staff to include funding in this adopted budget to design improvements identified in a recently completed Doheny Village connectivity plan; Staff included \$400,000 for those designs in the CIP Fund (11) budget.

The City Council directed Staff to set aside \$826,000 for Doheny Village beautification efforts, some of which will be used to fund the design work mentioned above. The source of funds for these set asides results from collections of Lantern District Development Impact Fees.

Priority-Based Budgeting

The Strategic Plan includes a stated goal to maintain a balanced budget that provides adequate funding for core services, capital improvements and adequate reserves for emergencies, while providing taxpayers accountability and transparency. To further this goal, there is a stated objective to manage expenses for core, important and value-added services.

The adopted budget includes additional information on each of the department budget pages, including summary information, division descriptions, and designations for expenditure line-items as being labeled either Core, Important, Value-Added, or one-time expenses. Also, the General Fund Operating Budget Summary by Department and Expenditure Type page combines the values of the expenditure designations for all departments.



The designations are truly subjective, and in many cases, individuals will have their own opinion as to the significance of a particular line-item; however, it is believed, particularly during difficult times when seeking budget reduction options, that these categorizations are helpful.

Summary of Revenues and Expenditures

Given the continuing negative impact of the COVID-19 pandemic on revenues generated by our hospitality industry, the adopted General Fund budget shows a surplus in FY23, even with continuing impacts from the pandemic.

General Fund Adopted Budget Summary

	FY22	FY23
Revenues & Transfers In	\$ 41,063,000	\$ 41,799,000
Expenditures & Transfers Out	41,569,000	39,524,000
Projected (Deficit)/Surplus	\$ (505,000)	\$ 2,275,000

The adopted budget continues the City’s hybrid service delivery model of having limited full- and part-time staff supplemented by a significant amount of contract services. This model provides flexibility in managing fluctuations in workload and available budget.

General Fund Estimated Revenues

As seen above, projected General Fund revenue and transfers in for FY22 and FY23 are \$41.1 million and \$41.8 million, respectively; this is up from \$38.2 million shown in the FY21 amended budgeted. The City’s largest revenue sources (transient occupancy tax, property tax, sales tax and in-lieu property tax) combined comprise 77.0% of adopted FY22 General Fund revenues (excluding the ARPA funds they are 83.2%). As the economy rebounds from the pandemic, City revenues are projected to grow (excluding the ARPA funds) by 8.1% and 10.0% in FY22 and FY23, respectively from the lows of FY21.

The 10% hotel bed tax, known as **Transient Occupancy Tax** (“TOT”), remains the City’s largest revenue source, projected at \$11.0 million for FY22, or 28.9% of revenue. TOT, after dropping 40% during the Great Recession, in FY15 surpassed the pre-recession high of FY08 and has continued its climb to historic highs. Before the pandemic impacts hit, through the first eight months of FY20, TOT was up 2.0% compared to FY19; it then finished FY20 down 24.5% year over year. For the fiscal nine months ended March 2021, TOT was down \$4.2 million, or 46% compared to the prior year. As of this writing, TOT is on pace to finish at just over \$7 million, where in pre-pandemic projections it was looking to set another annual record at \$12.8 million.

As distribution of the COVID-19 vaccines began in the latter part of December 2020, the FY22 and FY23 outlook for TOT was adjusted to project that FY21 will be the low point in reduced TOT revenue due to the pandemic. Increased travel is assumed to occur late-Spring/early-Summer 2021, followed by some group business returning Fall 2021. Our forecast does not assume that hotels will immediately return to pre-pandemic occupancy levels, but rather will take a couple of years.

The next largest revenue is **Property Tax**, projected at \$10 million for FY22, or 26.3% of General Fund revenue. This projection is a 3.7% increase over FY21. For every dollar of property tax collected by the County each year from Dana Point property owners, the City

receives only about 7.6 cents. Increased assessed value is occurring due to property sales, coupled with infill development occurring due to 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 apartment development in the Lantern District.

The third largest revenue category, **Sales Tax**, is projected to bounce back to \$5.8 million in FY22, or 15.3% of General Fund revenues, after dropping to \$5.2 million in FY21 due to impacts to our hospitality industry.

In-Lieu Property Tax, the fourth largest General Fund revenue source, is the result of the State almost entirely eliminating a revenue stream for California cities that dated back to the 1930's. The State did eventually replace the lost VLF with some of the State's portion of Property Tax revenue. At \$4.8 million in FY22, a 3.8% increase over FY21's amount, this makes up 12.7% of FY22 General Fund revenue budget.

Next in line are the fifth and sixth largest revenue sources, namely **Charges for Services and License & Permit fees**, estimated at \$1.4 million and \$1.3 million for FY22 and FY23, respectively. The former makes up 3.8% of the General Fund's revenue projection, while the latter stands at 3.5%. These permits and charges are mainly associated with development activity that uses City planning, building and engineering services. The City has seen an elevated level of development for an extended period of time, but the building boom is not assumed to continue for budget projection purposes. Projections show a decline in the coming two-year budget, with Charges for Services revenue estimated to have a 21% drop in FY22, and Licenses & Permits looking to have a 27% 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.

General Fund Balance Projection

Incorporated into the adopted budget is the General Fund Reserve Policy adopted by the City Council in 2019. The policy has two reserves, one termed Economic Stability and the other Extreme Event, and it also has a funding requirement for the General Fund's unassigned fund balance.

It is important to note the Reserve Policy is supported by other City financial policies that address maintaining public infrastructure assets, require a structurally balanced budget be adopted, and require long-term financial planning. The complete set of financial policies provide a comprehensive foundation upon which the City's finances are to be managed; summaries of the policies are included in this budget book.

Each reserve has a target level of funding set as a percent of General Fund budgeted operating revenue. The Economic Stability Reserve target is set at 11%; the Extreme Event Reserve's is 9%; and, the Unassigned Fund Balance is a targeted range of 4% to 7%.

The General Fund's ending fund balance for June 30, 2021 is currently budgeted at \$17.2 million, including the fully funded Economic Stability (11%) and Extreme Event Reserves (9%), and the budgeted unassigned fund balance above 7%.

The adopted budget includes the reserve accounts finishing their respective fiscal years as follows (in millions):

Fund Balance Category:	FY21 Amended 6/30/21	FY22 Adopted 6/30/22	FY23 Adopted 6/30/23
Economic Stability	\$ 4.3	\$ 4.5	\$ 4.6
Extreme Event	3.6	3.7	3.8
Art in Public Places	0.3	0.3	0.3
Section 115 Pension Trust	4.0	4.0	6.0
General Plan Update	0.8	0.8	0.8
Investment Mark to Market	0.5	0.5	0.5
Unassigned Fund Balance	3.7	2.9	3.0
Ending Fund Balance	<u>\$ 17.3</u>	<u>\$ 16.7</u>	<u>\$ 19.0</u>

The Reserve Policy does contemplate that anomalous events affecting City finances may periodically occur, and that it is appropriate to temporarily utilize reserves. Having access to reserves is intended to allow time to adjust operations in a measured manner while working to again balance the budget and rebuild the reserves.

Conclusion

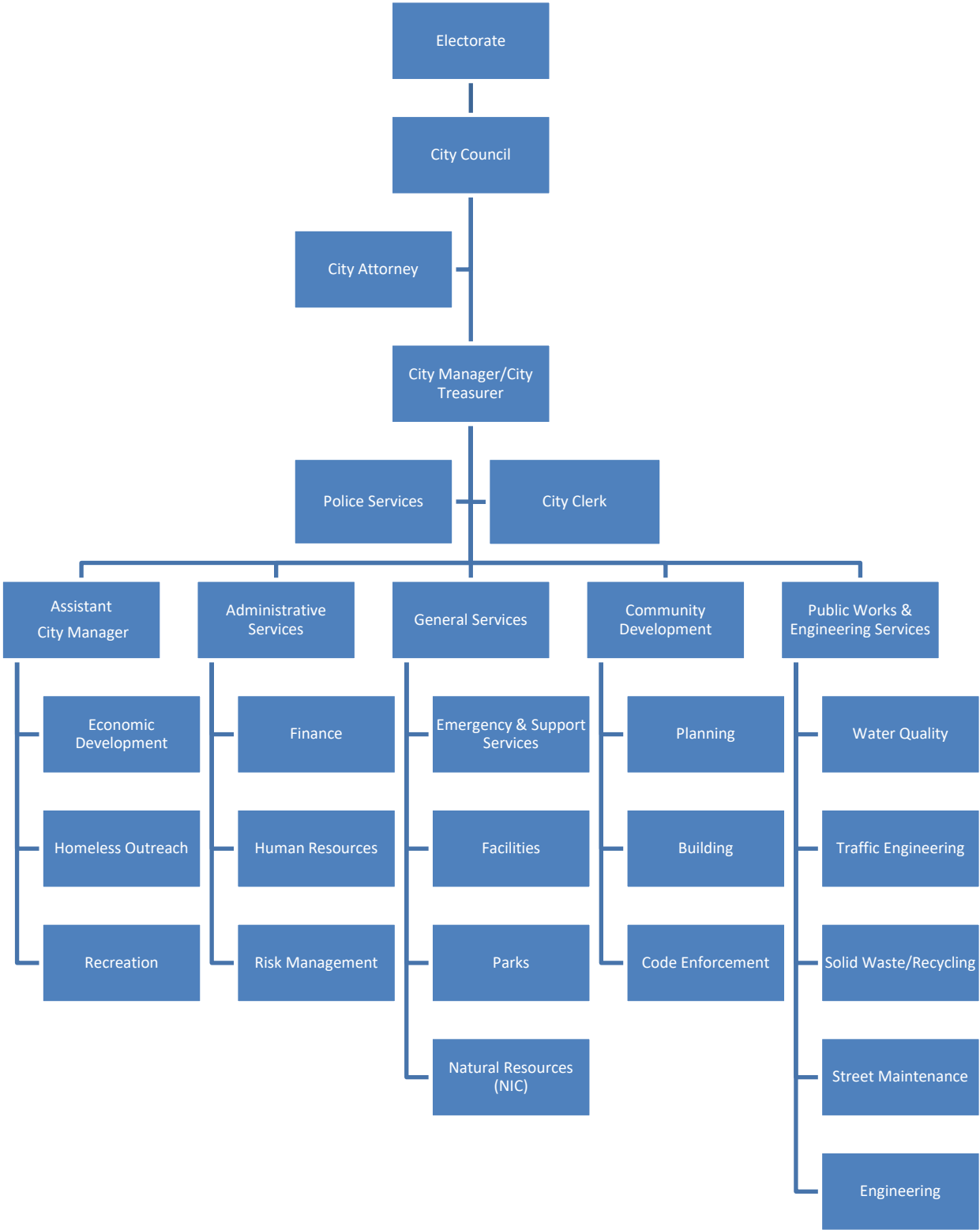
I am grateful for the concerted effort put forth by many City Staff to produce this adopted budget. Their professionalism and valuable contributions during this difficult time is greatly appreciated. City Staff’s compassionate response to dealing with the COVID-19 impacts to our community, our operations, and our finances has been creative, thoughtful, and effective. Even under these circumstances, they continue to work diligently to implement the City’s Strategic Plan, and I am confident they are committed to identifying and implementing solutions to future challenges. Of particular note was the contribution made by Kelly Reenders, Captain Monteleone, Shelley Velez, Jaimie To, Robin Harnish, Alicia West, Sherry Murphy, Matt Sinacori, Jennifer Anderson, Lauren Kehiayan, Brenda Wisneski, Staci Sheaks, Robert Sedita, Mark Stal and Holly Martino – I thank them for their exceptional efforts.

Respectfully Submitted,

Mike Killebrew
City Manager

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CITY OF DANA POINT ORGANIZATIONAL CHART



CITY OF DANA POINT DIRECTORY

Administrative Staff

Mike Killebrew	City Manager
Kelly Reenders	Assistant City Manager/Director of Economic Development and Community Services
Kathy Ward	City Clerk
Brenda Wisneski	Director of Community Development
Matt Sinacori	Director of Public Works & Engineering Services
Robert Sedita	Director of General Services
Captain Kirsten Monteleone	Chief of Police Services
Patrick Muñoz	City Attorney

Department of Administrative Services (Finance & Administration Division)

Vacant	Director
Shelley Velez	Human Resources/Risk Manager
Robin Harnish	Accounting Supervisor
Jaimie To	Management Analyst
Alicia West	Accountant
Norma Hoover	Accounting Technician
Gabriela Lopez	Account Clerk

CITYWIDE BUDGET SUMMARY

CITYWIDE BUDGET SUMMARY

The section provides an overview of all thirteen funds used by the City to account for all revenues and expenditures, and shows the change to their respective fund balance. There is a page for each fiscal year for which a budget is being proposed, and includes each fund's beginning fund balance, the adopted revenues and expenditures for the fiscal year, and the resulting ending budgeted fund balance.

	Page #
Fiscal Year 2021-22 & 2022-23 General Fund Summary Change	19
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Fiscal Year 2022 Budget Changes in Fund Balance All Funds	21
Fiscal Year 2023 Budget Changes in Fund Balance All Funds	22

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CITY OF DANA POINT
FISCAL YEAR 2021-22 & 2022-23 ADOPTED
GENERAL FUND SUMMARY CHANGE IN DETAILED FUND BALANCE

Fund Balance Designation	Budgeted Ending 6/30/2021	Adopted Ending 6/30/2022	Adopted Ending 6/30/2023
Economic Stability Reserve (11% target)	\$ 4,374,003	\$ 4,516,999	\$ 4,597,868
Extreme Event Reserve (9% target)	3,578,730	3,695,727	3,761,892
Special Purpose Reserve:			
<i>Section 115 Pension Trust Reserve</i>	4,000,000	4,000,000	6,000,000
<i>General Plan Update Reserve</i>	799,000	799,000	799,000
Art in Public Places	246,538	246,538	246,538
Investment Mark to Market	532,807	532,807	532,807
Unassigned Fund Balance (4%-7% target)	3,690,617	2,925,454	3,053,737
Total Fund Balance - General Fund	\$ 17,221,695	\$ 16,716,525	\$ 18,991,842

CITY OF DANA POINT
FISCAL YEAR 2021-22 & 2022-23 ADOPTED
AVAILABLE DESIGNATED (NOT LEGALLY RESTRICTED) FUNDS

	Budgeted Ending 6/30/2021	Adopted Ending 6/30/2022	Adopted Ending 6/30/2023
Designated (Unrestricted) Funds			
<u>General Fund:</u>			
Economic Stability Reserve	\$ 4,374,003	\$ 4,516,999	\$ 4,597,868
Extreme Event Reserve	3,578,730	3,695,727	3,761,892
Special Purpose Reserve:			
<i>Section 115 Pension Trust Reserve</i>	4,000,000	4,000,000	6,000,000
<i>General Plan Update Reserve</i>	799,000	799,000	799,000
Unassigned Fund Balance	3,690,617	2,925,454	3,053,737
Subtotal General Fund	16,442,350	15,937,180	18,212,497
<u>CIP Fund:</u>			
<i>Doheny Village Beautification</i>	825,632	425,632	425,632
<i>Community Investment Account</i>	3,792,315	5,619,178	5,755,000
Unassigned Fund Balance	1,433,634	1,188,623	23,623
Subtotal CIP Fund	6,051,581	7,233,433	6,204,255
Facilities Fund	1,190,525	200,525	45,525
Total Designated (Unrestricted) Funds	\$ 23,684,457	\$ 23,371,139	\$ 24,462,278

**CITY OF DANA POINT
FISCAL YEAR 2021 AMENDED BUDGET
CHANGES IN FUND BALANCE - ALL FUNDS**

	01	02	04	05	06	07	08	09	11	12	21	25	27	Total
	General	Gas Tax	Measure M	AB2766 Clean Air	Coastal Transit	Tourism Business Improvement	Road Maintenance & Rehab	Headlands Habitat ESHA	CIP	Facilities Improvements	Park Development	Supplemental Law Enforcement	CFD Headlands Maintenance	
Fund Balance 6/30/2020 (Audited)	\$ 17,871,800	\$ 1,008,381	\$ 949,250	\$ 589,162	\$ 404,848	\$ 522,729	\$ 678,085	\$ 313,422	\$ 9,171,198	\$ 3,168,612	\$ 73,932	\$ 64,857	\$ 508,904	\$ 35,325,179
Revenues & Transfers In														
REVENUES:														
Taxes & Franchises	29,239,000	820,086	530,039			2,100,000	590,881			135,000				33,415,006
Licenses & Permits	1,801,500													1,801,500
Fines & Forfeitures	460,000													460,000
Use of Money & Property	408,800	9,000	5,000	8,500	7,000	1,250	6,000	37,500				1,500	9,000	493,550
Intergovernmental	4,363,728		50,000	44,500	450,000					198,776		150,000		5,257,004
Charges for Services	1,910,976												326,992	2,237,968
Other	70,000													70,000
Sub-total Revenues	38,254,004	829,086	585,039	53,000	457,000	2,101,250	596,881	37,500	-	333,776	-	151,500	335,992	43,735,028
TRANSFERS-IN														
from AB2766 Fund					-									-
from CIP Fund														-
from Gas Tax Fund									587,434					587,434
from General Fund									2,492,695					2,492,695
from Measure M Fund									1,253,087					1,253,087
from Park Development Fund										70,000				70,000
from Road Mntce & Rehab Fund									1,168,484					
from CFD Fund														
Sub-total Transfers-in	-	-	-	-	-	-	-	-	5,501,700	70,000	-	-	-	4,403,216
Total Revenues & Transfers In	38,254,004	829,086	585,039	53,000	457,000	2,101,250	596,881	37,500	5,501,700	403,776	-	151,500	335,992	49,306,728
Expenditures & Transfers Out														
EXPENDITURES														
Personnel	8,331,123													8,331,123
Materials & Services	27,326,254		65,000		610,000	2,100,000		22,700				211,000	321,100	30,656,054
Risk Management	754,037												4,500	758,537
Capital Outlay	-								8,621,317	1,867,474				10,488,791
Sub-total Operating Expenditures	36,411,414	-	65,000	-	610,000	2,100,000	-	22,700	8,621,317	1,867,474	-	211,000	325,600	50,234,505
TRANSFERS-OUT														
to CIP Fund	2,492,695	587,434	1,253,087	-			1,168,484							5,501,700
to Headlands CFD Maint. Fund														-
to Facility Improvement Fund											70,000			70,000
to Coastal Transit														-
to General Fund														-
Sub-total Operating Transfers-out	2,492,695	587,434	1,253,087	-	-	-	1,168,484	-	-	-	70,000	-	-	5,571,700
Total Expenditures & Transfers Out	38,904,109	587,434	1,318,087	-	610,000	2,100,000	1,168,484	22,700	8,621,317	1,867,474	70,000	211,000	325,600	55,806,205
Change in Fund Balance FY21	(650,105)	241,652	(733,048)	53,000	(153,000)	1,250	(571,603)	14,800	(3,119,617)	(1,463,698)	(70,000)	(59,500)	10,392	(6,499,478)
Amended Fund Balance 6/30/2021	\$ 17,221,694	\$ 1,250,033	\$ 216,202	\$ 642,162	\$ 251,848	\$ 523,979	\$ 106,482	\$ 328,222	\$ 6,051,581	\$ 1,704,914	\$ 3,932	\$ 5,357	\$ 519,296	\$ 28,825,702

YEAR-END FUND BALANCE DETAILS

Economic Stability Reserve (11%) (a)	\$ 4,374,003	11.00%	of Original Budgeted Operating Revenue of :	\$ 39,763,663	or	100.00%	of Original Budgeted Economic Stability Reserve	\$ 0	over/(under) policy max
Extreme Event Reserve (9%) (a)	3,578,730	9.00%	of Original Budgeted Operating Revenue						
Special Purpose Reserve:									
Section 115 Pension Trust Reserve	4,000,000								
General Plan Update Reserve	799,000								
Art in Public Places	246,538								
Investment Mark to Market	532,807								
Unassigned Fund Balance (4%-7%) (a)	3,690,616	9.28%	of Original Budgeted Operating Revenue	\$ 2,783,456	\$ 907,160	over/(under) policy max			
Amended Ending Fund Balance 6/30/2021	<u>\$ 17,221,694</u>								

**CITY OF DANA POINT
FISCAL YEAR 2022 ADOPTED
CHANGES IN FUND BALANCE - ALL FUNDS**

	01	02	04	05	06	07	08	09	11	12	21	25	27	Total
	General	Gas Tax	Measure M	AB2766 Clean Air	Coastal Transit	Tourism Business Improvement	Road Maintenance & Rehab	Headlands Habitat ESHA	CIP	Facilities Improvements	Park Development	Supplemental Law Enforcement	CFD Headlands Maintenance	
Budgeted Fund Balance 6/30/2021 Amend.	\$ 17,221,694	\$ 1,250,033	\$ 216,202	\$ 642,162	\$ 251,848	\$ 523,979	\$ 106,482	\$ 328,222	\$ 6,051,581	\$ 1,704,914	\$ 3,932	\$ 5,357	\$ 519,296	\$ 28,825,702
Revenues & Transfers In														
REVENUES:														
Taxes & Franchises	34,155,000	862,000	562,000			2,100,000	669,386			130,000				38,478,386
Licenses & Permits	1,312,000													1,312,000
Fines & Forfeitures	295,000	12,000												307,000
Use of Money & Property	432,800		5,000	11,000	1,000	1,250	3,500	34,000					8,000	496,550
Intergovernmental	3,360,828		55,000	44,500	543,000									4,003,328
Charges for Services	1,427,000												330,556	1,757,556
Other	81,000													81,000
Sub-total Revenues	41,063,628	874,000	622,000	55,500	544,000	2,101,250	672,886	34,000	-	130,000	-	-	338,556	46,435,820
TRANSFERS-IN														
from AB2766 Fund					-									-
from CIP Fund														-
from Gas Tax Fund									1,595,989					1,595,989
from General Fund									4,204,863	100,000				4,304,863
from Measure M Fund									632,000					632,000
from Park Development Fund														-
from Road Mntce & Rehab Fund								601,000						-
from CFD Fund														-
Sub-total Transfers-in	-	-	-	-	-	-	-	-	7,033,852	100,000	-	-	-	6,532,852
Total Revenues & Transfers In	41,063,628	874,000	622,000	55,500	544,000	2,101,250	672,886	34,000	7,033,852	230,000	-	-	338,556	53,569,672
Expenditures & Transfers Out														
EXPENDITURES														
Personnel	9,722,535													9,722,535
Materials & Services	26,776,700		65,000		575,000	2,500,000		25,000					330,343	30,272,043
Risk Management	759,700												4,500	764,200
Capital Outlay	5,000			75,000					5,852,000	1,155,000				7,087,000
Sub-total Operating Expenditures	37,263,935	-	65,000	75,000	575,000	2,500,000	-	25,000	5,852,000	1,155,000	-	-	334,843	47,845,778
TRANSFERS-OUT														
to CIP Fund	4,204,863	1,595,989	632,000	-			601,000							7,033,852
to Headlands CFD Maint. Fund														-
to Facilities Improvement Fund	100,000													100,000
to Coastal Transit														-
to General Fund														-
Sub-total Operating Transfers-out	4,304,863	1,595,989	632,000	-	-	-	601,000	-	-	-	-	-	-	7,133,852
Total Expenditures & Transfers Out	41,568,798	1,595,989	697,000	75,000	575,000	2,500,000	601,000	25,000	5,852,000	1,155,000	-	-	334,843	54,979,630
Change in Fund Balance FY22	(505,170)	(721,989)	(75,000)	(19,500)	(31,000)	(398,750)	71,886	9,000	1,181,852	(925,000)	-	-	3,713	(1,409,958)
Projected Ending Fund Balance 6/30/2022	\$ 16,716,525	\$ 528,044	\$ 141,202	\$ 622,662	\$ 220,848	\$ 125,229	\$ 178,368	\$ 337,222	\$ 7,233,433	\$ 779,914	\$ 3,932	\$ 5,357	\$ 523,009	\$ 27,415,744
YEAR-END FUND BALANCE DETAILS														
Economic Stability Reserve (11%) (a)	\$ 4,516,999	11.00%	of Original Budgeted Operating Revenue of :		\$ 41,063,628	or		100.00% of Original Budgeted Economic Stability Reserve is		\$	(0) over/(under) policy max			
Extreme Event Reserve (9%) (a)	3,695,727	9.00%	of Original Budgeted Operating Revenue		\$ 4,516,999									
Special Purpose Reserve:														
Section 115 Pension Trust Reserve	4,000,000													
General Plan Update Reserve	799,000													
Art in Public Places	246,538													
Investment Mark to Market	532,807													
Unassigned Fund Balance (4%-7%) (a)	2,925,454	7.12%	of Original Budgeted Operating Revenue		\$ 2,874,454	\$	51,000		over/(under) policy max					
Amended Ending Fund Balance 6/30/2022	<u>\$ 16,716,525</u>													

**CITY OF DANA POINT
FISCAL YEAR 2023 ADOPTED
CHANGES IN FUND BALANCE - ALL FUNDS**

	01	02	04	05	06	07	08	09	11	12	21	25	27	Total
	General	Gas Tax	Measure M	AB2766 Clean Air	Coastal Transit	Tourism Business Improvement	Road Maintenance & Rehab	Headlands Habitat ESHA	CIP	Facilities Improvements	Park Development	Supplemental Law Enforcement	CFD Headlands Maintenance	
Budgeted Fund Balance 6/30/2022	\$ 16,716,525	\$ 528,044	\$ 141,202	\$ 622,662	\$ 220,848	\$ 125,229	\$ 178,368	\$ 337,222	\$ 7,233,433	\$ 779,914	\$ 3,932	\$ 5,357	\$ 523,009	\$ 27,415,744
Revenues & Transfers In														
REVENUES:														
Taxes & Franchises	37,945,000	853,000	591,000			2,100,000	621,000			130,000				42,240,000
Licenses & Permits	1,312,000													1,312,000
Fines & Forfeitures	295,000	8,000												303,000
Use of Money & Property	457,800		5,000	7,500	1,000	1,250	3,500	34,000					8,000	518,050
Intergovernmental	281,000		55,000	44,500	543,000									923,500
Charges for Services	1,427,000													1,764,167
Other	81,000												337,167	81,000
Sub-total Revenues	41,798,800	861,000	651,000	52,000	544,000	2,101,250	624,500	34,000	-	130,000	-	-	345,167	47,141,717
TRANSFERS-IN														
from AB2766 Fund					-									-
from CIP Fund														-
from Gas Tax Fund									850,000					850,000
from General Fund									1,166,822	150,000				1,316,822
from Measure M Fund									546,000					546,000
from Park Development Fund														-
from Road Mntce & Rehab Fund									613,000					-
from CFD Fund														-
Sub-total Transfers-in	-	-	-	-	-	-	-	-	3,175,822	150,000	-	-	-	2,712,822
Total Revenues & Transfers In	41,798,800	861,000	651,000	52,000	544,000	2,101,250	624,500	34,000	3,175,822	280,000	-	-	345,167	50,467,539
Expenditures & Transfers Out														
EXPENDITURES														
Personnel	9,687,211													9,687,211
Materials & Services	27,719,750		65,000		725,000	2,175,000		25,000					339,863	31,049,613
Risk Management	759,700												4,500	764,200
Capital Outlay	40,000								4,205,000	370,000				4,615,000
Sub-total Operating Expenditures	38,206,661	-	65,000	-	725,000	2,175,000	-	25,000	4,205,000	370,000	-	-	344,363	46,116,024
TRANSFERS-OUT														
to CIP Fund	1,166,822	850,000	546,000	-			613,000							3,175,822
to Headlands CFD Maint. Fund														-
to Facilities Improvement Fund	150,000													150,000
to Coastal Transit														-
to General Fund														-
Sub-total Operating Transfers-out	1,316,822	850,000	546,000	-	-	-	613,000	-	-	-	-	-	-	3,325,822
Total Expenditures & Transfers Out	39,523,483	850,000	611,000	-	725,000	2,175,000	613,000	25,000	4,205,000	370,000	-	-	344,363	49,441,846
Change in Fund Balance FY23	2,275,317	11,000	40,000	52,000	(181,000)	(73,750)	11,500	9,000	(1,029,178)	(90,000)	-	-	804	1,025,693
Projected Ending Fund Balance 6/30/2023	\$ 18,991,842	\$ 539,044	\$ 181,202	\$ 674,662	\$ 39,848	\$ 51,479	\$ 189,868	\$ 346,222	\$ 6,204,255	\$ 689,914	\$ 3,932	\$ 5,357	\$ 523,812	\$ 28,441,436
YEAR-END FUND BALANCE DETAILS														
Economic Stability Reserve (11%) (a)	\$ 4,597,868	11.00%	of Original Budgeted Operating Revenue of :		\$ 41,798,800	or	100.00% of Original Budgeted Economic Stability Reserve is		\$ -	over/(under) policy max				
Extreme Event Reserve (9%) (a)	3,761,892	9.00%	of Original Budgeted Operating Revenue											
Special Purpose Reserve:														
Section 115 Pension Trust Reserve	6,000,000													
General Plan Update Reserve	799,000													
Art in Public Places	246,538													
Investment Mark to Market	532,807													
Unassigned Fund Balance (4%-7%) (a)	3,053,737	7.31%	of Original Budgeted Operating Revenue		\$ 2,925,916	\$ 127,821	over/(under) policy max							
Amended Ending Fund Balance 6/30/2023	<u>\$ 18,991,842</u>													

**GENERAL FUND BUDGET
SUMMARIES**

GENERAL FUND BUDGET SUMMARIES

The City's General Fund is the City's main operating account, and is used to account for and report all financial resources not accounted for and reported in another fund. Tax revenues that are not restricted for specific use is deposited into the General Fund and pay for most of the City's core services such as police, street and park maintenance, recreation programs, etc.

Transfers to other funds do occur where General Fund monies are used to support major capital projects (e.g. Capital Improvement Projects Fund (11) of Facilities Fund (12), or to match grant funded activities (e.g. senior mobility and trolley programs).

This General Fund Budget Summaries section provides information for the FY22 and FY23 adopted budget for General Fund revenues and expenditures. Included is a: summary view of proposed revenues & transfers in; a more detailed view of revenue line items; a view of expenditures by department with columns showing personnel, materials & services, risk management, capital outlay and transfers out to other funds; a detailed view of expenditures with columns for each department; and finally, a summary of personnel budgeted in each department, followed by a listing of all personnel positions.

The summaries presented include the following:

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FY 23 General Fund Operating Budget Summary by Department & Expenditure Type	29
FY 22 General Fund Expenditures & Transfers Out	30
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**CITY OF DANA POINT
BUDGET SUMMARY - GENERAL FUND REVENUES**

	FY19	FY20	FY21	FY22	FY23
	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
TAXES & FRANCHISES:					
Property Taxes	\$ 8,810,397	\$ 9,198,714	\$ 9,600,000	\$ 9,950,000	\$10,295,000
Property Transfer Taxes	464,650	712,016	850,000	500,000	500,000
Franchise Fees	1,405,342	1,337,391	1,350,000	1,325,000	1,300,000
Cable Franchise Peg Fees	-	-	-	-	-
Homeowner's Property Tax Relief	45,664	45,070	50,000	45,000	45,000
Transient Occupancy Tax	13,343,290	10,083,163	7,000,000	11,000,000	13,950,000
Short Term Rental TOT	813,470	603,273	550,000	700,000	700,000
Sales & Use Tax	5,891,251	5,382,812	5,182,000	5,800,000	6,150,000
In-lieu Property Taxes	4,260,704	4,468,441	4,657,000	4,835,000	5,005,000
TAXES & FRANCHISES TOTAL	35,034,768	31,830,879	29,239,000	34,155,000	37,945,000
LICENSES & PERMITS:					
Planning Permits	156,771	201,183	208,000	121,000	121,000
Building Permits	1,297,546	1,050,104	1,246,000	852,000	852,000
Engineering Permits	545,781	538,641	327,500	319,000	319,000
Short Term Rental Permits	28,001	20,508	20,000	20,000	20,000
LICENSES & PERMITS TOTAL	2,028,099	1,810,436	1,801,500	1,312,000	1,312,000
FINES & FORFEITURES:					
Fines & Forfeitures	159,364	180,817	275,000	175,000	175,000
Penalties, Interest & Restitution	195,461	501,914	185,000	120,000	120,000
FINES & FORFEITURES TOTAL	354,825	682,732	460,000	295,000	295,000
USE OF MONEY & PROPERTY:					
Rental of Property	77,883	64,548	36,000	60,000	60,000
Office Space Rent	22,800	22,800	22,800	22,800	22,800
Investment Income	673,830	1,154,078	350,000	350,000	375,000
Trolley Rentals	-	-	-	-	-
USE OF MONEY & PROPERTY TOTAL	774,513	1,241,425	408,800	432,800	457,800
INTERGOVERNMENTAL:					
Motor Vehicle In-Lieu	16,354	27,107	25,000	15,000	15,000
Local Coastal Program Grant	58,460	47,990	-	-	-
Waste Disposal Allocation	87,015	92,078	95,000	98,000	101,000
Nuclear Power Program	185,668	204,742	217,900	168,000	150,000
Intergov't Cost Reimbursements	67,426	61,866	3,875,828	3,079,828	15,000
State Grants	-	10,000	150,000	-	-
INTERGOVERNMENTAL TOTAL	414,923	443,784	4,363,728	3,360,828	281,000
CHARGES FOR SERVICES:					
Planning Fees	179,133	191,880	176,500	102,000	102,000
Building Fees	613,232	761,959	625,000	650,000	650,000
Engineering Fees	520,398	465,536	507,000	233,000	233,000
Impact Fees	98,493	-	-	-	-
Reimbursed Expenses	228,062	151,258	80,000	50,000	50,000
Legal Reimbursements-Developer	32,739	59,695	10,000	10,000	10,000
Legal Reimbursements-Other	169,722	238,834	30,000	30,000	30,000
Police Services Reimbursements	169,044	76,813	5,000	125,000	125,000
Recreation Classes, Activities & Trips	166,696	124,835	25,000	165,000	165,000
Staff Time Reimbursements	75,315	10,091	25,000	20,000	20,000
Planning Reimbursements	48,244	72,152	371,650	20,000	20,000
Other	156,626	91,004	49,500	22,000	22,000
CHARGES FOR SERVICES TOTAL	2,457,704	2,244,058	1,904,650	1,427,000	1,427,000
OTHER REVENUE:					
Miscellaneous	69,511	9,889	15,000	20,000	20,000
Planning Appeal Fee	-	750	-	1,000	1,000
Gain/Loss On Asset Sale	(3,235)	-	-	-	-
Beverage Container Recycling	-	-	-	-	-
User Fee Solid Waste	59,272	62,140	55,000	60,000	60,000
Other Financing Sources	-	-	-	-	-
OTHER REVENUE TOTAL	125,548	72,779	70,000	81,000	81,000
TOTAL GENERAL FUND REVENUE	41,190,380	38,326,092	38,247,678	41,063,628	41,798,800
OPERATING TRANSFERS-IN:					
Operating Transfer-In from Gasoline Tax Fun	-	-	-	-	-
Operating Transfer-In from CFD Fund	-	8,642	-	-	-
Operating Transfer-In from Measure M Fund	-	-	-	-	-
TOTAL OPERATING TRANSFERS-IN	-	8,642	-	-	-
TOTAL GENERAL FUND REV/TSF. IN	\$ 41,190,380	\$38,334,734	\$38,247,678	\$41,063,628	\$41,798,800

City of Dana Point
General Fund Revenue Budget Detail

<u>Acct #</u>	<u>Description</u>	<u>FY19</u> <u>Actual</u>	<u>FY20</u> <u>Actual</u>	<u>FY21</u> <u>Amended</u>	<u>FY22</u> <u>Adopted</u>	<u>FY23</u> <u>Adopted</u>
<u>GENERAL FUND (01)</u>						
TAXES (Type 10)						
01-10-6101	SEC & UNSEC PROPERTY TAX	\$ 8,810,397	\$ 9,198,714	\$ 9,600,000	\$ 9,950,000	\$ 10,295,000
01-10-6103	PROPERTY TRANSFER TAX	464,650	712,016	850,000	500,000	500,000
01-10-6105	FRANCHISE FEES	1,405,342	1,337,391	1,350,000	1,325,000	1,300,000
01-10-6106	CABLE FRANCHISE PEG FEES (move to Fd 12)	-	-	-	-	-
01-10-6107	HOMEOWNERS PROPERTY TAX RELIEF	45,664	45,070	50,000	45,000	45,000
01-10-6109	TRANSIENT OCCUPANCY TAX	13,343,290	10,083,163	7,000,000	11,000,000	13,950,000
01-10-6110	SHORT TERM RENTAL TOT	813,470	603,273	550,000	700,000	700,000
01-10-6111	SALES & USE TAX	5,891,251	5,382,812	5,182,000	5,800,000	6,150,000
01-10-6113	IN-LIEU PROPERTY TAXES	4,260,704	4,468,441	4,657,000	4,835,000	5,005,000
TOTAL TAXES (Type 10)		35,034,768	31,830,879	29,239,000	34,155,000	37,945,000
LICENSES & PERMITS (Type 20)						
01-20-6201	SITE DEVELOPMENT PERMITS	75,476	69,764	80,000	41,000	41,000
01-20-6203	COASTAL DEVELOPMENT PERMITS	48,171	87,347	95,000	50,000	50,000
01-20-6205	CONDITIONAL USE PERMITS	15,238	31,062	20,000	15,000	15,000
01-20-6207	OTHER PLANNING PERMITS	17,886	13,010	13,000	15,000	15,000
01-20-6209	BUILDING PERMITS	1,113,499	852,477	1,000,000	700,000	700,000
01-20-6211	PLUMBING PERMITS	75,012	78,478	115,000	60,000	60,000
01-20-6213	SEWER PERMITS	110	-	-	-	-
01-20-6215	ELECTRICAL PERMITS	84,021	100,658	105,000	70,000	70,000
01-20-6217	MECHANICAL PERMITS	23,106	17,275	25,000	21,000	21,000
01-20-6218	SHORT TERM RENTAL PERMITS	28,001	20,508	20,000	20,000	20,000
01-20-6219	OTHER BUILDING PERMITS	1,798	1,216	1,000	1,000	1,000
01-20-6221	TRANSPORTATION PERMITS	646	369	500	1,000	1,000
01-20-6223	ENCROACHMENT PERMITS	31,293	54,034	40,000	35,000	35,000
01-20-6225	GRADING PERMIT FEES (Incl. Geo. Reimb.)	470,354	424,729	225,000	250,000	250,000
01-20-6226	LICENSES & PERMITS	11,862	7,158	2,000	8,000	8,000
01-20-6227	OTHER ENGINEERING PERMITS	31,626	52,352	60,000	25,000	25,000
TOTAL LICENSES & PERMITS (Type 20)		2,028,099	1,810,436	1,801,500	1,312,000	1,312,000
FINES & FORFEITURES (Type 30)						
01-30-6301	FINES & FORFEITURES	159,364	180,817	275,000	175,000	175,000
01-30-6303	PENALTIES, INTEREST & RESTITUTION	195,461	501,914	185,000	120,000	120,000
TOTAL FINES & FORFEITURES (Type 30)		354,825	682,732	460,000	295,000	295,000
USE OF MONEY & PROPERTY (Type 40)						
01-40-6401	RENTAL OF PROPERTY	77,883	64,548	36,000	60,000	60,000
01-40-6403	INVESTMENT INCOME	617,123	677,978	350,000	350,000	375,000
01-40-6405	CITY PLAZA OFFICE SPACE RENT	22,800	22,800	22,800	22,800	22,800
01-40-6406	TROLLEY RENTALS	-	-	-	-	-
01-40-6413	UNREALIZED GAIN/LOSS	56,707	476,100	-	-	-
TOTAL USE OF MONEY & PROPERTY (Type 40)		717,806	1,241,425	408,800	432,800	457,800
INTERGOVERNMENTAL (Type 50)						
01-50-6505	MOTOR VEHICLE IN-LIEU	16,354	27,107	25,000	15,000	15,000
01-50-6513	LOCAL COASTAL PROGRAM GRANT	58,460	47,990	-	-	-
01-50-6514	WASTE DISPOSAL ALLOCATION	87,015	92,078	95,000	98,000	101,000
01-50-6515	NUCLEAR POWER PROGRAM	185,668	204,742	217,900	168,000	150,000
01-50-6521	INTERGOVT COST REIMBURSEMENTS	67,426	61,866	3,875,828	3,079,828	15,000
01-50-6523	STATE GRANTS	-	10,000	150,000	-	-
TOTAL INTERGOVERNMENTAL (Type 50)		414,923	443,784	4,363,728	3,360,828	281,000

City of Dana Point
General Fund Revenue Budget Detail

<u>Acct #</u>	<u>Description</u>	<u>FY19</u> <u>Actual</u>	<u>FY20</u> <u>Actual</u>	<u>FY21</u> <u>Amended</u>	<u>FY22</u> <u>Adopted</u>	<u>FY23</u> <u>Adopted</u>
CHARGES FOR SERVICES (Type 60)						
01-60-6607	PLANNING COMM'N DETERMINATION	-	-	500	-	-
01-60-6609	VARIANCE MINOR AMENDMENT	10,348	13,135	13,000	2,000	2,000
01-60-6611	TENTATIVE TRACT MAP		6,374	1,000		
01-60-6613	TENTATIVE PARCEL MAP	3,187	9,228	15,000	5,000	5,000
01-60-6615	INITIAL STUDY	-	-	-	-	-
01-60-6621	CONCEPT APPROVAL	300	1,200	1,000	1,000	1,000
01-60-6623	PLANNING PLAN CHECK FEE	161,432	136,270	125,000	85,000	85,000
01-60-6625	SITE INSPECTION FEE	-	-	1,000	-	-
01-60-6627	OTHER PLANNING FEES	3,866	25,672	20,000	9,000	9,000
01-60-6631	BUILDING PLAN CHECK FEES	552,401	710,330	575,000	600,000	600,000
01-60-6633	PERMIT ISSUANCE FEE	60,765	51,563	50,000	50,000	50,000
01-60-6635	OTHER BUILDING FEES	66	66	-	-	-
01-60-6639	ADDRESSING FEE	11,927	7,593	7,000	3,000	3,000
01-60-6641	GRADING INSPECTION FEE	330,000	324,397	375,000	150,000	150,000
01-60-6643	PRECISE GRADE PLAN CHECK	-	-	-	-	-
01-60-6649	MAP CHECK FEE	-	-	-	-	-
01-60-6651	LOT LINE ADJUSTMENT FEE	-	-	-	-	-
01-60-6655	OTHER ENGINEERING FEES	178,471	133,546	125,000	80,000	80,000
01-60-6659	SOLID WASTE EXEMPTION FEES	2,330	2,805	2,500	2,000	2,000
01-60-6682	LANTERN DISTRICT IMPACT FEES	98,493	-	-	-	-
01-60-6683	ART IN PUBLIC PLACES FEES	123,974	61,984	23,000	-	-
01-60-6685	REIMBURSED EXPENSES	228,062	151,258	80,000	50,000	50,000
01-60-6687	LEGAL REIMBURSEMENTS-DEVELOPME	32,739	59,695	10,000	10,000	10,000
01-60-6688	LEGAL REIMBURSEMENTS-OTHER	169,722	238,834	30,000	30,000	30,000
01-60-6689	POLICE SERVICES REIMBURSEMENTS	169,044	76,813	5,000	125,000	125,000
01-60-6691	RECREATION CLASSES	163,016	98,915	25,000	150,000	150,000
01-60-6692	PLANNING REIMBURSEMENTS	48,244	72,152	371,650	20,000	20,000
01-60-6693	ACTIVITIES & TRIPS	3,680	25,921	-	15,000	15,000
01-60-6694	STAFF TIME REIMBURSEMENTS	75,315	10,091	25,000	20,000	20,000
01-60-6697	PHOTOCOPIES	664	1,239	-	-	-
01-60-6699	OTHER P/B/E (planning, bld., engineering)	29,658	24,977	24,000	20,000	20,000
TOTAL CHARGES FOR SERVICES (Type 60)		2,457,704	2,244,058	1,904,650	1,427,000	1,427,000
OTHER REVENUE (Type 70)						
01-70-6701	PLANNING APPEAL FEE	-	750	-	1,000	1,000
01-70-6703	MISCELLANEOUS REVENUES	69,511	9,889	15,000	20,000	20,000
01-70-6704	GAIN/LOSS ON ASSET SALE	(3,235)	-	-	-	-
01-70-6705	SALE OF RECYCLABLE MATERIALS	-	-	-	-	-
01-70-6707	USER FEE AB939 SOLID WASTE	59,272	62,140	55,000	60,000	60,000
01-70-6715	OTHER FINANCING SOURCES	-	-	-	-	-
	<i>Moved to 01-90-6906</i>					
TOTAL OTHER REVENUE (Type 70)		125,548	72,779	70,000	81,000	81,000
TOTAL GENERAL OPERATING FUND REVENUES		41,133,673	38,326,092	38,247,678	41,063,628	41,798,800
TRANSFERS IN (Type 90)						
01-90-6903	TRANSFERS IN - FROM GAS TAX FUND	-	-	-	-	-
01-90-6904	TRANSFERS IN - MEASURE M FUND	-	-	-	-	-
01-90-6905	TRANSFERS IN - FROM SLESF FUND	-	-	-	-	-
01-90-6906	TRANSFERS IN - FROM CFD FUND	-	8,642	-	-	-
01-90-6909	TRANSFERS IN - FROM PARK DEVELOP. FD	-	-	-	-	-
	See CIP Fund for computation					
TOTAL GEN FUND REVENUES & TRANSFERS-IN		41,133,673	38,334,734	38,247,678	41,063,628	41,798,800

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPEDITURE TYPE
FISCAL YEAR 2022 ADOPTED**

	<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						
01 City Council	\$ 49,003	\$ 54,100	\$ -	\$ -	\$ -	\$ 103,103
11 City Manager	443,665	18,200	-	-	-	461,865
44 Economic Development	472,325	192,900	-	-	-	665,225
21 Administrative Services	995,647	249,400	-	-	-	1,245,047
22 Public Information Services	-	228,700	-	-	-	228,700
31 City Clerk	469,566	119,900	-	-	-	589,466
Community Development:						
41 Planning	1,352,905	45,350	-	-	-	1,398,255
42 Building	885,609	384,500	-	-	-	1,270,109
43 Code Enforcement	606,019	90,300	-	-	-	696,319
<i>sub-total</i>	<u>2,844,532</u>	<u>520,150</u>	-	-	-	3,364,682
Public Works:						
51 Administration	508,840	17,600	-	-	-	526,440
52 Street Maintenance	-	2,235,500	-	-	-	2,235,500
53 Traffic Engineering	-	773,800	-	-	-	773,800
54 Solid Waste	-	31,500	-	-	-	31,500
56 Engineering	1,413,640	414,100	-	-	-	1,827,740
57 Water Quality & Nat. Res.	194,816	601,500	-	-	-	796,316
<i>sub-total</i>	<u>2,117,296</u>	<u>4,074,000</u>	-	-	-	6,191,296
Public Safety:						
61 Police Services	38,532	13,937,000	-	-	-	13,975,532
62 VIPS (move to 61)	-	-	-	-	-	-
<i>sub-total</i>	<u>38,532</u>	<u>13,937,000</u>	-	-	-	13,975,532
71 City Attorney	-	1,108,000	-	-	-	1,108,000
81 Recreation	708,392	991,400	-	-	-	1,699,792
General Services:						
12 Emergency Services	389,472	86,000	-	5,000	-	480,472
55 Parks	452,152	3,091,650	-	-	-	3,543,802
95 Facilities	237,222	670,250	-	-	-	907,472
<i>sub-total</i>	<u>1,078,846</u>	<u>3,847,900</u>	-	5,000	-	4,931,746
97 Risk Management	-	1,300	759,700	-	-	761,000
99 Non-Departmental	504,731	1,433,750	-	-	4,304,863	6,243,344
 Total Oper Exp & Transfers	 <u>\$ 9,722,535</u>	 <u>\$ 26,776,700</u>	 <u>\$ 759,700</u>	 <u>\$ 5,000</u>	 <u>\$ 4,304,863</u>	 <u>\$ 41,568,798</u>

Change in Fund Balance (includes one-time expenditures) \$ (505,170)

<u>Category of Expense Designation</u>		
Core	\$ 37,211,780	90%
Important	1,172,360	3%
Value Added	2,929,658	7%
One-Time	255,000	1%
Total	<u>\$ 41,568,798</u>	<u>100%</u>

**CITY OF DANA POINT
GENERAL FUND OPERATING BUDGET SUMMARY
BY DEPARTMENT AND EXPEDITURE TYPE
FISCAL YEAR 2023 ADOPTED**

	<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						
01 City Council	\$ 47,197	\$ 68,500	\$ -	\$ -	\$ -	\$ 115,697
11 City Manager	441,950	50,200	-	-	-	492,150
44 Economic Development	465,023	195,200	-	-	-	660,223
21 Administrative Services	983,010	251,800	-	-	-	1,234,810
22 Public Information Services	-	228,700	-	-	-	228,700
31 City Clerk	463,113	90,900	-	-	-	554,013
Community Development:						
41 Planning	1,337,821	45,350	-	-	-	1,383,171
42 Building	876,801	306,000	-	-	-	1,182,801
43 Code Enforcement	597,700	72,300	-	-	-	670,000
<i>sub-total</i>	2,812,322	423,650	-	-	-	3,235,972
Public Works:						
51 Administration	504,647	17,600	-	-	-	522,247
52 Street Maintenance	-	2,250,500	-	-	-	2,250,500
53 Traffic Engineering	-	773,800	-	-	-	773,800
54 Solid Waste	-	66,500	-	-	-	66,500
56 Engineering	1,394,588	399,100	-	-	-	1,793,688
57 Water Quality & Nat. Res.	192,595	602,500	-	-	-	795,095
<i>sub-total</i>	2,091,830	4,110,000	-	-	-	6,201,830
Public Safety:						
61 Police Services	39,688	14,867,000	-	-	-	14,906,688
62 VIPS (move to 61)	-	-	-	-	-	-
<i>sub-total</i>	39,688	14,867,000	-	-	-	14,906,688
71 City Attorney	-	1,112,000	-	-	-	1,112,000
81 Recreation	704,600	1,029,650	-	-	-	1,734,250
General Services:						
12 Emergency Services	386,459	86,000	-	-	-	472,459
55 Parks	447,699	3,103,650	-	-	-	3,551,349
95 Facilities	234,169	668,250	-	-	-	902,419
<i>sub-total</i>	1,068,327	3,857,900	-	-	-	4,926,227
97 Risk Management	-	1,300	759,700	-	-	761,000
99 Non-Departmental	570,152	1,432,950	-	40,000	1,316,822	3,359,924
 Total Oper Exp & Transfers	 \$ 9,687,211	 \$ 27,719,750	 \$ 759,700	 \$ 40,000	 \$ 1,316,822	 \$ 39,523,483

Change in Fund Balance (includes one-time expenditures)

\$ 2,275,317

Category of Expense Designation

Core	\$ 35,052,414	89%
Important	1,111,296	3%
Value Added	3,069,773	8%
One-Time	290,000	1%
Total	<u>\$ 39,523,483</u>	<u>100%</u>

**CITY OF DANA POINT
FULL-TIME POSITIONS - BY DEPARTMENT**

	FY2019	FY2020	FY2021	Adopted FY2022	Adopted FY2023		FY2019	FY2020	FY2021	Adopted FY2022	Adopted FY2023
<u>City Manager (11)</u>						<u>Public Works - Administration (51)</u>					
City Manager	1	1	1	1	1	Dir. of Pub. Works & Engr. Svcs.	1	1	1	1	1
Executive Assistant	1	1	1	1	1	Senior Administrative Assistant	1	0	0	0	0
						Management Analyst	0	1	1	1	1
<u>City Manager - Econ. Development (44)</u>						Senior Management Analyst (4)	0.34	1	1	1	1
Assistant City Manager/Director of Eco	0	0	0	1	1						
Economic Development Manager	1	1	1	0	0	<u>Public Works - Street Maintenance (52)</u>					
Management Analyst	1	1	1	1	1	Senior Management Analyst (4)	0.33	0	0	0	0
Community Outreach Worker*	0	0	0	1	1						
						<u>Public Works - Solid Waste (54)</u>					
<u>Administrative Services (21)</u>						Senior Management Analyst (4)	0.33	0	0	0	0
ACM/Dir. of Administrative Services	1	1	1	0	0						
Human Resources/Risk Manager	1	1	1	1	1	<u>Public Works - Engineering (56)</u>					
Finance Manager	0	0	0	1	1	Senior Civil Engineer (2)	4	4	4	4	4
Accounting Supervisor	1	1	1	1	1	Engineering Technician III	3	3	3	3	3
Accountant	1	1	1	1	1	Senior Construction Inspector	1	1	1	1	1
Accounting Technician	1	1	1	1	1	Principal Engineer	1	1	1	1	1
Account Clerk	1	1	1	1	1	Administrative Assistant	1	1	1	1	1
Management Analyst	1	1	1	1	1						
Senior Administrative Assistant	0	1	1	1	1	<u>Public Works - Water Quality (57)</u>					
Assistant Administrative Analyst	1	0	0	0	0	Senior Civil Engineer	1	1	1	1	1
<u>Admin Services - Recreation (formerly Community Services) (81)</u>						<u>General Services - Admin & Emergency Services (12)</u>					
Deputy Director Community Services	1	0	0	0	0	Director of General Services	1	1	1	1	1
Administrative Aide	1	1	1	0	0	Senior Management Analyst	0	1	1	1	1
Senior Administrative Assistant	1	0	0	0	0						
Management Analyst	0	1	1	1	1	<u>General Services - Facilities (95)</u>					
Recreation Manager	1	1	1	1	1	Bldg. & Facil. Maint. Worker I/II/III	1	1	1	1	1
Recreation Supervisor	0	1	1	1	1	Facilities Manager	1	0	0	0	0
Recreation Coordinator	2	1	1	1	1	Facilities & Parks Manager	0	1	1	1	1
Recreation Specialist	0	0	0	1	1						
						<u>General Services Parks (55)</u>					
<u>City Clerk (31)</u>						Parks Supervisor	1	0	0	0	0
City Clerk	1	1	1	1	1	Parks Superintendent	0	1	1	1	1
Deputy City Clerk	1	1	1	1	1	Parks Maintenance Worker III (3)	1	2	2	2	2
City Clerk Specialist	1	1	1	1	1	Natural Resources Protection Officer	1	1	1	1	1
Administrative Assistant	1	1	1	1	1						
						Total Full-Time Personnel	64.00	64.00	64.00	65.00	65.00
<u>Community Development - Planning (41)</u>						NOTES: (1) Underfill 1 FTE with Building Inspector (2) Underfill 1 FTE with Assistant Engineer (3) Underfill 1 FTE with Parks Maintenance Worker II (4) Allocation of portions of positions among departments was eliminated for FY20 and beyond					
Dir. of Community Development	1	1	1	1	1						
Principal Planner	1	1	1	2	2						
Senior Planner	3	3	3	2	2						
Associate Planner	1	1	1	1	1						
Assistant Planner	1	1	1	1	1						
Senior Administrative Assistant	1	1	1	1	1						
Management Analyst	0	1	1	1	1						
Planning Manager	1	0	0	0	0						
<u>Community Development - Building (42)</u>											
Building Official	1	1	1	1	1						
Senior Structural Engineer	1	0	0	0	0						
Chief Building Inspector	1	1	1	1	1						
Senior Permit Technician	1	1	1	1	1						
Permit Technician	1	1	1	1	1						
Senior Building Inspector (1)	2	2	2	2	2						
Administrative Assistant (4)	0.5	1	1	1	1						
<u>Community Dev. - Code Enforcement (43)</u>											
Code Enforcement Supervisor	0	0	0	0	0						
Code Enforcement Officer	4	4	4	4	4						
Code Enforcement Technician	0	0	0	0	0						
Administrative Assistant (4)	0.5	0	0	0	0						
Community Development Manager	0	1	1	1	1						

*SB2 Grant Funded

**CITY OF DANA POINT
PERSONNEL CLASSIFICATIONS**

FULL TIME PERSONNEL TITLE	Adopted				
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Account Clerk	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00	1.00
Administrative Aide	1.00	1.00	1.00	0.00	0.00
Administrative Assistant	3.00	3.00	3.00	3.00	3.00
Assistant Administrative Analyst	1.00	0.00	0.00	0.00	0.00
Assistant City Manager/Director of Administrative Svcs.	1.00	1.00	1.00	0.00	0.00
Assistant City Manager/Director Econ Dev/Community Svcs	0.00	0.00	0.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
Building/Facilities Maintenance Worker I/II/III	1.00	1.00	1.00	1.00	1.00
Chief Building Inspector	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
City Clerk Specialist	1.00	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	4.00	4.00	4.00	4.00	4.00
Code Enforcement Technician	0.00	0.00	0.00	0.00	0.00
Code Enforcement Supervisor	0.00	0.00	0.00	0.00	0.00
Community Development Manager	0.00	1.00	1.00	1.00	1.00
Community Outreach Worker	0.00	0.00	0.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy Director Community Services	1.00	0.00	0.00	0.00	0.00
Director of Community Development	1.00	1.00	1.00	1.00	1.00
Director of General Services	1.00	1.00	1.00	1.00	1.00
Director of Public Works & Engineering Services	1.00	1.00	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	0.00	0.00
Engineering Technician III	3.00	3.00	3.00	3.00	3.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Facilities & Parks Manager	0.00	1.00	1.00	1.00	1.00
Facilities Manager	1.00	0.00	0.00	0.00	0.00
Finance Manager	0.00	0.00	0.00	1.00	1.00
Human Resources/Risk Manager	1.00	1.00	1.00	1.00	1.00
Management Analyst	2.00	5.00	5.00	5.00	5.00
Natural Resource Protection Officer	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Worker III	1.00	2.00	2.00	2.00	2.00
Parks Manager	1.00	0.00	0.00	0.00	0.00
Parks Superintendent	0.00	1.00	1.00	1.00	1.00
Parks Supervisor	1.00	0.00	0.00	0.00	0.00
Permit Technician	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	0.00	0.00	0.00	0.00
Principal Engineer	1.00	1.00	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00	2.00	2.00
Recreation Coordinator	2.00	1.00	1.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Recreation Specialist	0.00	0.00	0.00	1.00	1.00
Recreation Supervisor	0.00	1.00	1.00	1.00	1.00
Senior Administrative Assistant	3.00	2.00	2.00	2.00	2.00
Senior Building Inspector	2.00	2.00	2.00	2.00	2.00
Senior Civil Engineer	5.00	5.00	5.00	5.00	5.00
Senior Construction Inspector	1.00	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	2.00	2.00	2.00	2.00
Senior Permit Technician	1.00	1.00	1.00	1.00	1.00
Senior Planner	3.00	3.00	3.00	2.00	2.00
Senior Structural Engineer	1.00	0.00	0.00	0.00	0.00
TOTAL FULL-TIME POSITIONS	64.00	64.00	64.00	65.00	65.00

PART-TIME PERSONNEL HOURS PER YEAR BUDGETED:

Administrative Intern - Dept. 11	0	980	980	980	980
Administrative Intern - Dept. 12	0	980	980	980	980
Senior Administrative Assistant - Dept 12	1,470	1,470	1,470	1,470	1,470
Administrative Intern - Dept. 31	0	0	0	980	980
Administrative Intern - Dept. 41	0	980	980	980	980
General Services - Nature Interpretive Cntr. - Dept. 55	980	980	980	980	980
Public Works Intern - Engineering - Dept. 56	980	980	980	980	980
Public Works Intern - Water Quality - Dept. 57	0	0	0	980	980
Executive Assistant - Police Services - Dept 61	0	980	980	980	980
Recreation Leaders & Staff Aide - Dept. 81	7,500	7,500	7,500	7,900	7,900
Maintenance Worker - Dept 95	980	0	0	0	0
Administrative Intern - Floater - Dept. 99	980	980	980	980	980
TOTAL PART-TIME HOURS	12,890	15,830	15,830	18,190	18,190

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**GENERAL FUND
EXPENDITURES AND USES**

GENERAL FUND EXPENDITURES AND USES

The City's General Fund is the City's main operating account, and is used to account for and report all financial resources not accounted for and reported in another fund. Tax revenues that are not restricted for specific use is deposited into the General Fund and pay for most of the City's core services such as police, street and park maintenance, recreation programs, etc.

