

City of Key West
Budget Preparation Worksheets
Fiscal Year 2024/2025

Fund: 001 General Fund
 Department: 1201 City Manager

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review
0011201	5121200	Regular Salaries & Wages		\$718,110	\$1,028,464	\$786,083	\$786,083	\$362,131	\$744,216	\$744,216
0011201	5121400	Overtime		\$5,701	\$5,170	\$5,500	\$5,500	\$2,556	\$5,000	\$5,000
0011201	5121500	Special Pay		\$6,010	\$9,729	\$12,840	\$12,840	\$6,070	\$12,840	\$12,840
0011201	5122100	FICA Taxes		\$50,658	\$67,775	\$55,344	\$55,344	\$25,849	\$52,469	\$52,469
0011201	5122200	Retirement Contributions		\$56,252	\$55,990	\$63,327	\$63,327	\$29,175	\$59,937	\$59,937
0011201	5122300	Life & Health Insurance		\$88,494	\$109,170	\$122,434	\$122,434	\$46,462	\$106,279	\$106,279
Personnel Services				\$925,225	\$1,276,298	\$1,045,528	\$1,045,528	\$472,243	\$980,741	\$980,741
0011201	5123100	Professional Services		\$2,200	\$49,570	\$105,000	\$105,000	\$36,835	\$190,000	\$205,000
		FEDERAL LOBBYING								\$80,000
		STRATEGIC PLANNING								\$45,000
		STATE LOBBYING								\$80,000
0011201	5123400	Other Contractual Service		\$45,818	\$0	\$0	\$0	\$0	\$0	\$0
0011201	5124000	Travel & Per Diem		\$448	\$8,182	\$4,500	\$4,500	\$2,294	\$8,500	\$7,200
		CITY MANAGER FLORIDA KEYS DAY								\$2,000
		FCCMA TRAVEL								\$2,000
		ICMA TRAVEL FOR CITY MANAGER								\$2,000
		KEEP FLORIDA BEAUTIFUL CONFERENCE								\$1,200
0011201	5124100	Communications/Postage		\$423	\$179	\$250	\$250	\$10	\$250	\$250
		EXPRESS MAIL FOR CITY HALL DEPARTMENTS								\$250
0011201	5124400	Rentals & Leases		\$4,461	\$2,683	\$4,500	\$4,500	\$1,901	\$4,500	\$4,500
		COPIER LEASE 12 X 297								\$4,000
		OTHER MISC. RENTALS & OVERAGES								\$500
0011201	5124600	Repairs and Maintenance		\$0	\$350	\$0	\$0	\$0	\$0	\$0
0011201	5124700	Printing & Binding		\$581	\$1,026	\$550	\$550	\$119	\$550	\$550
		BUSINESS CARDS, ENVELOPES								\$250
		NOISE EXEMPTION CARDS								\$300
0011201	5124800	Promotional Expenses		\$12,541	\$13,994	\$3,810	\$3,810	\$2,802	\$2,360	\$2,360

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		EXTRA MILE PROGRAM								\$1,000
		KWBG/KWCC LUNCHEONS								\$360
		OTHER PROMOTIONAL								\$1,000
0011201	5124900	Other Current Charges		\$1,552	\$3,477	\$3,000	\$3,000	\$338	\$3,000	\$3,000
		MISCELLANEOUS ADVERTISEMENT								\$3,000
0011201	5125100	Office Supplies		\$2,075	\$2,686	\$1,500	\$1,500	\$548	\$1,500	\$1,500
0011201	5125200	Operating Supplies		\$659	\$2,798	\$5,375	\$5,375	\$4,832	\$375	\$375
		STAFF SHIRTS								\$375
0011201	5125400	Books-Subscrip-Membership		\$9,817	\$18,584	\$12,019	\$12,019	\$6,646	\$16,019	\$16,019
		BUSINESS GUILD MEMBERSHIP								\$225
		CHAMBER OF COMMERCE								\$348
		COOKE COMM CITY MANAGER NEWSPAPER SUBSCRIPTION								\$208
		FCCMA								\$540
		FL KEYS LEADERSHIP MONROE COUNTY								\$1,500
		FL LEAGUE OF CITIES								\$3,196
		ICMA DUES								\$1,400
		ICMA SUBSCRIPTION								\$149
		MULTIPLE LISTING SERVICE MEMBERSHIP FOR SENIOR PROPERTY MANAGER								\$1,100
		NATIONAL LEAGUE OF CITIES								\$1,953
		SMARTSHEETS SUBSCRIPTIONS								\$1,200
		YARDI SOFTWARE (LEASE TRACKING)								\$4,200
0011201	5125500	Training		\$0	\$610	\$2,500	\$2,500	\$0	\$2,500	\$1,500
		FCCMA CONFERENCE								\$1,000
		MISC. TRAINING								\$500
Operating Expenditures				\$80,574	\$104,140	\$143,004	\$143,004	\$56,324	\$229,554	\$242,254
City Manager - Total				\$1,005,799	\$1,380,438	\$1,188,532	\$1,188,532	\$528,567	\$1,210,295	\$1,222,995

City of Key West
 FY 24/25 BUDGET
 Personnel Allocation

AUTHORIZED BUDGET	
FY23/24	FY24/25
7.00	6.00

1201 CITY MANAGER

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY23/24	FY24/25		FY23/24	FY24/25
FULL TIME:			PART TIME:		
Assistant City Manager	1.00	1.00			
City Manager	1.00	1.00			
Exec Administrator to ACM	1.00	1.00			
Exec Administrator to CM	1.00	1.00			
Senior Property Manager	1.00	1.00			
Special Events Manager	1.00	-			
Special Projects Coordinator	1.00	1.00			
TOTAL FULL TIME:	7.00	6.00	TOTAL PART TIME:	-	-

**SALARY BUDGET
FY 24/25 POSITION CONTROL**

SS Cap (does not incl Med)
174,900 FY25

7.65%

\$17,713 PY \$17,491

<u>COST CENTER/ POSITION TITLE</u>	<u>GRD/ STEP</u>	<u>FY 23/24 Apprvd FTEs</u>	<u>FY 24/25 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 FY 24/25 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>	
1201 CITY MANAGER																			
ASST CITY MANAGER	U 140	1.00	1.00	1.00						175,000	183,750			4,200	(809)	14,700			
CITY MANAGER	C 140	1.00	1.00	1.00		1.00				236,250	248,063			7,800	(5,020)	19,845			
EXEC ADMINISTRATOR TO ACM	N 118	1.00	1.00	1.00						78,594	82,524					6,602			
EXEC ADMINISTRATOR TO CM	N 121	1.00	1.00	1.00						64,647	67,879			360		5,430			
SENIOR PROPERTY MANAGER	N 130	1.00	1.00	1.00						84,347	88,564			480		7,085			
SPECIAL EVENTS MANAGER	N 126	1.00	0.00	0.00						73,462									
SPECIAL PROJECTS COORDINATOR	N 123	1.00	1.00	1.00						69,939	73,436			360		5,875			
		7.00	6.00	6.00	0.00	1.00	0.00		-1.00	782,239	744,216	0	5,000	12,840	52,469	59,937	106,279	980,741	
											Base	Taxes	Pension						
											2% Merit Inc	9,923	759	794	11,476	Merit Contingency			