# CITY MANAGER'S OFFICE

## City Manager's Office

#### **Budget Summary**

	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Dollars by Division			
City Council	289,400	391,967	1,231,387
Administration	4,234,924	4,184,158	2,307,817
City Clerk	555,322	873,765	477,737
Legal & Risk	976,109	1,028,595	1,962,194
Human Resources	1,300,121	1,488,550	1,651,713
Economic Development	697,461	3,515,735	859,552
Lancaster Choice Energy	35,058,624	36,966,165	36,353,418
Lancaster Power Authority	2,089,941	1,574,886	1,425,957
City Manager's Office	\$ 45,201,902	\$ 50,023,821	\$46,269,775
Personnel Operations & Maintenance Capital Outlay	5,317,326 37,656,423 2,228,153	5,085,654 40,278,171 4,659,996	5,120,718 41,049,057 100,000
Total Dollars by Category	\$ 45,201,902	\$ 50,023,821	\$46,269,775
Dollars by Funding Source			
General Fund	5,863,019	9,385,270	8,488,200
City Special Reserves	24,800	335,500	-
Los Angeles County Reimbursement	-	70,000	-
Sewer Maintenance District	-	-	2,200
Lancaster Power Authority	2,089,941	1,574,886	1,425,957
Lancaster Choice Energy	35,058,624	36,966,165	36,353,418
Biological Impact Fees	2,165,518	1,692,000	
Total Dollars by Funding Source	\$ 45,201,902	\$ 50,023,821	\$46,269,775

#### Description

**CITY COUNCIL** (Division no. 4100) The Mayor and four Council Members comprise the governing body of the City of Lancaster and also serve as the Lancaster Redevelopment Agency Successor Agency and Lancaster Financing and Lancaster Power Authority and California Choice Energy Authority Board of Directors. All legislative powers of the City as set forth in the California State Constitution, California Government Code, and

Lancaster Municipal Code are vested in the City Council. The Council's major responsibilities include:

- City government administration through the City Manager
- Enactment, amendment, and repeal of laws, ordinances, and policies that govern City operations and services as related to the health, safety, and general welfare of Lancaster residents, businesses, and visitors, and as affecting the environmental interests, physical growth, and economic development of the community
- Public leadership through involvement and promotion of community-wide programs and mobilization of maximized local resources
- Positive promotion of City government and its services
- Identification of and responsiveness to community needs and desires
- Oversight of the financial affairs of the City

City Council meetings are held the second and fourth Tuesday of each month with special or adjourned meetings scheduled as needed.

**ADMINISTRATION** (Division no. 4200) The Administration Division is responsible for providing director, policy and law established by the Mayor and the Lancaster City Council as stated by vote and consensus at City Council meetings. Additionally, this division provides each City Department with supervisor and service level objectives as directed by the City Council.

CITY CLERK (Division no. 4110) The City Clerk is the Chief Elections Official who is responsible for conducting the City's General Municipal Election and acts as a compliance officer for federal, state and local statutes such as the Ralph M. Brown Act, the Political Reform Act and the Public Records Act. The Department is responsible for the preparation and distribution of official agendas and minutes for the City Council, the Criminal Justice Commission, the Lancaster Successor Agency Oversight Board, the Lancaster Healthy Community Commission and the Lancaster Homeless Impact Commission. The City Clerk is the custodian of city records and acts as the Filing Officer for Conflict of Interest filings. Additional duties of the City Clerk Department include processing passport applications, administering oaths of office, attesting and sealing documents, receiving appeals and conducting bid openings.

**LEGAL AND RISK** (Division no. 4400) The City Attorney's office is responsible for Legal Services and Risk Management. The City Attorney works under contract to the City Council. Legal services include attending all City Council Meetings, Planning Commission Meetings, and other commission meetings, and providing legal advice to the City Council, City Manager, commissions and City departments. The office represents the City in court cases, drafts ordinances and resolutions, develops legal opinions on contracts and other legal documents, and is responsible for claims administration. Special legal services may be provided through this department by other, outside counsel.

