

City of Key West
Annual Budget
Fiscal Year 2024/2025

Fund: 401 Sewer 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 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review	FY 2024/2025 CC Adopted
4010000	3242100	Impact Fees-Residential		\$77,893	\$48,659	\$0	\$460,000	\$0	\$0	\$0	\$0
Permits Fees & Special Assessm				\$77,893	\$48,659	\$0	\$460,000	\$0	\$0	\$0	\$0
4010000	3313602	Grant Funding		\$23,382	\$21,838	\$0	\$0	\$0	\$8,276,706	\$5,808,244	\$5,808,244
		FORCE MAIN PROJECT									\$5,808,244
4010000	3343900	Other Physical Environmnt		\$0	\$0	\$1,780,000	\$1,780,000	\$0	\$0	\$1,066,666	\$1,066,666
		MAYFIELD GRANT									\$1,066,666
InterGovernmental Revenue				\$23,382	\$21,838	\$1,780,000	\$1,780,000	\$0	\$8,276,706	\$6,874,910	\$6,874,910
4010000	3435100	Sewer Service Charges		\$52,870	\$64,702	\$100,000	\$100,000	\$35,608	\$100,000	\$55,000	\$55,000
4010000	3435101	FKAAs Collections		\$11,094,905	\$11,253,998	\$11,981,479	\$11,981,479	\$5,541,793	\$10,200,000	\$13,175,513	\$13,175,513
4010000	3435200	Sewer Connection Fees		\$114,098	\$58,169	\$1,080,000	\$1,080,000	\$213,574	\$60,000	\$60,000	\$60,000
4010000	3435300	Sewer Penalties		(\$54)	(\$10)	\$0	\$0	\$0	\$0	\$0	\$0
4010000	3435400	Sewer Charges Navy		\$1,050,486	\$1,445,926	\$510,715	\$510,715	\$456,611	\$600,000	\$604,331	\$608,711
4010000	3435500	Navy Contributed Capital		\$0	\$0	\$211,200	\$211,200	\$0	\$1,830,457	\$474,000	\$474,000
Charges For Services				\$12,312,306	\$12,822,785	\$13,883,394	\$13,883,394	\$6,247,585	\$12,790,457	\$14,368,844	\$14,373,224
4010000	3610000	Interest Earnings		\$138,078	\$680,518	\$235,364	\$235,364	\$0	\$250,000	\$288,898	\$306,567
4010000	3690000	Other Misc Revenues		\$20,100	\$20,100	\$0	\$0	\$160,432	\$0	\$0	\$0
Misc Revenue				\$158,178	\$700,618	\$235,364	\$235,364	\$160,432	\$250,000	\$288,898	\$306,567
4010000	3814020	Stormwater Utility		(\$0)	(\$0)	\$158,312	\$158,312	\$0	\$158,312	\$158,312	\$158,312
4010000	3899006	Retained Earnings		\$0	\$0	\$5,436,575	\$5,669,623	\$0	\$0	\$8,511,737	\$8,990,089
Other Sources				(\$0)	(\$0)	\$5,594,887	\$5,827,935	\$0	\$158,312	\$8,670,049	\$9,148,401
Sewer Fund Revenue - Total				\$12,571,758	\$13,593,900	\$21,493,645	\$22,186,693	\$6,408,017	\$21,475,475	\$30,202,701	\$30,703,102

401 3501 SEWER FUND

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY23/24	FY24/25		FY23/24	FY24/25
FULL TIME:			PART TIME:		
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	
	FY23/24	FY24/25		FY23/24	FY24/25
FULL TIME:			PART TIME:		
Field Inspector	1.00	1.00			
TOTAL FULL TIME:			TOTAL PART TIME:		
	1.00	1.00		-	-

