

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

Fund: 001 General Fund
 Department: 1202 City Clerk

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
0011202	5121200	Regular Salaries & Wages		\$199,568	\$231,331	\$295,846	\$295,846	\$114,718	\$272,545	\$275,964
0011202	5121400	Overtime		\$1,972	\$4,739	\$4,000	\$4,000	\$2,226	\$4,000	\$4,000
0011202	5121500	Special Pay		\$2,637	\$2,708	\$3,150	\$3,150	\$1,281	\$0	\$1,800
0011202	5122100	FICA Taxes		\$14,191	\$17,527	\$23,179	\$23,179	\$8,929	\$21,156	\$21,555
0011202	5122200	Retirement Contributions		\$6,751	\$6,874	\$13,208	\$13,208	\$3,489	\$22,124	\$22,397
0011202	5122300	Life & Health Insurance		\$43,146	\$43,275	\$56,048	\$56,048	\$18,212	\$52,472	\$52,472
Personnel Services				\$268,265	\$306,453	\$395,431	\$395,431	\$148,855	\$372,297	\$378,188
0011202	5123100	Professional Services		\$6,098	\$8,103	\$9,000	\$9,000	\$5,399	\$9,000	\$9,700
		PRINTED SUPPLEMENTS FOR CITY'S CODE OF ORDINANCE BOOKS								\$9,700
0011202	5123400	Other Contractual Service		\$7,169	\$8,234	\$7,500	\$7,500	\$0	\$7,800	\$7,800
		OFF-SITE STORING CITY DOCS; RETRIEVAL, SCANNING & RE-FILLING, HARDCOPY FILES AND/OR PLANS; DESTRUCTION OF DOCUMENTS								\$7,800
0011202	5124000	Travel & Per Diem		\$4,440	\$3,641	\$7,600	\$7,600	\$924	\$7,600	\$4,600
		FACC FALL ACADEMY (FLIGHTS/LODGING) 1 CLERK								\$1,500
		FACC SUMMER ACADEMY & CONFERENCE (FLIGHTS/LODGING) 1 CLERK								\$1,500
		IIMC ANNUAL CONFERENCE (FLIGHT/LODGING) 1 CLERK								\$1,600
0011202	5124400	Rentals & Leases		\$1,692	\$2,312	\$2,500	\$2,500	\$762	\$2,300	\$2,300
		KONICA MINOLTA COLOR COPIER MACHINE LEASE (\$200 AVERAGE MONTHLY)								\$2,300
0011202	5124600	Repairs and Maintenance		\$53,627	\$52,464	\$53,500	\$53,500	\$27,054	\$56,105	\$56,105
		BIS DIGITAL PROGRAM AUDIO RECORDING CITY MEETINGS NOT TELEVISED.								\$950
		GRANICUS SOFTWARE SUPPORT & ANNUAL MAINTENANCE								\$21,520
		GRANICUS-ANNUAL FEE FOR AUTOMATED AGENDA PLATFORM SOFTWARE								\$13,535
		IMAGEONE-DOCUMENT RESEARCH SOFTWARE SERVICES MAINTENANCE								\$900
		UPLAND ELECTRONIC FILING CABINET PROGRAM FOR CITY RECORDS (FILEBOUND)								\$15,500
		WEBQA INC. D/B/A GOV QA-FOIA PROGRAM (PUBLIC RECORDS REQUEST ONLY)								\$3,700
0011202	5124800	Promotional Expenses		\$0	\$239	\$0	\$0	\$0	\$0	\$0
0011202	5124900	Other Current Charges		\$27,742	\$32,623	\$19,500	\$19,500	\$10,758	\$20,000	\$20,000

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		ADVERTISEMENTS IN NEWSPAPER								\$17,500
		CLERK OF COURT MONROE COUNTY - RECORDING OF DOCUMENTS								\$2,500
0011202	5125100	Office Supplies		\$387	\$559	\$1,500	\$1,500	\$1,016	\$1,500	\$1,500
		OFFICE PRODUCTS								\$1,500
0011202	5125400	Books-Subscrip-Membership		\$760	\$1,227	\$1,495	\$1,495	\$832	\$1,450	\$1,450
		FLORIDA ASSOCIATION OF CITY CLERKS MEMBERSHIP DUES-3@\$100.00.								\$300
		INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS MEMBERSHIP DUES-3@\$215.00								\$645
		KEY WEST CITIZEN NEWSPAPER HARDCOPY AND ELECTRONIC								\$265
		MONROE COUNTY MUNICIPAL CLERKS ASSOCIATION MEMBERSHIP DUES - 3@\$100.00								\$240
0011202	5125500	Training		\$1,878	\$1,655	\$4,200	\$4,200	\$625	\$4,225	\$3,425
		FACC FALL EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK								\$400
		FACC SUMMER EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK								\$400
		IIMC ANNUAL EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK								\$625
		WEBINARS TO OBTAIN REQUIRED EDUCATION POINTS FOR CERTIFIED MUNICIPAL CLERK DESIGNATION; CMC/MMC APPLICATION FEES								\$2,000
Operating Expenditures				\$103,791	\$111,056	\$106,795	\$106,795	\$47,370	\$109,980	\$106,880
City Clerk - Total				\$372,057	\$417,510	\$502,226	\$502,226	\$196,225	\$482,277	\$485,068

City of Key West
 FY 23/24 BUDGET
 Personnel Allocation

AUTHORIZED BUDGET	
FY22/23	FY23/24
3.50	3.00

1202 CITY CLERK

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY22/23	FY23/24		FY22/23	FY23/24
FULL TIME:			PART TIME:		
City Clerk	1.00	1.00			
Deputy City Clerk	1.00	1.00			
Senior Deputy Clerk	1.00	1.00			
City Clerk - 6 month overlap	0.50	-			
TOTAL FULL TIME:			TOTAL PART TIME:		
	3.50	3.00		-	-

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

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

7.65%

\$17,491 PY \$16,014

<u>COST CENTER/ POSITION TITLE</u>	<u>GRD/ STEP</u>	<u>FY 22/23 Apprvd FTEs</u>	<u>FY 23/24 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 23/24 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>
1202 CITY CLERK																		
CITY CLERK	N	140	1.00	1.00	1.00					138,000	144,900			1,800		11,592		
DEPUTY CITY CLERK	G	116	1.00	1.00	1.00					52,060	54,663					4,373		
SENIOR DEPUTY CITY CLERK	N	126	1.00	1.00	1.00					72,763	76,401					6,112		
			3.00	3.00	3.00	0.00	-	-	0.00	262,823	275,964	0	4,000	1,800	21,555	22,397	52,472	378,188
										2% Merit Inc	Base 5,519	Taxes 422	Pension 210	6,151	Merit Contingency			