City of Key West

Budget Preparation Worksheets Fiscal Year 2023/2024

Fund: 001 General Fund

Department: 1201 City Manager

Vav	Object	Account Description	Cotogony	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2022/2023	FY 2022/2023	FY 2023/2024	FY 2023/2024
Key	Object	Account Description	Category	Actuals	Actuals	Adopted	6 Mth Amnd	6 Mth Actuals	Dept Req	CM Review
0011201	5121200	Regular Salaries & Wages		\$695,749	\$718,110	\$875,083	\$939,110	\$357,283	\$779,400	\$786,083
0011201		Overtime		\$2,964	\$7,10,110	\$5,500	\$5,500		\$5,500	\$5,500
0011201		Special Pay		\$4,726	\$6,010	\$10,260	\$10,260		\$8,640	\$12,840
0011201		FICA Taxes		\$47,912		\$61,713	\$66,611	. ,	\$54,981	\$55,344
0011201		Retirement Contributions		\$55,648	\$56,252	\$64,140	\$69,262		\$50,685	\$63,327
0011201		Life & Health Insurance		\$80,376	\$88,494	\$120,102	\$136,116		\$122,434	\$122,434
			Personnel Services	\$887,374	\$925,225	\$1,136,798	\$1,226,859	\$453,628	\$1,021,640	\$1,045,528
0011201	5123100	Professional Services		\$59,020	\$2,200	\$50,000	\$50,000	\$19,637	\$50,000	\$30,000
		STRATEGIC PLANNIN	G							\$30,000
0011201	5123400	Other Contractual Service		\$0	\$45,818	\$0	\$0	\$0	\$0	\$0
0011201	5124000	Travel & Per Diem		\$0	\$448	\$4,900	\$4,900	\$6,567	\$1,500	\$4,500
		ADA CONFERENCE T CITY MANAGER FLOF FCCMA TRAVEL								\$1,500 \$1,500 \$1,500
0011201	5124100	Communications/Postage		\$431	\$423	\$300	\$300	\$134	\$700	\$250
		EXPRESS MAIL FOR (CITY HALL DEPARTMENTS							\$250
0011201	5124400	Rentals & Leases		\$3,756	\$4,461	\$4,000	\$4,000	\$846	\$5,000	\$4,500
		COPIER LEASE OTHER MISC. RENTA	LS & OVERAGES							\$4,000 \$500
0011201	5124700	Printing & Binding		\$276	\$581	\$800	\$800	\$21	\$800	\$550
		BUSINESS CARDS, EI NOISE EXEMPTION C								\$250 \$300
0011201	5124800	Promotional Expenses		\$3,028	\$12,541	\$25,700	\$27,200	\$2,706	\$40,990	\$1,040
		KWBG/KWCC LUNCHI MILITARY AFFAIRS BI OTHER PROMOTIONA	REAKFAST/LUNCHEONS							\$360 \$180 \$500

