

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 401 Sewer Fund
Department: 0000 Revenue

Key	Object	Account Description	Category	FY 2020/2021 Actuals	FY 2021/2022 Actuals	FY 2022/2023 Adopted	FY 2022/2023 6 Mth Amnd	FY 2022/2023 6 Mth Actuals	FY 2023/2024 Dept Req	FY 2023/2024 CM Review
4010000	3242100	Impact Fees-Residential		\$0	\$77,893	\$0	\$49,130	\$49,129	\$0	\$0
4010000	3242200	Impact Fees-Commercial		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Permits Fees & Special Assessments				\$0	\$77,893	\$0	\$49,130	\$49,129	\$0	\$0
4010000	3313602	FEMA Grant		\$129,961	\$23,382	\$0	\$0	\$0	\$8,276,706	\$0
4010000	3343900	Other Physical Environmnt		\$0	\$0	\$425,000	\$425,000	\$0	\$0	\$1,780,000
		MAYFIELD STATE GRANT - SOLIDS DEWATERING								\$900,000
		MAYFIELD STATE GRANT - UV SYSTEM UPGRADES								\$880,000
InterGovernmental Revenue				\$129,961	\$23,382	\$425,000	\$425,000	\$0	\$8,276,706	\$1,780,000
4010000	3435100	Sewer Service Charges		\$110,131	\$52,870	\$100,000	\$100,000	\$24,465	\$100,000	\$100,000
4010000	3435101	FCAA Collections		\$10,847,628	\$11,094,905	\$11,650,230	\$11,650,230	\$5,725,460	\$10,200,000	\$11,981,479
4010000	3435200	Sewer Connection Fees		\$36,155	\$114,098	\$60,000	\$60,000	\$5,180	\$60,000	\$1,080,000
4010000	3435300	Sewer Penalties		(\$2,183)	(\$54)	\$0	\$0	\$0	\$0	\$0
4010000	3435400	Sewer Charges Navy		\$861,893	\$1,050,486	\$500,659	\$500,659	\$519,369	\$497,888	\$507,203
4010000	3435500	Navy Contributed Capital		\$0	\$0	\$448,250	\$448,250	\$0	\$211,200	\$211,200
Charges For Services				\$11,853,624	\$12,312,306	\$12,759,139	\$12,759,139	\$6,274,474	\$11,069,088	\$13,879,882
4010000	3610000	Interest Earnings		\$63,782	\$138,078	\$154,318	\$154,318	\$216,625	\$250,000	\$240,732
4010000	3690000	Other Misc Revenues		(\$6,139)	\$20,100	\$0	\$0	\$20,100	\$0	\$0
4010000	3699000	Proceeds/Subrogation		\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
Misc Revenue				\$132,643	\$158,178	\$154,318	\$154,318	\$236,725	\$250,000	\$240,732
4010000	3814020	Stormwater Utility		\$1	(\$0)	\$158,312	\$158,312	\$0	\$158,312	\$158,312
4010000	3815020	Insurance Programs		\$292,969	\$0	\$0	\$0	\$0	\$0	\$0
4010000	3899006	Retained Earnings		\$0	\$0	\$7,917,240	\$8,327,755	\$0	\$0	\$5,541,995
Other Sources				\$292,969	(\$0)	\$8,075,552	\$8,486,067	\$0	\$158,312	\$5,700,307
Sewer Fund Revenue - Total				\$12,409,197	\$12,571,758	\$21,414,009	\$21,873,654	\$6,560,328	\$19,754,106	\$21,600,921

