



# STAFF REPORT – CITY COUNCIL MEETING

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January 18, 2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Karen T. Diemer, City Manager

**PREPARER:** Karen T. Diemer, City Manager

**DATE:** December 13, 2022

**TITLE:** **Ratify Employment Agreement with Tabatha Miller for Finance Director.**

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## **RECOMMENDATION:**

It is recommended the Council ratify the employment agreement with Tabatha Miller for the position of Finance Director, for the term January 23, 2023, through January 22, 2028.

## **INTRODUCTION:**

Upon the City Manager's appointment of Tabatha Miller to the position of Finance Director, the Council is asked to ratify the resulting employment agreement for a term of five (5) years, commencing January 23, 2023, through January 22, 2028, and approve the initial placement of salary at the Management M232 level step 5A.

## **BACKGROUND:**

Per Title II, Chapter 2, Article 2, Section 2121 of the Arcata Municipal Code, department heads are to be appointed by and are directly responsible to the City Manager.

Following a recruitment process for the City's Finance Director position, I am pleased to announce Tabatha Miller has been selected to fill the position as the City of Arcata's Finance Director.

## **DISCUSSION:**

Ms. Miller brings over 20 years of public sector finance management experience. She holds a bachelor's degree in accounting, a law degree and is a Certified Public Accountant. Her experience includes serving in the position of Finance Director for both municipal governments and a water/wastewater district and serving as City Manager of a small California coastal community.

Ms. Miller brings a range of skills that will greatly benefit the City. As an example, she has led the development of a pension fund program, which included a policy that 50% of any annual operating surplus would be used to pay down unfunded pension liability and established a trust to secure the pension set aside funds for that specific use. Although Arcata is a smaller city, we have several

programs that mirror those of cities much larger, such as our active Community Development Block Grant and housing grant programs, our portfolio of loans and economic development leases for incubating industries. Ms. Miller's breadth of government and accounting experience will assist the City in further modernizing our accounting practices and ensure we maintain compliance with municipal financial regulatory requirements and reporting.

The attached employment agreement is the result of the City Manager's negotiations with Ms. Miller and is in the standard format currently being used with our Department Director positions.

**BUDGET/FISCAL IMPACT:**

The cost for this position has been included in the Fiscal Year 2022/2023 Budget. Based on the extensive background and experience Ms. Miller brings to the position, the recommended initial salary placement is listed as M232 step 5A or \$4,821.59 bi-weekly.

**ATTACHMENTS:**

Finance Director Employment Agreement (DOCX)