

City of Key West
Annual Budget
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	FY 2024/2025 CC Adopted
1200000	3316900	Other Human Services		\$0	\$543,345	\$506,521	\$506,521	\$0	\$506,521	\$506,521	\$506,521
InterGovernmental Revenue				\$0	\$543,345	\$506,521	\$506,521	\$0	\$506,521	\$506,521	\$506,521
1200000	3610000	Interest Earnings		\$0	\$12,204	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000
Misc Revenue				\$0	\$12,204	\$0	\$0	\$0	\$20,000	\$20,000	\$20,000
1200000	3810100	General		\$0	\$0	\$0	\$0	\$0	\$0	\$207,883	\$0
1200000	3811040	Affordable Housing		\$0	\$0	\$139,217	\$389,217	\$250,000	\$0	\$360,000	\$360,000
TRANSFER IN FOR HOMEBUYERS ASSISTANCE PROGRAM											\$360,000
1200000	3899001	Fund Balance		\$0	\$0	\$0	\$0	\$0	\$0	\$492,128	\$675,858
CASH CARRY FORWARD											\$230,458
DOWN PAYMENT ASSISTANCE PROGRAM											\$200,000
MOVE IN ASSISTANCE PROGRAM											\$245,400
Other Sources				\$0	\$0	\$139,217	\$389,217	\$250,000	\$0	\$1,060,011	\$1,035,858
Community Development Fund Revenue - Total				\$0	\$555,549	\$645,738	\$895,738	\$250,000	\$526,521	\$1,586,532	\$1,562,379

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
FULL TIME:			PART TIME:		
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>
120 COMMUNITY DEVELOPMENT OFFICE																		
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		
		1.00	1.00	1.00	0.00	0.00	0.00		0.00	107,100	112,455	0	0	4,200	8,924	8,996	17,713	152,289
									2% Merit Inc		Base 2,249	Taxes 172	Pension 180	2,601	Merit Contingency			

City of Key West
Annual Budget
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	FY 2024/2025 CC Adopted
1205401	5541200	Regular Salaries & Wages		\$0	\$62,756	\$105,000	\$105,000	\$48,462	\$112,455	\$112,455	\$112,455
1205401	5541500	Special Pay		\$0	\$0	\$4,200	\$4,200	\$2,100	\$4,200	\$4,200	\$4,200
1205401	5542100	FICA		\$0	\$0	\$8,354	\$8,354	\$3,843	\$8,924	\$8,924	\$8,924
1205401	5542200	Retirement Contributions		\$0	\$0	\$8,400	\$8,400	\$3,877	\$8,996	\$8,996	\$8,996
1205401	5542300	Life & Health Insurance		\$0	\$47,987	\$17,491	\$17,491	\$7,702	\$17,713	\$17,713	\$17,713
Personnel Services				\$0	\$110,743	\$143,445	\$143,445	\$65,983	\$152,288	\$152,288	\$152,288
1205401	5543100	Professional Services		\$0	\$0	\$0	\$150,333	\$150,333	\$0	\$0	\$0
1205401	5543200	Accounting & Auditing		\$0	\$6,600	\$0	\$0	\$0	\$402	\$402	\$402
SHARE OF ANNUAL CITY AUDIT											
\$402											
1205401	5544000	Travel & Per Diem		\$0	\$0	\$2,000	\$2,000	\$0	\$2,000	\$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	\$1,500
CERTIFIED MAIL											
\$1,500											
1205401	5544400	Rentals & Leases		\$0	\$11,401	\$1,000	\$1,000	\$0	\$0	\$1,000	\$1,000
PRINTER LEASE											
\$1,000											
1205401	5544700	Printing & Binding		\$0	\$0	\$626	\$626	\$0	\$626	\$626	\$626
1205401	5544900	Other Current Charges		\$0	(\$953)	\$912	\$912	\$0	\$912	\$912	\$912
LEGAL NOTICES FOR MEETINGS											
\$912											
1205401	5545100	Office Supplies		\$0	\$241	\$2,500	\$2,500	\$286	\$2,500	\$2,500	\$2,500
1205401	5545400	Books-Subscrip-Membership		\$0	\$0	\$1,000	\$1,000	\$0	\$9,000	\$8,000	\$8,000
HOUSING SOFTWARE SUBSCRIPTION											
\$8,000											
1205401	5545500	Training		\$0	\$0	\$500	\$500	\$0	\$605	\$605	\$605
FLORIDA HOUSING COALITION CONFERENCE REGISTRATION											
\$605											
Operating Expenditures				\$0	\$17,802	\$8,538	\$158,871	\$150,619	\$17,545	\$17,545	\$17,545

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1205401	5548200	Aid to Pvt. Organizations		\$0	\$529,247	\$491,326	\$491,326	\$285,357	\$618,089	\$491,326	\$491,326
		HOPWA PAYMENTS									\$491,326
1205401	5548300	Other Grants & Aids		\$0	\$0	\$0	\$0	\$3,500	\$0	\$0	\$0
Grants and Aid				\$0	\$529,247	\$491,326	\$491,326	\$288,857	\$618,089	\$491,326	\$491,326
1205401	5549100	Transfers		\$0	\$0	\$0	\$0	\$0	\$11,162	\$11,162	\$11,162
		TRANSFER TO GENERAL FUND FOR INDIRECT COSTS FY24									\$11,162
Transfers				\$0	\$0	\$0	\$0	\$0	\$11,162	\$11,162	\$11,162
1205401	5549803	Operating		\$0	\$0	\$0	\$99,667	\$0	\$0	\$836,638	\$813,772
		DOWN PAYMENT ASSISTANCE PROGRAM									\$560,000
		MOVE IN ASSISTANCE PROGRAM									\$245,400
		OPERATING RESERVE									\$8,372
1205401	5549804	Salary Contingency		\$0	\$0	\$2,429	\$2,429	\$0	\$77,573	\$77,573	\$76,286
		RESERVE FOR MERIT INCREASES									\$2,601
		RESERVE FOR NEW POSITION									\$73,685
Reserves				\$0	\$0	\$2,429	\$102,096	\$0	\$77,573	\$914,211	\$890,058
Community Development Fund Expenditures - Total				\$0	\$657,792	\$645,738	\$895,738	\$505,460	\$876,657	\$1,586,532	\$1,562,379

FY 2024-2025 Carry Forward
Fund 120 CDO
Updated - August 22, 2024

FUND	PROJECT	DESCRIPTION	PTD BUDGET	Exp. To Date PTD TOTAL	ENCUMBRANCES	PTD BALANCE	Committed Project Amt
							\$ -
							\$ 515,024 HOPWA Account
							\$ 10,945 Mayor's Revolving Loan
							\$ 286,294 Operating Account
							\$ 250,271 Move In Assistance Loan
							\$ (430,341) Claim On Cash
							\$ 632,193 Available Fund Balance
							<u>\$ 632,193 Available Fund Balance - After CIP</u>
							\$ 142,796 HOPWA Allocations
							\$ 5,000 Interest for FY24
							\$ (92,665) HOPWA Payments
							\$ (10,466) Remaining Salaries for FY24
							\$ (1,000) Operating Expenditures Remaining FY24
							\$ 675,858 FY 24-25 Carry Forward