

# 108 - OC DANA POINT HARBOR

## Operational Summary

### Description:

To provide public coastal access, environmental stewardship, and a diverse regional recreational facility so all users and visitors may experience the unique Dana Point Harbor resource in a safe and enjoyable way.

### At a Glance:

Total FY 2011-2012 Current Modified Budget:	23,720,276
Total FY 2011-2012 Actual Expenditure + Encumbrance:	20,376,711
Total Final FY 2012-2013	31,119,534
Percent of County General Fund:	N/A
Total Employees:	15.00

### Strategic Goals:

The department's goals are derived from the identified core services:

- Act as a responsible agent for the community by safeguarding Harbor environmental assets and the public's access to the coast and recreational boating, facilitating effective communication with our various stakeholder groups, and providing for commercial opportunities;
- Implement the Dana Point Harbor Revitalization Plan;
- Provide resources to commercial tenants to help them meet the County's standard for customer service; and
- Continue to pursue improvements in Harbor water quality.

### Key Outcome Indicators:

Performance Measure	2011 Business Plan Results	2012 Business Plan Target	How are we doing?
<b>ENSURE A RESPONSIBLY FUNCTIONING COUNTY FACILITY.</b> <b>What:</b> Perform needed maintenance and upkeep and stay involved as a community. <b>Why:</b> Responsibility of OCDPH to provide the public with safe maritime and coastal opportunities.	Development of program to repair or replace infrastructure with safety-identified issues as priority items. Development of efficient processes for implementing new programs based on community expectations.	Continue to perform deferred maintenance of facilities. Develop and review scenarios for effective operations of the OC Sailing and Event Center. Coordinate with the city regarding 4th of July shuttles. Work with Dana Point Harbor Association and Boat Show regarding intra-harbor shuttles.	Repairs to infrastructure programmed and budgeted as needed. Continue to monitor OC Sailing and Events Center program usage and facility impact.



## Key Outcome Indicators: (Continued)

Performance Measure	2011 Business Plan	2012 Business Plan	How are we doing?
	Results	Target	
<p><b>COMPLETION OF THE DANA POINT HARBOR REVITALIZATION PROJECT.</b></p> <p><b>What:</b> Manage the Revitalization process from entitlements through construction.</p> <p><b>Why:</b> Revitalize aging Harbor facilities, as well as update and improve infrastructure.</p>	<p>Received unanimous California Coastal Commission (CCC) approval of Local Coastal Program Amendment Land Use Plan (LCPA-LUP) as well as unanimous support by the Dana Point City Council. Continuation of community meetings to obtain boater perspective on relevant Harbor issues.</p>	<p>Take steps to complete and certify Supplemental Environmental Impact Report for the waterside improvements. Work on final permitting phase for LCPA Implementation Plan with public hearing in 2012. Prepare Coastal Development permit for Phase1 landside improvements consideration by permitting agency.</p>	<p>LCPA-LUP finalized in 2010. Implementation Plan certified by CCC in 2011. SEIR for waterside released for public comment in 2011. Continue to meet with Boater Focus Group. Completed A-E agreement as approved by Board of Supervisors in 2012 for preparation of Coastal Development Permit applications.</p>
<p><b>OC DANA POINT HARBOR FULLY CAPABLE TO PROVIDE NEEDED RESOURCES AND A SAFE ENVIRONMENT.</b></p> <p><b>What:</b> Responsibly managing the Harbor operations and planning for the future.</p> <p><b>Why:</b> As a County facility, the Harbor must meet standards for user expectations and safety.</p>	<p>Documented Parking Management programs for each special event. Continued Human Powered Craft safety guidelines harborwide. Updated the Department's Balanced Scorecard. Initiated Human Powered Craft Safety Advisory Group.</p>	<p>Continue to responsibly address maintenance requirements, such as parking lot repaving. Complete quay wall condition study and Harbor outlet study.</p>	<p>Sign mockups developed and installed based on public input. Human Powered Craft guidelines updated and implemented.</p>
<p><b>LESS HARBOR POSTINGS FOR BACTERIA LEVEL EXCEEDANCES.</b></p> <p><b>What:</b> Pursuing new ideas to approach water quality issues in the Harbor.</p> <p><b>Why:</b> Cleaner water allows for a safe and healthy environment for all users.</p>	<p>Installed second Marina Trash Skimmer to collect debris. Received all A and A+ postings in the Heal the Bay Summer Report Card. Holding semi-annual underwater clean up events with as many as 52 volunteer divers. Dry boat storage and launch ramp operations certified by the Clean Marina program.</p>	<p>Continue to educate community on effective programs and consider new opportunities to address runoff. Apply for CDP for median and parkway sign along Dana Point Harbor Drive and implement Water Quality Control Program. Have OC Sailing and Event Center and DPYC certified by the Clean Marina program.</p>	<p>Both trash skimmers installed and operational. Baby Beach cleaned daily. Underwater Cleanup has become a larger semi-annual event in terms of the number of volunteer divers. Dry boat storage remains the only such facility to our knowledge that has been certified by California Clean Marina Program.</p>

