

BUDGET PREPARATION WORKSHEETS  
FOR FISCAL YEAR 15/16  
EXPENDITURES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 12/13 ACTUAL	FY 13/14 ACTUAL	FY 14/15 AMENDED BUDGET	FY 15/16 COM REVIEW
General Fund					
Executive					
City Clerk					
General Government					
Executive					
001-1202-512-1200	Regular Salaries & Wages	176,619	208,199	214,910	210,950
001-1202-512-1400	Overtime	6,013	6,520	6,000	6,480
	LEVEL TEXT				TEXT AMT
	COMR COVER TEAMSTER CONTRACT RAISES FOR CLERKS AND EX. ASSISTANT TO CLERK/MAYOR AND THE ADDITIONAL O/T BY EX. ASSISTANT.				
001-1202-512-1500	Special Pay	2,412	2,412	2,400	2,400
001-1202-512-2100	FICA Taxes	13,924	16,289	17,083	16,817
001-1202-512-2200	Retirement Contributions	17,923	16,908	19,882	11,945
001-1202-512-2300	Life & Health Insurance	31,049	37,411	40,382	42,312
* 001-1202-512-3100	Personal Services	247,940	287,739	300,657	290,904
001-1202-512-3100	Professional Services	6,067	14,526	11,000	123,000
	LEVEL TEXT				TEXT AMT
	COMR SUPPLEMENTS FOR CITY'S CODE OF ORDINANCE BOOKS PHASE II - RECORD MANAGEMENT PROGRAMS & DOCUMENT IMAGING PROJECT SCANNING OF ARCHIVED RECORDS IN KEY WEST & STORAGE FACILITY IN TAMPA (CARRY FORWARD \$72,167) PROJECT GN1201, \$168,000.00 TO INCREASE COST DUE TO ACCELERATION OF A THREE (3) YEAR PROJ. TO TWO(2) YEARS TO EXPEDITE COMPLETION				11,000 112,000 123,000
001-1202-512-3400	Other Contractual Service	42,507	31,580	42,100	88,000
	LEVEL TEXT				TEXT AMT
	COMR STORAGE, RETRIEVAL, SCANNING OF HARDCOPY FILES OF ALL CITY DOCS STORED OFFSITE AND DESTRUCTION OF CITY DOCUMENTS THAT HAVE MET RETENTION ON-SITE SHREDDING SVC FOR DOCS MEETING RETENTION INFORMATION AND IMPROVE RETRIEVAL PRACTICES CONSULTANT YEAR 2 - ON SITE STAFF TRAINING - FY16				60,000 4,000 24,000 88,000
001-1202-512-4000	Travel & Per Diem	3,319	1,869	4,800	4,900
	LEVEL TEXT				TEXT AMT
	COMR FLORIDA ASSOCIATION OF CITY CLERKS (FACC) SUMMER ACADEMY CONTINUING ED IN STATE, CITY CLERK SMITH 4 DAYS-AIRFARE, VEHICLE RENTAL, ACCOMODATIONS FLORIDA ASSOCIATION OF CITY CLERKS (FACC) FALL ACADEMY CONTINUING ED IN STATE, DEPUTY CLERK BUDE TO OBTAIN MASTER MUNICIPAL CLERK (MMC) DESIGNATION 4 DAYS-AIRFARE, VEHICLE RENTAL, ACCOMODATIONS INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) ANNUAL CONFERENCE, CITY CLERK SMITH 5 DAYS-AIRFARE, VEHICLE RENTAL AND ACCOMODATIONS				1,350 1,350 2,200 4,900
001-1202-512-4100	Communications/Postage	92	0	0	0
001-1202-512-4400	Rentals & Leases	2,941	2,629	4,080	3,250
	LEVEL TEXT				TEXT AMT
	COMR COPY MACHINE LEASE (\$250 MONTHLY + \$250) RENTAL LEASE IS FROM OCT-2015 TO SEPT-2016.				