City of Key West
Annual Budget
Fiscal Year 2024/2025

Fund: 401 Sewer Fund

Department: 3501 General 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 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review	FY 2024/2025 CC Adopted
4013501	5351200	Regular Salaries & Wages		\$137,407	\$204,847	\$234,882	\$234,882	\$111,182	\$239,840	\$239,840	\$242,941
4013501	5351400	Overtime		\$2,312	\$720	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000
4013501	5351500	Special Pay		\$210	\$144	\$1,680	\$1,680	\$912	\$624	\$624	\$624
4013501	5352100	FICA Taxes		\$11,250	\$14,690	\$18,173	\$18,173	\$8,323	\$18,472	\$18,472	\$18,709
4013501	5352200	Retirement Contributions		(\$16,118)	\$14,120	\$18,871	\$18,871	\$8,042	\$19,267	\$19,267	\$24,394
4013501	5352300	Life & Health Insurance		\$25,774	\$35,837	\$41,977	\$41,977	\$18,484	\$42,511	\$42,511	\$42,511
4013501	5352400	Workers Compensation		\$8,000	\$8,200	\$10,742	\$10,742	\$5,371	\$10,742	\$10,742	\$24,357
Personnel Services				\$168,835	\$278,558	\$327,325	\$327,325	\$152,314	\$332,456	\$332,456	\$354,536
4013501	5353100	Professional Services		\$97,627	\$94,730	\$270,000	\$270,000	\$42,670	\$50,000	\$121,000	\$121,000
		ANNUAL RATE MODEL STUDY									\$25,000
		ENGINEERING & ARCHITECTURAL SERVICES									\$50,000
		GREASE ORDINANCE DEVELOPMENT									\$25,000
		LEGAL ADVERTISING									\$1,000
		PREPARATION OF PERMIT APPLICATIONS									\$10,000
		PROFESSIONAL ASSISTANCE									\$10,000
4013501	5353200	Accounting & Auditing		\$18,540	\$15,992	\$16,901	\$16,901	\$0	\$13,388	\$13,388	\$13,388
		SHARE OF ANNUAL CITY AUDIT									\$13,388
4013501	5353400	Other Contractual Service		\$313,642	\$380,495	\$370,000	\$370,000	\$146,030	\$370,000	\$385,000	\$385,000
		FCAA INTERLOCAL UTILITY BILLING AGREEMENT									\$385,000
4013501	5354000	Travel & Per Diem		\$0	\$897	\$3,000	\$3,000	\$140	\$3,000	\$1,500	\$1,500
4013501	5354100	Communications/Postage		\$0	\$7	\$490	\$490	\$56	\$300	\$300	\$300
4013501	5354400	Rentals & Leases		\$1,768	\$1,426	\$2,000	\$2,000	\$539	\$2,000	\$2,000	\$2,000
4013501	5354500	Insurance		\$148,000	\$471,887	\$618,172	\$618,172	\$309,086	\$640,000	\$679,989	\$734,348
		INSURANCE - GENERAL LIABILITY ALLOCATED									\$734,348
4013501	5354600	Repairs and Maintenance		\$11,000	\$11,000	\$0	\$0	\$0	\$0	\$0	\$0
4013501	5354700	Printing & Binding		\$0	\$0	\$250	\$250	\$0	\$250	\$250	\$250
4013501	5354900	Other Current Charges		\$724	\$351	\$750	\$58,376	\$147	\$750	\$750	\$750
4013501	5355100	Office Supplies		\$175	\$147	\$500	\$500	\$286	\$500	\$500	\$500
4013501	5355200	Operating Supplies		\$226	\$0	\$500	\$500	\$36	\$250	\$250	\$250
4013501	5355400	Books-Subscrp-Membership		\$203	\$99	\$12,500	\$12,500	\$12,271	\$12,500	\$12,800	\$12,800