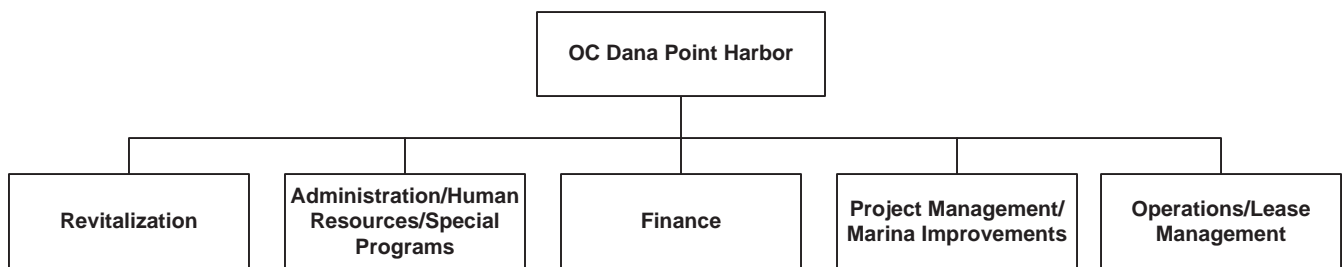
## FY 2011-12 Key Project Accomplishments:

During the past year, the OC Dana Point Harbor accomplished many of its goals. They are as follows:

- Received final certification of Local Coastal Program Amendment for the Dana Point Harbor Revitalization Plan.
- Offered a wide variety of programs and services to meet the needs of our varied audiences.
- Developed a variety of communications vehicles to keep community informed of maintenance items, projects, and other events occurring in the Dana Point Harbor including frequent community advisories sent to over 3,000 email addresses.
- Updated the Balanced Scorecard for OC Dana Point Harbor.
- Continued the Human Powered Craft Safety Guidelines program.
- Completed RFP Process for Permitting and Design of Landside Revitalization Project with Board of Supervisor award of A-E Contract in February 2012.

- Completed SOQ and obtained Board of Supervisor approval of five (5) A-E On-Call lists for Coastal Engineering, Environmental Engineering, General Engineering, Architectural Services and Geotechnical Engineering.
- Completed public review and comment period for the Waterside Improvements Project SEIR.
- Continued work with a coalition of interested parties for the waterside portion of the Revitalization Project as well as other boating and Harbor issues.
- Prepared updated Draft Finance Plan for review by CEO Public Finance Team.
- Updating useful life expectancy analysis for Harbor structures and equipment.
- Implemented the Parking Management Program for special events held throughout 2011-2012.
- Reviewed maintenance and safety checklist for public serving facilities.
- Worked with marina operators to continue Clean Marinas California Certification Program via re-certification of the East & West Basin Marinas and prepared the OC Sailing and Events Center and Dana Point Yacht Club for inspection and certification in 2011 (all are now certified and Clean Marina Program-compliant).
- Conducted additional collaboration meeting with City of Dana Point and SCWD also Ocean Water Quality Sub-Committee at the City of Dana Point to discuss ways in which water quality can be improved in the Harbor.
- Conducted biannual underwater cleanup events.
- Made several Water Quality presentations to key interest groups to educate on accomplishments and opportunities in Dana Point Harbor.
- Maintained the Harbor in optimal boating condition.
- Implemented updates to the comprehensive water quality program.
- Developed and implemented outreach programs to educate both water and landside Harbor users on better practices aimed at improving water quality and the results of such efforts.
- Completed nine (9) maintenance projects throughout the Harbor to repair existing infrastructure, remove safety hazards and access issues. Also conducted tree maintenance contract to trim and prune trees as identified in Harbor Tree survey.

