

**CITY MANAGER ACTIVITY DESCRIPTION****(City Manager)****DESCRIPTION:**

The City Manager provides staff support to the City Council, while managing and coordinating the overall work program of the City. This activity also includes functions of the City Manager not included in separate activity budgets. Such functions include community relations, economic development, contracts and procurement, and special projects.

**ACCOMPLISHMENTS:**

1. Continued to provide support and assistance to the City Council.
2. Coordinated with the Mayor and City Councilmembers to develop 34 City Council agendas for public meetings and hearings.
3. Further development of the Equity Arcata collaborative network structure with HSU, business community, students, and various community/resident participation.
4. Initiated the City Hall HVAC and space reconfiguration project, completed initial phase.
5. Updated documents used for bidding and made greater use of City website to notify bidders, observed a reduction in bid-irregularities leading to successful award of capital projects.

**GOALS:**

1. Oversee the implementation of City Council Goals and Priority Projects through the development of a Work Plan.
2. Successful recruitment and appointment of a Finance Director and Chief of Police.
2. Continue working closely with City staff to facilitate remaining portions of the City Hall reconfiguration and HVAC improvements.
3. Work with the Finance Director and City Council to seek solutions toward maintaining a sustainable City Budget that does not rely on emergency reserves to balance.
4. Continue working with stakeholders to market Arcata's accomplishments in achieving sustainable excellence in government, community business and with non-profits.
5. Continue to meet with City Managers and the County CAO to coordinate efforts on county-wide issues.
6. Continue to work with Redwood Empire Insurance Fund (REMF) and other REMIF Cities to address municipal insurance needs and employee safety and risk management programs.
7. Continue open communication with Humboldt State University on issues of community concern such as racial equity, shared transportation modes, student housing and the HSU Master plan.
8. Maintain contacts and open communication with representatives at various local, state, and federal levels.
9. Evaluate and update the City's Purchasing Policy and coordinate related revisions to Municipal Code to meet current procurement standards.

**BUDGET OVERVIEW**

<b>APPROPRIATIONS</b>	<b>Actual 2015-16</b>	<b>Actual 2016-17</b>	<b>Estimated 2017-18</b>	<b>Budget 2018-19</b>
Personnel	332,143	326,025	354,195	<b>363,337</b>
Materials and Services	28,345	23,235	43,396	<b>39,585</b>
Debt Service/Lease Payments	-0-	-0-	-0-	<b>-0-</b>
Capital Outlay	485	-0-	500	<b>500</b>
Grant Programs	-0-	-0-	-0-	<b>-0-</b>
Gross Budget	360,973	349,260	398,091	<b>403,422</b>
Charges to Other Departments	(155,110)	(154,570)	(167,430)	<b>(169,220)</b>
Net Budget	<b>205,863</b>	<b>194,690</b>	<b>230,661</b>	<b>234,202</b>

**FUNDING SOURCES (see descriptions in Revenue Section)****OPERATING:**

General Fund (101)	205,378	194,690	230,661	<b>234,202</b>
<b>PROJECTS/CAPITAL OUTLAY:</b>				
General Fund (101)	485	-0-	500	<b>500</b>
	<b>205,863</b>	<b>194,690</b>	<b>231,161</b>	<b>234,702</b>

**CITY MANAGER****Activity #****3****PERSONNEL**

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-10-03-50100	REGULAR SALARIES	197,888	197,888	197,888
101-10-03-50200	OVERTIME WAGES	-0-	-0-	-0-
101-10-03-50300	PART-TIME AND TEMPORARY SALARIES	31,400	31,400	31,400
101-10-03-50990	EMPLOYEE BENEFITS	138,998	134,049	134,049
<b>TOTALS</b>		<b>\$368,286</b>	<b>\$363,337</b>	<b>\$363,337</b>

**POSITION TITLES**

City Manager	0.60	0.60	0.60
Assistant City Manager	0.35	0.35	0.35
Property/Special Project Mgr	0.45	0.45	0.45
Personnel Specialist	0.10	0.10	0.10
Administrative Assistant	0.60	0.60	0.60
<b>Total Full-time Equivalents</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>

**MATERIALS AND SERVICES**

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-10-03-51200	COMMUNICATIONS	1,722	1,722	1,722
101-10-03-51400	TRAINING & CONFERENCES	3,850	3,850	3,850
101-10-03-51600	MEMBERSHIPS	2,303	2,303	2,303
101-10-03-51770	PROFESSIONAL SERVICES	16,200	16,200	16,200
101-10-03-53100	POSTAGE	500	500	500
101-10-03-53200	PHOTOCOPY	2,200	2,200	2,200
101-10-03-53300	OFFICE SUPPLIES	1,500	1,500	1,500
101-10-03-54200	OTHER DEPARTMENT SUPPLIES	2,500	2,500	2,500
101-10-03-55300	EQUIPMENT MAINTENANCE	-0-	-0-	-0-
101-10-03-55800	IT SERVICE & MAINTENANCE	8,810	8,810	8,810
<b>TOTALS</b>		<b>\$39,585</b>	<b>\$39,585</b>	<b>\$39,585</b>

**CAPITAL OUTLAY**

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-10-03-57800	FURNITURE & EQUIPMENT	500	500	500
	<b>TOTALS</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>

**CHARGES TO OTHER DEPARTMENTS**

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-00-00-46990	GENERAL ADMINISTRATION	(171,180)	(169,220)	(169,220)
	<b>TOTALS</b>	<b>(\$171,180)</b>	<b>(\$169,220)</b>	<b>(\$169,220)</b>