

City of Key West
Budget Preparation Worksheets
Fiscal Year 2017/2018

Fund: 001 General Fund
Department: 1302 Human Resources

Key	Object	Account Description	Category	FY 2014/2015 Actuals	FY 2015/2016 Actuals	FY 2016/2017 Adopted	FY 2016/2017 6 Mth Amnd	FY 2016/2017 6 Mth Actuals	FY 2017/2018 Dept Req	FY 2017/2018 CM Review
0011302	5131200	Regular Salaries & Wages		\$240,192	\$242,478	\$252,404	\$286,271	\$133,285	\$311,425	\$311,425
0011302	5131400	Overtime		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5131500	Special Pay		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5132100	FICA Taxes		\$17,217	\$17,406	\$19,309	\$21,900	\$9,640	\$23,824	\$23,824
0011302	5132200	Retirement Contributions		\$17,227	\$14,042	\$17,668	\$20,038	\$9,330	\$18,685	\$18,685
0011302	5132300	Life & Health Insurance		\$34,854	\$41,109	\$61,708	\$68,828	\$25,071	\$75,852	\$75,852
Personnel Services				\$309,491	\$315,035	\$351,089	\$397,037	\$177,325	\$429,786	\$429,786
0011302	5133100	Professional Services		\$79,675	\$120,624	\$67,150	\$67,150	\$4,343	\$72,150	\$57,150
		ATTORNEY FEES: LABOR RELATED								\$20,000
		ATTORNEY: ARBITRATION								\$25,000
		EMPLOYEE HEALTH FAIR								\$10,000
		NEW EMPLOYEE/REASONABLE SUSP DRUG TESTS 50 @ \$43.00								\$2,150
0011302	5133400	Other Contractual Service		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5134000	Travel & Per Diem		\$709	\$914	\$2,400	\$2,400	\$788	\$2,400	\$2,400
		FMLA ANNUAL TRAINING CONFERENCE								\$900
		FPHRA ANNUAL TRAINING CONFERENCE								\$1,500
0011302	5134100	Communications/Postage		\$50	\$0	\$0	\$0	\$0	\$0	\$42,520
		OVERNIGHT MAILING SERVICES								\$150
		POSTAGE FOR DELINQUENCY LETTERS - PARKING DEPT								\$6,370
		POSTAGE FOR MAIL MACHINE 12 @ \$3,000/MONTH								\$36,000
0011302	5134300	Utility Services		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5134400	Rentals & Leases		\$1,653	\$1,444	\$1,800	\$1,800	\$0	\$1,680	\$7,896
		COPY MACHINE 12 @ \$140								\$1,680
		MAIL MACHINE 12 @ \$518/MONTH								\$6,216
0011302	5134500	Insurance		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5134600	Repairs and Maintenance		\$10	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5134700	Printing & Binding		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5134800	Promotional Expenses		\$273	\$2,800	\$3,790	\$3,790	\$225	\$3,610	\$3,610

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		11 WATCHES FOR 20 YEAR \$140								\$1,650
		ENGRAVING FOR 11 WATCHES								\$550
		PLAQUES - (3) 30 YEAR								\$210
		SERVICE AWARD COINS								\$1,200
0011302	5134900	Other Current Charges		\$0	\$0	\$500	\$500	\$0	\$625	\$625
		A TEJEDA NOTARY RENEWAL								\$125
		CLASSIFIED RECRUITING ADVERTISING								\$500
0011302	5135100	Office Supplies		\$4,332	\$2,287	\$4,634	\$4,634	\$953	\$4,634	\$4,634
		GENERAL OFFICE SUPPLIES - CARTRIDGES TAPE MISC								\$2,800
		ID BADGE CARDS								\$460
		ID CLIPS 4 @ \$36								\$144
		ID RIBBONS 6 @ \$75								\$450
		PRINTER PAPER 20 @ \$39								\$780
0011302	5135200	Operating Supplies		\$0	\$0	\$0	\$0	\$0	\$0	\$0
0011302	5135400	Books-Subscrp-Membership		\$737	\$865	\$2,105	\$2,105	\$724	\$1,980	\$1,130
		FLSA MANUAL UPDATE								\$550
		FLSHRM STATE MEMBERSHIP								\$180
		FPELRA - MEMBERSHIP								\$250
		SHRM NATIONAL MEMBERSHIP								\$150
0011302	5135500	Training		\$570	\$397	\$0	\$0	\$0	\$0	\$850
		FMLA CONFERENCE REGISTRATION FEES								\$400
		FPELRA CONFERENCE REGISTRATION FEES								\$450
Operating Expenditures				\$88,010	\$129,331	\$82,379	\$82,379	\$7,033	\$87,079	\$120,815
Human Resources - Totals				\$397,501	\$444,366	\$433,468	\$479,416	\$184,358	\$516,865	\$550,601

**SALARY BUDGET
FY 17/18 POSITION CONTROL**

SS Cap (does not incl Med)
127,200 CY 2017

7.65%

\$12,642 PY \$12,342

COST CENTER/ POSITION TITLE	GRD/ STEP	EMPLOYEE NAME	FY16/17	FY17/18	Health	PART TIME	CTRCT COUNT	TEMP COUNT	Annual Salary	12	12	14	15	21	22	23	TOTAL	
			Apprvd FTEs	Proposed FTEs	Insurance FTEs					FY 17/18 Salary	Longevity	Over time	Special Pay	FICA Medicare	Retire Contrib	Health Life Ins		
1302 HUMAN RESOURCES																		
BENEFITS/HIPPA MANAGER	N 33N		1.00	1.00	1.00				64,446	67,024						4,021		
DIRECTOR-HR	U UDP		1.00	1.00	1.00				93,820	95,696						5,742		
HR ADMINISTRATOR II	N 15N		1.00	1.00	1.00				39,771	41,362						2,482		
HUMAN RESOURCE ASSISTANT I	N 11N		1.00	1.00	1.00				33,634	34,979						2,099		
MAIL COURIER I	G 01T		1.00	1.00	1.00				34,780	36,171						2,170		
SWITCHBOARD OPERATOR	G 01T		1.00	1.00	1.00				34,800	36,192						2,172		
TOTAL			6.00	6.00	6.00	0.00	-	-	301,251	311,425		0	0	0	23,824	18,685	75,852	429,786