

BUDGET PREPARATION WORKSHEETS
FOR FISCAL YEAR 14/15
EXPENDITURES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 AMENDED BUDGET	FY 14/15 COMR5
General Fund					
Human Services					
Homeless Services					
Homeless Services					
Homeless Services					
001-6901-569-3100	Professional Services	5,450	19,705	0	0
001-6901-569-3400	Other Contractual Service	352,301	444,118	444,118	496,391
	LEVEL				
	COM5				TEXT AMT
					SOUTHERNMOST HOMELESS ASSISTANCE LEAGUE'S (SHAL)
					OPERATIONS MANAGEMENT OF
					MOBILE OUTREACH PROJECT (MOP)
					38,172
					KEYS OVERNIGHT TEMPORARY SHELTER (KOTS)
					363,059
					ENCHANCED HOMELESS SERVICES
					42,887
					EMERGENCY SOLUTIONS GRANT/HOMELESS FACILITIES
					52,273
					496,391
001-6901-569-4300	Utility Services	6,057	5,648	6,700	6,700
	LEVEL				
	COM5				TEXT AMT
					SOLID WASTE SERVICES
					6,700
					6,700
001-6901-569-4302	Electricity	15,347	13,520	25,200	25,200
	LEVEL				
	COM5				TEXT AMT
					ELECTRICAL SERVICES
					25,200
					25,200
001-6901-569-4600	Repairs and Maintenance	19,390	5,066	6,622	6,622
*	Operating Expenditures	398,545	488,057	482,640	534,913
****	Homeless Services	398,545	488,057	482,640	534,913

Parks and Recreation

**Proposal of the
SOUTHERNMOST HOMELESS ASSISTANCE LEAGUE, INC.**

for the

**CITY OF KEY WEST
HOMELESS SERVICES FY 2015 BUDGET**

This is the proposal of the Southernmost Homeless Assistance League, Inc. (SHAL) for the budget of the contractor-operated portion of the City of Key West Homeless Services Program for the City of Key West fiscal year 2015. SHAL is the contractor for the City under the terms of Commission Resolution No. 13-095. Under the contract, SHAL operates the Keys Overnight Temporary Shelter (KOTS) and the Mobile Outreach Program (MOP).

Summary of Proposal

SHAL recommends a total program of \$541,690 with \$444,118 funded directly by the City. This represents no increase in the amounts approved in FY13 and FY14. SHAL anticipates to be the beneficiary of an Emergency Solutions Grant (ESG) for \$52,273, applied for by the City, in cooperation with SHAL, to be utilized to provide case management to KOTS users and for improvements and maintenance to the existing facility. In addition, SHAL anticipates directly securing an additional Emergency Solutions Grant of \$38,299 dedicated to providing case management and related services to unsheltered homeless adults. Both ESG grants have been awarded and are expected to contract effective July 1, 2015. Additional funding of \$7,000 is anticipated from Monroe County and private donations. The sources and uses of each of these funding sources is itemized in the attached "SHAL Proposed Budget (City FY15)".

Fiscal Year 2014

During the present fiscal year SHAL expects to receive \$444,118 from the City and \$26,000 from other sources. It is anticipated that SHAL will expend 100% of earned revenues on operating expenses, resulting in no significant net income to the organization. We are hopeful that in the coming year we will be in a position to utilize revenues reserved for program administration to begin to build an operating reserves to offset unforeseen or emergency expenses. As the result of a donation from the Monroe County Sheriff's Office, we are now in the process of replacing the existing mobile outreach recreational vehicle with an automobile. This is a more cost effective option and provides greater flexibility in reaching unsheltered homeless throughout the City.

Fiscal Year 2015

The proposed fiscal year 2015 budget would re-align personnel resources in a manner that we believe is the most efficient. Earlier this year, we reduced the total hours of shelter staff to provide a sufficient level of coverage, while reducing staffing costs. The proposed staffing levels may be found on the attached "SHAL Payroll Analysis FY15".

In addition to continuing to provide a caseworker to serve users of KOTS, we expect to provide part time caseworkers, funded by an Emergency Solutions Grant, to provide services to unsheltered homeless through our Mobile Outreach Program. The goal is to provide case management to assist as many who are willing, to transition to more appropriate housing or relocation to where family support system or intensive treatment opportunities may be accessible. Further, we are now working closely with the homeless exiting the Monroe County Detention Center, to provide transition and relocation opportunities. We believe this modest investment, funded in part by Monroe County, will help to reduce re-arrests and related public cost of incarceration. Finally, we anticipate expanding our preventative and basic wound care services through a cooperative agreement with other local organizations/agencies. Once again, this is an effort to provide needed services, as a cost effective alternative to seeking treatment at local hospitals.

The Southernmost Homeless Assistance League, Inc., a local non-profit organization, is pleased to continue to operate the Keys Overnight Temporary Shelter (KOTS) and provide homeless services on behalf of the City of Key West.

Prepared by:

Randi Cohen Brown, Executive Director
Southernmost Homeless Assistance League, Inc.

