

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

**Fund: 401    Sewer 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
4010000	3242100	Impact Fees-Residential		\$48,659	\$0	\$0	\$39,800	\$0	\$0	\$0
<b>Permits Fees &amp; Special Assessm</b>				<b>\$48,659</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
4010000	3313602	FEMA Grant		\$21,838	\$236,028	\$5,808,244	\$5,808,244	\$0	\$0	\$0
4010000	3343900	Other Physical Environmnt		\$0	\$805,266	\$1,066,666	\$1,066,666	\$805,266	\$0	\$500,000
MAYFIELD GRANT										\$500,000
<b>InterGovernmental Revenue</b>				<b>\$21,838</b>	<b>\$1,041,294</b>	<b>\$6,874,910</b>	<b>\$6,874,910</b>	<b>\$805,266</b>	<b>\$0</b>	<b>\$500,000</b>
4010000	3435100	Sewer Service Charges		\$64,702	\$41,838	\$55,000	\$55,000	\$10,619	\$40,000	\$20,000
4010000	3435101	FCAA Collections		\$11,253,998	\$11,454,753	\$13,175,513	\$13,175,513	\$5,891,250	\$12,204,441	\$13,265,325
4010000	3435200	Sewer Connection Fees		\$58,169	\$1,301,612	\$60,000	\$60,000	\$10,801	\$23,371	\$23,371
4010000	3435300	Sewer Penalties		\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
4010000	3435400	Sewer Charges Navy		\$1,445,926	\$1,444,827	\$608,711	\$608,711	\$1,376,211	\$2,382,000	\$1,048,803
4010000	3435500	Navy Contributed Capital		\$0	\$0	\$474,000	\$474,000	\$0	\$379,429	\$337,330
4010000	3435600	FCAA Sewer Charges		\$0	\$0	\$0	\$0	\$44,286	\$50,000	\$0
<b>Charges For Services</b>				<b>\$12,822,795</b>	<b>\$14,243,029</b>	<b>\$14,373,224</b>	<b>\$14,373,224</b>	<b>\$7,333,167</b>	<b>\$15,079,241</b>	<b>\$14,794,829</b>
4010000	3610000	Interest Earnings		\$680,518	\$775,035	\$306,567	\$306,567	\$0	\$300,000	\$300,000
<b>Misc Revenue</b>				<b>\$680,518</b>	<b>\$775,035</b>	<b>\$306,567</b>	<b>\$306,567</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$300,000</b>
4010000	3814020	Stormwater Utility		(\$0)	(\$0)	\$158,312	\$158,312	\$0	\$158,312	\$158,312
4010000	3899006	Retained Earnings		\$0	\$0	\$8,990,089	\$9,117,992	\$0	\$0	\$6,479,416
<b>Other Sources</b>				<b>(\$0)</b>	<b>(\$0)</b>	<b>\$9,148,401</b>	<b>\$9,276,304</b>	<b>\$0</b>	<b>\$158,312</b>	<b>\$6,637,728</b>
<b>Sewer Fund Revenue - Total</b>				<b>\$13,525,151</b>	<b>\$16,059,358</b>	<b>\$30,703,102</b>	<b>\$30,831,005</b>	<b>\$8,138,433</b>	<b>\$15,537,553</b>	<b>\$22,232,557</b>

