

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 502 Insurance Programs
 Department: 0000 Revenue

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
5020000	3291000	CC Admin Fees		\$23	\$66	\$0	\$0	\$43	\$0	\$100
Permits Fees & Special Assessments				\$23	\$66	\$0	\$0	\$43	\$0	\$100
5020000	3376100	Human Services		\$37,414	\$0	\$0	\$0	\$0	\$0	\$0
InterGovernmental Revenue				\$37,414	\$0	\$0	\$0	\$0	\$0	\$0
5020000	3610000	Interest Earnings		\$6,419	\$16,659	\$0	\$0	\$41,937	\$0	\$25,000
5020000	3699000	Proceeds/Subrogation		\$64,172	\$41,140	\$0	\$0	\$122,670	\$0	\$0
5020000	3699002	Excess Insurance		\$375,271	\$113,549	\$0	\$0	\$126,861	\$0	\$0
5020000	3699003	Aggregate		\$614,155	\$329,277	\$0	\$0	\$252,947	\$0	\$0
5020000	3699200	Employee Health		\$655,586	\$845,478	\$910,000	\$910,000	\$406,350	\$0	\$925,000
5020000	3699300	Employer Health		\$7,284,557	\$6,382,244	\$8,546,052	\$8,546,052	\$3,199,868	\$0	\$9,220,329
5020000	3699400	Worker Comp		\$1,393,885	\$1,393,885	\$1,409,140	\$1,409,140	\$704,570	\$0	\$1,521,293
5020000	3699500	General Liability		\$1,642,281	\$1,794,648	\$3,258,012	\$3,258,012	\$1,583,315	\$0	\$4,118,528
5020000	3699600	COBRA/Retiree		\$252,448	\$244,321	\$275,000	\$275,000	\$116,247	\$0	\$275,000
Misc Revenue				\$12,288,773	\$11,161,200	\$14,398,204	\$14,398,204	\$6,554,765	\$0	\$16,085,150
5020000	3899113	Restricted-Future Claims		\$0	\$0	\$2,715,217	\$2,715,217	\$0	\$0	\$2,980,224
Other Sources				\$0	\$0	\$2,715,217	\$2,715,217	\$0	\$0	\$2,980,224
Insurance Fund Revenue - Total				\$12,326,210	\$11,161,266	\$17,113,421	\$17,113,421	\$6,554,808	\$0	\$19,065,474

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 502 Insurance Programs
Department: 1951 General Administration

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
5021951	5191200	Regular Salaries & Wages		\$93,760	\$109,735	\$127,842	\$127,842	\$59,004	\$136,919	\$136,919
5021951	5191400	Overtime		\$0	\$99	\$0	\$0	\$0	\$0	\$0
5021951	5192100	FICA Taxes		\$7,462	\$7,470	\$9,780	\$9,780	\$4,266	\$10,474	\$10,474
5021951	5192200	Retirement Contributions		\$8,855	\$8,355	\$10,227	\$10,227	\$4,720	\$10,954	\$10,954
5021951	5192300	Life & Health Insurance		\$14,675	\$25,078	\$32,027	\$32,027	\$14,300	\$34,981	\$34,981
Personnel Services				\$124,752	\$150,737	\$179,876	\$179,876	\$82,290	\$193,328	\$193,328
5021951	5193100	Professional Services		\$25,960	\$16,487	\$26,000	\$26,000	\$7,719	\$26,000	\$26,000
		ACTUARY FYE 2022								\$2,500
		AMERICAN SIGN LANGUAGE								\$500
		INSURANCE CONSULTANT								\$20,000
		TOTAL COMPLIANCE NETWORK								\$3,000
5021951	5193200	Accounting & Auditing		\$11,250	\$12,191	\$9,935	\$9,935	\$4,967	\$12,191	\$13,507
		SHARE OF ANNUAL CITY AUDIT								\$13,507
5021951	5194000	Travel & Per Diem		\$0	\$3,720	\$4,000	\$4,000	\$1,777	\$5,000	\$5,000
		RISK MANAGEMENT CONFERENCES								\$5,000
5021951	5194100	Communications/Postage		\$0	\$11	\$188	\$188	\$0	\$188	\$188
		POSTAGE FOR REGISTERED MAIL FOR CLAIMS ACTIVITY								\$188
5021951	5194900	Other Current Charges		\$0	\$60	\$375	\$375	\$0	\$375	\$375
		ADVERTISING-COOKE COMMUNICATIONS								\$375
5021951	5195100	Office Supplies		\$428	\$1,043	\$2,000	\$2,000	\$212	\$2,000	\$2,000
5021951	5195500	Training		\$4,964	\$1,247	\$27,000	\$7,000	\$420	\$27,000	\$27,000
		EMPLOYEE SAFETY TRAINING PROGRAM								\$25,000
		RISK MANAGEMENT CONFERENCE REGISTRATION FEES								\$2,000
Operating Expenditures				\$42,602	\$34,759	\$69,498	\$49,498	\$15,095	\$72,754	\$74,070

