

Fund: 001 General Fund
Department: 1202 City Clerk

[illegible]

City of Key West
Annual Budget
Fiscal Year 2023/2024

Fund: 001 General Fund
Department: 1202 City Clerk

Key	Object	Account Description	Category	FY 2020/2021 Actuals	FY 2021/2022 Actuals	FY 2022/2023 Adopted	FY 2022/2023 6 Mth Amnd	FY 2022/2023 6 Mth Actuals	FY 2023/2024 Dept Req	FY 2023/2024 CM Review	FY 2023/2024 CC Adopted
		INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS MEMBERSHIP DUES-3@\$215.00									\$645
		KEY WEST CITIZEN NEWSPAPER HARDCOPY AND ELECTRONIC									\$265
		MONROE COUNTY MUNICIPAL CLERKS ASSOCIATION MEMBERSHIP DUES - 3@\$100.00									\$240
		UPLAND ELECTRONIC FILING CABINET PROGRAM FOR CITY RECORDS (FILEBOUND)									\$15,500
		WEBQA INC. D/B/A GOV QA-FOIA PROGRAM (PUBLIC RECORDS REQUEST ONLY)									\$3,700
0011202	5125500 Training			\$1,878	\$1,655	\$4,200	\$4,200	\$625	\$4,225	\$3,425	\$3,425
		FACC FALL EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK									\$400
		FACC SUMMER EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK									\$400
		IIMC ANNUAL EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK									\$625
		WEBINARS TO OBTAIN REQUIRED EDUCATION POINTS FOR CERTIFIED MUNICIPAL CLERK DESIGNATION; CMC/MMC APPLICATION FEES									\$2,000
Operating Expenditures				\$103,791	\$111,056	\$106,795	\$106,795	\$47,370	\$109,980	\$106,880	\$112,680
City Clerk - Total				\$372,057	\$417,510	\$502,226	\$502,226	\$196,225	\$482,277	\$485,068	\$494,082

1202 CITY CLERK

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY22/23	FY23/24		FY22/23	FY23/24
FULL TIME:			PART TIME:		
Administrative Clerk	-	1.00			
City Clerk	1.00	1.00			
City Clerk - 6 month overlap	0.50	-			
Deputy City Clerk	1.00	-			
Senior Deputy Clerk	1.00	1.00			
TOTAL FULL TIME:	3.50	3.00	TOTAL PART TIME:	-	-

SALARY BUDGET

FY 23/24 POSITION CONTROL

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

7.65%

\$17,491 PY \$16,014

COST CENTER/ POSITION TITLE	GRD/ STEP		FY 22/23	FY 23/24	Health	PART	CTRCT	TEMP	Change	Annual	12	12	14	15	21	22	23	TOTAL	
			Apprvd FTEs	Proposed FTEs	Insurance FTEs						in FTEs	FY 23/24 Salary	Longevity	Over time	Special Pay	FICA Medicare	Retire Contrib		Health Life Ins
1202 CITY CLERK																			
CITY CLERK	N	140	1.00	1.00	1.00		1.00			138,000	144,900			1,800		11,592			
ADMINISTRATIVE CLERK	G	116	1.00	1.00	1.00					55,183	57,942					4,635			
SENIOR DEPUTY CITY CLERK	N	126	1.00	1.00	1.00					72,763	76,401					6,112			
			3.00	3.00	3.00	0.00	1.00	-	0.00	265,946	279,243	0	3,500	1,800	21,768	22,619	52,472	381,402	
											Base	Taxes	Pension						
2% Merit Inc											2,687	206	215	3,107	Merit Contingency				