

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

Fund: 108 Adaptation and Sustainability

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
1080000	3313602	FEMA Grant		\$0	\$5,057	\$1,174,575	\$1,174,575	\$0	\$0	\$0
1080000	3319000	Other Federal Grants		\$0	\$0	\$0	\$0	\$0	\$0	\$0
InterGovernmental Revenue				\$0	\$5,057	\$1,174,575	\$1,174,575	\$0	\$0	\$0
1080000	3610000	Interest Earnings		\$0	\$2,110	\$0	\$0	\$8,235	\$0	\$5,000
Misc Revenue				\$0	\$2,110	\$0	\$0	\$8,235	\$0	\$5,000
1080000	3810100	General		\$0	\$445,530	\$627,017	\$627,017	\$313,509	\$0	\$1,111,894
		TRANSFER FROM GENERAL FUND FOR OPERATIONAL SUPPORT								\$971,894
		TRANSFER FROM GENERAL FUND FOR CORAL REEF RESTORATION AND MAINTENANCE								\$100,000
		TRANSFER FROM GENERAL FUND FOR WATER QUALITY TESTING								\$40,000
1080000	3811010	Infrastructure		\$0	\$0	\$391,525	\$391,525	\$195,762	\$0	\$0
1080000	3814010	Sewer		\$0	\$58,146	\$0	\$0	\$0	\$0	\$0
1080000	3814030	Solid Waste		\$0	\$25,261	\$0	\$0	\$0	\$0	\$0
1080000	3899001	Fund Balance		\$0	\$0	\$45,117	\$125,117	\$0	\$0	\$113,374
Other Sources				\$0	\$528,937	\$1,063,659	\$1,143,659	\$509,271	\$0	\$1,225,268
Adaptation and Sustainability Revenue - Total				\$0	\$536,104	\$2,238,234	\$2,318,234	\$517,506	\$0	\$1,230,268

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

Fund: 108 Adaptation and Sustainability
 Department: 3702 Water Quality and Conservation

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
1083702	5373100	Professional Services		\$0	\$0	\$280,000	\$280,000	\$0	\$143,700	\$140,000
		COLLEGE OF THE FL KEYS - WATER QUALITY TESTING PROGRAM								\$40,000
		CORAL REEF RESTORATION & MAINTENANCE PROGRAM								\$100,000
1083702	5374800	Promotional Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$1,500
		WATER QUALITY EDUCATIONAL MATERIALS								\$1,500
1083702	5375200	Operating Supplies		\$0	\$0	\$0	\$0	\$0	\$0	\$1,200
		MONOFILAMENT STATIONS (12 @ \$100)								\$1,200
Operating Expenditures				\$0	\$0	\$280,000	\$280,000	\$0	\$143,700	\$142,700
Water Quality and Conservation - Total				\$0	\$0	\$280,000	\$280,000	\$0	\$143,700	\$142,700

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

Fund: 108 Adaptation and Sustainability
 Department: 3801 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
1083801	5381200	Salaries		\$0	\$123,123	\$141,623	\$141,623	\$38,320	\$149,574	\$149,574
1083801	5382100	FICA		\$0	\$9,189	\$10,834	\$10,834	\$2,843	\$11,442	\$11,442
1083801	5382200	Retirement		\$0	\$8,070	\$11,330	\$11,330	\$3,066	\$11,966	\$11,966
1083801	5382300	Life & Health Insurance		\$0	\$26,440	\$32,027	\$32,027	\$7,150	\$34,981	\$34,981
Personnel Services				\$0	\$166,822	\$195,814	\$195,814	\$51,379	\$207,963	\$207,963
1083801	5383200	Accounting & Auditing		\$0	\$0	\$1,543	\$1,543	\$772	\$1,543	\$1,767
		SHARE OF ANNUAL CITY AUDIT								\$1,767
1083801	5384000	Travel & Per Diem		\$0	\$0	\$17,500	\$17,500	\$430	\$0	\$10,000
		RESILIENCY/ADAPT TRAVEL AVAIL TO ALL DEPTS STRAT-PLAN 2-3.6								\$10,000
1083801	5384100	Communications/Postage		\$0	\$0	\$352	\$352	\$0	\$384	\$384
		POSTCARD POSTAGE FOR ADAPTATION OUTREACH PROJECTS (800@0.48)STRAT-PLAN 2-5.3								\$384
1083801	5384800	Promotional Expenses		\$0	\$0	\$850	\$850	\$0	\$850	\$850
		HOST LOCAL LEED FORUMS (\$2@300)								\$600
		OUTREACH EDUCATION BOOTH STRAT-PLAN 2-5.3								\$250
1083801	5384900	Other Current Charges		\$0	\$0	\$0	\$0	\$0	\$600	\$600
		LEGAL ADVERTISING FOR GRANTS								\$600
1083801	5385400	Books-Subscrip-Membership		\$0	\$495	\$1,680	\$1,680	\$0	\$1,845	\$1,845
		SUSTAINABILITY ICLEI MEMBERSHIP								\$1,200
		USGBC FL MEMBERSHIPS: 4@\$161.25 (2 ENG, 1 PLAN, 1 BLDG)STRAT-PLAN 2-3.6								\$645
1083801	5385500	Training		\$0	\$1,230	\$3,245	\$3,245	\$530	\$0	\$5,000
		RESILIENCY/ADAPT TRAVEL AVAIL TO ALL DEPTSSTRAT-PLAN 2-3.6								\$5,000
Operating Expenditures				\$0	\$1,725	\$25,170	\$25,170	\$1,732	\$5,222	\$20,446