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 502 Insurance Programs
 Department: 1951 General Administration

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
5021951	5196400	Machinery & Equipment		\$0	\$0	\$0	\$20,000	\$0	\$0	\$0
Capital Outlay				\$0	\$0	\$0	\$20,000	\$0	\$0	\$0
5021951	5199100	Transfers		\$3,210,329	\$410,089	\$477,755	\$477,755	\$238,878	\$410,766	\$600,454
TRANSFER TO GENERAL FUND FOR INDIRECT COSTS FY24										
Transfers				\$3,210,329	\$410,089	\$477,755	\$477,755	\$238,878	\$410,766	\$600,454
5021951	5199803	Operating		\$0	\$0	\$2,205,329	\$2,205,329	\$0	\$0	\$2,605,226
5021951	5199804	Salary Contingency		\$0	\$0	\$2,957	\$2,957	\$0	\$0	\$3,167
Reserves				\$0	\$0	\$2,208,286	\$2,208,286	\$0	\$0	\$2,608,393
General Administration - Total				\$3,377,683	\$595,585	\$2,935,415	\$2,935,415	\$336,263	\$676,848	\$3,476,245

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 502 Insurance Programs
 Department: 1952 Liability Insurance

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
5021952	5193100	Professional Services		\$10,750	\$16,654	\$20,000	\$20,000	\$8,355	\$20,000	\$20,000
		CLAIMS SET-UP FEE								\$20,000
5021952	5194500	Insurance		\$1,310,795	\$1,954,525	\$2,343,959	\$2,343,959	\$1,234,814	\$2,500,000	\$2,929,949
		ANCILLIARCY COVERAGE								\$138,555
		GENERAL LIABILITY/PROPERTY & CRIME/AUTO/POI/EMPLOYEE BENEFITS								\$2,839,580
		PARTICIPATION CREDIT								(\$48,186)
5021952	5194501	Claims Payments		\$1,236,896	\$443,254	\$700,000	\$700,000	\$276,235	\$600,000	\$670,879
		ESTIMATED PAYMENT FOR CLAIMS YEAR 24 & ALL YEARS PRIOR								\$670,879
5021952	5194504	In-House Small Claims		\$154,911	\$32,758	\$75,000	\$75,000	\$13,098	\$75,000	\$75,000
		IN HOUSE SETTLEMENTS FOR SMALL PROPERTY DAMAGE CLAIMS								\$75,000
Operating Expenditures				\$2,713,351	\$2,447,191	\$3,138,959	\$3,138,959	\$1,532,502	\$3,195,000	\$3,695,828
Liability Insurance - Total				\$2,713,351	\$2,447,191	\$3,138,959	\$3,138,959	\$1,532,502	\$3,195,000	\$3,695,828

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 502 Insurance Programs
 Department: 1953 Worker's Compensation

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
5021953	5193100	Professional Services		\$23,226	\$20,887	\$25,000	\$25,000	\$11,864	\$25,000	\$25,000
		CLAIMS SET-UP FEE								\$25,000
5021953	5194500	Insurance		\$253,935	\$270,702	\$302,995	\$302,995	\$146,878	\$25,002	\$326,985
		EXCESS WRK COMP								\$300,235
		FLA ANL SELF-INSR'D ASSESSMENT								\$26,750
5021953	5194501	Claims Payments		\$1,004,438	\$711,925	\$975,000	\$975,000	\$569,323	\$1,100,000	\$1,115,087
		ESTIMATED PAYMENTS FOR CLAIM YEAR 24 & ALL YEARS PRIOR								\$1,115,087
Operating Expenditures				\$1,281,599	\$1,003,514	\$1,302,995	\$1,302,995	\$728,065	\$1,150,002	\$1,467,072
Worker's Compensation - Total				\$1,281,599	\$1,003,514	\$1,302,995	\$1,302,995	\$728,065	\$1,150,002	\$1,467,072

