

## City Manager

### It is the Mission of the City Manager's Office to

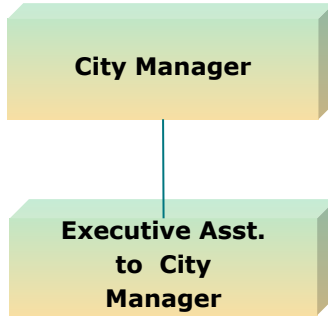
provide thoughtful, effective planning for the City's future growth and development and maintain effective communication between the City Council, city employees, and New Port Richey residents.

### Description

The City Manager works on projects and initiatives that support the entire organization and benefit the community at large. As the umbrella for all other city departments, the City Manager facilitates and coordinates the work of all departments to ensure that policies and goals of the Council are met.

Included in her duties are:

- ▶ Policy and Administration - The City Manager works directly with the City Council in policy making for the City and is responsible for the development of administrative action to ensure implementation of the City Council's vision, goals, and critical result areas.
- ▶ Communications - Much of the communication to the City Council, the media, and public comes through the City Manager. This includes the City's newsletter, press releases, and media briefings.
- ▶ Economic Development - The City Manager is the Executive Director of the Community Redevelopment Agency and leads efforts related to economic development within the city.
- ▶ Community Engagement - The City Manager is the liaison with neighborhood groups, social service agencies, civic groups, and other governmental bodies working to foster communication, collaboration and cooperation between and among these groups and the city.
- ▶ Intergovernmental Relations - The City Manager works with elected officials from the County, State, and Federal government to coordinate grants and legislative issues affecting our community.



**Authorized Personnel - Full-time Equivalent**

Position/Title	FY22-23	FY23-24	FY24-25
CITY MANAGER	0.75	0.75	0.75
EXECUTIVE ASSISTANT/CITY CLERK	0.75	0.75	0.75
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

### City Manager Expenditures

001021 EXP Code	Classification	Actual FY21-22	Actual FY22-23	Estimate FY23-24	Amended Budget FY23-24	Budget Amount FY24-25
41111	Department Head Salaries	99,590	106,136	115,350	115,350	127,660
41210	Regular Exempt Salaries	55,738	59,333	57,050	57,050	57,770
41512	Gas / Car Allowance	6,036	6,036	6,000	6,000	4,500
41522	Education Incentive Pay	-	-	-	-	390
42111	Social Security Matching	12,035	13,042	13,650	13,650	14,180
42211	FL Retirement System	37,488	52,080	59,510	59,510	64,010
42311	Health Insurance - Regular	13,575	10,292	15,130	15,130	12,040
42312	Group Life Insurance	79	81	90	90	90
42313	Accidental Death AD&D	11	11	40	40	20
42426	W/C Clerical	294	225	270	270	330
<b>Total Personnel Services</b>		<b>\$ 224,846</b>	<b>\$ 247,236</b>	<b>\$ 267,090</b>	<b>\$ 267,090</b>	<b>\$ 280,990</b>
43199	Professional Svcs - Misc	-	-	20,000	20,000	15,000
44011	Travel & Training	6,685	4,556	7,500	7,500	8,000
44121	Telephone - Local	2,457	1,841	2,500	2,500	2,100
44134	Data Lines	923	36	1,000	1,000	1,000
44211	Postage	84	125	100	100	50
44481	Lease - Copier	157	1,295	1,000	1,000	1,000
44799	Printing & Binding	282	1,900	1,000	1,000	1,000
44999	Other Current Charges - Misc	1,292	1,123	1,500	200	200
45111	Office Supplies	1,317	4,039	4,000	2,500	2,500
45231	Clothing & Wearing Apparel	6	50	200	200	200
45243	Computer Supplies	190	358	500	500	500
45299	Operating Supplies - Misc.	2,235	2,776	2,000	1,500	1,500
45411	Dues and Memberships	1,124	1,379	2,000	2,000	1,800
45461	Books and Publications	121	219	200	200	200
<b>Total Operating</b>		<b>\$ 16,873</b>	<b>\$ 19,697</b>	<b>\$ 43,500</b>	<b>\$ 40,200</b>	<b>\$ 35,050</b>
46419	Leased Equipment	6,890	-	-	-	-
47151	Lease - Principal	21	-	-	-	-
47251	Interest - Leases	3	-	-	-	-
<b>Total Capital</b>		<b>\$ 6,914</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>		<b>\$ 248,633</b>	<b>\$ 266,933</b>	<b>\$ 310,590</b>	<b>\$ 307,290</b>	<b>\$ 316,040</b>