

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
Dollars by Category			
Personnel	5,317,326	5,085,654	5,120,718
Operations & Maintenance	37,656,423	40,278,171	41,049,057
Capital Outlay	2,228,153	4,659,996	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

Division no. 4100



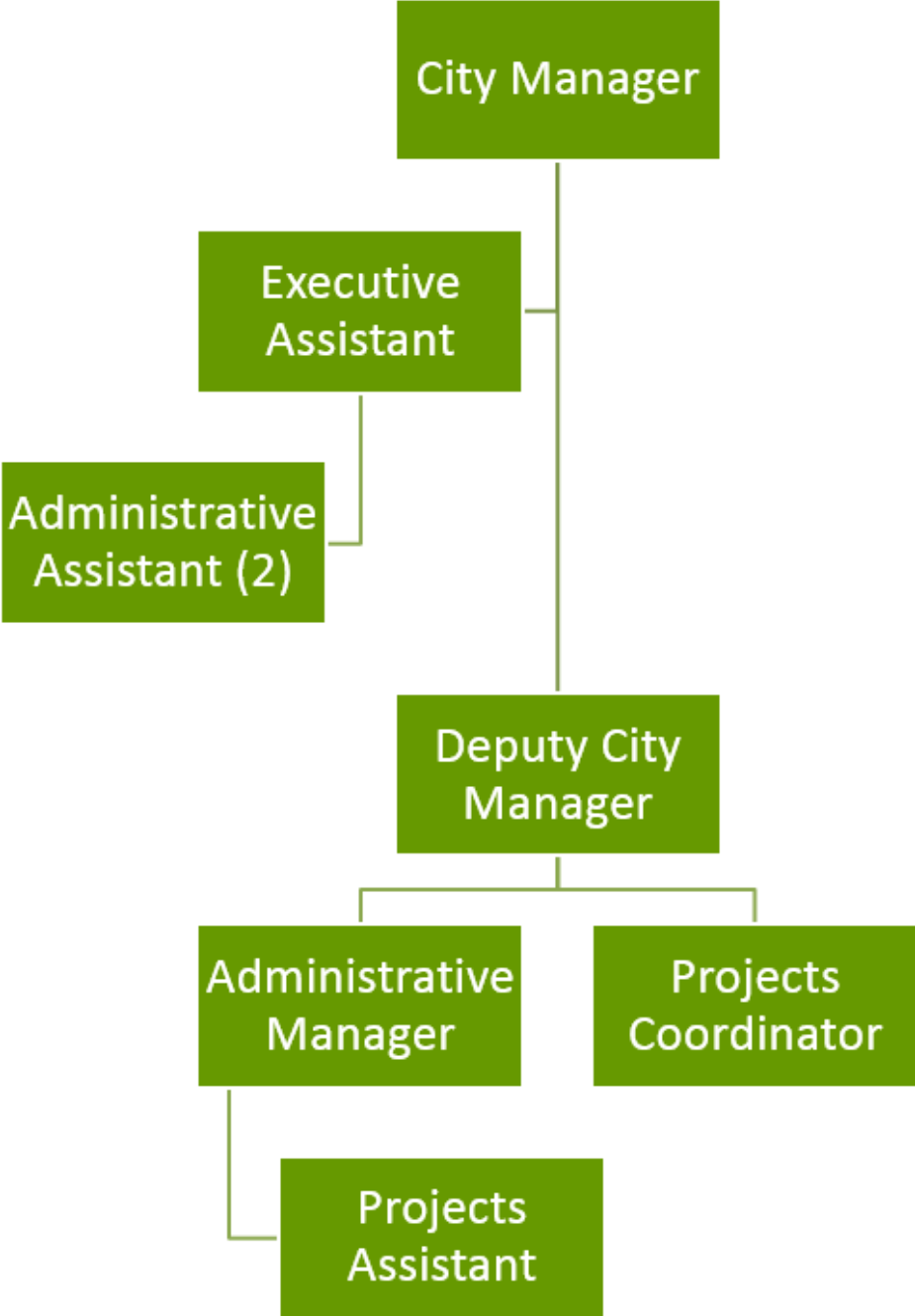
Budget Detail - City Council

Division no. 4100

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel				
111	SALARIES-SPECIAL	36,000	38,700	38,700
121	FRINGE BENEFITS	2,027	2,313	3,393
122	PERS	10,808	7,216	13,035
124	HEALTH INSURANCE	100,804	113,490	116,050
125	WORKER'S COMP	1,690	1,603	1,610
Personnel Total		\$ 151,329	\$ 163,322	\$ 172,788
Operations & Maintenance				
200	REGISTRATION	-	3,000	3,835
201	TRAVEL EXPENSE	3	4,500	6,055
202	LOCAL & REGIONAL EVENTS	17,019	2,500	3,300
203	MILEAGE	6,000	6,000	6,000
205	CITY PROMOTION & ADVERTISING	17,656	22,000	22,000
206	PUBLICATIONS & DUES	25,816	30,000	31,584
207	VEHICLE OPERATIONS	83	-	-
212	POSTAGE-SPECIAL MAILING	-	20	-
217	VEHICLE - FUEL	545	-	-
251	SPECIAL ACTIVITY SUPPLIES	30,590	30,000	30,000
253	REPROGRAPHICS	510	300	500
259	OFFICE SUPPLIES	305	250	250
261	COMMUNITY AWARDS	-	25,000	25,000
291	FURN & OFFICE EQUIP (NON CAP)	2,379	-	-
301	PROFESSIONAL SERVICES	36,664	105,075	30,075
303	LEGAL SERVICES	-	-	800,000
351	EMERGENCY LOGISTICS	501	-	-
Operations & Maintenance Total		\$ 138,071	\$ 228,645	\$ 958,599
Capital Outlay				
753	EQUIPMENT & MACHINERY	-	-	100,000
Capital Outlay Total		\$ -	\$ -	\$ 100,000
GRAND TOTAL		\$ 289,400	\$ 391,967	\$ 1,231,387
Funding Sources				
101	GENERAL FUND	289,400	391,967	1,231,387
GRAND TOTAL		\$ 289,400	\$ 391,967	\$ 1,231,387

Org Detail- Administration

Division no. 4200



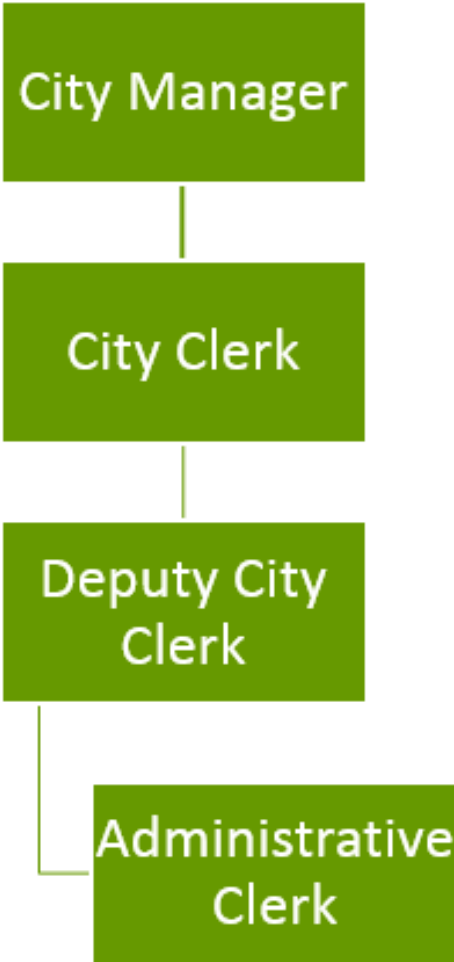
Budget Detail- Administration

Division no. 4200

