

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 2012-2013 Current Modified Budget:	31,839,298
Total FY 2012-2013 Actual Expenditure + Encumbrance:	22,014,075
Total Final FY 2013-2014	30,022,676
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	2012 Business Plan Results	2013 Business Plan Target	How are we doing?
ENSURE A RESPONSIBLY FUNCTIONING COUNTY FACILITY. What: Perform needed maintenance and upkeep and stay involved as a community. 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 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	2012 Business Plan	2013 Business Plan	How are we doing?
	Results	Target	
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.	Received California Coastal Commission (CCC) certified Local Coastal Program Amendment (LCPA). Continuation of plan development in anticipation of Coastal Development Permit application. Received certified Subsequent Environmental Impact Report for waterside project.	Complete and submit the Coastal Development Permit application for consideration by the City of Dana Point and prepare construction bid packages for continued progress on the Revitalization Plan. Engage engineer to develop slip layout design for inclusion in a CDP application for the marinas.	Coastal Development Permit application for landside to be submitted in the next few months for consideration, construction could begin mid-2014. SEIR certified by Board of Supervisors in December 2012.
OC DANA POINT HARBOR FULLY CAPABLE TO PROVIDE NEEDED RESOURCES AND A SAFE ENVIRONMENT. What: Responsibly managing the Harbor operations and planning for the future. Why: As a County facility, the Harbor must meet standards for user expectations and safety.	Documented Parking Management programs for each special event. Continued Human Powered Craft safety guidelines harbor wide. Updated the Department's Balanced Scorecard. Analyzed Human Powered Craft Safety Advisory Group for continued improvements.	Continue to responsibly address maintenance requirements, such as parking lot repaving.	Sign mockups developed and installed based on public input. Human Powered Craft guidelines updated and implemented.
LESS HARBOR POSTINGS FOR BACTERIA LEVEL EXCEEDANCES. What: Pursuing new ideas to approach water quality issues in the Harbor. Why: Cleaner water allows for a safe and healthy environment for all users.	Installed Marina Trash Skimmers 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.	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.	The trash skimmers are 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

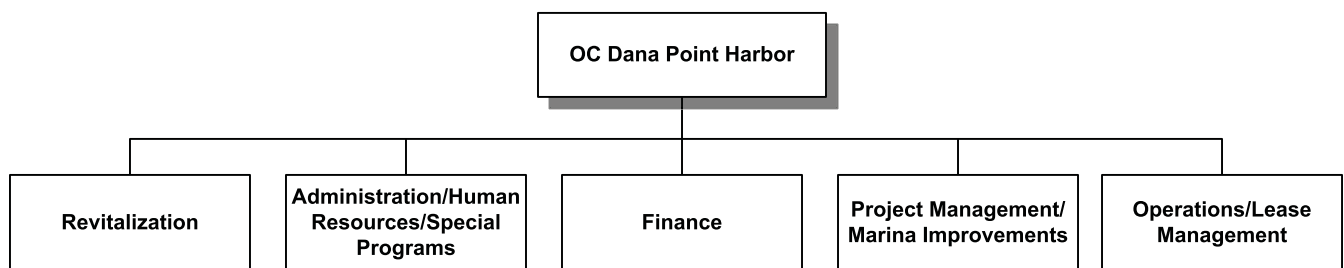
FY 2012-13 Key Project Accomplishments:

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

- Received final certification Subsequent Environmental Impact Report for the Dana Point Harbor waterside 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.
- 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.

- Continued the Parking Management Program for special events held throughout 2012/2013.
- Reviewed maintenance and safety checklist for public serving facilities.
- 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 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.
- 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. 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.

