

Fund: 001 General Fund
Department: 1202 City Clerk

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City of Key West
Annual Budget
Fiscal Year 2024/2025

Fund: 001 General Fund
Department: 1202 City Clerk

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	FY 2024/2025 CC Adopted
0011202	5125100	Office Supplies		\$559	\$1,256	\$1,500	\$1,500	\$388	\$1,500	\$1,500	\$1,500
0011202	5125400	Books-Subscrip-Membership		\$1,227	\$932	\$20,650	\$20,650	\$20,081	\$1,110	\$1,110	\$1,110
		FLORIDA ASSOCIATION OF CITY CLERKS MEMBERSHIP DUES-2@\$100.00.									\$200
		INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS MEMBERSHIP DUES-2@\$215.00									\$430
		KEY WEST CITIZEN NEWSPAPER HARDCOPY AND ELECTRONIC									\$280
		MONROE COUNTY MUNICIPAL CLERKS ASSOCIATION MEMBERSHIP DUES - 2@\$100.00									\$200
0011202	5125500	Training		\$1,655	\$1,580	\$3,425	\$3,425	\$1,518	\$3,525	\$3,525	\$3,525
		FACC FALL EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK									\$450
		FACC SUMMER EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK									\$450
		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				\$111,056	\$114,936	\$112,680	\$112,680	\$64,453	\$120,450	\$124,300	\$125,300
City Clerk - Total				\$417,510	\$480,937	\$494,082	\$494,082	\$225,988	\$518,323	\$522,173	\$531,459

1202 CITY CLERK

AUTHORIZED BUDGET	
FY23/24	FY24/25
3.00	3.00

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY23/24	FY24/25		FY23/24	FY24/25
FULL TIME:			PART TIME:		
Administrative Clerk	1.00	1.00			
City Clerk	1.00	1.00			
Senior Deputy Clerk	1.00	1.00			
TOTAL FULL TIME:	3.00	3.00	TOTAL PART TIME:	-	-

SALARY BUDGET
FY 24/25 POSITION CONTROL

FY 24/25 POSITION CONTROL											SS Cap (does not incl Med) 174,900 FY25		7.65%		\$17,713		PY \$17,491		
COST CENTER/ POSITION TITLE	GRD/ STEP	FY 23/24 Apprvd FTEs	FY 24/25 Proposed FTEs	Health Insurance FTEs	PART TIME	CTRCT COUNT	TEMP COUNT	Notes	Change in FTEs	Annual Salary	12 FY 24/25 Salary	12 Longevity	14 Over time	15 Special Pay	21 FICA Medicare	22 Retire Contrib	23 Health Life Ins	TOTAL	
1202 CITY CLERK																			
ADMINISTRATIVE CLERK	G 116	1.00	1.00	1.00						59,851	62,844					6,284			
CITY CLERK	N 140	1.00	1.00	1.00		1.00				144,900	152,145			1,800		15,215			
SENIOR DEPUTY CITY CLERK	N 126	1.00	1.00	1.00						77,547	81,424					8,142			
		3.00	3.00	3.00	0.00	1.00	-		0.00	282,298	296,413	0	2,000	1,800	22,966	29,841	53,139	406,160	
											2% Merit Inc	Base 5,928	Taxes 454	Pension 467	6,849	Merit Contingency			