

**SALARY BUDGET
FY 21/22 POSITION CONTROL**

SS Cap (does not incl Med)
140,000 FY2021

7.65%

\$14,798 PY \$14,156

<u>COST CENTER/ POSITION TITLE</u>	<u>GRD/ STEP</u>	<u>FY 20/21 Apprvd FTEs</u>	<u>FY 21/22 Proposed FTEs</u>	<u>Health Insurance FTEs</u>	<u>PART TIME</u>	<u>CTRCT COUNT</u>	<u>TEMP COUNT</u>	<u>Notes</u>	<u>Change in FTEs</u>	<u>Annual Salary</u>	<u>12 FY21/22 Salary</u>	<u>12 Longevity</u>	<u>14 Over time</u>	<u>15 Special Pay</u>	<u>21 FICA Medicare</u>	<u>22 Retire Contrib</u>	<u>23 Health Life Ins</u>	<u>TOTAL</u>
1202 CITY CLERK																		
CITY CLERK	N UDP	1.00	1.00	1.00						113,309	117,841			2,700				
DEPUTY CITY CLERK	G 16T	1.00	1.00	1.00						49,635	51,620					4,130		
DEPUTY CITY CLERK	G 16T	1.00	1.00	1.00						42,245	43,935					3,515		
SENIOR DEPUTY CITY CLERK	N 17N	1.00	1.00	1.00						44,015	45,776					3,662		
		4.00	4.00	4.00	0.00	-	-		0.00	249,204	259,172	0	1,500	2,700	20,148	11,426	59,191	354,138

City of Key West
Budget Preparation Worksheets
Fiscal Year 2021/2022

Fund: 001 General Fund
 Department: 1202 City Clerk

Key	Object	Account Description	Category	FY 2018/2019 Actuals	FY 2019/2020 Actuals	FY 2020/2021 Adopted	FY 2020/2021 6 Mth Amnd	FY 2020/2021 6 Mth Actuals	FY 2021/2022 Dept Req	FY 2021/2022 CM Review
0011202	5121200	Regular Salaries & Wages		\$247,860	\$230,726	\$207,345	\$207,345	\$98,890	\$259,172	\$259,172
0011202	5121400	Overtime		\$5,112	\$807	\$4,000	\$4,000	\$0	\$1,500	\$1,500
0011202	5121500	Special Pay		\$2,407	\$2,714	\$2,700	\$2,700	\$1,225	\$2,700	\$2,700
0011202	5122100	FICA Taxes		\$19,264	\$16,718	\$16,374	\$16,374	\$7,063	\$20,148	\$20,148
0011202	5122200	Retirement Contributions		\$4,072	\$7,529	\$7,842	\$7,842	\$3,163	\$11,426	\$11,426
0011202	5122300	Life & Health Insurance		\$43,092	\$47,539	\$42,469	\$42,469	\$19,928	\$59,191	\$59,191
Personnel Services				\$321,806	\$306,033	\$280,730	\$280,730	\$130,269	\$354,137	\$354,137
0011202	5123100	Professional Services		\$9,496	\$8,872	\$9,000	\$9,000	\$1,751	\$9,000	\$9,000
		PRINTED SUPPLEMENTS FOR CITY'S CODE OF ORDINANCE BOOKS								\$9,000
0011202	5123400	Other Contractual Service		\$6,600	\$9,216	\$8,250	\$8,250	\$2,892	\$7,500	\$7,500
		OFF-SITE STORING CITY DOCS; RETRIEVAL, SCANNING & RE-FILLING, HARDCOPY FILES AND/OR PLANS; DESTRUCTION OF DOCUMENTS MEETING RETENTION								\$7,500
0011202	5124000	Travel & Per Diem		\$1,968	\$91	\$2,750	\$2,750	\$0	\$4,250	\$4,250
		FACC FALL ACADEMY (FLIGHTS/LODGING) 1 CLERK								\$1,250
		FACC SUMMER ACADEMY & CONFERENCE (FLIGHTS/LODGING) 1 CLERK								\$1,500
		IIMC ANNUAL CONFERENCE (FLIGHT/LODGING) 1 CLERK								\$1,500
0011202	5124400	Rentals & Leases		\$3,262	\$2,103	\$4,110	\$4,110	\$0	\$4,110	\$3,000
		KONICA MINOLTA COLOR COPIER MACHINE LEASE (\$200 AVERAGE MONTHLY)								\$3,000
0011202	5124600	Repairs and Maintenance		\$64,767	\$54,850	\$49,137	\$52,087	\$31,073	\$52,334	\$52,334
		BIS DIGITAL PROGRAM AUDIO RECORDING CITY MEETINGS NOT TELEVISED.								\$805
		GRANICUS SOFTWARE SUPPORT & ANNUAL MAINTENANCE								\$20,709
		GRANICUS-ANNUAL FEE FOR AUTOMATED AGENDA PLATFORM SOFTWARE								\$11,822
		IMAGEONE-DOCUMENT RESEARCH SOFTWARE SERVICES MAINTENANCE								\$780
		UPLAND ELECTRONIC FILING CABINET PROGRAM FOR CITY RECORDS (FILEBOUND)								\$13,428
		WEBQA INC. D/B/A GOV QA-FOIA PROGRAM (PUBLIC RECORDS REQUEST ONLY)								\$4,790
0011202	5124700	Printing & Binding		\$62	\$15	\$0	\$0	\$0	\$0	\$0
0011202	5124800	Promotional Expenses		\$0	\$780	\$0	\$0	\$0	\$0	\$0
0011202	5124900	Other Current Charges		\$33,443	\$21,078	\$27,000	\$27,000	\$11,268	\$27,000	\$27,000