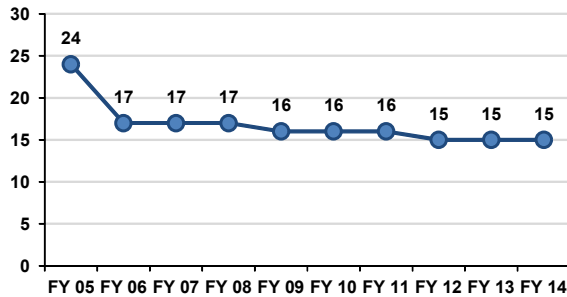
Administration/Human Resources/Special Programs - Includes Administrative, Purchasing, Staff Support, Special Programs, Information Technology and Human Resource Services. Provides the oversight and daily operations to ensure that OC Dana Point Harbor operates in a manner that is safe, efficient and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

Final Budget History:

Sources and Uses	FY 2011-2012 Actual Exp/Rev	FY 2012-2013	FY 2012-2013	FY 2013-2014 Final Budget	Change from FY 2012-2013	
		Budget As of 6/30/13	Actual Exp/Rev ⁽¹⁾ As of 6/30/13		Budget Amount	Percent
Total Positions	15	15	15	15	0	0.00
Total Revenues	31,870,740	31,855,385	30,135,440	30,022,676	(1,832,709)	-5.75
Total Requirements	28,326,780	31,855,385	30,135,440	30,022,676	(1,832,709)	-5.75
Balance	3,543,960	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 2012-13 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 A103

- 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 2013-14 expense budget includes appropriations for the architecture and engineering contract and construction costs related to the landside portion of Revitalization. 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 designs, obtaining a Coastal Development Permit, finalizing a financing strategy and acquisition of the required construction 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	7,360,808	6,586,855	611,028	2,362,601	13,101,385	30,022,676
12K	Dana Point Marina DBW Emergency Repair Fund	0	0	0	2,655,960	0	2,655,960
	Total	7,360,808	6,586,855	611,028	5,018,561	13,101,385	32,678,636

108 - OC Dana Point Harbor

Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2011-2012 Actual Exp/Rev	FY 2012-2013 Budget As of 6/30/13	FY 2012-2013 Actual Exp/Rev ⁽¹⁾ As of 6/30/13	FY 2013-2014 Final Budget	Change from FY 2012-2013 Budget	
					Amount	Percent
Licenses, Permits & Franchises	\$ 10,405	\$ 5,000	\$ 25,570	\$ 10,000	\$ 5,000	100.00%
Fines, Forfeitures & Penalties	113,875	139,000	107,764	112,000	(27,000)	-19.42
Revenue from Use of Money and Property	22,727,634	22,940,355	22,970,987	23,040,865	100,510	0.44
Intergovernmental Revenues	116,642	0	(76,142)	0	0	0.00
Charges For Services	627,427	677,000	717,955	686,000	9,000	1.33
Miscellaneous Revenues	224,049	225,310	238,421	228,010	2,700	1.20
Other Financing Sources	0	1,500,000	1,154	0	(1,500,000)	-100.00
Total FBA	5,225,752	3,543,960	3,543,960	0	(3,543,960)	-100.00
Obligated Fund Balances	3,483,243	2,824,760	2,824,760	5,945,801	3,121,041	110.49
Reserve For Encumbrances	(658,286)	0	(218,987)	0	0	0.00
Total Revenues	31,870,740	31,855,385	30,135,440	30,022,676	(1,832,709)	-5.75
Salaries & Benefits	1,876,555	1,945,011	1,830,246	1,933,622	(11,389)	-0.59
Services & Supplies	17,445,795	26,000,256	18,762,558	25,308,549	(691,707)	-2.66
Services & Supplies Reimbursements	(2,800)	0	0	0	0	0.00
Other Charges	0	350,200	69	350,200	0	0.00
Equipment	12,388	110,000	76,142	150,000	40,000	36.36
Structures & Improvements	0	1,400,000	1,675	1,812,691	412,691	29.48
Other Financing Uses	285,847	314,067	284,428	437,946	123,879	39.44
Special Items	0	1,719,764	0	29,668	(1,690,096)	-98.27
Obligated Fund Balances	8,708,995	16,087	9,180,322	0	(16,087)	-100.00
Total Requirements	28,326,780	31,855,385	30,135,440	30,022,676	(1,832,709)	-5.75
Balance	\$ 3,543,960	\$ 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 2012-13 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Final Budget Summary of Revitalization:

Revenues/Appropriations	FY 2011-2012 Actual Exp/Rev	FY 2012-2013 Budget As of 6/30/13	FY 2012-2013 Actual Exp/Rev ⁽¹⁾ As of 6/30/13	FY 2013-2014 Final Budget	Change from FY 2012-2013 Budget	
					Amount	Percent
Other Financing Sources	\$ 0	\$ 1,500,000	\$ 0	\$ 0	\$ (1,500,000)	-100.00%
Obligated Fund Balances	3,483,243	0	0	0	0	0.00
Reserve For Encumbrances	(658,286)	0	(218,987)	0	0	0.00
Total Revenues	2,824,957	1,500,000	(218,987)	0	(1,500,000)	-100.00
Salaries & Benefits	341,936	332,090	353,329	361,358	29,268	8.81
Services & Supplies	234,281	6,636,759	1,138,663	5,186,759	(1,450,000)	-21.85

Final Budget Summary of Revitalization:

Revenues/Appropriations	FY 2011-2012	FY 2012-2013	FY 2012-2013	FY 2013-2014	Change from FY 2012-2013	
	Actual Exp/Rev	Budget As of 6/30/13	Actual Exp/Rev ⁽¹⁾ As of 6/30/13	Final Budget	Budget Amount	Percent
Structures & Improvements	0	1,400,000	0	1,812,691	412,691	29.48
Obligated Fund Balances	8,708,995	0	0	0	0	0.00
Total Requirements	9,285,212	8,368,849	1,491,992	7,360,808	(1,008,041)	-12.05
Balance	\$ (6,460,255)	\$ (6,868,849)	\$ (1,710,980)	\$ (7,360,808)	\$ (491,959)	7.16%

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

Revenues/Appropriations	FY 2011-2012	FY 2012-2013	FY 2012-2013	FY 2013-2014	Change from FY 2012-2013	
	Actual Exp/Rev	Budget As of 6/30/13	Actual Exp/Rev ⁽¹⁾ As of 6/30/13	Final Budget	Budget Amount	Percent
Licenses, Permits & Franchises	\$ 7,312	\$ 5,000	\$ 10,570	\$ 10,000	\$ 5,000	100.00%
Fines, Forfeitures & Penalties	900	0	467	0	0	0.00
Revenue from Use of Money and Property	275,397	275,000	214,805	250,000	(25,000)	-9.09
Charges For Services	334,802	365,000	366,631	353,000	(12,000)	-3.29
Miscellaneous Revenues	17,841	18,000	16,734	16,000	(2,000)	-11.11
Other Financing Sources	0	0	1,154	0	0	0.00
Total FBA	5,225,752	3,543,960	3,543,960	0	(3,543,960)	-100.00
Obligated Fund Balances	0	2,824,760	2,824,760	0	(2,824,760)	-100.00
Total Revenues	5,862,003	7,031,720	6,979,081	629,000	(6,402,720)	-91.05
Salaries & Benefits	606,420	660,477	655,081	665,006	4,529	0.69
Services & Supplies	4,569,975	5,516,892	4,901,329	5,431,849	(85,043)	-1.54
Other Charges	0	350,000	0	350,000	0	0.00
Other Financing Uses	8,652	18,000	10,235	140,000	122,000	677.78
Obligated Fund Balances	0	16,087	9,180,322	0	(16,087)	-100.00
Total Requirements	5,185,047	6,561,456	14,746,967	6,586,855	25,399	0.39
Balance	\$ 676,956	\$ 470,264	\$ (7,767,886)	\$ (5,957,855)	\$ (6,428,119)	-1,366.92%