City of Key West
Annual Budget
Fiscal Year 2024/2025

Fund: 401 Sewer Fund
Department: 3501 General 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 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review	FY 2024/2025 CC Adopted
		ESRI MEMBERSHIP MISCELLANEOUS									\$12,300 \$500
4013501	5355500	Training		\$0	\$450	\$2,500	\$2,500	\$0	\$5,000	\$5,000	\$5,000
		TRAINING FWRC WEFTEC									\$2,500 \$2,500
4013501	5355701	Bad Debt		\$7,102	\$3,012	\$0	\$0	\$2	\$0	\$0	\$0
Operating Expenditures				\$599,006	\$980,493	\$1,297,563	\$1,355,189	\$511,263	\$1,097,938	\$1,222,727	\$1,277,086
4013501	5357100	Debt Service-Principal		(\$0)	(\$0)	\$1,628,447	\$1,628,447	\$1,628,447	\$1,628,447	\$1,669,563	\$1,669,563
4013501	5357200	Debt Service-Interest		\$224,056	\$179,695	\$158,119	\$158,119	\$89,848	\$158,119	\$114,420	\$114,420
4013501	5357300	Other Debt Service Costs		\$25,873	\$20,940	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service				\$249,928	\$200,636	\$1,786,566	\$1,786,566	\$1,718,295	\$1,786,566	\$1,783,983	\$1,783,983
4013501	5359100	Transfers		\$922,009	\$875,514	\$937,593	\$937,593	\$468,797	\$980,254	\$980,254	\$980,254
		TRANSFER TO GENERAL FUND FOR INDIRECT COST AND FRANCHISE/RIGHT OF WAY FY25									\$980,254
Transfers				\$922,009	\$875,514	\$937,593	\$937,593	\$468,797	\$980,254	\$980,254	\$980,254
4013501	5359803	Operating		\$0	\$0	\$2,592,527	\$2,592,527	\$0	\$0	\$2,772,098	\$2,791,515
4013501	5359804	Salary Contingency		\$0	\$0	\$12,345	\$12,345	\$0	\$7,189	\$7,189	\$7,378
		RESERVE FOR MERIT INCREASES									\$7,378
4013501	5359900	Other Uses		\$0	\$0	\$3,824,445	\$3,667,819	\$0	\$0	\$3,349,984	\$3,753,302
Reserves				\$0	\$0	\$6,429,317	\$6,272,691	\$0	\$7,189	\$6,129,271	\$6,552,195
General Administration - Total				\$1,939,779	\$2,335,201	\$10,778,364	\$10,679,364	\$2,850,669	\$4,204,403	\$10,448,691	\$10,948,054

Fiscal Year 2024/2025

Department: 3503 Renewal and Replacement

[illegible]

City of Key West
Annual Budget
Fiscal Year 2024/2025

Fund: 401 Sewer Fund
Department: 3503 Renewal and Replacement

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review	FY 2024/2025 CC Adopted
		SE35032203 - PUMP STATION G REHAB (CARRY FORWARD 2,609,530)									\$0
		SE35032301 - PUMP STATION R UPGRADES (CARRY FORWARD \$240,000)									\$3,000,000
		SE35032303 - SANITARY SEWER MASTER PLAN (CARRY FORWARD \$209,613)									\$0
		SE35032304 - PUMP STATION A UPGRADES (CARRY FORWARD \$100,000)									\$500,000
		SE35032401 - PUMP STATION R (CARRY FORWARD \$128,498)									\$750,000
Capital Outlay				\$0	\$0	\$2,150,000	\$3,049,550	\$442,480	\$400,000	\$10,608,244	\$10,608,244
Renewal and Replacement - Total				\$422,135	\$334,282	\$2,655,031	\$3,561,809	\$864,793	\$1,163,016	\$11,421,260	\$11,422,298

