

City of Key West
 FY 20/21 BUDGET
 Personnel Allocation

| AUTHORIZED BUDGET | |
|-------------------|---------|
| FY19/20 | FY20/21 |
| 6.00 | 6.00 |

1201 CITY MANAGER

TOTAL:

| POSITION TITLE | AUTHORIZED BUDGET | | POSITION TITLE | AUTHORIZED BUDGET | |
|------------------------------|-------------------|-------------|-------------------------|-------------------|----------|
| | FY19/20 | FY20/21 | | FY19/20 | FY20/21 |
| FULL TIME: | | | PART TIME: | | |
| | | | | | |
| Assistant City Manager | 1.00 | 1.00 | | | |
| City Manager | 1.00 | 1.00 | | | |
| Exec Administrator to ACM | 1.00 | 1.00 | | | |
| Exec Administrator to CM | 1.00 | 1.00 | | | |
| Senior Grants Administrator | 1.00 | 1.00 | | | |
| Senior Property Manager | 1.00 | - | | | |
| Special Events Administrator | - | 1.00 | | | |
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| | | | | | |
| TOTAL FULL TIME: | 6.00 | 6.00 | TOTAL PART TIME: | - | - |

**SALARY BUDGET
FY 20/21 POSITION CONTROL**

SS Cap (does not incl Med)
132,900 CY 2019

7.65%

\$14,496 PY \$13,962

| <u>COST CENTER/ POSITION TITLE</u> | <u>GRD/ STEP</u> | <u>FY19/20 Apprvd FTEs</u> | <u>FY 20/21 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 FY20/21 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> |
|--|----------------------|------------------------------------|---------------------------------------|--------------------------------------|----------------------|------------------------|-----------------------|--------------|-------------------------------|--------------------------|----------------------------------|-------------------------|-----------------------------|-------------------------------|---------------------------------|----------------------------------|-----------------------------------|----------------|
| 1201 CITY MANAGER | | | | | | | | | | | | | | | | | | |
| ASST CITY MANAGER | U UPD | 1.00 | 1.00 | 1.00 | | | | | | 156,000 | 156,000 | | | 900 | (1,488) | 12,480 | | |
| CITY MANAGER | C 04C | 1.00 | 1.00 | 1.00 | | 1.00 | | | | 180,000 | 180,000 | | | 3,900 | (3,162) | 12,600 | | |
| EXEC ADMINISTRATOR TO ACM | N 18N | 1.00 | 1.00 | 1.00 | | | | | | 58,093 | 58,093 | | | | | 4,647 | | |
| EXEC ADMINISTRATOR TO CM | N 18N | 1.00 | 1.00 | 1.00 | | | | | | 50,000 | 50,000 | | | | | 4,000 | | |
| SENIOR GRANTS ADMINISTRATOR | N 26N | 1.00 | 1.00 | 1.00 | | | | | | 61,926 | 61,926 | | | | | 4,954 | | |
| SENIOR PROPERTY MANAGER | N 35N | 1.00 | 1.00 | 0.00 | | | | | | 102,092 | 0 * | | | | | | | |
| SPECIAL EVENTS ADMINISTRATOR | N 18N | 1.00 | 1.00 | 1.00 | | | | | | 70,188 | 70,188 | | | | | 5,615 | | |
| | | 7.00 | 7.00 | 6.00 | 0.00 | 1.00 | 0.00 | | 0.00 | 678,299 | 576,207 | 0 | 0 | 4,800 | 39,797 | 38,682 | 86,975 | 746,461 |

City of Key West Budget Worksheet
Fiscal Year 2020/2021

Fund: 001 - General Fund

Department: City Manager

| Account Number | Detail | Budget Request |
|-----------------|--|-----------------|
| 0011201-5123100 | STRATEGIC PLANNING | \$25,000 |
| | 0011201-5123100 - Total | \$25,000 |
| 0011201-5124000 | CITY MANAGER FLORIDA KEYS DAY | \$1,500 |
| 0011201-5124000 | CITY MANAGER WASHINGTON DC | \$1,000 |
| | 0011201-5124000 - Total | \$2,500 |
| 0011201-5124100 | EXPRESS MAIL FOR CITY HALL DEPARTMENTS | \$700 |
| | 0011201-5124100 - Total | \$700 |
| 0011201-5124400 | COPIER LEASE 12 X 297 | \$3,564 |
| 0011201-5124400 | OTHER MISC. RENTALS & OVERAGES | \$1,000 |
| 0011201-5124400 | PO BOX RENTAL BOX 1409, 1319, & 1359 | \$930 |
| | 0011201-5124400 - Total | \$5,494 |
| 0011201-5124700 | LETTERHEAD, BUSINESS CARDS, ENVELOPES | \$500 |
| 0011201-5124700 | NOISE EXEMPTION CARDS | \$300 |
| | 0011201-5124700 - Total | \$800 |
| 0011201-5124800 | AMBASSADOR PROGRAM | \$1,500 |
| 0011201-5124800 | OTHER PROMOTIONAL | \$500 |
| 0011201-5124800 | PLAQUES & AWARDS | \$700 |