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

Fund: 401 Sewer Fund

Department: 3501 General 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
4013501	5351200	Regular Salaries & Wages		\$204,847	\$264,432	\$242,941	\$242,941	\$97,445	\$266,227	\$266,227
4013501	5351400	Overtime		\$720	\$0	\$1,000	\$1,000	\$0	\$1,000	\$1,000
4013501	5351500	Special Pay		\$144	\$1,519	\$624	\$624	\$897	\$624	\$624
4013501	5352100	FICA Taxes		\$14,690	\$17,664	\$18,709	\$18,709	\$7,495	\$20,491	\$20,491
4013501	5352200	Retirement Contributions		\$7,518	\$15,284	\$24,394	\$24,394	\$9,744	\$26,723	\$26,723
4013501	5352300	Life & Health Insurance		\$33,480	\$42,579	\$42,511	\$42,511	\$14,537	\$44,088	\$44,088
4013501	5352400	Workers Compensation		\$8,200	\$10,742	\$24,357	\$24,357	\$12,179	\$28,132	\$28,132
<b>Personnel Services</b>				<b>\$269,599</b>	<b>\$352,220</b>	<b>\$354,536</b>	<b>\$354,536</b>	<b>\$142,297</b>	<b>\$387,285</b>	<b>\$387,285</b>
4013501	5353100	Professional Services		\$94,730	\$140,321	\$121,000	\$141,310	\$0	\$148,375	\$170,875
		ANNUAL RATE MODEL / RAFTELIS								\$99,875
		LEGAL ADVICE								\$1,000
		MISC E & A SERVICES								\$50,000
		PREPARATION OF PERMIT APPLICATIONS								\$10,000
		PROFESSIONAL ASSISTANCE								\$10,000
4013501	5353200	Accounting & Auditing		\$15,992	\$14,412	\$13,388	\$13,388	\$13,388	\$18,962	\$18,962
		SHARE OF ANNUAL CITY AUDIT								\$18,962
4013501	5353400	Other Contractual Service		\$380,495	\$359,499	\$385,000	\$385,000	\$149,113	\$400,400	\$400,400
		FCAA INTERLOCAL UTILITY BILLING AGREEMENT								\$400,400
4013501	5354000	Travel & Per Diem		\$897	\$267	\$1,500	\$1,500	\$199	\$1,560	\$1,560
4013501	5354100	Communications/Postage		\$7	\$547	\$300	\$300	\$367	\$500	\$4,100
4013501	5354400	Rentals & Leases		\$1,426	\$539	\$2,000	\$2,000	\$414	\$2,100	\$2,100
4013501	5354500	Insurance		\$471,887	\$618,172	\$734,348	\$734,348	\$367,174	\$771,065	\$771,065
4013501	5354700	Printing & Binding		\$0	\$0	\$250	\$250	\$0	\$250	\$250
4013501	5354900	Other Current Charges		\$351	\$58,139	\$750	\$750	\$803	\$1,672	\$1,672
		LEGAL NOTICES & ADVERTISEMENTS								\$1,672
4013501	5355100	Office Supplies		\$147	\$483	\$500	\$500	\$112	\$500	\$500
4013501	5355200	Operating Supplies		\$0	\$388	\$250	\$250	\$0	\$263	\$263
4013501	5355400	Books-Subscrip-Membership		\$99	\$12,434	\$12,800	\$12,800	\$12,437	\$13,440	\$13,440

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

Fund: 401 Sewer Fund

Department: 3501 General 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
		ESRI MEMBERSHIP								\$12,500
		MISCELLANEOUS								\$940
4013501	5355500	Training		\$450	\$350	\$5,000	\$5,000	\$0	\$5,000	\$5,000
		TRAINING FWRC WEFTEC								\$2,500
		TRAINING MISC								\$2,500
Operating Expenditures				\$966,481	\$1,205,551	\$1,277,086	\$1,297,396	\$544,007	\$1,364,087	\$1,390,187
4013501	5357100	Debt Service-Principal		(\$0)	\$0	\$1,669,563	\$1,669,563	\$1,669,563	\$1,716,588	\$1,716,588
4013501	5357200	Debt Service-Interest		\$179,695	\$136,542	\$114,420	\$114,420	\$68,271	\$69,553	\$69,553
Debt Service				\$179,695	\$136,542	\$1,783,983	\$1,783,983	\$1,737,834	\$1,786,141	\$1,786,141
4013501	5359100	Transfers		\$875,514	\$937,593	\$980,254	\$980,254	\$490,125	\$1,029,267	\$1,261,549
		TRANSFER TO GENERAL FUND FOR INDIRECT COST AND FRANCHISE/RIGHT OF WAY FY26								\$1,261,549
Transfers				\$875,514	\$937,593	\$980,254	\$980,254	\$490,125	\$1,029,267	\$1,261,549
4013501	5359803	Operating		\$0	\$0	\$2,791,515	\$2,791,515	\$0	\$0	\$2,969,745
4013501	5359804	Salary Contingency		\$0	\$0	\$7,378	\$7,378	\$0	\$0	\$8,044
4013501	5359900	Other Uses		\$0	\$0	\$3,753,302	\$3,648,502	\$0	\$0	\$3,626,690
Reserves				\$0	\$0	\$6,552,195	\$6,447,395	\$0	\$0	\$6,604,479
General Administration - Total				\$2,291,290	\$2,631,905	\$10,948,054	\$10,863,564	\$2,914,263	\$4,566,779	\$11,429,641

