CITY MANAGER DEPARTMENT
SUMMARY

DEPARTMENTAL FUNCTION

The City Manager serves as the Chief Executive Officer for the City of Lancaster and as Executive Director of the Lancaster Redevelopment Agency, Housing Authority and Financing Authority. Appointed by the City Council, the City Manager is responsible for the overall administration of all City government departments. The City Manager establishes the implementation actions for the City Council’s goals and objectives identified to enhance the quality of life for residents, businesses and community organizations. The City Manager’s office also provides short and long-range transportation, transit, trip reduction, and traffic management planning, including submitting proposals for regional, State and Federal traffic/transportation funding programs.

ACCOMPLISHMENTS FY 2004-2005

1. Committees

Supported public ad hoc committees and task forces working on specific issues of importance to residents of Lancaster.

Provided staff support to technical committees such as Metropolitan Transportation Authority, Antelope Valley Transit Authority, Southern California Association of Governments, California Redevelopment Association, and the Southwest Defense Alliance & Edward Community Alliance for base retention and civilian-military project development.

2. Capital Projects - Completed

Continued infrastructure improvements for Fox Field industrial area.

Continued work on North Downtown Transit Village Project construction and revitalization efforts.

Continued work on Avenue I Corridor (former fairgrounds and surrounding area).

Lancaster University Center completed in former Challenger Memorial Hall enabling local residents the opportunity to obtain four-year degrees from UC Fresno and UC Bakersfield.

Work on baseball complex completed at former fairground site.
ACCOMPLISHMENTS FY 2004-2005
(Continued)

Capital Projects (Cont.)

Boys & Girls Club moved into remodeled former Watch ‘N Wager facility.

AVUHSD completed a new community day school on north portion of former fairground site in partnership with City.

3. Public Safety

Effectively administered contractual agreements for community safety programs with the Sheriff’s Department, including new LAN-CAP Program, Anti-Gang Detail, Community District Attorney, Neighborhood Watch (the new Community Watch program), Volunteers on Patrol (VOP), annual Holiday Shopper Protection Patrol, Driving Under the Influence enforcement, commercial burglary prevention and Target Oriented Policing program. Supported the Sheriff’s Community Academy and Lancaster Station Boosters. The Bureau of Narcotics Enforcement’s L.A. Impact methamphetamine lab local office and the California Highway Patrol Auto Theft Task Force were continued in Lancaster.

Administered new grants for Law Enforcement from Federal and State governments

Continued support and funding for Career Criminal Apprehension Program (C-CAP).

Continued the amended 3-year $1.5 million grant for Gang Violence Suppression (GVS) from State Office of Criminal Justice Planning (OCJP).

4. Special Projects/Activities

Updated the City’s Emergency Operation Plan to address efficient and effective response to any type of emergency situation.

In partnership with California Youth Soccer Association (Cal South), provided lighting to the west side fields at Lancaster National Soccer Center (this agreement designates the LNSC as an official Cal South venue for the next five years, hosting the largest soccer tournament in the U.S. with 1,775 teams participating).

Continued relationship with the Amateur Softball Association and United States Specialty Sports Association, bringing high quality tournaments to the Big 8 fields at Lancaster City Park.

Continued partnership with Lancaster School District which operates the highly successful CARES after-school program at local elementary campuses (involves approximately 10,000 students).
4. Awards/Publications

Published 4 Outlook newsletters and mailed to all residents and businesses in Lancaster.

Provided public information via Internet, TV Channel 37 and other media.

The Redevelopment Agency produced 3 newsletters for the public.

Mailed Redevelopment Agency project postcards to identified business leaders.

Outlook magazine received five awards from CAPIO, CPRS, and 3CMA as outstanding communication vehicle.

The Lancaster Performing Arts Brochure received four awards (one from CAPIO and three from CPRS) for its excellent marketing.

The Redevelopment Agency’s UPDATE received a SAVVY award from 3CMA.

5. Housing

Aggressively conducted demolition of abandoned houses and apartments in various locations of the City.

Continued North Downtown Transit Village demolition of blighted houses and rehabilitation of apartments for senior housing.

Continued Avenue I Corridor Project.

6. Financial

Developed Fiscal Year 2004-2005 budget and associated financial policies that prudently and realistically balanced the City's needs, financial capacity and available resources.

Provided mid-year budget recommendations and initiated budget administration policies that reflected critical changes in the City's financial condition while maintaining a 10% General Fund reserve.
7. **Capital Projects - Ongoing**

Six new “Smart Crosswalks” were added to the City in proximity to elementary schools, increasing driver awareness and safety for pedestrians.

Supported increases in passenger rail services via Metrolink.

Continued the Park-&-Ride Security Program at all public Park-&-Ride lots and the Metrolink parking lot.

Informed citizens on water conservation efforts and entered into agreement with L.A. County Sanitation District #14 for re-use of water for landscaping.

Received $2.5 million federal grant to expand water system serving City’s east side and Fox Field area.

Completed numerous street widening and overlay projects.

Widened Avenue K at 10th Street West intersection and upgraded traffic signals; also, added new signals at Avenue K-4/10th Street West.

Completed improvements on Avenue G to assist job-producing businesses, including SYSCO, in the Fox Field Industrial Corridor.

Refurbished residential streets throughout the City with 950,000 sq. ft. of new asphalt including 93,000 lbs. of recycled rubber from discarded tires.

Poured over 17 ½ miles of new sidewalks throughout the City to increase pedestrian safety.

Monitored status of State approval of Lancaster site for the Southern California Veteran's Home.

Continued beautification efforts on freeway off ramps, median areas and perimeter trees throughout the City.