City of Key West Budget Worksheet
Fiscal Year 2020/2021

| Account Number | Detail | Budget Request |
|-----------------|--|-----------------|
| | 0011201-5124800 - Total | \$2,700 |
| 0011201-5124900 | BOARD & EVENT ADVERTISEMENT | \$4,500 |
| 0011201-5124900 | OTHER CHARGES | \$1,000 |
| | 0011201-5124900 - Total | \$5,500 |
| 0011201-5125100 | COPY PAPER FOR CITY MANAGER OFFICE | \$500 |
| 0011201-5125100 | MISC. OFFICE SUPPLIES | \$1,500 |
| | 0011201-5125100 - Total | \$2,000 |
| 0011201-5125400 | CHAMBER OF COMMERCE | \$348 |
| 0011201-5125400 | COOKE COMM CITY MANAGER NEWSPAPER SUBSCRIPTION | \$208 |
| 0011201-5125400 | FCCMA | \$540 |
| 0011201-5125400 | FL LEAGUE OF CITIES | \$3,196 |
| 0011201-5125400 | FMCA Florida Municipal Communicators Association | \$1,000 |
| 0011201-5125400 | ICMA DUES | \$1,400 |
| 0011201-5125400 | ICMA SUBSCRIPTION | \$149 |
| 0011201-5125400 | NATIONAL LEAGUE OF CITIES | \$1,953 |
| | 0011201-5125400 - Total | \$8,794 |
| 0011201-5125500 | MISC. TRAINING | \$900 |
| | 0011201-5125500 - Total | \$900 |
| | 1201 - Total | \$54,388 |

City of Key West Budget Worksheet
Fiscal Year 2020/2021

| Account Number | Detail | Budget Request |
|----------------|------------------------|-----------------|
| | Overall - Total | \$54,388 |

City of Key West
Budget Preparation Worksheets
Fiscal Year 2020/2021

Fund: 001 General Fund

Department: 1201 City Manager

| Key | Object | Account Description | Category | FY 2017/2018 Actuals | FY 2018/2019 Actuals | FY 2019/2020 Adopted | FY 2019/2020 6 Mth Amnd | FY 2019/2020 6 Mth Actuals | FY 2020/2021 Dept Req |
|-------------------------------|---------|---------------------------|----------|-------------------------|-------------------------|-------------------------|----------------------------|-------------------------------|--------------------------|
| 0011201 | 5121200 | Regular Salaries & Wages | | \$591,374 | \$625,640 | \$625,943 | \$625,943 | \$375,948 | \$576,207 |
| 0011201 | 5121400 | Overtime | | \$0 | \$0 | \$0 | \$0 | \$314 | \$0 |
| 0011201 | 5121500 | Special Pay | | \$1,380 | \$1,663 | \$2,280 | \$2,280 | \$2,663 | \$4,800 |
| 0011201 | 5122100 | FICA Taxes | | \$39,186 | \$42,852 | \$43,570 | \$43,570 | \$22,106 | \$39,797 |
| 0011201 | 5122200 | Retirement Contributions | | \$40,343 | \$41,027 | \$40,108 | \$40,108 | \$20,102 | \$38,682 |
| 0011201 | 5122300 | Life & Health Insurance | | \$63,949 | \$68,532 | \$83,774 | \$83,774 | \$39,044 | \$86,682 |
| Personnel Services | | | | \$736,232 | \$779,715 | \$795,675 | \$795,675 | \$460,177 | \$746,168 |
| 0011201 | 5123100 | Professional Services | | \$0 | \$0 | \$25,000 | \$25,000 | \$0 | \$25,000 |
| 0011201 | 5124000 | Travel & Per Diem | | \$2,819 | \$1,669 | \$2,500 | \$2,500 | \$3,425 | \$2,500 |
| 0011201 | 5124100 | Communications/Postage | | \$209 | \$475 | \$1,000 | \$1,000 | \$18 | \$700 |
| 0011201 | 5124300 | Utility Services | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 0011201 | 5124400 | Rentals & Leases | | \$4,802 | \$4,166 | \$6,156 | \$6,156 | \$1,917 | \$5,494 |
| 0011201 | 5124600 | Repairs and Maintenance | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 0011201 | 5124700 | Printing & Binding | | \$0 | \$431 | \$1,000 | \$1,000 | \$0 | \$800 |
| 0011201 | 5124800 | Promotional Expenses | | \$2,258 | \$1,565 | \$3,000 | \$3,000 | \$580 | \$2,700 |
| 0011201 | 5124900 | Other Current Charges | | \$1,864 | \$1,508 | \$5,500 | \$5,500 | \$453 | \$5,500 |
| 0011201 | 5125100 | Office Supplies | | \$1,268 | \$2,692 | \$3,000 | \$3,000 | \$1,207 | \$2,000 |
| 0011201 | 5125200 | Operating Supplies | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 0011201 | 5125400 | Books-Subscrip-Membership | | \$5,515 | \$6,930 | \$8,617 | \$8,617 | \$5,592 | \$8,794 |
| 0011201 | 5125500 | Training | | \$0 | \$780 | \$900 | \$900 | \$325 | \$900 |
| Operating Expenditures | | | | \$18,734 | \$20,216 | \$56,673 | \$56,673 | \$13,517 | \$54,388 |
| 0011201 | 5126400 | Machinery & Equipment | | \$25,247 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay | | | | \$25,247 | \$0 | \$0 | \$0 | \$0 | \$0 |
| City Manager - Total | | | | \$780,214 | \$799,931 | \$852,348 | \$852,348 | \$473,694 | \$800,556 |