City of Key West
Annual Budget
Fiscal Year 2024/2025

Fund: 401 Sewer Fund
Department: 3504 Treatment Plant Operation

Key	Object	Account Description	Category	FY 2021/2022 Actuals	FY 2022/2023 Actuals	FY 2023/2024 Adopted	FY 2023/2024 6 Mth Amnd	FY 2023/2024 6 Mth Actuals	FY 2024/2025 Dept Req	FY 2024/2025 CM Review	FY 2024/2025 CC Adopted
4013504	5353100	Professional Services		\$119,059	\$22,181	\$50,000	\$52,570	\$1,511	\$25,000	\$25,000	\$25,000
		ANNUAL RATE STUDY									\$25,000
4013504	5353400	Other Contractual Service		\$4,594,722	\$5,223,682	\$5,700,000	\$5,700,000	\$3,315,089	\$6,200,000	\$6,200,000	\$6,200,000
		OMI CONTRACT									\$6,200,000
4013504	5354302	Electricity		\$1,143,653	\$1,168,790	\$1,250,000	\$1,250,000	\$477,678	\$950,000	\$950,000	\$950,000
4013504	5354600	Repairs and Maintenance		\$16,583	\$153,823	\$250,000	\$250,000	\$81,044	\$350,000	\$550,000	\$550,000
		CORROSION CONTROL/PAINTING									\$100,000
		EXPANSION JOINTS									\$100,000
		FENCES/GATES									\$50,000
		PUMP REPAIR									\$100,000
		SURGE TANK YARD VALVE REPLACEMENT									\$200,000
4013504	5355200	Operating Supplies		\$0	\$0	\$250	\$250	\$188	\$250	\$250	\$250
4013504	5355201	Fuel		\$33,292	\$9,721	\$10,000	\$10,000	\$1,978	\$7,500	\$7,500	\$7,500
Operating Expenditures				\$5,907,310	\$6,578,196	\$7,260,250	\$7,262,820	\$3,877,487	\$7,532,750	\$7,732,750	\$7,732,750
4013504	5356300	Infrastructure		\$0	\$0	\$800,000	\$800,000	\$0	\$0	\$0	\$0
4013504	5356400	Machinery & Equipment		\$0	\$0	\$0	\$162,700	\$65,967	\$0	\$100,000	\$100,000
4013504	5356500	Construction In Progress		\$0	\$0	\$0	(\$280,000)	\$233,170	\$300,000	\$500,000	\$500,000
		SE35042002 - SWITCH GEAR UPGRADE (CARRY FORWARD \$818,134)									\$0
		SE35042006 - SOLIDS DEWATERING (CARRY FORWARD \$1,913,092)									\$0
		SE35042101 - SCADA UPGRADES (CARRY FORWARD \$71,528)									\$0
		SE35042102 - RAS WAS PUMP VALVE REPLACEMENT (CARRY FORWARD \$3,134,764)									\$0
		SE35042201 - BUILDING RENOVATIONS (CARRY FORWARD \$280,102)									\$0
		SE35042301 - DEEP WELL VALVE REPLACEMENT (CARRY FORWARD \$200,000)									\$300,000
		SE35042401 - WWTP RESILIENCE PLAN (CARRY FORWARD \$400,000)									\$0
		SE35042402 - ASSET MANAGEMENT DEVELOPMENT (CARRY FORWARD \$200,000)									\$0
		SE35042403 - WWTP FACILITY PLAN (CARRY FORWARD \$200,000)									\$0
		NEW CIP - WWTP NEW EFFLUENT PUMP									\$200,000
Capital Outlay				\$0	\$0	\$800,000	\$682,700	\$299,136	\$300,000	\$600,000	\$600,000
Treatment Plant Operation - Total				\$5,907,310	\$6,578,196	\$8,060,250	\$7,945,520	\$4,176,623	\$7,832,750	\$8,332,750	\$8,332,750
Sewer Fund Expenditures - Total				\$8,269,224	\$9,247,679	\$21,493,645	\$22,186,693	\$7,892,085	\$13,089,929	\$30,202,701	\$30,703,102

SALARY BUDGET
FY 24/25 POSITION CONTROL

FY 24/25 POSITION CONTROL											SS Cap (does not incl Med) 174,900 FY25		7.65%		\$17,713		PY \$17,491			
COST CENTER/ POSITION TITLE		GRD/ STEP	FY 23/24 Apprvd FTEs	FY 24/25 Proposed FTEs	Health Insurance FTEs	PART TIME	CTRCT COUNT	TEMP COUNT	Notes	Change in FTEs	Annual Salary	12 FY 24/25 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						25,695	26,980					2,698			
CONTRACT & PERMIT ENGINEER		N 133	0.40	0.40	0.40						43,165	45,323					4,532			
DIRECTOR-UTILITIES		U 140	0.40	0.40	0.40						45,336	47,603			480		4,760			
PRINCIPAL ENGINEER		N 135	0.40	0.40	0.40						47,124	49,480					4,948			
SENIOR PROJECT MANAGER		N 130	0.40	0.40	0.40						36,979	38,828			144		3,883			
UTILITIES MANAGER/GIS ADMIN		N 130	0.40	0.40	0.40						33,073	34,726					3,473			
			2.40	2.40	2.40	0.00	0.00	0.00			231,373	242,941	0	1,000	624	18,709	24,394	42,511	330,180	
RENEWAL AND REPLACEMENT 3503																				
FIELD INSPECTOR		N 122	1.00	1.00	1.00						67,259	70,622			360		7,062			
			1.00	1.00	1.00	0.00	0.00	0.00			67,259	70,622	0	1,000	360	5,507	7,162	17,713	102,364	
			3.40	3.40	3.40	0.00	0.00	0.00		0.00	298,632	313,563	0	2,000	984	24,216	31,556	60,225	432,544	
											2% Merit Inc	Base 6,271	Taxes 480	Pension 627	7,378	Merit Contingency				