SOUTHERNMOST HOMELESS ASSISTANCE LEAGUE, INC. (SHAL)
PROPOSED BUDGET (CITY FY15)

	<u>CITY KW</u>	<u>ESG KW</u>	<u>OTHER</u>	<u>ESG SHAL</u>	<u>TOTAL</u>
REVENUES					
City of Key West <i>(proposed)</i>	444,118				444,118
Emergency Solutions Grant <i>(awarded, contract pending)</i>		52,273			52,273
Emergency Solutions Grant <i>(awarded, contract pending)</i>				38,299	38,299
Monroe County <i>(recommended, pending BOCC approval)</i>			5,000		5,000
Byrne Grant (carry over)					0
Other			1,000		1,000
TOTAL REVENUES	444,118	52,273	6,000	38,299	540,690
EXPENSES					
OPERATIONS					
Administration Fee	44,412			1,649	46,061
Audit <i>(CPA prepared statements and tax return)</i>	5,400				5,400
Contract Services <i>(RN/prevention/wound care)</i>	8,400		2,000		10,400
Cleaning & Maintenance <i>(Cleaning/laundry items)</i>	20,000	5,000			25,000
Beds & Bedding <i>(Towels & sheets)</i>					
Insurance, Auto <i>(MOP vehicle)</i>				2,000	2,000
Insurance, Liability/OD	5,200				5,200
Supplies <i>(Office & client supplies)</i>	11,000			7,918	18,918
Phones & Communications <i>(includes, fax, internet)</i>	5,200				5,200
Facilities & Equipment	1,000	9,173			10,173
Outreach <i>(birth certificates, bus tickets)</i>	8,011		4,000	9,000	21,011
Operations, Other <i>(memberships, licenses)</i>	2,550			1,000	3,550
PERSONNEL					
Salaries, Wages, Taxes (see attached detail)	252,795	38,100		11,232	302,127
Contract Services <i>(Business Manager/accounting)</i>	33,950				33,950
Insurance, Health/Workers Comp.	43,000				43,000
Payroll Service	2,200				2,200
Training <i>(Case workers)</i>	1,000				1,000
VEHICLE					
Fuel				2,500	2,500
Maintenance				3,000	3,000
TOTAL EXPENSES	444,118	52,273	6,000	38,299	540,690

NOTES:

CITY KW = Contract between City of Key West and SHAL. Amount unchanged from prior year.

ESG KW = Emergency Solutions Grant to City of Key West for homeless facilities

ESG SHAL=Emergency Solutions Grant to SHAL for outreach to unsheltered homeless

SOUTHERNMOST HOMELESS ASSISTANCE LEAGUE, INC.
FY15 PAYROLL ANALYSIS

<u>POSITION</u>	<u>PROGRAM</u>	<u>TYPE</u>	<u>RATE</u>	<u>HOURS</u>	<u>AMOUNT</u>	<u>TOTALS</u>	<u>VAC/SICK PAY*</u>	<u>HOLIDAY PAY*</u>
MANAGEMENT								
Executive Director	ALL	Salary	N/A	N/A	\$50,000		0	Holiday 9 x Hours Per 6 x Employees 4 x Rate 13.50
STAFF								
Shelter Monitor	KOTS	Hourly	\$13.50	38	\$26,676		16.0	TOTAL COST $((9 \times 6) \times 4) \times 13.5 =$ \$2,187
Shelter Monitor	KOTS	Hourly	\$13.50	36	\$25,272		16.0	
Shelter Monitor	KOTS	Hourly	\$15.00	30	\$23,400		6.0	
Shelter Monitor	KOTS	Hourly	\$13.50	30	\$21,060		6.0	
Shelter Monitor	KOTS	Hourly	\$13.50	30	\$21,060		6.0	
Shelter Monitor	KOTS	Hourly	\$13.50	24	\$16,848		4.8	
Shelter Monitor	KOTS	Hourly	\$13.50	18	\$12,636		3.6	
Shelter Monitor	KOTS	Hourly	\$12.50	18	\$11,700		3.6	
Case Manager	KOTS	Salary	N/A	N/A	\$35,000		n/a	
Case Manager	MOP	Hourly	\$13.50	16	\$11,232		n/a	
Case Manager	MOP	Hourly	\$13.50	16	\$11,232		n/a	
Total Salaries/Wages						\$ 266,116	62	Vac/Sick, Mo.
Employer Social Security		6.20%			\$ 16,499		744	Vac/Sick, Yr.
Employer Medicaid		1.45%			\$ 3,859		70%	Est. Usage
Workers Compensation		1.21%			\$ 3,220			
Unemployment Tax (2.7%)					\$ 2,592		\$ 7,031	Cost/Yr, Wages
Total Taxes		<u>8.86%</u>				\$ 26,170	\$ 623	Cost/Yr, Taxes
Total Holiday Pay						\$ 2,187	\$ 7,654	Total Costs, Yr.
Vacation/Sick Expense						\$ 7,654		
TOTAL PAYROLL, TAXES & BENEFITS						\$ 302,127	UNEMPLOYMENT TAXES \$ 8,000 Taxable Pay 12 Employees \$ 96,000 Taxable Wages 2.70% Rate \$ 2,592 Total Costs, Yr.	

* Only counts employees whose positions require others to cover in their absence