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 401 Sewer Fund

Department: 3501 General Administration

Key	Object	Account Description	Category	FY 2020/2021 Actuals	FY 2021/2022 Actuals	FY 2022/2023 Adopted	FY 2022/2023 6 Mth Amnd	FY 2022/2023 6 Mth Actuals	FY 2023/2024 Dept Req	FY 2023/2024 CM Review
4013501	5351200	Regular Salaries & Wages		\$107,553	\$137,407	\$199,010	\$199,010	\$90,082	\$225,964	\$234,882
4013501	5351400	Overtime		\$381	\$2,312	\$0	\$0	\$720	\$1,000	\$1,000
4013501	5351500	Special Pay		\$360	\$210	\$360	\$360	\$72	\$360	\$1,680
4013501	5352100	FICA Taxes		\$7,048	\$11,250	\$15,252	\$15,252	\$6,700	\$17,390	\$18,173
4013501	5352200	Retirement Contributions		\$5,999	(\$16,118)	\$15,921	\$15,921	\$7,023	\$18,157	\$18,871
4013501	5352300	Life & Health Insurance		\$26,374	\$25,774	\$38,433	\$38,433	\$15,451	\$41,977	\$41,977
4013501	5352400	Workers Compensation		\$8,000	\$8,000	\$8,200	\$8,200	\$4,100	\$0	\$10,000
Personnel Services				\$155,715	\$168,835	\$277,176	\$277,176	\$124,148	\$304,848	\$326,583
4013501	5353100	Professional Services		\$33,195	\$97,627	\$50,000	\$107,339	\$53,899	\$150,000	\$270,000
		FDEP APPLICATION FEE (OPERATING PERMIT)								\$1,500
		IMPACT FEE STUDY								\$17,000
		MISCELLANEOUS STUDIES								\$40,000
		PUBLIC NOTICING								\$1,500
		WWTP WELL OPERATING PERMIT RENEWAL AND MIT PERMITTING/REPORTING/BID SERVICES								\$120,000
		WWTP OPERATING PERMIT								\$90,000
4013501	5353200	Accounting & Auditing		\$16,250	\$18,540	\$15,992	\$15,992	\$7,996	\$16,000	\$16,901
		SHARE OF ANNUAL CITY AUDIT								\$16,901
4013501	5353400	Other Contractual Service		\$191,751	\$313,642	\$305,000	\$345,000	\$117,868	\$325,000	\$370,000
		FCAA INTERLOCAL UTILITY BILLING AGREEMENT								\$370,000
4013501	5354000	Travel & Per Diem		\$21	\$0	\$2,500	\$2,500	\$24	\$2,500	\$3,000
4013501	5354100	Communications/Postage		\$0	\$0	\$400	\$400	\$0	\$250	\$250
4013501	5354400	Rentals & Leases		\$1,007	\$1,768	\$2,000	\$2,000	\$600	\$2,000	\$2,000
		COPIER/SCANNER (COST SPLIT BETWEEN 401 AND 403)								\$2,000
4013501	5354500	Insurance		\$147,453	\$148,000	\$471,887	\$471,887	\$235,944	\$560,000	\$560,000
		INSURANCE - GENERAL LIABILITY ALLOCATED								\$560,000
4013501	5354600	Repairs and Maintenance		\$0	\$11,000	\$11,500	\$11,500	\$11,000	\$0	\$0
4013501	5354700	Printing & Binding		\$0	\$0	\$250	\$250	\$0	\$250	\$250

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 401 Sewer Fund

Department: 3501 General Administration

Key	Object	Account Description	Category	FY 2020/2021 Actuals	FY 2021/2022 Actuals	FY 2022/2023 Adopted	FY 2022/2023 6 Mth Amnd	FY 2022/2023 6 Mth Actuals	FY 2023/2024 Dept Req	FY 2023/2024 CM Review
4013501	5354900	Other Current Charges		\$75	\$724	\$0	\$500	\$127	\$500	\$750
4013501	5355100	Office Supplies		\$108	\$175	\$200	\$200	\$0	\$250	\$500
4013501	5355200	Operating Supplies		\$0	\$226	\$0	\$0	\$0	\$0	\$0
4013501	5355400	Books-Subscrip-Membership		\$203	\$203	\$500	\$500	\$0	\$12,000	\$12,500
		ESRI MEMBERSHIP								\$12,500
4013501	5355500	Training		\$20	\$0	\$2,500	\$2,500	\$0	\$2,500	\$2,500
		TRAINING FWRC WEFTEC								\$2,500
Operating Expenditures				\$390,083	\$591,904	\$862,729	\$960,568	\$427,458	\$1,071,250	\$1,238,651
4013501	5357100	Debt Service-Principal		(\$0)	(\$0)	\$1,590,572	\$1,590,572	\$1,590,572	\$1,628,447	\$1,628,447
4013501	5357200	Debt Service-Interest		\$286,328	\$224,056	\$200,771	\$200,771	\$110,923	\$158,119	\$158,119
4013501	5357300	Other Debt Service Costs		\$30,671	\$25,873	\$0	\$0	\$0	\$0	\$0
Debt Service				\$316,998	\$249,928	\$1,791,343	\$1,791,343	\$1,701,495	\$1,786,566	\$1,786,566
4013501	5359100	Transfers		\$787,671	\$922,009	\$875,514	\$875,514	\$437,757	\$937,593	\$937,593
		TRANSFER TO GENERAL FUND FOR INDIRECT COST AND FRANCHISE/RIGHT OF WAY FY24								\$937,593
Transfers				\$787,671	\$922,009	\$875,514	\$875,514	\$437,757	\$937,593	\$937,593
4013501	5359803	Operating		\$0	\$0	\$2,214,685	\$1,983,477	\$0	\$0	\$2,577,260
4013501	5359804	Salary Contingency		\$0	\$0	\$6,318	\$6,318	\$0	\$0	\$10,933
		RESERVE FOR MERIT INCREASES								\$6,943
		RESERVE FOR POSITION RECLASS								\$3,990
4013501	5359900	Other Uses		\$0	\$0	\$5,454,243	\$5,454,243	\$0	\$0	\$4,008,054
Reserves				\$0	\$0	\$7,675,246	\$7,444,038	\$0	\$0	\$6,596,247
General Administration - Total				\$1,650,467	\$1,932,677	\$11,482,008	\$11,348,639	\$2,690,858	\$4,100,257	\$10,885,640

