

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. Facilitating recreational boating, effective communication with our various stakeholder groups, and harbor 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:

	2014 Business Plan	2015 Business Plan	
Performance Measure	Results	Target	How are we doing?
ENSURE A RESPONSIBLY FUNCTIONING COUNTY FACILITY. What: Perform needed maintenance/upkeep and stay involved as an effective operational manager. Why: Responsibility of OCDPH to provide the public with safe maritime and coastal opportunities.	Completed the 50% Design Construction Plans for the Harbor Maintenance Dredging Project. OC Dana Point Harbor obtained US Army Corps of Engineers Permit and California Coastal Commission Coastal Development Permit for the Harbor Maintenance Dredging Project.	Continue to perform priority maintenance of facilities. Finalize the design and permitting of the Harbor Maintenance Dredging Project.	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. Maintenance Dredging Project is scheduled for construction in FY 2015-16.
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.	Obtained Coastal Development Permit from the City of Dana Point.	Completion of Phase 1A and 1B Plans for Intersection and Roadway Improvements and advertisement of Phase 1A and 1B Plans for Intersection and Roadway Improvements as part of the Revitalization Plan.	Coastal Development Permit was received January 2015. OC Dana Point Harbor and consultant completed advertisement of Phase 1A and 1B Intersection and Roadway Improvements. OC Dana Point Harbor is currently working with OC Public Works on the construction contract for these improvements.

At a Glance:	
Total FY 2014-2015 Current Modified Budget:	30,376,523
Total FY 2014-2015 Actual Expenditure + Encumbrance:	24,019,987
Total Final FY 2015-2016:	36,887,882
Percent of County General Fund:	N/A
Total Employees:	14.00



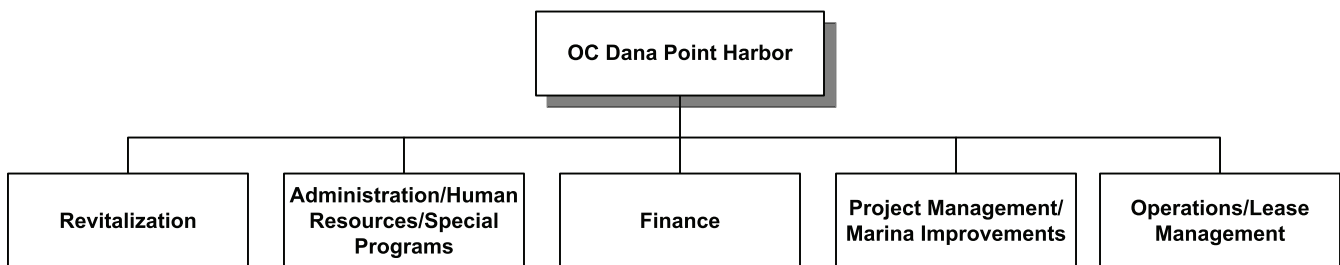
Key Outcome Indicators: (Continued)

Performance Measure	2014 Business Plan	2015 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 proper 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 repaving parking lots, replacing deficient handrails on stairways, replacing and installing handicap access ramps in various locations, and constructing sign renovation program to replace outdated directional signs.</p>	<p>Sign Project was advertised and Board of Supervisors award date is set for second quarter of 2015. Deficient handrails were replaced on public buildings. Other maintenance items continue to be scheduled as staff and funding resources are made available.</p>
<p>REDUCE HARBOR POSTINGS FOR BACTERIA LEVEL EXCEEDANCES.</p> <p>What: Pursuing new ideas, and continuing proven ones, to improve water quality issues in the Harbor.</p> <p>Why: Cleaner water provides a safe and healthy environment for all users.</p>	<p>Installed six additional marina trash skimmers to collect debris. Received one B rating while all other ratings were A and A+ as posted 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>Continue to manage a grant which funded the installation of six additional skimmers. Continue to educate community on effective programs, consider new opportunities to address water runoff, and manage underwater cleanup events to collect debris from the Harbor waters.</p>	<p>The trash skimmers are functioning well. Baby Beach is cleaned daily. A significant number of volunteer divers assist in the semi-annual underwater cleanup events and to date have recovered over 40,000 pounds of debris from the harbor sea floor.</p>

