

108 - OC DANA POINT HARBOR

Operational Summary

Mission:

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

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	2013 Business Plan Results	2014 Business Plan Target	How are we doing?
ENSURE A RESPONSIBLY FUNCTIONING COUNTY FACILITY. What: Perform needed maintenance/upkeep and stay involved as a community and effective operational manager Why: 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 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 operations. Work with Dana Point Harbor Association to ensure safe and effective annual events.	Repairs to infrastructure programmed and budgeted as needed. Continue to monitor OC Sailing and Events Center program usage and facility impact, as well as involvement and oversight for special events.
COMPLETION OF THE DANA POINT HARBOR REVITALIZATION PROJECT. What: Manage the Revitalization process from entitlements through construction. Why: Revitalize aging Harbor facilities, as well as update and improve infrastructure.	Submitted Coastal Development Permit application to the City of Dana Point for staff prereview and completion determination which is necessary prior to a public hearing being scheduled.	City of Dana Point public hearing for the Coastal Development Permit application and prepare construction bid packages for continued progress on the Revitalization Plan.	Coastal Development Permit application for landside construction submitted and working towards setting a public hearing date within the next few months.

At a Glance:

Total FY 2013-2014 Current Modified Budget:	30,022,676
Total FY 2013-2014 Actual Expenditure + Encumbrance:	22,209,043
Total Final FY 2014-2015	30,376,523
Percent of County General Fund:	N/A
Total Employees:	15.00

Key Outcome Indicators: (Continued)

Performance Measure	2013 Business Plan	2014 Business Plan	How are we doing?
	Results	Target	
<p>OC DANA POINT HARBOR FULLY CAPABLE TO PROVIDE NEEDED RESOURCES AND A SAFE ENVIRONMENT.</p> <p>What: Responsibly managing the Harbor operations and planning for the future.</p> <p>Why: As a County facility, the Harbor must meet standards for user expectations and safety.</p>	<p>Documented Parking Management programs for each special event.</p> <p>Continued Human Powered Craft safety guidelines harbor wide.</p>	<p>Continue to responsibly address maintenance requirements, such as parking lot repaving, replacement of deficient handrails on stairways, replace and installation of handicap access ramps in various locations, and prepare for sign renovation program to replace outdated directional signs.</p>	<p>Sign mockups developed and construction bids anticipated for mid-2014, deficient handrail replacements are completed on public buildings, other maintenance items continue to be scheduled as staff and funding resources are made available.</p>
<p>LESS HARBOR POSTINGS FOR BACTERIA LEVEL EXCEEDANCES.</p> <p>What: Pursuing new ideas, and continuing proven ones to address water quality issues in the Harbor.</p> <p>Why: Cleaner water allows for a safe and healthy environment for all users.</p>	<p>Installed Marina Trash Skimmers to collect debris.</p> <p>Received all A and A+ postings in the Heal the Bay Summer Report Card.</p> <p>Holding semi-annual underwater clean up events with as many as 52 volunteer divers.</p>	<p>Receive Grant funding for installation of six additional skimmers.</p> <p>Continue to educate community on effective programs and consider new opportunities to address runoff, continue managing underwater cleanup events to collect debris from the Harbor waters.</p>	<p>The trash skimmers are installed and operational. Baby Beach cleaned daily, and the Underwater Cleanup has become a larger semi-annual event in terms of the number of volunteer divers.</p>

FY 2013-14 Key Project Accomplishments:

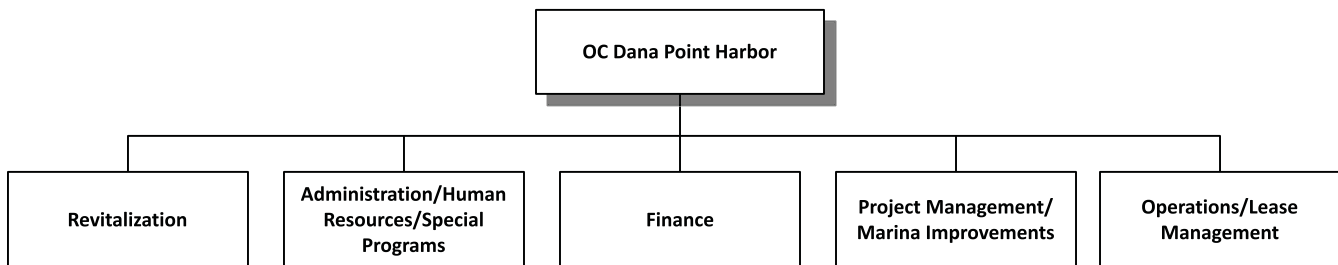
During the past year, OC Dana Point Harbor accomplished many of its goals. They are as follows:

- Offered a wide variety of programs and services to meet the needs of our varied audiences.
- Developed and maintained 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.
- Continued the Human Powered Craft Safety Guidelines program.
- Supported the Festival of Whales two-weekend event for the Community, as well as other Harbor events including the Tall Ships Festival.
- Continued work with a coalition of interested parties for the waterside portion of the Revitalization Project as well as other boating and Harbor issues.
- Prepare updated Draft Finance Plan to be presented for review by CEO Finance Team.
- Continued the parking Management Program for special events held throughout 2013/2014.
- Reviewed maintenance and safety checklist for public serving facilities.
- Conducted additional collaboration meeting with the 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.
- Conducted semi-annual underwater cleanup events.
- Made Water Quality presentations to key interest groups to educate on accomplishments and opportunities in Dana Point Harbor.



- Continued marine debris-collecting skimmer program now at eight Dana Point Harbor locations; devices collect floating trash and debris 24 hours per day.
- Maintained the Harbor in optimal boating conditions.
- Implemented updates to the comprehensive water quality program.
- Continued 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 maintenance projects throughout the Harbor to repair existing infrastructure, remove safety hazards and access issues. Established a Business Continuity Plan for OC Dana Point Harbor.
- Awarded \$15,000 in grant funds from Division of Boating and Waterways for Abandoned Watercraft Abatement and Vessel Turn-In Program.
- Conducted 2013 tree trimming and removal contract for all operators and OC Dana Point Harbor areas.
- Completed Schematic Design updates for the Dana Point Harbor Landside Revitalization Project.
- Submitted Coastal Development Plan for the Dana Point Harbor Landside Revitalization Project to City of Dana Point.
- Started Design and Permitting of the next Harbor Maintenance Dredging Project.
- Participated in the Pacific Ex 2014 Tsunami exercise leading to improvements and enhancements to the Dana Point Harbor Emergency Manual Tsunami plans to ensure preparedness for natural events which could lead to potential Harbor disasters/emergencies.

Organizational Summary



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

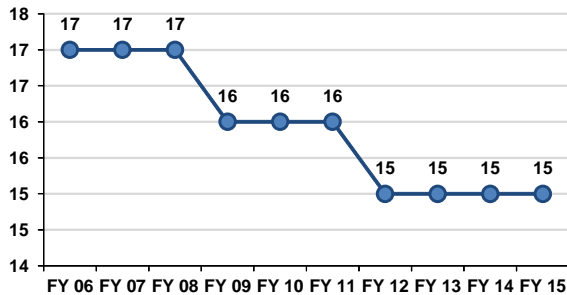
Administration/Human Resources/Special Programs - Includes Administrative, Purchasing, Staff Support, Special Programs, Information Technology and Human Resource Services. Provides the oversight and daily operations to ensure that OC Dana Point Harbor operates in a manner that is safe, efficient and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

Final Budget History:

Sources and Uses	FY 2012-2013	FY 2013-2014		FY 2014-2015	Change from FY 2013-2014	
	Actual Exp/Rev	Budget	Actual Exp/Rev ⁽¹⁾	Final Budget	Budget	
	As of 6/30/14	As of 6/30/14	As of 6/30/14		Amount	Percent
Total Positions	15	15	15	15	0	0.00
Total Revenues	30,135,440	30,054,871	25,479,577	30,376,523	321,652	1.07
Total Requirements	30,135,440	30,054,871	25,479,577	30,376,523	321,652	1.07
Balance	0	0	0	0	0	0.00

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2013-14 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 A579

- 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 2014-15 expense budget includes appropriations for the architecture and engineering contract and construction cost related to the landside and waterside portion of the Revitalization Project and various improvement/maintenance projects throughout the Harbor. The department continues to ensure that all available funds are dedicated to the operation of the Harbor or earmarked for projects identified as crucial for the safety and well-being of Harbor tenants and visitors such as dredging, quay walls, maintenance of Harbor structures and the Revitalization Project. These funds are also necessary to demonstrate the commitment of the department's resources to the establishment, improvement, and conduct of the Harbor as directed by the State of California upon the granting of Dana Point Tidelands.



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 expectation of the public using the Harbor.

■ With approval by the California Coastal Commission for the Harbor Local Coastal Program Amendment, OC Dana Point Harbor will be actively pursuing steps towards implementation of the Revitalization Plan. This includes the development of final design, obtaining a Coastal Development Permit, finalizing a financing strategy and acquisition of the required construction permits.

