

City of Key West
Budget Preparation Worksheets
Fiscal Year 2025/2026

Fund: 120 Community Development Fund

Department: 0000 Revenue

Key	Object	Account Description	Category	FY 2022/2023 Actuals	FY 2023/2024 Actuals	FY 2024/2025 Adopted	FY 2024/2025 6 Mth Amnd	FY 2024/2025 6 Mth Actuals	FY 2025/2026 Dept Req	FY 2025/2026 CM Review
1200000	3316900	Other Human Services		\$543,345	\$593,042	\$506,521	\$506,521	\$256,007	\$500,600	\$500,600
		HOPWA GRANT								\$500,600
InterGovernmental Revenue				\$543,345	\$593,042	\$506,521	\$506,521	\$256,007	\$500,600	\$500,600
1200000	3610000	Interest Earnings		\$12,204	\$20,278	\$20,000	\$20,000	\$13,415	\$0	\$20,000
1200000	3619150	Loan Int Earned		\$533	\$299	\$0	\$0	\$55	\$0	\$0
Misc Revenue				\$12,737	\$20,577	\$20,000	\$20,000	\$13,470	\$0	\$20,000
1200000	3811040	Affordable Housing		\$0	\$589,217	\$360,000	\$360,000	\$360,000	\$0	\$475,000
		HOMEBUYERS ASSISTANCE PROGRAM 5 UNITS AT \$20,000								\$100,000
		TRANSFER FROM AFFORDABLE HOUSING FUND FOR OPERATIONAL SUPPORT								\$375,000
1200000	3899001	Fund Balance		\$0	\$0	\$675,858	\$675,858	\$0	\$0	\$78,749
Other Sources				\$0	\$589,217	\$1,035,858	\$1,035,858	\$360,000	\$0	\$553,749
Community Development Fund Revenue - Total				\$556,082	\$1,202,837	\$1,562,379	\$1,562,379	\$629,477	\$500,600	\$1,074,349

City of Key West
Budget Preparation Worksheets
Fiscal Year 2025/2026

Fund: 120 Community Development Fund

Department: 5401 Administration

Key	Object	Account Description	Category	FY 2022/2023 Actuals	FY 2023/2024 Actuals	FY 2024/2025 Adopted	FY 2024/2025 6 Mth Amnd	FY 2024/2025 6 Mth Actuals	FY 2025/2026 Dept Req	FY 2025/2026 CM Review
1205401	5541200	Regular Salaries & Wages		\$62,756	\$106,647	\$112,455	\$112,455	\$56,975	\$182,435	\$130,534
1205401	5541500	Special Pay		\$0	\$4,233	\$4,200	\$4,200	\$2,067	\$4,200	\$4,200
1205401	5542100	FICA		\$0	\$8,427	\$8,924	\$8,924	\$4,514	\$14,278	\$10,307
1205401	5542200	Retirement Contributions		\$0	\$7,551	\$11,246	\$11,246	\$5,697	\$18,244	\$13,053
1205401	5542300	Life & Health Insurance		\$47,987	\$19,768	\$17,713	\$17,713	\$7,656	\$36,740	\$18,370
Personnel Services				\$110,743	\$146,627	\$154,538	\$154,538	\$76,909	\$255,897	\$176,464
1205401	5543100	Professional Services		\$0	\$150,333	\$0	\$0	\$0	\$0	\$0
1205401	5543200	Accounting & Auditing		\$6,600	\$0	\$402	\$402	\$402	\$965	\$965
		SHARE OF ANNUAL CITY AUDIT								\$965
1205401	5544000	Travel & Per Diem		\$0	\$0	\$2,000	\$2,000	\$0	\$2,500	\$2,000
		TRAVEL TO FLORIDA 2026 HOUSING COALITION & HURRICANE CONFERENCES								\$2,000
1205401	5544100	Communications/Postage		\$512	\$0	\$1,500	\$1,500	\$0	\$2,000	\$1,500
		CERTIFIED MAIL FOR COMPLIANCE AND LEGAL ISSUE ON DEED RESTRICTED PROPERTIES								\$1,500
1205401	5544400	Rentals & Leases		\$11,401	\$687	\$1,000	\$1,000	\$682	\$0	\$1,500
		KONICA PRINTER LEASE								\$1,500
1205401	5544700	Printing & Binding		\$0	\$0	\$626	\$626	\$23	\$500	\$500
1205401	5544800	Promotional Expenses		\$0	\$0	\$0	\$0	\$0	\$500	\$500
1205401	5544900	Other Current Charges		(\$953)	\$501	\$912	\$912	\$420	\$912	\$1,000
1205401	5545100	Office Supplies		\$241	\$611	\$2,500	\$2,500	\$402	\$2,500	\$1,000
1205401	5545200	Operating Supplies		\$0	\$56	\$0	\$0	\$0	\$0	\$0
1205401	5545400	Books-Subscrip-Membership		\$0	\$0	\$8,000	\$8,000	\$0	\$1,750	\$0
1205401	5545500	Training		\$0	\$0	\$605	\$605	\$0	\$1,100	\$700
		FLORIDA HOUSING COALITION CONFERENCE REGISTRATION FEE MEMBER								\$700
Operating Expenditures				\$17,802	\$152,188	\$17,545	\$17,545	\$1,929	\$12,727	\$9,665
1205401	5548200	Aid to Pvt. Organizations		\$529,247	\$577,847	\$491,326	\$491,326	\$206,998	\$167,196	\$505,000