FY 2014-15 Key Project Accomplishments:

- Implemented tree trimming and removal contract in 2014 for all operators and OC Dana Point Harbor areas.
- Completed design development drawings for the Dana Point Harbor Landside Revitalization Project.
- Received Coastal Development Permit for the Dana Point Harbor Landside Revitalization Project from the City of Dana Point.
- Finalizing design and permitting of the next Harbor Maintenance Dredging Project. OC Dana Point Harbor obtained US Army Corps of Engineers and Coastal Commission Permits for the Dredging Project.
- Finalized Sign Project plans and specifications and submitted to Board of Supervisors for approval to advertise.

Organizational Summary



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

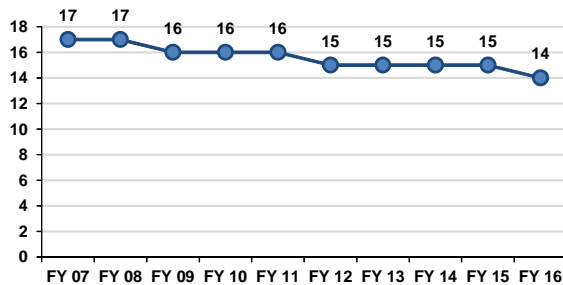
Administration/Human Resources/Special Programs - Includes Administrative, Purchasing, Staff Support, Special Programs, Information Technology and Human Resource Services. Provides the oversight and daily operations to ensure that OC Dana Point Harbor operates in a manner that is safe, efficient and effective. Promotes public access and services that is responsive to the community. Monitors all Harbor activities for compliance with the Coastal Commission certified Local Coastal Plan (LCP).

Finance - Includes Budget/Finance staff and activities required for Accounting and Financial support. Responsible for OC Dana Point Harbor budget, finance, and coordination with CEO and Auditor-Controller 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 FY 2014-15, the Board of Supervisors approved a mid-year budget adjustment to transfer one Administrative Manager I from Fund 108 to CEO Real Estate. This reduced the total position count for Fund 108 to 14.
- An additional 1 position, a Real Property Agent III, was deleted by the Board of Supervisors in February 2011. At that time, the total position count was 15.

- In Fiscal Year 2005-06, 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 OCPW Budget Control 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.

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 2015-16 expense budget includes appropriations for engineering and construction costs related to the Harbor Revitalization project as well as other facility maintenance projects required in the Harbor. This includes \$4.2 million budgeted for construction of landside improvements planned as part of the Revitalization project and \$4.6 million budgeted to dredge portions of the Harbor water ways.



Final Budget History:

Sources and Uses	FY 2013-2014	FY 2014-2015		FY 2014-2015	FY 2015-2016	Change from FY 2014-2015	
	Actual Exp/Rev	Budget	Actual Exp/Rev ⁽¹⁾	As of 6/30/15	Final Budget	Budget	Percent
Total Positions	15	14	14	14	14	0	0.00
Total Revenues	25,479,577	30,393,367	23,969,136	23,969,136	36,887,882	6,494,515	21.37
Total Requirements	25,479,577	30,393,367	23,969,137	23,969,137	36,887,882	6,494,515	21.37
Balance	0	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 2014-15 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 A 106

Highlights of Key Trends:

- OC Dana Point Harbor continues to pursue key steps required to implement the Revitalization Plan. This includes developing a final design for the Commercial Core project, finalizing a financial strategy, and acquiring

required construction permits. Additional Coastal Development Permits will be required for the Dry Boat Storage Building Project as well as the Marina Improvement Project.