Final Budget Summary of Finance:

Revenues/Appropriations	FY 2011-2012	FY 2012-2013	FY 2012-2013	FY 2013-2014	Change from FY 2012-2013	
	Actual Exp/Rev	Budget As of 6/30/13	Actual Exp/Rev ⁽¹⁾ As of 6/30/13	Final Budget	Budget Amount	Percent
Salaries & Benefits	\$ 153,382	\$ 154,985	\$ 35,557	\$ 118,950	\$ (36,035)	-23.25%
Services & Supplies	419,646	472,004	430,019	491,878	19,874	4.21
Other Charges	0	200	69	200	0	0.00
Total Requirements	573,028	627,189	465,644	611,028	(16,161)	-2.58
Balance	\$ (573,028)	\$ (627,189)	\$ (465,644)	\$ (611,028)	\$ 16,161	-2.58%

Final Budget Summary of Project Management/Marina Improvements:

Revenues/Appropriations	FY 2011-2012		FY 2012-2013		FY 2012-2013		FY 2013-2014		Change from FY 2012-2013	
	Actual Exp/Rev		Budget		Actual Exp/Rev ⁽¹⁾		Final Budget		Budget	
			As of 6/30/13		As of 6/30/13				Amount	Percent
Obligated Fund Balances	\$ 0	\$	0	\$	0	\$	5,945,801	\$	5,945,801	0.00%
Total Revenues	0		0		0		5,945,801		5,945,801	0.00
Salaries & Benefits	330,452		350,760		335,244		333,271		(17,489)	-4.99
Services & Supplies	757,145		1,480,412		873,768		1,999,662		519,250	35.07
Services & Supplies Reimbursements	(2,800)		0		0		0		0	0.00
Special Items	0		1,719,764		0		29,668		(1,690,096)	-98.27
Total Requirements	1,084,798		3,550,936		1,209,013		2,362,601		(1,188,335)	-33.47
Balance	\$ (1,084,798)	\$	(3,550,936)	\$	(1,209,013)	\$	3,583,200	\$	7,134,136	-200.91%

Final Budget Summary of Operations - Lease Management:

Revenues/Appropriations	FY 2011-2012		FY 2012-2013		FY 2012-2013		FY 2013-2014		Change from FY 2012-2013	
	Actual Exp/Rev		Budget		Actual Exp/Rev ⁽¹⁾		Final Budget		Budget	
			As of 6/30/13		As of 6/30/13				Amount	Percent
Licenses, Permits & Franchises	\$ 3,093	\$	0	\$	15,000	\$	0	\$	0	0.00%
Fines, Forfeitures & Penalties	112,975		139,000		107,298		112,000		(27,000)	-19.42
Revenue from Use of Money and Property	22,452,237		22,665,355		22,756,181		22,790,865		125,510	0.55
Intergovernmental Revenues	116,642		0		(76,142)		0		0	0.00
Charges For Services	292,625		312,000		351,323		333,000		21,000	6.73
Miscellaneous Revenues	206,208		207,310		221,687		212,010		4,700	2.27
Total Revenues	23,183,780		23,323,665		23,375,347		23,447,875		124,210	0.53
Salaries & Benefits	444,364		446,699		451,035		455,037		8,338	1.87
Services & Supplies	11,464,748		11,894,189		11,418,779		12,198,401		304,212	2.56
Equipment	12,388		110,000		76,142		150,000		40,000	36.36
Structures & Improvements	0		0		1,675		0		0	0.00
Other Financing Uses	277,195		296,067		274,193		297,946		1,879	0.63
Total Requirements	12,198,695		12,746,955		12,221,824		13,101,384		354,429	2.78
Balance	\$ 10,985,085	\$	10,576,710	\$	11,153,523	\$	10,346,491	\$	(230,219)	-2.18%