Risk Management responsibilities include procuring and maintaining the City's insurance policies, managing the certificate tracking program for vendors, reviewing insurance

requirements and certificates for contracts, and making recommendations to departments to reduce the City's liability exposures.

**HUMAN RESOURCES** (Division no. 4320) The Human Resources Department (HR) is a strategic partner responsible for developing and administering the City's policies and programs as it relates to the various aspects of employment. We are committed to providing the highest quality of customer service and delivering effective results in our partnered responsibilities of Employee & Labor Relations, Recruitment & Retention, Training & Development, Compensation & Benefits, and Compliance & Safety. It is through this commitment that we strive to recruit, develop and retain extraordinary talent who accomplish much for Lancaster through a safe, innovative and productive work environment.

**ECONOMIC DEVELOPMENT** (Division no. 4540) The Economic Development Division seeks to improve the economic well-being and quality of life for the Lancaster community by creating/retaining jobs that facilitate growth and provide a stable tax-base. To achieve this ultimate goal, ED Staff focuses its efforts on such items as business retention/expansion, marketing, community and workforce development, infrastructure and real estate development, business finance, industrial rehabilitation, international trade, entrepreneurship and tourism development.

**LANCASTER CHOICE ENERGY** (Division no. 4370) Lancaster Choice Energy (LCE) is a City of Lancaster municipal service formed to enable customers within its service area to take advantage of the opportunities granted by Assembly Bill 117 (AB 117), the Community Choice Aggregation law. As a Community Choice Aggregator, Lancaster Choice Energy provides local control of power procurement, rate setting, and generation choices for City residents.

Lancaster Choice Energy purchases electricity and provides it to Lancaster electric customers, focusing on affordable rates and increased renewable energy content. The Lancaster City Council sets the rates for electric generation, providing local consumers with greater local control over their energy bills. Southern California Edison (SCE) continues to provide transmission and distribution services, including maintenance of power lines, customer service, and billing. LCE customers receive a single monthly bill from SCE that contains charges from SCE and LCE.

**LANCASTER POWER AUTHORITY** (Division no. 4370) The Lancaster Power Authority (LPA) was formed on March 8, 2011. The LPA affords the City the opportunity to pursue and develop solar energy opportunities for the community, partners, and affiliated agencies. Such opportunities include the generation, sale and transmission of solar energy in an effort to accomplish the City's goal of becoming a worldwide leader in renewable energy.