Operating funds are budgeted for and the responsibility of City Departments. The pages in this section include budgets organized by each city department.

	Department #	Page #
Priority-Based Budgeting	All	37
City Council narrative		39
City Council	(01)	41
City Manager narrative		43
Administration	(11)	49
Public Information	(22)	50
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General Services narrative		107
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Parks	(55)	113
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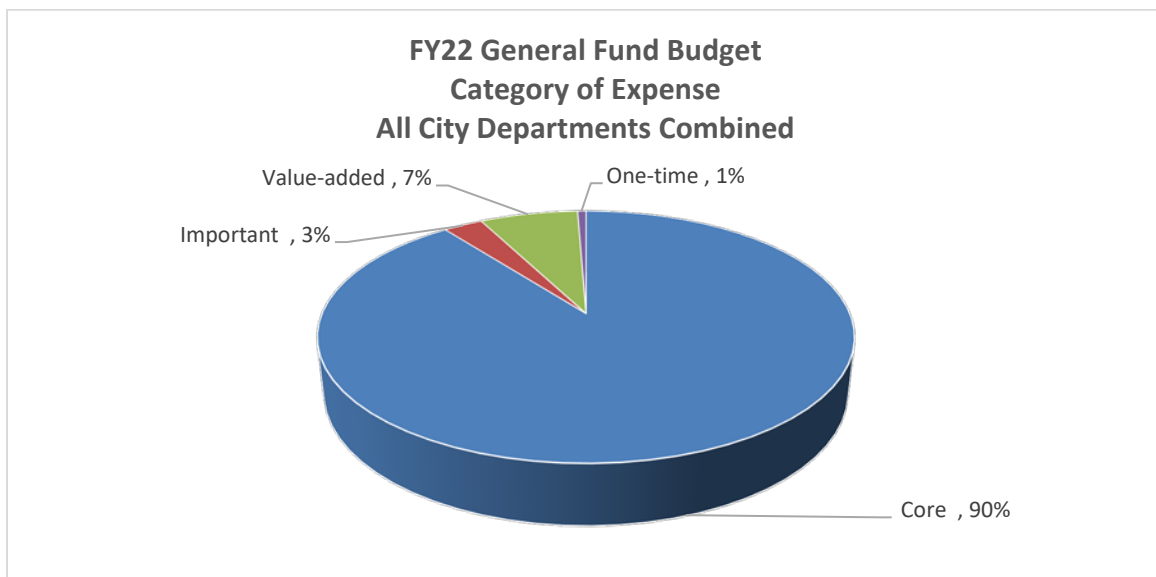
PRIORITY-BASED BUDGETING

The City's Strategic Plan includes a stated goal to maintain a balanced budget that provides adequate funding for core services, capital improvements and adequate reserves for emergencies, while providing taxpayers accountability and transparency. To further this goal, there is a stated objective to manage expenses for core, important and value-added services, which are briefly defined as:

- Core Expenditure – legally or contractually obligated to perform, and/or necessary to maintain public safety, or to carry-out a core function;
- Important Expenditure – reduces liability, limits escalation of issues, and/or enhances effectiveness/efficiency of a Core Expenditure;
- Value Added Expenditure – improves quality of life; and,
- One-Time Expenditure – special studies or projects, temporary enhancement of service, grants, etc.

Category of Expense – Total for All Departments:

	Adopted FY22	Adopted FY23
Total for All Departments, \$\$		
Core	\$ 37,211,780	\$ 35,052,414
Important	1,172,360	1,111,296
Value-added	2,929,658	3,069,773
One-time	255,000	290,000
Total	\$ 41,568,798	\$ 39,523,483
Total for All Departments, %		
Core	89.5%	88.7%
Important	2.8%	2.8%
Value-added	7.0%	7.8%
One-time	0.7%	0.7%
Total	100%	100%



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City of Dana Point
Department: CITY COUNCIL
Programs: CITY COUNCIL

The City Council adopted Dana Point’s Strategic Plan in 2018, and established our Mission: to set the standard for an exceptionally livable city, and our Vision: to be a vibrant, world-class place. The Plan also established five Strategic Goals as follows:

- *Strategic Goal 1: Livable Community & World Class Place*
- *Strategic Goal 2: Effective, Efficient & Innovative Government*
- *Strategic Goal 3: Fiscally Responsible & Accountable*
- *Strategic Goal 4: Preserve & Enhance Environmental Health & Sustainability*
- *Strategic Goal 5: Foster Economic Health & Prosperity*

Specific Objectives accompany each of the Goals, and projects and performance metrics have been identified for the objectives. Staff is required to implement the projects and report back on the status of projects and performance measures.

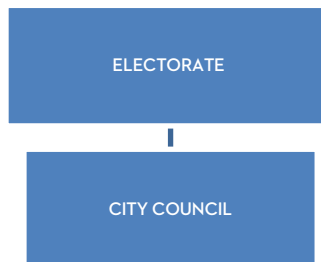
The **CITY COUNCIL** is the legislative body of the community and establishes all City policy. The City Council consists of five members elected by District to four year overlapping terms. Annually, the Council selects one of its members to serve as Mayor, and another as Mayor Pro Tem, both for a one 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 City commissions and advisory committees.

DANA POINT CITY COUNCIL

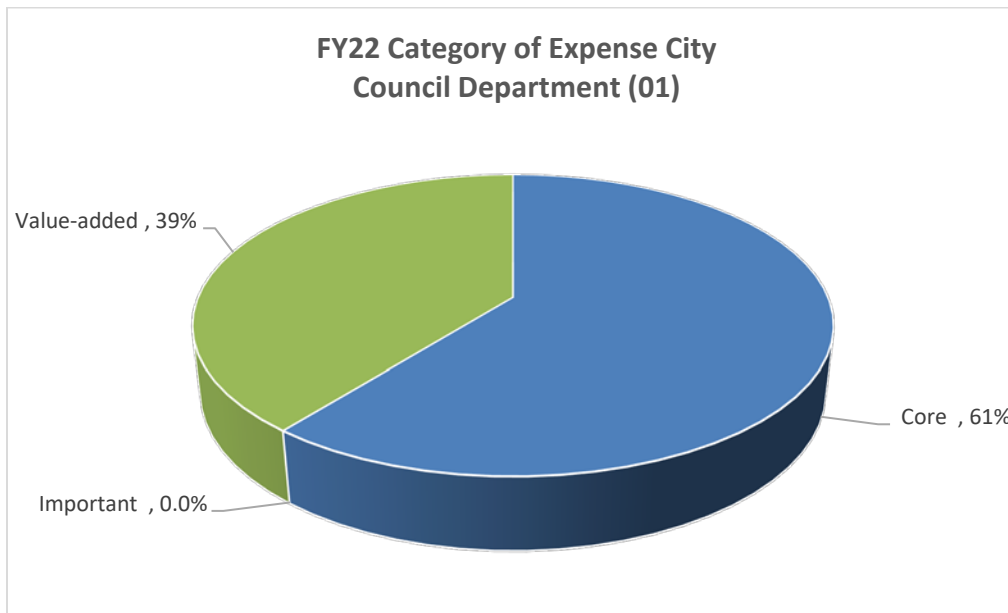
Jamey M. Federico
Joseph L. Muller
Mike Frost
Richard A. Viczorek
Michael Villar

Mayor
Mayor Pro Tem
Council Member
Council Member
Council Member



Program	Fiscal Year 2020 Actual	Fiscal Year 2021 Amended	Fiscal Year 2022 Adopted	Fiscal Year 2023 Adopted	Fiscal Year 2022 FTE
City Council (01)	\$ 1,314,219	\$ 832,447	\$ 103,103	\$ 115,697	0
Total	\$ 1,314,219	\$ 832,447	\$ 103,103	\$ 115,697	0

Category of Expense:



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

		FY19	FY20	FY21	FY22	FY23
<u>L*</u>		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ 43,168	\$ 43,102	\$ 43,100	\$ 44,758	\$ 43,100
1030	C HOURLY	-	-	-	-	-
1050	C OVERTIME	-	-	-	-	-
1070	C PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	-	-	-	-	-
1120	C RETIREMENT BENEFITS	3,238	3,233	3,233	3,357	3,233
1140	C MEDI-TAX 1.45%	908	864	864	888	864
1199	C ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	C OUTSIDE ASSISTANCE	-	-	-	-	-
1990	1x PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		47,314	47,199	47,197	49,003	47,197
MATERIALS & SERVICES						
2010	COMMUNICATIONS	-	-	-	-	-
2070	C OFFICE SUPPLIES	1,650	1,552	1,500	1,600	16,000
2090	V MEMBERSHIPS & DUES	-	-	-	-	-
2110	OPERATING SUPPLIES					
	V <i>Youth Board</i>			3,750	4,000	4,000
	C <i>General operating supplies</i>			12,000	12,000	12,000
	V <i>Budget Adjustments</i>					
	<i>Subtotal</i>	13,695	18,641	15,750	16,000	16,000
2130	V BOOKS & SUBSCRIPTIONS	-	-	-	-	-
2230	I PROFESSIONAL SERVICES	-	-	2,500	-	-
2270	V TRAVEL, CONF. & MEETINGS	15,021	7,424	20,000	20,000	20,000
2290	V AUTO ALLOWANCE	16,658	16,500	16,500	16,500	16,500
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	1,222,903	729,000	-	-
2410	COMMUNITY ACTIVITIES	-	-	-	-	-
	<i>Subtotal</i>	22,725	-	-	-	-
TOTAL MATERIALS & SERVICES		69,749	1,267,020	785,250	54,100	68,500
CAPITAL OUTLAY						
3010	1x FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 117,063	\$ 1,314,219	\$ 832,447	\$ 103,103	\$ 115,697

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

		Amended	Adopted	Adopted
		<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Program 01, \$\$				
Core		\$ 789,697	\$ 62,603	\$ 75,197
Important		2,500	-	-
Value-added		40,250	40,500	40,500
One-time		-	-	-
Total		\$ 832,447	\$ 103,103	\$ 115,697
Program 01, %				
Core		94.9%	60.7%	65.0%
Important		0.3%	0.0%	0.0%
Value-added		4.8%	39.3%	35.0%
One-time		0.0%	0.0%	0.0%
Total		100.0%	100.0%	100.0%

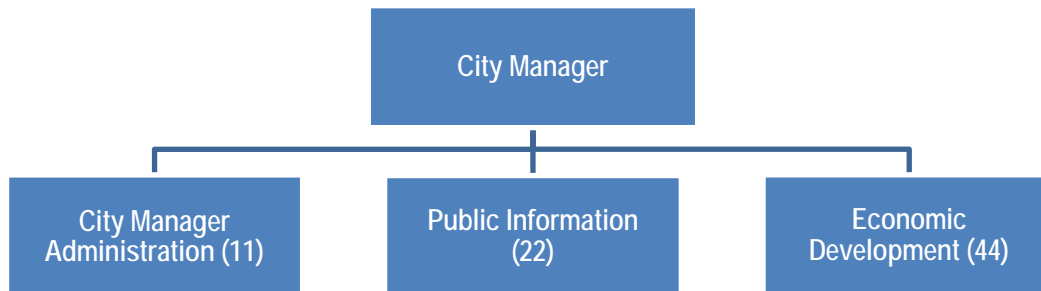
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City of Dana Point
Department: City Manager’s Office
Programs: Administration, Public Information, and Economic Development

Mike Killebrew, City Manager. Tenure with City: 14 years.

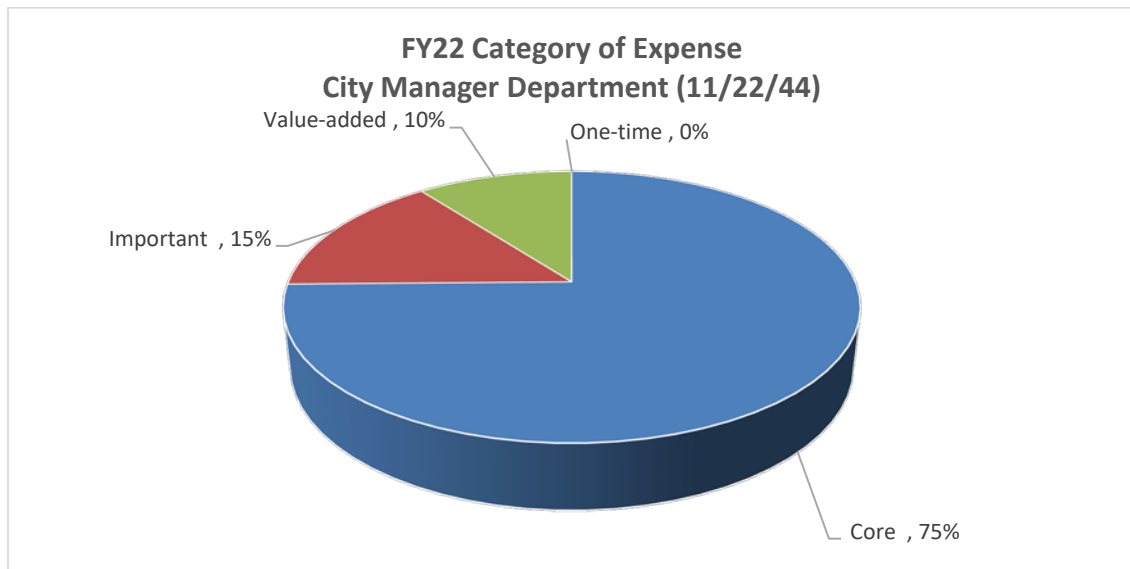
The City Manager is appointed by the City Council to serve as the Chief Administrative Officer of the City. The City Manager’s Office coordinates the implementation of City Council policy decisions and initiation of all intergovernmental operations of the City organization.

The **CITY MANAGER** is responsible for: directing City departments; providing guidance in the implementation of City Council mandates; representing the City with outside government agencies; proposing the annual budget to the City Council; acting as the City Treasurer; coordinating a variety of public information resources for both internal and public distribution; overseeing City economic development activities; overseeing long range planning for the organization; and, development of recommendations to the City Council on a variety of public policy issues.



Program	Fiscal Year 2020 Actual	Fiscal Year 2021 Amended	Fiscal Year 2022 Adopted	Fiscal Year 2023 Adopted	Fiscal Year 2022 FTE
City Manager (11)	\$ 467,199	\$ 505,928	\$ 461,865	\$ 492,150	2
Public Information (22)	\$ 167,957	\$ 229,600	\$ 228,700	\$ 228,700	0
Economic Development (44)	\$ 478,601	\$ 592,008	\$ 665,225	\$ 660,223	3
Total	\$ 1,113,757	\$ 1,327,536	\$ 1,355,790	\$ 1,381,073	5

Category of Expense:



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. Public Information Services facilitates outreach and public education programs, develops marketing programs, and 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.

ECONOMIC DEVELOPMENT 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.

BUDGET ACCOMPLISHMENTS FOR FY20 & FY21

- 30 new business openings (estimated);
- 6 new restaurants with over 145 new jobs;

- Assisted with site searches for an average of 2 potential businesses per quarter;
- Made 3 presentations and City updates to community groups;
- Produced State of the City video to highlight development activity, and special projects and events taking place in Dana Point in 2019. It premiered at the State of the City event and serves as a great tool to familiarize interested parties with Dana Point;
- Posted an average of 21 posts per week on social media across Facebook, Instagram and Twitter, with an average 5% engagement rate;
- Distributed daily COVID-19 e-newsletters from March 2020 to May 2020, weekly from June 2020 to December 2020, and twice monthly thereafter;
- Produced monthly e-newsletters with City news and events;
- Produced 16 press releases, several resulting in a printed story/mention in the OC Register, Dana Point Times or Orange County Business Journal;
- Provided support for reporter inquiries, and coordinated requests for interviews;
- Partnered with the Dana Point Times in 2021 for quarterly articles, ads and the Mayor's column;
- Hosted daily, then weekly, then twice monthly calls with Dana Point hotels to provide updates and support throughout the pandemic;
- Conducted numerous COVID-19 campaigns including Mask Up DP, "Navigating the Uncharted Waters" video, posters and social distancing decals;
- Partnered with Dana Point Chamber of Commerce to support Dana Point Business throughout the pandemic with reopening guidelines, and provided updated information from Federal, State and County sources;
- Weekly Homeless Case Management – City staff along with Mercy House, the Orange County Sheriff's Department and the County of Orange coordinate weekly to plan actions to assist those on the City's by-name list and active clients. Made over 556 contacts with homeless individuals, placed 57 in housing, and completed 734 coordinated case management collaborations with linkages to services;
- Hired a full-time Community Outreach Worker to work with the City's homeless population;
- Implemented and updated the Community Work Plan to address homelessness;
- Completed and presented the Economic and Market Profile Study;
- Coordinated a new special event to the Lantern District, Redo Market, and worked with existing events to modify operations to address COVID-19;
- Supported the Dana Point Harbor Partners throughout development and marketing;
- Established the Dana Point Tourism Business Improvement District under the Property and Business Improvement District Law of 1994 with all hotels with 20 rooms or greater participating as of July 2020;

- Provided assistance to the Orange County United Way Program through RH Dana Elementary to provide financial literacy coaching and education, case management and wrap-around services to residents in Dana Point;
- Facilitated the review of applicant eligibility and sale of 7 affordable housing units and 3 refinancing opportunities at South Cove;
- Coordinated annual monitoring of affordable units at the Fountains at Sea Bluffs and at the South Cove development;
- Partnered with the Dana Point Surf Club for California Surfing Day providing surfing opportunities and a picnic for children from the Boys & Girls Clubs of Capistrano Valley.
- Completed Phase 1 (9 boxes) of the Utility Box Program with the Arts & Culture Commission and initiated Phase 2 for an additional 14 boxes;
- Developed the Arts in Parks Plan;
- Coordinated the artwork in the Council Chamber foyer;
- Contracted with Bill Limebrook for new sculptures in Waterman's Plaza including Bruce Brown, John Severson and Joyce Hoffman; and
- Revamped and updated the Arts & Culture Commissions Dana Point Public Art webpage to provide a more streamlined and user-friendly experience for visitors wanting to view art within the City of Dana Point.

FY22 & FY23 KEY INITIATIVES

To achieve City's Strategic Goals as set by the Strategic Plan, City Manager's Office sets the following objectives.

- Continue to 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 (Strategic Goal 1. Livable Community and World Class Place);
- Continue to administer and direct the implementation of City services in accordance with City's vision, mission and values (Strategic Goal 1. Livable Community and World Class Place);
- Continue to coordinate intra-department activities to ensure the efficient and effective implementation of City Council policies and highest possible quality of life for our residents, businesses and visitors (Strategic Goal 2. Effective, Efficient, and Innovative Government);
- Continue to work cooperatively with outside agencies ensuring City representation in regards to local issues (Strategic Goal 5: Foster Economic Health and Prosperity);
- Continue to promote positive customer service (Strategic Goal 1: Livable Community & World Class Place);

- Continue to provide for the long range planning of the city to ensure the efficient operation of the City government in providing the necessary services to residents, business, and visitors (Strategic Goal 2. Effective, Efficient, and Innovative Government);
- Continue to develop and implement communications tools by enhancing public information efforts to improve the community's civic literacy, such as web, social media, print, quarterly magazine, community calendar and working with local publications such as the Dana Point Times. (Strategic Goal 1. Livable Community and World Class Place);
- Continue to produce activities that familiarize hotel staff with local restaurants and services. Act as City liaison to hotel general managers administering Visit Dana Point and its efforts to market the destination. (Strategic Goal 5: Foster Economic Health and Prosperity);
- Continue to work with community organizations, such as the Dana Point Surf Club, to produce events such as California Surfing Day and the surf classic (Strategic Goal 5: Foster Economic Health and Prosperity);
- Continue to develop marketing materials to attract investment and visitors to Dana Point (Strategic Goal 5: Foster Economic Health and Prosperity);
- Continue to exhibit at the International Council of Shopping Centers conference to market Dana Point to retailers and hoteliers (Strategic Goal 5: Foster Economic Health and Prosperity);
- Continue to provide commercial property searches and actively engage brokers and target tenants for recruitment to newly constructed or vacant spaces (Strategic Goal 5: Foster Economic Health and Prosperity);
- Continue to actively market vacant properties and opportunities for development in Doheny Village and Lantern District (Strategic Goal 5: Foster Economic Health and Prosperity);
- Continue to partner with the Chamber of Commerce to produce the annual State of the City event (Strategic Goal 5: Foster Economic Health and Prosperity);
- Continue to implement affordable housing reviews for income qualified units at South Cove (Strategic Goal 1. Livable Community and World Class Place);
- Continue to track affordable housing units and work with owners to maintain compliance (Strategic Goal 1. Livable Community and World Class Place);
- Continue to implement the Community Work Plan addressing homelessness in Dana Point and conduct coordinated case management meetings (Strategic Goal 1. Livable Community and World Class Place);
- Enhance the AboutDanaPoint.com website to serve as an economic development marketing tool. It features a development pipeline that shows potential/approved/under construction projects, and serves as an effective

communication portal for the community and those looking to invest in Dana Point (Strategic Goal 5: Foster Economic Health and Prosperity); and

- Update the Dana Point app, which provides information about restaurants, hotels, recreational activities, events, weather, surf and more. It also serves as the trolley tracker, which is heavily used during the summer months. (Strategic Goal 5: Foster Economic Health and Prosperity).

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

<u>L*</u>		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ 329,397	\$ 365,747	\$ 316,388	\$ 337,834	\$ 335,212
1030	V HOURLY	-	3,520	16,090	16,443	16,936
1050	OVERTIME	-	-	-	-	-
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	36,075	34,984	36,216	36,816	37,416
1120	C RETIREMENT BENEFITS	37,022	41,491	48,613	47,436	47,280
1140	C MEDI-TAX 1.45%	5,218	5,655	4,821	5,137	5,106
1199	ORGANIZATIONAL SAVINGS	-	-	(5,000)	-	-
1200	OUTSIDE ASSISTANCE	-	-	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		<u>407,712</u>	<u>451,396</u>	<u>417,128</u>	<u>443,665</u>	<u>441,950</u>
MATERIALS & SERVICES						
2010	C COMMUNICATIONS	2,400	2,215	2,000	2,000	2,000
2030	EQUIPMENT MAINTENANCE	-	-	-	-	-
2050	VEHICLE MAINTENANCE	-	-	-	-	-
2070	C OFFICE SUPPLIES	268	235	300	300	300
2090	MEMBERSHIPS & DUES					
	V <i>Orange County City Manager's Association</i>			1,200	1,200	1,200
	V <i>ICMA</i>			1,400	1,400	1,400
	V <i>California City Management Foundation</i>			400	400	400
	V <i>Community Organizations</i>				1,200	1,200
	<i>Subtotal</i>	<u>2,564</u>	<u>2,834</u>	<u>3,000</u>	<u>4,200</u>	<u>4,200</u>
2110	C OPERATING SUPPLIES	1,797	1,827	3,000	3,000	3,000
2130	V BOOKS & SUBSCRIPTIONS	448	453	500	500	500
2150	V TRAINING	-	-	600	600	600
2230	PROFESSIONAL SERVICES					
	V <i>Bi-Annual Citywide Survey (Fall Biannual Budget Yr 2)</i>	-	-	-	-	32,000
	<i>Mid-Year Budget Adjs.</i>			61,800		
	<i>Subtotal</i>	<u>56,281</u>	<u>-</u>	<u>61,800</u>	<u>-</u>	<u>32,000</u>
2270	V TRAVEL, CONF. & MEETINGS	11,812	8,188	7,500	7,500	7,500
2290	C MILEAGE REIMBURSEMENT	-	51	100	100	100
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	-	10,000	-	-
TOTAL MATERIALS & SERVICES		<u>75,570</u>	<u>15,803</u>	<u>88,800</u>	<u>18,200</u>	<u>50,200</u>
CAPITAL OUTLAY						
3010	1x FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL EXPENDITURES		<u>\$ 483,282</u>	<u>\$ 467,199</u>	<u>\$ 505,928</u>	<u>\$ 461,865</u>	<u>\$ 492,150</u>

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

	Amended FY21	Adopted FY22	Adopted FY23
Program 11, \$\$			
Core	\$ 416,438	\$ 432,622	\$ 430,414
Important	-	-	-
Value-added	89,490	29,243	61,736
One-time	-	-	-
Total	<u>\$ 505,928</u>	<u>\$ 461,865</u>	<u>\$ 492,150</u>
Program 11, %			
Core	82.3%	93.7%	87.5%
Important	0.0%	0.0%	0.0%
Value-added	17.7%	6.3%	12.5%
One-time	0.0%	0.0%	0.0%
Total	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

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

<u>L*</u>		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -
1030	HOURLY	-	-	-	-	-
1050	OVERTIME	-	-	-	-	-
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	CAFETERIA BENEFITS	-	-	-	-	-
1120	RETIREMENT BENEFITS	-	-	-	-	-
1140	MEDI-TAX 1.45%	-	-	-	-	-
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	OUTSIDE ASSISTANCE	-	-	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		-	-	-	-	-
MATERIALS & SERVICES						
2030	EQUIPMENT MAINTENANCE					
	C <i>Video broadcasting equipment maintenance</i>	-	-	\$ 5,000	\$ -	\$ -
	C <i>Council chamber system maintenance</i>	-	-	5,000	-	-
	<i>Subtotal</i>	-	-	10,000	-	-
2230	PROFESSIONAL SERVICES					
	<i>Internet live streaming</i>	-	-	-	-	-
	I <i>Council meetings video production</i>	-	-	55,000	40,000	40,000
	C <i>Disaster & emergency response (4@ \$1,500)</i>	-	-	6,000	-	-
	C <i>VeriSign Symantec 3-year license</i>	-	-	1,100	1,100	1,100
	C <i>Web-site annual maintenance</i>	-	-	8,000	8,100	8,100
	<i>SiteImprove - Web-site services</i>	-	-	-	-	-
	I <i>Photography/Videography</i>	-	-	22,000	25,000	25,000
	V <i>Community Magazine Design/Layout</i>	-	-	12,000	12,000	12,000
	C <i>Public Information Contract Services</i>	-	-	70,000	70,000	70,000
	I <i>Budget Adjustments</i>	-	-	-	-	-
	<i>Subtotal</i>	125,385	148,400	174,100	156,200	156,200
2600	MARKETING (moved from Depts. 44 & 81)					
	I <i>Public Outreach (brochures, mailers, inserts)</i>	-	-	5,000	5,000	5,000
	I <i>Community News Magazine Production</i>	-	-	20,000	40,000	40,000
	I <i>Community News Magazine Postage</i>	-	-	8,000	15,000	15,000
	I <i>City Calendar</i>	-	-	10,000	10,000	10,000
	I <i>Bulk email & only survey platforms</i>	-	-	2,500	2,500	2,500
	I <i>Budget Adjustments</i>	-	-	-	-	-
	<i>Subtotal</i>	-	19,557	45,500	72,500	72,500
TOTAL MATERIALS & SERVICES		125,385	167,957	229,600	228,700	228,700
GRAND TOTAL EXPENDITURES		\$ 125,385	\$ 167,957	\$ 229,600	\$ 228,700	\$ 228,700

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost	Amended	Adopted	Adopted
	FY21	FY22	FY23
Program 22, \$\$			
Core	\$ 95,100	\$ 79,200	\$ 79,200
Important	122,500	137,500	137,500
Value-added	12,000	12,000	12,000
One-time	-	-	-
Total	\$ 229,600	\$ 228,700	\$ 228,700
Program 22, %			
Core	41.4%	34.6%	34.6%
Important	53.4%	60.1%	60.1%
Value-added	5.2%	5.2%	5.2%
One-time	0.0%	0.0%	0.0%
Total	100.0%	100.0%	100.0%

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

		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ 235,970	\$ 218,367	\$ 265,104	\$ 380,601	\$ 371,396
1030	C HOURLY	-	-	-	-	-
1050	C OVERTIME	-	-	-	-	-
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	29,896	26,211	31,200	50,100	51,300
1120	C RETIREMENT BENEFITS	22,114	21,888	25,325	36,106	36,942
1140	C MEDI-TAX 1.45%	3,477	3,186	3,844	5,519	5,385
1199	ORGANIZATIONAL SAVINGS	-	-	(100,000)	-	-
1200	OUTSIDE ASSISTANCE	-	-	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		291,457	269,652	225,473	472,325	465,023
MATERIALS & SERVICES						
2010	C COMMUNICATIONS	1,365	1,080	850	1,700	1,700
2070	C OFFICE SUPPLIES (fy20 move \$5k to Dept 22)	6,398	1,195	2,000	2,000	2,000
2090	V MEMBERSHIPS & DUES <i>CALED, ICSC, MMASC, CAPIO, CCMF, OCCMA</i>	1,800	1,180	1,900	3,500	3,500
2130	I BOOKS & SUBSCRIPTIONS <i>Salesforce App (CRM), Comm'l Property Listings</i>	5,350	12,233	12,700	13,000	13,000
2150	V TRAINING					
	V <i>CALED training</i>			-	1,500	1,500
	V <i>CAPIO</i>			-	1,000	1,000
	V <i>International Council of Shopping Centers (ICSC)</i>			2,400	2,400	2,400
	I <i>Housing Training</i>			200	200	200
	<i>Subtotal</i>	3,922	2,575	2,600	5,100	5,100
2230	V PROFESSIONAL SERVICES					
	V <i>GIS Maps</i>			-	-	-
	1x <i>Economic Development Consultants - Gen'l Plan</i>			46,535	-	-
	V <i>Graphic design (as needed)</i>			-	-	-
	I <i>Homeless Outreach & Support Services</i>			40,000	40,000	40,000
	C <i>Affordable Housing Consultants</i>			15,000	15,000	15,000
	I <i>Midyr Budget Adjustment (Hoffman Statue FY21)</i>			140,600	-	-
	<i>Subtotal</i>	76,619	96,461	242,135	55,000	55,000
2250	V ADVERTISING (fy20 move to Dept 22)					
	V <i>Midyr Budget Adjustments</i>					
	<i>Subtotal</i>	4,154	-	-	-	-
2270	V TRAVEL, CONF. & MEETINGS					
	V <i>ICSC</i>			5,000	6,000	6,000
	I <i>DP Chamber of Commerce</i>			1,500	2,000	2,000
	V <i>CALED conference (1)</i>			1,500	1,500	1,500
	V <i>CAPIO</i>			1,500	1,500	1,500
	V <i>Urban Land Institute (1)</i>			-	-	-
	<i>Subtotal</i>	7,095	1,563	9,500	11,000	11,000
2290	V MILEAGE REIMBURSEMENT					
	I <i>Auto Allowance</i>			2,500	6,600	6,600
	C <i>Staff mileage reimbursements</i>			-	500	500
	<i>Subtotal</i>	2,400	2,539	2,500	7,100	7,100
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)		168	5,000	-	-
2340	V PARKING LOT LEASES (fy19 ongoing increases \$1,100)	39,905	45,612	50,000	52,000	54,000
2600	V MARKETING					
	V <i>Public outreach (brochures & mailings)</i>			2,000	2,500	2,500
	I <i>Dana Point Map (moved from 2250 above)</i>			1,500	1,500	1,500
	V <i>Destination Guide</i>			1,500	1,500	1,500
	C <i>City Map APP</i>			9,500	9,750	10,000

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

<u>L*</u>	FY19	FY20	FY21	FY22	FY23
	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
V <i>Economic Development Website</i>			6,000	6,100	6,100
V <i>Bus. Retention/Expansion (BRE) workshops</i>			2,000	2,000	2,000
I <i>ESRI</i>			600	650	700
V <i>Promotional Items & Merchandise</i>			4,000	8,000	8,000
V <i>Groundbreaking/Ribbon Cuttings</i>			5,000	5,000	5,000
V <i>State of the City (moved from Dept 01)</i>			5,250	5,500	5,500
<i>Midyr Budget Adjustment</i>					
<i>Subtotal</i>	23,547	44,344	37,350	42,500	42,800
TOTAL MATERIALS & SERVICES	172,555	208,950	366,535	192,900	195,200
CAPITAL OUTLAY					
3010 FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 464,012	\$ 478,601	\$ 592,008	\$ 665,225	\$ 660,223

*Level of Service Importance = Core, Important, Value-added
 1x=One-Time Cost

	Amended FY21	Adopted FY22	Adopted FY23
Program 44, \$\$			
Core	\$ 257,823	\$ 501,275	\$ 494,223
Important	199,600	63,950	64,000
Value-added	88,050	100,000	102,000
One-time	46,535	-	-
Total	\$ 592,008	\$ 665,225	\$ 660,223
Program 44, \$			
Core	43.6%	75.4%	74.9%
Important	33.7%	9.6%	9.7%
Value-added	14.9%	15.0%	15.4%
One-time	7.9%	0.0%	0.0%
Total	100.0%	100.0%	100.0%

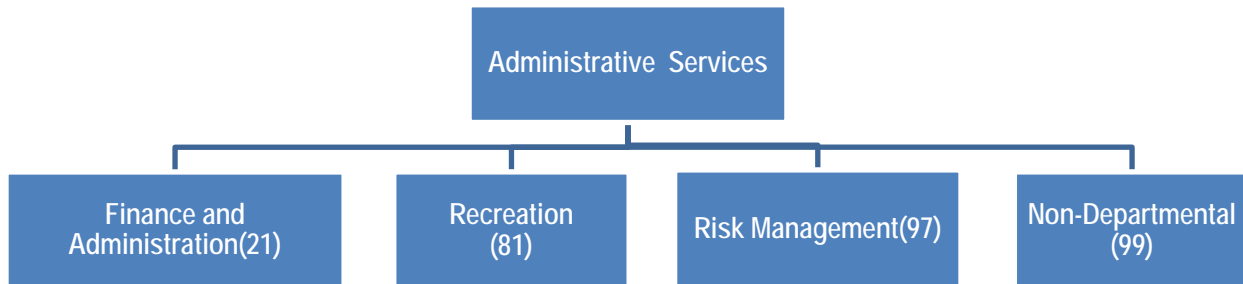
City of Dana Point
Department: Administrative Services
Programs: Finance and Administration; Recreation; Risk Management; and Non-Department Citywide Support

Vacant, Director of Administrative Services

Strategic Plan Goal 3: Fiscally Responsible & Accountable – City revenues and expenses are responsibly managed to ensure a balanced budget, adequate funding for core services, capital improvements and adequate reserves for emergencies while providing taxpayers accountability and transparency.

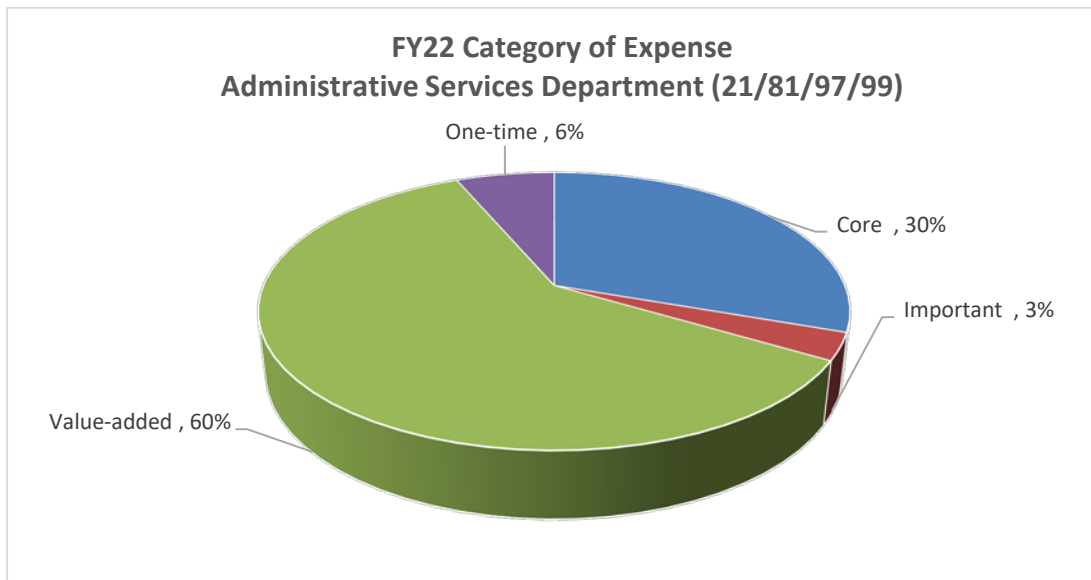
According to the Community Survey, less than 5% of residents identified accountability and transparency as being among their top City issues.

The Department provides administrative support including human resources, accounting, treasury, City budget and risk management, and recreation services to the public.



Program	Fiscal Year 2020 Actual	Fiscal Year 2021 Amended	Fiscal Year 2022 Adopted	Fiscal Year 2023 Adopted	Fiscal Year 2022 FTE
Finance & Admin. (21)	\$ 1,096,896	\$ 883,331	\$ 1,245,047	\$ 1,234,810	8
Recreation (81)	\$ 1,547,804	\$ 1,367,675	\$ 1,699,792	\$ 1,734,250	5
Risk Mngt. (97)	\$ 619,574	\$ 755,337	\$ 761,000	\$ 761,000	0
Non-Departmental (99)	\$ 4,844,884	\$ 4,262,078	\$ 6,243,344	\$ 3,359,924	0
Total	\$ 8,109,158	\$ 7,268,421	\$ 9,949,183	\$ 7,089,984	13

Category of Expense:



FINANCE AND ADMINISTRATION manages the City's financial operations including cash management, investments, budget, centralized purchasing, payments, payroll and general accounting, and provides staff support to the City Council's Financial Review Committee. It ensures legal compliance with grants, coordinates independent financial audits, oversees various contracts, and coordinates a variety of programs and projects assigned by the City Manager. Staff manages personnel recruitments, labor relations, administers worker's compensation, benefits, personnel policies, compliance with Federal and State mandates including FLSA, ADA, FMLA, and personnel training programs.

RISK MANAGEMENT administers processes and training programs to prevent, minimize and mitigate risks through the centralized administration of safety, loss control, and other risk management programs. Liaison to the City's insurer, and supports claims administration, response and defense.

RECREATION provides a wide variety of programs and special events for all ages including contract classes, youth camps, youth and adult sports leagues, the Active Lifestyle program for 50+ featuring socials, movies and other activities. Coordinates and implements major city-wide events: Festival of Whales Parade and Concert/BBQ, Egg Hunts, Movies in the Park, Concerts in the Park, fireworks display, Halloween Spooktacular, Winter Festival, and Holiday Tree Lightings. Works with local non-profit groups to produce a variety of community events such as: Dana Point Harbor Boat Parade, Pet Project Foundation Wag-A-thon, and the VFW's Memorial Day and Veterans

Day Events. Oversees park use permitting, as well as Community Center rentals. Operates the Del Obispo Community Park that includes a Community/Senior Center, three lighted ball fields, two tennis courts, batting cages, outdoor handball court and indoor basketball court.

BUDGET ACCOMPLISHMENTS FOR FY20 & FY21

- The City received the National Award of Achievement for Excellence in Financial Reporting for the FY19 and FY20 Comprehensive Annual Financial Reports (CAFR);
- Maintained fiscal integrity and accountability amidst a worldwide pandemic;
- Maintained successful labor relations with the Dana Point Employees Association;
- Negotiated agreement with 457 deferred compensation plan provider, ICMA-RC, to reduce administrative fees and provide for enhanced investment options for plan participants;
- Oversaw the City's Youth Board as they organized and executed a job fair in conjunction with the Dana Point Chamber of Commerce and Candy Cane Lane holiday event;

Pre-Pandemic:

- Provided a variety of community enrichment activities for all ages with 280 contract classes and youth and adult sports, serving 2,720 people;
- Provided a variety of community enrichment activities for the 50+ age group, including 52 Active Lifestyle events, which encompasses movies, socials, City sponsored lunches, and trips for 50+ years & older, serving over 2,200 people annually;
- Coordinated 14 major City events, with attendance of 200,000+;
- Transformed the weekly congregate meal program into a fine dining experience with the branding of the Garden Café, featuring upgraded room décor, live entertainment and City sponsored lunches two times a month, substantially increasing attendance in the congregate meal program;
- Collaborated with Age Well Seniors Services to provide over 5,287 meals for the weekday lunch program, 6,135 meals for homebound seniors through the Meals on Wheels program, provided 143 clients with a combined 1,966 trips for transportation to the congregate meal program and provided 65 clients with case management home assessments;
- Collaborated with Saddleback College Emeritus Institute to offer free exercise and enrichment classes serving 1,822 older adults;

Post-Pandemic:

- Expanded the Active Lifestyle Programs to include more excursions and held 15 outdoor socially distanced activities such as luncheons, picnics, lawn chair bingo, fitness classes and whale watching, serving 277 older adults;
- Provided a variety of community enrichment activities for all ages with 117 contract classes, serving 645 people;
- Created the Virtual Recreation & Resources page for the City's website and worked with our contract instructors in the coordination of free virtual classes for the public during the pandemic;
- Transitioned to offering 24 virtual classes and moved some recreation classes outdoors during the pandemic;
- Coordinated 10 major City social distancing events, with attendance of 4,000+;
- Collaborated with Age Well Senior Services to transform the congregate meal program into the drive-up Grab N Go frozen meal drive up and coordinated a Care Bag program to provide additional fresh produce and essential supplies, with over 7,778 meals and bags distributed during the drive up and 75 bags delivered to homebound seniors and assisted 87 clients with case management home assessments;
- Partnered with Jack's Restaurant to provide 2,600 meals to seniors in need;
- Partnered with Helping Hands, and Family Assistance Ministries (FAM) to provide food and essential items to seniors and 162 families in need;
- Conducted two community food drives, bringing in over 500 bags of food items for seniors and families in need;
- Successfully relocated the annual 2020 Festival of Whales Parade to Dana Point Harbor;
- Implemented a Learn and Play Camp for City employee's children during the early stages of the pandemic;
- Conducted the Secret Santa for Seniors Gift Program with the community that matched the public with a senior. Over 100 seniors received presents delivered to their homes via Santa's decorated Trolley;
- Modified the Movies in the Parks, Halloween Spooktacular, Winter Festival, Festival of Whales and Egg Hunts to comply with COVID health regulations, bringing these reinvented events out to the community via the Dana Point Trolley;
- Modified partnership events with the Monarch Beach Sunrise Rotary Club for the annual Thanksgiving lunch, and the Veteran's Day Service with VFW Post 9934 to comply with COVID health regulations; and
- Restructured the Dana Point Certified Farmers Market to provide a safe market during the height of the COVID-19 pandemic to ensure that it could remain open for the benefit of the community.

FY22 & FY23 KEY INITIATIVES

To achieve City's Strategic Goals as set by the Strategic Plan, Administrative Services sets the following objectives.

- Continue to 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 (Strategic Goal 3. Fiscally Responsible and Accountable);
- Continue to provide support to the City Council and employees through efficient administration of the City's personnel, labor relations and benefits program. (Strategic Goal 2. Effective, Efficient & Innovative Government);
- Continue to oversee Labor/Management Committees (per labor agreement) including Employee Incentive Program and a Safety Work Practices Program (Strategic Goal 2. Effective, Efficient & Innovative Government);
- Negotiate a successor Memorandum of Understanding between the City of Dana Point Employees Association (DPEA) that expires December 2021 (Strategic Goal 2. Effective, Efficient & Innovative Government; and Strategic Goal 3. Fiscally Responsible and Accountable);
- Implement ADP Workforce Now human resources software (Strategic Goal 2. Effective, Efficient & Innovative Government).
- Continue to manage the City's investment portfolio within the Council-authorized Investment Policy. (Strategic Goal 3. Fiscally Responsible and Accountable);
- Continue to monitor the fiscal year budget, analyze and review budget proposals, provide ongoing analysis of existing and potential revenues and expenditures, and long range fiscal projections. (Strategic Goal 2. Effective, Efficient & Innovative Government);
- Continue to 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 (Strategic Goal 2. Effective, Efficient & Innovative Government);
- Continue to provide timely and accurate financial reports for the decision makers and operating departments by the 30th day following the end of each quarter (Strategic Goal 3. Fiscally Responsible and Accountable);
- Continue to promote positive customer service (Strategic Goal 1: Livable Community & World Class Place);
- Continue to enrich the lives of residents by providing recreation opportunities for relaxation, learning and socialization to promote personal growth and wellbeing (Strategic Goal 1: Livable Community & World Class Place);

- Continue to serve an aging population with social, recreational, active and healthy opportunities (Strategic Goal 1: Livable Community & World Class Place);
- Continue to promote positive customer service (Strategic Goal 1: Livable Community & World Class Place);
- Expand the recreation program by introducing new recreation classes (Strategic Goal 1: Livable Community & World Class Place);
- Partner with the community on a variety of recreation classes and special events (Strategic Goal 1: Livable Community & World Class Place);
- Engage with a wider variety of age groups to promote the City's programs (Strategic Goal 1: Livable Community & World Class Place);
- Enhance advertising of classes and call for new instructors (Strategic Goal 1: Livable Community & World Class Place);
- Improve Community Center facilities with an expansion of a Garden Café outdoor patio eating area, social lounge area and workout gym (Strategic Goal 1: Livable Community & World Class Place);
- Update the Park Use Policy Rules and Regulations to correlate with current uses and best practices. (Strategic Goal 2. Effective, Efficient & Innovative Government); and
- Conduct a Park and Facility Use fee study (Strategic Goal 2. Effective, Efficient & Innovative Government);

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

		FY19	FY20	FY21	FY22	FY23
<u>L*</u>		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ 754,591	\$ 664,761	\$ 757,103	\$ 783,329	\$ 765,976
1030	V HOURLY	5,900	-	-	-	-
1050	C OVERTIME	12,492	4,063	10,000	10,000	10,000
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	122,432	109,296	126,900	129,600	134,400
1120	C RETIREMENT BENEFITS	68,442	60,724	73,111	61,214	61,383
1140	C MEDI-TAX 1.45%	11,708	10,490	11,123	11,503	11,252
1199	ORGANIZATIONAL SAVINGS	-	-	(360,000)	-	-
1200	V OUTSIDE ASSISTANCE	271	151	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		975,836	849,485	618,236	995,647	983,010
MATERIALS & SERVICES						
2010	C COMMUNICATIONS	2,280	1,752	2,000	2,500	2,500
2030	I EQUIPMENT MAINTENANCE	-	-	-	-	-
2040	I COPIER USAGE (moved to Dept 31)	-	-	-	-	-
2050	I VEHICLE MAINTENANCE	-	-	-	-	-
2070	OFFICE SUPPLIES					
	C <i>General office supplies</i>			5,000	5,100	5,200
	C <i>Budget/CAFR printing</i>			3,500	3,500	3,500
	<i>Subtotal</i>	6,734	9,264	8,500	8,600	8,700
2090	MEMBERSHIPS & DUES					
	I <i>California Society of Municipal Finance Officers</i>			400	400	400
	<i>Orange County City Manager's Association</i>			-	-	-
	V <i>National Public Employer Labor Relations Assn.</i>			350	350	350
	V <i>Government Finance Officers Association</i>			400	450	450
	V <i>O.C. League - OCHRC</i>			275	275	275
	C <i>CALPACS</i>			300	300	300
	V <i>Community organizations (RI)</i>			900	1,200	1,200
	V <i>California Public Employee Labor Relations Assn.</i>			700	750	750
	<i>Subtotal</i>	2,873	3,498	3,325	3,725	3,725
2110	OPERATING SUPPLIES					
	C <i>Oral board expenses</i>			1,000	1,000	1,000
	C <i>Check printing/tax forms</i>			500	500	500
	C <i>Miscellaneous</i>			500	500	500
	<i>Subtotal</i>	2,479	2,196	2,000	2,000	2,000
2130	BOOKS & SUBSCRIPTIONS					
	C <i>Governmental acct'g rules annual subscription</i>			250	250	250
	V <i>Orange County Register - online</i>			300	325	325
	V <i>Miscellaneous</i>			400	400	400
	<i>Subtotal</i>	947	443	950	975	975
2150	TRAINING					
	I <i>Departmental staff training</i>			2,250	2,250	2,250
	I <i>Diehl Evans tax workshops</i>			650	1,100	1,100
	I <i>California Society of Municipal Finance Officers</i>			300	300	300
	<i>Mid-Year Budget Adj.</i>			-	-	-
	<i>Subtotal</i>	2,276	2,224	3,200	3,650	3,650

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

		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
2230	L* PROFESSIONAL SERVICES					
	C Employee physicals/drug screens/fingerprinting			8,500	8,650	8,800
	I Flexible spending account administration			1,600	1,650	1,650
	C Health Plan/Affordable Care Act LCW Advice			1,250	-	-
	C GASB 68 / GASB 75 OPEB Consultant			18,950	19,000	19,000
	C Accounting software license/support			15,600	16,300	16,500
	C State Controller's Report Preparation			2,800	2,800	2,800
	C Annual city audit			31,000	32,500	32,500
	CAFR data & review:					
	C CAFR reporting package			1,000	1,000	1,000
	C Demographic data			300	300	300
	C GFOA review fee			500	500	500
	C Info Group CAFR Statistics			300	300	300
	C Calpers GASB Valuation			2,000	2,000	2,000
	C Bank of America - banking services fee			18,000	13,500	14,000
	V Armored car service (cancelled May 2019)			-	-	-
	I Human resources software service			11,500	11,500	11,500
	C Investment security safekeeping services			3,000	3,000	3,000
	V Bank of America merchant services (customer credit cards)			40,000	45,000	45,000
	C ADP payroll services			17,000	17,200	17,500
	I Sales tax analysis			5,800	7,000	8,000
	C Sales tax audit recovery fee			3,000	3,600	3,600
	C Property tax analysis			13,000	13,000	13,000
	1X Fee Study Consultation			-	-	-
	V Miscellaneous			3,500	3,500	3,500
	V Midyr Budget Adj.				-	-
	Subtotal	163,969	168,513	198,600	202,300	204,450
2250	V ADVERTISING	4,290	3,077	5,000	7,350	7,500
	(FY19 add NEOGov Software/ad system \$3,850)					
2270	V TRAVEL, CONF. & MEETINGS	7,493	6,345	10,500	10,500	10,500
	CJPIA, PARMA, CALPELRA, LCW, CSMFO, GFOA					
2290	MILEAGE REIMBURSEMENT					
	I Auto Allowance			-	6,600	6,600
	C Staff mileage reimbursements			1,000	1,200	1,200
	Subtotal	7,532	6,466	1,000	7,800	7,800
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	43,632	30,000	-	-
	TOTAL MATERIALS & SERVICES	200,873	247,411	265,075	249,400	251,800
CAPITAL OUTLAY						
3010	FURNITURE & EQUIPMENT	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 1,176,709	\$ 1,096,896	\$ 883,311	\$ 1,245,047	\$ 1,234,810

*Level of Service Importance = Core, Important, Value-added
Ix=One-Time Cost

		Amended	Adopted	Adopted
		<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Program 21, \$\$				
Core		\$ 798,486	\$ 1,144,147	\$ 1,132,760
Important		22,500	30,800	31,800
Value-added		62,325	70,100	70,250
One-time		-	-	-
Total		<u>\$ 883,311</u>	<u>\$ 1,245,047</u>	<u>\$ 1,234,810</u>
		-	-	-
Program 21, %				
Core		90.4%	91.9%	91.7%
Important		2.5%	2.5%	2.6%
Value-added		7.1%	5.6%	5.7%
One-time		0.0%	0.0%	0.0%
Total		<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

City of Dana Point
Expenditure Plan Detail Report
Department: ADMINISTRATIVE SERVICES
Program: RECREATION (81)

<u>L*</u>		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	V SALARIES	\$ 460,102	\$ 451,683	\$ 389,659	\$ 437,683	\$ 427,992
1030	V HOURLY	66,417	109,679	112,575	115,043	118,494
1050	V OVERTIME	18,043	30,707	20,000	20,000	20,000
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	V CAFETERIA BENEFITS	83,219	68,019	79,800	82,200	84,600
1120	V RETIREMENT BENEFITS	46,308	43,935	45,569	45,162	45,299
1140	V MEDI-TAX 1.45%	8,159	8,866	7,572	8,305	8,214
1199	ORGANIZATIONAL SAVINGS	-	-	(50,000)	-	-
1200	OUTSIDE ASSISTANCE	22,070	-	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		704,318	712,889	605,175	708,392	704,600
MATERIALS & SERVICES						
2010	V COMMUNICATIONS	1,320	941	1,350	1,350	1,350
2030	V EQUIPMENT MAINTENANCE	-	-	150	-	-
2040	V COPIER USAGE	730	2,047	1,500	2,200	2,200
2070	V OFFICE SUPPLIES	4,617	5,190	4,500	5,500	5,500
2090	V MEMBERSHIPS & DUES <i>SCMAFederation (4); NPRS(10); CPRS(4); MMASC</i>	1,365	530	1,950	2,000	2,000
2110	V OPERATING SUPPLIES <i>Replace Tables/Chairs, Uniforms, Laundry, etc.)</i>	17,746	5,641	7,000	20,000	20,000
2150	V TRAINING	325	1,225	500	1,500	1,500
2170	V POSTAGE <i>(move Rec Guide to Dept 22)</i>	14,600	-	1,000	15,000	15,000
2230	V PROFESSIONAL SERVICES <i>Contract classes (Split Instructor/City)</i>			90,000	145,000	147,000
	<i>Age Well Senior Services</i>			55,000	60,000	60,000
	<i>Mid yr adjustments</i>					
	<i>Subtotal</i>	206,410	148,093	145,000	205,000	207,000
2250	V ADVERTISING <i>Events (egg hunt, concerts, craft faire)</i>			5,000	12,000	12,000
	<i>Mid-year budget adjustment</i>					
	<i>Subtotal</i>	11,133	11,219	5,000	12,000	12,000
2270	V TRAVEL, CONF. & MEETINGS	-	2,659	3,200	3,200	3,200
2290	C MILEAGE REIMBURSEMENT <i>Auto allowance (\$4,800)</i>	5,252	3,272	6,300	6,300	6,300
2410	V COMMUNITY ACTIVITIES <i>4th of July Fireworks Show</i>			100,000	105,000	105,000
	<i>4th of July bus service</i>			10,000	-	10,000
	<i>Grad Nite contribution (DHHS)</i>			3,000	3,000	3,000
	<i>California Surfing Day / Coastal Awareness</i>			-	2,500	2,500
	<i>Summer Concerts on Six Sundays</i>			50,000	85,000	120,000
	<i>Art Festival (Arts & Culture Commission)</i>			-	10,000	10,000
	<i>Redo Market Sponsorship</i>				25,000	15,000
	<i>Misc. Community Events</i>			22,000	25,000	25,000

City of Dana Point
Expenditure Plan Detail Report
Department: ADMINISTRATIVE SERVICES
Program: RECREATION (81)