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General Fund					
Executive					
City Clerk					
General Government					
Executive					
	COLOR COPIER MACHINE.				3,250
					3,250
001-1202-512-4600	Repairs and Maintenance	15,838	15,838	35,928	45,511
	LEVEL TEXT				TEXT AMT
	COMR AUTOMATED AGENDA SUPPORT SERVICES MAINTENANCE				14,250
	AUDIO RECORDER SOFTWARE MAINTENANCE				1,388
	DOCUMENT RESEARCH SOFTWARE SERVICES MAINTENANCE				705
	DIGITAL IMAGING SOFTWARE MAINTENANCE				
	INCREASE FY16 - 10%				11,968
	PUBLIC MTGS VIDEO SUPPORT SERVICES MAINTENANCE				9,600
	PUBLIC RECORDS RQST SUPPORT SERVICES MAINTENANCE				
	JANUARY 2016 - SEPTEMBER 2016				6,100
	ELECTRONIC SIGNATURE SUPPORT SERVICES MAINTENANCE				1,000
	ELECTRONIC NOTARY SUPPORT SERVICES MAINTENANCE				500
					45,511
001-1202-512-4700	Printing & Binding	0	0	200	200
	LEVEL TEXT				TEXT AMT
	COMR BUSINESS CARDS				200
					200
001-1202-512-4800	Promotional Expenses	200	0	300	300
	LEVEL TEXT				TEXT AMT
	COMR LAPEL PINS				300
					300
001-1202-512-4900	Other Current Charges	20,810	20,605	26,000	26,750
	LEVEL TEXT				TEXT AMT
	COMR ADVERTISING OF CITY MEETINGS, ORDINANCES, VARIANCE				
	EASEMENTS, MAJOR/MINOR DEVELOPMENTS &				
	MISC. CITY EVENTS (INCREASE OF 10%)				25,250
	RECORD DOCUMENTS/CLERK OF COURT MONROE COUNTY				
	(INCREASE OF 20%)				1,500
					26,750
001-1202-512-5100	Office Supplies	3,283	2,062	3,800	4,000
	LEVEL TEXT				TEXT AMT
	COMR COPY PAPER (CITY MANAGERS & CITY CLERKS OFFICES)				
	WATER FOR MAYORS, CLERKS AND OLD CITY HALL				
	OFFICE PRODUCTS				4,000
					4,000
001-1202-512-5200	Operating Supplies	0	0	67,600	0
001-1202-512-5400	Books, Subscrp, Membership	937	1,366	1,039	1,063
	LEVEL TEXT				TEXT AMT
	COMR FLORIDA ASSOCIATION OF CITY CLERKS (FACC) DUES				
	3 MEMBERS @ \$100.00 EACH				300
	INTL INSTITUTE OF MUNICIPAL CLERKS (IIMC) DUES				
	3 MEMBERS @ \$118.33 EACH				355
	NOTARY RENEWAL-ANGELA BUDDE (INCREASE OF 10%)				113
	KEY WEST CITIZEN NEWSPAPER (INCREASE OF 10%)				115
	MONROE COUNTY MUNICIPAL CLERKS ASSOCIATION DUES				
	3 MEMBERS @ \$60.00 EACH				180
					1,063
001-1202-512-5500	Training	225	2,508	1,225	1,625
	LEVEL TEXT				TEXT AMT

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General Fund					
Executive					
City Clerk					
General Government					
Executive					
	COMR				
					250
					350
					625
					400
					1,625
		-----	-----	-----	-----
*	Operating Expenditures	96,219	92,983	198,072	298,599
	001-1202-512-6400 Machinery & Equipment	9,000	23,614	96,116	0
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*	Capital Outlay	9,000	23,614	96,116	0
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****	City Clerk	353,159	404,336	594,845	589,503



**SALARY BUDGET  
FY 15/16 POSITION CONTROL**

As of 5/12/15

SS Cap (does not incl Med)  
118,500 CY 2015

7.65%

\$12,089 PY \$11,538

COST CENTER/ POSITION TITLE	GRD/ STEP	FY 14/15	FY 15/16	Health	PART TIME	CTRCT COUNT	TEMP COUNT	Annual Salary	12	12	14	15	21	22	23	TOTAL
		Apprvd FTEs	Proposed FTEs	Insurance FTEs					FY 15/16 Salary	Longevity	Over time	Special Pay	FICA Medicare	Retire Contrib	Health Life Ins	
<b>1202 CITY CLERK</b>																
CITY CLERK	N UDP	1.00	1.00	1.00				97,760	100,693			2,400		7,048		
DEPUTY CITY CLERK	G 12T	1.00	1.00	1.00				41,620	42,869					3,001		
EXECUTIVE ASSISTANT II	U U01	0.50	0.50	0.50				20,000	20,600					1,442		
SENIOR DEPUTY CITY CLERK	N 17N	1.00	1.00	1.00				45,426	46,789							
		<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>204,806</b>	<b>210,950</b>	<b>0</b>	<b>6,480</b>	<b>2,400</b>	<b>16,817</b>	<b>11,945</b>	<b>42,312</b>	<b>290,904</b>