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel				
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
112	SALARIES-TEMPORARY	20,088	10,000	19,000
Personnel Total		\$ 1,915,927	\$ 2,121,828	\$ 1,496,777
Operations & 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
205	CITY PROMOTION & ADVERTISING	4,835	9,000	4,500
206	PUBLICATIONS & DUES	52,881	52,725	52,725
207	VEHICLE OPERATIONS	1,226	1,500	2,700
212	POSTAGE-SPECIAL MAILING	144	-	-
217	VEHICLE - FUEL	2,774	2,000	2,400
251	SPECIAL ACTIVITY SUPPLIES	1,791	6,500	3,450
253	REPROGRAPHICS	772	250	500
301	PROFESSIONAL SERVICES	13,702	215,500	126,250
302	COMPUTER SOFTWARE AND SUPPORT	-	-	350,000
350	EMERGENCY PREPAREDNESS	60,134	64,455	78,455
402	SECURITY PLAN IMPLEMENTATION	-	-	178,360
Operations & Maintenance Total		\$ 150,935	\$ 368,330	\$ 808,540
Capital Outlay				
912	PROPERTY ACQUISITION	2,165,518	1,692,000	-
Capital Outlay Total		\$ 2,165,518	\$ 1,692,000	\$ -
GRAND TOTAL		\$ 4,232,380	\$ 4,182,158	\$ 2,305,317
Funding 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

Division no. 4110



Budget Detail- City Clerk

Division no. 4110

Obj.	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	11,131	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	10,248	10,652
129	DEFERRED COMP	15,419	17,529	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	100	200
203	MILEAGE	237	350	600
206	PUBLICATIONS & DUES	1,145	1,000	1,150
211	POSTAGE	(30)	-	-
212	POSTAGE-SPECIAL MAILING	117	500	500
251	SPECIAL ACTIVITY SUPPLIES	2,708	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	12,000
301	PROFESSIONAL SERVICES	14,800	62,550	-
308	CONTRACT SERVICES	2,455	-	-
360	CODIFICATION	3,130	5,500	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	670,765	477,737
109	CITY SPECIAL RESERVES	14,800	203,000	-
GRAND TOTAL		\$ 555,322	\$ 873,765	\$ 477,737