		FY19	FY20	FY21	FY22	FY23
	<u>L*</u>	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
2410	V COMMUNITY ACTIVITIES (Continued):					
	<i>Youth Services:</i>					
	<i>Ocean Institute youth programs sponsorship</i>			25,000	25,000	25,000
	C <i>Ocean Institute / CCC Program (6 yrs to FY23)</i>			31,250	31,250	31,250
	<i>Capo Valley Boys & Girls Club sponsorship</i>			25,000	25,000	25,000
	<i>Winter Holiday decorations</i>			20,000	25,000	25,000
	<i>Halloween Spooktacular (3 events: Snr./Public/JLM)</i>			8,000	10,000	10,000
	<i>Egg Hunts</i>			11,000	15,000	15,000
	<i>June Friday's Movie in the Park</i>			30,000	30,000	30,000
	<i>Turkey Trot sponsorship</i>			20,000	20,000	20,000
	<i>Winter Festival & Tree Lighting</i>			21,000	21,000	21,000
	<i>5th Marines Support Group-(move from Dept 01)</i>			5,250	5,500	5,750
	<i>VFW Annual support (from Dept 01)</i>			10,500	11,000	11,000
	<i>Pet Project Foundation - Tale of Two Cities</i>			550	600	600
	<i>Festival of Whales:</i>					
	<i>Sponsorship</i>			32,000	33,000	34,000
	<i>Marketing</i>			10,000	10,000	10,000
	<i>Concert/BBQ/Marine Corp League/Fish4Life</i>			23,000	25,000	25,000
	<i>Community parade (FY21 50th Anniversary)</i>			50,000	40,000	40,000
	<i>Budget Adjustments</i>			(10,000)		
	<i>Subtotal</i>	499,149	526,092	497,550	582,850	619,100
2430	V RECREATION PROGRAMS					
	<i>Youth sports</i>			23,000	35,000	35,000
	<i>Adult sports</i>			4,500	4,500	4,500
	<i>Senior Programs (addn'l monthly events)</i>			50,000	95,000	95,000
	<i>Budget Adjustments</i>			10,000		
	<i>Subtotal</i>	96,158	128,005	87,500	134,500	134,500
TOTAL MATERIALS & SERVICES		858,805	834,915	762,500	991,400	1,029,650
CAPITAL OUTLAY						
3010	1x FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 1,563,123	\$ 1,547,804	\$ 1,367,675	\$ 1,699,792	\$ 1,734,250

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

		Amended	Adopted	Adopted
		<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Program 81, \$\$				
Core		\$ 37,550	\$ 37,550	\$ 37,550
Important		-	-	-
Value-added		1,330,125	1,662,242	1,696,700
One-time		-	-	-
Total		<u>\$ 1,367,675</u>	<u>\$ 1,699,792</u>	<u>\$ 1,734,250</u>
Program 81, %				
Core		2.7%	2.2%	2.2%
Important		0.0%	0.0%	0.0%
Value-added		97.3%	97.8%	97.8%
One-time		0.0%	0.0%	0.0%
Total		<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

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

		FY19	FY20	FY21	FY22	FY23
<u>L*</u>		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
MATERIALS & SERVICES						
2130	I BOOKS & SUBSCRIPTIONS (<i>OSHA/misc</i>)	\$ -	\$ -	\$ 300	\$ 300	\$ 300
2150	I TRAINING (<i>CJPIA training/workshops</i>)	-	185	1,000	1,000	1,000
2320	C ALLOCATED CITY ATTORNEY (see Dept. 7)	-	-	-	-	-
TOTAL MATERIALS & SERVICES		-	185	1,300	1,300	1,300
INSURANCE						
4010	LIABILITY INSURANCE PREMIUMS					
	C <i>General liability premium</i>			463,893	475,000	475,000
	C <i>Quiet Zone Premium</i>			18,850	20,000	20,000
	V <i>Other (event-based, etc.)</i>			1,500	2,000	2,000
	C <i>Budget Adjustments</i>					
	<i>Subtotal</i>	358,577	383,047	484,243	497,000	497,000
4030	C PROPERTY INSURANCE PREMIUMS	98,363	96,860	122,684	130,000	130,000
4050	C EMPLOYEE BOND PREMIUMS	1,060	1,100	1,200	1,200	1,200
4090	C LITIGATION (<i>see Dept 71</i>)	-	-	-	-	-
4110	C WORKERS' COMPENSATION	114,408	125,310	144,410	130,000	130,000
4130	C CONSULTING/LITIGATION SUPPORT	(824)	13,073	-	-	-
4210	C UNEMPLOYMENT BENEFITS (<i>contingency</i>)	-	-	1,500	1,500	1,500
TOTAL INSURANCE		571,584	619,390	754,037	759,700	759,700
GRAND TOTAL EXPENDITURES		\$ 571,584	\$ 619,574	\$ 755,337	\$ 761,000	\$ 761,000

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

		Amended	Adopted	Adopted
		<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Program 97, \$\$				
Core		\$ 752,537	\$ 757,700	\$ 757,700
Important		1,300	1,300	1,300
Value-added		1,500	2,000	2,000
One-time		-	-	-
Total		\$ 755,337	\$ 761,000	\$ 761,000
Program 97, %				
Core		99.6%	99.6%	99.6%
Important		0.2%	0.2%	0.2%
Value-added		0.2%	0.3%	0.3%
One-time		0.0%	0.0%	0.0%
Total		100.0%	100.0%	100.0%

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

<u>L*</u>	FY19 <u>Actual</u>	FY20 <u>Actual</u>	FY21 <u>Amended</u>	FY22 <u>Adopted</u>	FY23 <u>Adopted</u>
PERSONNEL					
1010 SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -
1030 V HOURLY	26,319	4,680	-	16,443	16,936
1050 OVERTIME	-	-	-	-	-
1070 PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100 V CAFETERIA BENEFITS	15,785	-	-	-	-
1120 V RETIREMENT BENEFITS**	251,698	318,029	399,065	488,050	552,970
1140 V MEDI-TAX 1.45%	395	68	233	238	246
1199 C ORGANIZATIONAL SAVINGS	-	-	50,000	-	-
1200 OUTSIDE ASSISTANCE	-	-	-	-	-
1990 PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL	294,197	322,776	449,298	504,731	570,152
MATERIALS & SERVICES					
2010 COMMUNICATIONS					
C Telephone - City Hall & Community Center			28,000	45,000	28,000
C Digital data lines/Internet service			40,000	40,000	40,000
C Telephone software updates/programming changes			3,000	3,000	3,000
C Repair & maintenance of switching equip/phones			4,000	4,000	4,000
C Mid-yr. Budget Adjustment			20,000		
Subtotal	84,993	109,339	95,000	92,000	75,000
2030 EQUIP/FACIL MAINT/REPAIR					
C Office equipment repair: postage, date stamp machine			1,000	1,000	1,000
V Interior potted plants rental/maintenance Konica Minolta (moved to 99-2190 FY18)			4,000	4,200	4,300
Subtotal	4,377	3,504	5,000	5,200	5,300
2050 VEHICLE MAINTENANCE (Consolidate City Fleet Costs FY19)					
C Fuel (base FY19 \$63,557)			50,000	35,000	35,000
C Remote Vehicle Diagnostic/Monitoring/GPS			5,500	6,000	6,000
C Repairs & Maintenance (base FY19 \$32,385)			15,000	15,000	15,000
I Wash (base FY19 \$14,590)			15,000	12,000	12,000
C Police Motorcycle Maintenance (base FY19 \$8k)			8,000	10,000	10,000
C Hydraulic Lift Maintenance (base FY19 \$1k)			1,000	1,000	1,000
C Mid-yr Budget Adjustment (FY19 base vehicle budgets-all departments \$119,532)			-	-	-
Subtotal	94,012	78,682	94,500	79,000	79,000
2070 OFFICE SUPPLIES					
C Central supplies (copier paper)			9,250	9,250	9,350
C Miscellaneous office supplies			4,000	4,000	4,000
C Mid-yr Budget Adjustment					
Subtotal	12,414	8,842	13,250	13,250	13,350
2090 MEMBERSHIPS & DUES					
I Association of Calif. Cities - Orange County			10,000	10,500	11,000
I League of California Cities - State dues			13,500	13,750	14,000
V Orange County Human Relations (supervisory training)			3,250	3,500	3,500
C So. Calif. Association of Governments (SCAG)			4,000	4,250	4,250
C Orange County Council of Gov'ts (OCCOG)			5,750	6,000	6,000
C OC Housing Finance Trust				5,000	5,000
C Local Agency Formation Commission (LAFCO) costs			4,500	4,500	4,750
V Miscellaneous			2,000	2,000	2,000
C Mid-yr Budget Adjustment					
Subtotal	47,416	46,704	43,000	49,500	50,500
2110 OPERATING SUPPLIES					
C Miscellaneous operating supplies			23,000	24,000	24,000
C Postage machine supplies			750	1,000	1,000
C Central copier supplies (toner, staples, etc.)			-	-	-
Subtotal	24,629	23,845	23,750	25,000	25,000

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

L*		<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
2150	I TRAINING	29,758	(1,342)	15,000	22,500	25,000
	<i>City-wide training / Tuition Reimbursements</i>					
2170	POSTAGE					
	C U.S. Mail (general & bulk rate postage)			13,000	13,000	13,000
	C Overnight delivery service (FedX, UPS, etc.)			5,000	5,000	5,000
	<i>Subtotal</i>	15,859	13,186	18,000	18,000	18,000
2190	FACIL & EQUIP LEASE/RENT					
	C Postage meter lease			2,800	3,000	3,000
	C Printer Leases city-wide (moved from 99-2030)			16,500	17,000	17,000
	C Vehicle leases			95,000	80,000	80,000
	<i>Mid-yr Budget Adjustment net</i>					
	<i>Subtotal</i>	72,036	95,548	114,300	100,000	100,000
2220	REIMBURSED DEV REV EXP		-	-	-	-
2230	PROFESSIONAL SERVICES					
	C CASA - animal control services			385,000	430,800	430,800
	V Dana Point Library - Sunday hours			22,500	45,000	45,000
	I Employee flu shots (moved from Dept. 21)			1,100	1,000	1,000
	<i>Subtotal</i>	426,463	429,796	408,600	476,800	476,800
2270	V TRAVEL, CONF. & MEETINGS	7,203	11,364	15,000	15,000	15,000
	<i>Employee/Volunteer Recognition Events</i>					
2590	DATA TECHNOLOGY					
	C LAN hubs, switches, repair & replacement			5,000	7,000	7,000
	I Extended warranty contracts - routers/firewall			6,000	6,000	6,000
	C Contract IT Support			126,175	150,000	150,000
	C Misc computer & network parts & supplies			1,000	1,000	1,000
	C Server Support			5,500	4,500	4,500
	C Maintenance - anti-virus software (2 yr License)			-	2,500	-
	C Sonicwall support			3,000	3,000	3,000
	C Sonicwall replacement box			-	-	-
	C Maintenance - network cloud backup software			5,000	5,000	5,000
	C Unitrends File Recovery (3 yr License)			-	-	14,000
	C Maintenance - spam filtering software (3 yr License)			-	-	3,500
	C Creative Cloud Adobe (5 Licenses)			3,500	3,500	3,500
	C Maintenance - other network software			1,000	1,000	1,000
	C Misc minor software purchases			4,500	4,500	4,500
	C Servers			10,000	15,000	10,000
	C Employee computers (desktop & laptop)			25,000	25,000	25,000
	C Printers			2,500	2,500	2,500
	C Uninterruptable Power Supplies			-	-	2,500
	I Wireless Mesh Network Maintenance (from 12-2230)			-	25,000	25,000
	V Financial Transparency Software			32,000	32,000	32,000
	C Mid-yr Budget Adjustment			244,510		
	<i>Subtotal</i>	209,388	223,668	474,685	287,500	300,000
2999	1x OPERATIONS CONTINGENCY	-	-	-	250,000	250,000
TOTAL MATERIALS & SERVICES		1,028,548	1,043,135	1,320,085	1,433,750	1,432,950
CAPITAL OUTLAY						
3010	1x FURNITURE & EQUIPMENT	-	-	-	-	40,000
3030	1x FACILITIES IMPROVEMENTS	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	40,000
TOTAL OPERATING EXPENDITURES		1,322,745	1,365,911	1,769,383	1,938,481	2,043,102

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

<u>L*</u>		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
OPERATING TRANSFERS OUT						
9010	C TO FACILITIES IMPROVEMENT FUND (12)	2,175,000	-	-	100,000	150,000
9030	C TO CFD MAINTENANCE FUND (27)-funicular share	34,200	-	-	-	-
9050	C TO CAPITAL IMPROVEMENTS FUND	6,525,988	3,478,973	2,492,695	4,204,863	1,166,822
TOTAL OPERATING TRANSFERS OUT		<u>8,735,188</u>	<u>3,478,973</u>	<u>2,492,695</u>	<u>4,304,863</u>	<u>1,316,822</u>
GRAND TOTAL OPERATING EXP. & TSFS. OUT		<u>\$ 10,057,933</u>	<u>\$ 4,844,884</u>	<u>\$ 4,262,078</u>	<u>\$ 6,243,344</u>	<u>\$ 3,359,924</u>

*Level of Service Importance = Core, Important, Value-added

Ix=One-Time Cost

**Mainly CalPERS Unfunded Liability Payment plus some Part-time ICMA 457

	Amended <u>FY21</u>	Adopted <u>FY22</u>	Adopted <u>FY23</u>
Program 99, \$\$			
Core	\$ 3,723,430	\$ 5,296,163	\$ 2,303,972
Important	60,600	90,750	94,000
Value-added	478,048	606,431	671,952
One-time	-	250,000	290,000
Total	<u>\$ 4,262,078</u>	<u>\$ 6,243,344</u>	<u>\$ 3,359,924</u>
	-	-	-
Program 99, %			
Core	83.6%	84.8%	68.6%
Important	1.4%	1.5%	2.8%
Value-added	10.0%	9.7%	20.0%
One-time	5.0%	4.0%	8.6%
Total	<u>100%</u>	<u>100%</u>	<u>100%</u>

City of Dana Point
Department: City Clerk
Program: City Clerk

Kathy Ward, City Clerk. Tenure with City, 31 years.

Strategic Plan Goal 2: Effective, efficient and Innovative Government. – The City is wisely governed and managed so that its services are provided in an effective and efficient manner and meets or exceeds the expectations of its residents.

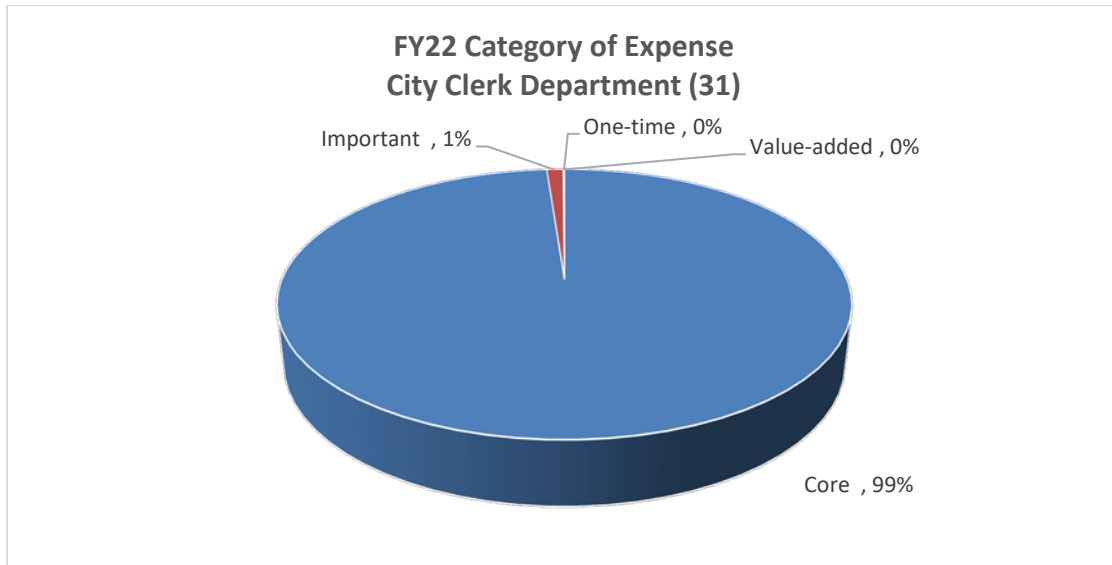
The 2018 Community Survey states: “Residents continue to have positive impressions of the level of information they receive from the City and their contact with City staff.”

The Department facilitates all City Council meeting agendas, notifications, municipal elections, public information, and records management while ensuring compliance with governing laws and attesting to the transparency and efficiency of our local government.



Program	Fiscal Year 2020 Actual	Fiscal Year 2021 Amended	Fiscal Year 2022 Adopted	Fiscal Year 2023 Adopted	Fiscal Year 2022 FTE
City Clerk (31)	\$ 534,102	\$ 554,084	\$ 589,466	\$ 554,013	4
Total	\$ 534,102	\$ 554,084	\$ 589,466	\$ 554,013	4

Category of Expense:



The **CITY CLERK**, appointed by the City Manager, is responsible to: ensure open-access to public records; oversee the legislative history created by the City Council; ensure that legislative processes are transparent in compliance with California’s Brown Act, Fair Political Practices Commission (FPPC) Regulations and filings, the Political Reform Act, and the Maddy Act. The Office also ensures adherence to public notification requirements; oversees Municipal and Zoning Code updates; facilitates processing of City contracts, public construction contract bid openings, and maintaining project bonds; processes documents recorded with the County Recorder’s Office; facilitates City website information updates; and, acts as the custodian of the City Seal. The Office administers the City’s records management program and document imaging system in accordance with the Council approved records retention schedule utilizing requisite procedures for destruction of inactive records and the imaging of permanent records. The Office also accepts and administers formal requests for public records in strict adherence to California’s Public Records Act. Finally, the Office serves as the City’s main receptionist and provides Notary Public services to residents.

BUDGET ACCOMPLISHMENTS FOR FY20 & FY21

- Successfully administered the November 3, 2020 election for the newly instituted City Council Districts 4, and 5;

- Maintained the scanning process of finalized building permits and plans keeping the database current. The public has online access, via the City's website, to all building permits dating back to the City's incorporation in 1989;
- Provided Notary Public to the public as needed for City services;
- Responded to over 1,500 public records requests in accordance with the Public Records Request Act;
- Transitioned to an updated Records Management System; and
- Adjusted Council Meeting procedures to provide remote access to Councilmembers and the public in response to COVID-19 health protocols.

FY22 & FY23 KEY INITIATIVES

To achieve City's Strategic Goals as set by the City's Strategic Plan, the City Clerk's Office sets the following objectives:

- Complete decennial redistricting process according to Census 2020 results (Strategic Goal 2. Effective, Efficient & Innovative Government);
- Continue digitization of public records for faster response time and efficient distribution of public records requests (Strategic Goal 2. Effective, Efficient & Innovative Government);
- Continue to promote positive customer service (Strategic Goal 1: Livable Community & World Class Place);
- Administer the November 8, 2022 election for City Council Districts 1, 2, and 3 (Strategic Goal 2. Effective, Efficient & Innovative Government); and
- Assist in streamlining the City website and ensure that all information is searchable, compliant with ADA standards, and up to date (Strategic Goal 2. Effective, Efficient & Innovative Government).

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

		FY19	FY20	FY21	FY22	FY23
L*		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ 317,174	\$ 315,730	\$ 325,293	\$ 361,808	\$ 353,796
1030	V HOURLY	-	-	-	-	-
1050	C OVERTIME	230	434	1,500	1,500	1,500
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	63,117	55,172	64,500	66,300	68,100
1120	C RETIREMENT BENEFITS	31,158	35,127	35,152	34,690	34,565
1140	C MEDI-TAX 1.45%	5,333	5,171	4,738	5,268	5,152
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	C OUTSIDE ASSISTANCE	-	27,698	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		417,012	439,331	431,184	469,566	463,113
MATERIALS & SERVICES						
2010	C COMMUNICATIONS (cell stipend)	840	808	1,200	1,200	1,200
2030	V EQUIPMENT MAINTENANCE	-	-	500	500	500
2040	C COPIER USAGE	2,078	2,836	3,000	5,000	5,000
2070	C OFFICE SUPPLIES	4,842	2,960	7,500	6,000	6,000
2090	C MEMBERSHIPS & DUES <i>NNA, ARM&A, IIMC, CAofCA</i>	800	595	1,400	1,000	1,000
2110	OPERATING SUPPLIES					
	C <i>Records mgmt. supplies (folders, labels, shredding)</i>			1,500	3,000	3,000
	C <i>Sire maintenance/support</i>			6,500	58,000	6,500
	C <i>Additional Sire User Licenses (4)</i>			-	-	-
	C <i>View Scan II Microfiche Reader Maintenance</i>			1,000	1,000	1,000
	C <i>Miscellaneous</i>			2,000	2,000	2,000
	<i>Subtotal</i>	11,655	9,642	11,000	64,000	12,500
2130	I BOOKS & SUBSCRIPTIONS <i>OCBJ, Clerks, Election Code, Guidestar, misc.</i>	57	228	600	500	500
2150	C TRAINING	3,026	3,027	2,200	3,200	3,200
2230	PROFESSIONAL SERVICES					
	C <i>Quality Code (Municode supplements)</i>			6,000	6,000	6,000
	C <i>Datalok (offsite microfilm storage)</i>			-	-	-
	C <i>County of Orange (Nov EVEN Yrs regular election)</i>			18,000	-	22,500
	I <i>Outside Temp Assistance</i>			3,000	3,000	3,000
	C <i>Midyr Budget Adjustment</i>					
	<i>Subtotal</i>	42,379	15,175	27,000	9,000	31,500
2250	C ADVERTISING (City legal, etc.)	19,533	15,183	21,000	21,000	21,000
2270	I TRAVEL, CONF. & MEETINGS	2,868	2,436	2,000	3,000	3,000
2290	C MILEAGE REIMBURSEMENT	5,373	5,176	5,500	5,500	5,500
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	36,704	40,000	-	-
TOTAL MATERIALS & SERVICES		93,451	94,770	122,900	119,900	90,900
CAPITAL OUTLAY						
3010	1x FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 510,463	\$ 534,102	\$ 554,084	\$ 589,466	\$ 554,013

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

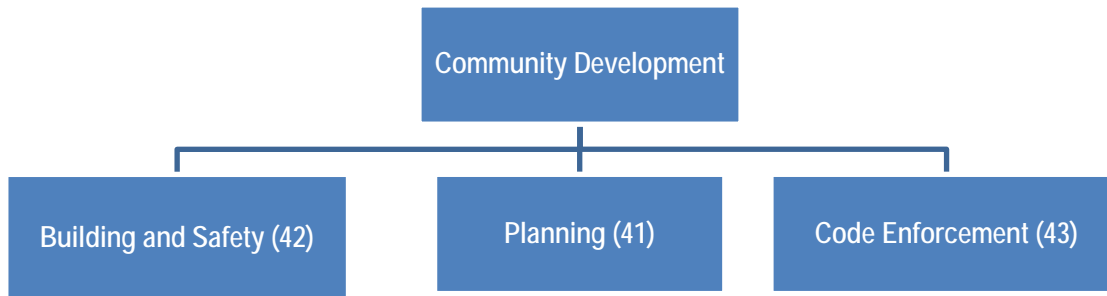
		Amended FY21	Adopted FY22	Adopted FY23
Program 31, \$\$				
Core		\$ 547,984	\$ 582,466	\$ 547,013
Important		5,600	6,500	6,500
Value-added		500	500	500
One-time		-	-	-
Total		\$ 554,084	\$ 589,466	\$ 554,013
Program 31, %				
Core		98.9%	98.8%	98.7%
Important		1.0%	1.1%	1.2%
Value-added		0.1%	0.1%	0.1%
One-time		0.0%	0.0%	0.0%
Total		100.0%	100.0%	100.0%

City of Dana Point
Department: Community Development
Programs: Planning, Building and Code Enforcement

Brenda Wisneski, Director of Community Development. Tenure with City, 1 year.

Strategic Goal 5: Foster Economic Health & Prosperity – promote a healthy and growing economy reflecting the community’s vision and values.

Community Development provides services to property and business owners by processing required permits related to their properties. Discretionary permits are issued by the Planning Division to ensure that development is done in compliance with Dana Point’s Zoning Code. Building permits are issued by the Building Division to ensure that construction is done in compliance with California’s Building Code. City codes are enforced by the Code Enforcement Division to ensure the health and safety of the community.

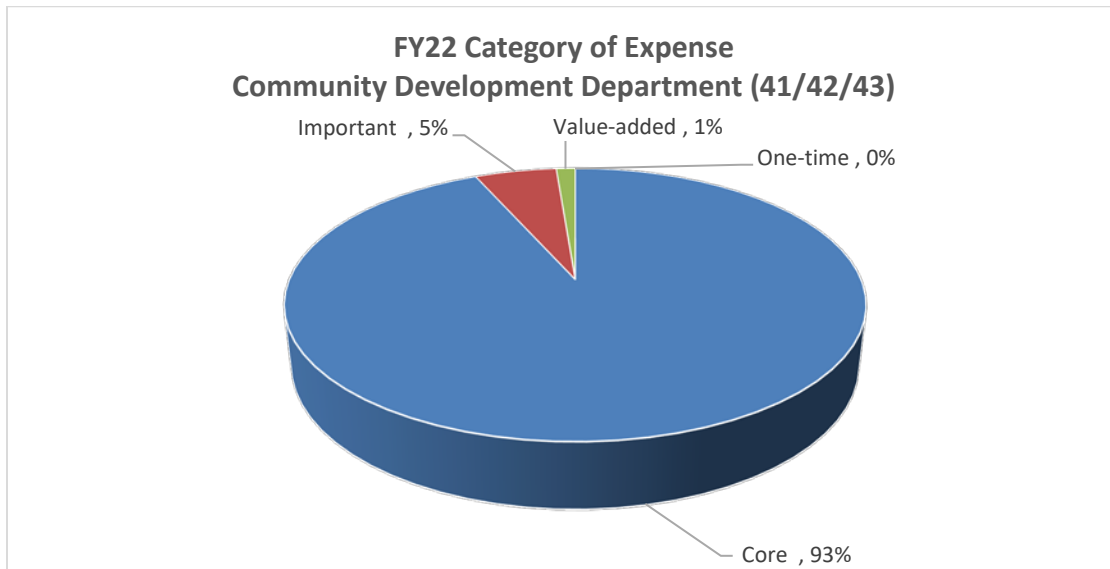


Program	Fiscal Year 2020 Actual	Fiscal Year 2021 Amended	Fiscal Year 2022 Adopted	Fiscal Year 2023 Adopted	Fiscal Year 2022 FTE
Planning (41)	\$ 1,476,562	\$ 2,160,762	\$ 1,398,255	\$ 1,383,171	9
Building and Safety (42)	\$ 1,726,938	\$ 1,876,979	\$ 1,270,109	\$ 1,182,801	7
Code Enforcement (43)	\$ 743,583	\$ 882,534	\$ 696,319	\$ 670,000	5
Total	\$ 3,947,083	\$ 4,920,275	\$ 3,364,683	\$ 3,235,972	21

The budget proposes no significant changes from the previous budget cycle. It maintains \$799,000 reserved from FY19 General Fund surplus operating revenues to fund a comprehensive update to the City’s General Plan; Staff has completed an Economic and

Market Profile Study, and initiated an update to the Housing Element portion of the General Plan. The project is a multi-year effort, and is a high priority as an update has not been done since the first Plan was adopted when the City incorporated 30 years ago.

Category of Expense:



PLANNING 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. The Planning Division maintains and administers the City’s General Plan, assuring it reflects community values and State statutes. Planning additionally carries out the requirements of the California Environmental Quality Act, the California Coastal Act, and the Subdivision Map Act, and also provides Staff support to the City’s Planning Commission.

BUILDING AND SAFETY is responsible for administrating and enforcing the California Building and Safety Codes. This includes performing plan reviews on construction documents for compliance with California Building and City municipal codes. The Building Division distributes plans for review by other agencies and City departments, issues building permits and performs interim and final inspections, and issues Certificates of Occupancy. They also perform special inspections as requested and update the City’s codes to reflect the California Building and Fire Codes every three years as required.

CODE ENFORCEMENT promotes, maintains, and enforces City ordinances and laws to preserve, protect, and enhance the quality of life in Dana Point. Code Enforcement

operations are responsible for preventing, monitoring, and resolving conditions that pose a threat or may be detrimental to the health and well-being of residents and visitors.

BUDGET ACCOMPLISHMENTS FOR FY20 & FY21

- Adopted the 2019 California Building Code;
- Obtained three International Code Council Certifications;
- Streamlined building processes:
 - Over-the-counter plan review;
 - Implemented eProcess 360 online application, document, and plan submittal software;
 - Initiated electronic plan reviews (Bluebeam);
 - Reduced inspector processes; and
 - Increased efficiency in counter processes;
- FY20 - issued 1,855 building permits and conducted 14,159 inspections, with a total construction improvement valuation totaling \$109,000,000;
- FY21 – year-to-date (as of February 2021) issued over 1,300 building permits and conducted roughly 9,000 inspections, with a total improvement valuation of \$67,500,000;
- Continued monthly customer service survey, maintaining 95% satisfaction rate;
- Implemented citation collection process through a third-party vendor to ensure consistent and effective collection of fines, scheduling and conducting of administrative hearings, and elevated effort of fine collection that includes submitting delinquent collections to the Franchise Tax Board;
- Implemented system to evaluate Strategic Plan metrics for Code Enforcement, utilizing a web-based tool for workflow optimization;
- Completed Commercial Vacant Lot Program and identified and contacted all commercial vacant lot owners to bring properties into compliance with the City's Municipal Code concerning landscaping;
- Updated the City's Massage Ordinance to strengthen local enforcement tools;
- Created business regulations and permitting process in the Municipal Code for Small Wireless Facilities;
- Drafted enhanced business regulations related to short-term rentals;
- Initiated review of 170 discretionary planning permit projects;
- Initiated development of Doheny Village Plan and secured State Senate Bill 2 (SB2) grant program funds to offset project costs; and
- Initiated update to the General Plan Housing Element and was awarded a Local Early Action Planning (LEAP) grant from the State for \$150,000 to offset the costs of the Housing Element Update.

FY22 & FY23 KEY INITIATIVES

To achieve the City's Strategic Goals as set by the Strategic Plan, Community Development sets the following objectives.

- Implement TRAKit update for permit processing (Strategic Goal 5: Foster Economic Health & Prosperity);
- Expand online plan review and permitting processes (Strategic Goal 5: Foster Economic Health & Prosperity);
- Complete Building Standard Operating Procedure and Policy Manual (Strategic Goal 2: Effective, Efficient & Innovative Government);
- Develop and Implement the Short-Term Rental Pilot Program if approved by the City Council (Strategic Goal 1: Livable Community and World Class Place);
- Implement a more stringent Code Enforcement Strategy related to Short-Term Rental operations if approved by the City Council (Strategic Goal 1: Livable Community and World Class Place);
- Complete the Doheny Village update (Strategic Goal 1: Livable Community and World Class Place);
- Implement the Parking and Circulation Taskforce's City-wide parking plan (Strategic Goal 1: Livable Community and World Class Place);
- Update the City's General Plan and Zoning Code (Local Coastal Program) to address the California Coastal Commission's guidance on development associated with sea level rise (Strategic Goal 1: Livable Community and World Class Place);
- Complete the historical resources inventory (Strategic Goal 1: Livable Community and World Class Place);
- Continue to promote positive customer service (Strategic Goal 1: Livable Community & World Class Place);
- Continue to coordinate intra-department activities to ensure the efficient and effective implementation of City Council policies and highest possible quality of life for our residents, businesses and visitors (Strategic Goal 2. Effective, Efficient, and Innovative Government);
- Continue implementing new technologies to streamline the processing and record keeping of the Code Enforcement division (Strategic Goal 2: Effective, Efficient and Innovative Government); and
- Continue the General Plan Update project (Strategic Goal 1: Livable Community and World Class Place).

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

		FY19	FY20	FY21	FY22	FY23
L*		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ 828,287	\$ 836,510	\$ 957,404	\$ 1,065,706	\$ 1,046,258
1030	V HOURLY	14,042	9,709	16,090	16,443	16,936
1050	C OVERTIME	1,799	1,867	5,000	5,000	5,000
1070	C PLANNING COMMISSION STIPENDS	9,000	9,000	9,000	9,346	9,000
1100	C CAFETERIA BENEFITS	123,582	121,469	142,500	147,300	152,100
1120	C RETIREMENT BENEFITS	74,480	81,138	93,488	93,211	92,907
1140	C MEDI-TAX 1.45%	12,388	12,418	14,319	15,899	15,619
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	I OUTSIDE ASSISTANCE	-	-	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		<u>1,063,578</u>	<u>1,072,110</u>	<u>1,237,801</u>	<u>1,352,905</u>	<u>1,337,821</u>
MATERIALS & SERVICES						
2010	C COMMUNICATIONS (cell stipends)	905	762	1,680	1,700	1,700
2030	I EQUIPMENT MAINTENANCE	-	-	500	500	500
2040	C COPIER USAGE	2,058	2,935	4,000	3,000	3,000
2050	VEHICLE MAINTENANCE	-	-	-	-	-
2070	C OFFICE SUPPLIES	6,592	5,174	8,000	8,000	8,000
2090	I MEMBERSHIPS & DUES <i>APAM, AICP, ULI, OC Plan Dir., ICMA, AEP, Nat'l Historic & Ca Preservation, MMASC</i>	1,598	2,065	2,500	3,500	3,500
2110	C OPERATING SUPPLIES	3,163	3,914	2,500	3,750	3,750
2130	I BOOKS & SUBSCRIPTIONS	118	310	1,000	1,000	1,000
2150	I TRAINING <i>Technical, APA, AEP, ICMA, other</i>	344	670	1,550	1,500	1,500
2230	PROFESSIONAL SERVICES					
	IX <i>Historic resources inventory update</i>			5,000	-	-
	C <i>Doheny Village Plan/ GP Update EIR</i>			-	-	-
	C <i>Doheny Village Plan completion</i>			-	-	-
	C <i>File Scanning / Imaging (ongoing)</i>			14,000	7,000	7,000
	IX <i>Housing Element</i>			-	-	-
	C <i>Mid-yr Budget Adjustment</i>			408,684	-	-
	<i>Subtotal</i>	<u>86,812</u>	<u>116,044</u>	<u>427,684</u>	<u>7,000</u>	<u>7,000</u>
2240	C REIMBURSABLE COSTS	62,653	85,294	345,680	-	-
2250	C ADVERTISING (<i>CEQA, RFPs, etc</i>)	-	299	1,000	1,000	1,000
2270	V TRAVEL, CONF. & MEETINGS <i>CCC mtgs, Chamber, Ca APA, OC APA, ULI, other</i>	4,126	3,377	4,050	4,200	4,200
2290	MILEAGE REIMBURSEMENT					
	C <i>Planning Commissioner auto allowance</i>			3,000	3,000	3,000
	I <i>Auto allowance</i>			6,600	6,600	6,600
	C <i>Staff mileage reimbursement</i>			600	600	600
	<i>Subtotal</i>	<u>8,689</u>	<u>8,427</u>	<u>10,200</u>	<u>10,200</u>	<u>10,200</u>
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	175,182	130,000	-	-
TOTAL MATERIALS & SERVICES		<u>177,058</u>	<u>404,452</u>	<u>940,344</u>	<u>45,350</u>	<u>45,350</u>
CAPITAL OUTLAY						
3010	FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL EXPENDITURES		<u>\$ 1,240,636</u>	<u>\$ 1,476,562</u>	<u>\$ 2,178,145</u>	<u>\$ 1,398,255</u>	<u>\$ 1,383,171</u>

*Level of Service Importance = Core, Important, Value-added
1x=One-Time Cost

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

<u>L*</u>	FY19	FY20	FY21	FY22	FY23
	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
Program 41, \$\$					
Core			\$ 2,140,855	\$ 1,364,512	\$ 1,348,935
Important			12,150	13,100	13,100
Value-added			20,140	20,643	21,136
One-time			5,000	-	-
Total			<u>\$ 2,178,145</u>	<u>\$ 1,398,255</u>	<u>\$ 1,383,171</u>
			-	-	-
Program 41, %					
Core			98.3%	97.6%	97.5%
Important			0.6%	0.9%	0.9%
Value-added			0.9%	1.5%	1.5%
One-time			0.2%	0.0%	0.0%
Total			<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

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

<u>L*</u>		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ 674,344	\$ 581,905	\$ 638,347	\$ 686,383	\$ 673,756
1030	I HOURLY	-	-	-	-	-
1050	C OVERTIME	19,079	10,928	20,000	20,000	20,000
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C BENEFITS	103,928	101,680	109,200	113,400	117,600
1120	C RETIREMENT BENEFITS	52,307	49,141	57,396	55,583	55,386
1140	C MEDI-TAX 1.45%	10,559	9,186	9,546	10,243	10,059
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	OUTSIDE ASSISTANCE	40,320	55,930	16,090	-	-
1990	C PERSONNEL ALLOCATION	(36,165)	-	-	-	-
TOTAL PERSONNEL		864,372	808,771	850,579	885,609	876,801
MATERIALS & SERVICES						
2010	C COMMUNICATIONS					
	<i>Cell phones</i>			4,000	4,000	4,000
	<i>Subtotal</i>	4,111	4,199	4,000	4,000	4,000
2030	C EQUIPMENT MAINTENANCE	-	-	450	-	-
	<i>Cash register, time stamp, microfiche reader</i>					
2040	C COPIER USAGE	1,625	2,447	2,500	2,500	2,500
2050	VEHICLE MAINTENANCE <i>(move to dept 99)</i>	-	-	-	-	-
2070	OFFICE SUPPLIES					
	C <i>Permit system forms</i>			3,000	3,000	3,000
	C <i>Building permit printing</i>			7,000	7,000	7,000
	C <i>Counter stamps</i>			500	500	500
	C <i>Stationery/envelopes</i>			500	500	500
	C <i>Miscellaneous supplies (incl. desktop toners)</i>			2,500	2,500	2,500
	<i>Mid-Year Budget Adjustment</i>			(2,500)		
	<i>Subtotal</i>	11,929	9,252	11,000	13,500	13,500
2090	C MEMBERSHIPS & DUES	1,060	1,407	2,000	2,000	2,000
	<i>CalBO, SCACO, Int'l Code Council, IIC OC, PE/SE license, IAEI, IAPMO</i>					
2110	OPERATING SUPPLIES					
	C <i>Miscellaneous (incl. customer service supplies)</i>			2,500	2,500	2,500
	C <i>Trakit (permit software) license & maintenance</i>			25,000	39,000	39,000
	C <i>Digital Map Products - Annual Licensing Fee</i>			47,000	48,000	48,000
	C <i>Paymentus - IVR System maintenance</i>			42,000	43,000	43,000
	C <i>ESRI annual licensing fee</i>			-	5,000	1,500
	C <i>WC3 Blue Beam Electronic Document Management</i>			22,000	12,000	12,000
	<i>Mid-Year Budget Adjustment</i>					
	<i>Subtotal</i>	126,432	111,234	138,500	149,500	146,000
2130	BOOKS & SUBSCRIPTIONS					
	C <i>Interpretive Manuals</i>			2,500	2,500	2,500
	C <i>Code Books (CA Building Codes)</i>			-	-	15,000
	<i>Mid-Yr Adjustments</i>					
	<i>Subtotal</i>	83	9,717	2,500	2,500	17,500
2150	C TRAINING	3,038	780	4,000	4,000	4,000
2190	FACIL & EQUIP LEASE/RENTAL	-	-	-	-	-
2230	PROFESSIONAL SERVICES					
	I <i>Plan check services (overflow)</i>			200,000	150,000	100,000
	C <i>Scanning large plans (ongoing)</i>			12,000	12,000	12,000
	C <i>Fee Study Update (Valuation Based Fees)</i>			-	40,000	-
	C <i>Midyr Budget Adjustment (overflow svcs)</i>			620,000	-	-
	<i>Subtotal</i>	523,630	777,323	832,000	202,000	112,000

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

<u>L*</u>	FY19 <u>Actual</u>	FY20 <u>Actual</u>	FY21 <u>Amended</u>	FY22 <u>Adopted</u>	FY23 <u>Adopted</u>
2270 TRAVEL, CONF. & MEETINGS	1,938	134	1,950	2,000	2,000
I <i>Calbo ABM</i>					
2290 MILEAGE REIMBURSEMENT					
I <i>Auto allowance</i>			2,000	2,000	2,000
C <i>Staff mileage reimbursements</i>			500	500	500
<i>Subtotal</i>	1,242	1,675	2,500	2,500	2,500
2320 C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	-	25,000	-	-
TOTAL MATERIALS & SERVICES	675,088	918,168	1,026,400	384,500	306,000
CAPITAL OUTLAY					
3010 FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 1,539,460	\$ 1,726,938	\$ 1,876,979	\$ 1,270,109	\$ 1,182,801

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

	Amended FY21	Adopted FY22	Adopted FY23
Program 42, \$\$			
Core	\$ 1,053,029	\$ 1,116,109	\$ 1,078,801
Important	823,950	154,000	104,000
Value-added	-	-	-
One-time	-	-	-
Total	\$ 1,876,979	\$ 1,270,109	\$ 1,182,801
Program 42, %			
Core	56.1%	87.9%	91.2%
Important	43.9%	12.1%	8.8%
Value-added	0.0%	0.0%	0.0%
One-time	0.0%	0.0%	0.0%
Total	100.0%	100.0%	100.0%

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

<u>L*</u>		<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ 243,522	\$ 396,091	\$ 424,602	\$ 471,084	\$ 460,649
1030	I HOURLY	-	-	-	-	-
1050	V OVERTIME	2,899	1,995	7,500	7,500	7,500
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	55,429	69,616	79,800	82,200	84,600
1120	C RETIREMENT BENEFITS	20,484	35,239	38,917	38,296	38,163
1140	C MEDI-TAX 1.45%	3,661	5,925	6,265	6,939	6,788
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	V OUTSIDE ASSISTANCE (<i>contract CEO</i>)	30,168	-	-	-	-
1990	C PERSONNEL ALLOCATION	36,165	-	-	-	-
TOTAL PERSONNEL		392,328	508,866	557,084	606,019	597,700
MATERIALS & SERVICES						
2010	C COMMUNICATIONS (cell)	3,027	5,469	5,100	5,100	5,100
2030	C EQUIPMENT MNTCE (decibel meter, etc.)	-	-	2,700	2,700	2,700
2050	VEHICLE MAINTENANCE	-	-	-	-	-
2070	C OFFICE SUPPLIES	2,251	2,431	3,200	3,000	3,000
2090	V MEMBERSHIPS & DUES (SCA CEOs)	475	99	500	500	500
2110	OPERATING SUPPLIES					
	C <i>STR Program (Unpermitted Use Identification, and 24/7 hotline support (move to 2230 below)</i>			21,000	-	-
	C <i>Tax information - County of Orange</i>			150	200	200
	C <i>Citation Processing</i>			3,600	3,600	3,600
	<i>Digital camera</i>			-	-	-
	<i>Subtotal</i>	20,547	22,776	24,750	3,800	3,800
2130	I BOOKS & SUBSCRIPTIONS	-	-	100	100	100
2150	I TRAINING	338	175	500	500	500
2230	PROFESSIONAL SERVICES					
	I <i>Weed abatement contract</i>			10,000	10,000	10,000
	V <i>Qscend Software</i>			12,000	13,000	13,000
	C <i>STR Program Compliance Support</i>			-	48,000	30,000
	<i>Mid-yr Budget Adjustment</i>					
	<i>Subtotal</i>	42,442	21,549	22,000	71,000	53,000
2250	I ADVERTISING (weed abatement, etc.)	-	-	200	200	200
2270	V TRAVEL, CONF. & MEETINGS	91	53	500	500	500
2290	I MILEAGE REIMBURSEMENT	28	2,213	2,900	2,900	2,900
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	179,953	263,000	-	-
TOTAL MATERIALS & SERVICES		69,199	234,717	325,450	90,300	72,300
CAPITAL OUTLAY						
3010	FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 461,527	\$ 743,583	\$ 882,534	\$ 696,319	\$ 670,000

*Level of Service Importance = Core, Important, Value-added
Ix=One-Time Cost

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

<u>L*</u>	FY19	FY20	FY21	FY22	FY23
	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
Program 43, \$\$					
Core			\$ 848,334	\$ 661,119	\$ 634,800
Important			13,700	13,700	13,700
Value-added			20,500	21,500	21,500
One-time			-	-	-
Total			<u>\$ 882,534</u>	<u>\$ 696,319</u>	<u>\$ 670,000</u>
			-	-	-
Program 43, %					
Core			96.1%	94.9%	94.7%
Important			1.6%	2.0%	2.0%
Value-added			2.3%	3.1%	3.2%
One-time			0.0%	0.0%	0.0%
Total			<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

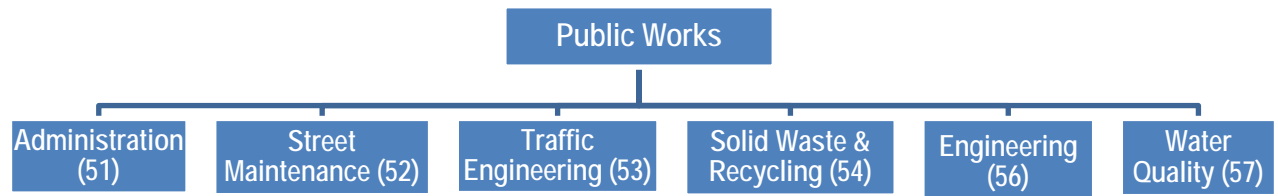
City of Dana Point
Department: Public Works & Engineering Services
Programs: Administration, Street Maintenance, Traffic Engineering, Solid Waste & Recycling, Engineering, and Water Quality

Matthew Sinacori, Director of Public Works/City Engineer. Tenure with City: 20 years

Strategic Plan Goal 4: Preserve & Enhance Environmental Health & Sustainability – promote, preserve, protect and enhance a healthy and sustainable built and natural environment.

The 2018 Community Survey shows that 91% of residents believe it is important to have streets and medians that are clean and look good.

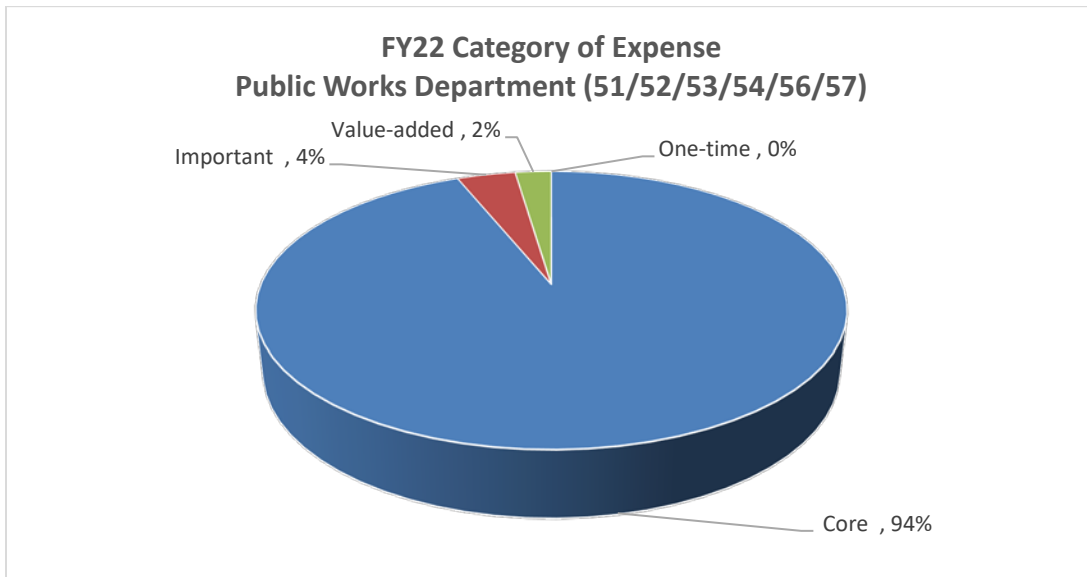
The Department of Public Works & Engineering Services is responsible for maintaining public infrastructure, traffic signals and control systems, streets, sidewalks, storm drains, and water quality infrastructure. Oversees the trolley program, franchise waste hauler, recycling/diversions and water quality programs, reviews development applications, and monitors/provides input on regional transportation projects.



Program	Fiscal Year 2020		Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2022
	Actual		Amended	Adopted	Adopted	FTE
Administration (51)	\$ 507,101		\$ 535,119	\$ 526,440	\$ 522,247	3
Street Maintenance (52)	\$ 2,681,450		\$ 1,947,000	\$ 2,235,500	\$ 2,250,500	0
Traffic Engineering (53)	\$ 672,028		\$ 902,000	\$ 773,800	\$ 773,800	0
Solid Waste & Recycling (54)	\$ 37,353		\$ 68,400	\$ 31,500	\$ 66,500	0
Engineering (56)	\$ 2,218,264		\$ 1,928,247	\$ 1,827,740	\$ 1,793,688	10
Water Quality (57)	\$ 614,042		\$ 712,641	\$ 796,316	\$ 795,095	1
Total*	\$ 6,730,238		\$ 6,093,407	\$ 6,191,296	\$ 6,201,830	14

**Note that Public Works currently oversees administration of the City's vehicle fleet function; however, the related budget is summarized in the Administrative Services Department but can be seen separately as line items in the Non-Department (99) budget.*

Category of Expense:



ADMINISTRATION supports all Department operations; specifically, those associated with Street Maintenance, Traffic Engineering, Solid Waste & Recycling, Capital Improvement Program Engineering and Construction, Development Engineering and Water Quality. This Division develops and administers Department budget and contracts, directly oversees the trolley program, solid waste franchise, street light pole banner and holiday decor programs, residential parking permits, and the City fleet.

STREET MAINTENANCE oversees maintenance, operation and repair of City streets, signage, striping, sidewalks, storm drain, and stormwater systems; street sweeping; concrete and asphalt repairs; and, coordinates with public/private utilities regarding construction encroachment permits and inspections for their work in the public right of way. This Division is also responsible for reporting requirements for OCTA's M2 funding and to the California Transportation Commission related to SB1 transportation funding.

TRAFFIC ENGINEERING focuses on providing for the safe and efficient flow of traffic on all streets by responding to public concerns about traffic safety, street maintenance and traffic signal operations; and provide staff support to the City's Traffic Improvement Subcommittee. Conducts traffic studies, prepares as-built street signing/striping plans, and prepares traffic control plans for public events.

SOLID WASTE & RECYCLING manages the franchise agreement for solid waste/recycling services, currently held by CR&R. Conducts performance and rate adjustment audits, and is the liaison for resident issues. CR&R administers recycling and related public education programs, provides bulky item pick-up services and reporting requirements to South Coast Air Quality Management District (SCAQMD), Department of

Toxic Substances Control (DTSC) and the State Department of Resources, Recycling and Recovery (CalRecycle)

ENGINEERING is comprised of Development Engineering, Capital Improvement Program (CIP) Design, and Construction.

Development Engineering reviews private and public development engineering applications for work on private and public property. They review engineering plans for compliance with California and local codes and ordinances, and assist the City's Planning and Building Divisions with discretionary development reviews and construction permits. They issue encroachment, grading, improvement, and transportation permits to public and private applicants, and conduct field inspections to ensure compliance during construction.

Capital Improvement Program (CIP) manages planning, design, and contracting construction support, including streets, medians, curbs, gutters, sidewalks, parks, and storm drains. They apply for/manage State and Federal grant funds, direct the street pavement management and implementation plans, and manage the City's storm drain system and public right-of-way inventories.

Construction Management provides contractor oversight capacity, including inspections for CIP and various utility agency projects; conducts field inspections of residential/commercial developments on both public and private property; and respond to emergencies related to accidents, storms, and other emergency services activities.

WATER QUALITY implements the City's Ocean Water Quality Program and maintains compliance with State and Federal environmental regulations including the City's Municipal Separate Storm Sewer (MS4) Storm Water National Pollutant Discharge Elimination Permit (NPDES) Permit, Total Maximum Daily Load (TMDL) requirements to preserve and protect our ocean waters and beaches; implements the City's Local Implementation Plan (LIP), which outlines the requirements of the MS4 Permit and goals of the South Orange County Water Quality Improvement Plan (WQIP); conducts studies and investigations, public education and outreach, construction site inspections, commercial facilities, residential areas, and Water Quality Management Plan (WQMP) development sites; reviews public/private development project plans, monitoring, reporting, operation and maintenance of the City's structural Best Management Practices (BMPs) including Salt Creek Ozone Treatment Facility, seventeen nuisance water diversion facilities, eight storm drain trash removal units and other trash control devices; supports the City's Ocean Water Quality Subcommittee, and coordinates with external agencies to implement water quality, conservation and sanitary sewer programs that enhance and improve water quality in Dana Point.

BUDGET ACCOMPLISHMENTS FOR FY20 & FY21

- The City was awarded its fourth OCTA Project V Trolley grant (\$2,209,739), which allowed the extension of the program through June 30, 2028, and the addition of a sixth vehicle;
- Reduced City fleet from 23 to 22 vehicles;
- Implemented a new Pavement Management Program that proactively schedules street for rehabilitation/maintenance and allows more consistent future project funding;
- Implemented a bird deterrent program by using birds of prey to decrease bacteria levels from bird droppings at Salt Creek Beach;
- Prepared easement deeds, permits, agreements, deed restrictions and other engineering studies and documents in support of private and public projects;
- Successfully navigated operating and budget challenges associated with COVID-19;
- Continued to work with the City Attorney to address significant changes to our solid waste program as a result of legislation changes related to handling of recycled and organic materials; and
- Reduced use of Development Engineering consultants for engineering reviews/inspections of development work.

FY22 & FY23 KEY INITIATIVES

To achieve City's Strategic Goals as set by the Strategic Plan, Public Works sets the following objectives.

- Provide excellent customer service to the public with accountability, tact, and professionalism (Strategic Goal 2. Effective, Efficient & Innovative Government);
- Planning, implementation, and management of the Department's Operating and Capital Improvement budgets (Strategic Goal 3. Fiscally Responsible & Accountable);
- Improve ADA accessibility and make timely repairs to sidewalks and hardscape in the public right of way (Strategic Goal 1. Livable Community & World-Class Place);
- Maintain City storm drain system to alleviate flooding and prevent urban runoff from polluting the shoreline (Strategic Goal 4. Preserve & Enhance Environmental Health & Sustainability);
- Create a sense of place and identity for residents, businesses and visitors through the City's special event and seasonal banner program, and the City-wide holiday décor program (Strategic Goal 1. Livable Community & World-Class Place);
- Ensure proper signage, lighting and striping is implemented to ensure a safe and effective traffic environment for the community (Strategic Goal 1. Livable Community & World-Class Place);

- Provide responsible stewardship and sustainable practice opportunities and diversion programs to residents and businesses (Strategic Goal 4. Preserve & Enhance Environmental Health & Sustainability);
- Use of electronic permit applications, issuance and signature cards allows for a streamlined, straightforward, and professional engineering review process (Strategic Goal 2. Effective, Efficient & Innovative Government);
- Effectively operate and maintain nuisance water diversions, trash control devices and treatment Best Management Practices (BMPs); and conduct water quality monitoring and reporting as required by regulatory agencies (Strategic Goal 4. Preserve & Enhance Environmental Health & Sustainability);
- Implement an effective public outreach program on the importance of controlling runoff, associated pollutants, and water conservation (Strategic Goal 4. Preserve & Enhance Environmental Health & Sustainability);
- Maintain a robust outreach/education program for ongoing compliance with CalRecycle State mandates regarding residential and commercial waste, recycling, and organics diversion requirements (Strategic Goal 4. Preserve & Enhance Environmental Health & Sustainability);
- Continue to promote positive customer service (Strategic Goal 1: Livable Community & World Class Place);
- Continue to coordinate intra-department activities to ensure the efficient and effective implementation of City Council policies and highest possible quality of life for our residents, businesses and visitors (Strategic Goal 2. Effective, Efficient, and Innovative Government);
- Continue to maintain our streets, sidewalks, traffic devices, traffic signals, and other public assets to a high standard (Strategic Goal 1. Livable Community & World-Class Place); and
- Continue to keep the City clean and free of trash and debris (Strategic Goal 1. Livable Community & World-Class Place).

