



**City of Key West**  
**Annual Budget**  
**Fiscal Year 2021/2022**

Fund: 001 General Fund  
 Department: 1202 City Clerk

Key	Object	Account Description	Category	FY 2018/2019 Actuals	FY 2019/2020 Actuals	FY 2020/2021 Adopted	FY 2020/2021 6 Mth Amnd	FY 2020/2021 6 Mth Actuals	FY 2021/2022 Dept Req	FY 2021/2022 CM Review	FY 2021/2022 CC Adopted
0011202	5125100	Office Supplies		\$2,628	\$1,042	\$3,000	\$3,000	\$387	\$1,500	\$1,500	\$1,500
		OFFICE PRODUCTS									\$1,500
0011202	5125400	Books-Subscrip-Membership		\$1,813	\$1,746	\$1,198	\$1,198	\$245	\$1,228	\$1,558	\$1,558
		FLORIDA ASSOCIATION OF CITY CLERKS MEMBERSHIP DUES-4@\$100.00.									\$400
		INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS MEMBERSHIP DUES-4@\$150.00									\$600
		KEY WEST CITIZEN NEWSPAPER HARDCOPY AND ELECTRONIC									\$238
		MONROE COUNTY MUNICIPAL CLERKS ASSOCIATION MEMBERSHIP DUES - 4@ \$80.00									\$320
0011202	5125500	Training		\$1,175	\$900	\$3,775	\$3,775	\$1,063	\$3,375	\$3,375	\$3,375
		FACC FALL EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK									\$400
		FACC SUMMER EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK									\$375
		IIMC ANNUAL EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK									\$600
		WEBINARS TO OBTAIN REQUIRED EDUCATION POINTS FOR CERTIFIED MUNICIPAL CLERK DESIGNATION.									\$2,000
<b>Operating Expenditures</b>				<b>\$125,215</b>	<b>\$100,694</b>	<b>\$108,220</b>	<b>\$111,170</b>	<b>\$48,679</b>	<b>\$110,297</b>	<b>\$109,517</b>	<b>\$109,517</b>
<b>City Clerk - Total</b>				<b>\$447,021</b>	<b>\$406,726</b>	<b>\$388,950</b>	<b>\$391,900</b>	<b>\$178,948</b>	<b>\$464,434</b>	<b>\$463,654</b>	<b>\$487,998</b>



**SALARY BUDGET  
FY 21/22 POSITION CONTROL**

SS Cap (does not incl Med)  
140,000 FY2021

7.65%

\$14,798 PY \$14,156

<u>COST CENTER/ POSITION TITLE</u>	<u>GRD/ STEP</u>	<u>FY 20/21 Apprvd FTEs</u>	<u>FY 21/22 Proposed FTEs</u>	<u>Health Insurance FTEs</u>	<u>PART TIME</u>	<u>CTRCT COUNT</u>	<u>TEMP COUNT</u>	<u>Notes</u>	<u>Change in FTEs</u>	<u>Annual Salary</u>	<u>12 FY21/22 Salary</u>	<u>12 Longevity</u>	<u>14 Over time</u>	<u>15 Special Pay</u>	<u>21 FICA Medicare</u>	<u>22 Retire Contrib</u>	<u>23 Health Life Ins</u>	<u>TOTAL</u>
<b>1202 CITY CLERK</b>																		
CITY CLERK	N 140	1.00	1.00	1.00						113,309	128,325			2,700				
DEPUTY CITY CLERK	G 116	1.00	1.00	1.00						41,346	49,581					3,966		
DEPUTY CITY CLERK	G 116	1.00	1.00	1.00						49,635	49,581					3,966		
SENIOR DEPUTY CITY CLERK	N 118	1.00	1.00	1.00						44,015	53,459					4,277		
		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>	<b>-</b>	<b>-</b>		<b>0.00</b>	<b>248,305</b>	<b>280,946</b>	<b>0</b>	<b>1,500</b>	<b>2,700</b>	<b>21,814</b>	<b>12,330</b>	<b>59,191</b>	<b>378,480</b>