
ADMINISTRATION – ADMINISTRATIVE SERVICES

IT IS THE MISSION OF ADMINISTRATIVE SERVICES TO

provide assistance to the City Manager, as needed, while focusing on special assigned projects; provide the City Manager with appropriate research, summarized and presented in a professional manner, that will enhance the effective discharge of the administrative responsibilities of the City Manager's Office.

DESCRIPTION

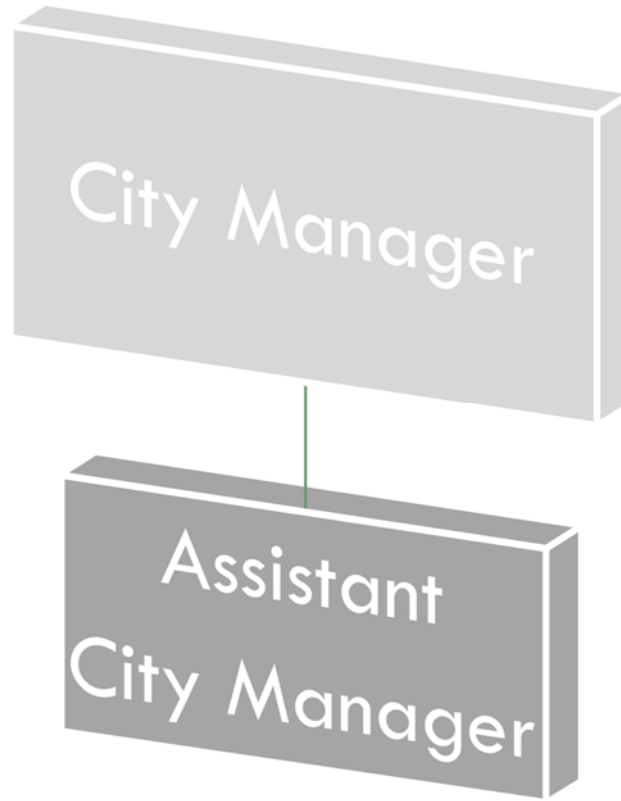
The Administrative Services Division is a division that caters to the specific needs of the City Manager and focuses on the completion of projects, specifically designated by the City Manager.

ACCOMPLISHMENTS OF FY20

- This is a new division

FY21 INITIATIVES

- Identify and actively pursue revenue from federal, state, and other institutional sources
- Provide public information and press releases, as directed by the City Manager
- Assist the City Manager in coordinating activities with other governmental bodies
- Provide assistance to the City Manager on special projects



Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
Assistant City Manager	0	0	1
Total	0	0	1

ADMINISTRATIVE SERVICES

001025 EXP CODE	CLASSIFICATION	ACTUAL FY17-18	ACTUAL FY18-19	ESTIMATE FY19-20	AMENDED BUDGET FY19-20	BUDGET AMOUNT FY20-21
41111	Department Head Salaries	-	-	-	-	83,200
41512	Gas/Car Allowance	-	-	-	-	3,000
42111	Social Security Matching	-	-	-	-	6,370
42211	Florida Retirement System	-	-	-	-	21,140
42311	Health Insurance	-	-	-	-	8,710
42312	Life Insurance	-	-	-	-	60
42313	Accidental Death & Disab Insurance	-	-	-	-	30
42426	Workers Comp - Clerical (8810)	-	-	-	-	220
TOTAL PERSONNEL SERVICES		\$ -	\$ -	\$ -	\$ -	\$ 122,730
44011	Travel & Training	-	-	-	-	2,000
44121	Telephone - Local	-	-	-	-	500
44211	Postage	-	-	-	-	150
44623	Maintenance & Repairs - Copiers	-	-	-	-	150
44799	Printing & Binding - Misc	-	-	-	-	1,000
45111	Office Supplies - General	-	-	-	-	1,000
45231	Clothing & Apparel	-	-	-	-	500
45143	Computer/Operating Supply	-	-	-	-	2,000
45411	Dues & Memberships	-	-	-	-	500
45461	Books & Publications	-	-	-	-	100
TOTAL OPERATING		\$ -	\$ -	\$ -	\$ -	\$ 7,900
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ 130,630