
ADMINISTRATION - 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 - A majority of the communication to the City Council, the media, and general 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	FY17-18	FY18-19	FY20-21
City Manager	1	.70	.70
Exec. Asst. to City Manager	.75	.75	.75
Total	1.75	1.45	1.45

CITY MANAGER

001021						AMENDED	BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET		BUDGET
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20		AMOUNT
							FY20-21
41111	Dept Head Salaries	125,399	126,844	88,690	88,690		91,310
41210	Regular Exempt Salaries	44,456	48,216	45,090	45,090		48,770
41511	Employee Incentives	85	-	-	-		-
41512	Gas/Car Allowance	6,000	6,000	6,000	6,000		6,000
41522	Education Incentive Pay	140	-	-	-		-
42111	Social Security Matching	12,592	13,249	9,200	9,200		9,920
42211	Florida Retirement System	32,866	34,340	19,750	19,750		22,600
42311	Health Insurance	15,217	18,503	8,750	8,750		10,260
42312	Life Insurance	619	261	65	70		70
42313	Accidental Death & Disab Insurance	54	20	23	20		30
42314	Group Term Life Insurance	204	119	65	70		70
42426	Workers Comp - Clerical (8810)	394	362	250	250		340
TOTAL PERSONNEL SERVICES		\$ 238,026	\$ 247,914	\$ 177,883	\$ 177,890		\$ 189,370
31-99	Professional Services - Misc	33,260	-	-	-		-
44011	Travel & Training	4,489	5,537	3,092	6,500		6,500
44121	Telephone - Local	2,197	2,030	1,500	1,500		1,500
44211	Postage	3	375	100	200		100
44623	Maintenance & Repairs - Copiers	-	2,390	500	500		250
44999	Other Current Charges - Misc	578	3,657	200	200		200
45111	Office Supplies - General	2,571	2,949	2,750	2,750		1,000
45231	Clothing & Apparel	-	-	-	300		200
45243	Computer/Operating Supply	1,752	1,445	750	500		1,000
45299	Operating Supplies - Misc	536	1,111	1,200	1,250		1,200
45411	Dues & Memberships	2,285	2,566	2,500	2,700		2,700
45461	Books & Publications	261	383	300	400		300
TOTAL OPERATING		\$ 47,932	\$ 22,443	\$ 12,892	\$ 16,800		\$ 14,950
TOTAL EXPENDITURES		\$ 285,958	\$ 270,357	\$ 190,775	\$ 194,690		\$ 204,320