## Organizational Summary



**Revitalization** - Operate and manage projects related to the Dana Point Revitalization Project.

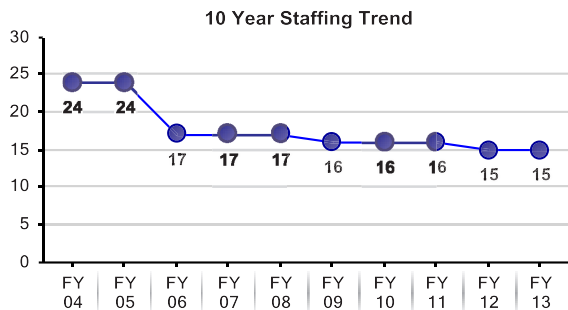
**Administration/Human Resources/Special Programs** - Includes Administrative, Purchasing, Staff Support, Special Programs, Information Technology and Human Resource Services. Provides the oversight and daily operations to ensure that OC Dana Point Harbor operates in a manner that is safe, efficient and effective. Promotes public access and services that is responsive to the community.

**Finance** - Includes Budget/Finance staff and activities related to Accounting and Human Resources support. Responsible for OC Dana Point Harbor budget, finance and coordination with CEO and Human Resources for budget-related issues.

**Project Management/Marina Improvements** - Includes Program Management Services. Provides oversight and management of capital projects to ensure that all applicable laws and regulations are met.

**Operations - Lease Management** - Includes the management, oversight and budget for operator leases for both the marinas and harbor commercial core.

**Ten Year Staffing Trend:**



**Ten Year Staffing Trend Highlights:**

- In Fiscal Year 2005/2006, the Dana Point Tidelands Fund 108 transferred out 10 positions to the OC Parks (formerly Harbors, Beaches & Parks-HBP) Fund 405 for the creation of OC Dana Point Harbor (formerly Dana

Point Harbor Department). These positions provided oversight for the portions of Dana Point Harbor included in the regional park system.

- An additional 2 positions were transferred to the OC Parks Fund 405 and the RDMD Fund 080 because these positions spend most of their working time in the above mentioned funds.
- An additional 2 positions were transferred from Fund 113 to OC Dana Point Harbor to support the creation of the management team for the new department.
- An additional 2 positions, an Administrative Manager II and an Office Specialist, were approved by the Board of Supervisors for OC Dana Point Harbor.
- An additional 1 position, a Real Property Agent III, was deleted by the Board of Supervisors in February 2011.
- The net decrease to Fund 108 was 9 positions. The total position count is 15.

**Budget Summary**

**Plan for Support of the County's Strategic Priorities:**

OC Dana Point Harbor will help enhance the quality of life in Orange County through effective management and development of the Harbor for the benefit of the community. Revenues from Harbor operations are used to preserve, develop and further enhance an integrated system of natural features, historical assets, and recreational and cultural opportunities while maintaining environmental integrity.

**Changes Included in the Base Budget:**

The Fiscal Year 2012-13 expense budget includes appropriations for the architecture and engineering contract related to the landside portion of Revitalization. The revenue budget includes reimbursement from the Department of Boating and Waterways for engineering costs related to the waterside portion of Revitalization.



