

## City Manager Work Plan - FY2013/14 and FY2014/15

### **FINAL**

#### **On-going Responsibilities**

- ❖ Citywide duties, responsibilities, and Authority – enforce all laws and ordinances of the city; all franchises, permits and privileges granted by the City.
- ❖ Operating Departments Oversight – provide direction to cabinet team members on citywide priorities, City Council goals, and effective management of city services.
- ❖ Council Meeting and Agenda Report Preparation – direct and review agenda reports and assist the City Council with preparation of the agenda and facilitation of the City Council meetings.
- ❖ Continuous Improvement – initiate and implement opportunities for improving city department processes and city services.
- ❖ Budget Management – Plan and direct the preparation of the operating and capital improvement budgets. This includes keeping the City Council fully advised as to the financial conditions and needs of the City and to furnish financial reports to the City Council.
- ❖ Problem Solving/Issue Resolution – use sound judgment and best management principles and practices in resolving citywide problems.
- ❖ Direct Connect – Keep the workforce involved and informed of citywide issues, initiatives, and City Council goals.

#### **Current Objectives and Specific Projects**

1. Budget Development – FY2013/14 Midyear and FY2014/15 Operating and CIP budget
2. Develop Policy for contract management
3. Present to Council draft policies for Citywide Fees/Charges/Revenue Enhancements
4. Complete Encinitas Community Park
5. Complete design of North Coast 101 Streetscape

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6. Complete replacement of the Financial System
7. Complete 2<sup>nd</sup> Street Sewer improvement project
8. Continue to pursue funding for the Sand Replenishment project
9. Council Top Priority CIP projects – Develop Scope and Funding Alternatives
10. Develop criteria to assist Council in priority setting of Strategic Plan Intent Motions
11. Downtown Bar issues - continue working on solutions
12. Bike and Pedestrian Safety Issues – Present campaign on bike safety in May 2014
13. NCTD Right of Way Parking Improvements – continue pursuit of parking opportunities
14. Continue efforts to update the Housing Element and General Plan
15. Present Community “Civic Engagement” and Communication Plan to Council
16. Continue negotiation discussions on Pacific View site
17. Present financial options and fiscal plan to Council during Budget Hearings in May 2014

### **Other Duties, Responsibilities, and Authority**

- ❖ Secretary, San Dieguito Water District
- ❖ Executive Director, Housing Authority of the City of Encinitas
- ❖ Executive Director, Encinitas Public Finance Authority
- ❖ Vice Chair, Regional Training Center
- ❖ Board Member, Encinitas Ranch Golf Authority
- ❖ League of California Cities, Executive Committee
- ❖ Member, City/County Managers Association