City of Key West

Budget Preparation Worksheets Fiscal Year 2023/2024

Fund: 001 General Fund

Department: 1201 City Manager

Kov	Key Object Accou		Description	Catagony	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2022/2023	FY 2022/2023	FY 2023/2024	FY 2023/2024	
Rey	Object	Account	Description	Category	Actuals	Actuals	Adopted	6 Mth Amnd	6 Mth Actuals	Dept Req	CM Review	
0011201	5124900	Other Current Charge	es		\$968	\$1,552	\$5,500	\$6,000	\$1,850	\$5,500	\$3,000	
			MISCELLANEOUS ADVER	TISEMENT							\$3,000	
0011201	5125100	Office Supplies			\$2,013	\$2,075	\$2,000	\$2,000	\$1,427	\$2,100	\$1,500	
0011201	5125200	Operating Supplies			\$297	\$659	\$375	\$375	\$337	\$375	\$3,875	
			CITY COMMISSION MEET STAFF SHIRTS	ING SUPPLIES							\$3,500 \$375	
0011201	5125400	Books-Subscrp-Meml	bership		\$7,593	\$9,817	\$13,214	\$13,214	\$4,858	\$11,719	\$12,019	
			BUSINESS GUILD MEMBE CHAMBER OF COMMERC COOKE COMM CITY MAN. FCCMA FL KEYS LEADERSHIP MO FL LEAGUE OF CITIES ICMA DUES ICMA SUBSCRIPTION MULTIPLE LISTING SERVI NATIONAL LEAGUE OF CI SMARTSHEETS SUBSCRI	E AGER NEWSPAPER SUBS DNROE COUNTY ICE MEMBERSHIP FOR SE TIES		MANAGER					\$225 \$348 \$208 \$540 \$1,500 \$3,196 \$1,400 \$149 \$1,300 \$1,953 \$1,200	
0011201	5125500	Training			\$0	\$0	\$5,900	\$5,900	\$0	\$8,400	\$2,500	
			ADA CONFERENCE FCCMA CONFERENCE MISC. TRAINING								\$1,000 \$1,000 \$500	
			Ор	erating Expenditures	\$77,380	\$80,574	\$112,689	\$114,689	\$38,382	\$127,084	\$63,734	
			City Manager - Total		\$964,755	\$1,005,799	\$1,249,487	\$1,341,548	\$492,010	\$1,148,724	\$1,109,262	

City of Key West
FY 23/24 BUDGET
Porsonnal Allocation

AUTHORIZED BUDGET FY22/23 FY23/24										
BUDGET										
FY22/23	FY23/24									
8.50	7.00									

1201 CITY MANAGER

TOTAL:

	AUTHO	RIZED	AUTHORIZED			
POSITION TITLE		GET	POSITION TITLE	BUDGET		
	FY22/23	FY23/24		FY22/23	FY23/24	
FULL TIME:			PART TIME:			
Assistant City Manager	1.00	1.00				
City Manager	1.00	1.00				
Exec Administrator to ACM	1.00	1.00				
Exec Administrator to CM	1.00	1.00				
Senior Grants Administrator	1.00	-				
Senior Property Manager	1.00	1.00				
Special Events Administrator	1.00	1.00				
Special Projects Coordinator	1.00	1.00				
City Manager - 6 month overlap	0.50	-				
TOTAL FULL TIME:	8.50	7.00	TOTAL PART TIME:	-	-	

SALARY BUDGET FY 23/24 POSITION CONTROL

COST CENTER/ POSITION TITLE 1201 CITY MANAGER	GRD/ STEP	-		FY 23/24 Proposed <u>FTEs</u>	Health Insurance <u>FTEs</u>			TEMP COUNT Note	Change in s FTEs	Annual Salary	12 FY 23/24 Salary	12 Longevity	14 Over time	15 Special Pay	21 FICA Medicare	22 Retire Contrib	23 Health Life Ins	TOTAL
ASST CITY MANAGER	U 1	38	1.00	1.00	1.00					163,863	172,056			4,200	(995)	13,764		
CITY MANAGER	C 1	40	1.00	1.00	1.00		1.00			225,000	236,250			7,800	(5,199)	18,900		
EXEC ADMINISTRATOR TO ACM	N 1	18	1.00	1.00	1.00					73,384	77,053					6,164		
EXEC ADMINISTRATOR TO CM	N 1	21	1.00	1.00	1.00					60,362	63,380			360		5,070		
SENIOR GRANTS ADMINISTRATOR	N 1	24	1.00	0.00	0.00					78,756								
SENIOR PROPERTY MANAGER	N 1	30	1.00	1.00	1.00					80,330	84,347			480		6,748		
SPECIAL EVENTS ADMINISTRATOR	N 1	18	1.00	1.00	1.00					80,410	84,430					6,754		
SPECIAL PROJECTS COORDINATOR	N 1	23	1.00	1.00	1.00					65,302	68,567			360		5,485		
			8.00	7.00	7.00	0.00	1.00	0.00	-1.00	827,407	786,083	0	5,500	12,840	55,344	51,087	122,434	1,033,288

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

Taxes Pension

841

Base

10,997

2% Merit Inc

\$17,491 PY \$16,014

7.65%

880 12,718 Merit Contingency