

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

Fund: 120 Community Development Fund  
 Department: 0000 Revenue

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2024/2025 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review
1200000	3316900	Other Human Services		\$0	\$543,345	\$506,521	\$506,521	\$0	\$506,521	\$506,521
<b>InterGovernmental Revenue</b>				<b>\$0</b>	<b>\$543,345</b>	<b>\$506,521</b>	<b>\$506,521</b>	<b>\$0</b>	<b>\$506,521</b>	<b>\$506,521</b>
1200000	3610000	Interest Earnings		\$0	\$12,204	\$0	\$0	\$0	\$20,000	\$20,000
<b>Misc Revenue</b>				<b>\$0</b>	<b>\$12,204</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>
1200000	3810100	General		\$0	\$0	\$0	\$0	\$0	\$0	\$207,883
		TRANSFER IN FOR OPERATIONAL SUPPORT								\$207,883
1200000	3811040	Affordable Housing		\$0	\$0	\$139,217	\$389,217	\$250,000	\$0	\$360,000
		TRANSFER IN FOR HOMEBUYERS ASSISTANCE PROGRAM								\$360,000
1200000	3899001	Fund Balance		\$0	\$0	\$0	\$0	\$0	\$0	\$492,128
		CASH CARRY FORWARD								\$31,109
		DOWN PAYMENT ASSISTANCE PROGRAM								\$200,000
		HOPWA ACCOUNT FUND BALANCE								\$15,619
		MOVE IN ASSISTANCE PROGRAM								\$245,400
<b>Other Sources</b>				<b>\$0</b>	<b>\$0</b>	<b>\$139,217</b>	<b>\$389,217</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$1,060,011</b>
<b>Community Development Fund Revenue - Total</b>				<b>\$0</b>	<b>\$555,549</b>	<b>\$645,738</b>	<b>\$895,738</b>	<b>\$250,000</b>	<b>\$526,521</b>	<b>\$1,586,532</b>

City of Key West  
 FY 24/25 BUDGET  
 Personnel Allocation

AUTHORIZED BUDGET	
FY23/24	FY24/25
1.00	1.00

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY23/24	FY24/25		FY23/24	FY24/25
<b>FULL TIME:</b>			<b>PART TIME:</b>		
Housing & Community Dev Director	1.00	1.00			
TOTAL FULL TIME:	1.00	1.00	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>
<b>120 COMMUNITY DEVELOPMENT OFFICE</b>																		
COMMUNITY DEV PROGRAM DIRECTOR	136	1.00	1.00	1.00	0.00	0.00	0.00		0.00	107,100	112,455			4,200		8,996		
		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>107,100</b>	<b>112,455</b>	<b>0</b>	<b>0</b>	<b>4,200</b>	<b>8,924</b>	<b>8,996</b>	<b>17,713</b>	<b>152,289</b>
									2% Merit Inc		<b>Base 2,249</b>	<b>Taxes 172</b>	<b>Pension 180</b>	<b>2,601</b>	<b>Merit Contingency</b>			

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

Fund: 120 Community Development Fund

Department: 5401 Administration

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2024/2025 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review
1205401	5541200	Regular Salaries & Wages		\$0	\$62,756	\$105,000	\$105,000	\$48,462	\$112,455	\$112,455
1205401	5541500	Special Pay		\$0	\$0	\$4,200	\$4,200	\$2,100	\$4,200	\$4,200
1205401	5542100	FICA		\$0	\$0	\$8,354	\$8,354	\$3,843	\$8,924	\$8,924
1205401	5542200	Retirement Contributions		\$0	\$0	\$8,400	\$8,400	\$3,877	\$8,996	\$8,996
1205401	5542300	Life & Health Insurance		\$0	\$47,987	\$17,491	\$17,491	\$7,702	\$17,713	\$17,713
<b>Personnel Services</b>				<b>\$0</b>	<b>\$110,743</b>	<b>\$143,445</b>	<b>\$143,445</b>	<b>\$65,983</b>	<b>\$152,288</b>	<b>\$152,288</b>
1205401	5543100	Professional Services		\$0	\$0	\$0	\$150,333	\$150,333	\$0	\$0
1205401	5543200	Accounting & Auditing		\$0	\$6,600	\$0	\$0	\$0	\$402	\$402
SHARE OF ANNUAL CITY AUDIT										\$402
1205401	5544000	Travel & Per Diem		\$0	\$0	\$2,000	\$2,000	\$0	\$2,000	\$2,000
TRAVEL TO FLORIDA HOUSING COALITION CONFERENCE										\$2,000
1205401	5544100	Communications/Postage		\$0	\$512	\$0	\$0	\$0	\$1,500	\$1,500
CERTIFIED MAIL										\$1,500
1205401	5544400	Rentals & Leases		\$0	\$11,401	\$1,000	\$1,000	\$0	\$0	\$1,000
PRINTER LEASE										\$1,000
1205401	5544700	Printing & Binding		\$0	\$0	\$626	\$626	\$0	\$626	\$626
1205401	5544900	Other Current Charges		\$0	(\$953)	\$912	\$912	\$0	\$912	\$912
LEGAL NOTICES FOR MEETINGS										\$912
1205401	5545100	Office Supplies		\$0	\$241	\$2,500	\$2,500	\$286	\$2,500	\$2,500
1205401	5545400	Books-Subscrip-Membership		\$0	\$0	\$1,000	\$1,000	\$0	\$9,000	\$8,000
HOUSING SOFTWARE SUBSCRIPTION										\$8,000
1205401	5545500	Training		\$0	\$0	\$500	\$500	\$0	\$605	\$605