City of Key West
Budget Preparation Worksheets
Fiscal Year 2025/2026

Fund: 120 Community Development Fund

Department: 5401 Administration

Key	Object	Account Description	Category	FY 2022/2023 Actuals	FY 2023/2024 Actuals	FY 2024/2025 Adopted	FY 2024/2025 6 Mth Amnd	FY 2024/2025 6 Mth Actuals	FY 2025/2026 Dept Req	FY 2025/2026 CM Review
		COC PROGRAM SERVICES FOR HOMELESS - MIAP, RENT, UTILITIES ETC.								\$10,000
		HOPWA ADMINISTRATIVE COSTS FOR AH MONROE								\$35,000
		HOPWA HOUSING INFORMATION AH MONROE								\$40,000
		HOPWA TBRA RENTAL ASSISTANCE AH MONROE - HOPWA PAYMENTS								\$410,000
		UNITED WAY - EMERGENCY SERVICES PROGRAM FOR RENTAL & UTILITY ASST								\$10,000
1205401	5548301	Move In Assistance Program		\$0	\$4,600	\$0	\$0	\$1,000	\$0	\$200,000
1205401	5548302	Down Payment Asst Program		\$0	\$0	\$0	\$0	\$340,000	\$0	\$100,000
Grants and Aid				\$529,247	\$582,447	\$491,326	\$491,326	\$547,998	\$167,196	\$805,000
1205401	5549100	Transfers		\$20,000	\$0	\$11,162	\$11,162	\$5,581	\$74,155	\$74,155
		TRANSFER TO GENERAL FUND FOR INDIRECT COSTS FY26								\$74,155
Transfers				\$20,000	\$0	\$11,162	\$11,162	\$5,581	\$74,155	\$74,155
1205401	5549803	Operating		\$0	\$0	\$808,469	\$808,469	\$0	\$544,400	\$5,994
		OPERATING RESERVE								\$5,994
1205401	5549804	Salary Contingency		\$0	\$0	\$79,339	\$79,339	\$0	\$4,293	\$3,071
		RESERVE FOR MERIT INCREASES								\$3,071
Reserves				\$0	\$0	\$887,808	\$887,808	\$0	\$548,693	\$9,065
Community Development Fund Expenditures - Total				\$677,792	\$881,262	\$1,562,379	\$1,562,379	\$632,417	\$1,058,668	\$1,074,349

120 COMMUNITY DEVELOPMENT FUND

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY24/25	FY25/26		FY24/25	FY25/26
FULL TIME:			PART TIME:		
Community Development Program Director	1.00	1.00			
TOTAL FULL TIME:	1.00	1.00	TOTAL PART TIME:	-	-

SALARY BUDGET
FY 25/26 POSITION CONTROL

FY 25/26 POSITION CONTROL										SS Cap (does not incl Med) 176,100 FY25		7.65%		\$18,370		PY \$17,713		
COST CENTER/ POSITION TITLE	GRD/ STEP	FY 24/25 Apprvd FTEs	FY 25/26 Proposed FTEs	Health Insurance FTEs	PART TIME	CTRCT COUNT	TEMP COUNT	Notes	Change in FTEs	Annual Salary	12 FY 25/26 Salary	12 Longevity	14 Over time	15 Special Pay	21 FICA Medicare	22 Retire Contrib	23 Health Life Ins	TOTAL
120 COMMUNITY DEVELOPMENT OFFICE																		
COMMUNITY DEV PROGRAM DIRECTCN	140	1.00	1.00	1.00						127,975	130,534			4,200		13,053		
		1.00	1.00	1.00	0.00	0.00	0.00		0.00	127,975	130,534	0	0	4,200	10,307	13,053	18,370	176,465
										2% Merit Inc	Base 2,611	Taxes 200	Pension 261	3,071	Merit Contingency			

FY 2025-2026 Carry Forward
Fund 120 CDO
Updated - July 13, 2025

FUND	PROJECT	DESCRIPTION	PTD BUDGET	Exp. To Date PTD TOTAL	ENCUMBRANCES	PTD BALANCE	Committed Project Amt
							\$ -
							\$ 334,510 HOPWA Account
							\$ 14,234 Mayor's Revolving Loan
							\$ 341,284 Operating Account
							\$ 245,002 Move In Assistance Loan
							\$ (487,204) Claim On Cash
							\$ 447,825 Available Fund Balance
							<u>\$ 447,825</u> Available Fund Balance - After CIP
							\$ 5,000 Interest for FY25
							\$ 160,000 HOPWA Recievables
							\$ (100,000) Down Payment Assistance Loan Reserve
							\$ (200,000) Move In Assistance Loan Reserve
							\$ (155,000) HOPWA Payments
							\$ (33,676) Remaining Salaries for FY25
							\$ (1,000) Operating Expenditures Remaining FY25
							<div><div>\$ 123,149</div>FY 25-26 Carry Forward</div>