Managed the Lancaster Business Park’s assets and marketed property to potential employers.
8. **Business Incentive/Attraction Programs**

Funded the Antelope Valley marketing program in conjunction with Los Angeles County and the Greater Antelope Valley Economic Alliance to promote the Antelope Valley as a great business location and relocation site.

Promoted the Enterprise Zone.

Assisted the Lancaster Old Town Site for Historical Downtown in promoting economic viability of the Boulevard.

9. **Miscellaneous**

Met with Federal, State and County officials to facilitate passage of legislation in the City's interests and worked against bills detrimental to the City's interests.

Provided leadership to the management team in the pursuit of major goals and projects.

Maintained open communication channels with local businesses, government representatives and neighborhood organizations.

Strengthened relations with other governmental agencies (i.e. Housing and Urban Development, Metropolitan Transit Authority, Southern California Association of Governments, State of California, County of Los Angeles and Desert/Mountain Cities).

Provided timely information to City Council on matters of general concern to the City for policy development and implementation.

Scheduled training drills in City's Emergency Operations Center for disaster preparedness and State/Federal recovery assistance.
**DEPARTMENT:** CITY MANAGER  
**PROGRAM:** Administration

**BUDGET GOALS FY 2005-2006**

Communicate with the public through publication of the Outlook, a quarterly news magazine, and the Redevelopment Agency Newsletter.

Monitor, analyze and review all service contracts between the City of Lancaster, private contractors and other government entities.

Continue prudent management of all City revenues to ensure maximum cost effectiveness.

Develop team management programs to establish long-range organizational development.

Create an environment that promotes innovative and creative methodologies to provide better service to the residents at the lowest per capita cost possible.

Develop and submit to City Council a balanced 2005-2006 Fiscal Year Budget and Mid-Year Budget.

Participate in transportation planning, programming, and funding programs with the City of Palmdale, Southern California Association of Governments (SCAG), LA County, North County Transportation Coalition (NCTC), Metropolitan Transportation Authority (MTA), City of Santa Clarita, Caltrans, Federal Highway Administration and the League of California Cities. Maximize funding opportunities available in the current fiscal year.

Aggressively pursue new industrial, commercial and residential development which will enhance quality of life for Lancaster residents.

Represent North Los Angeles County cities through membership in Metropolitan Transportation Authority Technical Advisory Committee (MTATAC), High Occupancy Vehicle Technical Review Committee (HOVTRC), Metropolitan Transportation Authority Signal Forum, Southern California Association of Governments Route 14 Improvements Technical Review Team, North County Transportation Coalition Technical Advisory Committee and League of California Cities.

Provide oversight/management for development and implementation of Antelope Valley Transit Authority (AVTA) facility needs study and FY 2005-2006 budget.

Participate as a member of technical review team for SCAG Route 14 Improvements and Alternatives Study.

Participate in High Desert Corridor Alignment Studies through Technical Advisory Committee.
## FISCAL SUMMARY

### PERSONNEL

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### EXPENDITURES

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DEPARTMENT: CITY MANAGER

PROGRAM: Administration

PROGRAM DESCRIPTION

The City Manager is the chief executive officer of the City, and additionally serves as Executive Director of the Redevelopment Agency, Financing Authority and Housing Authority. The City Manager is appointed by, answerable to, and takes direction from the City Council. He is responsible for the day-to-day efficient performance of all City operations, implementing Council policy, formulating staff recommendations to Council on policy matters, and for preparing and submitting the annual budget. Major functions included in this program are Council administrative support and policy analysis, organizational development, administrative analyses, community relations, intergovernmental relations, and general leadership/oversight of City operations. The City Manager’s office also provides short and long-range transportation, transit, trip reduction, and traffic management planning, including submitting proposals for regional, State and Federal traffic/transportation funding programs.

PERFORMANCE OBJECTIVES

1. Prepare and submit the annual municipal budget on or before June 30, 2005.

2. Represent the City of Lancaster at 95% of the meetings and organizations such as the International City Management Association, League of California Cities, Desert/Mountain City Managers Association, etc. where such participation serves the City's interest.

3. Attend at least 95% of the local organizational meetings where representation of the City Manager's Office is required or desirable.

4. Follow-up citizen complaints with a work order to the appropriate operating department(s) on the same day received.

5. Initiate executive staff team development session by the second quarter of the fiscal year.

6. Assist City Council in meeting its objectives consonant with targeted time lines.

7. Ensure the City Council is kept informed as to the fiscal viability of City government.

8. Effectively administer the organizational objectives as established by the City Council.

9. Provide responsive, analytical and concise recommendations upon which the City Council can make policy decisions.

10. Interact with local community organizations and groups regarding future service needs by the City of Lancaster.
PERFORMANCE OBJECTIVES
(Continued)

11. Initiate new programs and monitor the effectiveness of existing programs to increase employee performance and productivity.

12. Participate in transportation planning, programming, and funding programs with the City of Palmdale, Southern California Association of Governments, LA County, North County Transportation Coalition (NCTC), Metropolitan Transportation Authority, City of Santa Clarita, Caltrans, Federal Highway Administration and League of California Cities. Maximize funding opportunities available in the current fiscal year.


14. Provide oversight and management of development/implementation of Antelope Valley Transit Authority (AVTA) capital replacement/facility needs study.

15. Manage North County Transportation Coalition Transportation Finance Revenues/Expenditures Study.

16. Participate as a member of Technical Review Team for SCAG Rte-14 Improvements and Alternatives Study.

17. Participate in High Desert Corridor Alignment Studies.

ANALYSIS

The complexity of City Manager operations requires quick analysis of new emerging challenges. The establishment of Council and Administrative policies coupled with consistent communication and cooperation between Council and City Manager allows this department to excel in effective decision-making resulting in high productivity.