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	14,479,668	7,105,449	648,092	768,668	13,886,011	36,887,888
12K	Dana Point Marina DBW Emergency Repair Fund	0	0	0	3,243,295	0	3,243,295
	Total	14,479,668	7,105,449	648,092	4,011,963	13,886,011	40,131,183



108 - OC Dana Point Harbor

Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2013-2014	FY 2014-2015		FY 2015-2016	Change from FY 2014-2015	
	Actual Exp/Rev	Budget As of 6/30/15	Actual Exp/Rev ⁽¹⁾ As of 6/30/15	Final Budget	Budget Amount	Percent
Licenses, Permits & Franchises	\$ 10,103	\$ 10,000	\$ 10,199	\$ 10,000	\$ 0	0.00%
Fines, Forfeitures & Penalties	103,405	108,000	121,095	113,000	5,000	4.63
Revenue from Use of Money and Property	23,576,149	23,247,452	25,170,946	24,173,178	925,726	3.98
Intergovernmental Revenues	75,673	0	0	0	0	0.00
Charges For Services	703,085	694,000	1,013,268	745,000	51,000	7.35
Miscellaneous Revenues	134,461	77,710	145,578	82,110	4,400	5.66
Obligated Fund Balances	0	6,256,205	0	11,764,594	5,508,389	88.05
Reserve For Encumbrances	876,702	0	(2,491,950)	0	0	0.00
Total Revenues	25,479,577	30,393,367	23,969,136	36,887,882	6,494,515	21.37
Salaries & Benefits	1,803,680	1,834,019	1,437,771	1,522,563	(311,456)	-16.98
Services & Supplies	19,980,928	23,117,322	19,632,138	23,386,652	269,330	1.17
Other Charges	72	350,200	71	350,200	0	0.00
Equipment	0	176,000	0	193,000	17,000	9.66
Structures & Improvements	0	4,175,000	133,163	10,617,000	6,442,000	154.30
Other Financing Uses	429,523	323,982	313,667	318,467	(5,515)	-1.70
Special Items	0	400,000	0	500,000	100,000	25.00
Obligated Fund Balances	3,265,374	16,844	2,452,327	0	(16,844)	-100.00
Total Requirements	25,479,577	30,393,367	23,969,137	36,887,882	6,494,515	21.37
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 2014-15 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Final Budget Summary of Revitalization:

Revenues/Appropriations	FY 2013-2014	FY 2014-2015		FY 2015-2016	Change from FY 2014-2015	
	Actual Exp/Rev	Budget As of 6/30/15	Actual Exp/Rev ⁽¹⁾ As of 6/30/15	Final Budget	Budget Amount	Percent
Reserve For Encumbrances	\$ 876,702	\$ 0	\$ (2,491,950)	\$ 0	\$ 0	0.00%
Total Revenues	876,702	0	(2,491,950)	0	0	0.00
Salaries & Benefits	489,275	501,880	503,676	431,968	(69,912)	-13.93
Services & Supplies	2,656,121	3,452,213	1,740,168	2,930,700	(521,513)	-15.11
Structures & Improvements	0	4,175,000	132,709	10,617,000	6,442,000	154.30
Special Items	0	400,000	0	500,000	100,000	25.00
Obligated Fund Balances	0	0	2,452,327	0	0	0.00
Total Requirements	3,145,397	8,529,093	4,828,880	14,479,668	5,950,575	69.77
Balance	\$ (2,268,695)	\$ (8,529,093)	\$ (7,320,830)	\$ (14,479,668)	\$ (5,950,575)	69.77%

