
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

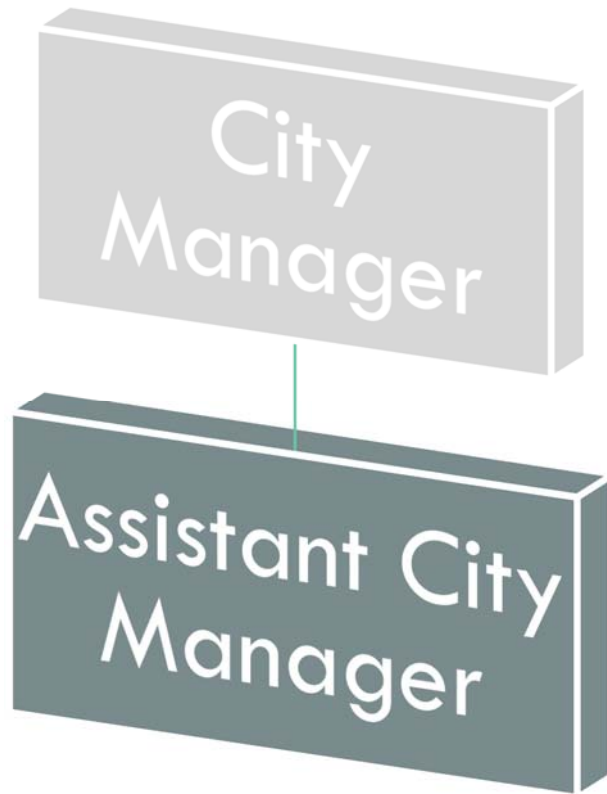
The Administrative Services Division is a division that caters to the specific needs of the City Manager and focuses on the completion of projects, specifically designated by the City Manager.

ACCOMPLISHMENTS OF FY21

- Reviewed and updated the City's Personnel and Regulations Manual

FY22 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	FY19-20	FY20-21	FY21-22
Assistant City Manager	0	1	1
Total	0	1	1

ADMINISTRATIVE SERVICES

001025 EXP CODE	CLASSIFICATION	ACTUAL FY18-19	ACTUAL FY19-20	ESTIMATE FY20-21	AMENDED BUDGET FY20-21	BUDGET AMOUNT FY21-22
41111	Department Head Salaries	-	5,706	65,065	88,300	89,770
41512	Gas/Car Allowance	-	3,000	3,000	3,000	3,000
42111	Social Security Matching	-	653	5,088	6,370	7,100
42211	Florida Retirement System	-	1,557	8,262	8,410	8,570
42311	Health Insurance	-	659	5,179	8,710	9,410
42312	Life Insurance	-	2	12	60	70
42313	Accidental Death & Disab Insurance	-	1	2	30	40
42426	Workers Comp - Clerical (8810)	-	10	181	200	210
TOTAL PERSONNEL SERVICES		\$ -	\$ 11,588	\$ 86,789	\$ 115,080	\$ 118,170
44011	Travel & Training	-	-	328	-	500
44121	Telephone - Local	-	-	241	500	500
44211	Postage	-	-	-	150	150
44481	Lease - Copier	-	-	-	150	150
44799	Printing & Binding - Misc	-	-	-	500	250
44999	Other Current Charges	-	1,123	-	-	-
45111	Office Supplies - General	-	97	70	500	500
45231	Clothing & Apparel	-	-	118	500	500
45143	Computer/Operating Supply	-	-	-	2,000	1,000
45411	Dues & Memberships	-	-	982	500	1,000
45461	Books & Publications	-	-	-	100	100
TOTAL OPERATING		\$ -	\$ 1,220	\$ 1,739	\$ 4,900	\$ 4,650
TOTAL EXPENDITURES		\$ -	\$ 12,808	\$ 88,528	\$ 119,980	\$ 122,820