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

Fund: 401 Sewer Fund

Department: 3503 Renewal and Replacement

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
4013503	5351200	Regular Salaries & Wages		\$44,344	\$67,046	\$70,622	\$70,622	\$32,499	\$75,629	\$75,629
4013503	5351400	Overtime		\$1,304	\$1,786	\$1,000	\$1,000	\$868	\$1,000	\$1,000
4013503	5351500	Special Pay		\$254	\$363	\$360	\$360	\$177	\$360	\$360
4013503	5352100	FICA Taxes		\$3,476	\$5,244	\$5,507	\$5,507	\$2,566	\$5,890	\$5,890
4013503	5352200	Retirement Contributions		\$3,652	\$4,888	\$7,162	\$7,162	\$3,337	\$7,663	\$7,663
4013503	5352300	Life & Health Insurance		\$11,570	\$16,761	\$17,713	\$17,713	\$7,660	\$18,370	\$18,370
<b>Personnel Services</b>				<b>\$64,598</b>	<b>\$96,087</b>	<b>\$102,364</b>	<b>\$102,364</b>	<b>\$47,107</b>	<b>\$108,912</b>	<b>\$108,912</b>
4013503	5353100	Professional Services		\$0	\$5,916	\$95,000	\$95,000	\$0	\$95,000	\$50,000
4013503	5354100	Communications/Postage		\$0	\$60	\$1,440	\$1,440	\$0	\$1,800	\$250
4013503	5354600	Repairs and Maintenance		\$245,111	\$518,352	\$600,000	\$531,375	\$258,914	\$1,905,000	\$655,000
		DISK FILTER CLOTH								\$50,000
		IMPELLERS FOR PUMPS								\$30,000
		MISCELLANEOUS SYSTEM REPAIRS								\$50,000
		PUMP REPAIR KITS FOR LIFT STATIONS								\$100,000
		PUMP STATION REPAIRS								\$200,000
		SMOKE TESTING								\$100,000
		TRENCH RESTORATION								\$125,000
4013503	5354900	Other Current Charges		\$0	\$0	\$0	\$0	\$127	\$500	\$500
4013503	5355200	Operating Supplies		\$0	\$235	\$250	\$250	\$0	\$263	\$263
4013503	5355201	Fuel		\$24,572	\$21,777	\$15,000	\$15,000	\$5,621	\$15,750	\$10,500
<b>Operating Expenditures</b>				<b>\$269,683</b>	<b>\$546,339</b>	<b>\$711,690</b>	<b>\$643,065</b>	<b>\$264,662</b>	<b>\$2,018,313</b>	<b>\$716,513</b>
4013503	5356400	Machinery & Equipment		\$0	\$0	\$550,000	\$550,000	\$484,202	\$1,526,500	\$256,500
		FORD F650 CRANE TRUCK								\$225,000
		PUMP 6" MOBILE PACKAGE SPLIT \$63K W/402								\$31,500
4013503	5356500	Construction In Progress		\$0	\$0	\$10,058,244	\$10,058,244	\$944,729	\$0	\$0
		SE35031802 - DIRECTIONAL BORE INFLUENT FORCE MAIN - FLEMING KEY (CARRY FORWARD \$10,073,323)								\$0
		SE35032203 - PUMP STATION G REHAB (CARRY FORWARD \$1,326,964)								\$0
		SE35032301 - PUMP STATION R UPGRADES (CARRY FORWARD \$2,815,204)								\$0
		SE35032303 - SANITARY SEWER MASTER PLAN (CARRY FORWARD \$145,773)								\$0
		SE35032304 - PUMP STATION A UPGRADES (CARRY FORWARD \$500,573)								\$0