### Final Budget History:

Sources and Uses	FY 2010-2011	FY 2011-2012	FY 2011-2012	FY 2012-2013	Change from FY 2011-2012	
	Actual Exp/Rev	Budget As of 6/30/12	Actual Exp/Rev <sup>(1)</sup> As of 6/30/12	Final Budget	Budget Amount	Percent
Total Positions	15	15	15	15	0	0.00
Total Revenues	52,987,308	32,429,271	31,870,740	31,119,534	(1,309,737)	-4.04
Total Requirements	47,761,557	32,429,271	28,326,780	31,119,534	(1,309,737)	-4.04
Balance	5,225,752	0	3,543,960	0	0	-100.00

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2011-12 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: OC Dana Point Harbor in the Appendix on page A104

### Highlights of Key Trends:

- The safety of the public and environment is the priority for OC Dana Point Harbor. Staff continues to facilitate and oversee maintenance projects and restoration of public facilities to ensure compliance with Federal and State safety requirements as well as meet the needs and expectations of the public using the harbor.
- With approval by the California Coastal Commission for the Harbor Local Coastal Program Amendment for the Revitalization Project, OC Dana Point Harbor will be actively pursuing steps towards implementation. This includes the development of a financing strategy and acquisition of the required Coastal Development permits.

### Budget Units Under Agency Control:

No.	Agency Name	Revitalization	Administration/Human Resources/Special Programs	Finance	Project Management/Marina Improvements	Operations - Lease Management	Total
108	OC Dana Point Harbor	8,368,849	6,627,119	627,189	2,749,422	12,746,955	31,119,534
12K	Dana Point Marina DBW Emergency Repair Fund	0	0	0	2,378,645	0	2,378,645
	<b>Total</b>	<b>8,368,849</b>	<b>6,627,119</b>	<b>627,189</b>	<b>5,128,067</b>	<b>12,746,955</b>	<b>33,498,179</b>



## 108 - OC Dana Point Harbor

### Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2010-2011	FY 2011-2012	FY 2011-2012	FY 2012-2013	Change from FY 2011-2012	
	Actual Exp/Rev	Budget As of 6/30/12	Actual Exp/Rev <sup>(1)</sup> As of 6/30/12	Final Budget	Budget Amount	Percent
Licenses, Permits & Franchises	\$ 275	\$ 500	\$ 10,405	\$ 5,000	\$ 4,500	900.00%
Fines, Forfeitures & Penalties	119,349	129,000	113,875	139,000	10,000	7.75
Revenue from Use of Money and Property	22,614,205	22,615,366	22,727,634	22,956,442	341,076	1.51
Intergovernmental Revenues	0	78,000	116,642	0	(78,000)	-100.00
Charges For Services	754,940	689,300	627,427	677,000	(12,300)	-1.78
Miscellaneous Revenues	227,073	208,110	224,049	225,310	17,200	8.26
Other Financing Sources	508	0	0	1,500,000	1,500,000	0.00
<b>Total FBA</b>	<b>5,831,837</b>	<b>5,225,752</b>	<b>5,225,752</b>	<b>2,792,022</b>	<b>(2,433,730)</b>	<b>-46.57</b>
Reserves	22,399,827	3,483,243	3,483,243	2,824,760	(658,483)	-18.90
Reserve For Encumbrances	1,039,295	0	(658,286)	0	0	0.00
<b>Total Revenues</b>	<b>52,987,308</b>	<b>32,429,271</b>	<b>31,870,740</b>	<b>31,119,534</b>	<b>(1,309,737)</b>	<b>-4.04</b>
Salaries & Benefits	1,739,640	1,923,926	1,876,555	1,945,011	21,085	1.10
Services & Supplies	17,472,757	19,570,411	17,445,795	25,900,256	6,329,845	32.34
Services & Supplies Reimbursements	0	0	(2,800)	0	0	0.00
Other Charges	57	338,882	0	350,200	11,318	3.34
Equipment	20,697	218,000	12,388	110,000	(108,000)	-49.54
Structures & Improvements	0	0	0	1,500,000	1,500,000	0.00
Other Financing Uses	296,742	318,000	285,847	314,067	(3,933)	-1.24
Special Items	0	1,351,057	0	1,000,000	(351,057)	-25.98
Reserves	28,231,664	8,708,995	8,708,995	0	(8,708,995)	-100.00
<b>Total Requirements</b>	<b>47,761,557</b>	<b>32,429,271</b>	<b>28,326,780</b>	<b>31,119,534</b>	<b>(1,309,737)</b>	<b>-4.04</b>
<b>Balance</b>	<b>\$ 5,225,752</b>	<b>\$ 0</b>	<b>\$ 3,543,960</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>-100.00%</b>

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2011-12 Actual Expenditure + Encumbrance included in the "At a Glance" section.