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

Revenues/Appropriations	FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	Change from FY 2014-2015	
	Actual Exp/Rev	Budget As of 6/30/15	Actual Exp/Rev ⁽¹⁾ As of 6/30/15	Final Budget	Budget Amount	Percent
Licenses, Permits & Franchises	\$ 10,103	\$ 10,000	\$ 10,199	\$ 10,000	\$ 0	0.00%
Fines, Forfeitures & Penalties	75	0	0	0	0	0.00
Revenue from Use of Money and Property	193,047	250,000	250,886	225,000	(25,000)	-10.00
Charges For Services	378,092	361,000	514,583	430,000	69,000	19.11
Miscellaneous Revenues	15,425	14,000	29,441	14,000	0	0.00
Obligated Fund Balances	0	6,256,205	0	11,764,594	5,508,389	88.05
Total Revenues	596,742	6,891,205	805,109	12,443,594	5,552,389	80.57
Salaries & Benefits	643,587	667,382	588,973	560,055	(107,327)	-16.08
Services & Supplies	4,971,110	5,698,628	4,980,644	6,166,927	468,299	8.22
Other Charges	0	350,000	0	350,000	0	0.00
Equipment	0	10,000	0	10,000	0	0.00
Other Financing Uses	147,739	22,161	22,147	18,467	(3,694)	-16.67
Obligated Fund Balances	3,265,374	16,844	0	0	(16,844)	-100.00
Total Requirements	9,027,810	6,765,015	5,591,764	7,105,449	340,434	5.03
Balance	\$ (8,431,068)	\$ 126,190	\$ (4,786,655)	\$ 5,338,145	\$ 5,211,955	4,130.24%

Final Budget Summary of Finance:

Revenues/Appropriations	FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	Change from FY 2014-2015	
	Actual Exp/Rev	Budget As of 6/30/15	Actual Exp/Rev ⁽¹⁾ As of 6/30/15	Final Budget	Budget Amount	Percent
Salaries & Benefits	\$ 80,265	\$ 91,197	\$ 0	\$ 113,892	\$ 22,695	24.89%
Services & Supplies	364,971	531,766	474,631	534,000	2,234	0.42
Other Charges	72	200	71	200	0	0.00
Total Requirements	445,308	623,163	474,702	648,092	24,929	4.00
Balance	\$ (445,308)	\$ (623,163)	\$ (474,702)	\$ (648,092)	\$ (24,929)	4.00%

Final Budget Summary of Project Management/Marina Improvements:

Revenues/Appropriations	FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016	Change from FY 2014-2015	
	Actual Exp/Rev	Budget As of 6/30/15	Actual Exp/Rev ⁽¹⁾ As of 6/30/15	Final Budget	Budget Amount	Percent
Salaries & Benefits	\$ 185,937	\$ 190,585	\$ 189,660	\$ 162,162	\$ (28,423)	-14.91%
Services & Supplies	343,543	721,500	194,858	606,500	(115,000)	-15.94
Total Requirements	529,480	912,085	384,519	768,662	(143,423)	-15.72
Balance	\$ (529,480)	\$ (912,085)	\$ (384,519)	\$ (768,662)	\$ 143,423	-15.72%

Final Budget Summary of Operations - Lease Management:

Revenues/Appropriations	FY 2013-2014	FY 2014-2015		FY 2015-2016	Change from FY 2014-2015	
	Actual Exp/Rev	Budget As of 6/30/15	Actual Exp/Rev ⁽¹⁾ As of 6/30/15	Final Budget	Budget Amount	Percent
Fines, Forfeitures & Penalties	\$ 103,330	\$ 108,000	\$ 121,095	\$ 113,000	\$ 5,000	4.63%
Revenue from Use of Money and Property	23,383,102	22,997,452	24,920,061	23,948,178	950,726	4.13
Intergovernmental Revenues	75,673	0	0	0	0	0.00
Charges For Services	324,993	333,000	498,684	315,000	(18,000)	-5.41
Miscellaneous Revenues	119,036	63,710	116,137	68,110	4,400	6.91
Total Revenues	24,006,133	23,502,162	25,655,977	24,444,288	942,126	4.01
Salaries & Benefits	404,615	382,975	155,461	254,486	(128,489)	-33.55
Services & Supplies	11,645,182	12,713,215	12,241,837	13,148,525	435,310	3.42
Equipment	0	166,000	0	183,000	17,000	10.24
Structures & Improvements	0	0	454	0	0	0.00
Other Financing Uses	281,784	301,821	291,520	300,000	(1,821)	-0.60
Total Requirements	12,331,582	13,564,011	12,689,272	13,886,011	322,000	2.37
Balance	\$ 11,674,551	\$ 9,938,151	\$ 12,966,706	\$ 10,558,277	\$ 620,126	6.24%