Budget Units Under Department Control:

No.	Agency Name	Revitalization	Administration/Human Resources/Special Programs	Finance	Project Management/ Marina Improvements	Operations - Lease Management	Total
108	OC Dana Point Harbor	7,956,274	6,748,976	623,163	1,584,904	13,463,206	30,376,523
12K	Dana Point Marina DBW Emergency Repair Fund	0	0	2,948,273	0	0	2,948,273
	Total	7,956,274	6,748,976	3,571,436	1,584,904	13,463,206	33,324,796



108 - OC Dana Point Harbor

Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2012-2013	FY 2013-2014	FY 2013-2014	FY 2014-2015	Change from FY 2013-2014	
	Actual Exp/Rev	Budget As of 6/30/14	Actual Exp/Rev ⁽¹⁾ As of 6/30/14	Final Budget	Budget Amount	Percent
Licenses, Permits & Franchises	\$ 25,570	\$ 10,000	\$ 10,103	\$ 10,000	\$ 0	0.00%
Fines, Forfeitures & Penalties	107,764	112,000	103,405	108,000	(4,000)	-3.57
Revenue from Use of Money and Property	22,970,987	23,040,865	23,576,149	23,247,452	206,587	0.90
Intergovernmental Revenues	(76,142)	0	75,673	0	0	0.00
Charges For Services	717,955	686,000	703,085	694,000	8,000	1.17
Miscellaneous Revenues	238,421	228,010	134,461	77,710	(150,300)	-65.92
Other Financing Sources	1,154	0	0	0	0	0.00
Total FBA	3,543,960	0	0	0	0	0.00
Obligated Fund Balances	2,824,760	5,977,996	0	6,239,361	261,365	4.37
Reserve For Encumbrances	(218,987)	0	876,702	0	0	0.00
Total Revenues	30,135,440	30,054,871	25,479,577	30,376,523	321,652	1.07
Salaries & Benefits	1,830,246	1,933,622	1,803,680	1,924,361	(9,261)	-0.48
Services & Supplies	18,762,558	25,308,549	19,980,928	22,926,980	(2,381,569)	-9.41
Other Charges	69	350,200	72	350,200	0	0.00
Equipment	76,142	150,000	0	176,000	26,000	17.33
Structures & Improvements	1,675	1,812,691	0	4,175,000	2,362,309	130.32
Other Financing Uses	284,428	445,685	429,523	323,982	(121,703)	-27.31
Special Items	0	21,929	0	500,000	478,071	2,180.09
Obligated Fund Balances	9,180,322	32,195	3,265,374	0	(32,195)	-100.00
Total Requirements	30,135,440	30,054,871	25,479,577	30,376,523	321,652	1.07
Balance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.00%

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2013-14 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Final Budget Summary of Revitalization:

Revenues/Appropriations	FY 2012-2013	FY 2013-2014	FY 2013-2014	FY 2014-2015	Change from FY 2013-2014	
	Actual Exp/Rev	Budget As of 6/30/14	Actual Exp/Rev ⁽¹⁾ As of 6/30/14	Final Budget	Budget Amount	Percent
Reserve For Encumbrances	\$ (218,987)	\$ 0	\$ 876,702	\$ 0	\$ 0	0.00%
Total Revenues	(218,987)	0	876,702	0	0	0.00
Salaries & Benefits	353,329	362,487	358,404	369,561	7,074	1.95
Services & Supplies	1,138,663	5,186,759	1,779,490	3,411,713	(1,775,046)	-34.22
Structures & Improvements	0	1,812,691	0	4,175,000	2,362,309	130.32
Total Requirements	1,491,992	7,361,937	2,137,894	7,956,274	594,337	8.07
Balance	\$ (1,710,980)	\$ (7,361,937)	\$ (1,261,192)	\$ (7,956,274)	\$ (594,337)	8.07%

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

Revenues/Appropriations	FY 2012-2013	FY 2013-2014	FY 2013-2014	FY 2014-2015	Change from FY 2013-2014	
	Actual Exp/Rev	Budget As of 6/30/14	Actual Exp/Rev ⁽¹⁾ As of 6/30/14	Final Budget	Budget Amount	Percent
Licenses, Permits & Franchises	\$ 10,570	\$ 10,000	\$ 10,103	\$ 10,000	\$ 0	0.00%
Fines, Forfeitures & Penalties	467	0	75	0	0	0.00
Revenue from Use of Money and Property	214,805	250,000	193,047	250,000	0	0.00
Charges For Services	366,631	353,000	378,092	361,000	8,000	2.27
Miscellaneous Revenues	16,734	16,000	15,425	14,000	(2,000)	-12.50
Other Financing Sources	1,154	0	0	0	0	0.00
Total FBA	3,543,960	0	0	0	0	0.00
Obligated Fund Balances	2,824,760	5,977,996	0	0	(5,977,996)	-100.00
Total Revenues	6,979,081	6,606,996	596,742	635,000	(5,971,996)	-90.39
Salaries & Benefits	655,081	674,660	643,587	668,187	(6,473)	-0.96
Services & Supplies	4,901,329	5,431,849	4,971,110	5,698,628	266,779	4.91
Other Charges	0	350,000	0	350,000	0	0.00
Equipment	0	0	0	10,000	10,000	0.00
Other Financing Uses	10,235	147,739	147,739	22,161	(125,578)	-85.00
Obligated Fund Balances	9,180,322	32,195	3,265,374	0	(32,195)	-100.00
Total Requirements	14,746,967	6,636,443	9,027,810	6,748,976	112,533	1.70
Balance	\$ (7,767,886)	\$ (29,447)	\$ (8,431,068)	\$ (6,113,976)	\$ (6,084,529)	20,662.64%

