

City Manager

The City Manager and his staff are responsible for many of the cities administrative tasks. The City Manager's Office houses the Clerks Office, the Finance Department, and the IT Department. Among other things, the staff of the City Manager's office is responsible for the following:

- Preparing the agendas and corresponding information for the City Commission, and various committees.
- Issuing Business Tax Receipts and Dog Licenses.**
- Providing bookkeeping and financial accounting services for all of the City's Departments.
- Maintaining and storing City records.
- Preparing the City's annual budget(with department heads).
- Maintaining and repairing all city owned computer equipment and software.
- Routine correspondence as well as special projects for the City Commission.
- Maintaining health, life, and workers compensation insurance for all employees. Liability and Property insurance for the City's buildings, vehicles, and equipment.
- Scheduling weekly lawn trash/special waste pickup at specific addresses for residents.

[Business Tax Receipts](#)

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