Org Detail- Legal & Risk

Division no. 4400



Budget Detail- Legal & Risk

Division no. 4400

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates 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

Division no. 4320



Budget Detail- Human Resources

Division no. 4320

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel				
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
125	WORKER'S COMP	28,395	29,795	30,002
129	DEFERRED COMP	46,732	50,478	58,059
112	SALARIES-TEMPORARY	20,728	-	23,000
Personnel Total		\$ 942,082	\$ 1,019,614	\$ 1,109,213
Operations & Maintenance				
201	TRAVEL EXPENSE	599	555	-
202	LOCAL & REGIONAL EVENTS	596	800	2,700
203	MILEAGE	149	500	1,150
206	PUBLICATIONS & DUES	2,450	2,870	7,800
212	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
260	INSURANCE EXPENSE	9,402	-	-
290	TUITION REIMBURSEMENT	29,150	32,000	40,000
301	PROFESSIONAL SERVICES	164,279	199,000	217,000
302	COMPUTER SOFTWARE AND SUPPORT	3,374	2,300	1,500
303	LEGAL SERVICES	-	50,934	-
308	CONTRACT SERVICES	21,366	14,347	-
311	GOVERNMENT FILING FEES	5,179	5,000	5,000
327	DOT DRUG SCREENING COSTS	-	1,750	1,750
402	MAINTENANCE SERVICE-PRIVATE	184	-	-
Operations & Maintenance Total		\$ 358,039	\$ 468,936	\$ 542,500
GRAND TOTAL		\$ 1,300,121	\$ 1,488,550	\$ 1,651,713
Funding 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

Division no. 4540



Budget Detail- Economic Development

Division no. 4540

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel				
101	SALARIES-PERMANENT	340,867	307,817	320,980
121	FRINGE BENEFITS	17,706	15,671	12,965
122	PERS	83,028	72,549	83,242
124	HEALTH INSURANCE	52,491	53,135	50,400
125	WORKER'S COMP	16,472	13,814	14,059
129	DEFERRED COMP	28,547	23,991	36,206
112	SALARIES-TEMPORARY	10,659	-	11,305
Personnel Total		\$ 549,770	\$ 486,977	\$ 529,157
Operations & Maintenance				
200	REGISTRATION	170	2,385	1,100
201	TRAVEL EXPENSE	-	309	900
202	LOCAL & REGIONAL EVENTS	780	614	-
206	PUBLICATIONS & DUES	32,273	17,579	32,005
212	POSTAGE-SPECIAL MAILING	66	327	390
217	VEHICLE - FUEL	25	-	-
251	SPECIAL ACTIVITY SUPPLIES	-	100	-
259	OFFICE SUPPLIES	373	350	500
291	FURN & OFFICE EQUIP (NON CAP)	116	-	-
301	PROFESSIONAL SERVICES	27,418	44,223	177,000
339	ENTREPRENEURAL TRAINING	-	-	21,000
340	ED EXPENSES PD BY GEN FUND	81,319	182,000	97,500
902	OPER OF ACQ PROP-LANC COMM SHL	5,151	3,325	-
Operations & Maintenance Total		\$ 147,691	\$ 251,212	\$ 330,395
Capital Outlay				
912	PROPERTY ACQUISITION	-	2,777,546	-
Capital Outlay Total		\$ -	\$ 2,777,546	\$ -
GRAND TOTAL		\$ 697,461	\$ 3,515,735	\$ 859,552
Funding Sources				
101	GENERAL FUND	697,461	3,515,735	859,552
GRAND TOTAL		\$ 697,461	\$ 3,515,735	\$ 859,552

Org Detail- Lancaster Choice Energy

Division no. 4370



Budget Detail- Lancaster Choice Energy

Division no. 4370

Obj.	Obj. Description	Actuals FY 2017	Year End Estimates FY 2018	Adopted FY 2019
Personnel				
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
124	HEALTH INSURANCE	86,715	57,746	76,893
125	WORKER'S COMP	32,773	17,943	26,988
129	DEFERRED COMP	63,473	27,813	53,733
112	SALARIES-TEMPORARY	16,332	-	4,000
Personnel Total		\$ 1,088,840	\$ 613,172	\$ 962,639
Operations & Maintenance				
200	REGISTRATION	604	-	1,100
201	TRAVEL EXPENSE	28,172	53,639	56,400
202	LOCAL & REGIONAL EVENTS	2,614	-	1,000
203	MILEAGE	78	-	100
205	CITY PROMOTION & ADVERTISING	94,047	96,292	95,500
206	PUBLICATIONS & DUES	38,520	33,548	26,500
207	VEHICLE OPERATIONS	83	-	250
212	POSTAGE-SPECIAL MAILING	24,345	244	24,500
213	REQUIRED CUSTOMER MAILINGS	52,566	70,237	47,600
217	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.)

Division no. 4370

Obj.	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

Division no. 4370

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 REDUCTION	(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