### Final Budget Summary of Revitalization:

Revenues/Appropriations	FY 2010-2011	FY 2011-2012	FY 2011-2012	FY 2012-2013	Change from FY 2011-2012	
	Actual Exp/Rev	Budget As of 6/30/12	Actual Exp/Rev <sup>(1)</sup> As of 6/30/12	Final Budget	Budget Amount	Percent
Other Financing Sources	\$ 0	\$ 0	\$ 0	\$ 1,500,000	\$ 1,500,000	0.00%
Reserves	22,399,827	0	3,483,243	2,824,760	2,824,760	0.00
Reserve For Encumbrances	(1,406,737)	0	(658,286)	0	0	0.00
<b>Total Revenues</b>	<b>20,993,090</b>	<b>0</b>	<b>2,824,957</b>	<b>4,324,760</b>	<b>4,324,760</b>	<b>0.00</b>
Salaries & Benefits	331,234	353,216	341,936	332,090	(21,126)	-5.98
Services & Supplies	105,167	1,110,925	234,281	6,536,759	5,425,834	488.41

## Final Budget Summary of Revitalization:

Revenues/Appropriations	FY 2010-2011	FY 2011-2012	FY 2011-2012	FY 2012-2013	Change from FY 2011-2012	
	Actual Exp/Rev	Budget As of 6/30/12	Actual Exp/Rev <sup>(1)</sup> As of 6/30/12	Final Budget	Budget Amount	Percent
Structures & Improvements	0	0	0	1,500,000	1,500,000	0.00
Reserves	28,231,664	0	8,708,995	0	0	0.00
<b>Total Requirements</b>	28,668,065	1,464,141	9,285,212	8,368,849	6,904,708	471.59
<b>Balance</b>	\$ (7,674,975)	\$ (1,464,141)	\$ (6,460,255)	\$ (4,044,089)	\$ (2,579,948)	176.21%

## Final Budget Summary of Administration/Human Resources/Special Programs:

Revenues/Appropriations	FY 2010-2011	FY 2011-2012	FY 2011-2012	FY 2012-2013	Change from FY 2011-2012	
	Actual Exp/Rev	Budget As of 6/30/12	Actual Exp/Rev <sup>(1)</sup> As of 6/30/12	Final Budget	Budget Amount	Percent
Licenses, Permits & Franchises	\$ 0	\$ 500	\$ 7,312	\$ 5,000	\$ 4,500	900.00%
Fines, Forfeitures & Penalties	300	0	900	0	0	0.00
Revenue from Use of Money and Property	332,067	315,333	275,397	275,000	(40,333)	-12.79
Charges For Services	454,082	370,000	334,802	365,000	(5,000)	-1.35
Miscellaneous Revenues	14,471	18,000	17,841	18,000	0	0.00
Total FBA	5,831,837	5,225,752	5,225,752	2,792,022	(2,433,730)	-46.57
Reserves	0	3,483,243	0	0	(3,483,243)	-100.00
Reserve For Encumbrances	2,446,032	0	0	0	0	0.00
<b>Total Revenues</b>	9,078,790	9,412,828	5,862,003	3,455,022	(5,957,806)	-63.29
Salaries & Benefits	572,852	639,818	606,420	660,477	20,659	3.23
Services & Supplies	4,822,491	4,952,303	4,569,975	5,598,642	646,339	13.05
Other Charges	0	338,682	0	350,000	11,318	3.34
Other Financing Uses	18,000	18,000	8,652	18,000	0	0.00
Reserves	0	8,708,995	0	0	(8,708,995)	-100.00
<b>Total Requirements</b>	5,413,342	14,657,798	5,185,047	6,627,119	(8,030,679)	-54.79
<b>Balance</b>	\$ 3,665,447	\$ (5,244,970)	\$ 676,956	\$ (3,172,097)	\$ 2,072,873	-39.52%