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 401 Sewer Fund

Department: 3503 Renewal and Replacement

Key	Object	Account Description	Category	FY 2020/2021 Actuals	FY 2021/2022 Actuals	FY 2022/2023 Adopted	FY 2022/2023 6 Mth Amnd	FY 2022/2023 6 Mth Actuals	FY 2023/2024 Dept Req	FY 2023/2024 CM Review
		SE35032304 - PUMP STATION A UPGRADES (CARRY FORWARD \$100,000)								\$0
		Capital Outlay		\$0	\$0	\$1,750,000	\$2,047,110	\$853,307	\$2,292,500	\$2,150,000
		Renewal and Replacement - Total		\$643,948	\$422,135	\$2,049,636	\$2,450,855	\$1,080,108	\$3,002,531	\$2,655,031

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 401 Sewer Fund

Department: 3504 Treatment Plant Operation

Key	Object	Account Description	Category	FY 2020/2021 Actuals	FY 2021/2022 Actuals	FY 2022/2023 Adopted	FY 2022/2023 6 Mth Amnd	FY 2022/2023 6 Mth Actuals	FY 2023/2024 Dept Req	FY 2023/2024 CM Review
		NEW CIP - WWTP RESILIENCE PLAN								\$400,000
		Capital Outlay		\$0	\$0	\$1,345,000	\$1,366,471	\$1,547,962	\$0	\$800,000
		Treatment Plant Operations - Total		\$5,369,605	\$5,907,310	\$7,882,366	\$8,074,161	\$4,969,461	\$8,635,250	\$8,060,250
		Sewer Fund Expenditures - Total		\$7,664,142	\$8,262,122	\$21,414,010	\$21,873,655	\$8,740,427	\$15,738,038	\$21,600,921

**SALARY BUDGET
FY 23/24 POSITION CONTROL**

SS Cap (does not incl Med)
160,200 FY2023

7.65%

\$17,491 PY \$16,014

COST CENTER/ POSITION TITLE	GRD/ STEP	FY 22/23 Apprvd FTEs	FY 23/24 Proposed FTEs	Health Insurance FTEs	PART TIME	CTRCT COUNT	TEMP COUNT	Notes	Change in FTEs	Annual Salary	12	12	14	15	21	22	23	TOTAL
											FY 23/24 Salary	Longevity	Over time	Special Pay	FICA Medicare	Retire Contrib	Health Life Ins	
401 SEWER FUND																		
GENERAL ADMINISTRATION 3501																		
ADMINISTRATIVE ASSISTANT II	G 109	0.40	0.40	0.40						20,318	21,333					1,707		
SENIOR PROJECT MANAGER	N 130	0.40	0.40	0.40						34,528	36,254					2,900		
CONTRACT & PERMIT ENGINEER	N 133	0.40	0.40	0.40						40,502	42,528					3,402		
DIRECTOR-UTILITIES	U 140	0.40	0.40	0.40						51,408	53,978			1,680		4,318		
PRINCIPAL ENGINEER	N 135	0.40	0.40	0.40						44,000	46,200					3,696		
UTILITY ADMINISTRATOR/GIS	N 122	0.40	0.40	0.40						32,941	34,588					2,767		
		2.40	2.40	2.40	0.00	0.00	0.00			223,697	234,882	0	1,000	1,680	18,173	18,871	41,977	316,583
RENEWAL AND REPLACEMENT 3503																		
FIELD INSPECTOR	N 122	1.00	1.00	1.00						62,171	65,280			360		5,222		
		1.00	1.00	1.00	0.00	0.00	0.00			62,171	65,280	0	1,000	360	5,098	5,302	17,491	94,530
		3.40	3.40	3.40	0.00	0.00	0.00	0.00		285,868	300,161	0	2,000	2,040	23,271	24,173	59,468	411,113
									2% Merit Inc		Base 6,003	Taxes 459	Pension 480	6,943	Merit Contingency			