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

<u>L*</u>		<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ 354,850	\$ 375,390	\$ 369,736	\$ 411,456	\$ 406,290
1030	HOURLY	-	-	-	-	-
1050	C OVERTIME	1,556	412	1,500	1,500	1,500
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	42,174	47,092	48,900	50,100	51,300
1120	C RETIREMENT BENEFITS	40,612	39,847	40,100	39,796	39,645
1140	C MEDI-TAX 1.45%	5,532	5,797	5,383	5,988	5,913
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	OUTSIDE ASSISTANCE	-	-	-	-	-
1990	C PERSONNEL ALLOCATION	(85,082)	-	-	-	-
TOTAL PERSONNEL		<u>359,642</u>	<u>468,538</u>	<u>465,619</u>	<u>508,840</u>	<u>504,647</u>
MATERIALS & SERVICES						
2010	C COMMUNICATIONS (cell phones)	2,580	3,002	1,800	2,900	2,900
2040	I COPIER USAGE	2,492	2,800	2,700	2,700	2,700
2050	I VEHICLE MAINTENANCE	-	-	-	-	-
2070	C OFFICE SUPPLIES	8,031	6,402	7,600	8,000	8,000
2090	C MEMBERSHIPS & DUES (APWA, ASCE, other)	-	-	600	500	500
2110	C OPERATING SUPPLIES	-	-	-	-	-
2150	I TRAINING	-	-	900	1,000	1,000
2230	I PROFESSIONAL SERVICES	-	-	-	-	-
2270	I TRAVEL, CONF. & MEETINGS	1,508	174	3,500	2,000	2,000
2290	I MILEAGE REIMBURSEMENT	18	9	400	500	500
2320	C ALLOCATED CITY ATTORNEY (see Dept 71)	-	26,175	52,000	-	-
TOTAL MATERIALS & SERVICES		<u>14,629</u>	<u>38,562</u>	<u>69,500</u>	<u>17,600</u>	<u>17,600</u>
CAPITAL OUTLAY						
3010	FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL EXPENDITURES		<u>\$ 374,271</u>	<u>\$ 507,101</u>	<u>\$ 535,119</u>	<u>\$ 526,440</u>	<u>\$ 522,247</u>

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Program 51, \$\$			
Core	\$ 527,619	\$ 520,240	\$ 516,047
Important	7,500	6,200	6,200
Value-added	-	-	-
One-time	-	-	-
Total	<u>\$ 535,119</u>	<u>\$ 526,440</u>	<u>\$ 522,247</u>
	-	-	-
Program 51, %			
Core	98.6%	98.8%	98.8%
Important	1.4%	1.2%	1.2%
Value-added	0.0%	0.0%	0.0%
One-time	0.0%	0.0%	0.0%
Total	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

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

<u>L*</u>		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -
1030	HOURLY	-	-	-	-	-
1050	OVERTIME	-	-	-	-	-
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	-	-	-	-	-
1120	C RETIREMENT BENEFITS	-	-	-	-	-
1140	C MEDI-TAX 1.45%	-	-	-	-	-
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	OUTSIDE ASSISTANCE	-	-	-	-	-
1990	C PERSONNEL ALLOCATION	42,541	-	-	-	-
TOTAL PERSONNEL		42,541	-	-	-	-
MATERIALS & SERVICES						
2010	COMMUNICATIONS (cells)	-	-	-	-	-
2050	VEHICLE MAINTENANCE (move to dept 99 FY18)	-	-	-	-	-
2070	C OFFICE SUPPLIES	157	543	500	500	500
2090	MEMBERSHIPS & DUES	-	-	-	-	-
2110	OPERATING SUPPLIES					
	C Equipment, small tools, materials			16,000	16,000	16,000
	V Light pole banner repair & replacement			2,000	2,000	2,000
	C Benches, trash cans, etc.			5,000	5,000	5,000
	C Midyear Budget Adjustments			(9,400)		
	Subtotal	17,595	21,309	13,600	23,000	23,000
2150	I TRAINING	-	-	-	-	-
2230	PROFESSIONAL SERVICES					
	V Banner/holiday décor & refurbishment			104,000	106,000	106,000
	I Special event-related traffic control			16,000	25,000	25,000
	I Banners			16,000	26,000	26,000
	V Midyear Budget Adjustments					
	Subtotal	155,340	190,138	136,000	157,000	157,000
2270	I TRAVEL, CONF. & MEETINGS	19	-	-	-	-
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)					
2350	STREET MAINTENANCE					
	C County contract - streets			820,000	810,000	815,000
	C County contract - striping/stenciling			290,000	300,000	300,000
	V County work program			11,000	4,000	4,000
	C Underground Service Alert (USA)			3,000	3,000	3,000
	C Concrete remove and replace			110,000	115,000	120,000
	C Asphalt remove and replace, and rubberized crack fill			100,000	50,000	55,000
	C Sidewalk grinding			20,000	65,000	65,000
	V Caltrans ROW & Citywide litter removal			57,000	-	-
	I Graffiti removal			15,000	-	-
	I Citywide weed abatement			25,000	25,000	25,000
	C Midyear Budget Adjustments			(258,600)		
	Subtotal	1,600,504	1,499,849	1,192,400	1,372,000	1,387,000
2490	C STREET SWEEPING					
	Routine street sweeping			260,000	255,000	255,000
	Special event sweeping			6,500	6,500	6,500
	Street sweeping online database			500	500	500
	C Midyear Budget Adjustments			(35,500)		
	Subtotal	238,177	234,325	231,500	262,000	262,000

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

		FY19	FY20	FY21	FY22	FY23
	<u>L*</u>	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
2510	C	STORM DRAINS				
				37,000	38,000	38,000
				146,000	148,000	148,000
				104,000	106,000	106,000
				15,000	16,000	16,000
				57,000	58,000	58,000
				22,000	23,000	23,000
				2,000	2,000	2,000
				22,000	30,000	30,000
				(32,000)		
		327,417	735,286	373,000	421,000	421,000
TOTAL MATERIALS & SERVICES		2,339,209	2,681,450	1,947,000	2,235,500	2,250,500
GRAND TOTAL EXPENDITURES		\$ 2,381,750	\$ 2,681,450	\$ 1,947,000	\$ 2,235,500	\$ 2,250,500

*Level of Service Importance = Core, Important, Value-added
Ix=One-Time Cost

		Amended	Adopted	Adopted
		<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Program 52, \$\$				
Core		\$ 1,701,000	\$ 2,047,500	\$ 2,062,500
Important		72,000	76,000	76,000
Value-added		174,000	112,000	112,000
One-time		-	-	-
Total		\$ 1,947,000	\$ 2,235,500	\$ 2,250,500
		-	-	-
Program 52, %				
Core		87.4%	91.6%	91.6%
Important		3.7%	3.4%	3.4%
Value-added		8.9%	5.0%	5.0%
One-time		0.0%	0.0%	0.0%
Total		100.0%	100.0%	100.0%

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

		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
L*						
MATERIALS & SERVICES						
2070	C OFFICE SUPPLIES	\$ -	\$ 236	\$ 400	\$ 300	\$ 300
2150	I TRAINING	-	-	300	-	-
2210	UTILITIES					
	C <i>Traffic signals</i>			42,000	40,000	40,000
	C <i>City of SJC shared signal costs</i>			1,400	2,000	2,000
	C <i>Street lights</i>			352,000	343,000	343,000
	<i>Mid. Yr. Budget Adjustment</i>					
	<i>Subtotal</i>	298,910	326,515	395,400	385,000	385,000
2230	PROFESSIONAL SERVICES					
	C <i>Traffic engineering consultant</i>			129,600	170,000	170,000
	C <i>Traffic signal timing consultant</i>			5,200	5,500	5,500
	I <i>Traffic studies/counts/speed verification</i>			6,200	6,500	6,500
	C <i>Emerg. vehicle pre-emption inspection/maintenance</i>			22,000	23,000	23,000
	<i>Traffic Signal Communications Consulting</i>					
	C <i>Mid. Yr. Budget Adjustment</i>			50,000		
	<i>Subtotal</i>	156,270	181,889	213,000	205,000	205,000
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	-	-	-	-
2530	SAFETY LIGHTING / TRAFFIC SIGNALS					
	C <i>Monthly traffic signal maintenance</i>			42,000	43,000	43,000
	C <i>Extraordinary signal maintenance</i>			42,000	43,000	43,000
	C <i>Traffic safety projects/emergencies</i>			27,000	28,000	28,000
	C <i>Traffic Signal Equipment Painting</i>			27,000	28,000	28,000
	C <i>LED Illuminated street name signs</i>			27,000	28,000	28,000
	C <i>Battery Purchases for signal backup units</i>			8,200	8,500	8,500
	I <i>Public Safety Lighting Private->Public Property (new)</i>			-	5,000	5,000
	C <i>Mid. Yr. Budget Adjustment</i>			119,700		
	<i>Subtotal</i>	193,347	163,388	292,900	183,500	183,500
TOTAL MATERIALS & SERVICES		648,527	672,028	902,000	773,800	773,800
CAPITAL OUTLAY						
3010	FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 648,527	\$ 672,028	\$ 902,000	\$ 773,800	\$ 773,800

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

	Amended	Adopted	Adopted
	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Program 53, \$\$			
Core	\$ 895,500	\$ 762,300	\$ 762,300
Important	6,500	11,500	11,500
Value-added	-	-	-
One-time	-	-	-
Total	\$ 902,000	\$ 773,800	\$ 773,800
Program 53, %			
Core	99.3%	98.5%	98.5%
Important	0.7%	1.5%	1.5%
Value-added	0.0%	0.0%	0.0%
One-time	0.0%	0.0%	0.0%
Total	100.0%	100.0%	100.0%

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

			FY19 <u>Actual</u>	FY20 <u>Actual</u>	FY21 <u>Amended</u>	FY22 <u>Adopted</u>	FY23 <u>Adopted</u>
PERSONNEL		<u>L*</u>					
1990	C	PERSONNEL ALLOCATION <i>One-third Sr. Mgmt. Analyst from PW-Admin (51)</i>	\$ 42,541	\$ -	\$ -	\$ -	\$ -
TOTAL PERSONNEL			<u>42,541</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
MATERIALS & SERVICES							
2070	C	OFFICE SUPPLIES <i>Education outreach, recycling containers, office</i>	2,624	14	1,000	2,500	2,500
2230		PROFESSIONAL SERVICES					
	C	<i>SHARPS program</i>			3,700	2,000	2,000
	C	<i>Recycling Program Outreach</i>			2,100	2,000	2,000
	C	<i>Advertising for community recycling events</i>			7,700	8,000	8,000
	C	<i>Community Bulky Item Cleanup -Shredding Svc</i>			3,500	6,000	6,000
	V	<i>Community Diversion/Recycling Program</i>			10,400	11,000	11,000
	C	<i>Trash Franchise compliance audit (reimbursed)</i>			35,000	-	35,000
	C	<i>Midyr Budget Adjustment</i>					
		<i>Subtotal</i>	<u>72,194</u>	<u>20,718</u>	<u>62,400</u>	<u>29,000</u>	<u>64,000</u>
2320	C	ALLOCATED CITY ATTORNEY (see Dept. 71)	-	16,622	5,000	-	-
TOTAL MATERIALS & SERVICES			<u>74,818</u>	<u>37,353</u>	<u>68,400</u>	<u>31,500</u>	<u>66,500</u>
GRAND TOTAL EXPENDITURES			<u>\$ 117,359</u>	<u>\$ 37,353</u>	<u>\$ 68,400</u>	<u>\$ 31,500</u>	<u>\$ 66,500</u>

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

		Amended <u>FY21</u>	Adopted <u>FY22</u>	Adopted <u>FY23</u>
Program 54, \$\$				
	Core	\$ 58,000	\$ 20,500	\$ 55,500
	Important	-	-	-
	Value-added	10,400	11,000	11,000
	One-time	-	-	-
	Total	<u>\$ 68,400</u>	<u>\$ 31,500</u>	<u>\$ 66,500</u>
Program 54, %				
	Core	84.8%	65.1%	83.5%
	Important	0.0%	0.0%	0.0%
	Value-added	15.2%	34.9%	16.5%
	One-time	0.0%	0.0%	0.0%
	Total	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

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

<u>L*</u>		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
PERSONNEL						
1010	C SALARIES	\$ 969,497	\$ 992,027	\$ 1,002,737	\$ 1,123,515	\$ 1,098,608
1030	I HOURLY	10,940	12,391	16,090	16,443	16,936
1050	C OVERTIME	9,621	14,685	5,000	5,000	5,000
1100	C CAFETERIA BENEFITS	139,979	125,164	156,000	162,000	168,000
1120	C RETIREMENT BENEFITS	78,463	86,873	89,475	90,080	89,795
1140	C MEDI-TAX 1.45%	15,135	15,346	14,845	16,602	16,248
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	OUTSIDE ASSISTANCE	30,949	-	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		1,254,584	1,246,486	1,284,147	1,413,640	1,394,588
MATERIALS & SERVICES						
2010	C COMMUNICATIONS (cells)	6,289	5,825	7,000	7,000	7,000
2050	VEHICLE MAINTENANCE (<i>move to dept 99 FY18</i>)	-	-	-	-	-
2070	C OFFICE SUPPLIES	2,942	1,389	2,800	2,800	2,800
2090	C MEMBERSHIPS & DUES <i>APWA9, CMAA, CMCI, PE license, ASCE6</i>	1,452	1,459	1,800	1,800	1,800
2110	OPERATING SUPPLIES					
	C AUTOCAD software licenses			9,400	-	20,000
	C Miscellaneous software			1,200	1,200	1,200
	C Computer supplies			1,500	1,600	1,600
	C Tools for field inspectors			500	500	500
	C Employee uniforms			1,500	1,500	1,500
	C Field Equipment replacement			400	500	500
	C Wide format plotter: B&W Mntce Svc			3,100	3,300	3,300
	C Wide format plotter (new)- color supplies			2,750	2,800	2,800
	C Wide format plotter (new)- color ongoing mntce.			4,300	4,500	4,500
	C Wide format plotter: Supplies			2,000	2,100	2,100
	C Miscellaneous supplies			1,800	2,000	2,000
	C Midyr Budget Adjustments			(10,000)		
	Subtotal	21,934	31,566	18,450	20,000	40,000
2130	C BOOKS & SUBSCRIPTIONS	-	-	1,000	-	-
2150	C TRAINING	2,349	147	1,000	1,000	1,000
2190	FACIL & EQUIP LEASE/RENTAL (vehicle)	-	-	-	-	-
2230	PROFESSIONAL SERVICES					
	I Aerial images			9,500	9,500	9,500
	I Special project management & support			6,000	6,000	6,000
	I Engineering/CIP design contract services			125,000	100,000	75,000
	I Planning application review			10,000	10,000	-
	I Midyr Budget Adjustments			30,550		
	Subtotal	137,779	167,669	181,050	125,500	90,500
2240	C REIMBURSABLE COSTS <i>Contract Geotech/Engineering Svcs. (3/4 year FY20)</i>	623,494	757,757	425,000	250,000	250,000
2290	C MILEAGE REIMBURSEMENT	5,711	5,966	6,000	6,000	6,000
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	-	-	-	-
TOTAL MATERIALS & SERVICES		801,950	971,779	644,100	414,100	399,100

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

<u>L*</u>	<u>FY19</u> <u>Actual</u>	<u>FY20</u> <u>Actual</u>	<u>FY21</u> <u>Amended</u>	<u>FY22</u> <u>Adopted</u>	<u>FY23</u> <u>Adopted</u>
CAPITAL OUTLAY					
3010 FURNITURE & EQUIPMENT	22,765	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>22,765</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GRAND TOTAL EXPENDITURES	<u>\$ 2,079,299</u>	<u>\$ 2,218,264</u>	<u>\$ 1,928,247</u>	<u>\$ 1,827,740</u>	<u>\$ 1,793,688</u>

*Level of Service Importance = Core, Important, Value-added
 1x=One-Time Cost

	<u>Amended</u> <u>FY21</u>	<u>Adopted</u> <u>FY22</u>	<u>Adopted</u> <u>FY23</u>
Program 56, \$\$			
Core	\$ 1,731,107	\$ 1,685,797	\$ 1,686,252
Important	197,140	141,943	107,436
Value-added	-	-	-
One-time	-	-	-
Total	<u>\$ 1,928,247</u>	<u>\$ 1,827,740</u>	<u>\$ 1,793,688</u>
Program 56, %			
Core	89.8%	92.2%	94.0%
Important	10.2%	7.8%	6.0%
Value-added	0.0%	0.0%	0.0%
One-time	0.0%	0.0%	0.0%
Total	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

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

		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
<u>L*</u>						
PERSONNEL						
1010	C SALARIES	\$ 130,729	\$ 138,317	\$ 133,385	\$ 146,752	\$ 143,496
1030	C HOURLY	-	-	-	16,024	16,504
1050	OVERTIME	-	-	-	-	-
1070	PLANNING COMMISSION	-	-	-	-	-
1100	C CAFETERIA BENEFITS	15,106	14,996	15,600	16,200	16,800
1120	C RETIREMENT BENEFITS	11,580	13,055	12,743	13,480	13,475
1140	C MEDI-TAX 1.45%	1,974	2,085	1,934	2,360	2,320
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	OUTSIDE ASSISTANCE	-	-	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		159,389	168,452	163,661	194,816	192,595
MATERIALS & SERVICES						
2010	C COMMUNICATIONS (cells)	840	808	1,030	1,000	1,000
2070	C OFFICE SUPPLIES	(12)	-	900	1,000	1,000
2090	C MEMBERSHIPS & DUES <i>ASFPM, Certified FPM, QISP, Certified ISEC, CPSWQ, Ca Coastal Coalition</i>	1,381	1,676	2,000	2,000	2,000
2110	C OPERATING SUPPLIES <i>Public education & WQ materials</i>	4,431	3,788	5,000	5,000	5,000
2130	I BOOKS & SUBSCRIPTIONS	30	-	600	500	500
2150	C TRAINING <i>Citywide NPDES training and other</i>	22	-	1,500	1,500	1,500
2230	PROFESSIONAL SERVICES					
	C <i>Salt Creek technical operational support</i>			10,000	10,000	10,000
	C <i>NPDES Commercial Inspections</i>			15,000	15,000	15,000
	C <i>WQ Tech Support & Program Implementation</i>			65,000	67,000	67,000
	C <i>GIS Storm Drain Update</i>			8,000	8,000	8,000
	C <i>Biohazard Cleanup</i>			10,000	10,000	10,000
	C <i>Investigations, Illegal discharge/connection, NAL, clean-up</i>			-	-	-
	V <i>Salt Creek Falconer Program</i>			21,000	23,000	23,000
	C <i>Budget Adjustments</i>			(11,700)		
	<i>Subtotal</i>	96,890	95,954	117,300	133,000	133,000
2240	C REIMBURSABLE COSTS <i>Contract BMP Services (01-60-6655 revenue acct.)</i>	28,583	14,346	17,500	18,000	18,000
2270	C TRAVEL, CONF. & MEETINGS <i>Conferences - Water Quality Cert. (4)</i>	1,017	(251)	4,000	2,000	2,000
2290	C MILEAGE REIMBURSEMENT	780	542	650	700	700
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	-	5,000	-	-
2510	STORM DRAINS					
	C <i>NPDES (co-permittee share)</i>			75,000	76,000	77,000
	C <i>SOCWMA cost share</i>			11,000	11,000	11,000
	C <i>Baby Beach TMDL + cost share</i>			31,000	31,000	31,000
	C <i>SWRCB/NPDES permit fee</i>			23,000	15,000	15,000
	C <i>San Juan Creek TMDL Cost Share</i>			13,000	10,000	10,000
	C <i>Diversion flow treatment (added North Creek)</i>			95,000	95,000	95,000
	C <i>Salt Creek:</i>					
	<i>Operation and maintenance (SCWD)</i>			139,000	140,000	140,000
	<i>Operation and maintenance (SDG&E)</i>			54,000	50,000	50,000
	C <i>Headlands diversion flow treatment & monitoring</i>			8,000	8,300	8,300
	C <i>Estates @ Monarch Cove Community Assoc. Easement</i>			500	500	500
	C <i>Mid-Year Budg. Adj</i>			(56,000)		
	<i>Subtotal</i>	303,466	328,726	393,500	436,800	437,800
TOTAL MATERIALS & SERVICES		437,428	445,590	548,980	601,500	602,500

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

<u>L*</u>	FY19 <u>Actual</u>	FY20 <u>Actual</u>	FY21 <u>Amended</u>	FY22 <u>Adopted</u>	FY23 <u>Adopted</u>
CAPITAL OUTLAY					
3010 FURNITURE & EQUIPMENT	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 596,817	\$ 614,042	\$ 712,641	\$ 796,316	\$ 795,095

*Level of Service Importance = Core, Important, Value-added
1x=One-Time Cost

	<u>Amended FY21</u>	<u>Adopted FY22</u>	<u>Adopted FY23</u>
Program 57, \$\$			
Core	\$ 691,041	\$ 772,816	\$ 771,595
Important	600	500	500
Value-added	21,000	23,000	23,000
One-time	-	-	-
Total	<u>\$ 712,641</u>	<u>\$ 796,316</u>	<u>\$ 795,095</u>
	-	-	-
Program 57, %			
Core	97.0%	97.0%	97.0%
Important	0.1%	0.1%	0.1%
Value-added	2.9%	2.9%	2.9%
One-time	0.0%	0.0%	0.0%
Total	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

City of Dana Point
Department: Public Safety
Programs: Police Services and VIPS

Captain Kirsten Monteleone, Chief of Police Services. Tenure with City, 2 years.

Strategic Plan Goal 1: Livable Community & World Class Place – Dana Point prides itself in creating and maintaining a safe, livable and unique world class city.

According to the Community Survey, 89% of Dana Point residents rate the provision of police services as being an extremely and very important service provided by the City; in addition, 80% of residents are very or somewhat satisfied with OCSD provision of police services in Dana Point.

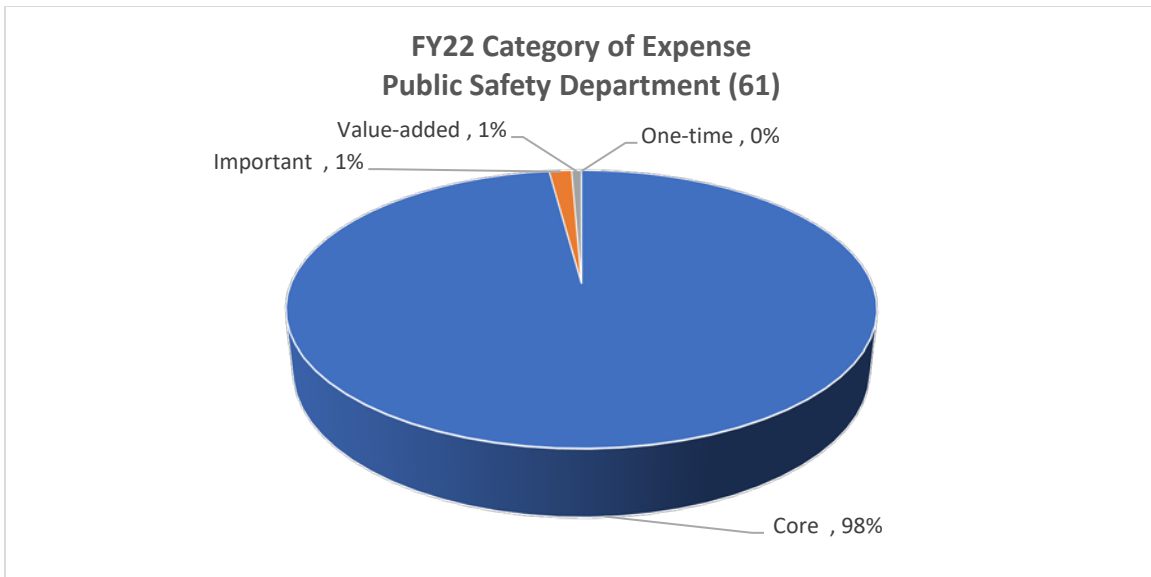
The City contracts for law enforcement with the Orange County Sheriff’s Department (OCSD). OCSD is responsible for providing for the safety, well-being and physical protection of local residents, business, visitors and their respective rights.

Police Services (61)

Program	Fiscal Year 2020 Actual	Fiscal Year 2021 Amended	Fiscal Year 2022 Adopted	Fiscal Year 2023 Adopted	Fiscal Year 2022 FTE
Police Services (61)	\$ 13,195,210	\$ 13,184,264	\$ 13,975,532	\$ 14,906,688	0
Total	\$ 13,195,210	\$ 13,184,264	\$ 13,975,532	\$ 14,906,688	0

**In FY20 the VIPS (62) budget was consolidated into Police Services (61).*

Category of Expense:



POLICE SERVICES is contracted with the Orange County Sheriff's Department (OCSD) and provides responsive, professional and caring law enforcement services to the city. Typical activities include responding to calls for service, providing active patrols, initiating and maintaining crime prevention programs, parking and traffic safety, investigative services, police protection and enforcement of municipal ordinances. Police Services operates a Community Based Policing concept that provides the community with a positive, interactive form of policing. OCSD also provides services to Dana Point using special OCSD units such as the Narcotics Detail, Hazardous Devices Squad, S.W.A.T., Equestrian Units, Air Support Bureau, Behavioral Health Bureau, and the Coroner Division, as needed. Dana Point citizens have a direct access point to Community Based Policing Deputies through the Police Services counter.

The department also oversees a Volunteer in Police (VIP) Program. VIPs volunteers provide clerical services, assist with City Municipal Code enforcement, and traffic duties. VIPs add additional support by providing parking enforcement, traffic control and assistance at special events, and maintain a high level of visibility in the community. They serve as ambassadors for the City and actively participate in the Neighborhood Watch Program.

BUDGET ACCOMPLISHMENTS FOR FY20 & FY21

- No major changes in Part 1 crimes or traffic collisions, or Part 2 crimes due to reinforcement of community-focused policing;
- Reduced crime and built stronger relationships between Law Enforcement and the community through the Community Services Unit;

- Implemented Personal Police Contacts (PPC's) as another way of reaching out to businesses and community members to foster closer working relationships between the community and the police;
- Continued to maintain social media channels such as Facebook, Instagram and Twitter accounts as a key form of communication with the community;
- Continued to revive the Neighborhood Watch Program. There are currently 42 active neighborhood watch groups, which is continually growing;
- A designated Crime Prevention Specialist who regularly communicates with Neighborhood Watch block captains and assists with organizing meetings. This single point of contact has provided a stronger sense of purpose and clearer direction;
- Commitment to the Volunteers in Police Services Program (VIPS) by actively recruiting for new VIPS, increased training, and use of their services to support community events and activities;
- Provides a School Resource Deputy (SRO) at Dana Hills High School, which is funded by a State grant (Citizen Options for Public Safety, or COPS) to work alongside school officials to mentor and support students by providing valuable youth-related resources, and acting as a liaison to the community. SROs also help prevent, prepare for, and address various threats related to safety and security across the city;
- Interfaces with a contract Intervention Specialist working mainly at Dana Hills High with school administrators, counselors and our the SRO to assess student needs and identify appropriate prevention measures, education programs and resources for substance abuse and risky behaviors.
- Hosted Parent Project classes, in both English and Spanish, during both the Fall and Spring semesters;
- Police Services assigns of a deputy to work with the OCSD South Operations Directed Enforcement Team (DET), which targets career criminals and assists with more labor intensive investigations;
- Enhanced the Homeless Liaison Officer (HLO) program, where HLO trained deputies work closely with the City's Homeless Outreach Team, OCSD's new Behavioral Health Bureau, homeless advocacy groups and the District Attorney's Office (DA) by connecting homeless individuals with needed resources and at times, prosecuting repeat offenders. This service approach has proven to be successful, and although there will always be more work to be done on this issue, police services will continue to explore methods in which to assist our homeless population; and
- Increased visible patrol presence by identifying sites where deputies are required to patrol check and document their patrol checks to ensure every street in Dana Point is patrolled regularly.

FY21 & FY22 KEY INITIATIVES

To achieve City's Strategic Goals as set by the Strategic Plan, the Police Services Department sets the following objectives:

- Continue maintaining and ensuring public safety by providing timely and effective police services (Strategic Goal 1. Livable Community and World Class Place);
- Enhance community engagement in City-led volunteer service programs (e.g. Neighborhood Watch (PS), Volunteers in Police Services (PS));
- Create and run volunteer-staffed programs so that residents enjoy a sense of ownership and involvement, and their presence adds to the sense of a safe, involved, livable community (Strategic Goal 1. Livable Community and World Class Place);
- Continue to promote positive customer service (Strategic Goal 1: Livable Community & World Class Place); and
- Continue to coordinate intra-department activities to ensure the efficient and effective implementation of City Council policies and highest possible quality of life for our residents, businesses and visitors (Strategic Goal 2. Effective, Efficient, and Innovative Government).

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

<u>L*</u>		FY19	FY20	FY21	FY21	FY22	FY23
		Actual	Actual	Adopted	Amended	Adopted	Adopted
PERSONNEL							
1010	SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1030	I HOURLY	-	27,962	35,367	34,608	35,367	36,428
1050	OVERTIME	-	-	-	-	-	-
1070	PLANNING COMMISSION	-	-	-	-	-	-
1100	CAFETERIA BENEFITS	-	-	-	-	-	-
1120	I RETIREMENT BENEFITS	-	2,097	2,653	2,596	2,653	2,732
1140	I MEDI-TAX 1.45%	-	405	513	502	513	528
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-	-
1200	OUTSIDE ASSISTANCE	-	-	-	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-	-
TOTAL PERSONNEL		-	30,465	38,532	37,705	38,532	39,688
MATERIALS & SERVICES							
2010	COMMUNICATIONS						
	C <i>Cell phones & satellite phones (4)</i>	\$ 7,669	\$ 3,460	\$ 8,600	\$ 4,600	\$ 4,500	\$ 4,500
2030	EQUIPMENT MAINTENANCE						
	I <i>Bicycle maintenance</i>			1,000	1,000	1,000	1,000
	C <i>800 MHz backbone maintenance</i>			17,500	17,500	25,000	25,000
	C <i>Laptop computers, external defibrillators</i>			-	-	-	-
	I <i>Canon 5000 copier (Police)</i>			-	-	-	-
	C <i>Hand held radar mtce.</i>			1,500	1,500	1,500	1,500
	V <i>VIPS Equipment</i>			500	500	500	500
	<i>Mid-yr Budget Adj. (FY18 Final 800mhz system pymt)</i>						
	<i>Subtotal</i>	20,719	25,712	20,500	20,500	28,000	28,000
2040	I COPIER USAGE	256	465	500	500	500	500
2070	C OFFICE SUPPLIES (incl. VIPS Mktg \$9k FY20)	4,469	1,683	15,000	15,000	5,000	5,000
2110	OPERATING SUPPLIES						
	C <i>Special events</i>			20,000	20,000	15,000	15,000
	C <i>Lexus Nexus (Investigations)</i>			1,200	1,200	1,500	1,500
	C <i>Data Ticket</i>			1,300	1,300	-	-
	C <i>Bicycle patrol (helmets, uniforms, tires, etc.)</i>			1,000	1,000	1,000	1,000
	C <i>Miscellaneous</i>			13,000	13,000	13,000	13,000
	C <i>VIPS Uniforms, other</i>			9,000	9,000	5,000	5,000
	<i>Mid-yr Budget Adjustment</i>						
	<i>Subtotal</i>	18,591	24,901	45,500	45,500	35,500	35,500
2150	V TRAINING	1,006	1,379	3,500	3,500	2,000	2,000
2230	PROFESSIONAL SERVICES						
	I <i>Trauma intervention program</i>			4,750	4,750	5,000	5,000
	V <i>DHHS Intervention specialist</i>			71,000	71,000	77,000	80,000
	V <i>California Youth Services Sponsorship</i>			2,500	2,500	2,500	2,500
	I <i>Crossing guards</i>			60,000	45,000	68,000	70,000
	<i>Mid-yr Budget Adj</i>						
	<i>Subtotal</i>	125,356	119,976	138,250	123,250	152,500	157,500
2240	I REIMBURSABLE COSTS	168,496	74,607	-	-	-	-
2270	V TRAVEL, CONF. & MEETINGS	3,562	14,897	15,000	15,000	15,000	15,000
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	-	-	-	-	-
2330	POLICE SERVICES						
	C <i>Contract services</i>			13,925,906	13,248,819	13,575,000	14,500,000
	I <i>OCSD Special Event Security (Reimb 01-60-6689)</i>			99,225	50,000	100,000	100,000
	C <i>Automated Finger Print System</i>			19,890	19,890	19,000	19,000
	C <i>Mid-yr Budget Adjustment</i>				(400,000)		
	<i>Subtotal</i>	12,458,647	12,897,666	14,045,021	12,918,709	13,694,000	14,619,000
TOTAL MATERIALS & SERVICES		12,808,771	13,164,745	14,291,871	13,146,559	13,937,000	14,867,000

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

<u>L*</u>	FY19	FY20	FY21	FY21	FY22	FY23
CAPITAL OUTLAY	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
3010 V FURNITURE & EQUIPMENT	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
GRAND TOTAL EXPENDITURES	\$ 12,808,771	\$ 13,195,210	\$ 14,330,403	\$ 13,184,264	\$ 13,975,532	\$ 14,906,688

*Level of Service Importance = Core, Important, Value-added
1x=One-Time Cost

	Budget	Amended	Adopted	Adopted
	<u>FY21</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Program 61, \$\$				
Core	\$ 14,033,896	\$ 12,952,809	\$ 13,665,500	\$ 14,590,500
Important	204,007	138,955	213,032	216,188
Value-added	92,500	92,500	97,000	100,000
One-time	-	-	-	-
Total	<u>\$ 14,330,403</u>	<u>\$ 13,184,264</u>	<u>\$ 13,975,532</u>	<u>\$ 14,906,688</u>
	-	-	-	-
Program 61, %				
Core	97.9%	98.2%	97.8%	97.9%
Important	1.4%	1.1%	1.5%	1.5%
Value-added	0.6%	0.7%	0.7%	0.7%
One-time	0.0%	0.0%	0.0%	0.0%
Total	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

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

<u>L*</u>		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
MATERIALS & SERVICES						
2030	V EQUIPMENT MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -
2050	V VEHICLE MAINTENANCE	-	-	-	-	-
2070	V OFFICE SUPPLIES <i>Neighborhood/business watch materials, misc.</i>	4,009	-	-	-	-
2110	V OPERATING SUPPLIES <i>Volunteer uniforms, misc.</i>	3,169	-	-	-	-
2150	V TRAINING	345	-	-	-	-
2270	V TRAVEL, CONF. & MEETINGS VOLUNTEER RECOGNITION EVENT - NEW	11,619	-	-	-	-
2290	V MILEAGE REIMBURSEMENT	-	-	-	-	-
TOTAL MATERIALS & SERVICES		19,142	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 19,142	\$ -	\$ -	\$ -	\$ -

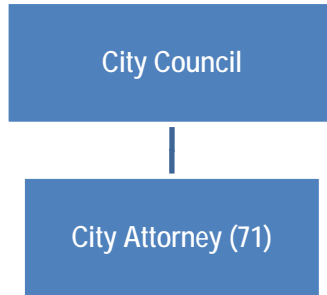
*Level of Service Importance = Core, Important, Value-added
1x=One-Time Cost

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City of Dana Point
Department: City Attorney
Program: City Attorney

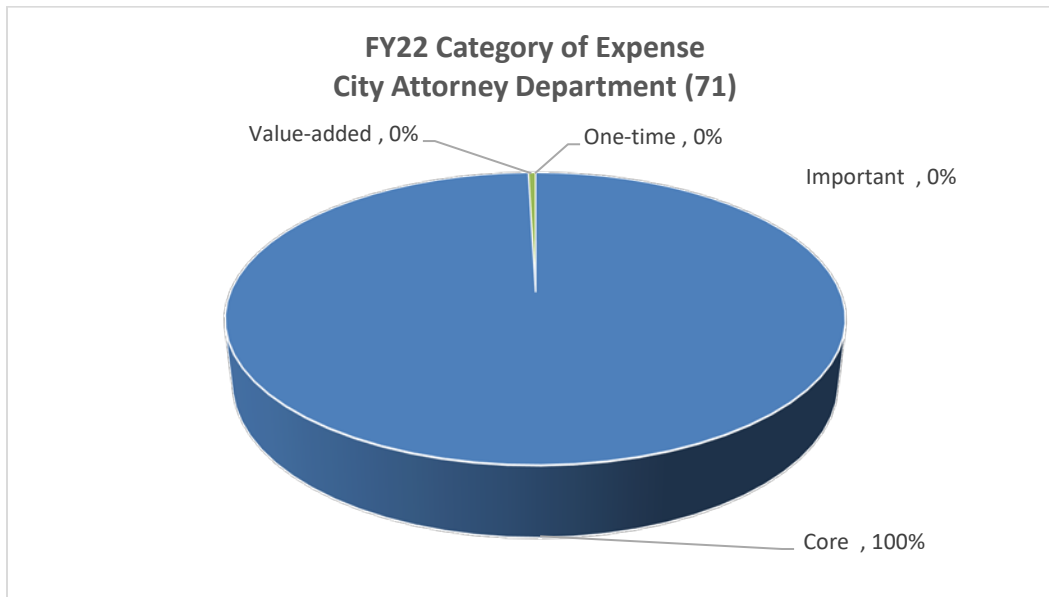
Patrick Munoz, City Attorney

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 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 codes, and gives assistance and advice for City-related litigation handled by the City’s insurer, California Joint Powers Insurance Authority (CJPIA). City Attorney services are currently provided via a contract with the law firm Rutan and Tucker.



Program	Fiscal Year 2020 Actual	Fiscal Year 2021 Amended	Fiscal Year 2022 Adopted	Fiscal Year 2023 Adopted	Fiscal Year 2022 FTE
City Attorney (71)	\$ 12,621	\$ 7,500	\$ 1,108,000	\$ 1,112,000	0
Total	\$ 12,621	\$ 7,500	\$ 1,108,000	\$ 1,112,000	0

Category of Expense:



FY22 & FY23 KEY INITIATIVES

To achieve the City's Strategic Goals as set by the Strategic Plan, the City Attorney's Office sets the following objectives:

- Continue to provide legal advice and opinions as requested;
- Continue to provide employee training in regards to legal matters applicable to City business and government employment;
- Continue to review and prepare ordinances, resolutions, written opinions and contractual agreements;
- Continue to attend meetings of the City Council and Planning Commission to advise upon the legality of all activity;
- Continue to enforce City codes and prosecute violators;
- Continue to review and process claims against the City not covered by CJPIA, including legal defense in select situations;
- Continue to initiate legal action when deemed necessary or proper by the City Council;
- Continue to provide timely legal advice to City Council, City staff, Planning Commission, Traffic Commission, and other advisory boards;
- Continue to provide all-purpose litigation capability on behalf of the City.

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

		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
L*						
MATERIALS & SERVICES						
2130	C BOOKS & SUBSCRIPTIONS	\$ 9,079	\$ 12,621	\$ 7,500	\$ 13,000	\$ 13,000
	<i>Legal code updates</i>					
2310	CITY ATTORNEY SERVICES					
	C Retainer			134,000	130,000	134,000
	V O.C. Muni code violation custody fees			5,000	5,000	5,000
	C Muni code violations/prosecution			325,000	400,000	400,000
	C General legal services (non-litigation)			425,000	500,000	500,000
	C Legal Reimbursements Development (01-60-6687)			10,000	10,000	10,000
	C City Attorney Litigation Costs			50,000	50,000	50,000
	<i>Mid-year budget adj.</i>			360,000		
	<i>Subtotal</i>	1,411,082	1,787,218	1,309,000	1,095,000	1,099,000
2320	n/a ALLOCATED CITY ATTORNEY (Elim. FY22)	-	(1,787,218)	(1,309,000)	-	-
TOTAL MATERIALS & SERVICES		1,420,161	12,621	7,500	1,108,000	1,112,000
GRAND TOTAL EXPENDITURES		\$ 1,420,161	\$ 12,621	\$ 7,500	\$ 1,108,000	\$ 1,112,000
REVENUE BUDGET						
01-60-6687	LEGAL REIMBURSEMENTS-DEVELOPMENT	\$ 32,739	\$ 59,695	\$ 10,000	\$ 10,000	\$ 10,000
01-60-6688	LEGAL REIMBURSEMENTS-OTHER	169,722	238,834	30,000	30,000	30,000
TOTAL REVENUE BUDGET		\$ 202,461	\$ 298,529	\$ 40,000	\$ 40,000	\$ 40,000

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

		Amended	Adopted	Adopted
		<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Program 71, \$\$				
	Core	\$ 2,500	\$ 1,103,000	\$ 1,107,000
	Important	-	-	-
	Value-added	5,000	5,000	5,000
	One-time	-	-	-
	Total	\$ 7,500	\$ 1,108,000	\$ 1,112,000
Program 71, %				
	Core	33.3%	99.5%	99.6%
	Important	0.0%	0.0%	0.0%
	Value-added	66.7%	0.5%	0.4%
	One-time	0.0%	0.0%	0.0%
	Total	100.0%	100.0%	100.0%

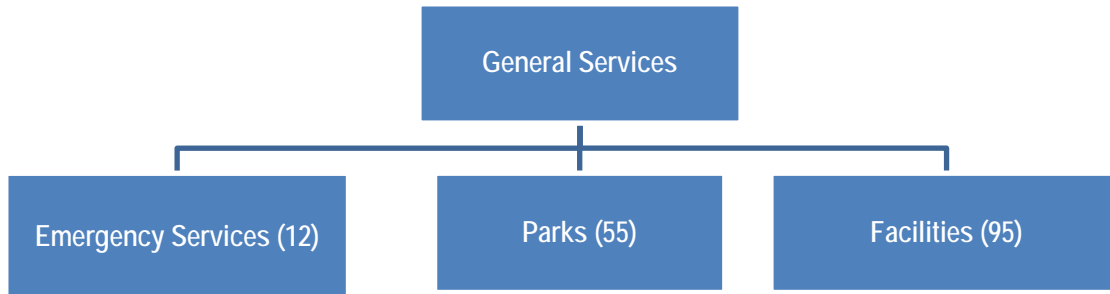
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City of Dana Point
Department: General Services
Programs: Emergency Services, Parks and Facilities

Robert Sedita, Director of General Services. Tenure with City, 5 years.

Strategic Plan Goal 1: Livable Community & World Class Place – Dana Point prides itself in creating and maintaining a safe, livable and unique world class city.

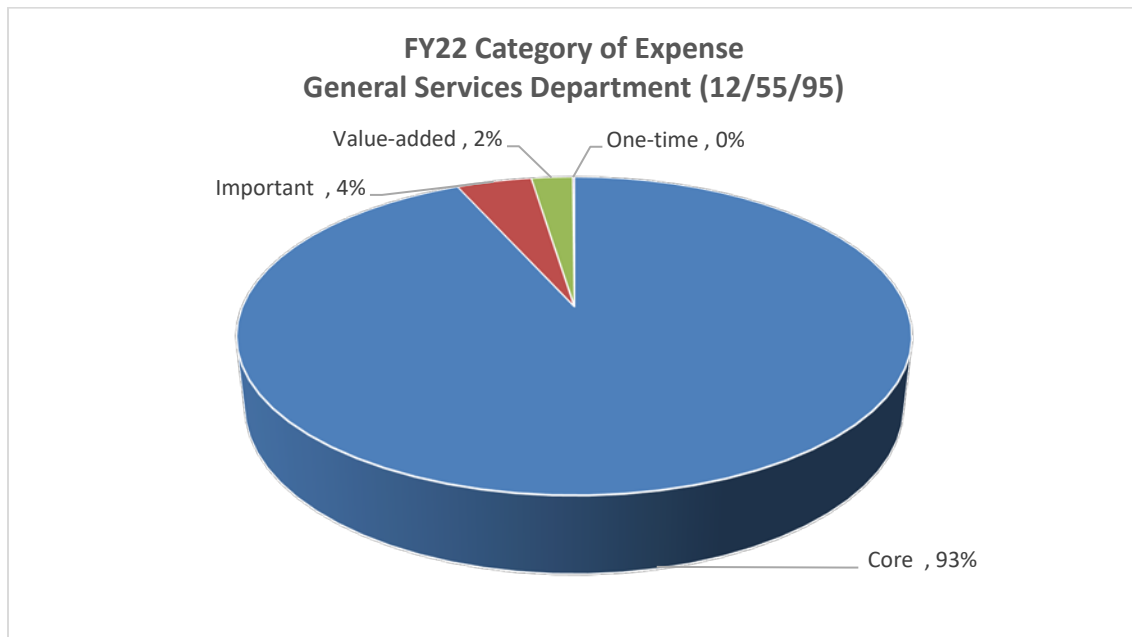
The Department encompasses the Parks, Facilities, and Emergency Services Divisions. These divisions oversee maintenance of all parks, facilities and street medians, and manages the City’s Emergency Operations Center, Community Emergency Response Team (CERT), Disaster Preparedness Program, Public Safety Wireless Network, Fleet and Information Technology.



Program	Fiscal Year 2020 Actual	Fiscal Year 2021 Amended	Fiscal Year 2022 Adopted	Fiscal Year 2023 Adopted	Fiscal Year 2022 FTE
Emergency Services (12)	\$ 454,530	\$ 459,798	\$ 480,472	\$ 472,459	2
Parks (55)	\$ 3,494,689	\$ 3,322,296	\$ 3,543,802	\$ 3,551,349	4
Facilities (95)	\$ 860,541	\$ 910,392	\$ 907,472	\$ 902,618	2
Total*	\$ 4,809,760	\$ 4,692,486	\$ 4,931,746	\$ 4,426,426	8

**Note that General Services also oversees administration of the City’s information technology function; however, the related budget is summarized in the Administrative Services Department but can be seen separately as line items in the Non-Department (99) budget.*

Category of Expense:



EMERGENCY SERVICES coordinates disaster preparedness, response and recovery programs as set forth in State and Federal regulations, and the City's Emergency Plan and Continuity of Operating Plan. The Division manages the City's Emergency Operations Center, provides Staff training, coordinates public training opportunities, communicates emergency preparedness information, coordinates the Community Emergency Response Team (CERT) program, and maintains agency partnerships critical to emergency preparedness, response and recovery. The Division also manages and maintains the public safety wireless mesh network and camera system.

PARKS is responsible for the City's 29 beautiful parks, including a community garden. 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 have security lighting. The cornerstone of the City's parks is Del Obispo Park, which features a 15,000 sq. ft. Community Center with a gymnasium, Senior Center, restroom/concession stand, three lighted ball fields, a handball court, two tennis courts, and one outdoor and two indoor basketball courts. In addition, this Division is responsible for maintaining the 30.5 acres of publicly-owned, landscaped medians and right-of-way trees.

FACILITIES provides for equipment, operating supplies, resources and labor to manage all aspects of City-owned buildings; this includes preventative maintenance, repairs, custodial services, tenant-space improvements, contract and project management. The current inventory of City facilities includes: City Hall; Del Obispo Community Center; Nature Interpretive Center; Del Obispo Sports Park (Restrooms and Concession facility);

Creekside, Sea Canyon, Lantern Bay, and Sunset Parks (Restroom facilities); PCH Pedestrian Bridge; Strand Funicular inclined elevator; and the South Strands Restroom.

BUDGET ACCOMPLISHMENTS FOR FY20 & FY21

- Maintained the City's Public Safety Wireless Network to support law enforcement operations, disaster response and traffic management capabilities;
- Prepared and submitted the Nuclear Power Preparedness (NPP) budget and annual reimbursement claims;
- Participated in the Interjurisdictional Planning Committee (IPC) charged with maintaining emergency plans for the decommissioning of San Onofre Nuclear Generating Station (SONGS);
- Updated and adopted new Memorandum of Understanding between IPC and SONGS;
- Renovated parks including the playground areas at Lantern Bay Park and Sunset Park, and restrooms at Sea Canyon Park and South Strands;
- Installed rubberized playground surfacing at Dana Crest Park;
- Repainted and replaced the fascia and railing, resurfaced the second floor deck areas, and painted at City Hall;
- Replaced the Blufftop Trail railing;
- Completed Scenic Drive Overlook platform;
- Activated the Emergency Operations Center for a total of 55 Days (52 days at the start of COVID-19 and 3 days for protests held in Dana Point);
- Held Community Emergency Response Team (CERT) training;
- Planned and deployed responses to COVID-19 pandemic, including procurement of personal protective equipment for Staff, installed germ shields, temperature screening stations and new windows at City facilities, implemented telecommuting program, and purchased HEPA filters for increased air circulation;
- Assigned the City's Emergency Services Coordinator to the Orange County Fire Authority to manage logistics at COVID-19 vaccine distribution supersites;
- Issued a Request for Proposal for IT Support Services and approved a vendor to provide support for City IT Services;
- Upgraded the City Council Chambers audio and video equipment;
- Upgraded the Emergency Operations Center audio and video; and
- Completed and adopted the new Operations Contingency Plan.

FY22 & FY23 KEY INITIATIVES

To achieve City's Strategic Goals as set by the Strategic Plan, General Services sets the following objectives.

- Continue to develop, enhance, and maintain the City's parks and facilities to a high standard, by continuing to upgrade and repair our parks and facilities, including renovating Shipwreck Park, replacing safety fencing at the Del Obispo Sports Fields, repainting the Community Center, and upgrading park facilities with rubberized surfacing under play structures (Strategic Goal 1. Livable Community and World Class Place);
- Prepare the City for natural and man-made disasters and emergencies by continually updating the Dana Point Emergency Plan, hold at least one emergency preparedness exercise per year, continue to participate on the Interjurisdictional Planning Committee, and monitor plans and activities associated with the decommissioning and dismantlement of San Onofre Nuclear Generating Station (Strategic Goal 1. Livable Community and World Class Place);
- Continue to promote positive customer service (Strategic Goal 1: Livable Community & World Class Place);
- Reduce the overall consumption of electricity, fuel and water by continuing to transition to reclaimed water, install drought tolerant landscaping and transition to more fuel efficient vehicles within the City's fleet (Strategic Goal 4. Preserve & Enhance Environmental health & Sustainability); and
- Continue to implement facilities projects budgeted in Fund 12 (Strategic Goal 1. Livable Community and World Class Place).

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

		FY19	FY20	FY21	FY22	FY23
<u>L*</u>		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
1010	C SALARIES	\$ 135,330	\$ 203,677	\$ 272,395	\$ 305,069	\$ 301,090
1030	I HOURLY	32,317	27,253	16,090	16,443	16,936
1050	OVERTIME	-	-	-	-	-
1170	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	13,540	6,627	33,300	33,900	34,500
1120	C RETIREMENT BENEFITS	18,560	24,178	28,880	29,398	29,322
1140	C MEDI-TAX 1.45%	2,492	3,524	4,183	4,662	4,611
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	OUTSIDE ASSISTANCE	-	-	-	-	-
1990	C PERSONNEL ALLOCATION	(106,803)	-	-	-	-
TOTAL PERSONNEL		95,436	265,260	354,848	389,472	386,459
MATERIALS & SERVICES						
2010	COMMUNICATIONS					
	C <i>Satellite phone - Emergency Communications</i>			1,500	1,500	1,500
	C <i>Radio equipment</i>			1,000	1,000	1,000
	C <i>Orange County 800MHz system</i>			1,250	1,300	1,300
	C <i>Wireless data units</i>			3,500	3,500	3,500
	C <i>Cell phones</i>			2,500	2,500	2,500
	<i>Subtotal</i>	2,749	3,374	9,750	9,800	9,800
2030	EQUIPMENT MAINTENANCE					
	C Communications maintenance			1,000	1,000	1,000
	C EOC software maintenance			5,000	5,000	5,000
	C EOC Equipment maintenance			4,000	4,000	4,000
	C Emergency generator maintenance			4,500	5,000	5,000
	Mid-yr Budget Adjustment					
	<i>Subtotal</i>	28,253	6,259	14,500	15,000	15,000
2040	I COPIER USAGE	993	1,445	1,200	1,500	1,500
2050	VEHICLE MAINTENANCE (moved to dept 99 FY18)	-	-	-	-	-
2070	C OFFICE SUPPLIES	988	1,913	4,000	2,000	2,000
2090	I MEMBERSHIPS & DUES	-	670	200	200	200
2110	OPERATING SUPPLIES					
	C <i>Community Emergency Response Team program</i>			8,000	8,000	8,000
	C <i>NOAA storm-ready tsunami certification program</i>			2,000	2,000	2,000
	C <i>EOC maintenance</i>			6,000	6,000	6,000
	C <i>Community Preparedness Events</i>			15,000	12,000	12,000
	C <i>Disaster supplies rotation</i>			5,500	5,500	5,500
	C <i>Emergency response supplies</i>			6,000	6,000	6,000
	C <i>Mid-yr Budget Adjustment</i>					
	<i>Subtotal</i>	8,036	27,656	42,500	39,500	39,500
2150	C TRAINING	-	903	3,300	3,500	3,500
2230	PROFESSIONAL SERVICES	-	32,835	5,000	5,000	5,000
	I <i>Wireless Mesh maintenance (move to 99-2590)</i>					
2270	I TRAVEL, CONF. & MEETINGS	1,267	966	2,500	2,500	2,500
2290	C MILEAGE REIMBURSEMENT	1,936	6,362	7,000	7,000	7,000
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	85,878	15,000	-	-
TOTAL MATERIALS & SERVICES		44,222	168,261	104,950	86,000	86,000

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

<u>L*</u>	FY19 <u>Actual</u>	FY20 <u>Actual</u>	FY21 <u>Amended</u>	FY22 <u>Adopted</u>	FY23 <u>Adopted</u>
CAPITAL OUTLAY					
3010 FURNITURE & EQUIPMENT	-	21,009	-	5,000	-
TOTAL CAPITAL OUTLAY	-	21,009	-	5,000	-
GRAND TOTAL EXPENDITURES	<u>\$ 139,658</u>	<u>\$ 454,530</u>	<u>\$ 459,798</u>	<u>\$ 480,472</u>	<u>\$ 472,459</u>

*Level of Service Importance = Core, Important, Value-added
 1x=One-time Cost

	Amended <u>FY21</u>	Adopted <u>FY22</u>	Adopted <u>FY23</u>
Program 12, \$\$			
Core	\$ 427,808	\$ 442,829	\$ 439,323
Important	31,990	32,643	33,136
Value-added	-	-	-
One-time	-	5,000	-
Total	<u>\$ 459,798</u>	<u>\$ 480,472</u>	<u>\$ 472,459</u>
	-	-	-
Program 12, %			
Core	93.0%	92.2%	93.0%
Important	7.0%	6.8%	7.0%
Value-added	0.0%	0.0%	0.0%
One-time	0.0%	1.0%	0.0%
Total	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

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

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
L*						
PERSONNEL						
1010	C SALARIES	\$ 334,711	\$ 288,605	\$ 296,347	\$ 324,826	\$ 317,638
1030	I HOURLY	12,595	14,700	16,090	16,443	16,936
1050	I OVERTIME	6,000	9,893	17,500	12,500	12,500
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	62,013	57,631	62,400	64,800	67,200
1120	C RETIREMENT BENEFITS	28,845	26,072	28,576	28,454	28,392
1140	C MEDI-TAX 1.45%	5,664	4,909	4,784	5,130	5,033
1199	ORGANIZATIONAL SAVINGS	-	-	(60,000)	-	-
1200	OUTSIDE ASSISTANCE	-	-	-	-	-
1990	PERSONNEL ALLOCATION	-	-	-	-	-
TOTAL PERSONNEL		449,828	401,810	365,696	452,152	447,699
MATERIALS & SERVICES						
2010	C COMMUNICATIONS	3,496	3,601	3,600	3,650	3,650
2050	VEHICLE MAINTENANCE	-	-	-	-	-
2070	C OFFICE SUPPLIES	268	485	1,000	1,000	1,000
2090	V MEMBERSHIPS & DUES	-	1,785	1,000	1,000	1,000
	<i>CPRS(2); ISA; Marine/Bio orgs.; WSN</i>					
2110	OPERATING SUPPLIES					
	C <i>Repair & installation - mutt mitt dispensers</i>			1,000	1,000	1,000
	C <i>Employee uniforms</i>			2,000	2,000	2,000
	C <i>Mutt mitts</i>			24,000	24,000	24,000
	C <i>Small tools/hardware</i>			40,000	40,000	40,000
	C <i>NIC Printed Materials, Tools/Field Equip./workshops</i>			9,000	9,000	9,000
	<i>Mid-yr. Budget Adjustment</i>					
	<i>Subtotal</i>	<i>77,087</i>	<i>68,343</i>	<i>76,000</i>	<i>76,000</i>	<i>76,000</i>
2150	I TRAINING (<i>staff & docents</i>)	987	1,078	3,000	3,000	3,000
2190	FACIL & EQUIP LEASE/RENTAL					
	V <i>Portable toilets (temporary use)</i>			1,500	2,000	2,000
	V <i>Mid-yr. budget adjustment</i>					
	<i>Subtotal</i>	<i>-</i>	<i>810</i>	<i>1,500</i>	<i>2,000</i>	<i>2,000</i>
2210	UTILITIES					
	C <i>Water/sewer</i>			620,000	630,000	640,000
	V <i>Sportspark lights - Del Obispo and DHHS</i>			58,000	60,000	62,000
	C <i>Security lighting & irrigation controllers</i>			52,000	52,000	52,000
	C <i>Mid-yr. budget adjustment</i>					
	<i>Subtotal</i>	<i>689,385</i>	<i>658,641</i>	<i>730,000</i>	<i>742,000</i>	<i>754,000</i>
2230	PROFESSIONAL SERVICES					
	C <i>Playground Inspections</i>			15,000	15,000	15,000
	C <i>Bee removal</i>			1,500	1,500	1,500
	I <i>Vandalism repair/Graffiti abatement</i>			20,000	20,000	20,000
	C <i>Veterans Memorial Annual Plaque Names Update</i>				2,000	2,000
	V <i>Holiday Lights Program</i>			28,000	28,000	28,000
	<i>Mid-yr. Budget Adjustment</i>					
	<i>Subtotal</i>	<i>41,162</i>	<i>30,459</i>	<i>64,500</i>	<i>66,500</i>	<i>66,500</i>
2270	V TRAVEL, CONF. & MEETINGS	-	140	5,500	5,500	5,500
2290	I MILEAGE REIMBURSEMENT	621	827	500	1,000	1,000
2320	C ALLOCATED CITY ATTORNEY (see Dept. 71)	-	-	-	-	-
2450	LANDSCAPE (MEDIANS)					
	C <i>Annual maintenance</i>			455,000	475,000	475,000
	C <i>Emergency repairs</i>			60,000	60,000	60,000
	C <i>Median & parkway landscape repair/replacement</i>			60,000	60,000	60,000
	C <i>Mid-yr. budget adjustment (fy19 1x Trail Overlook)</i>					
	<i>Subtotal</i>	<i>613,972</i>	<i>630,708</i>	<i>575,000</i>	<i>595,000</i>	<i>595,000</i>
2470	C TREE MAINTENANCE	570,000	664,980	590,000	610,000	600,000

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

		<u>FY19</u> <u>Actual</u>	<u>FY20</u> <u>Actual</u>	<u>FY21</u> <u>Amended</u>	<u>FY22</u> <u>Adopted</u>	<u>FY23</u> <u>Adopted</u>
2550	L* PARK MAINTENANCE					
	<i>Landscape:</i>					
	C Annual maintenance			555,000	605,000	605,000
	C Emergency Repairs			15,000	15,000	15,000
	I Ballfields - maintenance/infield renovation			100,000	125,000	125,000
	SJC Skatepark MOU - Landscaping (FY23+)					15,000
	<i>Hardscape:</i>					
	C Light standards (repl. rusted/rotten)			30,000	30,000	30,000
	C Hardscape repair/replacement			70,000	70,000	70,000
	C Playground maintenance/repair			30,000	30,000	30,000
	C Park sign replacement			10,000	15,000	10,000
	<i>Irrigation/Drainage/Water Distribution:</i>					
	C Backflow preventers (preventative maint/testing)			5,000	5,000	5,000
	C Park equipment repair, maintenance & replacement			90,000	90,000	90,000
	C Mid-year Budget Adjustments					
	Subtotal	1,100,412	1,031,022	905,000	985,000	995,000
TOTAL MATERIALS & SERVICES		3,097,390	3,092,879	2,956,600	3,091,650	3,103,650
CAPITAL OUTLAY						
3010	FURNITURE & EQUIPMENT	-	-	-	-	-
3050	PARK STRUCT. & IMPROVEMENTS	44,631	-	-	-	-
TOTAL CAPITAL OUTLAY		44,631	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 3,591,849	\$ 3,494,689	\$ 3,322,296	\$ 3,543,802	\$ 3,551,349

*Level of Service Importance = Core, Important, Value-added

		<u>Amended</u> <u>FY21</u>	<u>Adopted</u> <u>FY22</u>	<u>Adopted</u> <u>FY23</u>
1x=One-Time Cost				
Program 55, \$\$				
Core		\$ 3,071,207	\$ 3,269,360	\$ 3,259,413
Important		157,090	177,943	193,436
Value-added		94,000	96,500	98,500
One-Time		-	-	-
Total		\$ 3,322,296	\$ 3,543,802	\$ 3,551,349
Program 55, %				
Core		92.4%	92.3%	91.8%
Important		4.7%	5.0%	5.4%
Value-added		2.8%	2.7%	2.8%
One-Time		0.0%	0.0%	0.0%
Total		100.0%	100.0%	100.0%

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

		FY19	FY20	FY21	FY22	FY23
		<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
PERSONNEL						
	L*					
1010	C SALARIES (<i>moved Facilities Mngr from Dept 12 FY20</i>)	\$ 105,246	\$ 163,484	\$ 169,778	\$ 186,756	\$ 182,620
1030	HOURLY (<i>Maintenance Worker</i>)	-	-	-	-	-
1050	C OVERTIME (<i>emergency response</i>)	937	2,074	4,000	2,000	2,000
1070	PLANNING COMMISSION STIPENDS	-	-	-	-	-
1100	C CAFETERIA BENEFITS	23,458	30,391	31,200	32,400	33,600
1120	C RETIREMENT BENEFITS	7,164	11,389	12,794	13,329	13,272
1140	C MEDI-TAX 1.45%	1,610	2,440	2,520	2,737	2,677
1199	ORGANIZATIONAL SAVINGS	-	-	-	-	-
1200	OUTSIDE ASSISTANCE	-	-	-	-	-
1990	PERSONNEL ALLOCATION	106,803	-	-	-	-
TOTAL PERSONNEL		245,218	209,779	220,292	237,222	234,169
MATERIALS & SERVICES						
2010	C COMMUNICATIONS (cells)	1,648	1,077	1,700	1,700	1,700
2030	EQUIPMENT & FACILITY MAINTENANCE					
	C <i>Building maintenance & custodial services contract</i>			252,000	260,000	260,000
	C <i>Building pest control</i>			10,500	12,000	12,000
	C <i>Elevator maintenance contract</i>			14,000	15,000	15,000
	C <i>Sewer pump station maint (Comm Ctr. & Strand Bch)</i>			12,000	15,000	15,000
	C <i>HVAC maintenance/replacement</i>			35,000	30,000	30,000
	C <i>Annual fire extinguisher and sprinkler inspection</i>			4,000	4,000	4,000
	C <i>Floor mats / carpet cleaning</i>			3,000	3,000	3,000
	C <i>Facility security systems (alarm, surveillance)</i>			17,000	17,000	20,000
	C <i>Strand shower maintenance</i>			9,000	10,000	10,000
	C <i>Electrical contractor</i>			5,000	5,000	5,000
	C <i>Misc. painting</i>			5,000	5,000	5,000
	C <i>Plumbing contractor</i>			10,000	15,000	10,000
	C <i>EFC Equipment Replacement</i>			13,000	13,000	13,000
	C <i>Unanticipated building repairs</i>			10,000	10,000	10,000
	C <i>Mid-yr. Budget Adj.</i>			45,000		
	<i>Subtotal</i>	479,778	471,156	444,500	414,000	412,000
2050	VEHICLE MAINTENANCE (<i>moved to dept 99 FY18</i>)	-	-	-	-	-
2070	C OFFICE SUPPLIES	26	-	-	-	-
2110	OPERATING SUPPLIES					
	C <i>CMMS Software (shared with Parks)</i>			20,000	20,000	20,000
	C <i>Electrical/Plumbing supplies</i>			7,000	7,000	7,000
	C <i>Paint and supplies</i>			2,000	2,000	2,000
	C <i>General Hardware/Maintenance Supplies</i>			28,000	28,000	28,000
	C <i>Custodial Supplies</i>			15,000	15,000	15,000
	<i>Mid-yr. Budget Adj.</i>					
	<i>Subtotal</i>	60,865	49,927	72,000	72,000	72,000
2150	I TRAINING	-	982	1,000	1,000	1,000

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

		<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
	L*	<u>Actual</u>	<u>Actual</u>	<u>Amended</u>	<u>Adopted</u>	<u>Adopted</u>
2210	UTILITIES					
	Community Center:					
	C Water			5,500	6,000	6,000
	C Gas			1,600	1,600	1,600
	C Electricity - building			28,000	28,000	28,000
	Nature Interpretive Center/Area:					
	C Water			4,500	4,500	4,500
	C Electricity			650	650	650
	Strands Restroom:					
	C Water			5,000	5,000	5,000
	C Electricity			650	650	650
	City Plaza:					
	C Electricity			102,000	102,000	102,000
	C Water/sewer			11,000	11,000	11,000
	C Data service (SCWD/Mesh)			-	-	-
	Other:					
	C Property taxes			2,000	2,000	2,000
	C Mid-yr. Budget Adj.					
	Subtotal	142,263	127,484	160,900	161,400	161,400
2230	PROFESSIONAL SERVICES					
	V PCH Bridge Security (to Custodial Contract FY20)		-	-	-	-
	V Facility Design/Mntce.		-	-	20,000	20,000
	Mid-yr. Budget Adj.			10,000		
	Subtotal	36,500	-	10,000	20,000	20,000
2290	C MILEAGE REIMBURSEMENT	367	136	-	150	150
TOTAL MATERIALS & SERVICES		721,447	650,762	690,100	670,250	668,250
CAPITAL OUTLAY						
3010	FURNITURE & EQUIPMENT	-	-	-	-	-
3030	FACILITY IMPROVEMENTS	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-
GRAND TOTAL EXPENDITURES		\$ 966,665	\$ 860,541	\$ 910,392	\$ 907,472	\$ 902,419

*Level of Service Importance = Core, Important, Value-added

1x=One-Time Cost

	Amended	Adopted	Adopted
	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Program 95, \$\$			
Core	\$ 899,392	\$ 886,472	\$ 881,419
Important	1,000	1,000	1,000
Value-added	10,000	20,000	20,000
One-time	-	-	-
Total	<u>\$ 910,392</u>	<u>\$ 907,472</u>	<u>\$ 902,419</u>
	-	-	-
Program 95, %			
Core	98.8%	97.7%	97.7%
Important	0.1%	0.1%	0.1%
Value-added	1.1%	2.2%	2.2%
One-time	0.0%	0.0%	0.0%
Total	<u>100.0%</u>	<u>100.0%</u>	<u>100.0%</u>

SPECIAL REVENUE FUNDS

SPECIAL REVENUE FUNDS

The City utilizes nine separate Special Revenue funds to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt or capital projects. The restrictions on use must be imposed by external parties (e.g. State, Federal or other agency; and/or by law). The City's nine funds include: Gas Tax (02); Measure M (04); AB2766 (05); Coastal Transit (06); Tourism Business Improvement District (07); Road Maintenance & Rehabilitation Act (08); Headlands Habitat (09); Supplemental Law Enforcement Services (25); and, CFD 2006-1 Facilities Maintenance (27). Each has its own unique restrictions as to use, which is described on the Change in Fund Balance pages referenced below.

