

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

Fund: 001 General Fund

Department: 6901 Homeless Services

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
0016901	5693100	Professional Services		\$2,725	\$0	\$0	\$0	\$0	\$0	\$0
0016901	5693400	Other Contractual Service		\$471,800	\$547,339	\$680,601	\$686,422	\$400,413	\$697,598	\$697,598
OPERATIONS MANAGEMENT OF KEYS OVERNIGHT TEMPORARY SHELTER (KOTS) - 24 HOUR OPERATION										\$697,601
0016901	5694300	Utility Services		\$5,489	\$1,088	\$6,000	\$6,000	\$1,304	\$4,000	\$4,000
0016901	5694302	Electricity		\$14,480	\$13,508	\$15,000	\$15,000	\$2,862	\$12,000	\$12,000
0016901	5694400	Rentals & Leases		\$903	\$51,037	\$0	\$0	\$3,199	\$0	\$0
0016901	5694600	Repairs and Maintenance		\$11,362	\$7,054	\$4,500	\$4,500	\$701	\$2,500	\$2,500
MISCELLANEOUS REPAIRS AND MAINTENANCE										\$2,500
0016901	5694900	Other Current Charges		\$0	\$148	\$0	\$0	\$0	\$0	\$0
0016901	5695200	Operating Supplies		\$0	\$7,301	\$0	\$0	\$0	\$0	\$0
Operating Expenditures				\$506,759	\$627,474	\$706,101	\$711,922	\$408,479	\$716,098	\$716,098
0016901	5696300	Infrastructure		\$8,600	\$0	\$0	\$0	\$0	\$0	\$0
0016901	5696400	Machinery & Equipment		\$43,910	\$20,718	\$0	\$0	\$0	\$0	\$0
Capital Outlay				\$52,510	\$20,718	\$0	\$0	\$0	\$0	\$0
Homeless Services - Total				\$559,269	\$648,192	\$706,101	\$711,922	\$408,479	\$716,098	\$716,098



Budget Proposal of Cornerstone Resource Alliance, Inc. for FY 2022 City of Key West Homeless Services Contract

This is the proposed budget of Cornerstone Resource Alliance, Inc. (CRA) for the contractor-operated portion of the City of Key West Homeless Services Program, fiscal year 2022. If agreed upon, CRA will operate the Keys Overnight Temporary Shelter (KOTS) and provide basic needs services to the homeless population of Key West.

CRA requests a total of \$697,598 to operate KOTS for FY 2022. A budget worksheet follows.

Fiscal Year 2022

The change from the previous FY budget is a difference of (+) \$11,176 or 1.6%.

The budget worksheet illustrates all of the adjustments and changes, however, of note:

- Operations costs have increased by \$7,000 due to increased costs for minor repairs, broken washers and dryers due to the high volume of use, shelving needing repair and replacement, and other issues that arise from such constant use of the facility.
- While it doesn't appear that the overall salaries line item numbers have changed much for the purposes of this budget, it does allow for pay increases for all shelter staff and management team. Additionally, we have been successful in obtaining grants to offset additional case management salaries and payroll expenses.

The proposed fiscal year 2022 budget supports a continuation of the services that are currently being provided at KOTS. In addition, we have actively pursued increased grant funding, donations, and collaboration with other agencies. This has been quite successful to create a more robust organization, with programs that continue to increase services to our community.

As always, Cornerstone looks forward to a positive and productive working relationship with the City of Key West, and we will continue to provide the best possible shelter and supportive services to the homeless residents of Key West.

		20-21 Budget	21-22 Est
EXPENSES		BUDGET	
OPERATIONS			
	Audit	\$ 4,600	\$4,600
	Cleaning & Maintenance	\$ 18,600	\$18,600
	Insurance, Liability	\$ 5,146	\$5,200
	Insurance, D&O	\$ 1,200	\$1,200
	Office Supplies	\$ 1,500	\$1,500
	Accounting Services	\$ 2,400	\$3,200
	Phone & Communications	\$ 5,014	\$4,600
	Client Expense	\$ 39,350	\$39,350
	Rent	\$ 3,000	\$3,000
	Additional Supplies	\$ 5,388	\$2,500
	Operations	\$ 10,000	\$17,000
	Contingency	\$ 2,000	\$2,500
PERSONNEL			
	Salaries, Wages, Taxes	\$ 571,064	\$575,361 See Payroll Sheet
	Insurance, Workers Comp.	\$ 13,060	\$14,887 See payroll Sheet
	Payroll Service	\$ 3,000	\$3,000
	Training	\$ 1,000	\$1,000
	Bank Fees/ Intst. Exp.	\$ 100	\$100
	TOTAL EXPENSES	\$ 686,422	\$697,598
NET INCOME			
	Increase + % Increase	\$ 11,176	1.6%

	#	New Rate	Hrs. /Year	Pay	Pay +10%PE	2.86 % WC
Monitors	5.5	\$17.00	11440	\$194,480	\$213,928	\$5,562 Previous rate \$15.50
Overnight Monitor Supv. (F/T)	1	\$17.75	2080	\$36,920	\$40,612	\$1,056 Previous Rate \$16.50
Overnght Monitor Supv. (P/T 30 hrs week)	1	\$17.75	1560	\$27,690	\$30,459	\$792 Previous Rate \$16.50
Supervisors	2	\$19.50	4160	\$81,120	\$89,232	\$2,320 Prevous Rate \$17.50
Case Managers	1	\$18.38	2080	\$38,235	\$42,059	\$1,094 \$37,500 annually, no change, balance of .5 FTE billed to grant
Admin Asst	1	\$10.96	2080	\$22,800	\$25,080	\$652 \$22,800 annually, no change
Shelter Manager	1	\$26.44	2080	\$55,500	\$61,050	\$1,587 \$50,000 year increased to \$55,000
Executive Director	1	\$31.25	2080	\$66,300	\$72,930	\$1,896 \$65000 year, no change
Total			27560	\$523,045	\$575,361	\$14,887