Final Budget Summary of Finance:

Revenues/Appropriations	FY 2012-2013	FY 2013-2014	FY 2013-2014	FY 2014-2015	Change from FY 2013-2014	
	Actual Exp/Rev	Budget As of 6/30/14	Actual Exp/Rev ⁽¹⁾ As of 6/30/14	Final Budget	Budget Amount	Percent
Salaries & Benefits	\$ 35,557	\$ 108,167	\$ 80,265	\$ 91,197	\$ (16,970)	-15.69%
Services & Supplies	430,019	491,878	364,971	531,766	39,888	8.11
Other Charges	69	200	72	200	0	0.00
Total Requirements	465,644	600,245	445,308	623,163	22,918	3.82
Balance	\$ (465,644)	\$ (600,245)	\$ (445,308)	\$ (623,163)	\$ (22,918)	3.82%

Final Budget Summary of Project Management/Marina Improvements:

Revenues/Appropriations	FY 2012-2013	FY 2013-2014	FY 2013-2014	FY 2014-2015	Change from FY 2013-2014	
	Actual Exp/Rev	Budget As of 6/30/14	Actual Exp/Rev ⁽¹⁾ As of 6/30/14	Final Budget	Budget Amount	Percent
Obligated Fund Balances	\$ 0	\$ 0	\$ 0	\$ 6,239,361	\$ 6,239,361	0.00%
Total Revenues	0	0	0	6,239,361	6,239,361	0.00
Salaries & Benefits	335,244	333,271	316,809	322,904	(10,367)	-3.11

Final Budget Summary of Project Management/Marina Improvements:

Revenues/Appropriations	FY 2012-2013	FY 2013-2014	FY 2013-2014	FY 2014-2015	Change from FY 2013-2014	
	Actual Exp/Rev	Budget As of 6/30/14	Actual Exp/Rev ⁽¹⁾ As of 6/30/14	Final Budget	Budget Amount	Percent
Services & Supplies	873,768	1,999,662	1,220,174	762,000	(1,237,662)	-61.89
Special Items	0	21,929	0	500,000	478,071	2,180.09
Total Requirements	1,209,013	2,354,862	1,536,983	1,584,904	(769,958)	-32.70
Balance	\$ (1,209,013)	\$ (2,354,862)	\$ (1,536,983)	\$ 4,654,457	\$ 7,009,319	-297.65%

Final Budget Summary of Operations - Lease Management:

Revenues/Appropriations	FY 2012-2013	FY 2013-2014	FY 2013-2014	FY 2014-2015	Change from FY 2013-2014	
	Actual Exp/Rev	Budget As of 6/30/14	Actual Exp/Rev ⁽¹⁾ As of 6/30/14	Final Budget	Budget Amount	Percent
Licenses, Permits & Franchises	\$ 15,000	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Fines, Forfeitures & Penalties	107,298	112,000	103,330	108,000	(4,000)	-3.57
Revenue from Use of Money and Property	22,756,181	22,790,865	23,383,102	22,997,452	206,587	0.91
Intergovernmental Revenues	(76,142)	0	75,673	0	0	0.00
Charges For Services	351,323	333,000	324,993	333,000	0	0.00
Miscellaneous Revenues	221,687	212,010	119,036	63,710	(148,300)	-69.95
Total Revenues	23,375,347	23,447,875	24,006,133	23,502,162	54,287	0.23
Salaries & Benefits	451,035	455,037	404,615	472,512	17,475	3.84
Services & Supplies	11,418,779	12,198,401	11,645,182	12,522,873	324,472	2.66
Equipment	76,142	150,000	0	166,000	16,000	10.67
Structures & Improvements	1,675	0	0	0	0	0.00
Other Financing Uses	274,193	297,946	281,784	301,821	3,875	1.30
Total Requirements	12,221,824	13,101,384	12,331,582	13,463,206	361,822	2.76
Balance	\$ 11,153,523	\$ 10,346,491	\$ 11,674,551	\$ 10,038,956	\$ (307,535)	-2.97%