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Gas Tax (02):	
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Measure M (04):	
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City of Dana Point
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 cities by population. Use is restricted to street construction and maintenance. In March 2017, the Road Repair and Accountability Act was passed and provides funds for local streets maintenance; note that these funds are accounted for in Fund 08. Dana Point receives Gas Tax due to five California Code Sections: 2103, 2105, 2106, 2107 and 2107.5.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$ 8,722	\$ 582,939	\$ 1,008,380	\$ 1,250,032	\$ 528,043
Revenues and Sources					
Gasoline taxes - Section 2103 (CIP Fund 11)	113,822	236,159	290,540	303,000	302,000
Gasoline taxes - Section 2105 (GPF Fund 01)	186,935	174,707	182,299	197,000	190,000
Gasoline taxes - Section 2106 (GPF Fund 01)	127,132	112,745	121,858	124,000	127,000
Gasoline taxes - Section 2107 (GPF Fund 01)	235,091	220,601	219,389	232,000	228,000
Gasoline taxes - Section 2107.5 (GPF Fund 01)	6,000	6,000	6,000	6,000	6,000
TCRF Loan Repayment - 3 years (CIP)	38,422	38,503	-	-	-
Investment Income	21,894	13,468	9,000	12,000	8,000
Unrealized Gain/Loss	12,923	19,308	-	-	-
Transfer-In from CIP Fund	-	-	-	-	-
Total Revenues and Sources	742,219	821,493	829,086	874,000	861,000
Expenditures and Uses					
Transfer Out to General Fund	-	-	-	-	-
Transfer Out to CIP Fund	168,002	396,051	587,434	1,595,989	850,000
Total Expenditures and Uses	168,002	396,051	587,434	1,595,989	850,000
Ending Fund Balance	\$ 582,939	\$ 1,008,380	\$ 1,250,032	\$ 528,043	\$ 539,043

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

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
REVENUES & TRANSFERS-IN:						
02-10-6121	HWY USERS TAX - SEC 2106 (TO GPF)	\$ 127,132	\$ 112,745	\$ 121,858	\$ 124,000	\$ 127,000
02-10-6123	HWY USERS TAX - SEC 2107 (TO GPF)	235,091	220,601	219,389	232,000	228,000
02-10-6125	HWY USERS TAX - SEC 2107.5 (TO GPF)	6,000	6,000	6,000	6,000	6,000
02-10-6127	HWY USERS TAX - SEC 2105 (TO GPF)	186,935	174,707	182,299	197,000	190,000
02-10-6129	HWY USERS TAX - SEC 2103 (TO CIP)	113,822	236,159	290,540	303,000	302,000
02-10-6133	ROAD MAINTENANCE & REHAB (TO CIP)	38,422	38,503	-	-	-
02-40-6403	INVESTMENT INCOME	21,894	13,468	9,000	12,000	8,000
02-40-6413	UNREALIZED GAIN/LOSS	12,923	19,308	-	-	-
02-90-6911	TRANSFER IN - FROM CIP	-	-	-	-	-
	Total Revenues & Transfers-in	<u>\$ 742,219</u>	<u>\$ 821,493</u>	<u>\$ 829,086</u>	<u>\$ 874,000</u>	<u>\$ 861,000</u>
EXPENDITURES & TRANSFERS OUT:						
02-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -
02-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	168,002	396,051	587,434	1,609,000	850,000
	Total Expenditures & Transfers-out	<u>\$ 168,002</u>	<u>\$ 396,051</u>	<u>\$ 587,434</u>	<u>\$ 1,609,000</u>	<u>\$ 850,000</u>

City of Dana Point
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 will be assessed through 2041 and is used for qualifying capital projects (CIP) and Senior Mobility Program (SMP). The CIP projects are funded by transfers to the City's CIP Fund, and the SMP is paid directly from this fund.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$166,678	\$838,016	\$949,250	\$216,202	\$141,202
Revenues and Sources:					
Measure M Taxes	615,903	620,107	530,039	562,000	591,000
Investment Income	10,358	14,257	5,000	5,000	5,000
Unrealized Gain/Loss	16,505	6,297	-	-	-
Intergov't Cost Reimb. (Senior Mobility)	53,555	53,989	50,000	55,000	55,000
Total Revenues and Sources	<u>696,322</u>	<u>694,650</u>	<u>585,039</u>	<u>622,000</u>	<u>651,000</u>
Expenditures and Uses:					
Senior Mobility Program	23,870	24,516	65,000	65,000	65,000
Transfer Out to General Fund	-	-	-	-	-
Transfer Out to CIP Fund	1,114	558,900	1,253,087	632,000	546,000
Total Expenditures and Uses	<u>24,984</u>	<u>583,416</u>	<u>1,318,087</u>	<u>697,000</u>	<u>611,000</u>
Ending Fund Balance	<u>\$ 838,016</u>	<u>\$ 949,250</u>	<u>\$ 216,202</u>	<u>\$ 141,202</u>	<u>\$ 181,202</u>
Fund Balance Details:					
Restricted for Senior Mobility	103,659	134,272	79,659	70,359	60,359
Restricted for Capital Projects	734,357	814,978	136,543	70,843	120,843
Ending Fund Balance	<u>\$ 838,016</u>	<u>\$ 949,250</u>	<u>\$ 216,202</u>	<u>\$ 141,202</u>	<u>\$ 181,202</u>

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

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
REVENUES & TRANSFERS-IN:						
04-10-6141	MEASURE M REVENUES	\$ 615,903	\$ 620,107	\$ 530,039	\$ 562,000	\$ 591,000
04-40-6403	INVESTMENT INCOME	10,358	14,257	5,000	5,000	5,000
04-40-6413	UNREALIZED GAIN/LOSS	16,505	6,297	-	-	-
04-50-6521	INTERGOV'T COST REIMB (Senior Mobility)*	53,555	53,989	50,000	55,000	55,000
Total Revenues & Transfers-in		<u>\$ 696,322</u>	<u>\$ 694,650</u>	<u>\$ 585,039</u>	<u>\$ 622,000</u>	<u>\$ 651,000</u>

EXPENDITURES & TRANSFERS OUT:

04-99-20-0000-2230	PROFESSIONAL SERVICES (Snr. Transp.)	\$ 23,870	\$ 24,516	\$ 65,000	\$ 65,000	\$ 65,000
04-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	-	-	-	-	-
04-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	1,114	558,900	1,253,087	632,000	546,000
Total Expenditures & Transfers-out		<u>\$ 24,984</u>	<u>\$ 583,416</u>	<u>\$ 1,318,087</u>	<u>\$ 697,000</u>	<u>\$ 611,000</u>

City of Dana Point
AB2766 CLEAN AIR ACT 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. Use for a program is limited to three years.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$455,665	\$522,158	\$589,162	\$642,162	\$622,662
Revenues and Sources					
Investment Income	10,978	8,353	8,500	11,000	7,500
Unrealized Gain/Loss	11,322	15,361	-	-	-
AB2766 Revenues	-	-	-	-	-
Intergovernmental Cost Reimb (AB2766 fees)	44,192	43,290	44,500	44,500	44,500
Total Revenues and Sources	<u>66,492</u>	<u>67,004</u>	<u>53,000</u>	<u>55,500</u>	<u>52,000</u>
Expenditures and Uses					
Facilities & Equipment Lease/Rent	-	-	-	-	-
Professional Services	-	-	-	-	-
Furniture & Equipment	-	-	-	75,000	-
<i>EV Charging Stations (5) in FY22</i>					
Transfers Out to CIP Fund	-	-	-	-	-
Transfers Out to Coastal Transit Fund (future use)*	-	-	-	-	-
Total Expenditures and Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>75,000</u>	<u>-</u>
Ending Fund Balance	<u>\$ 522,158</u>	<u>\$ 589,162</u>	<u>\$ 642,162</u>	<u>\$ 622,662</u>	<u>\$ 674,662</u>

* Planned for use of some funds for Trolley match FY24-FY26. Three year limit to spend on programs new to AB2766.

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

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
REVENUES & TRANSFERS-IN:						
05-40-6403	INVESTMENT INCOME	\$ 10,978	\$ 8,353	\$ 8,500	\$ 11,000	\$ 7,500
05-40-6413	UNREALIZED GAIN/LOSS	11,322	15,361	-	-	-
05-50-6511	AB2766 REVENUES	-	-	-	-	-
05-50-6521	INTERGOVERNMENTAL COST REIMB	44,192	43,290	44,500	44,500	44,500
Total Revenues & Transfers-in		<u>\$ 66,492</u>	<u>\$ 67,004</u>	<u>\$ 53,000</u>	<u>\$ 55,500</u>	<u>\$ 52,000</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	-	-	-	75,000	-
05-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	-	-	-	-	-
FUTURE USE	TRANSFERS OUT - TO COASTAL TRANSIT	-	-	-	-	-
Total Expenditures & Transfers-out		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 75,000</u>	<u>\$ -</u>

City of Dana Point
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. Proceeds could be spent to provide coastal recreational transit services. The Monarch Beach Resort Development provided \$1mm of funding.

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 use to support trolley service along PCH; Fixed route service began in Summer 2015.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$ 571,024	\$ 340,634	\$ 404,849	\$ 251,849	\$ 220,849
Revenues and Sources:					
Intergovernmental Cost Reimbursement	438,901	525,782	450,000	543,000	543,000
Investment Income	9,505	3,022	7,000	1,000	1,000
Unrealized Gain/Loss	12,796	9,864	-	-	-
Reimbursement Revenue	26,313	63,329	-	-	-
Transfers In from AB2766 (future)	-	-	-	-	-
Transfers In from General Fund (future)	-	-	-	-	-
Total Revenues and Sources	<u>487,515</u>	<u>601,997</u>	<u>457,000</u>	<u>544,000</u>	<u>544,000</u>
Expenditures and Uses:					
Professional Trolley Services	<u>717,906</u>	<u>537,782</u>	<u>610,000</u>	<u>575,000</u>	<u>725,000</u>
Total Expenditures and Uses	<u>717,906</u>	<u>537,782</u>	<u>610,000</u>	<u>575,000</u>	<u>725,000</u>
Ending Fund Balance	<u>\$ 340,634</u>	<u>\$ 404,849</u>	<u>\$ 251,849</u>	<u>\$ 220,849</u>	<u>\$ 39,849</u>

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

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
REVENUES & TRANSFERS-IN:						
06-40-6403	INVESTMENT INCOME	\$ 9,505	\$ 3,022	\$ 7,000	\$ 1,000	\$ 1,000
06-40-6413	UNREALIZED GAIN/LOSS	12,796	9,864	-	-	-
06-50-6521	INTERGOVERNMENTAL COST REIMB	438,901	525,782	450,000	543,000	543,000
06-60-6685	REIMBURSED EXPENSES	26,313	63,329	-	-	-
FUTURE USE	TRANSFER IN FROM AB2766 FUND 06	-	-	-	-	-
FUTURE USE	TRANSFER IN FROM GENERAL FUND	-	-	-	-	-
Total Revenues & Transfers-in		<u>\$ 487,515</u>	<u>\$ 601,997</u>	<u>\$ 457,000</u>	<u>\$ 544,000</u>	<u>\$ 544,000</u>
EXPENDITURES & TRANSFERS OUT:						
06-99-20-0000-2230	PROFESSIONAL SERVICES	\$ 717,906	\$ 537,782	\$ 610,000	\$ 575,000	\$ 725,000
Total Expenditures & Transfers-out		<u>\$ 717,906</u>	<u>\$ 537,782</u>	<u>\$ 610,000</u>	<u>\$ 575,000</u>	<u>\$ 725,000</u>

Note that OCTA Project V Match Grant pays one year in arrears.

City of Dana Point
TOURISM BUSINESS IMPROVEMENT DISTRICT (TBID) FUND (07)

The Tourism Business Improvement District (TBID) was established in 2009 to collect assessments on behalf of the Waldorf Astoria, 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 501(c)(6) 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. The assessments were amended by a vote of the

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$1,727,744	\$795,781	\$ 522,729	\$ 523,979	\$ 125,229
Revenues and Sources					
TBID Taxes	1,007,091	754,062	2,100,000	2,100,000	2,100,000
Investment Income	38,677	12,663	1,250	1,250	1,250
Unrealized Gain/Loss	22,260	14,285	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues and Sources	<u>1,068,028</u>	<u>781,010</u>	<u>2,101,250</u>	<u>2,101,250</u>	<u>2,101,250</u>
Expenditures and Uses					
TBID Expenditures	1,999,991	1,054,062	2,100,000	2,500,000	2,175,000
Total Expenditures and Uses	<u>1,999,991</u>	<u>1,054,062</u>	<u>2,100,000</u>	<u>2,500,000</u>	<u>2,175,000</u>
Ending Fund Balance	<u>\$ 795,781</u>	<u>\$ 522,729</u>	<u>\$ 523,979</u>	<u>\$ 125,229</u>	<u>\$ 51,479</u>

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

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
REVENUES & TRANSFERS-IN:						
07-10-6115	TBID TAXES	\$ 1,007,091	\$ 754,062	\$2,100,000	\$2,100,000	\$2,100,000
07-40-6403	INVESTMENT INCOME	38,677	12,663	1,250	1,250	1,250
07-40-6413	UNREALIZED GAIN/LOSS	22,260	14,285	-	-	-
07-70-6703	MISCELLANEOUS	-	-	-	-	-
Total Revenues & Transfers-in		<u>\$ 1,068,028</u>	<u>\$ 781,010</u>	<u>\$2,101,250</u>	<u>\$2,101,250</u>	<u>\$2,101,250</u>
EXPENDITURES & TRANSFERS OUT:						
07-99-20-0000-2573	TBID EXPENDITURES	\$ 1,999,991	\$ 1,054,062	\$2,100,000	\$2,500,000	\$2,175,000
Total Expenditures & Transfers-out		<u>\$ 1,999,991</u>	<u>\$ 1,054,062</u>	<u>\$2,100,000</u>	<u>\$2,500,000</u>	<u>\$2,175,000</u>

City of Dana Point
ROAD MAINTENANCE & REHABILITATION ACT (RMRA) FUND (08)

In March 2017, the State's Senate Bill 1 Road Repair and Accountability Act of 2017 was enacted and provides funds for local street maintenance. All receipts are programmed into the City's CIP Fund 11 for street repair projects.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$ 77,451	\$ 613,658	\$ 678,086	\$ 106,483	\$ 178,369
Revenues and Sources					
Road Maintenance & Rehab	624,801	593,188	590,881	669,386	621,000
Investment Income	7,355	12,826	6,000	3,500	3,500
Unrealized Gain/Loss	11,132	31,124	-	-	-
Total Revenues and Sources	<u>643,287</u>	<u>637,139</u>	<u>596,881</u>	<u>672,886</u>	<u>624,500</u>
Expenditures and Uses					
Transfer Out to CIP Fund	107,080	572,711	1,168,484	601,000	613,000
Total Expenditures and Uses	<u>107,080</u>	<u>572,711</u>	<u>1,168,484</u>	<u>601,000</u>	<u>613,000</u>
Ending Fund Balance	<u>\$ 613,658</u>	<u>\$ 678,086</u>	<u>\$ 106,483</u>	<u>\$ 178,369</u>	<u>\$ 189,869</u>

City of Dana Point
Revenue & Expenditures Detail Listing
ROAD MAINTENANCE & REHABILITATION ACT (RMRA) FUND (08)

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
REVENUES & TRANSFERS-IN:						
08-10-6133	ROAD MAINTENANCE & REHAB	\$ 624,801	\$ 593,188	\$ 590,881	\$ 669,386	\$ 621,000
08-40-6403	INVESTMENT INCOME	7,355	12,826	6,000	3,500	3,500
08-40-6413	UNREALIZED GAIN/LOSS	11,132	31,124	-	-	-
Total Revenues & Transfers-in		<u>\$ 643,287</u>	<u>\$ 637,139</u>	<u>\$ 596,881</u>	<u>\$ 672,886</u>	<u>\$ 624,500</u>
EXPENDITURES & TRANSFERS OUT:						
08-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	\$ 107,080	\$ 572,711	\$ 1,168,484	\$ 601,000	\$ 613,000
Total Expenditures & Transfers-out		<u>\$ 107,080</u>	<u>\$ 572,711</u>	<u>\$ 1,168,484</u>	<u>\$ 601,000</u>	<u>\$ 613,000</u>

Note: this fund was established in FY18.

City of Dana Point
HEADLANDS HABITAT (ESHA) FUND (09)

The Headlands Habitat Fund (est. 2013) accounts for 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”). This is an endowment to maintain and monitor Environmentally Sensitive Habitat Areas (“ESHA”) at the Headlands nature parks. The endowment is intended to be sufficient to maintain the biological values the area within Harbor Point and Hilltop Parks, and the South Strand switchback path. It was funded in 2013 with a \$180,000 cash payment; and, a \$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.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$ 268,536	\$ 288,648	\$ 313,422	\$ 328,222	\$ 337,222
Revenues and Sources					
Investment Income <i>(Annuity=\$30,450/year thru 2063)</i>	36,218	34,486	37,500	34,000	34,000
Unrealized Gain/Loss	6,491	8,313	-	-	-
Total Revenues and Sources	<u>42,709</u>	<u>42,799</u>	<u>37,500</u>	<u>34,000</u>	<u>34,000</u>
Expenditures and Uses					
Habitat Maintenance	<u>22,597</u>	<u>18,025</u>	<u>22,700</u>	<u>25,000</u>	<u>25,000</u>
Total Expenditures and Uses	<u>22,597</u>	<u>18,025</u>	<u>22,700</u>	<u>25,000</u>	<u>25,000</u>
Ending Fund Balance	<u>\$ 288,648</u>	<u>\$ 313,422</u>	<u>\$ 328,222</u>	<u>\$ 337,222</u>	<u>\$ 346,222</u>

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

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
REVENUES & TRANSFERS-IN:						
09-40-6403	INVESTMENT INCOME	\$ 36,218	\$ 34,486	\$ 37,500	\$ 34,000	\$ 34,000
	<i>(Annual Annuity of \$30,450 + Int Earnings)</i>					
09-40-6413	UNREALIZED GAIN/LOSS	6,491	8,313	-	-	-
	Total Revenues & Transfers-in	<u>\$ 42,709</u>	<u>\$ 42,799</u>	<u>\$ 37,500</u>	<u>\$ 34,000</u>	<u>\$ 34,000</u>

EXPENDITURES & TRANSFERS OUT:

09-99-20-0000-2550	HABITAT MAINTENANCE	\$ 22,597	\$ 18,025	\$ 22,700	\$ 25,000	\$ 25,000
	Total Expenditures & Transfers-out	<u>\$ 22,597</u>	<u>\$ 18,025</u>	<u>\$ 22,700</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>

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

City of Dana Point
SUPPLEMENTAL LAW ENFORCEMENT SERVICES (SLESF) FUND (25)

In 1996 the State enacted Assembly Bill 3229 Citizens' Option for Public Safety, or COPS, program. 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 to allow expenditure of these monies.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$ 27,549	\$ 41,994	\$ 64,857	\$ 5,357	\$ 5,357
Revenues and Sources					
Investment Income	1,859	1,514	1,500	-	-
Unrealized Gain/Loss	1,124	2,055	-	-	-
Citizens Option for Public Safety	148,747	156,006	150,000	-	-
Reimbursed Expenses	2,179	1,300	-	-	-
Total Revenues and Sources	<u>153,909</u>	<u>160,875</u>	<u>151,500</u>	<u>-</u>	<u>-</u>
Expenditures and Uses					
SLESF Program Operating Expenses	139,464	138,013	211,000	-	-
Total Expenditures and Uses	<u>139,464</u>	<u>138,013</u>	<u>211,000</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ 41,994</u>	<u>\$ 64,857</u>	<u>\$ 5,357</u>	<u>\$ 5,357</u>	<u>\$ 5,357</u>

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

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
REVENUES & TRANSFERS-IN:						
25-40-6403	INVESTMENT INCOME	\$ 1,859	\$ 1,514	\$ 1,500	\$ -	\$ -
25-40-6413	UNREALIZED GAIN/LOSS	1,124	2,055	-	-	-
25-50-6501	SLESF REVENUES	148,747	156,006	150,000	-	-
25-60-6685	REIMBURSED EXPENSES	2,179	1,300	-	-	-
Total Revenues & Transfers-in		<u>\$ 153,909</u>	<u>\$ 160,875</u>	<u>\$ 151,500</u>	<u>\$ -</u>	<u>\$ -</u>

EXPENDITURES & TRANSFERS OUT:

25-99-20-0000-2572	SLESF Program Operating Expenditures	\$ 139,464	\$ 138,013	\$ 211,000	\$ -	\$ -
25-99-30-0000-3010	SLESF Program Capital Expenditures	-	-	-	-	-
25-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	-	-	-	-	-
Total Expenditures & Transfers-out		<u>\$ 139,464</u>	<u>\$ 138,013</u>	<u>\$ 211,000</u>	<u>\$ -</u>	<u>\$ -</u>

City of Dana Point
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 District's Special Maintenance Tax.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance*	\$ 292,587	\$ 489,452	\$ 508,904	\$ 519,296	\$ 523,009
Revenues and Sources					
Investment Income	9,144	8,057	9,000	8,000	8,000
Unrealized Gain/Loss	12,110	13,964	-	-	-
Charges for services	298,287	320,580	326,992	330,556	337,167
Transfer in from General Fund	34,200	-	-	-	-
Total Revenues and Sources	<u>353,741</u>	<u>342,601</u>	<u>335,992</u>	<u>338,556</u>	<u>345,167</u>
Expenditures and Uses					
Materials and services	156,817	309,875	321,100	330,343	339,863
Furniture and equipment	59	-	-	-	-
Property Insurance	-	4,632	4,500	4,500	4,500
Transfer Out to General Fund*	-	8,642	-	-	-
Total Expenditures and Uses	<u>156,876</u>	<u>323,149</u>	<u>325,600</u>	<u>334,843</u>	<u>344,363</u>
Ending Fund Balance	<u>\$ 489,452</u>	<u>\$ 508,904</u>	<u>\$ 519,296</u>	<u>\$ 523,009</u>	<u>\$ 523,812</u>

* FY20 Transfer Out to General Fund for legal expenses.

City of Dana Point
Revenue & Expenditures Detail Listing
CFD 2006-1 FACILITIES MAINTENANCE FUND (27)

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
REVENUES & TRANSFERS-IN:						
27-40-6403	INVESTMENT INCOME	\$ 9,144	\$ 8,057	\$ 9,000	\$ 8,000	\$ 8,000
27-40-6413	UNREALIZED GAIN/LOSS	12,110	13,964	-	-	-
27-60-6686	CHARGES FOR SERVICES	298,287	320,580	326,992	330,556	337,167
	Special taxes - CFD properties					
27-90-6901	TRANSFER IN - FROM GENERAL FUND	34,200	-	-	-	-
	<i>Funicular contribution \$30k, plus CPI</i>					
	Total Revenues & Transfers-in	<u>\$ 353,741</u>	<u>\$ 342,601</u>	<u>\$ 335,992</u>	<u>\$ 338,556</u>	<u>\$ 345,167</u>
EXPENDITURES						
27-99-20-0000-2030	FACILITY/EQUIPMENT MAINTENANCE	81,252	72,925	136,000	144,200	148,526
	<i>Funicular maintenance</i>			\$ 30,000	\$ 30,900	\$ 31,827
	<i>Funicular Station Building Façade Mntce</i>			-	-	-
	<i>Funicular operating cost</i>			70,000	72,100	74,263
	<i>Revetment & Walkway Maintenance</i>			20,000	20,600	21,218
	<i>Fence Maintenance</i>			20,000	20,600	21,218
	<i>Mid-year Budget Adj.</i>			(4,000)		
27-99-20-0000-2210	UTILITIES	33,123	35,390	47,000	44,290	45,619
27-99-20-0000-2230	PROFESSIONAL SERVICES	24,498	21,800	13,000	13,000	13,000
	<i>Allocated City Staff costs for maintenance & property insurance</i>					
27-99-20-0000-2450	LANDSCAPE MAINTENANCE	16,740	100,390	85,000	87,550	90,177
	<i>Lot Q & portion of Lot BB maintenance</i>					
27-99-20-0000-2470	TREE MAINTENANCE	-	12,132	2,500	2,575	2,652
27-99-20-0000-2550	PARK MAINTENANCE	-	-	-	-	-
27-99-20-0000-2630	INFRASTRUCTURE & HARDSCAPE	-	-	-	-	-
27-99-20-0000-2650	COUNTY FACILITIES	1,204	67,238	37,600	38,728	39,890
	<i>Selva BMPs - storm filter replacement</i>			7,600	7,828	8,063
	<i>Selva BMPs - storm filter mntce.</i>			9,000	9,270	9,548
	<i>Baby Beach - storm filter replacement</i>			8,000	8,240	8,487
	<i>Baby Beach - storm filter maintenance</i>			8,000	8,240	8,487
	<i>Baby Beach diversion monitoring</i>			5,000	5,150	5,305
	Total Materials & Services	<u>156,817</u>	<u>309,875</u>	<u>321,100</u>	<u>330,343</u>	<u>339,863</u>
27-99-30-0000-3010	FURNITURE & EQUIPMENT	59	-	-	-	-
27-99-40-0000-4030	PROPERTY INSURANCE	-	4,632	4,500	4,500	4,500
27-99-70-0000-7050	GENERAL FUND LOAN REPAYMENT w/ INTEREST	-	-	-	-	-
27-99-90-0000-9030	TRANSFER OUT TO GENERAL FUND	-	8,642	-	-	-
	Total Expenditures & Transfers-out	<u>\$ 156,876</u>	<u>\$ 323,149</u>	<u>\$ 325,600</u>	<u>\$ 334,843</u>	<u>\$ 344,363</u>

CAPITAL PROJECTS

CAPITAL PROJECT FUNDS

The City utilizes three Capital Projects Funds to account for funds that are designated, restricted and/or committed to pay for major capital projects. It allows the City to clearly distinguish these projects from other operating budgets. The three funds are as follows:

Capital Improvement Project Fund (11) – accounts for major infrastructure projects including those for streets, medians, curbs, gutters, sidewalks, storm drains and catch basins, among others.

Facilities Improvement Fund (12) – accounts for major maintenance and improvements to City facilities including City Hall, the Community Center, Salt Creek Treatment Facility, Nature Interpretive Center, and PCH Pedestrian Bridge, among others.

Park Development Fund (21) – accounts for funds received from large, for-sale residential developments and is restricted for use in the acquisition, development and improvement of parks within the city.

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CAPITAL IMPROVEMENT PROJECTS (CIP) FUND (11)

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 (CIP) is to provide the City with a long-range program for municipal capital construction projects. There is a separate seven year CIP planning document used to identify capital needs and financing. As each annual budget is prepared, additional projects and priority needs are identified and added to the CIP to maintain a total seven year plan.

Funding for the CIP typically comes via transfers from the General Fund, Gas Tax, Measure M, RMRA, Park Development and AB2766 Funds. Other funding sources include the County, State and Federal governments, and developer contributions.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$ 5,741,308	\$ 7,897,409	\$ 9,171,198	\$ 6,051,581	\$ 7,233,433
Revenues and Sources:					
Intergovernmental Cost Reimbursement	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Transfer In from General Fund	6,525,988	3,478,973	2,492,695	4,204,863	1,166,822
Transfer In from Measure M Fund	1,114	558,900	1,253,087	632,000	546,000
Transfer In from Park Development Fund	-	-	-	-	-
Transfer In from Gasoline Tax Fund	168,002	396,051	587,434	1,595,989	850,000
Transfer In from RMRA Fund	107,080	572,711	1,168,484	601,000	613,000
Total Revenues and Sources	6,802,184	5,006,635	5,501,700	7,033,852	3,175,822
Expenditures and Uses:					
Capital Improvement Projects	4,646,083	3,732,846	8,621,317	5,852,000	4,205,000
Total Expenditures and Uses	4,646,083	3,732,846	8,621,317	5,852,000	4,205,000
Ending Fund Balance	\$ 7,897,409	\$ 9,171,198	\$ 6,051,581	\$ 7,233,433	\$ 6,204,255
Ending Fund Balance Detail:					
Designated for Doheny Village Beautification	727,139	825,632	825,632	425,632	425,632
Community Investment Account	3,598,849	4,037,315	3,792,315	5,619,178	5,755,000
Unassigned Fund Balance	3,571,422	4,308,251	1,433,634	1,188,623	23,623
Ending Fund Balance	\$ 7,897,409	\$ 9,171,198	\$ 6,051,581	\$ 7,233,433	\$ 6,204,255
SDG&E Rule 20A Undergrounding Avail. Match	\$ 1,750,000	\$ 1,950,000	\$ 2,102,773	\$ 2,225,000	\$ 2,350,000

City of Dana Point
Revenue & Expenditures Detail Listing
CAPITAL IMPROVEMENT PROJECTS (CIP) FUND (11)

		FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
REVENUES & TRANSFERS-IN:						
11-50-6521	Intergov't Cost Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
11-70-6799	Miscellaneous	-	-	-	-	-
11-90-6901	TRANSFER IN - FROM GENERAL FUND	6,525,988	3,478,973	2,492,695	4,204,863	1,166,822
11-90-6903	TRANSFER IN - FROM GAS TAX FUND	168,002	396,051	587,434	1,595,989	850,000
11-90-6904	TRANSFER IN - FROM MEASURE M FUND	1,114	558,900	1,253,087	632,000	546,000
11-90-6908	TRANSFER IN - FROM RMRA	107,080	572,711	1,168,484	601,000	613,000
11-90-6909	TRANSFER IN - FROM PARK DEVELOPMENT FD	-	-	-	-	-
11-90-6913	TRANSFER IN - FROM AB2766 FUND	-	-	-	-	-
Total Revenues & Transfers-in		\$ 6,802,184	\$ 5,006,635	\$ 5,501,700	\$ 7,033,852	\$ 3,175,822

EXPENDITURES	Total Expenditures and Transfers Out	\$ 4,646,083	\$ 3,732,846	\$ 8,621,317	\$ 5,852,000	\$ 4,205,000
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Project Expenditure Details:

11-99-30-1291-3110	Capo Beach Connectivity Study Enhance. Project**	7,337	8,189	61,928		
11-99-30-1298-3110	FY19 Slurry Seal Program**	585,238	29,645			
11-99-30-1300-3110	FY19 Roadway Rehabilitation & Repairs**	-	104,245			
11-99-30-1302-3110	FY19 Sidewalk/Concrete Repairs & ADA*	17,860	-			
11-99-30-1303-3110	FY18 Traffic Safety Repairs & Improv.*	675	-			
11-99-30-1305-3110	FY18 Arterial Roadways-Pavement**	3,661,566	-			
11-99-30-1309-3110	FY19 Annual Residential Resurf.**	1,114	2,217,630	278,895		
11-99-30-1310-3110	FY18 Arterial Roadway Resurf.**	116,852	-			
11-99-30-1312-3110 (1331/1339)	Citywide Storm Drain Repairs*		62,429		200,000	200,000
11-99-30-1313-3110 (1333/1341)	Water Quality / Diversion Repairs & Mntce.*		-		50,000	50,000
11-99-30-1314-3110 (1335/1343)	Sidewalk/Concrete Repairs & ADA*		106,773		100,000	100,000
11-99-30-1315-3110 (1336/1344)	Traffic Safety Repairs & Improvements*		44,624		100,000	100,000
11-99-30-1317-3110	Residential Resurfacing FY20**		9,100	2,638,704		
11-99-30-1318-3110	Residential Resurfacing FY21**			1,965,000		
11-99-30-1319-3110	Arterial Roadway Slurry Program FY20**		254,860	372,140		
11-99-30-1320-3110	Arterial Roadway Slurry Program FY22**			500,000		
11-99-30-1321-3110	Residential Roadway Slurry Program FY20		885,927	644,073		
11-99-30-1322-3110	Residential Roadway Slurry Program FY21**			1,325,000		
11-99-30-1323-3110	Stonehill Bridge Deck Treatment**		9,424	90,576	-	-
11-99-30-1324-3110	Citywide Storm Drain Repairs FY21*			200,000		
11-99-30-1325-3110	Water Quality / Diversion Repairs & Mntce. FY21*			50,000		
11-99-30-1326-3110	Sidewalk/Concrete Repairs & ADA FY21*			100,000		
11-99-30-1327-3110	Traffic Safety Repairs & Improvements FY21*			100,000		
11-99-30-1328-3110	City Parking Lot Repairs/Slurry FY21*			50,000		
11-99-30-1329/1337-3110	Road Resurfacing**				2,250,000	1,399,000
11-99-30-1330/1338-3110	Residential Slurry**				2,252,000	2,256,000
11-99-30-1332-3110	Citywide Storm Drain Improvements Design**				400,000	
11-99-30-1334/1342-3110	Roadway Rehab & Repair Design Work				100,000	100,000
11-99-30-1340-3110	Doheny Village Connectivity Design/Improvements**			245,000	400,000	
11-99-30-1345/1346-3110	Storm Drain Projects LTFP FY24-FY25				-	-
	Arterial Slurry - LTFP FY24-27				-	-
11-99-90-0000-9040	Transfer Out to Gas Tax Fund				-	-
Total Expenditures & Transfers-out		\$ 4,646,083	\$ 3,732,846	\$ 8,621,317	\$ 5,852,000	\$ 4,205,000

* These budgets are to address major, emerging issues; unspent appropriations lapse at fiscal year end.

**These budgets are for identified projects and may carry-over unspent balances to future fiscal years until the specific project is completed.

City of Dana Point
Unfunded Projects Listing
CAPITAL IMPROVEMENT PROJECTS (CIP) FUND (11)

Project Title - Alphabetical	On List in FY22/FY23 Budget?	On List in FY20/FY21 Budget?	On List In FY18/FY19 Budget?
Blue Lantern Median			Y
Citywide Signage Program		Y	
Coast Highway Landscaped Median - Doheny Area			Y
Del Obispo Street Corridor Improvements (Enhanced Medians & Landscaping)		Y	
Doheny Village Connectivity Study: Design & Construction	Y	Y	Y
Doheny Village Improvements Phase II (Not Including Doheny Park Road)			Y
Doheny Village: Doheny Park Road Improvements (Phase 1/Road Diet)			Y
Lantern District/Santa Clara Intersection Bulb Outs, Beautification and Signage			Y
PCH Medians, Final Phase (Niguel Road to Point Monarch)			Y
Storm Drain Master Plan Improvements, Phase 5	Y		Y
Underground Electrical - Citywide			Y

City of Dana Point
Doheny Village Beautification Committee Unfunded Projects Listing
CAPITAL IMPROVEMENT PROJECTS (CIP) FUND (11)

	Project	Priority	Notes/Constraints	Project Status
SHORT-TERM PROJECTS (1-3 YEARS)				
A	Doheny Park Road at Coast Highway Connectivity preliminary design (signal modifications, multi-use path and sidewalks, landscape buffers, site lighting, median improvements, additional parking on Coast Hwy); Design Project	Very High	Scope has been defined; Next step is an RFP for design services and to move forward with Caltrans permitting (approx. 2 years)	Caltrans approved preliminary design 8/2020; Request for Proposal for Design Services is being generated; May consider authorizing design in 2021 calendar year; Funding is an issue due to the pandemic. Construction will need to be coordinated with grant funding opportunities (see Mid-term project 'H').
A1	Doheny Park Road at PCH private property improvements, screening	High	Evaluate options	No actions planned at this time; Include items in design for Connectivity Improvements
B	Add public art and/or "color" to existing walls and structures	High	Refer to VBC	Work with property owners and establish RFP process for Doheny Village Public Art Program
B1	NW corner of Las Vegas Blvd. and Doheny Park Road (US Post Office building)		16' x 80' stucco building wall facing Las Vegas Blvd.	
B2	NE corner of Las Vegas Blvd. and Doheny Park Road (Liquor store)		16' x 60' stucco building wall facing I-5 off-ramp	
B3	South block of Victoria Blvd. between Doheny Park Road and Sepulveda Blvd. (Capo Beach Church)		Mural along existing fence	
B4	Victoria Blvd. at Doheny Saloon (Capistrano Valley Shopping Center)		Concrete building wall	
B5	Doheny Park Road at City boundary (Capistrano Valley Shopping Center)		Stucco wall on the back side of AutoZone	
B6	Caltrans maintenance yard off Las Vegas Blvd.		Building wall visible from I-5 off-ramp and PCH	
B7	Beachwood Village fronting Doheny Park Road		Stucco block wall with existing landscape	
B8	NE corner of Domingo Ave. at Doheny Park Road (El Patio Café)		Existing mural	
B9	PCH railroad underpass walls west of Doheny Park Road		Concrete retaining walls under railroad bridge	Walls will be demolished with an upcoming Metrolink Project; Consider when new walls are constructed.
B10	Other locations			
C	Install small-scale landscape within underutilized right-of-way areas	High	Refer to VBC	VBC to resume monthly meetings and discussion; prioritize project locations; Review List with Public Works and General Services
C1	NE corner of Doheny Park Road at Las Vegas Blvd.		Located within Caltrans ROW adjacent to freeway offramp	Initial Work at this Location Started in early February 2021
C2	Doheny Park Road existing tree walls		Add pedestrian scale landscape plant materials, similar to Town Center	General Service is evaluating the planting type (drought tolerant palette) and getting quotes to accomplish this work.
C3	End of Las Vegas Blvd. along railroad tracks and parking lot		Install drought-resistant plants, i.e. large cactus or agaves	First phase installed; Standing by for now. Need to discuss area around cul-de-sac
C4	Capistrano Valley Shopping Center (Big 5/Smart and Final) frontage along Doheny Park Road		Replace existing mulch planters with living plants; located within private property	
C5	Koala Carpet at Frontage Road		Possible location for gateway entry element with enhanced landscape	Still evaluating options here; Could be a costly Project; More cost effective, higher impact locations, should be considered first.
C6	Other locations			
D	Incorporate exterior lighting enhancements	High	Upgrades first before conducting study	Baseline lighting study is complete; Working on Camino Capistrano to improve lighting in that area adjacent to the Mobile Home Park; Request for Additional Street Lights has been made to SDG&E
D1	Camino Capistrano along walking path across from Beachwood Mobile Home Park		Install bollard/street scale lighting (i.e. Golden Lantern at Del Prado)	City's Electrical Engineering Consultant completed the design of the power supply pedestal and is coordinating with SDG&E; Work Order is Written and Equipment is ordered; Installation should occur in the next 4 months; Once power supply is installed, initial phase of lighting installation will occur

	Project	Priority	Notes/Constraints	Project Status
D2	Existing street trees along Doheny Park Road		Consider pilot program for street tree up lights on existing palms	Significant costs are a detriment to this specific project.
D3	Caltrans maintenance lot at the end of Las Vegas Blvd.			Area has been cleaned up and lighting has been added
D4	Other locations as needed			
E	Encourage placemaking projects with stakeholders and community partners	High	Outreach to business owners and property owners	Establish grant program to make funding available for placemaking projects
E1	NE corner at the end of Las Vegas Blvd.		Pocket park with shade structure and bench (Jerry Lansky, Doheny Building Supply)	Limited space to do anything due to Metrolink access driveway
E2	Doheny Park Road/Frontage Road pocket park	Medium	Make it safe, put landscape and public art	Conceptual drawings; initial contact with Steve at Koala Carpet, property owner; Funding is not available at this time for this Project.
E3	Consider alternative temporary projects such as street parklets, sidewalk dining, community gardens, and pop-up plaza or park			Funding is not available at this time for these Projects
F	Improve pedestrian and bicycle experience	High		
F1	NW corner of Domingo Ave. and Doheny Park Road (Pepi's)		Install bicycle parking racks	Limited space at this time due to outdoor seating; Evaluate feasibility at some time to do this work.
F2	Doheny Park Road		Upgrade street furniture (i.e. trash receptacles, dog waste bags, etc.)	
G	Develop neighborhood identification and wayfinding signage	Medium		
G1	Doheny Park Road gateway monument signs		Existing "Capistrano Beach" freestanding sign in center median is not visible due to overgrown landscaping	
G2	Historical markers with descriptions			
G3	Wayfinding signage			
MID-TERM PROJECTS (3-5 YEARS)				
H	Doheny Park Road at Coast Highway Connectivity Project Construction (pending grant funds)	Very High	Need to get funding, possible grants (actual construction takes 9-12 months to build)	Request for Proposals to move forward with the design should occur in calendar year 2021 pending City Council Approval; Construction will need to be coordinated with grant funding opportunities.
I	Doheny Park Road Improvements (bulb-outs, parkway improvements, new landscape median, tree well relocations for symmetry, new parkway trees)	Medium	Behind Doheny Park Road connectivity and lighting; show progress on smaller projects/short-term enhancements	No Update; Funding Issues; Identify small projects if possible
J	Right-of-way Acquisitions, perpetual easements for public right-of-way and roadway purposes	Medium	Placeholder for needing to do construction on private property, mostly along Doheny Park Road. Lengthy Process	No Update; Funding Issues
K	Victoria Boulevard public parking/parkway improvements	Medium	Need parking, keep some trees because spaced apart	Review in relationship to VBSP proposal; No action at this time.
L	Mid-block crossing (if deemed feasible) on Doheny Park Road from Beachwood to AutoZone	Need more information	Need to study signalized crosswalk	Initial evaluation was completed and crosswalk at this location would be difficult due to proximity of other traffic signals; May be considered at a later date if Mobile Home Park changes hands and a development comes forward.
MID/LONG-TERM PROJECTS (5-10 YEARS)				
M	Coast Hwy sidewalk extension along north side of Coast Hwy from Doheny Park Road to Riviera Beach & Shores Resort (storm drain improvements, retaining wall, landscaping, lighting, new curb and gutter) (pending grant funds)	High	City property, need to underground and build wall; Being included with Connectivity Improvements	Request for Proposals to move forward with the design should occur in calendar year 2021 pending City Council Approval; Construction will need to be coordinated with grant funding opportunities.
N	Wayfinding Signage Master Plan – Citywide, to include Village	Low		
O	Sepulveda Blvd public parking/parkway improvements	Low	Add angled parking for potential park (south of Victoria); developer to construct	Review in relationship to VBSP proposal; No action at this time.
LONG-TERM PROJECTS (10+ YEARS)				
P	East San Juan Creek bike path connection (pedestrian and bicycle underpass connection below railroad and SCWD property to San Juan Creek); includes trail/walkway connection to Victoria Blvd	Medium	OC Flood Control property; could be part of SCWD desalination plant project as public access	Review in relationship to CDP for SCWD desalination plant and Metrolink improvements
Q	Victoria pedestrian bridge over San Juan Creek Channel	Medium	Create timeline, cost estimate?	Not Likely Feasible; Other alternatives to connect east side trail along San Juan Creek to Doheny State Beach would be more effectively achieved. Coordinate with planned Metrolink Project.

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SEVEN YEAR CAPITAL IMPROVEMENT PROGRAM

Fiscal Years 2022 – 2028
City of Dana Point, California

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City of Dana Point
SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM
FISCAL YEARS 2022 – 2028

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 2022 – 2028
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.

Department: Public Works	Project No.: 1329	Project Name: Annual Residential Roadway Resurfacing, FY22
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PROJECT DESCRIPTION: This program is intended to provide funding to rehabilitate non-arterial streets including residential, residential collector and collector streets. Streets are selected for rehabilitation using the City's Pavement Management Plan which rates streets Citywide and recommends improvements in priority order by street condition. Partial funding from Gas Tax, FY21-22 RMRA and OCTA's Measure M2 will be budgeted into this CIP project.	CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: Various Locations
	PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____	

SPECIAL CONSIDERATIONS:

Item	Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	Total
Estimated Construction Costs:									
Design									
Construction		\$2,250,000							\$2,250,000
Other									
Total Estimated Project Cost		\$2,250,000							\$2,250,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Reprogrammed Funds									
CIP Undesignated Funds		\$271,000							\$271,000
Measure M2 Funds		\$532,000							\$532,000
Gas/Excise HUTA Tax Funds		\$846,000							\$846,000
Road Maint. Rehab Acct (SB1)		\$601,000							\$601,000
Total Funding		\$2,250,000							\$2,250,000

Department: Public Works	Project No.: 1330	Project Name: Residential Roadway Slurry Program FY22								
PROJECT DESCRIPTION: This Project (Residential Roadway Slurry Program FY 22) involves implementing proactive maintenance activities on various residential streets in Doheny Village and Central Dana Point 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.		CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u> X </u> Water Quality Project _____ Park Project _____ Beautification Project _____			PROJECT LOCATION: Various Locations					
SPECIAL CONSIDERATIONS:		PRIORITY: Essential <u> X </u> Necessary _____ Desirable _____ Deferrable _____								
Item	Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	Total	
Estimated Construction Costs:										
Design										
Construction		\$2,252,000							\$2,252,000	
Other										
Total Estimated Project Cost		\$2,252,000							\$2,252,000	
Operation & Maintenance:										
Costs										
Total O & M Costs										
Funding Source:										
Reprogrammed Funds										
CIP Undesignated Funds		\$1,402,000							\$1,402,000	
Measure M2 Funds		\$100,000							\$100,000	
Gas/Excise HUTA Tax Funds		\$750,000							\$750,000	
Road Maint. Rehab Acct (SB1)										
Total Funding		\$2,252,000							\$2,252,000	

Department: Public Works	Project No.: 1331 & 1339	Project Name: Citywide Storm Drain Repairs
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PROJECT DESCRIPTION: This annual project was established to fund storm drain maintenance and 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.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u>X</u> Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: Various Locations
	PRIORITY: Essential <u>X</u> Necessary _____ Desirable _____ Deferrable _____	
SPECIAL CONSIDERATIONS: NOTE: FY22: CIP#1331; FY23: CIP#1339		

Item	Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	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: Public Works		Project No.: 1332		Project Name: Citywide Storm Drain Improvements- DESIGN FY22						
PROJECT DESCRIPTION: This Project will update the City's Master Plan of Drainage to identify needed improvements citywide and prioritize them. Once the Projects are identified, design work will commence on the upgrades with anticipation of constructing the improvements in a later budget year.			CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <u>X</u> Water Quality Project <u>X</u> Park Project _____ Beautification Project _____			PROJECT LOCATION: Citywide Program				
SPECIAL CONSIDERATIONS:										
Item		Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	Total
<i>Estimated Construction Costs:</i>										
Design			\$400,000							\$400,000
Construction										
Other										
Total Estimated Project Cost			\$400,000							\$400,000
<i>Operation & Maintenance:</i>										
Costs										
Total O & M Costs										
<i>Funding Source:</i>										
Reprogrammed Funds										
CIP Undesignated Funds			\$400,000							\$400,000
Measure M2 Funds										
Gas/Excise HUTA Tax Funds										
AB2766 Air Quality Funding (AQMD)										
Total Funding			\$400,000							\$400,000

Department: Public Works	Project No.: 1333 & 1341	Project Name: Water Quality/ Diversion Repairs and Maintenance
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PROJECT DESCRIPTION:
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.