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

Fund: 120 Community Development Fund  
 Department: 5401 Administration

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2024/2025 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review
		FLORIDA HOUSING COALITION CONFERENCE REGISTRATION								\$605
<b>Operating Expenditures</b>				<b>\$0</b>	<b>\$17,802</b>	<b>\$8,538</b>	<b>\$158,871</b>	<b>\$150,619</b>	<b>\$17,545</b>	<b>\$17,545</b>
1205401	5548200	Aid to Pvt. Organizations		\$0	\$529,247	\$491,326	\$491,326	\$285,357	\$618,089	\$491,326
		HOPWA PAYMENTS								\$491,326
1205401	5548300	Other Grants & Aids		\$0	\$0	\$0	\$0	\$3,500	\$0	\$0
<b>Grants and Aid</b>				<b>\$0</b>	<b>\$529,247</b>	<b>\$491,326</b>	<b>\$491,326</b>	<b>\$288,857</b>	<b>\$618,089</b>	<b>\$491,326</b>
1205401	5549100	Transfers		\$0	\$0	\$0	\$0	\$0	\$11,162	\$11,162
		TRANSFER TO GENERAL FUND FOR INDIRECT COSTS FY24								\$11,162
<b>Transfers</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,162</b>	<b>\$11,162</b>
1205401	5549803	Operating		\$0	\$0	\$0	\$99,667	\$0	\$0	\$836,638
		DOWN PAYMENT ASSISTANCE PROGRAM								\$560,000
		HOPWA ACCOUNT FUND BALANCE								\$31,238
		MOVE IN ASSISTANCE PROGRAM								\$245,400
		OPERATING RESERVE								\$0
1205401	5549804	Salary Contingency		\$0	\$0	\$2,429	\$2,429	\$0	\$77,573	\$77,573
		RESERVE FOR MERIT INCREASES								\$2,601
		RESERVE FOR NEW POSITION								\$74,972
<b>Reserves</b>				<b>\$0</b>	<b>\$0</b>	<b>\$2,429</b>	<b>\$102,096</b>	<b>\$0</b>	<b>\$77,573</b>	<b>\$914,211</b>
<b>Community Development Fund Expenditures - Total</b>				<b>\$0</b>	<b>\$657,792</b>	<b>\$645,738</b>	<b>\$895,738</b>	<b>\$505,460</b>	<b>\$876,657</b>	<b>\$1,586,532</b>

FY 2024-2025 Carry Forward  
Fund 120 CDO  
Updated - July 1, 2024

FUND	PROJECT	DESCRIPTION	PTD BUDGET	Exp. To Date PTD TOTAL	ENCUMBRANCES	PTD BALANCE	Committed Project Amt
							\$ -
							\$ 407,339 HOPWA Account
							\$ 10,394 Mayor's Revolving Loan
							\$ 283,787 Operating Account
							\$ (402,060) Claim On Cash
							\$ 299,459 Available Fund Balance
							<u>\$ 299,459</u> Available Fund Balance - After CIP
							\$ 200,000 FY2022 Down Payment Assistance Allocation
							\$ 217,065 HOPWA Allocations
							\$ 20,000 Interest for FY24
							\$ (212,000) HOPWA Payments
							\$ (31,397) Remaining Salaries for FY24
							\$ (1,000) Operating Expenditures Remaining FY24
							<b>\$ 492,128</b> FY 24-25 Carry Forward