2024/25 Budget
401 Account-CIP
Updated August 26, 2024

												Grant Funds	
Projects (In FY 23/24 Budget)	Project Number	Facility	PM	Total Funds	FY Actual	HMGP	CDBG	Other	Navy Share	Navy Funds ⁶	Remaining ¹	Notes	
Aeration Basin Blower	SE35031801	WWTP	IM	\$2,038,950.00	\$1,848,065.00				0.23	\$49,229.75	\$141,655.25	Completed in FY 24.	
Directional Bore	SE35031802	Sewer	KC	\$5,173,849.00	\$786,536.00	\$540,843.62	\$3,563,054.00		0.07	\$19,839.08	\$263,576.30		
Pump Station G Rehabilitation	SE35032203	Sewer	SG	\$2,846,906.00	\$272,877.00				0.07	\$180,182.03	\$2,393,846.97	BT not processed in OS. Updated here. Check.	
Pump Station R Upgrades	SE35032301	Sewer	SG	\$240,000.00	\$0.00				0.07	\$16,800.00	\$223,200.00	Completed in FY 24.	
UV System Upgrades	SE35032302	WWTP	KC	\$880,000.00	\$827,468.00			\$827,468.00	0.23				
Sanitary Sewer Master Plan	SE35032303	Sewer	KC	\$350,000.00	\$181,732.00				0.07	\$11,778.76	\$156,489.24	OS needs to be updated. Mayfield agreement pending.	
Pump Station A Upgrades	SE35032304	Sewer	SG	\$100,000.00	\$0.00				0.07	\$7,000.00	\$93,000.00		
Pump Station F	SE35032401	Sewer	SG	\$128,498.00	\$10,639.00				0.07	\$8,250.13	\$109,608.87		
Switchgear Upgrade	SE35042002	WWTP	IM	\$3,109,550.00	\$2,587,490.00				0.23	\$120,073.80	\$401,986.20		
Solids Dewatering	SE35042006	WWTP	SG	\$2,200,000.00	\$463,237.00			\$2,500,000.00	0.23	-\$175,544.51	-\$587,692.49	Completed in FY 24.	
SCADA Upgrades	SE35042101	WWTP	DC	\$100,000.00	\$28,472.25				0.23	\$16,451.38	\$55,076.37		
RAS WAS Pumps	SE35042102	WWTP	IM	\$3,746,850.00	\$1,711,644.00				0.23	\$468,097.38	\$1,567,108.62	Completed in FY 24.	
Building Renovations (Interior, Fire and Roll up Doors)	SE35042201	WWTP	ST	\$320,000.00	\$54,405.00				0.23	\$61,086.85	\$204,508.15		
Deep Well Valve Replacement	SE35042301	WWTP		\$200,000.00	\$0.00				0.23	\$46,000.00	\$154,000.00		
WWTP Resilience Plan	SE35042401	WWTP		\$400,000.00	\$151.32			\$400,000.00	0.23	\$0.00	\$0.00		
Asset Management Plan		WWTP		\$200,000.00	\$0.00				0.23	\$46,000.00	\$154,000.00		
WWTP Facility Plan		WWTP		\$200,000.00	\$0.00				0.23	\$46,000.00	\$154,000.00		

Totals				\$22,234,603.00	\$8,772,716.57	\$540,843.62				\$921,244.65	\$ 5,484,363		
												\$ 12,768,912	Claim on Cash - 08/26/2024
												\$ 637,967	Impact Fees
												\$ 7,922,516	Cash - After CIP
												\$ 2,561,694	Remaining Revenue FY24
												\$ 827,468	Mayfield Grant UV Upgrades
												\$ (1,253,774)	Remaining Expenditures - 3501 (GA)
												\$ (321,857)	Remaining Expenditures - 3503 (R&R)
												\$ (745,959)	Remaining Expenditures - 3504 (TPO)
												\$ 8,990,089	FY 24-25 Carry Forward