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

PRIORITY:
Essential X
Necessary _____
Desirable _____
Deferrable _____

PROJECT LOCATION:

Various Locations

SPECIAL CONSIDERATIONS:
NOTE: FY22: CIP#1333; FY23: CIP#1341

Item	Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	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: Public Works	Project No.: 1334 & 1342	Project Name: Roadway Rehabilitation and Repairs
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PROJECT DESCRIPTION: This project is a continuation of an on-going program to rehabilitate/maintain the City's street system. This funding level supports the annual design effort, typically completed in advance, 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.	CLASSIFICATION: Health and Safety Project <input type="checkbox"/> Mandated Project <input type="checkbox"/> Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project <input type="checkbox"/> Park Project <input type="checkbox"/> Beautification Project <input type="checkbox"/>	PROJECT LOCATION: Various Locations
	PRIORITY: Essential <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable <input type="checkbox"/> Deferrable <input type="checkbox"/>	
SPECIAL CONSIDERATIONS: NOTE: FY22: CIP#1334; FY23: CIP#1342		

Item	Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	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: Public Works	Project No.: 1335 & 1343	Project Name: Sidewalk/Concrete Repairs and ADA Improvements
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PROJECT DESCRIPTION: The intent of this annual program is to implement improvements/repairs along City sidewalks 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.	CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> _____ Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____	PROJECT LOCATION: Various Locations
	PRIORITY: Essential <input checked="" type="checkbox"/> _____ Necessary _____ Desirable _____ Deferrable _____	
	SPECIAL CONSIDERATIONS: NOTE: FY22: CIP#1335; FY23: CIP#1343	

Item	Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	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

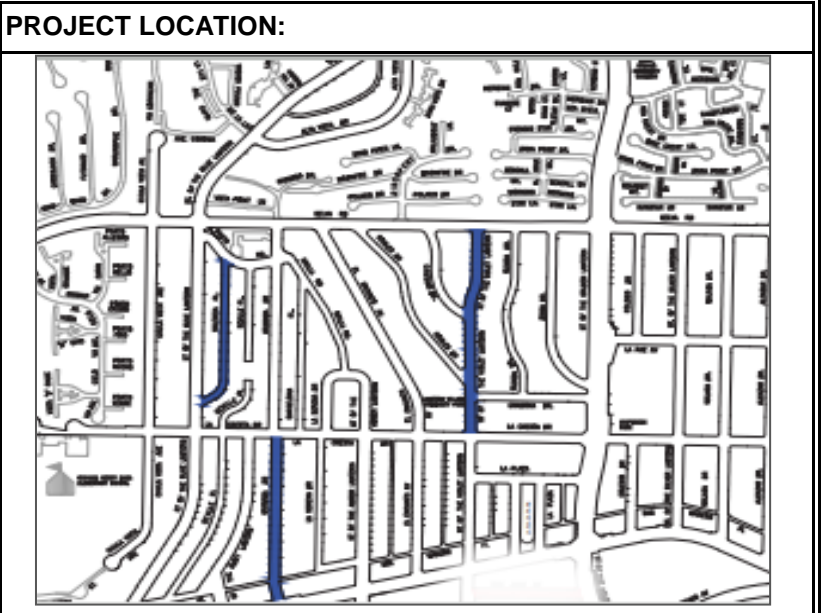
Department: Public Works	Project No.: 1336 & 1344	Project Name: Traffic Safety Repairs and Improvements
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PROJECT DESCRIPTION: The intent of this annual program is to implement improvements which enhance traffic safety and reduce accidents throughout the City, at the direction of the City Traffic Engineer and Director of Public Works/City Engineer.	CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project <input type="checkbox"/> Rehabilitation Project <input type="checkbox"/> Water Quality Project <input type="checkbox"/> Park Project <input type="checkbox"/> Beautification Project <input type="checkbox"/>	PROJECT LOCATION: Various Locations
	PRIORITY: Essential <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable <input type="checkbox"/> Deferrable <input type="checkbox"/>	
SPECIAL CONSIDERATIONS: NOTE: FY22: CIP#1336; FY23: CIP#1344		

Item	Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	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: Public Works	Project No.: 1337	Project Name: Annual Residential Roadway Resurfacing, FY23
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PROJECT DESCRIPTION: This program is intended to provide funding to rehabilitate non-arterial streets including residential, residential collector and collector streets within the Lantern District area. 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. Partial funding from Gas Tax, FY22-23 RMRA and OCTA's Measure M2 will be budgeted into this CIP project. Currently planned streets, as shown on the map, are Valencia Place, Violet Lantern and Granada in Lantern Village (subject to change).	CLASSIFICATION: Health and Safety Project <input checked="" type="checkbox"/> Mandated Project _____ Rehabilitation Project _____ Water Quality Project _____ Park Project _____ Beautification Project _____ PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____
--	---



SPECIAL CONSIDERATIONS:

Item	Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	Total
Estimated Construction Costs:									
Design									
Construction			\$1,399,000						\$1,399,000
Other									
Total Estimated Project Cost			\$1,399,000						\$1,399,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Reprogrammed Funds									
CIP Undesignated Funds			\$1,399,000						\$1,399,000
Measure M2 Funds									
Gas/Excise HUTA Tax Funds									
Road Maint. Rehab Acct (SB1)									
Total Funding			\$1,399,000						\$1,399,000

Department: Public Works	Project No.: 1338	Project Name: Residential Slurry Program FY23
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PROJECT DESCRIPTION: This Project (Residential Roadway Slurry Program FY 23) involves implementing proactive maintenance activities on various residential streets in Lantern District, Doheny Village and Capistrano Beach 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.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project _____ X _____ Water Quality Project _____ Park Project _____ Beautification Project _____ PRIORITY: Essential _____ X _____ Necessary _____ Desirable _____ Deferrable _____	PROJECT LOCATION: <p align="center">Various Locations</p>
SPECIAL CONSIDERATIONS:		

Item	Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	Total
Estimated Construction Costs:									
Design									
Construction			\$2,256,000						\$2,256,000
Other									
Total Estimated Project Cost			\$2,256,000						\$2,256,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Reprogrammed Funds									
CIP Undesignated Funds									\$0
Measure M2 Funds			\$546,000						\$546,000
Gas/Excise HUTA Tax Funds			\$850,000						\$850,000
Road Main. Rehab Acct (SB1)			\$613,000						\$613,000
Total Funding			\$2,009,000						\$2,009,000

Department: Public Works	Project No.: 1340	Project Name: Doheny Village Connectivity-Design FY22
---	------------------------------------	--

PROJECT DESCRIPTION: This project will fund the design of the Doheny Village Connectivity Improvements Project, in conjunction with potential grant funds, to allow construction to proceed in a later budget year.	CLASSIFICATION: Health and Safety Project _____ Mandated Project _____ Rehabilitation Project <input checked="" type="checkbox"/> Water Quality Project _____ Park Project <input checked="" type="checkbox"/> Beautification Project _____ PRIORITY: Essential <input checked="" type="checkbox"/> Necessary _____ Desirable _____ Deferrable _____
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PROJECT LOCATION: <h1 style="margin: 0;">Doheny Village</h1>
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SPECIAL CONSIDERATIONS:

Item	Carryover Funding	FY22	FY23	FY24	FY25	FY26	FY27	FY28	Total
Estimated Construction Costs:									
Design		\$400,000							\$400,000
Construction									
Other									
Total Estimated Project Cost									\$400,000
Operation & Maintenance:									
Costs									
Total O & M Costs									
Funding Source:									
Reprogrammed Funds									
CIP Undesignated Funds		\$400,000							\$400,000
Measure M2 Funds									
Gas/Excise HUTA Tax Funds									
AB2766 Air Quality Funding (AQMD)									
Total Funding		\$400,000							\$400,000

City of Dana Point
FACILITIES IMPROVEMENT FUND (12)

The Facilities Improvement Fund accounts for major improvement or rehabilitation expenditures of City facilities. The principle funding source of facilities improvements are transfers from the City's General Fund. In addition, the City receives Cable Franchise Fees for Public, Educational and Governmental for capital investments to create/broadcast programs for the local cable TV channel.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$ 2,380,971	\$ 3,913,066	\$ 3,168,612	\$ 1,436,138	\$ 511,138
Revenues and Sources					
Cable Franchise Fees	147,839	139,152	135,000	130,000	130,000
Miscellaneous	-	-	-	-	-
Transfer In from General Fund	2,175,000	-	-	100,000	150,000
Transfer In from CIP Fund					
Total Revenues and Sources	<u>2,322,839</u>	<u>139,152</u>	<u>135,000</u>	<u>230,000</u>	<u>280,000</u>
Expenditures and Uses					
Peg Fee Projects	1,523	225,375	100,000	65,000	65,000
Facility improvements	789,221	658,231	1,767,474	1,090,000	305,000
Total Expenditures and Uses	<u>790,745</u>	<u>883,606</u>	<u>1,867,474</u>	<u>1,155,000</u>	<u>370,000</u>
Ending Fund Balance	<u>\$ 3,913,066</u>	<u>\$ 3,168,612</u>	<u>\$ 1,436,138</u>	<u>\$ 511,138</u>	<u>\$ 421,138</u>
Restricted for PEG Cable Franchise Fees	296,835	210,613	245,613	310,613	375,613
Unassigned	3,616,231	2,957,999	1,190,525	200,525	45,525
Total Ending Fund Balance	<u>\$ 3,913,066</u>	<u>\$ 3,168,612</u>	<u>\$ 1,436,138</u>	<u>\$ 511,138</u>	<u>\$ 421,138</u>

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

		FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
REVENUES & TRANSFERS-IN:						
12-10-6106	Cable Franchise Fees	\$ 147,839	\$ 139,152	\$ 135,000	\$ 130,000	\$ 130,000
12-70-6703	Miscellaneous	-	-	-	-	-
12-90-6901	Transfer In from General Fund	2,175,000	-	-	100,000	150,000
12-90-6911	Transfer In from CIP Fund	-	-	-	-	-
	Total Revenues & Transfers-in	\$ 2,322,839	\$ 139,152	\$ 135,000	\$ 230,000	\$ 280,000
EXPENDITURES:						
12-99-30-0000-3040	PEG Fee Projects	1,523	225,375	100,000	65,000	65,000
12-99-30-0000-3030	Facility Improvements	789,221	658,231	1,767,474	1,090,000	305,000
	Total Expenditures & Transfers Out	\$ 790,745	\$ 883,606	\$ 1,867,474	\$ 1,155,000	\$ 370,000

Project Expenditure Details:

*****SEE LEGEND AT BOTTOM OF PAGE**

12-99-30-0000-3030	CH / CC / Parks**	725,864				
12-99-30-2000-3030	Facilities Improvements Contingency			66,450	100,000	100,000
12-99-30-2001-3030	CH Roof Mechanical Well		97,000			
12-99-30-2002-3030	CH HVAC		51,617	48,383	45,000	100,000
12-99-30-2003-3030	CH Parking Structure Repairs		135,245			
12-99-30-2004-3030	CC Parking Lot Resurfacing		-	166,430		
12-99-30-2005-3030	HTP Overlook/Trail Extension		5,557			
12-99-30-2006-3030	HTP Mitigation Measures		-			
12-99-30-2007-3030	HTP CEQA Documents		4,675			
12-99-30-2008-3030	Lantern Bay Park		22,989	42,011		
12-99-30-2009-3030	DHHS SportsPark (FY21 Restroom; FY22 Ballfield Lighti		-	-	-	
12-99-30-2010-3030	Shipwreck Park Renovation		30,093	425,650		
12-99-30-2011-3030	Sea Canyon Restroom Rehab		81,335			
12-99-30-2012-3030	Bluff Top Tr. (Railing/VL Pergola)		-	190,000	-	
12-99-30-2013-3030	Salt Creek Treatment Plant	61,834	84,555	60,000	55,000	55,000
12-99-30-2014-3030	City Hall Interior Finishing/Flooring		81,950	-	65,000	
12-99-30-2015-3030	Creekside Park Community Garden				75,000	
12-99-30-2016-3030	Emergency Operations Center Upgrade		63,215	-		
12-99-30-2017-3030	CH Wood Trim/Handrails			115,000		
12-99-30-2018-3030	CH Exterior Stucco/Paint			100,000		
12-99-30-2019-3030	CC Exterior Paint/Stucco			-		50,000
12-99-30-2020-3030	CC Senior Fitness Center			-	175,000	
12-99-30-2022-3030	CC Fire Alarm Upgrade			50,000		
12-99-30-2023-3030	CCSP Refurbish Dugouts (ADA & Roof)			45,000		
12-99-30-2024-3030	Lantern Bay Park (Restroom Finishes, Floor, Roof, Electrical; handrails)			100,000		
12-99-30-2025-3030	Sycamore Creek Tr. (Workout Equip.)			25,000	60,000	
12-99-30-2031-3030	Dana Woods Park - Staircase				40,000	
12-99-30-2032-3030	Creekside Park Renovation				200,000	
	Thunderbird Park Renovation			-		
12-99-30-2033-3030	CCSP Replace Playground Structure				100,000	
12-99-30-2034-3030	CCSP Replace Batting Cages				10,000	
12-99-30-2035-3030	CCSP Bathroom Refurbish				30,000	
12-99-30-2036-3030	CH Elevator refurbishment				100,000	
12-99-30-2026-3030	Lantern Bay Park Playground			144,430		
12-99-30-2027-3030	City Hall Exterior Flooring			74,120		
12-99-30-2028-3030	Sunset Park Playground			55,000		
12-99-30-2029-3030	CCSP Ballfield Netting				35,000	
12-99-30-2030-3030	Parks Staff Office Space			60,000	-	
12-99-30-0000-3040	PEG Funded Projects		4,900			
12-99-30-4001-3040	PEG Council Chamber Upgrades*	1,523	220,474		15,000	15,000
12-99-30-4002-3040*	PEG Community Center/Mobile Upgrades			100,000	50,000	50,000
	<i>Detail Budget Expenditures</i>	\$ 789,221	883,606	\$ 1,867,474	\$ 1,155,000	\$ 370,000

* Eligible for PEG funding.

**Project #'s not implemented until FY20.

CH = City Hall
CC = Community Center
CCSP = Community Center Sports Park
DHHS = Dana Hills High School Sports Park
HTP = Hill Top Park / Scenic Drive Overlook

City of Dana Point
Unfunded Facilities Projects Listing
FACILITIES IMPROVEMENT FUND (12)

Project Title - Alphabetical

Capistrano Beach Area Dog Fun Zone
Community Center Ballfield Lights LED Retrofit
Baseball/Softball Fields:
- Thunderbird Park
- Palisades Elementary
- RH Dana Elementary
City Hall Solar Panels
City Hall Solar Panels Parking Area
Community Center Fire Sprinkler System
Doheny Village:
- Aquatics Center
- Sportspark
Pickleball Courts - Location(s) TBD
Pines Park - Lower Area Improvements
Pines Park - Lower Area Workout Improvements
Pines Park Restroom
Public Electric Vehicle Charging Stations:
- City Hall*
- Community Center*
- Nature Interpretive Center*
- Other public locations
Sea Terrace Park Phase II (Restroom and Playground)
Sea Terrace Park Phase II (Road & Parking Lot)
Waterman's Plaza Statues (6 pedestals remaining)

** See Clean Air Act Fund 05 FY22 EV Charging Station Budget*

City of Dana Point
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.

	FY19 Actual	FY20 Actual	FY21 Amended	FY22 Adopted	FY23 Adopted
Beginning Fund Balance	\$ 53,501	\$ 70,854	\$ 73,933	\$ 3,933	\$ 3,933
Revenues and Sources					
Investment Income	15,782	1,119	-	-	-
Unrealized Gain/Loss	1,571	1,960	-	-	-
Park Development Fees	-	-	-	-	-
Total Revenues and Sources	<u>17,353</u>	<u>3,079</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures and Uses					
Professional Services	-	-	-	-	-
Transfer Out to General Fund	-	-	-	-	-
Transfer Out to Facilities Fund	-	-	70,000	-	-
Transfer Out to CIP Fund	-	-	-	-	-
Total Expenditures and Uses	<u>-</u>	<u>-</u>	<u>70,000</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ 70,854</u>	<u>\$ 73,933</u>	<u>\$ 3,933</u>	<u>\$ 3,933</u>	<u>\$ 3,933</u>

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

		FY19	FY20	FY21	FY22	FY23
		Actual	Actual	Amended	Adopted	Adopted
REVENUES & TRANSFERS-IN:						
21-40-6403	INVESTMENT INCOME	\$ 15,782	\$ 1,119	\$ -	\$ -	\$ -
21-40-6413	UNREALIZED GAIN/LOSS	1,571	1,960	-	-	-
21-70-6702	PARK DEVELOPMENT FEES	-	-	-	-	-
	Total Revenues & Transfers-in	<u>\$ 17,353</u>	<u>\$ 3,079</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

EXPENDITURES & TRANSFERS OUT:

21-99-20-0000-2230	PROFESSIONAL SERVICES	-	-	-	-	-
21-99-20-0000-9010	TRANSFERS OUT - TO FACILITIES FD.	-	-	70,000	-	-
21-99-90-0000-9030	TRANSFERS OUT - TO GENERAL FUND	-	-	-	-	-
21-99-90-0000-9050	TRANSFERS OUT - TO CIP FUND	-	-	-	-	-
	Total Expenditures & Transfers-out	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>\$ -</u>

LONG-TERM FINANCIAL PLAN

CITY OF DANA POINT
LONG-TERM FINANCIAL PLAN
Fiscal Years 2022 – 2027
Prepared Spring 2021



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City of Dana Point – Strategic Plan Summary

Mission: Dana Point’s Mission is to set the standard for an exceptionally livable city.

Vision: A vibrant, world-class place.

STRATEGIC GOAL 1: LIVABLE COMMUNITY & WORLD CLASS PLACE

Goal: Dana Point prides itself in creating and maintaining a safe, livable and unique world class coastal city.

OBJECTIVES:

- Maintain & Ensure Public Safety
- Maintain & Enhance Dana Point’s Unique Sense of Place
- Dana Point is Prepared for Natural and Man-Made Disasters & Emergencies

STRATEGIC GOAL 2: EFFECTIVE, EFFICIENT & INNOVATIVE GOVERNMENT

Goal: The City is wisely governed and managed so that its services are provided in an effective and efficient manner that meets or exceeds the expectations of its residents.

OBJECTIVES:

- Provide World-Class Service to the Community & Implement Continuous Service Improvement Processes
- Maintain City Public Works Assets in a Safe, Clean and Quality Condition
- Recruit, Develop & Retain High Performing Employees

STRATEGIC GOAL 3: FISCALLY RESPONSIBLE & ACCOUNTABLE

Goal: City revenues and expenses are responsibly managed to ensure a balanced budget, adequate funding for core services, capital improvements and adequate reserves for emergencies while providing taxpayers accountability and transparency.

OBJECTIVES:

- Maintain a Transparent and Balanced Budget That Adequately Funds Core Services
- Effectively Manage Expenses for Core, Important and Value-Added City Services
- Maintain Long Term Financial Plan

STRATEGIC GOAL 4: PRESERVE & ENHANCE ENVIRONMENTAL HEALTH & SUSTAINABILITY

Goal: Promote, preserve, protect and enhance a healthy and sustainable built and natural environment.

OBJECTIVES:

- Preserve & Protect the Integrity of Our Ocean Waters & Beaches
- Lead by Example in Implementing Programs to Support Environmental Sustainability
- Educate the Community on Importance of Protecting Environmental Health

STRATEGIC GOAL 5: FOSTER ECONOMIC HEALTH & PROSPERITY

Goal: Promote a healthy and growing economy reflecting the community's vision and values.

OBJECTIVES:

- Provide the Public with a Transparent, Predictable and Efficient Process for Managing the City's Land Use and Business Regulations.
- Guide Development Compatible with Community Expectations Through Appropriate Planning, Land Use, Historical Preservation and Development Review Processes
- Actively Collaborate with Business to Foster a Vibrant Business Climate and Enhance the Economic Vitality of Our Community.

Long-Term Financial Plan Policy - Summary

Purpose: The City's adopted Long-Term Financial Plan ("LTFP") Policy (#229) is intended to ensure the City's sustainability beyond a single fiscal year. Financial sustainability is defined as the long-term financial performance where planned long-term service and infrastructure standards are met without unplanned increases in rates or disruptive cuts to services. Long-term financial planning is essential for maintaining financial sustainability.

Scope: The Policy defines the planning horizon (at least five years) and requires consideration of the City's Strategic Plan Goals. It also requires inclusion of the City's General Fund, and other funds that are of significant size and that have long-term financial challenges. It goes further by requiring meaningful analysis of key trends and conditions, including but not limited to:

- Volatility of material revenues and program expenditures to economic, natural or man-made disasters;
- Analysis of the affordability of services, projects, and obligations; including, but not limited to personnel costs and unfunded pension liabilities;
- Analysis of affordability of anticipated service expansion or investment in new assets, including ongoing operating, maintenance and replacement cost; and,
- Synthesis of the above to present the City's financial position.

Structural Balance: The Policy requires that the City adopt a LTFP that is balanced over the planning horizon. If forecasts show a structural imbalance, then strategies must be developed to create a long-term structural balance, and the strategies will be part of the adoption of the LTFP.

Non-Current Liabilities: The LTFP is to also address strategies for ensuring that the City's long-term liabilities remain affordable, and includes addressing debt, asset maintenance, and pensions.

Monitoring Fiscal Health: Annually, City staff shall present to the Council a financial forecast that shows how revenues compare to expenditures, and their impact on fund balances relative to the City's General Fund Reserve Policy (#233). The forecast shall include:

- Assumptions used for revenue forecasts representing Staff's best estimate; these projections will be neither too conservative nor too optimistic;
- Projected expenditures for current service levels and plans for changes in service levels; and,
- Alternative forecasts that highlight potential volatility in either material revenues or expenditures so that the City Council can gain better insight into the City's possible future financial condition.

Note: All financial policies are in the Financial Policies Section of the Budget Book.

Overview of General Fund Revenues, Expenditures and Fund Balance

The City's Long-Term Financial Plan ("LTFP") was initially prepared as part of the budget development for Fiscal Year's 2015-2016 and 2016-2017 ("FY16" and "FY17"), and has subsequently been updated several times. In January 2018, the City Council adopted the City's first formal LTFP Policy (#229), and reviews it annually per Policy. This LTFP updates those previous efforts, and projects General Fund revenues and expenditures through FY27. These forecasts are sensitive to changes in assumptions for future revenue and expenditure growth.

Every two years a proposed budget is prepared for City Council consideration, and focuses on the then 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 biennial budget contains historical data for both revenues and expenditures, along with the current year and adopted amounts for the upcoming two years. This LTFP goes further and takes a longer look, both retrospectively and prospectively. It provides a greater historical context, and demonstrates how City staff substantiates the estimates and projections going forward.

Recap of FY20 Actual Fiscal Performance

FY20 was the first year of the current two-year budget. Adopted June 4, 2019, the original FY20 General Fund budget had \$39.3 million in operating revenue; in addition, a transfer from the Gas Tax Fund of \$572,000 was included as a source of income. Actual revenues collected through the first eight months of FY20 were tracking ahead of budget, and the Council took action to amend the revenue budget upwards by \$1.2 million. Then in mid-March 2020, the negative impacts to the economy began due to the onset of COVID-19; this was particularly relevant to Dana Point because of our dependence on the hospitality industry that was devastated by the California Governor's Stay at Home Order. Updated forecasts showed that an estimated \$3.7 million revenue budget reduction was necessary. City revenues that were significantly hit included Transient Occupancy (Hotel) Tax and Sales Tax, in addition to recreation related fees.

With the onset of COVID-19 revenue impacts, steps were immediately taken to mitigate losses by reducing expenditures; and, the City relied on one-time funds set aside to eventually pay down unfunded pension liabilities and for yet to be determined capital improvements. In addition, some non-hospitality driven revenues performed better than anticipated for FY20 and contributed to closing some of the gap in funding.

While absorbing the COVID-19 impact to revenues, and relying on one-time funds set aside for other purposes, the City finished FY20 with its General Fund Reserves above the amounts required by the General Fund Reserve Policy (#233). The Economic Stability Reserve (\$4.3 million) and Extreme Event Reserve (\$3.5 million) were both fully funded at June 30, 2020; and, the Unassigned Fund Balance (\$4.3 million) finished \$1.5 million above its required amount (note that the latter includes \$490,000 needed

to pay for contracts that carried over into FY21, along with \$84,000 to increase two other reserve accounts at the beginning of FY21).

Overview FY22 through FY27

The outlook for the coming six fiscal years, that being FY22 through FY27, are for the most part balanced, including funding the capital projects program.

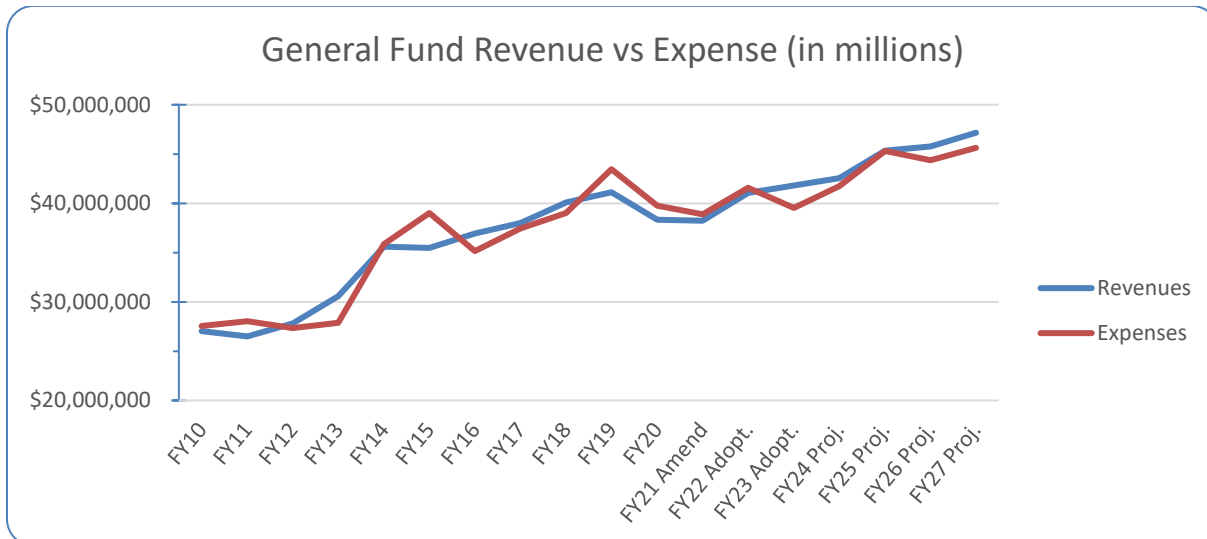
Table 1: Major General Fund Revenue and Expenditures, FY19 to FY27:

City of Dana Point Long Term Financial Plan Major Revenues, and Expenditures by Department									
	FY19	FY20	FY21	FY22	FY23	FY24*	FY25*	FY26*	FY27*
	Actual	Actual	Amended	Adopted	Adopted	Projected	Projected	Projected	Projected
Revenues									
Transient Occupancy Tax	\$ 13,343,290	\$ 10,083,163	\$ 7,000,000	\$ 11,000,000	\$ 13,950,000	\$ 14,375,000	\$ 16,625,000	\$ 16,625,000	\$ 17,450,000
Property Tax	8,810,397	9,198,714	9,600,000	9,950,000	10,295,000	10,550,000	10,815,000	11,085,000	11,365,000
Sales Tax	5,891,251	5,382,812	5,182,000	5,800,000	6,150,000	6,335,000	6,400,000	6,460,000	6,525,000
Property Tax In-Lieu	4,260,704	4,468,441	4,657,000	4,835,000	5,005,000	5,200,000	5,400,000	5,625,000	5,850,000
Other Taxes	2,729,126	2,697,750	2,800,000	2,570,000	2,545,000	2,545,000	2,545,000	2,520,000	2,520,000
Licenses & Permits	2,028,099	1,810,436	1,801,500	1,312,000	1,312,000	1,159,000	1,159,000	1,018,000	1,018,000
Fines & Forfeitures	354,825	682,732	460,000	295,000	295,000	295,000	295,000	295,000	295,000
Use of Money & Property	717,806	1,241,425	408,800	432,800	457,800	457,800	457,800	457,800	457,800
Intergovernmental	414,923	443,784	4,363,728	3,360,828	281,000	289,000	297,000	305,000	313,000
Charges for Services	2,457,704	2,244,058	1,904,650	1,427,000	1,427,000	1,263,000	1,263,000	1,287,000	1,287,000
Other Revenue	125,548	72,779	70,000	81,000	81,000	81,000	81,000	81,000	81,000
Transfers In	-	8,642	-	-	-	-	-	-	-
Total Revenues	41,133,673	38,334,734	38,247,678	41,063,628	41,798,800	42,549,800	45,337,800	45,758,800	47,161,800
Expenditures									
City Council	117,063	1,314,219	832,447	103,103	115,697	116,607	117,533	118,475	119,433
City Manager	483,282	467,199	505,928	461,865	492,150	472,636	519,857	533,457	547,444
Economic Development	464,012	478,601	592,008	665,225	660,223	673,725	690,590	708,025	725,855
Administrative Services	1,176,709	1,096,896	883,311	1,245,047	1,234,810	1,287,537	1,299,148	1,334,096	1,369,902
Public Information	125,385	167,957	229,600	228,700	228,700	242,702	246,775	250,918	255,134
City Clerk	510,463	534,102	554,084	589,466	554,013	543,485	583,701	574,598	615,885
Planning	1,240,636	1,476,562	2,178,145	1,398,255	1,383,171	1,417,421	1,459,017	1,502,001	1,546,106
Building	1,539,460	1,726,938	1,876,979	1,270,109	1,182,801	1,208,397	1,223,488	1,254,315	1,335,900
Code Enforcement	461,527	743,583	882,534	696,319	670,000	685,363	704,847	724,966	745,584
Public Works Admin	374,271	507,101	535,119	526,440	522,247	535,789	551,438	567,808	584,611
Street Maintenance	2,381,750	2,681,450	1,947,000	2,235,500	2,250,500	2,307,420	2,366,061	2,426,275	2,488,108
Traffic Engineering	648,527	672,028	902,000	773,800	773,800	782,254	795,943	809,872	824,045
Solid Waste	117,359	37,353	68,400	31,500	66,500	32,051	72,612	33,183	73,764
Engineering	2,079,299	2,218,264	1,928,247	1,827,740	1,793,688	1,783,659	1,827,732	1,847,938	1,894,310
Water Quality	596,817	614,042	712,641	796,316	795,095	810,331	827,004	844,028	861,409
Police Services	12,808,771	13,195,210	13,184,264	13,975,532	14,906,688	15,497,745	16,112,337	16,751,405	17,415,924
VIPS	19,142	-	-	-	-	-	-	-	-
General Services (incl. Emergency Sup	139,658	454,530	459,798	480,472	472,459	483,859	496,992	510,774	524,916
City Attorney	1,420,161	12,621	7,500	1,108,000	1,112,000	1,143,335	1,175,606	1,208,841	1,243,070
Recreation	1,563,123	1,547,804	1,367,675	1,699,792	1,734,250	1,724,111	1,762,399	1,802,174	1,842,305
Parks	3,591,849	3,494,689	3,322,296	3,543,802	3,551,349	3,626,395	3,695,396	3,765,769	3,837,409
Facilities	966,665	860,541	910,392	907,472	902,419	902,618	924,795	947,545	970,824
Risk Management	571,584	619,574	755,337	761,000	761,000	790,050	794,680	824,890	829,683
Non-Departmental (exclude Transfers-C	1,322,745	1,365,911	1,769,383	1,938,481	2,043,102	2,045,114	2,156,219	2,181,637	2,224,685
Transfers Out	8,735,188	3,478,973	2,492,695	4,304,863	1,316,822	2,638,000	4,910,000	2,848,000	2,754,000
Total Expenditures	43,455,446	39,766,149	38,897,783	41,568,798	39,523,483	41,750,605	45,314,170	44,370,991	45,630,307

Source: Budget FY22 FY23.xlsx/LTFP GF by Dept

The following figure expands the time frame viewed back to FY10, and shows revenues and expenditures are projected to track together through FY27.

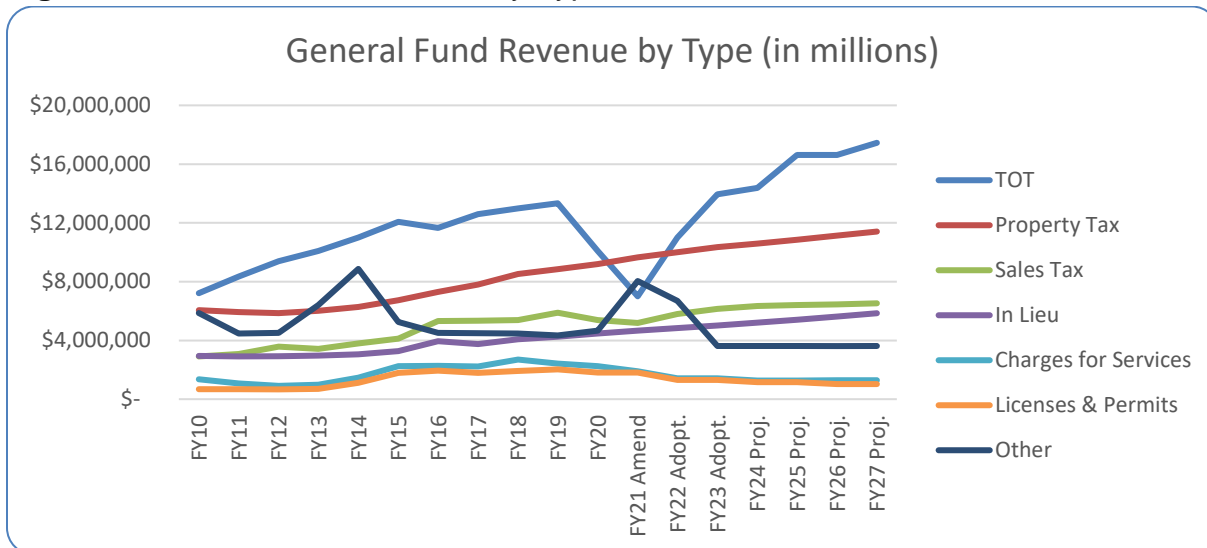
Figure 1: General Fund Revenues & Expenditures, FY10 to FY27:



Source: Revenue History FY22 FY23 Budget.xlsx / ALL GP REVENUE

The following figure highlights the City's dependence on hotel Transient Occupancy Tax (TOT), which is projected to represent 29% of the General Fund's adopted revenue budget in FY22.

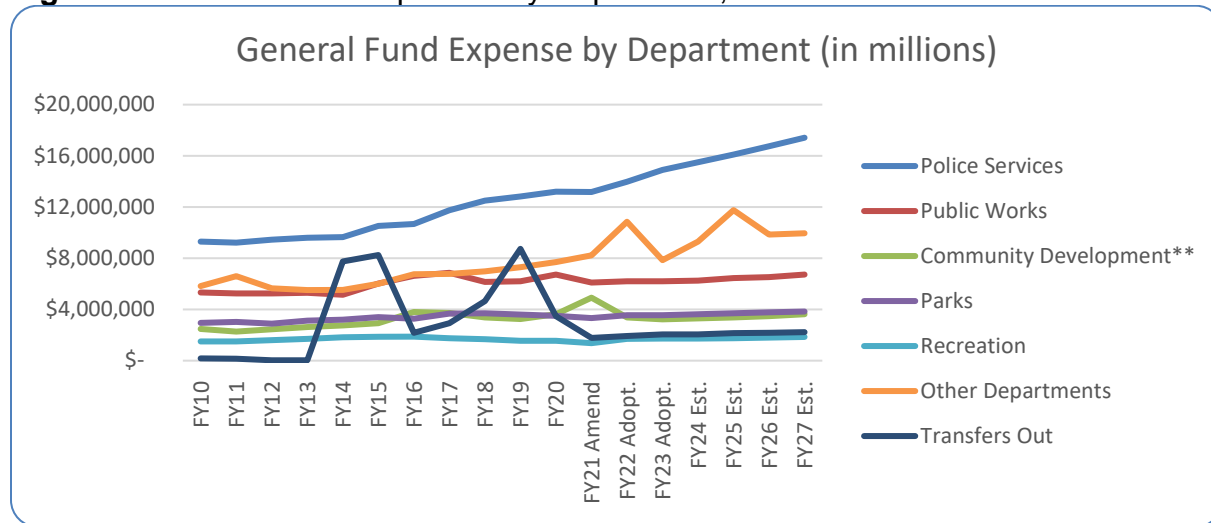
Figure 2: General Fund Revenue by Type, FY10 to FY27:



Source: Revenue History FY22 FY23 Budget.xlsx / ALL GP REVENUE

As has been discussed in the past, the cost of police services is projected to continue to slightly exceed the growth in General Fund revenues. The following figure shows a clear representation of this fact:

Figure 3: General Fund Expenses by Department, FY10 to FY27:



Source: Expenditure History FY22 FY23 Budget.xlsx

General Fund revenues are projected to keep pace and grow slightly more than expenditures during the term of this LTFP, particularly due to TOT from new hotels factored into the last couple of years of the projections. Also, General Fund expenditures are projected to grow, with the largest components being the Sheriff’s contract, followed by personnel costs.

Extensive detail and discussion of major General Fund revenues and expenditures follow later in this report, in addition to a discussion on the General Fund’s reserve policy. Note that beyond the assumptions associated with financial projections discussed below for major revenue and expenditure line items, almost every other line item in the LTFP that includes all City funds are also adjusted, including those associated with contract services where a Consumer Price Index (CPI) of 3% is used, and those associated with purchases of goods and supplies are increased by 1.75% each year.

General Fund Reserves

The General Fund Reserve Policy (#233) has two reserves, one for Economic Stability and the other for Extreme Events; in addition, it has a funding requirement for the unassigned fund balance. Each reserve is to be maintained within a minimum and maximum range that is set as a percent of operating revenue, with the policy also stating it is desired to fund at the maximum level.

Definitions for each of the accounts is as follows:

- Economic Stability Reserve is established to protect and preserve City services from dramatic drops in General Fund revenues that are highly sensitive to economic conditions, mainly transient occupancy tax. It is set with a targeted balance of 11% of annual General Fund operating revenue.

- The Extreme Event Reserve is established to quickly and decisively respond to man-made or natural extreme events. The reserve could fund the initial public safety response or repairs and reconstruction of public property required in the aftermath of an event. It is set with a targeted balance of 9% of annual General Fund operating revenue.

If, based on use and/or the City staff's analysis and forecasting, the targeted balance is not being met or is likely not going to be met at some point within a five-year planning horizon, then a plan to meet the target balance will be developed and presented to the City Council for consideration. In addition to these two reserve accounts, the following is also included in the Policy:

- Unassigned Fund Balance provides working capital to ensure smooth operations through normal timing differences between revenue inflows and expenditure outflows. Generally, an amount equal to 4% to 7% of General Fund budgeted, ongoing revenue will be maintained as a minimum for the Unassigned Fund Balance. The City, by Policy, will aim to fund at the top of the range.

Some of the fiscal discussions back in the Spring of 2019 were focused on the City's unfunded pension liability. In adopting the FY20/FY21 Budget, the Council directed that \$5 million of then excess Unassigned Fund Balance be set aside and designated for investment in a new Section 115 Pension Trust (Section 115) reserve.

The Section 115 reserve is an investment option that provides entities some flexibility to address unfunded liabilities using investment strategies that are more conservative and separate from the pension funds invested in the City's CalPERS pension plan. Subsequent to setting aside the \$5 million, the City used \$1 million to address COVID-19 revenue impacts. As part of the adopted budget, Staff is recommending placing \$2 million of the budgeted FY23 General Fund surplus into the Section 115 account, bring the balance up to \$6 million.

General Fund Major Revenues

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

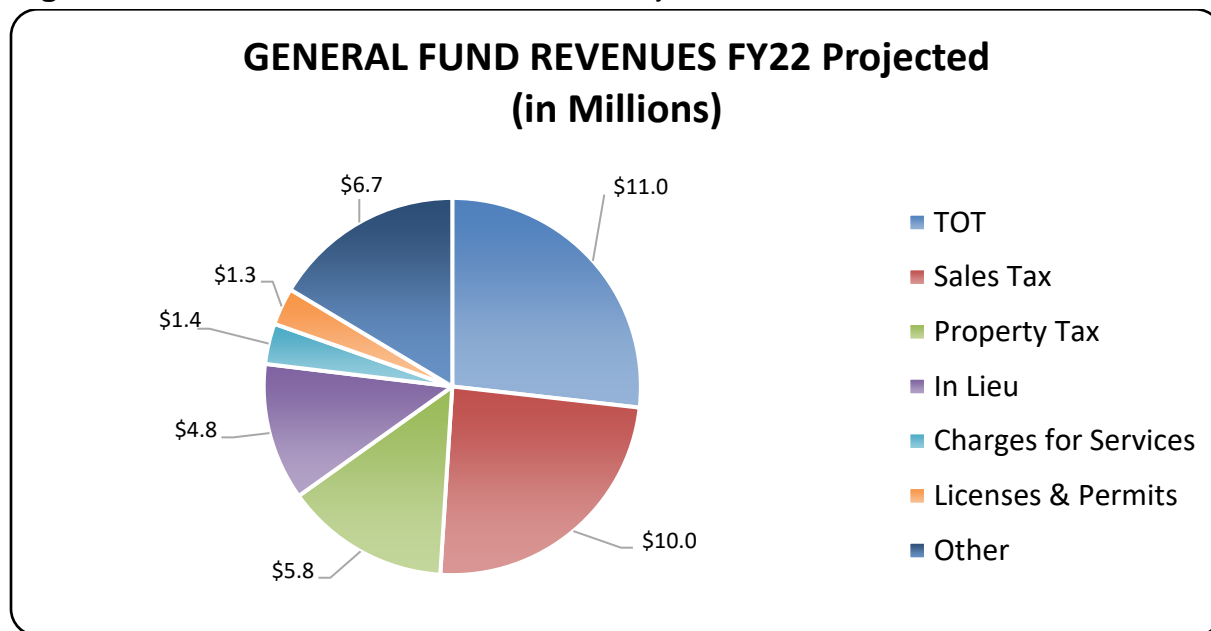
The six largest revenues make up over 77% of all General Fund Revenue, and are the focus of this discussion.

Table 2: Dana Point Revenue Sources, FY22 Adopted Budget:

Revenue	Amount	% of TOTAL	Cumulative
1. Transient Occupancy Tax	\$ 11,000,000	26.8%	26.8%
2. Property Tax	9,995,000	24.3%	51.1%
3. Sales Tax	5,800,000	14.1%	65.3%
4. In-Lieu Property Tax	4,835,000	11.8%	77.0%
5. Charges for Services	1,427,000	3.5%	80.5%
6. Licenses & Permits	1,312,000	3.2%	83.7%
7. All Other Revenues*	6,695,000	16.3%	100.0%
TOTAL	\$ 41,064,000		

Source: Revenue History FY22 FY23.xlsx/ALL GP REVENUE

Figure 4: General Fund Revenues, FY22 Projected:



Source: Revenue History FY22 FY23.xlsx/ALL GP REVENUE

The six most significant revenues to watch 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 City's Transient Occupancy Tax (TOT) is levied per Municipal Code Section 3.25, and is applied to hotel guests' bills at 10% of the room rental cost. TOT is the City's largest revenue source, and for FY22, the projection is \$11.0 million, or roughly 27% of General Fund revenue. Dana Point serves a significant number of visitors each year, and is home to four resorts, with two being AAA five-diamond, one four-diamond, and one three-diamond. There are nine other TOT generating properties including hotels/motels, time-shares and a 28-unit bed and breakfast inn, for a total of 1,889 rooms. In addition, and discussed separately below, the City currently has about 140 short-term vacation rentals operating out of residential homes.

The City has had a strong, yet somewhat concentrated revenue base in tourism and business groups since incorporation. Hotel TOT is vital to the City's fiscal health, as is witnessed by the impacts of travel during the COVID-19 pandemic, and as previously demonstrated through the recession years.

The City's dependence on tourism and business/conference travelers is further narrowed because only four resorts host 72% of rooms, and generate about 90% of TOT. Those four resorts are also the City's largest individual property taxpayers, some of its largest employers, and generate the most sales tax. 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.

Looking back to FY09 during the Great Recession, the General Fund experienced a \$5 million decline in revenue, followed by further declines in FY10 and FY11, mostly from TOT, along with lost sales tax revenue generated by the tourists and business persons patronizing the hotels.

Rolling forward to the pandemic's impact that hit two-thirds of the way through FY20, City TOT revenue plummeted as the Governor's Stay at Home Order was imposed; comparing just March 2020 (the first month of the Order), the monthly year-over-year TOT drop was \$875,000. By the end of FY20, only four months later, TOT year-over-year losses amounted to \$3.3 million; for FY21, pandemic-related TOT losses are projected at roughly \$6.3 million on what had been originally a \$12.8 million budget.

As distribution of the COVID-19 vaccines began the latter part of December 2020, this LTFP outlook was adjusted to project that FY21 will be the trough in reduced TOT revenue due to the pandemic. Increased travel began occurring late-Spring 2021, and it is projected that group business will begin returning Fall 2021. This forecast does not assume that hotels will immediately return to pre-pandemic occupancy levels, but rather will take a couple of years. Note that beginning back in 2018, hoteliers were getting more cautious in their projections as the post-Great Recession boom cycle was anticipated to taper off.

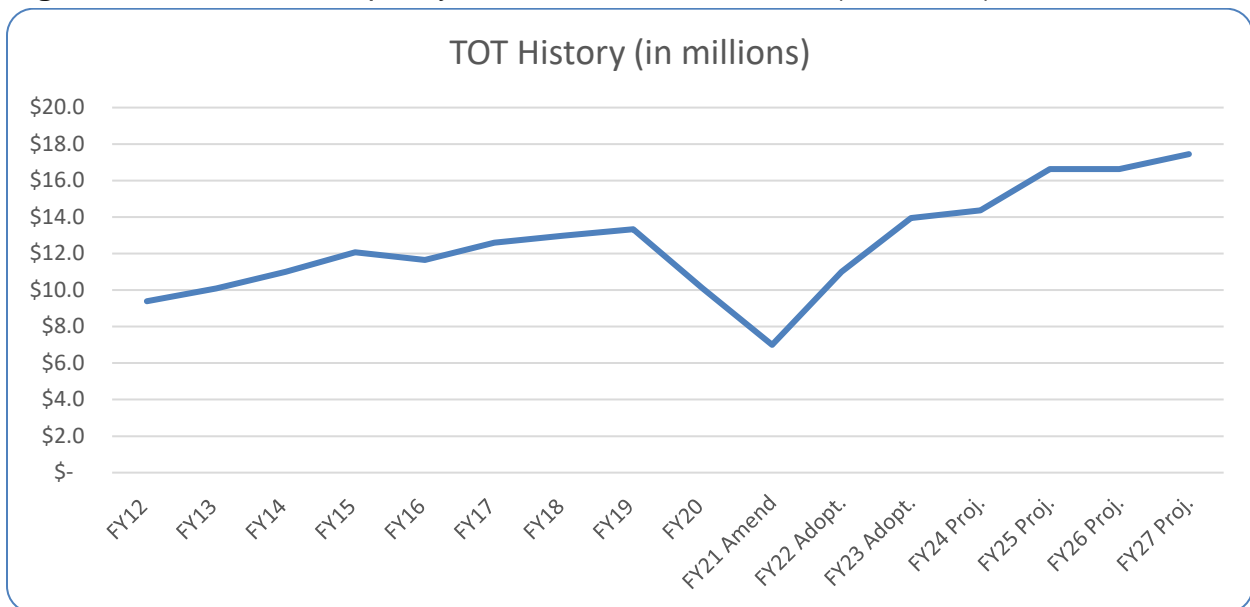
All Dana Point hotels participate in a tourism business improvement assessment charged to their guests, and they collectively invest those funds in the Visit Dana Point ("VDP") destination marketing organization that promotes Dana Point as a destination; this entity's efforts are designed to not only grow the number of visitors to the resorts, but also to mitigate the effects of economic downturns.

The projection used for TOT for FY22, at \$11.0 million, is a significant increase (+57.1%) from FY21's amended budget, and shows an additional increase to \$13.95 million (+26.8%) in FY23. These projections show the post-pandemic rebound. Not as significant as the major resorts return to business as usual, but still contributory, is the expected return mid-FY22 of a 28 room inn that had been closed for a few years, and is now being renovated.

The base outlook for existing hotels from FY24 thru FY27 is an average revenue growth of under 2% per year. In addition, in the latter three years of this outlook there is an assumption that two new hotel properties will come online (the “Wave” and a new hotel in the Harbor, combined totaling roughly 190 new rooms). Not included are three additional properties totaling approximately 160 new rooms under consideration that may become hotels at some point in the future.

It is important to note the risk to the LTFP projections associated with including TOT from these yet to be constructed new hotels. Underlying assumptions regarding expected room rates vary for these properties, and are generally what would be seen in the 2-plus to 3-diamond property range in Dana Point today; also, it is assumed that the new hotels would operate with an average daily occupancy of 70%, which is common in town for existing hotels.

Figure 5: Transient Occupancy Tax Trend, FY10 to FY27 (in millions):



Source: Revenue History FY22 FY23 Budget.xlsx / TOT

Table 3: Transient Occupancy Tax History and Projection:

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$6,294,000	n/a	FY15	\$12,071,000	9.7%
FY02			FY16		
<i>St. Regis opens</i>	7,142,000	13.5%	Monarch Resort remodel	11,648,000	(3.5%)
FY03	8,157,000	14.2%	FY17	12,600,000	8.2%
FY04	8,438,000	3.4%	FY18	12,989,000	3.1%
FY05			FY19	13,343,000	2.7%
<i>Ritz remodel</i>	7,722,000	(8.5%)	FY20		
FY06	9,392,000	21.6%	(COVID-19)	10,083,000	(24.4%)
FY07	10,888,000	15.9%	FY21 Amend (COVID-19)	7,000,000	(30.6%)
FY08	11,298,000	3.8%	FY 22 Adopt.	11,000,000	57.1%
FY09	8,630,000	(23.6%)	FY23 Adopt.	13,950,000	26.8%
FY10			FY24 Est.	14,375,000	3.0%
<i>Marriott remodel</i>	7,221,000	(16.3%)	FY25 Est.	16,625,000	15.7%
FY11	8,338,000	15.5%	FY26 Est.	16,625,000	0.0%
FY12	\$9,382,000	12.5%	FY27 Est.	17,450,000	5.0%
FY13	10,086,000	7.5%			
FY14	11,007,000	9.1%			

Source: Revenue History FY22 FY23 Budget.xlsx

Short-Term Rentals:

The City is currently not issuing permits for new Short-Term Rental vacation units (“STR”) that operate in residential zones. TOT from existing STR’s is currently projected at \$700,000 in each of FY22 and FY23; this is down from a pre-pandemic high of \$813,000 in FY19, and up from an FY21 estimated low of \$550,000.

Historically, the City’s zoning code had prohibited STRs from operating in Dana Point, but a good number of residential property owners were still operating as 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 adopted 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 zoning changes, and amendments were subsequently adopted by the City Council in January 2014.

After nine years of community discussions, with this action, STR owners were provided the opportunity to apply for and receive a temporary City permit to operate legally, and the City began collecting TOT from the conditionally permitted STR businesses. The zoning changes were submitted to the California Coastal Commission (CCC) for the

next step in the approval process; the CCC returned suggested changes in April 2016, and the City Council adopted the changes in July 2016.

In Fall 2016, a group of citizens circulated petitions using paid signature gatherers that garnered enough signatures to qualify a referendum for a ballot to rescind the City's STR actions. In November 2016, in response to the referendum petition results, the City Council agreed to rescind its STR actions on the zoning regulations, directed that discussions take place to assess STR options that might be acceptable to the public, and directed that no new permits be issued. This action did allow the then current permit holders to continue operating. Those discussions are continuing at this time, with the City's Planning Commission currently conducting public outreach. The uncertainty of the future of this revenue is discussed here to simply point out the risk of changes or of it being terminated.

Property Tax

The General Fund's second largest income source is property tax, projected for FY22 at \$9.95 million, and equates to roughly 26% of General Fund revenue. Property taxes are imposed by the County at a rate of 1% of assessed property value, with the base level established at the sales price when a property sells. Thereafter, the assessed value may be increased each year as properties increase in value due to market forces, but by no more than the rate of inflation or a maximum of 2% per year. Properties may also increase in value if there are capital improvements.

Property assessments are adjusted per the above each January 1, with the tax bill being mailed out July 1 and due on December 10 and the following April 10. The State recently notified jurisdictions that for the assessment for January 1, 2021, the rate of inflation being applied to property values is 1.09%, and has been factored into the FY23 property tax projection.

During economic downturns, as property values decrease, the County Assessor can reduce assessed values on the tax roll; this, in turn, decreases the amount of property tax due. As the economy and property values rebound above pre-recession levels, the Assessor increases assessed values back to where they would have been had the recession not occurred. The total assessed value of property in Dana Point grew 4.2% in FY21, while FY20 finished at 5.0% in year over year growth. Looking forward, the FY22 and FY23 tax collections are projected to grow 3.7% and 3.5%, respectively; beyond that projections grow conservatively at 2.5%, bolstered by expectations of continued investment in Dana Point properties, including but not limited to the rebuild of the Harbor-area.

The City receives about 7.6 cents for every \$1 of property tax paid by most 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%, the State at 16.6%, the Orange County Fire Authority ("OCFA") at 12.2%, and Saddleback Community College District at 9.6%.

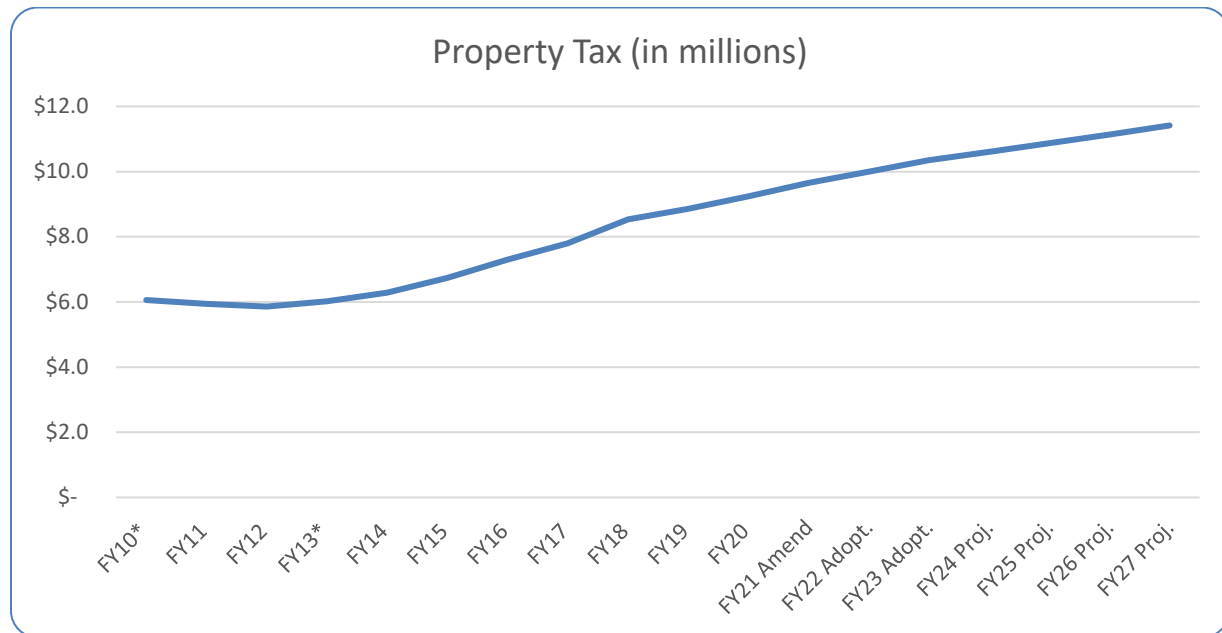
Table 4: Secured & Unsecured Property Tax History* and Projection, FY01 to FY27:

Fiscal Year	Amount*	% Change	Fiscal Year	Amount*	% Change
FY01	\$3,241,000		FY15	\$6,731,000	7.1%
FY02	3,556,000	9.7%	FY16	7,298,000	8.4%
FY03	3,861,000	8.6%	FY17	7,800,000	6.9%
FY04	4,154,000	7.6%	FY18	8,532,000	9.4%
FY05	4,471,000	7.6%	FY19	8,856,000	3.8%
FY06	4,957,000	10.9%	FY20	9,244,000	4.4%
FY07	5,322,000	7.4%	FY21 Amend	9,650,000	4.4%
FY08	6,001,000	12.8%	FY22 Adopt.	9,995,000	3.6%
FY09	6,176,000	2.9%	FY23 Adopt.	10,340,000	3.5%
FY10**	6,055,000	(2.0%)	FY24 Est.	10,595,000	2.5%
FY11	5,935,000	(2.0%)	FY25 Est.	10,860,000	2.5%
FY12	5,857,000	(1.3%)	FY26 Est.	11,130,000	2.5%
FY13**	6,020,000	2.8%	FY27 Est.	11,410,000	2.5%
FY14	6,286,000	4.4%			

*The City's Comprehensive Annual Financial Report (CAFR) combines Homeowners Property Tax Relief revenue with Property Tax revenue which amounts to roughly \$45,000 each year; to agree to the CAFR, it has been included in this table.

**To show true property tax amounts due the City for trend purposes, FY10 includes \$828,058 that was borrowed by the State in FY10 and is the difference between this table and the CAFR; FY13 excludes the repayment of that loan and the CAFR.

Figure 6: Secured & Unsecured Property Tax Trend, FY10 to FY27:



Source: Revenue History FY22 FY23 Budget.xlsx//Property Tax

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 associated with property sales in town. 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 hotel/resort.

For several years, this revenue source has been above what might be considered a historic-average of about \$465,000 due to new construction and sales activity; however, it is conservatively projected to return back to its historical average, with some positive adjustment from increased property values, in the coming years. The FY21 Amended Budget incorporated sales of a large number of historically leased residential properties in Monarch Bay; subsequent to that budget amendment, additional sales took place which pushes the estimate for actual Property Transfer Tax revenue for FY21 to upwards of \$900,000 (not reflected in the table below).

Table 5: Property Transfer Tax History and Projection, FY01 to FY27:

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$287,000		FY15	\$439,000	(23.0%)
FY02	282,000	(1.7%)	FY16	904,000	105.9%
FY03	319,000	13.1%	FY17	591,000	(34.6%)
FY04	498,000	56.1%	FY18	553,000	(6.4%)
FY05	525,000	5.4%	FY19	465,000	(15.9%)
FY06	441,000	(16%)	FY20	712,000	53.1%
FY07	395,000	(10.4%)	FY21 Amend	850,000	19.4%
FY08	374,000	(5.3%)	FY22 Adopt.	500,000	(41.2%)
FY09	224,000	(40.1%)	FY23 Adopt.	500,000	--
FY10	229,000	2.2%	FY24 Est.	500,000	--
FY11	200,000	(12.8%)	FY25 Est.	525,000	5.0%
FY12	230,000	15.2%	FY26 Est.	525,000	--
FY13	459,000	99.2%	FY27 Est.	525,000	--
FY14	570,000	24.3%			

Sales Tax

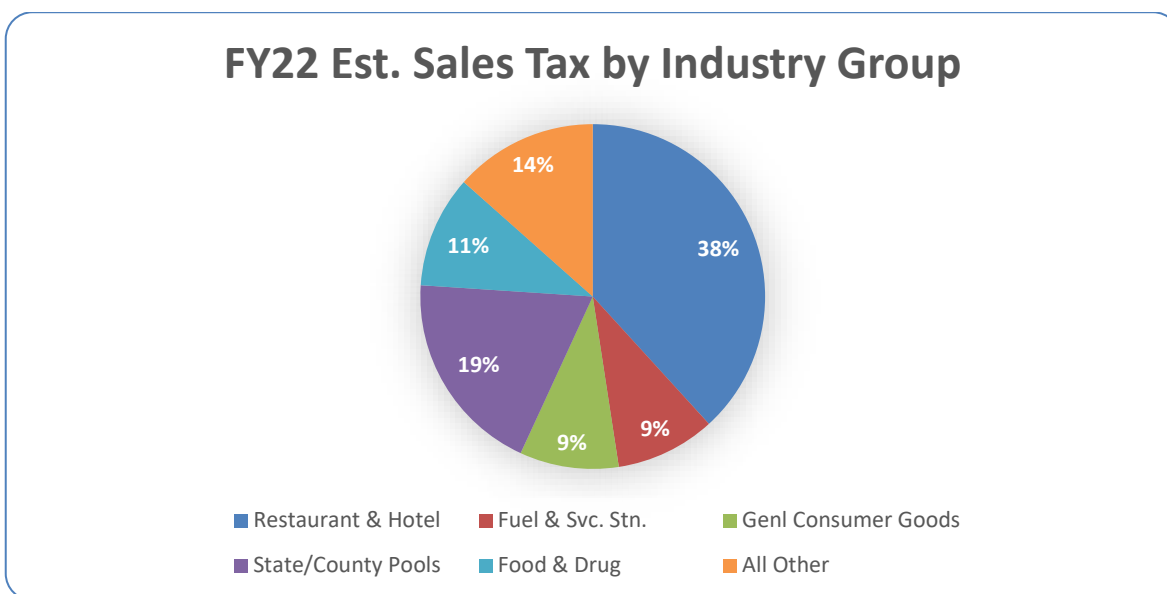
The third largest revenue is Sales Tax, and FY22 and FY23 is projected at \$5.8 million and \$6.2 million, respectively; this equates to 14.1% of projected General Fund revenue for FY22. As mentioned above in the TOT revenue section, the City relies heavily on hotel-related business; and, along with the pandemic's negative impact on TOT revenue, Sales Tax revenue also declined in FY20, and now in FY21.

