
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	FY18-19	FY20-21	FY21-22
City Manager	.70	.70	.70
Exec. Asst. to City Manager	.75	.75	.75
Total	1.45	1.45	1.45

CITY MANAGER

001021		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY18-19	FY19-20	FY20-21	FY20-21	FY21-22
41111	Dept Head Salaries	126,844	93,138	94,210	94,210	97,830
41210	Regular Exempt Salaries	48,216	48,992	49,993	49,930	51,530
41512	Gas/Car Allowance	6,000	6,000	6,000	6,000	6,000
42111	Social Security Matching	13,249	10,953	11,020	11,020	11,790
42211	Florida Retirement System	34,340	21,167	22,600	22,600	23,450
42311	Health Insurance	18,503	9,580	10,260	10,260	12,470
42312	Life Insurance	261	67	70	70	90
42313	Accidental Death & Disab Insurance	20	10	30	30	40
42314	Group Term Life Insurance	119	63	70	70	70
42426	Workers Comp - Clerical (8810)	362	275	340	340	350
TOTAL PERSONNEL SERVICES		\$ 247,914	\$ 190,245	\$ 194,593	\$ 194,530	\$ 203,620
31-99	Professional Services - Misc	-	-	24,930	24,930	-
44011	Travel & Training	5,537	3,092	1,000	1,000	7,500
44121	Telephone - Local	2,030	3,242	1,500	1,500	1,500
44211	Postage	375	177	100	100	100
44481	Lease - Copier	2,390	1,341	500	500	500
44799	Printing & Binding	-	1,632	250	250	250
44999	Other Current Charges - Misc	3,657	29	200	200	200
45111	Office Supplies - General	2,949	2,507	1,000	1,000	2,000
45231	Clothing & Apparel	-	184	200	200	200
45243	Computer/Operating Supply	1,445	422	1,000	1,000	500
45299	Operating Supplies - Misc	1,111	1,577	1,200	1,200	1,500
45411	Dues & Memberships	2,566	2,202	2,700	2,700	2,700
45461	Books & Publications	383	182	300	300	300
TOTAL OPERATING		\$ 22,443	\$ 16,587	\$ 34,880	\$ 34,880	\$ 17,250
46411	Office Furniture/Fixtures	-	-	4,100	4,100	-
TOTAL CAPITAL		\$ -	\$ -	\$ 4,100	\$ 4,100	\$ -

TOTAL EXPENDITURES \$ 270,357 \$ 206,832 \$ 229,473 \$ 229,410 \$ 220,870