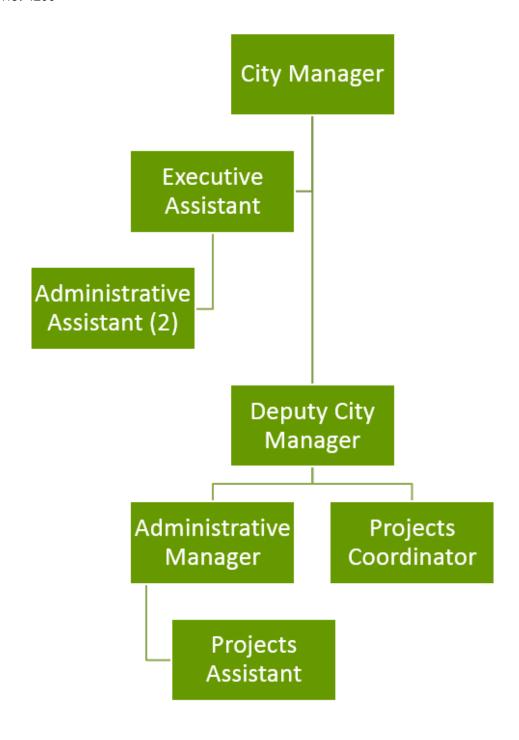
## Org Detail-City Council



# Budget Detail - City Council

Obj. Description		Actuals FY 2017	Es	ear End Himates Y 2018	,	Adopted FY 2019
Personnel						
<ul><li>111 SALARIES-SPECIAL</li><li>121 FRINGE BENEFITS</li><li>122 PERS</li><li>124 HEALTH INSURANCE</li><li>125 WORKER'S COMP</li></ul>		36,000 2,027 10,808 100,804 1,690		38,700 2,313 7,216 113,490 1,603		38,700 3,393 13,035 116,050 1,610
Personnel Total	\$	151,329	\$	163,322	\$	172,788
Operations & Maintenance						
200 REGISTRATION 201 TRAVEL EXPENSE 202 LOCAL & REGIONAL EVENTS 203 MILEAGE 205 CITY PROMOTION & ADVERTISING 206 PUBLICATIONS & DUES 207 VEHICLE OPERATIONS 212 POSTAGE-SPECIAL MAILING 217 VEHICLE - FUEL 251 SPECIAL ACTIVITY SUPPLIES 253 REPROGRAPHICS 259 OFFICE SUPPLIES 261 COMMUNITY AWARDS 291 FURN & OFFICE EQUIP (NON CAP) 301 PROFESSIONAL SERVICES 303 LEGAL SERVICES 351 EMERGENCY LOGISTICS	Ş	- 3 17,019 6,000 17,656 25,816 83 - 545 30,590 510 305 - 2,379 36,664 - 501	\$	3,000 4,500 2,500 6,000 22,000 30,000 - 20 - 30,000 300 250 25,000 - 105,075 - -	\$	3,835 6,055 3,300 6,000 22,000 31,584 - - - 30,000 500 250 25,000 - 30,075 800,000 - 958,599
Capital Outlay						
753 EQUIPMENT & MACHINERY  Capital Outlay Total  GRAND TOTAL	\$	289,400	\$	391,967	\$	100,000 100,000 1,231,387
	7	207,400	7		~	1,201,007
Funding Sources						
101 GENERAL FUND  GRAND TOTAL	\$	289,400 289,400	\$	391,967 <b>391,967</b>	\$	1,231,387 1,231,387

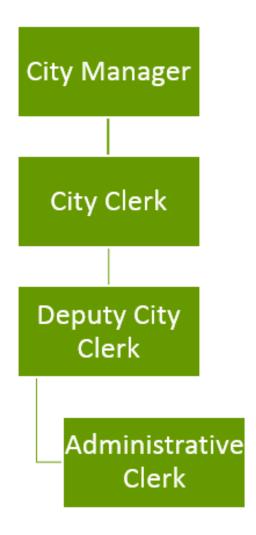
#### Org Detail- Administration



# Budget Detail- Administration

SIOTTIC	5. 4200				ear End		
Obj.	Obj. Description		Actuals FY 2017		stimates FY 2018	1	Adopted FY 2019
Perso	onnel						
101	SALARIES-PERMANENT		1,182,351		1,344,038		927,094
121	FRINGE BENEFITS		102,026		51,806		41,435
122	PERS		289,248		328,342		240,433
124	HEALTH INSURANCE		167,389		205,382		129,000
125	WORKER'S COMP		56,319		60,039		40,607
129	DEFERRED COMP		98,506		122,221		99,208
	SALARIES-TEMPORARY		20,088		10,000		19,000
Perso	onnel Total	\$	1,915,927	\$	2,121,828	\$	1,496,777
Ope	rations & Maintenance						
200	REGISTRATION		3,476		3,500		2,500
201	TRAVEL EXPENSE		3,838		7,500		2,000
202	LOCAL & REGIONAL EVENTS		1,704		1,200		500
203	MILEAGE		3,658		4,200		4,200
	CITY PROMOTION & ADVERTISING		4,835		9,000		4,500
	PUBLICATIONS & DUES		52,881		52,725		52,725
	VEHICLE OPERATIONS		1,226		1,500		2,700
	POSTAGE-SPECIAL MAILING		144		-		-
	VEHICLE - FUEL		2,774		2,000		2,400
	SPECIAL ACTIVITY SUPPLIES		1,791		6,500		3,450
	REPROGRAPHICS		772		250		500
	PROFESSIONAL SERVICES		13,702		215,500		126,250
	COMPUTER SOFTWARE AND SUPPORT		- (0.104		-		350,000
	EMERGENCY PREPAREDNESS		60,134		64,455		78,455
	SECURITY PLAN IMPLEMENTATION	\$	150.025	Ċ	2/0 220	\$	178,360
Ope	rations & Maintenance Total	÷	150,935	\$	368,330	Ş	808,540
	ital Outlay						
	PROPERTY ACQUISITION		2,165,518	•	1,692,000	^	-
Сар	ital Outlay Total	<b>\$</b>	2,165,518	\$	1,692,000	\$	
	GRAND TOTAL	\$	4,232,380	\$	4,182,158	\$	2,305,317
Fund	ing Sources						
101	GENERAL FUND		2,059,406		2,289,658		2,307,817
109	CITY SPECIAL RESERVES		10,000		132,500		-
224	BIOLOGICAL IMPACT FEES		2,165,518		1,692,000		-
261	LOS ANGELES COUNTY REIMBURSEMENT		-		70,000		-
	GRAND TOTAL	\$	4,234,924	\$	4,184,158	\$	2,307,817