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

Fund: 108 Adaptation and Sustainability
 Department: 3801 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
1083801	5389100	Transfers		\$0	\$0	\$65,644	\$65,644	\$32,822	\$80,204	\$80,204
		TRANSFER TO GENERAL FUND FOR INDIRECT COSTS FY24								\$80,204
Transfers				\$0	\$0	\$65,644	\$65,644	\$32,822	\$80,204	\$80,204
1083801	5389803	Operating		\$0	\$0	\$0	\$0	\$0	\$0	\$0
1083801	5389804	Salary Contingency		\$0	\$0	\$3,276	\$3,276	\$0	\$0	\$3,460
Reserves				\$0	\$0	\$3,276	\$3,276	\$0	\$0	\$3,460
General Administration - Total				\$0	\$168,547	\$289,904	\$289,904	\$85,933	\$293,389	\$312,073

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

Fund: 108 Adaptation and Sustainability

Department: 3806 Adaptation

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
1083806	5383100	Professional Services		\$0	\$36,177	\$0	\$0	\$30,619	\$625,000	\$100,000
		CITY BUILDING ADAPTATION SURVEYS (10 @ \$10K)								\$100,000
1083806	5383400	Other Contractual Service		\$0	\$0	\$0	\$0	\$0	\$0	\$0
1083806	5384000	Travel & Per Diem		\$0	\$2,049	\$0	\$0	\$0	\$22,300	\$0
1083806	5384100	Communications/Postage		\$0	\$0	\$0	\$0	\$0	\$0	\$0
1083806	5384600	Repairs and Maintenance		\$0	\$6,743	\$0	\$0	\$40,456	\$555,000	\$25,000
		WATER EFFICIENCIES CITY BUILDINGS (5 @ 5K)								\$25,000
		AS38062201 - PUBLIC SERVICE BUILDINGS WIND RETROFIT (CARRY FORWARD - \$766,683)								\$0
		AS38062202 - FIRE STATION ONE WIND RETROFIT (CARRY FORWARD \$243,793)								\$0
1083806	5384800	Promotional Expenses		\$0	\$1,535	\$0	\$0	\$0	\$0	\$0
1083806	5385100	Office Supplies		\$0	\$0	\$0	\$0	\$0	\$0	\$0
1083806	5385200	Operating Supplies		\$0	\$0	\$0	\$0	\$0	\$0	\$0
1083806	5385400	Books-Subscrp-Membership		\$0	\$0	\$550	\$550	\$0	\$550	\$550
		AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS								\$150
		SE & CARIBBEAN DISASTER RESILIENCE MEMBERSHIPS								\$100
		SOUTHEAST SUSTAINABILITY DIRECTOR'S NETWORK								\$300
1083806	5385500	Training		\$0	\$2,780	\$0	\$0	\$540	\$4,750	\$0
Operating Expenditures				\$0	\$49,284	\$550	\$550	\$71,615	\$1,207,600	\$125,550
1083806	5386300	Infrastructure		\$0	\$0	\$1,566,100	\$1,566,100	\$0	\$0	\$0
Capital Outlay				\$0	\$0	\$1,566,100	\$1,566,100	\$0	\$0	\$0
Adaptation - Total				\$0	\$49,284	\$1,566,650	\$1,566,650	\$71,615	\$1,207,600	\$125,550