For FY22 and FY23, Sales Tax is projected to rebound, but not until FY23 is it expected to return and grow beyond pre-pandemic levels. Where collections in FY19 were \$5.9 million, they dropped to \$5.4 million in FY20 and are estimated to drop further in FY21 to \$5.2 million. The first rebound is expected in FY22, with a 11.9% projected increase, and a 6.0% increase in FY23, and finally a 3% increase in FY24.

The FY22 to early FY25 projections assume not only the rebound in hotel business, but also a phased opening of a large mixed-use development in Town Center, and at the latter end of this period, a major revitalization of the Dana Point Harbor retail core. The projection also includes the FY23 loss of a lumber/hardware store that is moving out of town and which is currently the City's third largest individual Sales Tax generator. For most of FY25 to FY27, a very conservative 1% growth is assumed.

The profile of Dana Point Sales Tax is dominated by restaurants and hotels retail sales (roughly 38% of total collections), followed by State & County Use Tax Pools (19%), food & drug stores (11%), fuel and service stations (9%), general consumer goods (9%), and all other categories (13%) (see diagram below). The State & County Use Tax Pool includes taxes generated by online retailers; this portion of collections increased roughly 39% this past year, while fuel & service stations saw a roughly 43% decline.

Figure 7: Sales Tax by Industry Group, FY22:



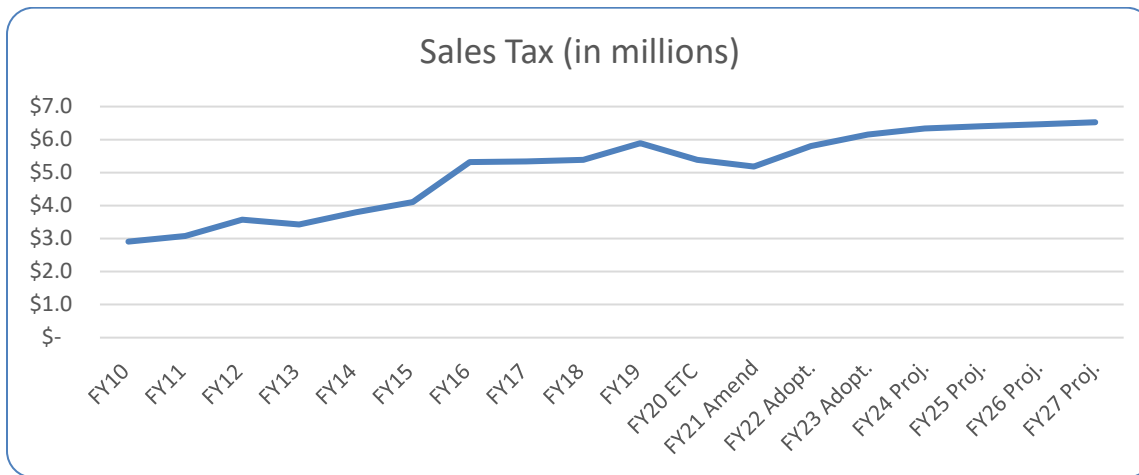
Source: Revenue History FY22 FY23 Budget.xlsx/Sales Tax

Table 6: Top 10 Sales Tax Producing Companies = 40% of Sales Tax (alphabetically):

Company Name	
Albertsons	Gelson's Markets
76 Unocal Fast Break	Guardtop
Chevron Extra Miles	Marriott Laguna Cliffs
Circle K	Ralphs (2)
Ganahl Lumber	Ritz Carlton

Source: HdL Report 2Q 2020

Figure 8: Sales Tax Trend, FY10 to FY27:



Source: Revenue History FY22 FY23 Budget.xlsx/Sales Tax

Table 7: Sales Tax History and Projection, FY01 to FY27:

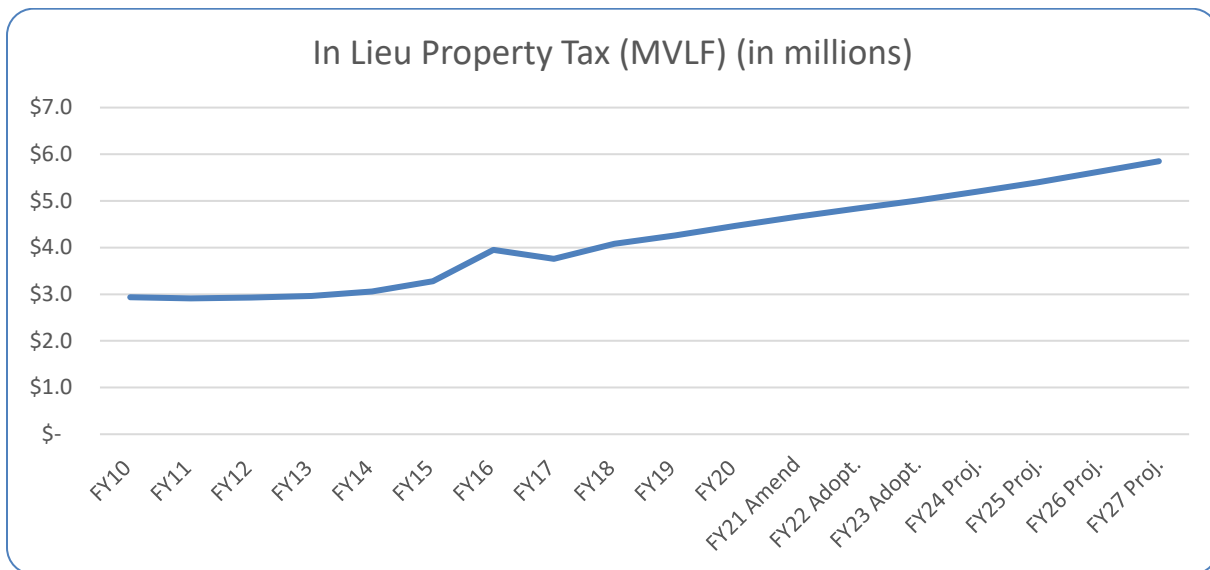
Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY01	\$3,374,000		FY15	\$4,111,000	8.4%
FY02	3,605,000	6.8%	FY16	5,316,000	29.3%
FY03	3,795,000	5.3%	FY17	5,337,000	0.4%
FY04	4,015,000	5.8%	FY18	5,385,000	0.9%
FY05*	3,117,000	(22.4%)	FY19	5,891,000	9.4%
FY06	3,447,000	10.6%	FY20	5,383,000	(8.6%)
FY07	3,762,000	9.1%	FY21 Amend	5,182,000	(3.7%)
FY08	3,867,000	2.8%	FY22 Adopt.	5,800,000	11.9%
FY09	2,998,000	(22.5%)	FY23 Adopt.	6,150,000	6.0%
FY10	2,909,000	(3.0%)	FY24 Est.	6,335,000	3.0%
FY11	3,075,000	5.7%	FY25 Est.	6,400,000	1.0%
FY12	3,570,000	16.1%	FY26 Est.	6,460,000	0.9%
FY13	3,425,000	(4.1%)	FY27 Est.	6,525,000	1.0%
FY14	3,794,000	10.8%			

In-lieu Property Tax

In-lieu Property Tax is the City’s fourth largest General Fund revenue source, contributing 11.8% of expected revenue in FY22, and 12.0% in FY23. This tax is the result of the State taking the City’s Vehicle License Fee revenue (“VLF”), and replacing it with allocations the State receives from Property Tax. In prior years, there was also what was known as the Sales Tax Triple Flip, where the State took City sales tax and replaced it with State property tax (this was eliminated in FY16).

The amount of In Lieu Property Tax cities receive was set at approximately 92% of the amount of the VLF cities would have received when the State initially took it. The In-Lieu Property Tax was made permanent by a voter-approved amendment to the State Constitution (2004 Proposition A). The projection for this revenue is tied to growth (or decline) in gross assessed property values. Using the Property Tax projected growth rate, the In-Lieu Property Tax is estimated to be \$4.8 million in FY22, \$5.0 million in FY23, and then is projected to grow at 3.5% to 4.2% thereafter.

Figure 9: In-Lieu Property Tax Trend, FY10 to FY27:



Source: Revenue History FY22 FY23 Budget.vlsx/In Lieu

Table 8: In-Lieu Property Tax (MVIL Portion) History and Projection, FY05 to FY27:

Fiscal Year	In-Lieu Property Tax - MVIL	% Change	Fiscal Year	In-Lieu Property Tax - MVIL	% Change
FY05	\$1,701,000		FY17	\$3,756,000	(5.0%)
FY06	2,231,000	31.2%	FY18	4,082,000	8.7%
FY07	2,653,000	18.9%	FY19	4,261,000	4.4%
FY08	2,859,000	7.8%	FY20	4,468,000	4.9%
FY09	2,975,000	4.1%	FY21 Amend	4,657,000	4.2%
FY10	2,936,000	(1.3%)	FY22 Adopt.	4,835,000	3.8%
FY11	2,911,000	(0.9%)	FY23 Adopt.	5,005,000	3.5%
FY12	2,932,000	0.7%	FY24 Est.	5,200,000	3.9%
FY13	2,963,000	1.1%	FY25 Est.	5,400,000	3.8%
FY14	3,058,000	3.2%	FY26 Est.	5,625,000	4.1%
FY15	3,279,000	7.2%	FY27 Est.	5,850,000	4.1%
FY16	3,953,000	20.6%			

Table 9: In-Lieu Property Tax (Sales Tax Triple Flip Portion) History:

Fiscal Year	In-Lieu Property Tax – Triple 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

Charges for Services

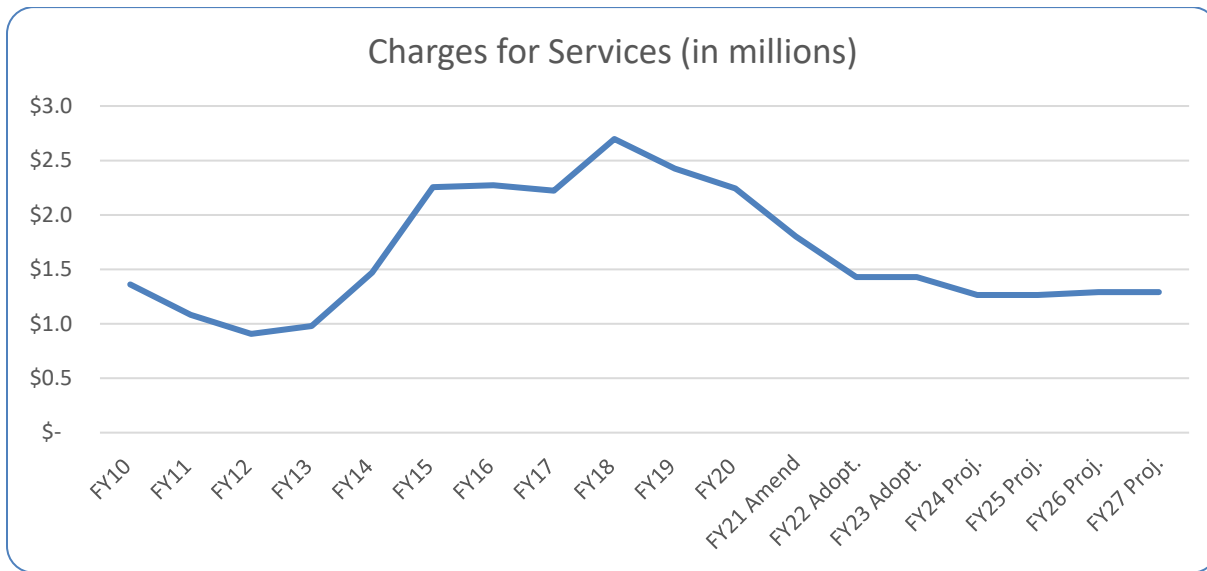
The Charges for Services category of revenue accounts for approximately 3.5% and 3.2% of FY22 and FY23 projected General Fund revenues, respectively. These revenues include planning, building and engineering fees, along with income from those developing private property that must reimburse the City for expenses incurred, including those for contract services the City utilizes. This category also includes fees for recreation classes and activities, reimbursement for extra policing services for special events, litigation-related revenue, and development impact fees.

Revenue associated with development activity has been at above average levels for several years, but for budget projections is expected to gradually decline as the current, extended building boom wanes. The City adopted a User Fee Subsidy Policy in 2018, and following an extensive cost of service study, amended its fees for the first time in 20 years. The updated fee schedule was phased in over three years and has reduced the level of subsidy provided to private development that required City planning, building and engineering services. The pandemic did not have a negative effect on

building activity; in fact, it appears to have resulted in an inordinate amount of home improvement projects.

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 were hit extremely hard as the City was forced to close its recreation program down at the onset of the Governor’s Stay at Home Orders in Spring 2020; the program began reopening late Spring 2021.

Figure 10: Charges for Services Trend, FY10 to FY27:



Source: Revenue History FY22 FY23 Budget.xlsx/Chgs 4 Svcs

Table 10: Charges for Services History and Projection, FY07 to FY27:

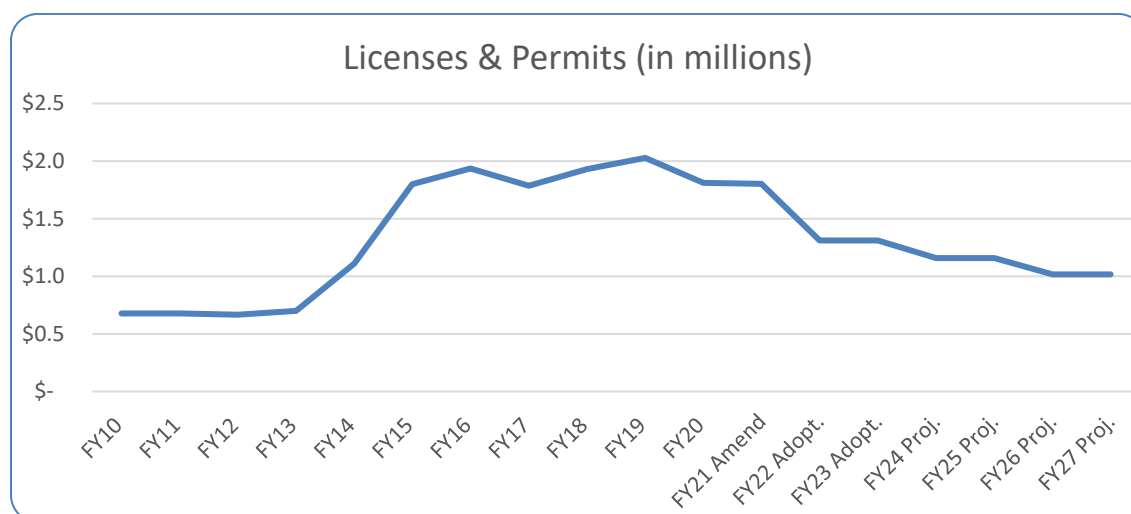
Fiscal Year	Revenue	% Change	Fiscal Year	Revenue	% Change
FY07	\$1,201,000		FY18	\$2,697,000*	21.4%
FY08	1,271,000	5.8%	FY19	2,458,000	(8.9%)
FY09	874,000	(31.2%)	FY20	2,244,000	(8.7%)
FY10	1,360,000	55.6%	FY21 Amend	1,887,000	(27.9%)
FY11	1,081,000	(20.5%)	FY22 Adopt.	1,427,000	(24.4%)
FY12	907,000	(16.1%)	FY23 Adopt.	1,427,000	--
FY13	979,000	7.9%	FY24 Est.	1,263,000	(11.5%)
FY14	1,469,000	50.1%	FY25 Est.	1,263,000	--
FY15	2,254,000	53.4%	FY26 Est.	1,287,000	2.0%
FY16	2,271,000	0.8%	FY27 Est.	1,287,000	--
FY17	2,221,000	(2.2%)			

*In FY18, a one-time \$626,026 fee was received for a development in the Town Center.

Licenses & Permits

These revenues 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 construction projects. This revenue category is projected to provide about 3.2% and 3.1% of FY22 and FY23 General Fund revenues, respectively. 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 increased precipitously post-Great Recession and has stayed at historic highs for several years. As mentioned in Charges for Services above, the City's updated fee schedule has reduced the level of subsidies; however, projections for this category assume that the pace will slow further in the coming years.

Figure 11: Licenses and Permits Trend, FY10 to FY27:



Source: Revenue History FY22 FY23 Budget/Lic & Permits

Table 11: Licenses & Permits Revenue History and Projection, FY07 to FY27:

Fiscal Year	Amount	% Change	Fiscal Year	Amount	% Change
FY07	\$686,000		FY18	\$1,930,000	8.1%
FY08	772,000	12.5%	FY19	2,028,000	5.1%
FY09	639,000	(17.2%)	FY20	1,810,000	(10.7%)
FY10	679,000	6.3%	FY21 Amend	1,801,500	(0.5%)
FY11	679,000	0.0%	FY22 Adopt.	1,312,000	(27.2%)
FY12	667,000	(1.8%)	FY23 Adopt.	1,312,000	--
FY13	699,000	4.8%	FY24 Est.	1,159,000	(11.6%)
FY14	1,112,000	59.1%	FY25 Est.	1,159,000	--
FY15	1,799,000	61.8%	FY26 Est.	1,018,000	-12.5%
FY16	1,935,000	7.6%	FY27 Est.	1,018,000	--
FY17	1,786,000	(7.7%)			

Source: Revenue History FY22 FY23 Budget.xlsx/Lic & Permits

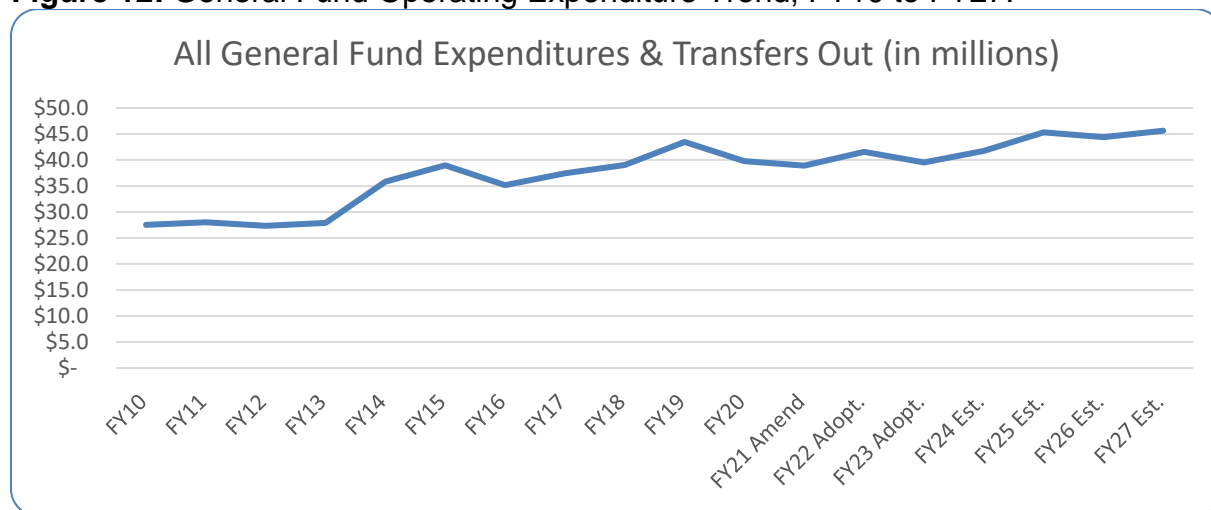
General Fund Major Expenditures

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

As stated in past years, since incorporation the City has typically staffed for a base level of workload and contract oversight; and, in addition relies heavily on contract services for certain municipal functions and to augment staff for peak workloads.

The following graph tracks expenditure growth:

Figure 12: General Fund Operating Expenditure Trend, FY10 to FY27:



Source: Expenditure History FY22 FY23 Budget.xlsx

The City's largest expenditures are incurred for Police Services, which are projected at \$14.0 million, or 33.6% of the General Fund's adopted FY22 Expenditures & Transfers Out budget. The Police Services department is also the only department where expenses are conservatively projected to grow faster (compounding at 4% per fiscal year) than revenues.

Table 12: FY22 General Fund Expenditures Adopted Budget, Cumulative Table

Expenditure Category	FY22 Adopted Budget	% of TOTAL	FY22 Cumulative %
1. Police Services	\$ 13,975,000	33.6%	33.6%
2. Public Works	6,191,000	14.9%	48.5%
3. Parks	3,544,000	8.5%	57.0%
4. Community Development	3,365,000	8.1%	65.1%
5. Transfers to Other Funds	1,939,000	4.7%	69.8%
6. Recreation	1,700,000	4.1%	73.9%
7. All Other Departments*	10,855,000	26.1%	100.0%
TOTAL*	\$ 41,569,000		

* All Other Departments includes City Council, City Manager, City Attorney, Economic Development, Public Information, Administrative Services, City Clerk, General Services, Facilities, Risk Management and Non-Departmental (excluding Transfers to Other Funds which is shown separately in table above).

The following discussion is focused on the major operating expenditures incurred by the City each year, namely Police Services (mainly the Sheriff’s Department contract), personnel costs (including unfunded pension liability payments), and Transfers to Other Funds (namely the Capital Improvements and Facilities Funds). Combined, these three expenditure areas make up two-thirds of the General Fund budget.

Police Services

Since incorporation, the City has contracted with the Orange County Sheriff’s Department (“OCSD”) to provide police services in town. The Police Services Department contract for FY21 was \$13.3 million; the projection for FY22 and FY23 is \$13.6 million and \$14.5 million, respectively. For FY22, the Police Services Department budget, including the OCSD contract, is estimated to make up roughly 33.6% of the General Fund budget.

Future cost estimates for the OCSD contract, based on the average increases over the past ten years, are for 4% annual, compounded increases from FY22 to FY27 (FY22 is slightly higher as costs for policing special events are projected to increase back to normal levels after dropping due to a reduced number of events in FY21 because of the pandemic).

For this LTFP, the City’s current and projected contract costs for OCSD services includes 39 OCSD staff reporting and dedicated to Dana Point, and is made up of 35 full-time sworn positions, 3 non-sworn community services officers, a crime prevention specialist and an investigative assistant; this same staffing is assumed for the duration of this LTFP.

In addition, the assumed contract includes costs shared with other OCSD contract cities for a group of roughly 19 sworn and non-sworn support positions that are assigned to serve South Orange County. The City’s share of the fully-loaded cost of the 16.9 positions for FY22 is approximately \$332,000.

The annual contract cost also includes allocated costs covering County and OCSD overhead, OCSD Field Training Bureau and the South Division Command costs, among others. Finally, the contract includes costs for all the items needed to support OCSD personnel including vehicles, radios, computers, patrol video systems, supplies, employee training, and enhanced helicopter support, among others. Not included, but expected to increase costs in the coming years, is OCSD's implementation of body-worn cameras.

Pension costs have been a major financial issue facing government since the State increased available pension benefits back in the mid-1990s; the financial problems caused by the increases are particularly acute with older public safety pension plans. Pensions are the largest component of benefit costs in the Sheriff's contract, and are funded by applying an overhead rate to their payroll. The weighted average estimated FY22 pension rate applied to payroll for deputies is 73.6%, up from FY21's 70.9%. FY22's estimated sworn management rate is 77.2%, and for non-sworn employees it is 40.1%, increased from 74.5% and 37.0%, respectively.

Should the County's pension plan achieve its assumed investment returns, the rate should show slight annual declines in the years to come as the less expensive pension plans mandated since calendar 2014 is applied to new hires. For OCSD's sworn safety positions, the additional charges for pension and benefits is 112% of salaries, and for non-sworn positions it is 73% of salaries. In comparison, the City's total pension and benefits are roughly 31.3% of pay.

The fully burdened cost, including salary, benefits, training and overhead in the estimated FY22 OCSD contract by position are as follows:

Table 13: FY22 Cost per Contracted Sheriff Positions:

Position	FY20	FY21	FY22 Est.
Lieutenant	\$ 392,000	\$ 412,000	\$ 428,000
Sergeant	333,000	345,000	357,000
Investigator	324,000	338,000	367,000
Deputy Sheriff II	275,000	284,000	296,000
Community Services Officer (NS)	127,000	133,000	131,000
Crime Prevention Specialist (NS)	104,000	110,000	116,000
Investigative Assistant (NS)	169,000	180,000	204,000

**NS = non-sworn Source: OCSD FY22 Contract Spreadsheet*

On average, over the 10 years spanning from FY13 to FY22, costs for the Police Services contract will have increased \$4.89 million, which equates to compounded growth of 4.4% per year.

Table 14: Sheriff’s Contract Cost History

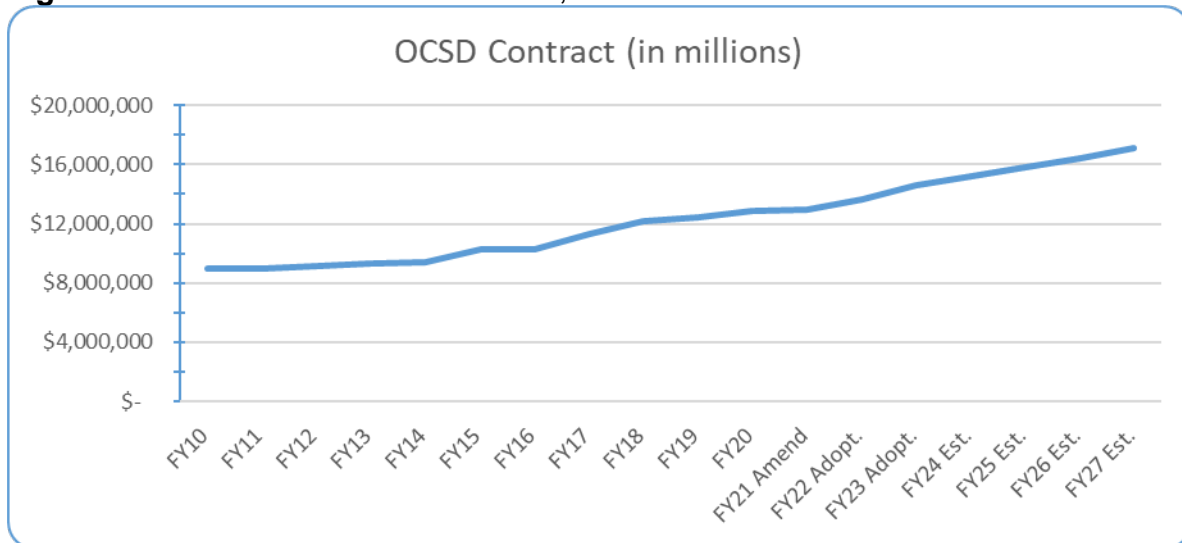
Sheriff’s Contract Cost History		
Fiscal Year	Contract Total	% Change
FY06	\$ 7,148,000	
FY07	7,451,000	4.2%
FY08	8,299,000	11.4%
FY09	8,500,000	2.4%
FY10	8,933,000	5.1%
FY11	8,997,000	0.7%
FY12	9,178,000	2.0%
FY13	9,323,000	1.6%
FY14	9,410,000	0.9%
FY15	10,232,000	8.7%
FY16	10,289,000	0.6%
FY17	11,302,000	9.8%
FY18	12,219,000	8.1%
FY19	12,459,000	2.0%
FY20	12,898,000	3.5%
FY21 Amended*	12,849,000	-0.4%
FY22 Adopted	13,575,000	5.7%
FY23 Adopted	14,500,000	6.8%
FY24 Est.	15,080,000	4.0%
FY25 Est.	15,683,000	4.0%
FY26 Est.	16,311,000	4.0%
FY27 Est.	16,963,000	4.0%

*FY21 Amended includes a \$400,000 mid-yr. budget adjustment accounting for unusually high vacancy and workers’ comp. credits.

Given likely pay raises, increasing pension costs particularly due to funding of sizeable unfunded liabilities, and forthcoming costs to implement body-worn cameras, it is assumed that OCSD contract costs will continue at this same historical pace for the coming years.

Most, but not all, of OCSD’s cost increases of late are associated with labor and benefit costs, which are largely out of the elected Sheriff’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, training programs, and facilities, among other areas, are within OCSD’s control.

Figure 13: OCSD Contract Cost Trend, FY10 to FY27:



Source: Expenditure History FY22 FY23 Budget.xlsx

There are ten cities in South Orange County that contract with OCSD for police services, and they include: Aliso Viejo, Dana Point, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Mission Viejo, Rancho Santa Margarita, San Clemente and San Juan Capistrano. Each contract is similar in structure, but does vary when it comes to the type and number of OCSD personnel services that are purchased.

Unique to Dana Point's contract is the inclusion of a Community Support Unit that includes one sergeant and three deputies, and costs \$1.4 million per year. The following table was not updated for this LTFP as minor staffing changes have occurred with other cities contacts, and no changes have occurred with Dana Point's contract staffing since FY20.

Table 15: Sheriff's Contract Positions – South Orange County Cities FY20:

OCSD South County Contract Cities Personnel - FY20 2nd Estimates 4/9/19											
	DP	AV	LH	LN	LW	LF	MV	RSM	SC	SJC	TOTALS
Safety:											
Lieutenant	1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	8.0
Sergeant - Admin.	1.0	1.0	1.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	7.0
Sergeant - Patrol	5.0	1.3	1.3	5.0	1.3	4.0	4.0	2.0	4.0	4.0	27.0
Investigator	2.0	1.5	2.0	2.0	0.5	3.0	4.0	1.0	4.0	2.0	20.0
DS II Patrol	18.0	15.0	14.0	24.0	6.0	31.0	33.0	19.0	31.0	14.0	187.0
DS II Traffic	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
DSII SRO	1.0	0.7	1.0	0.4	0.0	0.0	5.0	0.0	1.0	1.0	9.0
DS II Motor	1.0	2.0	2.0	6.0	0.0	3.0	6.0	2.0	2.0	2.0	25.0
DS II Comm Support	3.0	0.0	0.0	1.0	0.0	2.0	0.0	0.0	0.0	1.0	4.0
DSII Comm'l Vehicle	0.0	0.0	0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	2.0
DS II DET	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	2.0
Total Safety	34.0	22.5	22.3	40.4	7.8	46.0	54.0	26.0	45.0	27.0	291.0
Professional:											
Community Svc Ofcr	4.0	2.0	2.0	4.0	0.0	5.0	6.0	2.0	4.0	2.0	27.0
Crime Prevention Spec.	1.0	1.0	1.0	2.0	0.0	1.0	2.0	0.0	0.0	1.0	8.0
Investigative Asst.	1.0	0.0	0.0	1.0	0.0	1.0	1.0	1.3	0.0	0.0	4.3
Office Specialist	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	2.0	0.0	3.0
Sr. Emergency Mngt.	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Total Professional	6.0	4.0	3.0	7.0	0.0	8.0	9.0	3.3	6.0	3.0	43.3
FTEs - Dedicated	40.0	26.5	25.3	47.4	7.8	54.0	63.0	29.3	51.0	30.0	334.3
<i>17.9 FTEs Shared by All, except LW's that does not share in the motor sergeant.</i>											
Population	33,897	51,950	31,818	65,377	16,597	84,845	95,987	49,329	65,543	36,759	498,205
Area in Sqare Miles	6.5	6.9	6.6	14.8	3.3	16.8	18	13	18.4	14.4	112
Maintained Street Miles	79	82	83	146	5	196	227	99.5	149	81	1,069
Badges/1,000 Population	1.0	0.4	0.7	0.6	0.5	0.5	0.6	0.5	0.7	0.7	0.6
Badges/Square Mile	5.2	3.3	3.4	2.7	2.4	2.7	3.0	2.0	2.4	1.9	2.6
Badges/Mntnd Street Mi.	0.4	0.3	0.3	0.3	1.6	0.2	0.2	0.3	0.3	0.3	0.3
FY20 Cost (in millions)*	\$12.9	\$8.9	\$8.2	\$15.0	\$2.8	\$17.5	\$19.5	\$9.6	\$15.5	\$10.5	\$120.2
FY20 Cost /1,000 Population	\$379,000	\$171,000	\$257,000	\$229,000	\$167,000	\$206,000	\$203,000	\$194,000	\$236,000	\$285,000	\$241,000
<i>*Pending result of labor negotiations that will add to the total cost of all contracts.</i>											

Source: OCSD Contract City FTEs.xlsx

In addition to the positions listed in the table above that report directly to the contract cities, there are an additional 17.7 positions that work out of the South Orange County substations that support efforts associated with traffic, motorcycle deputy oversight, auto theft, directed enforcement, subpoena processing, and investigations.

Community Support Unit (CSU)

As discussed above, Dana Point contracts for a relatively higher level of service compared to other South Orange County Cities when compared on criteria such as per capita, per square mile or per street mile. However, Dana Point's policing model, particularly its Community Services Unit ("CSU"), is considered a best practice for those communities that can afford it. Dana Point's CSU was formed in 2009, and is unique amongst OCSD's contract cities.

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; conducting probationer searches of those subject to search & seizure terms; working with OCSD investigators on criminal cases; conducting proactive operations to observe and stop crimes in progress; coordinating meetings with resort security staff to address industry-specific issues on safety and crime; coordinating Neighborhood Watch and Business Watch programs; presenting crime-prevention topics to homeowner associations and community groups; acting as liaison with the OC Intelligence Assessment Center (OCIAC) 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 certain visitors at our resorts; and, they plan, organize and execute police deployment for public special events. Finally, they assist our police patrol operations, as needed and during busy periods and when regularly scheduled patrol staff are not available.

The unit is also an integral part of delivering City services, in particular as they partner with our Code Enforcement and Public Works staff. CSU is staffed with a Sergeant and three deputies that are each assigned to a geographic sector of the city and supported by a non-sworn Crime Prevention Specialist. CSU was created with a stated goal of reducing crime and building stronger relationships between law enforcement and the community.

The City also pays for one deputy 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, traffic accident data, authorized/budgeted levels and workload-based models, to name but a few. Consideration is also given to number of calls for service, response times to types of calls for service (crime related vs. quality of life), 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.

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 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 city budgets for decades, but particularly since enhanced pensions came about in the late 1990's. Without question, OCSD is a high-performing police organization, and a county sheriff's contract has traditionally been a less expensive option compared to creating and operating a full-service, city police organization. However, with the passage of the Public Employee Pension Reform Act of 2013 ("PEPRA"), the cost for pensions of a new police agency could be substantially lower than it is for an agency that carries with it the liability of the more expensive pension plans that existed prior to PEPRA; savings in the form of pension costs may or may not exceed the costs a new agency would incur to support a police department, particularly since the economies of scale for police support functions and supplies may be lost compared to what OCSD has to offer.

Personnel Costs

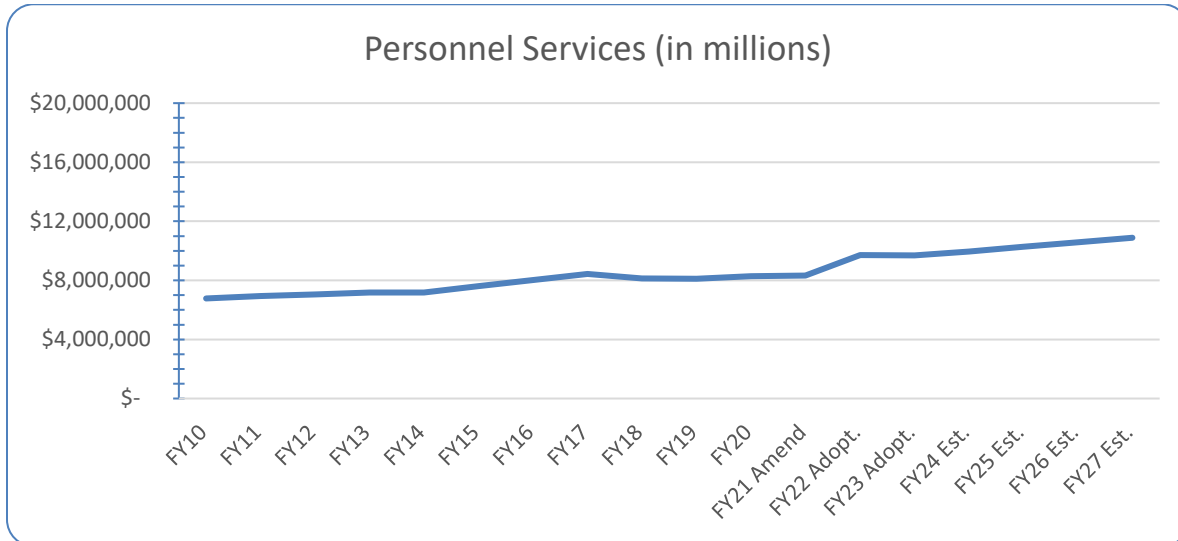
Personnel costs for City Staff are \$9.7 million in the FY22 General Fund budget, and represent 23.4% of adopted General Fund expenditures.

Four years ago, the FY17 budget included 70 full-time positions, while the FY22 adopted budget includes 5 fewer positions, or 65, with one of those directly tied to availability of recently awarded grant funding. In addition to reducing the number of positions, several other positions were downgraded the past few years due to a reduction in the number of management positions.

The City's service delivery model utilizes City staff along with contract services, which provides savings due to economies of scale realized by larger agencies/contractors, ready access to equipment the City does not have to own, and 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 sufficient staff to manage day-to-day operations and projects, oversee contracted work, and to deliver high quality services in a timely manner.

Personnel costs, in total, and taking into account the slight reduction in the workforce and the onset of unfunded pension liability payments, have grown at less than 2.6% compounded per year since FY10.

Figure 14: Personnel Cost (Fully Loaded) Trend, FY10 to FY27:



Source: Expenditure History FY22 FY23 Budget.xlsx

Table 16: Total Personnel Cost History and Projection, FY10 to FY27:

Fiscal Year	Total	% Change
FY10	6,776,000	(2.6%)
FY11	6,933,000	3.8%
FY12	7,040,000	1.5%
FY13	7,180,000	2.0%
FY14	7,177,000	0.0%
FY15	7,609,000	6.0%
FY16	8,030,000	5.5%
FY17	8,443,000	5.1%
FY 18	8,122,000	(3.8%)
FY 19	8,107,000	(0.2%)
FY 20	8,273,000	2.0%
FY21 Amend.	8,331,000	0.7%
FY22 Adopt.	9,723,000	15.4%
FY23 Adopt.	9,687,000	0.9%
FY24 Est.	9,950,000	3.4%
FY25 Est.	10,269,000	3.2%
FY26 Est.	10,575,000	3.0%
FY27 Est.	10,886,000	2.9%

Brief Personnel Cost History in Footnotes:

>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.

>The Public Employee Pension Reform Act (PEPRA) was implemented 1/1/2013, and requires employees new to CalPERS 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, the CalPERS small agency pension fund has an unfunded liability due to CalPERS

implementation of more conservative actuarial assumptions, including lower projected investment earnings and updated mortality tables; the unfunded liability payments are included in the amounts shown. A discussion on the unfunded liability ensues below.

>Beginning in FY20, employees in the City's 2 @55 pension plan began making contributions toward the unfunded pension liability for that plan. The contributions are being phased-in over three-years, with a 0.5% of pay contribution in FY20, a total 1.25% contribution in FY21, and a total 2% contribution thereafter; per the current labor agreement with the Dana Point Employees Association, these employee contributions will continue to exist as long as the City has an unfunded pension liability (and is in addition to the 7% Employee Portion mentioned above). Finally, the City does not participate in Social Security.

Table 17: Salaries, Retirement & Benefits History and Projection, FY10 to FY27:

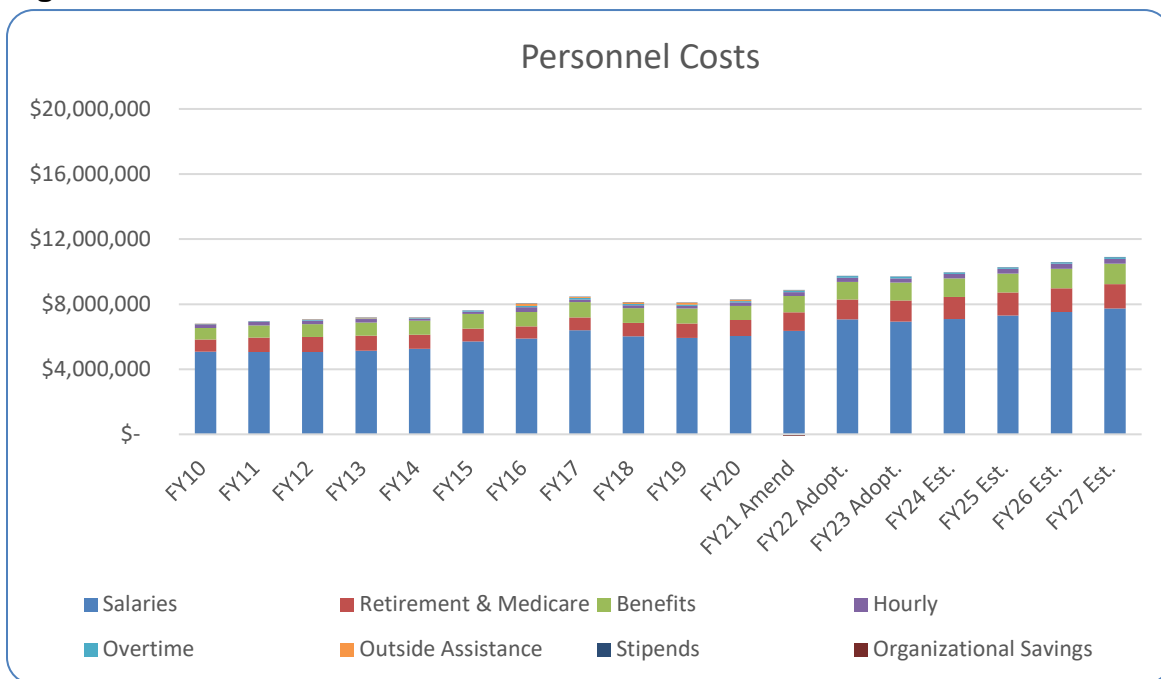
Fiscal Year	Salaries*	% Change	Retirement***	%Change	Benefits	% Change
FY10**	5,315,000		749,000		711,000	
FY11	5,285,000	(0.6%)	883,000	17.9%	764,000	7.5%
FY12	5,328,000	0.8%	926,000	4.9%	787,000	3.0%
FY13	5,441,000	2.1%	930,000	0.4%	809,000	2.8%
FY14	5,452,000	0.2%	865,000	(7.0%)	860,000	6.3%
FY15	5,913,000	8.5%	787,000	(9.0%)	909,000	5.7%
FY16	6,415,000	8.5%	738,000	(6.2%)	878,000	(3.4%)
FY17	6,716,000	4.7%	792,000	7.3%	936,000	6.6%
FY18	6,379,000	(5.0%)	828,000	4.5%	914,000	(2.4%)
FY19	6,290,000	(1.4%)	887,000	7.1%	930,000	1.8%
FY20	6,035,000	(4.1%)	990,000	11.6%	868,000	(6.7%)
FY21 Amend.	6,361,000	5.4%	1,133,000	14.4%	1,018,000	17.3%
FY22 Adopt.	7,067,000	11.1%	1,228,000	8.4%	1,067,000	4.8%
FY23 Adopt.	6,928,000	(2.0%)	1,291,000	5.1%	1,102,000	3.3%
FY24 Est.	7,090,000	2.3%	1,349,000	4.1%	1,136,000	3.1%
FY25 Est.	7,299,000	2.9%	1,413,000	4.7%	1,173,000	3.3%
FY26 Est.	7,516,000	3.0%	1,456,000	3.0%	1,211,000	3.2%
FY27 Est.	7,738,000	3.0%	1,497,000	2.8%	1,249,000	3.1%

*Salaries include wages for full and part-time employees, overtime, outside assistance, and City Council & Planning Commissioner stipends. FY22 also has one extra pay period that occurs every seven years due to biweekly pay periods not lining up directly with the Gregorian calendar (the result is a non-recurring total cost of approximately \$250,000)

** 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, ICMA deferred compensation for part-time employees, and the CalPERS unfunded liability payments.

Figure 15: Personnel Costs Trend Stacked Bar Chart, FY10 to FY27:



Source: Expenditure History FY22 FY23 Budget.xlsx

The adopted FY22 total personnel costs show a 16.7% increase over the FY21 amended budget; inclusive of adjusting for a non-recurring twenty-seventh bi-weekly pay-period in FY22 that occurs every seven years. However, compared to the original FY21 budget (before COVID-related budget reductions including vacancy savings and the elimination of merit-based raises), along with the addition of a grant-funded homeless services analyst and some FY21 pay equity adjustments, the year over growth is 4.4%.

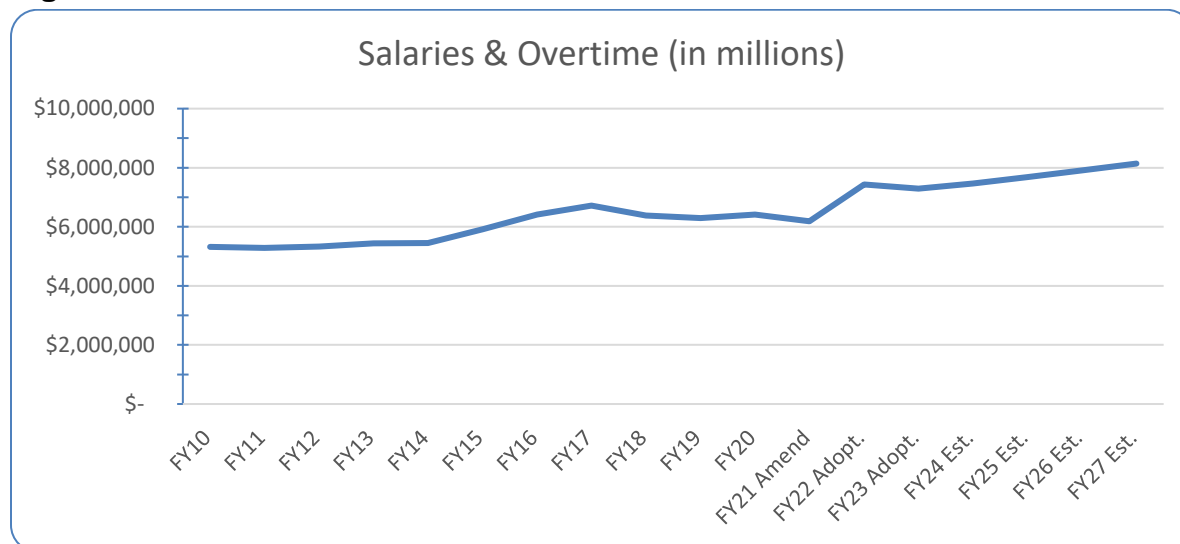
The LTFP shows the projected average annual increase from FY24 through FY27 at just under 3%. The retirement cost increases are the result of required payments toward the CalPERS unfunded liability, while benefit costs are projected conservatively given the volatility in health care costs. Note that the fully loaded cost of a 1% wage increase applied to the entire workforce equals just over \$56,000.

Salaries

Less than half of the City's workforce is represented by the Dana Point Employee Association ("DPEA"), which negotiates with the City for their 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.

Employee evaluations are conducted in September each year, and any raises take effect October 1st. In response to the revenue impacts caused by COVID-19 and the Governor's Stay at Home Orders, the October 2020 3% merit pool was eliminated and employees did not receive raises; this was in addition to adjusting workloads to cover duties of positions that went vacant during FY20 and FY21 in order to accumulate additional savings, offset by some pay equity adjustments. Given better than initially projected revenue performance, the assumption in the FY22 and FY23 adopted budget includes funding based on the DPEA agreement's 3% annual merit pool, along with an additional 1% raise. This amounts to roughly \$220,000 of additional personnel costs (fully-loaded) each fiscal year, but still roughly \$110,000 less than would have occurred had the FY21 merit pool not been eliminated. The LTFP assumes 3% annual wage increases via the merit-pool from FY23 through FY27.

Figure 16: Salaries and Overtime Trend, FY10 to FY27:



Source: Expenditure History FY22 FY23 Budget.xlsx

The current DPEA labor agreement runs three years from January 1, 2019 through December 31, 2021 (half-way through the first fiscal year of this upcoming two-year 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, up to 3.5% for a “Successful +” rating, 0-5% for an “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:
 - Employees that were in CalPERS prior to January 1, 2013 are placed in the 2% @ 55 plan; they pay 7% of the CalPERS normal contribution payment; and, they pay toward the City’s unfunded pension liability with a 0.5% contribution beginning 7/1/19, increased to 1.25% beginning 7/1/20, and finally to 2% beginning 7/1/21;
 - Employees new to CalPERS January 1, 2013 or later are placed in the 2@62 plan and pay 50% of the total normal contribution payment;
- The accrual rate for comprehensive paid time off hours (vacation and sick leave combined) start at 15 days per year; at year four it increases to 20 days per year; at year 7 it accrues at 25 days per year; and finally at ten years or more of service it is 30 days per year;
- The maximum accrual of unused paid time off hours is two times the employee’s annual accrual rate. Employees hired before January 1, 2019 may cash-out accrued hours, with a limit of 200 hours per year in 2019, reduced to 180 hours in 2020 and 160 hours in 2021; those hired January 1, 2019 or later are limited

to a 40 hour per year maximum cash out of accrued hours (note that cash outs were eliminated as a COVID-19 related cost saving measure in FY21, except in extreme circumstances); and,

- Education reimbursement up to the cost of full-time, in-state tuition at a California State school. The maximum amount available to the workforce for this program is established in the City budget, with the adopted FY22 and FY23 budget at \$22,500 and \$25,000, respectively.

Benefits

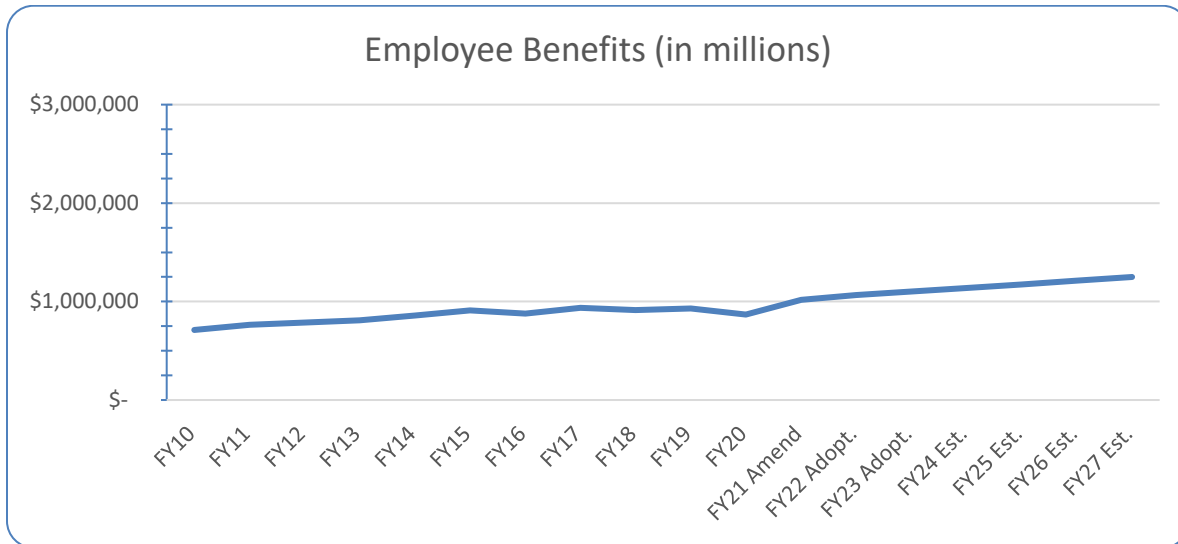
The City offers a "cafeteria style" flexible benefits plan, with a fixed monthly allowance provided to full-time employees, in varying amounts as discussed below. Employees may apply the allowance toward premiums for the health, dental, vision, disability and life insurance plans that fit their needs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

The City has historically provided higher monthly cafeteria allowances to non-DPEA employees, and again higher allowances to executive management. Based on the current labor agreement, the LTFP assumes no increases in monthly allowances for non-DPEA employees until such time as DPEA members are receiving the same amount. The DPEA labor agreement requires the City to pay \$50 more per month beginning January 1, 2020, at which time they will be receiving the same amount of allowance as the non-DPEA, non-executive management employees currently receive.

The agreement includes another \$50 per month increase on January 1, 2021. The current labor agreement states that beginning January 1, 2022, the monthly cafeteria allowance for represented employees would be subject to average increases in the medical plans the City participates in, with a \$50 per month maximum increase. To be conservative, the FY22 and FY23 adopted budgets assume that \$50 per month increases are afforded the represented employees. For FY24 through FY27, the assumption is that both represented and non-executive management employees will receive \$50 per month increases, and in FY27 the executive management employees (except for the City Manager) would receive a \$50 per month increase. The City Manager position is not projected to receive a benefit allowance increase during the term of this LTFP.

The additional annual cost for the health benefit allowance in the adopted FY22 and FY23 budgets is \$33,600. The adopted budget includes monthly benefit allowances that, depending on the average cost of health care premium increases, may go into effect January 1, 2022 as follows: DPEA represented (\$1,375); non-represented (\$1,375); Department heads (\$1,475) and the City Manager (\$1,718).

Figure 17: Employee Benefits Trend, FY10 to FY27:



Source. Expenditure History FY22 FY23 Budget.xlsx

Retirement:

The City contracts for its employee pension 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 State Statute at 7% of pay) of pension contributions until October 1, 2013. At that time, the City implemented a key component of the State enacted Public Employee Pension Reform Act of 2013 (PEPRA), where the new standard is for employees to pay the Employee Share of pension costs. Beginning October 1, 2013, the City's non-represented employees started paying 4/7ths of the 7% Employee Share, and then on October 1, 2014 those same employees picked up the full 7% Employee Share. The same two-year phase in of full pick up of the Employee Share was implemented for the DPEA 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 below or above the 7% Employee Share, respectively.

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 18: CalPERS Investment Earnings History:

CalPERS Earnings History		
Fiscal Year	Actual Investment 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	11.2%	7.5%
FY18	8.6%	7.375%
FY19	6.7%	7.25%
FY20 estimate	4.7%	7.0%
FY21+	n/a	7.0%

In FY12, the CalPERS Board lowered the actuarial determined interest 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 amortizing gains and losses over time. The latter does moderate fluctuations year to year in rates charged to contract agencies. In December 2016, CalPERS took further action to reduce the earnings assumption over three years; the reductions were 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, dropped to 83.1% 6/30/15 and again to 77.9% 6/30/16,

before increasing to 80.5% 6/30/17, back down to 78.8% 6/30/18 and to 78.5% 6/30/19 (the most recent information).

The difference between Actual Investment Earnings and the Actuarial Earnings Assumption results in an actuarial gain or loss that is amortized into annual pension rates over time. This approach smooths out the annual impact on changes to pension rates charged to employers.

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, as mentioned, 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 19: CalPERS Employer Share Rate History

Fiscal Year	Employer Share	% Change	Fiscal Year	Employer Share	% Change
FY09	11.954%		FY19	9.409%	5.5%
FY10	11.736%	(1.8%)	FY20	10.221%	8.6%
FY11	8.984%	(23.5%)	FY21	11.031%	8.0%
FY12	10.059%	12.0%	FY22 Adopt.	10.88%	0%
FY13	10.238%	1.8%	FY23 Adopt.	10.9%	0%
FY14	10.781%	5.3%	FY24 Est.	10.9%	0%
FY15	11.522%	6.9%	FY25 Est.	10.9%	0%
FY16	10.828%	(6.0%)	FY26 Est.	10.9%	0%
FY17	8.88%	(18.0%)	FY27 Est.	10.9%	0%
FY18	8.921%	0.5%			

*Source: CalPERS Miscellaneous Plan of the City of Dana Point dated July 2020

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

Table 20: CalPERS Unfunded Liability Annual Cost:

Fiscal Year	Unfunded Liability Cost	% Change
FY16	\$118,000	
FY17	140,000	18.6%
FY18	182,000	30.0%
FY19	250,000	37.4%
FY20	322,000	28.8%
FY21	398,000	19.6%
FY22 Adopt.	487,000	26.5%
FY23 Adopt.	552,000	13.3%
FY24 Est.	589,000	6.7%
FY25 Est.	630,000	7.0%
FY26 Est.	650,000	3.2%
FY27 Est.	667,000	2.6%

Beginning in FY16, CalPERS began collecting additional funds from agencies to cover the unfunded liability that was occurring due to use of more conservative actuarial assumptions, and due to underperforming investment returns. As shown in Table 19, the Employer Share rate for Classic Employees is projected to grow to 10.9% of payroll by FY23. Not shown, but of note, is that the rate for employees entering CalPERS in calendar 2013 and later (PEPRA) will be 7.6% by FY23. For perspective, with salaries at roughly \$7.1 million per year, the FY22 unfunded liability

payment represents 6.9% of payroll. Adding the unfunded pension liability payment to the normal pension payment results in total pension costs of 16.7% of adopted salaries and wages for FY22.

The increases to the required unfunded pension liability payments shown in the table above are projected to drive the pension cost up to over 18.6% of payroll by FY27. The City has been exploring the potential to make a multi-million investment into an IRS Section 115 eligible pension prefunding trust account with the goal of limiting the negative financial impact of rising unfunded liability costs.

In FY19, the City Council set aside \$5 million in its General Fund with the intent to consider a Section 115 account investment; the plan to move forward with the investment was temporarily put on hold at the onset of financial impacts of COVID-19, and \$1 million was used from this account to backfill lost revenue. The adopted LTFP includes setting an additional \$1 million aside in FY23 to again bring the account back to \$5 million.

A Section 115 investment, in particular use of the account including interest earnings to pay down the City's unfunded pension liability, would not likely factor into LTFP projections until fiscal years beginning shortly after FY27; this is due to the need to allow the investment to accrue interest earnings prior to using it to help pay down the unfunded liability. Staff will be engaging the City Council in discussions regarding moving forward with a Section 115 investment during FY22, if not sooner.