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

Fund: 401    Sewer Fund  
Department: 3503    Renewal and Replacement

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
SE35032401 - PUMP STATION R GRINDER (CARRY FORWARD \$886,792)										\$0
Capital Outlay				\$0	\$0	\$10,608,244	\$10,608,244	\$1,428,931	\$1,526,500	\$256,500
Renewal and Replacement - Total				\$334,282	\$642,426	\$11,422,298	\$11,353,673	\$1,740,700	\$3,653,725	\$1,081,925



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

Fund: 401    Sewer Fund  
Department: 3504    Treatment Plant Operation

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
NEW CIP - RAS DISCHARGE PIPE/VALVE REPLACEMENT										\$775,000
Capital Outlay				\$0	\$0	\$600,000	\$777,450	\$1,102,253	\$3,000,000	\$1,746,000
Treatment Plant Operation - Total				\$6,578,196	\$6,937,688	\$8,332,750	\$8,613,768	\$5,319,047	\$11,043,138	\$9,724,592
Sewer Fund Expenditures - Total				\$6,578,196	\$6,937,688	\$8,432,750	\$8,713,768	\$5,319,047	\$14,043,138	\$22,232,557

## 401 3501 SEWER FUND

**TOTAL:**

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY24/25	FY25/26		FY24/25	FY25/26
<b>FULL TIME:</b>			<b>PART TIME:</b>		
Administrative Specialist	0.40	0.40			
Contract & Permit Engineer	0.40	0.40			
Director - Utilities	0.40	0.40			
Principal Engineer	0.40	0.40			
Senior Project Manager	0.40	0.40			
Utilities Manager / GIS Admin	0.40	0.40			
TOTAL FULL TIME:	2.40	2.40	TOTAL PART TIME:	-	-



## 401 3503 SEWER FUND

**TOTAL:**

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY24/25	FY25/26		FY24/25	FY25/26
<b>FULL TIME:</b>			<b>PART TIME:</b>		
Field Inspector	1.00	1.00			
TOTAL FULL TIME:			TOTAL PART TIME:		
	1.00	1.00		-	-

SALARY BUDGET  
FY 25/26 POSITION CONTROL

FY 25/26 POSITION CONTROL											SS Cap (does not incl Med) 174,900 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	
401 SEWER FUND																			
GENERAL ADMINISTRATION 3501																			
ADMINISTRATIVE SPECIALIST	G 115	0.40	0.40	0.40						27,520	28,896					2,890			
CONTRACT & PERMIT ENGINEER	N 133	0.40	0.40	0.40						46,230	48,541					4,854			
DIRECTOR-UTILITIES	U 140	0.40	0.40	0.40						55,600	58,380			480		5,838			
PRINCIPAL ENGINEER	N 135	0.40	0.40	0.40						50,470	52,993					5,299			
SENIOR PROJECT MANAGER	N 130	0.40	0.40	0.40						39,003	40,953			144		4,095			
UTILITIES MANAGER/GIS ADMIN	N 130	0.40	0.40	0.40						34,727	36,463					3,646			
		2.40	2.40	2.40	0.00	0.00	0.00			253,549	266,227	0	1,000	624	20,491	26,723	44,088	359,152	
RENEWAL AND REPLACEMENT 3503																			
FIELD INSPECTOR	N 122	1.00	1.00	1.00						72,028	75,629			360		7,563			
		1.00	1.00	1.00	0.00	0.00	0.00			72,028	75,629	0	1,000	360	5,890	7,663	18,370	108,912	
		3.40	3.40	3.40	0.00	0.00	0.00		0.00	325,577	341,856	0	2,000	984	26,380	34,386	62,458	468,064	
											Base	Taxes	Pension						
											2% Merit Inc	6,837	523	684	8,044	Merit Contingency			