City of Key West
Budget Preparation Worksheets
Fiscal Year 2021/2022

Fund: 001 General Fund
 Department: 1202 City Clerk

Key	Object	Account Description	Category	FY 2018/2019 Actuals	FY 2019/2020 Actuals	FY 2020/2021 Adopted	FY 2020/2021 6 Mth Amnd	FY 2020/2021 6 Mth Actuals	FY 2021/2022 Dept Req	FY 2021/2022 CM Review
		ADVERTISEMENTS IN NEWSPAPER								\$25,000
		CLERK OF COURT MONROE COUNTY - RECORDING OF DOCUMENTS								\$2,000
0011202	5125100	Office Supplies		\$2,628	\$1,042	\$3,000	\$3,000	\$387	\$1,500	\$1,500
		OFFICE PRODUCTS								\$1,500
0011202	5125400	Books-Subscrip-Membership		\$1,813	\$1,746	\$1,198	\$1,198	\$245	\$1,228	\$1,558
		FLORIDA ASSOCIATION OF CITY CLERKS MEMBERSHIP DUES-4@\$100.00.								\$400
		INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS MEMBERSHIP DUES-4@\$150.00								\$600
		KEY WEST CITIZEN NEWSPAPER HARDCOPY AND ELECTRONIC								\$238
		MONROE COUNTY MUNICIPAL CLERKS ASSOCIATION MEMBERSHIP DUES - 4@\$80.00								\$320
0011202	5125500	Training		\$1,175	\$900	\$3,775	\$3,775	\$1,063	\$3,375	\$3,375
		FACC FALL EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK								\$400
		FACC SUMMER EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK								\$375
		IIMC ANNUAL EDUCATION CONFERENCE REGISTRATION FEE 1 CLERK								\$600
		WEBINARS TO OBTAIN REQUIRED EDUCATION POINTS FOR CERTIFIED MUNICIPAL CLERK DESIGNATION.								\$2,000
Operating Expenditures				\$125,215	\$100,694	\$108,220	\$111,170	\$48,679	\$110,297	\$109,517
City Clerk - Total				\$447,021	\$406,726	\$388,950	\$391,900	\$178,948	\$464,434	\$463,654