Capital Investment in Street and Related Systems (FUNDS 11, 02, 04, 08, 21)

In accordance with the Infrastructure Asset Management Policy adopted by the City Council in 2018, Staff has developed a long-term capital funding plan to maintain our street systems. Staff has converted the results of regularly performed street pavement

condition analysis into a life-cycle work plan that includes the annual budget necessary to sustain our overall street condition at the high end of a “Good” level score (as shown in the table below). The capital investment plan includes periodic slurry sealing, repair, rehabilitation and resurfacing for all residential and arterial streets in our inventory; in addition, the plan provides for fixing/replacing adjacent curb, gutter, storm drain inlets, and sidewalks, as needed.

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 a general guideline which includes factors such as vehicle ride quality, pavement cracking, potholes and rutting. The assessment is done with advanced mobile equipment coupled with professional judgment. The overall 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 overall rating of 84, and still have some streets that could fall into the 50s or 60s, while others that were recently resurfaced would rate near 100.

The adopted capital budget provides funding from the General Fund (Fund 01), Gas Tax (Fund 02), Measure M (Fund 04), and Road Maintenance and Rehabilitation Act (RMRA) (Fund 08). Not budgeted, but available to fund park-related capital projects, is an account for Parks Development Impact Fees (Fund 21); this fund currently has \$70,400 available to spend on a parks-related capital project.

The adopted Capital Projects Fund budget for the upcoming two years is \$10.1 million. Of that, the General Fund’s contribution is \$5.4 million, with \$4.2 million in FY22 and \$1.2 million in FY23. The LTFP for FY24 through FY27 includes an average General Fund contribution of roughly \$3.0 million per year.

The Gas Tax, Measure M and RMRA fund’s contribution is \$2.8 million and \$2.0 million for FY22 and FY23, respectively, and average a combined \$2.2 million per year from FY24 through FY27. Details of the projects included in the adopted FY22 and FY23 budget, as well as plans for FY24 through FY27, were provided in the January 19, 2021 City Council agenda report regarding this update to the LTFP, will be provided during the upcoming budget workshops and hearings, and are mainly consistent with the past several years of adopted budgets. Notable differences from prior years are the inclusion of funding to update the City’s Storm Drain master plan, and design/construction of a few storm drain projects. Also, at Council direction at their January 19, 2021 meeting, Staff has included \$400,000 in FY22 to fund the design and possibly some improvements for Doheny Village connectivity improvements.

Capital Investment in Facilities (FUND 12)

The City Council also adopted a new Facilities Management Policy in 2018. To begin addressing a long list of deferred maintenance projects, the Council seeded the Facilities Fund (12) with \$2 million in FY18, and another \$2.2 million in FY19. City facilities consist of a number of structures and their component systems, and include the Community/Senior Center, City Hall, Nature Interpretive Center, park structures and trail systems, water treatment facilities, the Stonehill bridge over San Juan Creek, and the PCH pedestrian bridge, among others.

The City conducted a comprehensive facilities assessment in FY18, and began implementing a computerized maintenance management system (CMMS) for facilities and parks. Based on the assessment and ongoing input from the City's Facilities Manager, the list of maintenance projects continues to be updated and prioritized, and is included in the adopted budget and LTFFP.

The FY22 and FY23 adopted facilities budgets combined total \$1.5 million, and include the following projects: City Hall HVAC system replacement and elevator maintenance; maintenance of Salt Creek Water Treatment plant; interior flooring at City Hall; a new fitness facility at the Senior Center; update to Sycamore Creek fitness trail equipment; Creekside Park rubberized playground installation and canopy structure rehabilitation; maintenance of stairs at Dana Woods Park; Community Center exterior paint, upgrade telecommunications connectivity and new audio/visual equipment for meeting space, replace the playground, refurbish the batting cages and field netting, and refurbish the ball field restrooms.

The CMMS system continues to be implemented and used to plan, budget, manage and report on preventive and unscheduled maintenance activities for the City's 14 facilities, 31 parks, 88 landscaped medians, and city parkways.

Other Funds

In addition to the funds discussed above, the City also accounts for other restricted monies in separate funds, namely the AB2766 Clean Air Fund (05), Coastal Transit Fund (06), Tourism Business Improvement District Fund (07), Headlands Habitat Fund (09), Supplemental Law Enforcement Services Fund (25) and the Community Facilities District Maintenance Fund (27).

Dana Point Trolley Funding – Fund 05 and Fund 06

The City's free trolley system is accounted for in the Coastal Transit Fund (06), and has been funded mainly by Orange County Transportation Authority's Project V (Project V) grant funds, with a required funding match provided by a one-time development impact fee revenue the City received when the Waldorf Astoria Monarch Beach (formerly the Monarch Beach Resort and originally the St. Regis Resort) was built at the turn of the century.

The balance of those impact fee revenues will be spent during FY24. In response to the COVID-19 pandemic shutdown of the trolleys in 2020, the Project V funding that would have expired in FY25, has been extended to FY27. The LTFP shows match funding coming from the AB2766 Clean Air Act fund for three years, FY24 through FY26. The AB2766 funds are only eligible to be used for three years. Utilizing the AB2766 funds as a match beginning in FY24 would provide funding for the Trolley program through FY26; a funding source for the match has not been identified for FY27, and no funding sources are identified for FY28 and beyond.

Tourism Business Improvement District (TBID) (Fund 07)

The TBID was formed in FY10 by the City and its four largest resorts, with funds provided by a self-assessment voted on by the resorts, and comprised of a \$3 per room night charge. The proceeds are paid to the City and deposited in the TBID Fund. Beginning in FY21, the TBID was expanded by a vote of, and to include, all hotels in town. The original four large resorts are now charging \$5 per room night to their guests, and the other hotels are charging \$3 per room night.

The assessment proceeds are restricted as to use on marketing Dana Point as a tourist/business destination, with the express intent on maintaining and increasing hotel guest stays. The TBID, under normal economic conditions, is expected to generate roughly \$2.1 million per year.

In FY16 the four large resorts formed a non-profit destination marketing organization, Visit Dana Point (VDP), and subsequently VDP was contracted by the City to manage the restricted TBID funds. Concurrent with the expansion of the TBID to include all hotels in town, VDP also amended its bylaws to expand representation on its board of directors. The adopted FY22 budget continues to provide for the transfer of these funds to VDP in FY22, along with approximately \$500,000 of previously collected funds on account. It is proposed to maintain about \$50,000 in the City's interest-bearing TBID fund as a contingency to reimburse the City for unplanned costs should they occur.

Headlands Habitat Fund (09) and Community Facilities District Maintenance Fund ("CFD") (27)

Though legally separate, the two interest-bearing funds are related in that they are restricted as to use to maintain public assets in the city's Headlands area. They were both established as a result of the Headlands residential and commercial development.

The Headlands Habitat Fund (09) was seeded with funds to create a non-wasting endowment, the proceeds of which are restricted to maintaining and monitoring Environmentally Sensitive Habitat Areas (ESHA) at the Headlands, and provides roughly \$23,000 per year to pay for biological monitoring studies and maintenance activity.

The CFD Fund (27) receives approximately \$330,000 per year in special assessment revenue from residential and commercial property owners in the Strand development, and is used to operate and maintain the funicular, Strand linear park, certain landscaped areas and storm drains. There are no projected issues in regards to the financial wherewithal for these funds to cover their respective costs. Staff has incorporated the CFD assets into the City's Computerized Maintenance Management System, and the General Services Department is tasked with maintaining, and when necessary, replacing major CFD assets (e.g. funicular car, track and electrical components; revetment walkway surfacing; etc.).

Supplemental Law Enforcement Services Fund (25)

In 1996, the State passed the Citizens Option for Public Safety Act (COPS), and the City accounts for these funds in its Supplemental Law Enforcement Services Fund (SLESF); it provides funding to augment, not supplant, funding of enhanced local law enforcement services. The City has been receiving approximately \$150,000 per year. Given the susceptibility of this revenue source to change in State law, the City only budgets receipt and expense of these funds after the funds are received during each fiscal year; therefore, they are included in the adopted budget and LTFP at zero.

Summary of Open Issues

COVID-19 Impact on City Revenues

Since California Governor Newsom's Executive Order ("Stay at Home Order") in response to the COVID-19 pandemic that took effect March 19, 2020, the City's hospitality industry-related revenues have been hit hard. Compared to FY19 pre-pandemic actual revenues, combined the FY20 actual and FY21 estimated show a loss of \$11.5 million; in addition, the projected loss for FY22 compared to pre-pandemic FY19 actuals is another \$2.5 million. Combined, the three year loss is projected at \$14.0 million.

In response to the Stay at Home Order, the City Council directed Staff to address the COVID-19 impact on revenues, and to do so in a manner consistent with the City's adopted Financial Policies. The approach has been multi-faceted, and incorporates use of high-probability, COVID-19 related Federal, State and County relief funds, coupled with savings identified in budget line items including keeping Staff positions vacant, followed by use of Designated Accounts set aside for Special Purposes (i.e. unfunded pension liabilities and community investments), and then if needed use of City reserves in accordance with City Financial Policies.

This approach maintained core City operations and continued funding for maintenance of infrastructure and facilities. Given the funds allocated to the City under the Federal American Rescue Plan, use of reserves to date has not been necessary.

Homelessness

Staff has been working diligently, and with much success, to implement the Council-adopted Community Work Plan to Address Homelessness, and Work Plan statistics have been published annually the past four years, and the Work Plan was recently updated. The City Council added a full-time, grant-funded social worker position to the City budget, and that position was filled in January 2021.

Short Term Rentals (STR)

In 2020, the City Council directed that the Planning Commission (PC) develop a STR pilot program that recommends regulations that balance STRs compatibility with the community and access requirements of the Coastal Act. Public engagement began shortly thereafter and is intended to help the PC best understand the interests of the community. The PC split their efforts into two phases, with the first phase focused on improving regulations/enforcement to ensure better compliance by existing permit holders, and the second phase to develop a pilot program that contemplates permits for three types of STRs (rental of a homeowners' primary residence, rental of a non-primary residence, and home stay or rental of a portion of the home).

If enhanced regulations and a pilot program prove successful, the City would consider making the program more permanent. Should the effort not prove successful, it is possible that the City Council would decide to make further adjustments, up to and including not allowing STRs. The PC's recommendations are expected to be presented to the City Council in the coming months.

Unfunded pension liability

In FY19, the City Council set aside \$5 million in its General Fund with the intent to consider a Section 115 account investment; the plan to move forward with the investment was temporarily put on hold at the onset of financial impacts of COVID-19, and \$1 million was used from this account to backfill lost revenue. The budget includes use of FY23 projected surplus to set an additional \$2 million aside to bring the account balance to \$6 million. Staff will be engaging the City Council in discussions regarding moving forward with a Section 115 investment during FY22.

General Plan Update

California law requires each City to prepare and adopt a comprehensive General Plan to guide the city's long-term physical development. The Plan serves as a blueprint for future development, and contains goals and policies designed to guide the city toward achieving its vision for future land development. The Plan must include seven State-mandated "elements", including those covering land use, circulation, housing, conservations, open space, noise and safety.

The City first adopted its original Plan in 1999; and, though certain updates have been approved since then, a comprehensive update has never been made to the original

Plan. In 2019, the Council set-aside \$1 million in a Designated Account to help fund a Plan update, and \$201,000 has been directed toward the Housing Element component. Staff continues to work on the multi-year project to update the General Plan.

Storm Drain Maintenance

The FY22 / FY23 adopted budget includes funding to update the City's Storm Drain Master Plan. Some specific projects have been identified and approximately \$5 million of projects have been put into this LTFP in the Capital Improvement Program (CIP) component.

Doheny Village Plan and Connectivity Improvements

The draft Environmental Impact Report for the Doheny Village Plan is expected to be distributed to the public shortly, and dates are being set for Planning Commission and City Council workshops. The City Council also recently directed Staff to include funding in this upcoming budget to cover the design of connectivity improvements, which Staff has done by putting \$400,000 in the FY22 Capital Improvement Fund budget.

City Trolley

The City has been successful in receiving grants from the Orange County Transportation Authority (OCTA) to pay most of the cost of its trolley system since the trolley's began service in 2014. To date, the City has covered the required local funding match portion with one-time funds received many years ago from the California Coastal Commission. Those one-time funds, accounted for in the City's Coastal Transit Fund (06), will be depleted by FY24. At that point, the City will be able to utilize monies from its AB2766 Clean Air Act Fund (05) for the three years from FY24 through FY26. For FY27, the last year of the current OCTA grant, non-General Fund sources will be need to be identified to cover the required local match. Beyond FY27, it is not know if the OCTA grants will be made available.

Closing Observation

A forecast is simply a prediction of future conditions, and intended to be a planning tool and not deemed a perfect picture of what is to come. This LTFP is the fourth edition, with the first produced in 2015 as part of the two-year budget. Including the roughly \$6 million for Dana Point from the Federal 2021 American Rescue Plan Act stimulus funds, the FY22 adopted budget shows a \$505,000 deficit, and the FY23 adopted budget shows a \$2.3 million surplus; the outlook provided in this LTFP shows surpluses in all years through FY27. There is marked improvement in forecasts of the City's financial future from previous LTFP's, particularly given that per the City Council's Financial Policies approved during the FY20 / FY21 budget adoption, annual investments in the Capital Improvement Program are now funded in the base budgets. Growth in General Fund revenue forecasts are keeping pace with expenditures for the duration of this LTFP, but do rely on new hotels opening during the latter years; beyond this LTFP.

APPROPRIATIONS AND DEBT LIMITS

Appropriations Limit: The Appropriations Limitation imposed by California State Propositions 4 and 11 created a restriction on the amount of revenue which can be appropriated in any fiscal year. 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.

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

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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 2021-2022 is \$108,151,726 and was calculated as follows:

The City of Dana Point's Appropriations Limitation (FY 2021): \$103,158,838

- | | |
|------------------------------------|---------------|
| 1. Population % | -0.84 |
| 2. Per Capita Personal Income % | 5.73 |
| 3. Population converted to a ratio | 0.9916 |
| 4. Inflation converted to a ratio | <u>1.0573</u> |

Total Adjustment Factor (=3x4) 1.0484

FY 2022 Appropriations Limit (\$103,158,838 x 1.0484) \$108,151,726

CITY OF DANA POINT
Computation of Legal Debt Margin
June 30, 2020

Assessed Valuation (1)	<u>\$13,690,180,185</u>
Legal Debt Limit - 3.75% of Total Assessed Valuation	\$513,381,757
Amount of Debt Applicable to Limit: None	0
Legal Debt Margin	<u>\$513,381,757</u>

Note (1):

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

BUDGET REFERENCE MATERIALS

BUDGET REFERENCE MATERIALS

This section provides additional information that may be useful to the reader.

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GLOSSARY

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

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

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.

FUND DESCRIPTIONS

GENERAL FUND (01)

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 (02) – 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 (04) – 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 Clean Air Act Fund (05) – 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.

Coastal Transit Fund (06) – 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.

Tourism Business Improvement District Fund (07) – 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.

Road Maintenance and Rehabilitation Act Fund (08) – In March 2017, the State's Senate Bill 1 Road Repair and Accountability Act of 2017 was enacted and provides funds for local street maintenance. All receipts are programmed into the City's CIP Fund 11 street repair projects

Headlands Habitat Fund (ESHA) (09) – To account for the endowment revenues and expenditures related to maintaining the natural habitat at the Headlands Reserve.

Supplemental Law Enforcement Services Fund (25) – 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.

CFD 2006-1 Facilities Maintenance Fund (27) – To account for revenues and expenditures associated with the ongoing maintenance of certain facilities located within the boundaries of Community Facilities District 2006-1 of the City of Dana Point, including landscaping, revetment, storm water quality and funicular.

CAPITAL PROJECT FUNDS

Capital Improvements Project Fund (11) – To account for financial resources used in the construction or acquisition of major capital facilities.

Facilities Improvement Fund (12) – 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 (21) – 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.

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 previously allocated to cities, for a portion of the State's property tax revenue. The sales tax portion of this swap was temporary and sales tax revenues reverted back to the City in FY 2016. The City's motor vehicle in-lieu fees were permanently eliminated and the In-lieu property tax revenue represents the substitution of property taxes for these revenues.

Financial Principles for Dana Point

Long-Term Thinking

Long-term thinking is required for long-term financial sustainability.

- **Think about the long-term, but balance with the short-term.** We must remain mindful of the long-term health of Dana Point, but also recognize that sometimes there are immediate problems that demand a solution. We should look for smart ways to satisfy both the short- and the long-term at the same time.
- **Spend within Our Means.** Revenues should equal or exceed planned expenditures, now and in the future.

Build Trust and Open Communication

If the citizens of Dana Point are to arrive at a mutually agreeable way to use their public resources, they need to trust each other and communicate openly.

- **Be a Trustworthy Steward of Taxpayer Money.** We will be open about how decisions are made and why they are made. When the City makes a commitment it will follow through.

Making Decisions Together

When people participate in making decisions, the decisions will be better. The decision will be more reflective of everyone's needs and will have greater support.

- **Make meaningful opportunities for the community to participate in decisions.** We should engage citizens in meaningful, two-way dialogue that invites them to work with City leaders in making trade-offs between the options the City faces.
- **Create mutually beneficial partnerships with others to reach the community's goals.** The City of Dana Point municipal government has limited power to get things done. Working together with others is essential for addressing challenges that the community faces.

Set and Respect Boundaries for Decisions

Boundaries define how decisions are made about public resources. If people agree to boundaries and they stay within them, it will build trust between people.

- **Compare decision against the City's financial policies.** When making a decision, we should always ask: "is this consistent with our policies?"

Treat People Fairly

The perceived fairness of any system is elemental to people's decision to support that system. If people feel unfairly treated, they will not be willing to work with the City or respect its decisions.

- **Make fair decisions.** A fair decision does not mean that everyone gets exactly what they want. It does mean that everyone has a chance to be heard, that there are clear criteria for making a decision, and that everyone's interests are given serious consideration in light of the decision criteria.
- **Invest in what works, stop what doesn't.** Pragmatic financial decision-making allows the citizens of Dana Point to get the most bang for the buck with their taxes.

**CITY OF DANA POINT
COUNCIL POLICY**

SUBJECT: Acquisition and Use of City Vehicles	PAGE: 1 of 1	EFFECTIVE DATE: 12/05/17	POLICY NO.: 226
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PURPOSE:

To establish a uniform procurement and use policy for City vehicles that provides a modern, safe, and consistently operational fleet that supports the provision of City services.

BACKGROUND:

The City maintains a limited fleet of vehicles to support the provision of City services to residents, visitors and businesses. Vehicles are procured pursuant to city Council direction and maintained as fixed assets of the City. City vehicles are for official use in conducting official City business by staff.

POLICY:

It is the policy of the City Council of the City of Dana Point to provide funding via an adopted budget for the acquisition and maintenance of city-owned vehicles. City owned vehicles are to be used for official City purposes and by employees whose position classifications have been identified by the City Manager as authorized vehicle operators.

It is the policy of the City Council of the City of Dana Point to limit the number and types of vehicles in use. The City Manager shall be responsible for limiting the number and types of City-owned vehicles to those necessary for the effective function of City responsibilities. For each fiscal year budget the City Manager shall recommend only that amount of funding necessary to implement this policy.

It is the policy of the City Council of the City of Dana Point that the City Manager shall establish and maintain a vehicle usage policy. Such policy should be reviewed at least annually and be updated to current best practices. Such policy shall also include an inventory of City vehicles and their purpose, as well as an authorized operators listing of those position classifications which require the use of a City-owned vehicle for the execution of their responsibilities.

**CITY OF DANA POINT
COUNCIL POLICY**

SUBJECT: Management of City Attorney	PAGE: 1 of 1	EFFECTIVE DATE: January 16, 2018	POLICY NO.: 227
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PURPOSE:

To establish a policy for tracking the status and budget for the City’s ongoing and anticipated legal matters.

BACKGROUND:

The City Council is responsible for developing policies that govern operation of the City. Currently, there are no written policies or guidelines for managing the City’s legal operations.

POLICY:

The City Attorney reports directly to the City Council. As a consequence, the City Council has the duty and responsibility to manage the City’s chief legal advisor on a broad range of municipal issues.

Legal operations of the City can be viewed as a process. Data tracking and reporting are key to defining, measuring, analyzing, monitoring and improving this process.

The City Attorney shall periodically (but no less than quarterly) issue a written report to City Council for all ongoing legal matters. The report shall contain sufficient data to enable the City Council to assure that ongoing and anticipated legal matters are being effectively handled in a timely manner and within budget.

SUBJECT: User Fee Subsidy Policy	PAGE: 1 of 4	EFFECTIVE DATE: 01/16/18	POLICY NO.: 228
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COST RECOVERY

Fees will be set at full cost recovery unless it is determined there must be a subsidy.

Where data is available to do so and to the fullest extent possible, the full cost of providing a good or service, including operating expenses, administrative costs, and capital expenses (including depreciation) should be considered when calculating a user fee.

BACKGROUND

The City of Dana Point charges user fees for certain services. User fees serve several purposes:

- User fees allow for maximum discretion in the use of general taxes. If services partially or fully cover their own cost through user fees, then the City of Dana Point has more options for how available general tax dollars can be used to accomplish other goals. This is particularly important given Dana Point’s inability to easily realize tax revenues.
- User fees improve the fairness of how the costs for public services are allocated to members of the public. Some services benefit primarily the individual receiving the service, with the community as a whole receiving relatively little benefit when that individual receives the service. User fees allow the City to assign the cost of these kinds of services directly to the individual receiving them, rather than using general tax revenue that would otherwise be available to benefit the whole community.

Establishing and maintaining fees allows the City of Dana Point to realize the benefits described above.

WHEN USER FEES ARE APPROPRIATE

For services where an individual member of the public is the sole or primary beneficiary of a service, the City may establish user fees according to the cost of the service provided to the recipient of the service. Conversely, if the entire community benefits from a service, then general taxes are an appropriate funding mechanism. In some cases, a service will have both individual and community-wide benefits. In these cases, the service might be partly funded by general taxes and partly through fees.

The City of Dana Point charges user fees for services related to planning, building, engineering, and recreation services, among others.

SUBJECT: User Fee Subsidy Policy	PAGE: 2 of 4	EFFECTIVE DATE: 01/16/18	POLICY NO.: 228
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SUBSIDIES

In some cases, it might be appropriate to subsidize all or a portion of a fee for a certain service. For example, some services might provide benefits to the entire community, beyond the individual who is the immediate recipient, or the City might wish to encourage people to use the service more widely than they would if the service were not subsidized. In these cases Council may determine to set a fee at a level below full cost and thus subsidize or waive the fee. For example, the City has traditionally subsidized senior recreation classes, water heater permits, and planning commission appeals.

BALANCING COST-RECOVERY AND SUBSIDIES

City staff shall develop and recommend to the Council subsidy levels for services that assess user fees.

Policy factors to consider in setting subsidy policies should include:

1. **Cost-benefit nexus.** Where there is a strong nexus between the amount paid by the individual who receives the service and benefit received by that same individual, the subsidy should usually be lower.
2. **Similar to private sector service.** Sometimes a City service may be similar to those offered by the private sector. The City should not subsidize services that might be competitors to private offerings.
3. **Fees can be used as a tool to manage demand.** Higher fees discourage people from using a service and thus prevent demand from exceeding the City's capacity to supply the service. The City's capacity includes the capacity of its physical assets, as well as other factors needed to produce services.
4. **The service is regulatory.** The service is required to enforce laws and/or the ordinances of the City and those being regulated cause the City to incur costs.

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Policy factors suggesting that subsidies might be appropriate include:

1. **Community benefit.** The service creates significant benefit for the community, not just the immediate recipient of the service.
2. **Difficult collection.** Collecting the fee is not cost-effective.
3. **Emergency service.** The service in question is emergency in nature and not planned by the user.
4. **Creates the wrong incentives.** For example, a regulatory fee that is too high may create disincentives to comply with the regulation.

Based on the guidelines above, the City will set subsidy levels for its fees.

REVIEW OF FEES

Fees will be reviewed and updated on an ongoing basis in order to ensure that fees keep pace with changes in the cost of providing a service, as well as changes in methods or levels of service delivery. A comprehensive analysis of a service's costs, the level of service provided, the means by which it is provided, and the fees charged should be made at least every five years, including a recommendation to the Council for any changes to the fee structure and explanation of any subsidies recommended. Such analysis should be coordinated by the Administrative Services Department and submitted for review to the Financial Review Committee (FRC).

In the interim, recommendations should be made to the Council for any adjustments to fees that may be necessary to keep up with known cost increases, or that may be needed for the service to meet its cost recovery goals. Generally speaking, smaller, more regular adjustments to fees are better than waiting several years and making larger adjustments to fees. Use of an inflation factor, such as the consumer price index (CPI) may be an appropriate method to adjust fees in the years where a cost study is not conducted, as long as such an adjustment does not raise the fees above the cost to provide those services.

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REVIEW OF COST SERVICES

In addition to considering if fees are sufficient to cover the cost of services, the City should always consider if the cost providing the service is reasonable, including any promising alternative methods for providing the service to the public.

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Long-Term Financial Policy	1 of 2	01/16/18	229

BACKGROUND

The purpose of this policy is to ensure the City of Dana Points’ financial sustainability beyond a single fiscal year. Financial sustainability is defined as the City’s long-term financial performance where planned long-term service and infrastructure standards are met without unplanned increases in rates or disruptive cuts to services. Long-term financial planning is essential for maintaining financial sustainability.

COMMITMENT TO A LONG-TERM PERSPECTIVE ON CITY FINANCES

Each year, the City will consider its long-term financial position by reviewing long-term forecasts. The City will also adopt a long-term financial plan that sets forth how the City will maintain long-term financial health. The City will keep the plan updated regularly so that it offers current and relevant guidance to City officials while they develop the City budget.

SCOPE OF LONG-TERM FINANCIAL PLANNING

- **Time horizon.** The long-term financial plan will forecast revenues, expenditures, and financial position at least five years into the future, or longer where the specific issues being studied in the plan call for a longer time horizon.
- **City Strategic Plan.** The long-term financial plan will include consideration of implementing goals of the Strategic Plan.
- **Funds considered.** The long-term financial plan will cover at least the General Fund, but should also cover other funds that are of significant size and that are facing long-term challenges to their continuing financial health.
- **Comprehensive analysis.** The long-term financial plan will provide meaningful analysis of key trends and conditions, including but not limited to:
 - Volatility of material revenues and program expenditures to economic, natural or man-made disasters;
 - Analysis of the affordability of current services, projects, and obligations; including, but not limited to personnel costs and unfunded pension liabilities;
 - Analysis of the affordability of anticipated service expansions or investments in new assets, including ongoing operating, maintenance and replacement costs; and,

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- Synthesis of the above to present the City’s financial position.

STRUCTURAL BALANCE

Long-term structural balance is the goal of long-term financial planning. Hence, the City will adopt a long-term financial plan that is balanced over the planning horizon. If the City’s long-term forecasts and analysis show that the City is not structurally balanced over the planning horizon, then City staff and Council will develop the necessary strategies to create long-term structural balance. These strategies will be part of the official adoption of the long-term financial plan.

NON-CURRENT LIABILITIES

The long-term financial plan will address strategies for ensuring that the City’s long-term liabilities remain affordable. This includes, but is not necessarily limited to: debt, asset maintenance, and public pensions.

MONITORING LONG-TERM FINANCIAL HEALTH

At least once per year, the City staff shall present to the Council a long-term forecast that shows how revenues compare to expenditures and how the resulting difference impacts the City’ fund balances relative to its policy for maintaining a minimum level of fund balance, including reserves. The forecast shall have the following features:

- The assumptions used for revenue forecasts will represent the City staff’s best estimate; these projections will be neither too conservative nor too optimistic.
- The expenditure forecast will represent a projection forward of current service levels unless there are officially adopted plans that call for a clear change in service levels within the forecast time horizon.
- City staff may present alternative forecasts that highlight potential volatility in either material revenues or expenditures so that the City Council can gain better insight into the possible future financial condition of the City.

SUBJECT: Operating Budget Policy	PAGE: 1 of 4	EFFECTIVE DATE: 06/19/18	POLICY NO.: 230
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BACKGROUND

The operating budget is one of the most important policy documents produced by the City because it directs the allocation of scarce financial resources to pay for public services. Prudent budget decisions support high-quality services and long-term financial stability for the City government.

BUDGET AND FINANCIAL REPORTING CALENDAR

Publishing budget and financial reporting calendar. An annual budget process and financial reporting calendar will be presented by the City Manager for City Council adoption prior to the beginning of each fiscal year. The budget calendar will include, among other items, target dates associated with public meetings regarding updates/changes to the: City’s Strategic Plan; community survey; budget priorities and objectives; fee schedules; capital and facilities projects; financial policies; and, long-term financial plan. The calendar should include dates for budget workshops and hearings. See Sample Attachment A.

IMPORTANT FEATURES OF THE CITY’S BUDGET

- **Funds included in the budget.** All accounting funds used by the City to pay for its operations are included in the City’s budget process. This provides a comprehensive view of the City’s resources. Funds for which the City accounts for moneys held in trust as a fiduciary for others (e.g. developer deposits; fees collected on behalf of, and transferred to other government agencies) and for which the City records neither revenues nor expenditures are reported in annually audited financial statements, but are not included in the budget.
- **Biennial Budget.** The Dana Point Municipal Code requires the City Manager to submit a proposed budget to the City Council for consideration. The City Council adopts a biennial budget, for each fund, that addresses plans for the next two years of revenues and expenditures. This provides City officials with more foresight than a one-year budget. Once adopted, the City Manager is responsible for implementing the budget. All unencumbered appropriations lapse at year-end. The City Council has the authority to amend the budget at any time.

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Spending priorities will be identified in the budget by identifying line-items considered 1) core; 2) important; and, 3) value-added; or some combination of the prior.

- **Modified accrual accounting is used for government and agency funds.** Under modified accrual accounting, revenues are recognized when they become measurable and available as 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.
- **Level of control.** Per the Municipal Code, the City Manager has the authority to transfer appropriations from one function or activity to another within the same fund provided such changes would neither have a significant policy impact, nor affect budgeted year-end fund balances. The legal level of budgetary control is established at the fund level, though the City also employs controls at the department level within funds.
- **Interim reporting.** The Director of Financial Management will provide monthly financial reports to the City Council that include budget versus actual performance, including encumbrances. On a quarterly basis; he/she will also provide, among other items, a detailed narrative regarding budget performance; status of reserves in relation to the Reserve Policy; and, a listing of all budget adjustments fiscal year-to-date.
- **Fiscal Impact Section of City Council Agenda Reports.** Structural budget impacts of City Council actions will be identified in the Fiscal Impact Section of City Council Agenda Reports. Should a proposed action create a projected imbalance in the current or future budgets, a discussion will be included to address solutions to addressing the projected imbalance.

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THE DEFINITION OF A BALANCED BUDGET

State law does not require cities to have a balanced budget. However, the City through this policy will maintain a balanced budget over the two-year period of the biennial budget. This means that:

1. Operating revenues must fully cover operating expenditures. Operating expenditures include costs for operations, including debt service and amounts necessary to maintain existing Infrastructure Assets and Facility Assets as defined in their respective financial policies;
2. Ending fund balance must meet minimum financial policy levels after consideration of the operating budget and one-time capital investment in new assets;
3. Budgets must be accompanied by forward-looking longer-term projections as defined in the Long-Term Financial Policy and that extend beyond the two-years in the adopted budget.

This definition addresses longer-term issues of a budget that relies in the short-term on funding from temporary or one-time revenue sources such as accumulated fund balances or selling assets, and that otherwise might be considered balanced. For this reason, the City has adopted its own definition of the balanced budget, designed to ensure future financial sustainability.

THE BUDGET PROCESS

The City’s Director of Financial Management is responsible for compiling the budget, and the City Manager is responsible for proposing a balanced budget to the City Council. The City Council may refer the proposed budget to a City Council designated committee for discussion and a recommendation.

The City’s fiscal year begins on July 1st. Hence, the City’s budget will be adopted at a duly noticed public hearing by the City Council on or before June 30th.

The City will produce documentation sufficient for the citizens of Dana Point to understand the budgetary decisions that the City has made, and their policy implications.

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Attachment A SAMPLE BUDGET CALENDAR

Month	1st Council Meeting	2nd Meeting
July	DARK	
August	DARK	DARK
September	Contract for Community Survey (even numbered years)	Fiscal Year Roll-Over Financial Report
October	Status of Plan to Address Unfunded Pension Liabilities Follow-Up on Any Needed Financial Policy Updates	CIP and Facilities Project Update – Current and Potential
November		
December	Audited Comprehensive Annual Financial Report	DARK
January	Results of Community Survey	Draft Long-Term Financial Plan Presentation Strategic Plan Review
February	Financial Policy Review	Budget Priority Workshop
March	Mid-Year Financial Report	
April		Budget Workshop
May	Budget Workshop	Budget Workshop
June	Budget Hearing (odd numbered years): Adopt Strategic Plan, Financial Policies, Fee Schedule, 7 Year CIP, Long-Term Financial Plan, Budget and Gann Limit.	Budget Hearing, If Needed

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BACKGROUND

Public infrastructure assets have a major impact on our community’s quality of life, the City’s ability to deliver its services, and the quality of those services. Those assets and their component parts include, but are not limited to streets, curbs, gutters, sidewalks, storm drains, water quality facilities, etc. Since incorporation, the City has made a substantial investment in its public infrastructure assets. The purpose of this policy is to guide the City first in decisions necessary to preserve its investment, and then to rationally direct funding for new capital assets.

A separate City financial policy provides guidance for maintaining City facilities such as its buildings and component systems, grounds, parks, trails and medians; and separately, for its vehicle fleet acquisition and usage.

ESTABLISHMENT OF AN ASSET INVENTORY

The Public Works & Engineering Department, in close coordination with other Departments, shall develop and maintain a comprehensive Public Infrastructure Asset Inventory. The Department shall also develop and utilize infrastructure asset management strategies that forecast maintenance requirements and associated costs to ensure continued operation of the assets, along with funding requirements for replacement when needed. Strategies are expected to encompass a variety of sources and techniques to assess and project asset conditions and maintenance costs, and that must continuously evolve as assets age and change. At a minimum, the following should be considered when developing appropriate strategies:

- Identify major asset classes;
- Identify criteria and/or procedures to assess conditions and consequences of not maintaining particular assets in good condition;
- Assess and evaluate the condition of assets within each major asset class; and,
- Suggest asset maintenance priorities based on a host of factors, including but not limited to impacts to the public, risk mitigation, legal requirements, and continuity of operations.

In many cases, the need and thus cost of asset repairs will be based on routine inspections, in addition to expected and available life-cycle data. Examples of asset types covered by this assessment approach include storm drain facilities, sidewalks, and

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improvements necessary to make facilities compliant with the Americans with Disabilities Act (ADA).

From the inventory and maintenance strategy, Public Works shall recommend to the City Manager a prioritized Capital Improvement Plan (CIP) looking out seven fiscal years. The City Manager shall incorporate his/her proposed CIP into the Budget presented to the City Council.

FUNDING OF ASSET MAINTENANCE AND REPLACEMENT

It is the City’s policy to ensure that adequate resources/funding are allocated in the Council-approved budget to maintain and replace existing assets before directing resources/funding to build new facilities, or to acquire additional assets that may also have ongoing operating and maintenance obligations. The funding allocation may need to include setting aside funds for future replacement per strategy, particularly where deemed necessary to ensure adequate resources are accumulated for higher-cost projects. This Policy recognizes that new Federal or State requirements may emerge and require investment in new facilities/assets.

The purpose of this Infrastructure Asset Management Policy (Policy) is to protect the City’s existing investment in capital assets by 1) ensuring due consideration is given to maintaining existing capital assets when funding is limited and the City must decide between funding routine operations or funding required or desired capital investments; and, 2) avoiding acquisition of new assets when the acquisition, operating, and maintenance cost of the asset, when added to funding for existing City operations and maintenance of existing assets, exceeds available funding.

CAPITAL IMPROVEMENT PLAN (CIP) SCOPE

Each year, the Public Works Department shall develop the CIP budget for the City Manager’s consideration, and for the City Manager’s budget proposal to the City Council. The CIP should describe and prioritize the capital projects that the City intends to undertake during the next seven fiscal years, and should encompass:

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- A. Definition of a capital project.** For the purposes of the CIP, the definition of a capital project is a project with a useful life of at least five years¹ and a cost of at least \$50,000; and,
- B. Link to needs assessments.** Projects included in the CIP, with minor and occasional exceptions, should be based on the strategy.

ROLES IN THE CIP PROCESS

The Public Works Department is responsible for coordinating the CIP process and compiling the CIP document. Other key roles include:

- A. Review of Capital Project Proposals.** The Administrative Services Department will coordinate a capital project review process within the City Manager approved budget calendar;
- B. Capital Financing.** The Administrative Services and Public Works Departments will jointly develop a capital funding strategy to support the CIP; and,
- C. Approval of the CIP.** The City Manager shall review and propose the CIP to the City Council for their review and approval.

The CIP document will take into account items described in the strategy, as well as feedback from the General Services Department with regard to any overlap with planned maintenance of facilities, and with the Community Development Department for any private-development projects expected to occur.

CIP PROJECT IDENTIFICATION – EXISTING PUBLIC FACILITIES

Each year, the Public Works Department will develop the CIP to include projects necessary to extend the life of existing public facilities, and then any new assets being proposed.

CIP PROJECT IDENTIFICATION – NEW ASSETS

Inclusion of proposals in the CIP for new public assets, including those from private development and donated assets, will be evaluated using procedures developed jointly

¹ Capital assets have a multi-year lifespan. Assets with shorter lives would be more appropriately addressed in the operating budget.

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by the Public Works and Administrative Services Departments. At minimum, the procedure shall provide for the following:

- A. Long-term operating and maintenance costs.** Identify the annual cost to operate and maintain the asset over its lifecycle;
- B. Anticipated sources of funding.** Identify the sources of funding to acquire, operate and maintain the asset; and,
- C. Proposed timing of the project.** Identify the proposed schedule including all entitlement approvals, bidding, design, land acquisition, construction, and other relevant milestones to complete the project.

CIP PROJECT SELECTION

The Administrative Services Department will employ procedures to assess and evaluate project proposals. Principles and practices reflected in the selection process will include:

- A. Long-term forecasts.** Long-term forecasts to better understand the need for capital spending, assess operational impacts and costs, and eventual replacement costs;
- B. Impact on other projects.** Projects should not be considered in isolation. One project's impact on others should be recognized and costs should be shared between projects where appropriate;
- C. Allow for funding of preliminary activities.** Recognition that, for some projects, undertaking some preliminary engineering/planning and discretionary approval effort before committing to funding the whole project is advised. However, even these expenditures can be considerable, so projects should be evaluated and prioritized appropriately;
- D. Full consideration of operating and maintenance costs.** The City should first ensure it has adequate ongoing financial resources to operate and maintain an asset before allocating resources to build it;
- E. Full lifecycle costing.** Analysis of the cost of a proposed project should encompass the entire life of the asset, from planning and acquisition, to maintenance, and on to replacement or eventual disposal;
- F. Predictable project timing and scope.** Schedule and scope estimates should be practical and achievable, within available and forecast financial and human resources;
- G. Public support.** Projects should have the support of the Dana Point community; and,

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H. Leveraging resources through cooperation with others. Where possible, the City should take advantage of opportunities for intergovernmental and/or public-private partnerships to best leverage the City’s capital investment.

BALANCED CIP

The CIP should be a balanced seven-year plan. This means that for the entire seven - year period, revenues will be equal to projected expenditures in the CIP. It is possible that the Plan will have more expenditures than revenues in any single fiscal year, as long as the CIP fund has a positive fund balance. However, over the life of the seven-year Plan all expenditures will be provided for by the combination of fund balance and identified revenues. The City may provide a separate listing of projects deemed important, but where projected funding does not provide for a balanced CIP. The City Council may choose to examine the unfunded projects and defund a project that is on the balanced CIP in favor of another project that is not, or to fund a project on the list should previously unknown funds become available.

CIP FUNDING STRATEGY

The City may elect to use pay-as-you-go (i.e., cash financing), or secure debt financing to acquire an asset. The City Council’s stated priority is to utilize a pay-as-you-go approach to financing projects to minimize incurring debt where feasible. Guidelines are provided below to lead the City in making the choice between pay-as-you-go and debt financing.

- A.** Factors which favor pay-as-you-go financing include circumstances where:
 1. The project can be adequately funded from available current revenues and/or fund balance;
 2. The project can be completed in an acceptable timeframe given the available revenues; and,
 3. Additional debt levels could adversely affect the City’s ability to fund future, ongoing operations and maintenance, and/or adhere to its legal debt limit.

- B.** Factors which may allow for long-term debt financing include circumstances where:
 1. Revenues available to pay debt costs are considered sufficient and reliable; and,
 2. Market conditions present favorable interest rates;

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3. A project is mandated by State or Federal government and current revenues or unassigned fund balances are insufficient to pay project costs;
4. A project is immediately required to meet or relieve capacity needs, and current revenues or unassigned fund balances are insufficient to pay project costs;
5. The capital project or asset lends itself to debt financing rather than pay-as-you-go funding based on the expected useful life of the project and based on the City's ability to pay debt service (i.e., asset life is greater than or equal to debt term)
6. The users/beneficiaries of the asset financed pay user fees or choose to directly pay the cost of servicing the debt.

CAPITAL PROJECT MANAGEMENT

Responsible management of capital projects is essential to create the best value for the community. The following policies shall be observed to help ensure the best project management possible:

- A. Project Management.** Every CIP project should be managed by qualified personnel responsible for the following, at a minimum:
 1. Developing the project budget, and communicating material budget variances in a timely manner;
 2. Developing Cash flow forecasts prior to project approval, and update as needed after project commences;
 3. Ensuring required phases are completed on schedule, and communicating schedule variances in a timely manner;
 4. Authorizing project expenditures and monitoring project cash flows;
 5. Ensuring adherence to regulations and laws; and,
 6. Periodically reporting project status.

- B. Regular progress reviews.** Regular capital project and program reviews are to be conducted to monitor project performance, and regular reports shall be generated by the Public Works Department.

- C. Limits on amendments.** For an appropriated capital project, the total cost of the project, including all change orders, shall not exceed the amount of the Council-approved budget without Council approval. All amendments shall be

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reviewed and evaluated in accordance with the City’s purchasing policy. The Public Works Department shall manage capital projects within prior-approved time and cost constraints. If an amendment is necessary, proper documentation explaining why should be processed. Any amendment to a construction contract shall stay within the City Council approvals.

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BACKGROUND

Public facilities have a major impact on our community’s quality of life, the City’s ability to deliver its services, and the quality of those services. Those facilities and their component systems, include buildings, grounds, parks, trails, medians, and associated equipment. Since incorporation, the City has made a substantial investment in its public facilities. The purpose of this policy is to guide the City first in decisions necessary to preserve the investment in its public facilities, and then to rationally direct funding for new facilities.

Separate City policies provide guidance for maintaining City infrastructure assets such as streets, curbs, sidewalks, storm drains; and separately, for its vehicle fleet acquisition and usage.

ESTABLISHMENT OF AN ASSET INVENTORY AND MANAGEMENT STRATEGY

The General Services Department, in close coordination with other Departments, shall develop and maintain a comprehensive Public Facilities Asset Inventory. They shall also develop and update a public facilities management strategy that forecasts maintenance requirements and associated costs to ensure continued operation of the assets, along with funding requirements for replacement when needed. The strategy is not intended to rest within one document, but rather will encompass a variety of sources and techniques to assess and project asset conditions, and must continuously evolve as facilities age and change. At a minimum, the strategy will:

- Identify major facility asset classes;
- Identify criteria to assess facility conditions and consequences of not maintaining them in good condition;
- Assess and evaluate the condition of facilities within each major asset class;
- Maintain a preventive maintenance system to schedule work necessary to maintain facilities in accordance with established criteria; and,
- Suggest facility maintenance priorities based on a host of factors, including but not limited to functionality, continuity of operations, impacts to the public, risk mitigation and legal requirements.

In many cases, the cost of repairs to assets will be based on routine inspections of those assets, in addition to expected life-cycle data. Examples of asset types covered by this investment approach include mechanical equipment, playground structures, and elevators.

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From the strategy, General Services shall recommend to the City Manager a prioritized facility management plan. The City Manager shall incorporate his/her approved Plan into the Budget presented to the City Council.

FUNDING OF ASSET MAINTENANCE AND REPLACEMENT

It is the City’s policy to ensure that adequate resources/funding are allocated in the Council-approved budget to maintain and replace existing facilities before directing resources/funding to build or acquire new facilities that create ongoing operating and maintenance obligations. The funding allocation may need to include setting-aside funds for future replacement, particularly where deemed necessary to ensure adequate resources are accumulated for higher-cost projects. This Policy recognizes that new Federal or State requirements may emerge and require investment in new facilities/assets.

The purpose of this Facilities Management Policy (Policy) is to protect the City’s existing investment in facilities by: 1) ensuring due consideration is given to maintaining existing facilities when funding is limited and the City must decide between funding routine operations or funding required or desired facility investments; and, 2) avoiding acquisition of new facilities when the acquisition, operating, and maintenance cost of the new asset, when added to funding for existing City operations and maintenance of existing assets, exceeds available funding.

FACILITIES IMPROVEMENT BUDGET SCOPE

Each year, the General Services Department shall develop the facilities maintenance budget for the City Manager’s consideration, and for the City Manager’s budget proposal to the City Council. The budget shall describe and prioritize the facilities investment that the City intends to undertake during the next budget cycle, along with the purpose and amount of additional funds to be set-aside in the Facilities Fund (12) for larger projects that may take several years to fund.

- A. Definition of a facilities capital improvement project.** For the purposes of the budget, the definition of a facilities capital project is a project with a useful life of at least five years¹ and a cost of at least \$50,000; and,
- B. Link to needs assessments.** Projects included in the FIF, with minor and occasional exceptions, should be based on the facilities management strategy.

¹ Capital assets have a multi-year lifespan. Assets with shorter lives would be more appropriately addressed in an operating budget

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ROLES IN THE FACILITIES IMPROVEMENT BUDGET PROCESS

The General Services Department, working with other departments, is responsible for coordinating the facilities improvement process and compiling the FIF budget. Other key roles include:

- A. Review of Facilities Improvement Project Proposals.** The Administrative Services Department will coordinate a review process within the City Manager approved budget calendar;
- B. Improvement Funding.** The Administrative Services and General Services Departments will jointly develop a funding strategy to support the facilities improvement budget; and,
- C. Approval of Budget.** The City Manager shall review and propose the budget to the City Council for their review and approval.

FACILITIES PROJECT IDENTIFICATION – NEW ASSETS

Inclusion of proposals in the budget for new facilities, including those from private development and donated assets, will be evaluated using procedures developed jointly by the General Services and Administrative Services Departments. At minimum, the procedure shall provide for the following:

- A. Long-term operating and maintenance costs.** Identify the annual cost to operate and maintain the facility over its lifecycle;
- B. Anticipated sources of funding.** Identify the sources of funding to acquire, operate and maintain the facility; and,
- C. Proposed timing of the project.** Identify the proposed schedule for planning including all entitlement approvals, bidding, design, land acquisition, construction, and other relevant milestones to complete the project.

FACILITIES PROJECT SELECTION

The Administrative Services Department will develop procedures to assess and evaluate facility project proposals. Principles and practices that should be reflected in the selection process include:

- A. Long-term forecasts.** Long-term forecasts should be prepared to better understand the need for capital spending, assess operational impacts and costs, and eventual replacement costs;

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- B. Impact on other projects.** Projects should not be considered in isolation. One project’s impact on others should be recognized and costs should be shared between projects where appropriate;
- C. Allow for funding of preliminary activities.** Recognition that, for some projects, undertaking some preliminary engineering/planning and discretionary approval effort before committing to funding the whole project is advised. However, even these expenditures can be considerable, so projects should be evaluated and prioritized appropriately;
- D. Full consideration of operating and maintenance costs.** The City should first ensure it has adequate ongoing financial resources to operate and maintain a facility before allocating resources to build a proposed new facility;
- E. Full lifecycle costing.** Analysis of the cost of a proposed facility project should encompass the entire life of the facility, from planning and acquisition, to maintenance and on to replacement or eventual disposal;
- F. Predictable project timing and scope.** Schedule and scope estimates should be practical and achievable within available and forecast financial and human resources;
- G. Public support.** Projects should have the support of the Dana Point community; and,
- H. Leveraging resources through cooperation with others.** Where possible, the City should take advantage of opportunities for intergovernmental and/or public-private partnerships to leverage the City’s capital investment.

LONG-TERM FISCAL VIEW

The facility improvement strategy should forecast facility needs and justify funding requirements, and should be communicated in a manner that provides estimates for current and future funding necessary to sustain City facilities. It is possible that the strategy will have more expenditures than revenues in any single fiscal year, which is acceptable as long as the Facility Fund maintains a positive fund balance. The City may provide a separate listing of facility projects deemed important, but where projected funding has not been identified.

FACILITY PROJECT FUNDING STRATEGY

The City may should incorporate a pay-as-you-go (i.e., cash financing) funding strategy to maintain its facilities, or could at some point decide to secure debt financing to acquire a new facility. The City Council’s stated priority is to utilize a pay-as-you-go approach to financing projects to minimize incurring debt where feasible. Guidelines are provided

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below to lead the City in making the choice between pay-as-you-go and debt financing for new facilities.

A. Factors which favor pay-as-you-go financing include circumstances where:

1. The project can be adequately funded from available current revenues and/or fund balance;
2. The project can be completed in an acceptable timeframe given the available revenues; and,
3. Additional debt levels could adversely affect the City's ability to fund future, ongoing operations and maintenance, and/or adhere to its legal debt limit.

B. Factors which may allow for long-term debt financing include circumstances where:

1. Revenues available to pay debt costs are considered sufficient and reliable; and,
2. Market conditions present favorable interest rates;
3. A project is mandated by State or Federal government and current revenues or unassigned fund balances are insufficient to pay project costs;
4. A project is immediately required to meet or relieve capacity needs, and current revenues or unassigned fund balances are insufficient to pay project costs;
5. The capital project or asset lends itself to debt financing rather than pay-as-you-go funding based on the expected useful life of the project and based on the City's ability to pay debt service (i.e., asset life is greater than or equal to debt term)
6. The users/beneficiaries of the asset financed pay user fees or choose to directly pay the cost of servicing the debt.

FACILITIES PROJECT MANAGEMENT

Responsible management of facilities projects is essential to create the best value for the community. The following policies shall be observed to help ensure the best project management possible:

A. Project Management. Every facility project should be managed by qualified personnel responsible for the following, at a minimum:

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1. Developing the project budget, and communicating material budget variances in a timely manner;
2. Developing Cash flow forecasts prior to project approval, and update as needed after the project commences;
3. Ensuring required phases are completed on schedule, and communicating schedule variances in a timely manner;
4. Authorizing project expenditures and monitoring project cash flows;
5. Ensuring adherence to regulations and laws; and,
6. Periodically reporting project status.

B. Regular progress reviews. Regular facilities project and program reviews are to be conducted to monitor project performance, and regular reports shall be generated by the General Services Department.

C. Limits on amendments. For an appropriated facility project, the total cost of the project, including all change orders, shall not exceed the amount of the Council-approved budget. All amendments shall be reviewed and evaluated in accordance with the City's purchasing policy. The General Services Department shall manage facilities projects within prior-approved time and cost constraints. If an amendment is necessary, proper documentation explaining why should be processed. Any amendment to a construction contract shall stay within the City Council approvals.

**CITY OF DANA POINT
COUNCIL POLICY**

SUBJECT: General Fund Reserve Policy	PAGE: 1 of 3	EFFECTIVE DATE: 6/30/19	POLICY NO.: 233
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BACKGROUND:

A General Fund reserve is one of the City of Dana Point’s most important hedges against risk. It helps ensure that the City can provide consistent, uninterrupted municipal services in the event of economic disruption or an extreme event. For example, the City’s primary revenue source is transient occupancy tax (TOT), which was shown to be sensitive to the Great Recession’s economic downturn. Further, like many other cities, Dana Point could be damaged by extreme events like an earthquake, tsunamis, or landslide, among others. Maintaining sufficient financial reserves would assist in maintaining a high level of creditworthiness which would be helpful should the City need access to financing; furthermore, it allows the City to meet its fiscal obligations per the adopted budget, despite normal cash flow fluctuations.

This policy establishes the amount the City will strive to maintain in its General Fund reserve, how the reserve will be funded, and the conditions under which the reserve may be spent.

AMOUNTS HELD IN RESERVE

The City will strive to hold the amount listed below in its designated (not legally restricted) General Fund balance, expressed as a percentage of the City’s budgeted and ongoing General Fund operating revenue. One-time revenues should be excluded from this annual calculation. The designated reserves are broken into the following two separate categories, each with their associated target amount:

- **11% of annual operating revenue - Economic Stability Reserve.** Available to protect and preserve City services from dramatic drops in General Fund revenues that are highly sensitive to economic conditions, mainly transient occupancy tax.
- **9% of annual operating revenue – Extreme Event Reserve.** Available to respond quickly and decisively to man-made or natural extreme events. This reserve could fund the initial public safety response or repairs and reconstruction of public property required in the aftermath of an event.

If, based on use and/or the City staff’s analysis and forecasting, the target amount is not being met or is likely not going to be met at some point within a five-year time horizon, then a plan to meet the target balance will be developed. This plan will be presented to the City Council for consideration.

In addition to the amounts above, the City may choose to designate additional amounts for purposes other than those described above. For example, the City may wish to set aside monies for a one-time investment in a special project or program; or, to fund an unfunded pension or other post-employment benefit liability. Any such designated reserve will be accounted for separately

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from the Economic Stability Reserve and Extreme Event Reserve; this separation is to prevent the funds the City needs to respond quickly and decisively to emergency situations from being tied up by other potential uses. Funds designated for capital projects or facility projects should be transferred to and set aside in a specific, designated reserve in the Capital Projects Fund or Facilities Fund, respectively.

Finally, though not a designated reserve, the City shall maintain an adequate amount of working capital on hand in order ensure smooth operations through normal differences between the timing of the City’s revenue inflows and expenditure outflows. Generally, an amount equal to 4% to 7% of General Fund budgeted, ongoing revenue will be maintained as a minimum, unassigned fund balance. The City will aim to fund at the top of this range.

Priority Funding of the Designated Reserve Targets

Funding of the unassigned fund balance and the two designated (not legally restricted) reserves, will come generally from one-time revenues (e.g., unusually large receipts from transient occupancy, property, sales taxes, etc.), and projected General Fund revenues in excess of projected expenditures. Replenishing these accounts will generally occur in the following priority order:

1. Working capital (unassigned fund balance)
2. Extreme event reserve
3. Economic stability reserve

CONDITIONS FOR USE OF RESERVES

A. Use of Reserves. The City shall limit use of the General Fund’s designated reserves to address unanticipated, non-recurring needs or known and planned future obligations. Designated reserves shall not under normal circumstances be applied to recurring, annual operating expenditures. The Economic Stability reserve may be used to allow time for the City to restructure its operations in a deliberate manner (such as might be required in the case of a severe economic downturn), but such use will only take place in the context that the City will concurrently adopt a plan to reach a sustainable, balanced budget structure.

If necessary, the City should only use up to 50% of either designated reserve to continue operations. The use of the reserves is limited in this way so that a reserve balance will be available to help address additional financial issues or extreme events encountered in the subsequent year. Further, use of a significant portion of the Economic Stability Reserve in any given year should be accompanied by analysis of the fiscal outlook and, if necessary, consideration of reductions to ongoing operations to ensure fiscal sustainability.

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B. Authority to Use Reserves. The City Council may authorize the use of the designated reserves. In all cases, the City Council and management shall only use reserves for purposes consistent with the purposes described in this policy.

C. Replenishment of Reserves. In the event designated reserves are used in an amount that takes them below the City’s target amounts, the City Manager shall propose a plan within 180 days to the City Council for the replenishment of the reserve(s). The City will strive to replenish the reserves within one year of use, but will fully replenish it within five years of use.

SUBJECT: Community Investment Account Policy	PAGE: 1 of 1	EFFECTIVE DATE: 06/30/19	POLICY NO.: 234
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BACKGROUND

This Policy is established to direct investment of a minimum of 3 percent of the General Fund’s budgeted revenue growth plus any budgeted excess fund balance. Excess budgeted fund balance is defined as any funds remaining after all budgeted revenues and expenses are taken into account, and the General Fund Reserves (as defined in Policy 233) are fully funded. These funds will be accounted for separately in the Capital Improvements Fund #11, in a designated fund balance account entitled Community Investment Account.

USE OF FUNDS

Funds in this account are to be considered non-recurring, and given that shall be used for one-time expenditures, including but not limited to projects listed on the Unfunded Projects List in the Capital Improvement Fund budget, reduction of long-term liabilities, special studies, events, etc. Use of these funds should also be consistent with other financial policies, and should not supplant funding required by other financial policies.

The City Council may appoint a subcommittee to evaluate and make recommendations regarding potential uses of funds in this account; however, City Council action is required to commit these funds.

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/34,139 (1)
Assessed Valuation:	\$ 13,690,180,185 (2)

Fire Protection:

Number of Stations	2
Number of Career Fire Fighters & Officers	28
Number of Reserve Fire Fighters	10

Police Protection:

Number of Sworn Officers	34
Number of Non-Sworn Staff	5

Education (3):

Number of Public Schools	3
Number of Teachers	133
Number of Students	3,284

Recreation & Culture:

Parks	29
Libraries	1

Hotels/Motels

Number of Operating Hotel/Motels	12
Total Number of Rooms	1,889

Number of Registered Voters (4) 24,209

(1) ESRI Business Information Solutions

(2) HdL Coren & Cone

(3) California Department of Education

(4) Orange County Registrar of Voters