## Org Detail- City Clerk



# Budget Detail- City Clerk

Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel			
101 SALARIES-PERMANENT	207,890	233,929	243,191
121 FRINGE BENEFITS	11,338		10,711
122 PERS	50,754	57,328	63,069
124 HEALTH INSURANCE	26,095	30,710	50,400
125 WORKER'S COMP	9,747	7 10,248	10,652
129 DEFERRED COMP	15,419		24,914
112 SALARIES-TEMPORARY	279		50,000
Personnel Total	\$ 321,522	\$ 360,875	\$ 452,937
Operations & Maintenance			
200 REGISTRATION		- 200	400
202 LOCAL & REGIONAL EVENTS	160		200
203 MILEAGE	237		600
206 PUBLICATIONS & DUES	1,145		1,150
211 POSTAGE	(30		-
212 POSTAGE-SPECIAL MAILING	117	•	500
251 SPECIAL ACTIVITY SUPPLIES	2,708	3 2,450	3,200
259 OFFICE SUPPLIES	1,505	2,000	1,250
262 ELECTION EXPENSE	191,440	285,790	-
263 LEGAL ADVERTISING	16,133		12,000
301 PROFESSIONAL SERVICES	14,800		-
308 CONTRACT SERVICES	2,455		-
360 CODIFICATION	3,130		5,500
Operations & Maintenance Total	\$ 233,800	\$ 372,440	\$ 24,800
751 FURNITURE & OFFICE EQUIPMENT		- 140,450	-
Capital Outlay Total	\$ -	\$ 140,450	\$ -
GRAND TOTAL	\$ 555,322	\$ 873,765	\$ 477,737
Funding Sources			
101 GENERAL FUND	540,522	2 670,765	477,737
109 CITY SPECIAL RESERVES	14,800	•	4//,/3/
GRAND TOTAL	\$ 555,322		\$ 477,737
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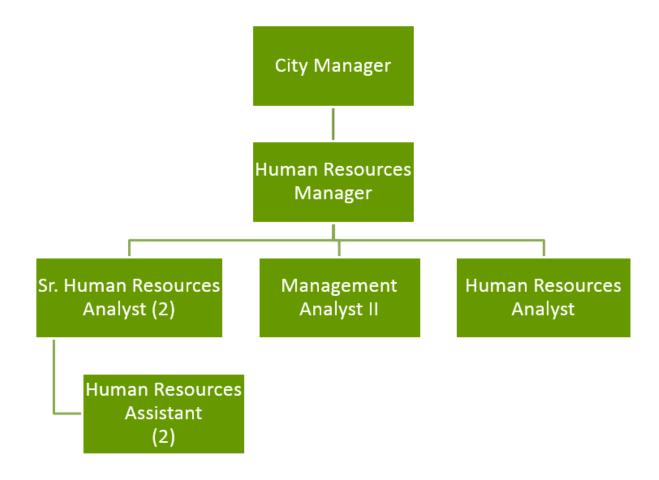
## Org Detail-Legal & Risk