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

Fund: 108 Adaptation and Sustainability

Department: 3807 Energy

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
1083807	5383100	Professional Services		\$0	\$0	\$0	\$0	\$0	\$380,000	\$0
1083807	5384000	Travel & Per Diem		\$0	\$0	\$1,100	\$1,100	\$0	\$2,500	\$2,500
		ENERGY MANAGER TRAINING - FSEC COMMERCIAL AUDITOR								\$2,500
1083807	5384302	Electricity		\$0	\$0	\$0	\$0	\$0	\$521,000	\$521,000
		SOLAR POWER PURCHASING FROM MAINLAND								\$521,000
1083807	5384600	Repairs and Maintenance		\$0	\$15,834	\$80,000	\$149,425	\$68,242	\$275,000	\$125,000
		ENERGY UPGRADES - CITY BLDGS (5 @ \$25K)								\$125,000
1083807	5385400	Books-Subscrp-Membership		\$0	\$0	\$80	\$80	\$0	\$0	\$0
1083807	5385500	Training		\$0	\$0	\$500	\$500	\$0	\$1,445	\$1,445
		FLORIDA COMMERCIAL ENERGY AUDITOR CERTIFICATION								\$1,445
Operating Expenditures				\$0	\$15,834	\$81,680	\$151,105	\$68,242	\$1,179,945	\$649,945
1083807	5386400	Machinery & Equipment		\$0	\$0	\$0	\$10,575	\$10,557	\$0	\$0
Capital Outlay				\$0	\$0	\$0	\$10,575	\$10,557	\$0	\$0
Energy - Total				\$0	\$15,834	\$81,680	\$161,680	\$78,799	\$1,179,945	\$649,945

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

Fund: 108 Adaptation and Sustainability

Department: 3808 Sustainability

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
1083808	5383100	Professional Services		\$0	\$3,500	\$0	\$0	\$0	\$0	\$0
1083808	5384000	Travel & Per Diem		\$0	\$2,686	\$0	\$0	\$0	\$0	\$0
1083808	5384600	Repairs and Maintenance		\$0	\$0	\$20,000	\$20,000	\$0	\$0	\$0
1083808	5385400	Books-Subscrip-Membership		\$0	\$1,950	\$0	\$0	\$0	\$0	\$0
1083808	5385500	Training		\$0	\$2,699	\$0	\$0	\$0	\$0	\$0
Operating Expenditures				\$0	\$10,835	\$20,000	\$20,000	\$0	\$0	\$0
Sustainability - Total				\$0	\$10,835	\$20,000	\$20,000	\$0	\$0	\$0
Adaptation and Sustainability Fund Expenditures - Total				\$0	\$244,499	\$2,238,234	\$2,318,234	\$236,247	\$2,824,634	\$1,230,268

City of Key West
 FY 23/24 BUDGET
 Personnel Allocation

AUTHORIZED BUDGET	
FY22/23	FY23/24
2.00	2.00

108 3801 ADAPTATION AND SUSTAINABILITY

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY22/23	FY23/24		FY22/23	FY23/24
FULL TIME:			PART TIME:		
Sustainability Coordinator	1.00	1.00			
Adaptation and Energy Coordinator	1.00	1.00			
TOTAL FULL TIME:	2.00	2.00	TOTAL PART TIME:	-	-

**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>
108 ADAPTATION AND SUSTAINABILITY																		
ADAPTATION/ENERGY COORDINATOR	N 120	1.00	1.00	1.00						58,594	61,524					4,922		
SUSTAINABILITY COORDINATOR	N 127	1.00	1.00	1.00						83,857	88,050					7,044		
										142,451	149,574	0	0	0	11,442	11,966	34,981	207,963
										2% Merit Inc	Base 2,991	Taxes 229	Pension 239	3,460	Merit Contingency			

FY 2023-2024 Carry Forward

Fund 108 Adaptation & Sustainability

FUND	PROJECT	DESCRIPTION	PTD BUDGET	Exp. To Date PTD TOTAL	ENCUMBRANCES	Grant Revenue	Committed Project Amt
108	AS38062201	Public Service Wind Retrofit	\$ 844,674	\$ 77,991	\$ 70,363	\$ 457,049	\$ 309,634
108	AS38062202	FS1 Wind Retrofit	\$ 243,793	\$ -	\$ -	\$ 66,412	\$ 177,381
108	AS38062203	Adaptation/Resiliency Plan	\$ 1,405,000	\$ 66,796	\$ -	\$ 1,405,000	\$ -
							\$ 487,015
							\$ 659,283 Available Fund Balance A/O July 16, 2023
							<u>\$ 172,268</u> Available Fund Balance A/O July 16, 2023 - After CIP
							\$ 2,500 Interest Income for Balance of FY23
							\$ 169,757 Remainder Transfers in FY23
							\$ 284,584 ARPA Allocation for LIDAR Data
							\$ (10,941) Remainder Transfers Out FY23
							\$ (21,644) Outstanding Salaries FY23
							\$ (260,000) Outstanding Encumbrances - Water Quality FY23
							\$ (5,000) Outstanding Encumbrances - Admin FY23
							\$ (218,150) Outstanding Encumbrances - Adaptation FY23
							\$ 113,374 FY 23-24 Carry Forward