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# CITY MANAGER

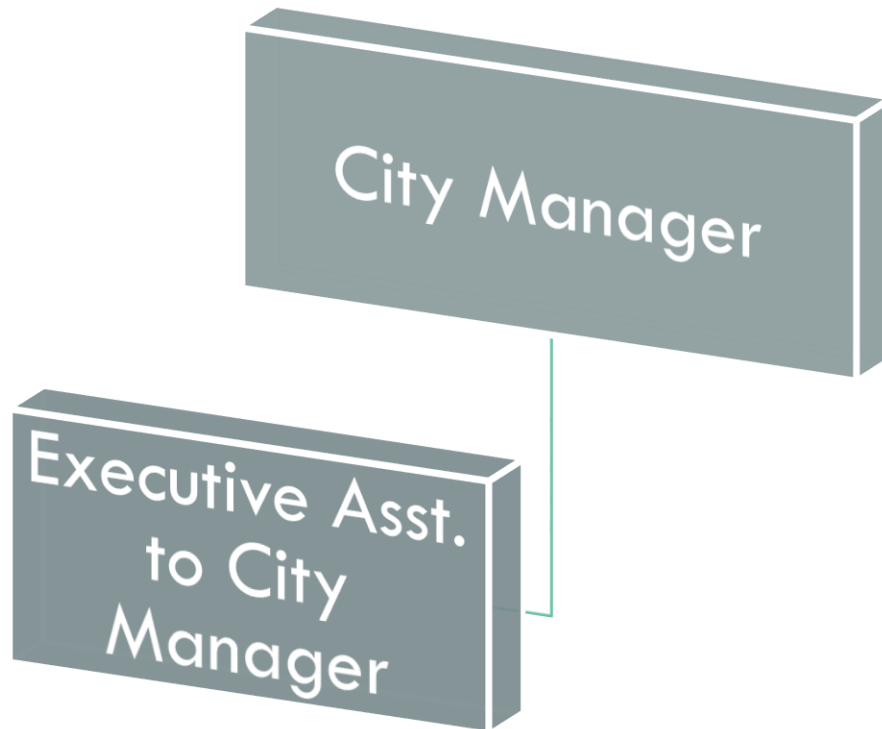
## IT IS THE MISSION OF THE CITY MANAGER'S OFFICE TO

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	FY20-21	FY21-22	FY22-23
City Manager	.75	.75	.75
Exec. Asst. to City Manager	.75	.75	.75
Total	1.50	1.50	1.50

# CITY MANAGER

001021		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY19-20	FY20-21	FY21-22	FY21-22	FY22-23
4111	Department Head Salaries	93,138	105,098	97,830	97,830	105,820
41210	Regular Exempt Salaries	49,852	50,983	51,530	51,530	52,250
41512	Gas / Car Allowance	6,000	5,679	6,000	6,000	6,000
42111	Social Security Matching	10,953	12,020	11,790	11,790	12,550
42211	Florida Retirement System	28,167	33,667	23,450	23,450	45,860
42311	Health Insurance - Reg.	15,580	16,841	12,470	12,470	13,760
42312	Group Life Insurance	77	81	90	90	90
42313	Accidental Death AD&D	10	11	40	40	40
42426	Workers Comp - Clerical (8810)	275	279	275	350	280
TOTAL PERSONNEL SERVICES		204,052	224,659	203,475	203,550	\$ 236,650
43199	Professional Services - Misc.	-	30,136	-	-	-
44011	Travel & Training	3,092	3,159	7,500	7,500	7,500
44121	Telephone - Local	3,242	2,800	2,500	2,500	2,500
44134	Data Lines	-	-	1,000	1,000	1,000
44211	Postage	177	91	100	100	100
44481	Lease - Copier	1,341	1,276	986	500	1,000
44799	Printing & Binding	1,632	1,787	250	250	1,000
44999	Other Charges - Misc	29	4,576	238	450	200
45111	Office Supplies - General	2,507	6,937	955	2,000	2,000
45231	Clothing & Wearing Apparel	184	126	200	200	200
45243	Computer Supplies	422	1,517	500	500	500
45291	Operating Supplies - Disaster	-	18	-	-	-
45299	Operating Supplies - Misc.	1,577	1,755	1,861	2,000	1,500
45411	Dues and Memberships	2,202	1,664	1,124	2,700	2,000
45461	Books and Publications	192	150	121	300	200
TOTAL OPERATING		\$ 16,597	\$ 55,992	\$ 17,335	\$ 20,000	\$ 19,700

TOTAL EXPENDITURES    \$ 220,649    \$ 280,651    \$ 220,810    \$ 223,550    \$ 256,350