# Budget Detail-Legal & Risk

Obj. Description	Actuals FY 2017	E	ear End stimates FY 2018	Adopted FY 2019
Personnel				
101 SALARIES-PERMANENT	131,874		141,399	237,420
121 FRINGE BENEFITS	6,262		5,899	9,529
122 PERS	29,990		34,032	61,572
124 HEALTH INSURANCE	11,047		13,235	30,900
125 WORKER'S COMP	6,180		6,193	10,399
129 DEFERRED COMP	9,231		9,898	25,124
Personnel Total	\$ 194,584	\$	210,656	\$ 374,944
Operations & Maintenance				
200 REGISTRATION	349		525	3,150
206 PUBLICATIONS & DUES	2,720		1.072	2,900
212 POSTAGE-SPECIAL MAILING	147		69	200
253 REPROGRAPHICS	185		93	-
256 STAFF DEVELOPMENT	50		-	650
259 OFFICE SUPPLIES	208		180	750
260 INSURANCE EXPENSE	-		-	1,217,400
291 FURN & OFFICE EQUIP (NON CAP)	1,953		-	-
301 PROFESSIONAL SERVICES	17,588		16,000	162,200
303 LEGAL SERVICES	758,325		800,000	200,000
Operations & Maintenance Total	\$ 781,525	\$	817,939	\$ 1,587,250
GRAND TOTAL	\$ 976,109	\$	1,028,595	\$ 1,962,194
Funding Sources				
101 GENERAL FUND	976,109		1,028,595	1,962,194
GRAND TOTAL	\$ 976,109	\$	1,028,595	\$ 1,962,194

### Org Detail-Human Resources



# Budget Detail- Human Resources

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Perso	nnel			
101	SALARIES-PERMANENT	587,187	654,811	684,978
121	FRINGE BENEFITS	29,693	26,212	27,532
122	PERS	140,064	158,795	177,642
124	HEALTH INSURANCE	89,283	99,523	108,000
	WORKER'S COMP	28,395	29,795	30,002
	DEFERRED COMP	46,732	50,478	58,059
	SALARIES-TEMPORARY	20,728	-	23,000
Perso	nnel Total	\$ 942,082	\$ 1,019,614	\$ 1,109,213
Oper	ations & Maintenance			
	TRAVEL EXPENSE	599	555	_
	LOCAL & REGIONAL EVENTS	596	800	2,700
	MILEAGE	149	500	1,150
	PUBLICATIONS & DUES	2,450	2,870	7,800
	POSTAGE-SPECIAL MAILING	208	80	-
245	ORGANIZATIONAL DEVELOPMENT	31,085	50,000	50,000
251	SPECIAL ACTIVITY SUPPLIES	12,141	25,000	50,000
253	REPROGRAPHICS	194	300	600
255	RECRUITMENT EXPENSE	23,828	10,000	35,000
256	STAFF DEVELOPMENT	51,073	72,000	128,000
259	OFFICE SUPPLIES	2,782	1,500	2,000
	INSURANCE EXPENSE	9,402	-	-
	TUITION REIMBURSEMENT	29,150	32,000	40,000
	PROFESSIONAL SERVICES	164,279	199,000	217,000
	COMPUTER SOFTWARE AND SUPPORT	3,374	2,300	1,500
	LEGAL SERVICES	-	50,934	-
	CONTRACT SERVICES	21,366	14,347	-
	GOVERNMENT FILING FEES	5,179	5,000	5,000
	DOT DRUG SCREENING COSTS	104	1,750	1,750
	MAINTENANCE SERVICE-PRIVATE ations & Maintenance Total	\$ <b>358,039</b>	\$ 468,936	\$ 542,500
	GRAND TOTAL	\$ 1,300,121	\$ 1,488,550	\$ 1,651,713
Fund	ing Sources			
101	GENERAL FUND	1,300,121	1,488,550	1,649,513
480	SEWER MAINTENANCE DISTRICT	-	-	2,200
	GRAND TOTAL	\$ 1,300,121	\$ 1,488,550	\$ 1,651,713