City of Key West
Budget Preparation Worksheets
Fiscal Year 2023/2024

Fund: 502 Insurance Programs
 Department: 1954 Health Insurance

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
5021954	5193100	Professional Services		\$1,500	\$5,025	\$5,000	\$5,000	\$1,530	\$5,000	\$6,000
		OPEB ACTUARIAL								\$6,000
5021954	5194500	Insurance		\$8,271,275	\$7,646,780	\$9,731,052	\$9,731,052	\$3,972,034	\$0	\$10,420,329
5021954	5194505	House Bill 426 Payments		\$6,609	\$31,913	\$0	\$0	\$0	\$0	\$0
Operating Expenditures				\$8,279,384	\$7,683,718	\$9,736,052	\$9,736,052	\$3,973,564	\$5,000	\$10,426,329
Health Insurance - Total				\$8,279,384	\$7,683,718	\$9,736,052	\$9,736,052	\$3,973,564	\$5,000	\$10,426,329
Insurance Fund Expenditures - Total				\$15,652,017	\$11,730,007	\$17,113,421	\$17,113,421	\$6,570,394	\$5,026,850	\$19,065,474

City of Key West
 FY 23/24 BUDGET
 Personnel Allocation

AUTHORIZED BUDGET	
FY22/23	FY23/24
2.00	2.00

502 1951 INSURANCE

TOTAL:

POSITION TITLE	AUTHORIZED BUDGET		POSITION TITLE	AUTHORIZED BUDGET	
	FY22/23	FY23/24		FY22/23	FY23/24
FULL TIME:			PART TIME:		
Risk Manager/Safety Officer	1.00	1.00			
Risk Mgmt Administrative Coordinator	1.00	1.00			
TOTAL FULL TIME:			TOTAL PART TIME:		
	2.00	2.00		-	-

**SALARY BUDGET
FY 23/24 POSITION CONTROL**

COST CENTER/ POSITION TITLE	GRD/ STEP	FY 22/23 Apprvd FTEs	FY 23/24 Proposed FTEs	Health Insurance FTEs	PART TIME	CTRCT COUNT	TEMP COUNT	Notes	Change in FTEs	Annual Salary	12	12	14	15	21	22	23	TOTAL		
											FY 23/24 Salary	Longevity	Over time	Special Pay	FICA Medicare	Retire Contrib	Health Life Ins			
502 INSURANCE FUND																				
GENERAL ADMINISTRATION 1951																				
RISK MANAGER/SAFETY OFFICER	U 128	1.00	1.00	1.00						75,710	79,495					6,360				
RISK MGT ADMIN COORDINATOR	N 118	1.00	1.00	1.00						54,689	57,424					4,594				
		2.00	2.00	2.00	0.00	0.00	0.00		0.00	130,399	136,919	0	0	0	10,474	10,954	34,981	193,328		
											Base	Taxes	Pension							
									2% Merit Inc		2,738	209	219	3,167	Merit Contingency					

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

7.65%

\$17,491

PY \$16,014

FY 2023-2024 Carry Forward
Fund 502

\$	2,858,768	Available Fund Balance A/O July 17, 2023
		Accounts Receivable - Excess FYE23 and Before
\$	7,500	Interest Income for Balance of FY23
\$	777,858	Transfers In for Balance of FY 23
\$	(61,272)	Subrogation Pmts to Transit
\$	(79,626)	Remaining Transfers Out FY23
\$	(34,736)	Outstanding Salaries FY23
\$	(58,268)	Outstanding Encumbrances FY23
\$	(430,000)	Potential FY23 Claims through the EOY - \$50k GL/\$100k WC
\$	2,980,224	FY 23-24 Carry Forward