2025/26 Budget  
401 Account-CIP  
Updated June 10, 2025

Grant Funds											
Projects (In FY 24/25 Budget)	Project Number	Facility	Total Funds	FY Actual	HMGP	CDBG	Other	Navy Share	Navy Funds <sup>6</sup>	Remaining <sup>1</sup>	Notes
Aeration Basin Blower	SE35031801	WWTP	\$2,038,950.00	\$1,989,971.36				0.23	\$7,389.98	\$24,740.36	
Directional Bore	SE35031802	Sewer	\$10,982,123.00	\$908,800.14	\$6,349,087.62	\$3,563,054.00		0.07	\$11,282.69	\$149,898.55	
Pump Station G Rehabilitation	SE35032203	Sewer	\$2,874,406.00	\$1,447,563.06				0.07	\$99,879.01	\$1,326,963.93	
Pump Station R Upgrades	SE35032301	Sewer	\$3,240,000.00	\$212,899.20				0.07	\$211,897.06	\$2,815,203.74	
Sanitary Sewer Master Plan	SE35032303	Sewer	\$350,000.00	\$193,255.21				0.07	\$10,972.14	\$145,772.65	
Pump Station A Upgrades	SE35032304	Sewer	\$600,000.00	\$61,750.00				0.07	\$37,677.50	\$500,572.50	
Pump Station F Grinder	SE35032401	Sewer	\$1,054,048.00	\$100,508.58				0.07	\$66,747.76	\$886,791.66	
Switchgear Upgrade	SE35042002	WWTP	\$3,027,216.00	\$2,722,339.51				0.23	\$70,121.59	\$234,754.90	
Solids Dewatering	SE35042006	WWTP	\$6,444,202.00	\$475,812.99			\$5,844,202.01	0.23	\$28,563.01	\$95,623.99	
SCADA Upgrades	SE35042101	WWTP	\$100,000.00	\$28,472.25				0.23	\$16,451.38	\$55,076.37	
RAS WAS Pumps	SE35042102	WWTP	\$3,914,773.00	\$3,293,947.88				0.23	\$142,789.78	\$478,035.34	
Building Renovations	SE35042201	WWTP	\$320,000.00	\$54,405.00				0.23	\$61,086.85	\$204,508.15	
Deep Well Valve Replacement	SE35042301	WWTP	\$628,050.00	\$0.00				0.23	\$144,451.50	\$483,598.50	
WWTP Resilience Plan	SE35042401	WWTP	\$449,400.00	\$160,270.48			\$404,460.00	0.23	\$66,499.79	-\$181,830.27	
Asset Management Plan	SE35042402	WWTP	\$200,000.00	\$0.00				0.23	\$46,000.00	\$154,000.00	
WWTP Facility Plan	SE35042403	WWTP	\$200,000.00	\$0.00				0.23	\$46,000.00	\$154,000.00	
WWTP New Effluent Pump	SE35042501	WWTP	\$200,000.00	\$0.00				0.23	\$46,000.00	\$154,000.00	

Totals									\$1,113,810.02	\$	7,681,710	
										\$	11,813,692	Claim on Cash - 06/10/2025
										\$	337,890	Impact Fees
										\$	4,469,872	Cash - After CIP
										\$	5,197,297	Remaining Revenue FY25
										\$	42,014	May Navy Receipts
										\$	(803,194)	Remaining Expenditures - 3501 (GA)
										\$	(367,939)	Remaining Expenditures - 3503 (R&R)
										\$	(2,058,634)	Remaining Expenditures - 3504 (TPO)
										\$	6,479,416	FY 25-26Carry Forward