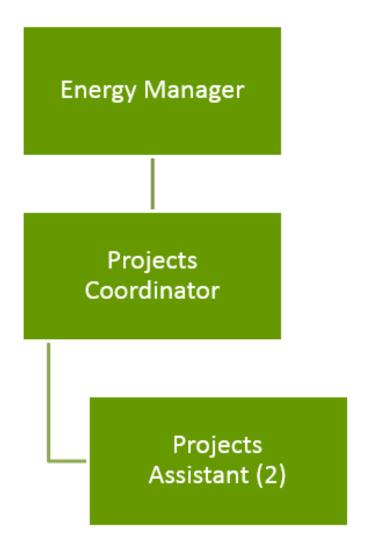
### Org Detail- Economic Development



# Budget Detail- Economic Development

Obj. Description		uals 2017	Year End Estimates FY 2018	,	Adopted FY 2019
Personnel					
101 SALARIES-PERMANENT 121 FRINGE BENEFITS		40,867 17,706	307,811 15,67		320,980 12,965
122 PERS 124 HEALTH INSURANCE		83,028 52,491	72,54 <sup>6</sup> 53,13	5	83,242 50,400
125 WORKER'S COMP 129 DEFERRED COMP 112 SALARIES-TEMPORARY		16,472 28,547 10,659	13,81, 23,99		14,059 36,206 11,305
Personnel Total			\$ 486,977	7 \$	529,157
Operations & Maintenance					
200 REGISTRATION		170	2,38		1,100
201 TRAVEL EXPENSE 202 LOCAL & REGIONAL EVENTS		- 780	30 <sup>1</sup>		900 -
206 PUBLICATIONS & DUES 212 POSTAGE-SPECIAL MAILING		32,273 66	17,57° 32		32,005 390
217 VEHICLE - FUEL		25		-	-
251 SPECIAL ACTIVITY SUPPLIES 259 OFFICE SUPPLIES 291 FURN & OFFICE EQUIP (NON CAP)		373 116	100 350		500
301 PROFESSIONAL SERVICES 339 ENTREPRENEURAL TRAINING		27,418 -	44,22	3	177,000 21,000
340 ED EXPENSES PD BY GEN FUND 902 OPER OF ACQ PROP-LANC COMM SHL		81,319 5,151	182,000 3,32		97,500
Operations & Maintenance Total	\$ 10		\$ 251,212		330,395
Capital Outlay					
912 PROPERTY ACQUISITION		-	2,777,54		-
Capital Outlay Total	\$	-	\$ 2,777,540	5 \$	-
GRAND TOTAL	\$ 6	97,461	\$ 3,515,73	5 \$	859,552
Funding Sources					
101 GENERAL FUND  GRAND TOTAL		97,461	3,515,735 \$ 3,515,735		859,552 <b>859,552</b>