Projects (In FY 22/23 Budget)	Project Number	Facility	PM	Total Funds	FY Actual	Grant Funds	Navy Share	Navy Funds ⁶	Remaining ¹	Notes
Aeration Basin Blower	SE35031801	WWTP	IM	\$2,038,950.00	\$1,087,544.83		0.23	\$223,368.91	\$728,036.26	
Directional Bore	SE35031802	Sewer	KC	\$8,465,212.00	\$328,523.37	\$5,885,347.62	0.07	\$157,593.87	\$2,093,747.14	
Odor Control	SE35032201	Sewer	SG	\$100,000.00	\$90,184.88		0.07	\$0.00	\$0.00	Completed. No Carryover
Pump Station D Generator	SE35032202	Sewer	SG	\$300,000.00	\$43,683.87		0.07	\$0.00	\$0.00	Completed. No Carryover
Pump Station G Rehabilitation	SE35032203	Sewer	SG	\$200,000.00	\$72,661.27		0.07	\$11,089.24	\$116,249.49	
Pump Station R Upgrades	SE35032301	Sewer		\$240,000.00	\$0.00		0.07	\$16,800.00	\$223,200.00	
UV System Upgrades	SE35032302	WWTP	KC	\$560,000.00	\$0.00		0.23	\$128,800.00	\$431,200.00	
Sanitary Sewer Master Plan	SE35032303	Sewer	KC	\$350,000.00	\$0.00		0.07	\$24,500.00	\$325,500.00	
Pump Station A Upgrades		Sewer		\$100,000.00	\$0.00		0.07	\$7,000.00	\$93,000.00	
3rd Effluent Pump	SE35041902	WWTP	IM	\$1,720,321.00	\$1,643,712.96		0.23	\$17,619.85	\$58,988.19	
Switchgear Upgrade	SE35042002	WWTP	IM	\$3,139,650.00	\$2,317,252.18		0.23	\$189,151.50	\$633,246.32	
Anoxic Zone Catwalk Repairs	SE35042003	WWTP	SG	\$150,000.00	\$18,960.00		0.23	\$30,139.20	\$100,900.80	
Ferric Tank Replacement	SE35042004	WWTP	SG	\$263,000.00	\$266,546.00		0.23	\$22,751.60	\$5,128.00	
Solids Dewatering	SE35042006	WWTP	SG	\$2,200,000.00	\$184,713.35		0.23	\$463,515.93	\$1,551,770.72	
SCADA Upgrades	SE35042101	WWTP	DC	\$100,000.00	\$28,472.25		0.23	\$16,451.38	\$55,076.37	
RAS WAS Pumps	SE35042102	WWTP	IM	\$3,600,000.00	\$146,480.90		0.23	\$794,309.39	\$2,659,209.71	
Compost Facility	SE35042103	WWTP	KF	\$300,000.00	\$138,913.03		0.23	\$37,050.00	\$0.00	Completed. No Carryover
Building Renovations (Interior, Fire and Roll up Doors)	SE35042201	WWTP	KF	\$470,000.00	\$0.00		0.23	\$108,100.00	\$361,900.00	
RAS 18"/24" Valves	SE35042202	WWTP	SG	\$0.00	\$0.00		0.23	\$0.00	\$0.00	Was done under 4013503-5354600. Transfer \$200k to SE3504210
Clarifier Permanent Fix		WWTP		\$0.00	\$0.00		0.23	\$0.00	\$0.00	Removed and reset as Facility Plan
Aeration Basin Permanent Fix		WWTP		\$0.00	\$0.00		0.23	\$0.00	\$0.00	Removed and reset as Facility Plan
Deep Well Valve Replacement		WWTP		\$200,000.00	\$0.00		0.23	\$46,000.00	\$154,000.00	

Totals \$24,497,133.00 \$6,367,648.89 \$5,885,347.62 \$2,294,240.88 \$ 9,591,153
\$1,621,083.47

Notes:

1. Equals Total Funds minus FY Projected, Grant Funds, Navy Funds \$ 13,225,688 Claim on Cash - 6/14/2023
2. For staff information purposes \$ 395,708 Impact Fees
3. Red highlight indicates funding was reduced for RAS/WAS project. \$ 4,030,243 Cash - After CIP
4. Included I&I Plan for FDEP \$ 4,274,966 Remaining Revenue FY23
5. See notes to the right \$ (525,888) Remaining Expenditures - 3501 (GA)
6. Navy Funds equal Total minus Projected multiplied by 7% collections or 23% WWTP projects \$ (402,807) Remaining Expenditures - 3503 (R&R)

New Projects FY 22/23

Cost Estimate	FY 23/24 Estimate
Belt Replacement	\$0.00 OMI Estimate
Asset Management Plan	\$200,000.00 SWAG
WWTP Facility Plan	\$200,000.00 SWAG
WWTP Resilience Plan	\$400,000.00 \$360k in Navy Funds
Pump Station G-Construction	\$1,800,000.00

Total Ask \$2,600,000.00