

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

Fund: 001 General Fund  
Department: 1302 Human Resources

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
0011302	5131200	Regular Salaries & Wages		\$309,355	\$311,611	\$250,288	\$250,288	\$117,443	\$260,300	\$260,300	\$289,197
0011302	5131400	Overtime		\$260	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5132100	FICA Taxes		\$23,038	\$23,148	\$19,147	\$19,147	\$8,669	\$19,913	\$19,913	\$22,124
0011302	5132200	Retirement Contributions		\$21,200	\$24,869	\$20,023	\$20,023	\$9,395	\$20,824	\$20,824	\$23,136
0011302	5132300	Life & Health Insurance		\$58,299	\$56,116	\$56,625	\$56,625	\$26,571	\$59,191	\$59,191	\$59,191
<b>Personnel Services</b>				<b>\$412,152</b>	<b>\$415,744</b>	<b>\$346,083</b>	<b>\$346,083</b>	<b>\$162,078</b>	<b>\$360,228</b>	<b>\$360,228</b>	<b>\$393,648</b>
0011302	5133100	Professional Services		\$4,558	\$2,636	\$52,150	\$52,150	\$2,202	\$54,800	\$37,300	\$37,300
		ATTORNEY FEES: LABOR RELATED (SDS)									\$10,000
		ATTORNEY: ARBITRATION (SDS)									\$10,000
		EMPLOYEE HEALTH FAIR									\$2,500
		NEW EMPLOYEE/REASONABLE SUSP DRUG TESTS 100 @ \$48.00									\$4,800
		PROFESSIONAL SUPERVISOR/MID MANAGER TRAINING									\$10,000
0011302	5134000	Travel & Per Diem		\$1,130	\$769	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000
		FPHRA ANNUAL TRAINING CONFERENCE									\$2,000
0011302	5134100	Communications/Postage		\$34,353	\$29,567	\$49,150	\$49,150	\$6,643	\$49,150	\$40,150	\$32,550
		OVERNIGHT MAILING SERVICES									\$150
		POSTAGE FOR MAIL MACHINE 12 @ \$2,700/MONTH									\$32,400
0011302	5134400	Rentals & Leases		\$9,756	\$8,067	\$9,582	\$9,582	\$4,736	\$9,582	\$9,582	\$9,582
		COPY MACHINE 12 @ \$280.51									\$3,366
		MAIL MACHINE 12 @ \$518/MONTH									\$6,216
0011302	5134700	Printing & Binding		\$0	\$35	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5134800	Promotional Expenses		\$1,290	\$1,122	\$1,880	\$1,880	\$390	\$2,170	\$12,570	\$12,570
		(8) WATCHES NEEDED FOR 2021/2022 @ \$150.00									\$1,200
		EMPLOYEE OF THE QUARTER - KEY WEST FORWARD INITIATIVE									\$2,400
		ENGRAVING \$20 PER WATCH									\$160
		EXTRA MILE PROGRAM - KEY WEST FORWARD INITIATIVE									\$8,000
		PLAQUES - (3) 30 YEAR									\$210
		SERVICE AWARD COINS									\$600
0011302	5134900	Other Current Charges		\$810	\$295	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5135100	Office Supplies		\$1,797	\$1,262	\$5,928	\$5,928	\$975	\$5,928	\$5,928	\$5,928

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		GENERAL OFFICE SUPPLIES - CARTRIDGES TAPE MISC									\$2,800
		ID BADGE CARDS 8 BOXES @ \$145									\$1,160
		ID CLIPS 8 @ \$36									\$288
		ID RIBBONS 12 @ \$75 ALL ID BADGES EXPIRE									\$900
		PRINTER PAPER 20 @ \$39									\$780
0011302	5135400	Books-Subscrip-Membership		\$514	\$469	\$580	\$580	\$419	\$1,430	\$580	\$580
		FLSHRM STATE MEMBERSHIP									\$180
		FPELRA - MEMBERSHIP									\$250
		SHRM NATIONAL MEMBERSHIP									\$150
0011302	5135500	Training		\$400	\$3,675	\$0	\$0	\$0	\$0	\$850	\$850
		CONFERENCE REGISTRATION FEES									\$850
<b>Operating Expenditures</b>				<b>\$54,608</b>	<b>\$47,897</b>	<b>\$119,270</b>	<b>\$119,270</b>	<b>\$15,365</b>	<b>\$125,060</b>	<b>\$108,960</b>	<b>\$101,360</b>
<b>Human Resources - Total</b>				<b>\$466,760</b>	<b>\$463,642</b>	<b>\$465,353</b>	<b>\$465,353</b>	<b>\$177,443</b>	<b>\$485,288</b>	<b>\$469,188</b>	<b>\$495,008</b>

City of Key West  
 FY 21/22 BUDGET  
 Personnel Allocation

AUTHORIZED BUDGET					
FY 19/20	SUSPENDED	DELETED	FY 20/21	RELEASED	FY21/22
5.50	0.00	1.50	4.00	0.00	4.00

**1302 HUMAN RESOURCES**

POSITION TITLE	FY 19/20 AUTHORIZED	FY 20/21 SUSPENDED	FY 20/21 DELETED	FY 20/21 AUTHORIZED	RELEASED FROM SUSPENSION	FY 21/22 AUTHORIZED
Benefits/HIPAA Manager	1.00	-	-	1.00	-	1.00
Director - HR	1.00	-	-	1.00	-	1.00
HR Administrator II	1.00	-	1.00	-	-	-
HR Technician	1.00	-	-	1.00	-	1.00
Switchboard Operator	1.00	-	-	1.00	-	1.00
Mail Courier	0.50	-	0.50	-	-	-
TOTAL EMPLOYEES:	5.50	-	1.50	4.00	-	4.00

**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>1302 HUMAN RESOURCES</b>																		
BENEFITS/HIPPA SPECIALIST	N 133	1.00	1.00	1.00						72,493	86,693					6,935		
DIRECTOR-HR	U 140	1.00	1.00	1.00						103,505	117,439					9,395		
HR TECHNICIAN	N 117	1.00	1.00	1.00						41,842	53,112					4,249		
SWITCHBOARD OPERATOR	G 101	1.00	1.00	1.00						31,200	31,953					2,556		
		<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>249,040</b>	<b>289,197</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,124</b>	<b>23,136</b>	<b>59,191</b>	<b>393,647</b>