## Org Detail-Lancaster Choice Energy



# Budget Detail-Lancaster Choice Energy

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Perso	onnel			
101	SALARIES-PERMANENT	687,246	397,926	616,174
104	SALARIES-OVERTIME	82	-	-
121	FRINGE BENEFITS	32,852	15,867	25,052
122	PERS	169,367	95,877	159,799
	HEALTH INSURANCE	86,715	57,746	76,893
125	WORKER'S COMP	32,773	17,943	26,988
	DEFERRED COMP	63,473	27,813	53,733
	SALARIES-TEMPORARY	16,332	-	4,000
Perso	onnel Total	\$ 1,088,840	\$ 613,172	\$ 962,639
One	rations & Maintenance			
		/04		1 100
	REGISTRATION TRAVEL EXPENSE	604	53,639	1,100
_	LOCAL & REGIONAL EVENTS	28,172 2,614	33,639	56,400 1,000
	MILEAGE	78	_	1,000
	CITY PROMOTION & ADVERTISING	94,047	96,292	95,500
	PUBLICATIONS & DUES	38,520	33,548	26,500
	VEHICLE OPERATIONS	83	-	250
	POSTAGE-SPECIAL MAILING	24,345	244	24,500
	PROGRAM EXPENSES - CDBG	52,566	70,237	47,600
	VEHICLE - FUEL	296	375	1,200
251	SPECIAL ACTIVITY SUPPLIES	448	-	2,500
253	REPROGRAPHICS	564	1,513	-
259	OFFICE SUPPLIES	1,433	728	2,500
287	BAD DEBT EXPENSE	483,163	142,000	-
291	FURN & OFFICE EQUIP (NON CAP)	4,292	500	-
301	PROFESSIONAL SERVICES	2,265,625	625,000	765,635
302	COMPUTER SOFTWARE AND SUPPORT	60	-	-
303	LEGAL SERVICES	448,075	405,000	690,000
304	AUDIT SERVICES	-	600	600
308	CONTRACT SERVICES	-	19,500	-
319	LCE PROGRAMS	14,757	15,000	50,000
491	CALIFORNIA CHOICE ENERGY AUTHORITY	-	2,230,961	1,730,266
651	TELEPHONE	1,650	-	4,000
652	ELECTRICITY	-	6,000	-

# Budget Detail- Lancaster Choice Energy (cont.)

Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
653 POWER PROCUREMENT	29,075,834	30,640,515	30,640,515
658 NEM TRUE-UP PAYOUTS	63,685	89,000	65,000
770 GRANT EXPENSES	-	372,341	401,318
779 GENERAL FUND OVERHEAD	1,250,000	1,500,000	784,295
982 DEBT SERVICE - INTEREST	56,238	-	-
Operations & Maintenance Total	\$ 33,907,149	\$ 36,302,993	\$ 35,390,779
Capital Outlay			
755 SPECIALIZED EQUIPMENT	62,635	50,000	-
Capital Outlay Total	\$ 62,635	\$ 50,000	\$ -
GRAND TOTAL	\$ 35,058,624	\$ 36,966,165	\$ 36,353,418
Funding Sources			
490 LANCASTER CHOICE ENERGY	35,058,624	36,966,165	36,353,418
GRAND TOTAL	\$ 35,058,624	\$ 36,966,165	\$ 36,353,418

# Budget Detail- Lancaster Power Authority

Obj. Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel			
101 SALARIES-PERMANENT	98,181	71,205	14,272
121 FRINGE BENEFITS	4,163	2,011	762
122 PERS	24,316	17,160	3,701
124 HEALTH INSURANCE	9,507	7,488	2,475
125 WORKER'S COMP	4,648	3,119	625
129 DEFERRED COMP	11,248	8,227	428
112 SALARIES-TEMPORARY	1,209	-	-
Personnel Total	\$ 153,272	\$ 109,210	\$ 22,263
Operations & Maintenance			
301 PROFESSIONAL SERVICES	450	-	-
303 LEGAL SERVICES	-	-	1,000
652 ELECTRICITY	939,471	-	-
779 GENERAL FUND OVERHEAD	50,000	-	50,000
908 DEBT SERVICE	2,068,731	1,465,676	-
909 CITY LOAN PRINCIPAL REDUCT	ION (2,068,731)	-	-
961 BOND INCIDENTALS / COI	23,454	-	-
981 DEBT SERVICE - PRINCIPAL	-	-	460,000
982 DEBT SERVICE - INTEREST	923,294	-	892,694
Operations & Maintenance Total	\$ 1,936,669	\$ 1,465,676	\$ 1,403,694
GRAND TOTAL	\$ 2,089,941	\$ 1,574,886	\$ 1,425,957
Funding Sources			
486 LANCASTER POWER AUTHORITY	2,089,941	1,574,886	1,425,957
GRAND TOTAL	\$ 2,089,941	\$ 1,574,886	\$ 1,425,957