## Final Budget Summary of Finance:

Revenues/Appropriations	FY 2010-2011	FY 2011-2012	FY 2011-2012	FY 2012-2013	Change from FY 2011-2012	
	Actual Exp/Rev	Budget As of 6/30/12	Actual Exp/Rev <sup>(1)</sup> As of 6/30/12	Final Budget	Budget Amount	Percent
Licenses, Permits & Franchises	\$ 275	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Charges For Services	158	0	0	0	0	0.00
<b>Total Revenues</b>	433	0	0	0	0	0.00
Salaries & Benefits	103,363	149,030	153,382	154,985	5,955	4.00

### Final Budget Summary of Finance:

Revenues/Appropriations	FY 2010-2011	FY 2011-2012		FY 2011-2012	FY 2012-2013	Change from FY 2011-2012	
	Actual Exp/Rev	Budget	Actual Exp/Rev <sup>(1)</sup>	Budget	Final Budget	Amount	Percent
Services & Supplies	430,024	447,625	419,646	472,004	24,379	5.45	
Other Charges	57	200	0	200	0	0.00	
<b>Total Requirements</b>	533,444	596,855	573,028	627,189	30,334	5.08	
<b>Balance</b>	\$ (533,011)	\$ (596,855)	\$ (573,028)	\$ (627,189)	\$ (30,334)	5.08%	

### Final Budget Summary of Project Management/Marina Improvements:

Revenues/Appropriations	FY 2010-2011	FY 2011-2012		FY 2011-2012	FY 2012-2013	Change from FY 2011-2012	
	Actual Exp/Rev	Budget	Actual Exp/Rev <sup>(1)</sup>	Budget	Final Budget	Amount	Percent
Salaries & Benefits	\$ 305,206	\$ 329,050	\$ 330,452	\$ 350,760	\$ 21,710	6.60%	
Services & Supplies	901,616	1,450,800	757,145	1,398,662	(52,138)	-3.59	
Services & Supplies Reimbursements	0	0	(2,800)	0	0	0.00	
Special Items	0	1,351,057	0	1,000,000	(351,057)	-25.98	
<b>Total Requirements</b>	1,206,823	3,130,907	1,084,798	2,749,422	(381,485)	-12.18	
<b>Balance</b>	\$ (1,206,823)	\$ (3,130,907)	\$ (1,084,798)	\$ (2,749,422)	\$ 381,485	-12.18%	

### Final Budget Summary of Operations - Lease Management:

Revenues/Appropriations	FY 2010-2011	FY 2011-2012		FY 2011-2012	FY 2012-2013	Change from FY 2011-2012	
	Actual Exp/Rev	Budget	Actual Exp/Rev <sup>(1)</sup>	Budget	Final Budget	Amount	Percent
Licenses, Permits & Franchises	\$ 0	\$ 0	\$ 3,093	\$ 0	\$ 0	0.00%	
Fines, Forfeitures & Penalties	119,049	129,000	112,975	139,000	10,000	7.75	
Revenue from Use of Money and Property	22,282,137	22,300,033	22,452,237	22,681,442	381,409	1.71	
Intergovernmental Revenues	0	78,000	116,642	0	(78,000)	-100.00	
Charges For Services	300,701	319,300	292,625	312,000	(7,300)	-2.29	
Miscellaneous Revenues	212,602	190,110	206,208	207,310	17,200	9.05	
Other Financing Sources	508	0	0	0	0	0.00	
<b>Total Revenues</b>	22,914,996	23,016,443	23,183,780	23,339,752	323,309	1.40	
Salaries & Benefits	426,986	452,812	444,364	446,699	(6,113)	-1.35	
Services & Supplies	11,213,459	11,608,758	11,464,748	11,894,189	285,431	2.46	
Equipment	20,697	218,000	12,388	110,000	(108,000)	-49.54	
Other Financing Uses	278,742	300,000	277,195	296,067	(3,933)	-1.31	
<b>Total Requirements</b>	11,939,883	12,579,570	12,198,695	12,746,955	167,385	1.33	
<b>Balance</b>	\$ 10,975,113	\$ 10,436,873	\$ 10,985,085	\$ 10,592,797	\$ 155,924	1.49%	