

Proposal of the Southernmost Homeless Assistance League, Inc. for the City of Key West Homeless Services FY 2021 Budget.

This is the proposed budget of the Southernmost Homeless Assistance League, Inc. (SHAL) for the contractor-operated portion of the City of Key West Homeless Services Program, fiscal year 2021. As agreed upon through contract with the City of Key West, SHAL operates the Keys Overnight Temporary Shelter (KOTS) and provides basic needs services to the homeless population of Key West.

Summary of Proposal – Overnight Operations

SHAL requests a total of \$528,627 funded by the City of Key West. This is an increase of \$45,282 or 9% from the previous year. There are three main categories of increase:

- An additional \$2,400 a year in cleaning and maintenance. Due to COVID-19 we have found additional ways to clean and sanitize the facility, including the use of foggers that we can use inside the dorms.
- An additional \$2,000 in operations, which is accounted for in the addition of individually wrapped disposable silverware and disposable food service items. This was originally added due to COVID-19, but we have found that the practices are in everyone's best interest to maintain.
- An additional \$42,430 in salaries. This is detailed as an increase to the Executive Director salary to make the salary more commensurate with local averages, addition of duties to the shelter manager position to have that assume an Operations Director Role, an increase to the shelter attendants full time hours from 30 hours a week to 40 hours per week.

24/7 Operations

SHAL has prepared a budget for 24/7 operations. We feel that there is an abundant need for the shelter to continue 24 hour operations. State and National standards adhere to support of 24 hour operation of homeless facilities, and as we strive towards a new shelter, this standard of operation benefits the clients and the community as a whole.

SHAL requests a total of \$680,601 to maintain 24 hour operations for FY 2021. This is an increase of only \$151, 974 to have the facility open and staffed 24 hours a day. This increase includes staffing, additional operating supplies (garbage bags, toilet paper, cups, soap, silverware), and providing lunch. (Cost of lunch is \$0.80 per client). We are able to employ an additional 5 individuals, which we know is a positive for

the community. By maintaining 24 hour operations there is also an opportunity to reinstate the bike program, which we had shut down due to lack of location. This program takes bicycles that are given to SHAL by KWPD, fixes them, and then issues them for free through case management to clients who need transportation. It is our hope that this can also reduce bicycle theft in our community.

Reports from shelter staff regarding this change to 24 hour operations:

- Clients are less intoxicated
- Clients are less agitated
- There has been a decrease in Incident Reports

Fiscal Year 2021

The proposed fiscal year 2021 budget supports a continuation of the services that are currently being provided by SHAL and KOTS, and the potential for continuation of 24/7 operations.

-SHAL has continued to be more successful than ever at obtaining grant funding. We continue to be able to partially offset a case management salary with grant funding.

-We have also been able to maintain our relocation program at no cost to the City, as it is fully grant funded.

-Our rent cost is a mere \$3,000 annually, which is due to a MOU we have with a local counseling office, which we work diligently to maintain our relationship with.

SHAL looks forward to continuing the positive working relationship we have with the City of Key West, and we will continue to provide quality shelter and supportive services to the homeless residents of Key West. We also continue to strive to reduce local financial and social impacts of homelessness on our community. We truly appreciate your time and consideration in this budget process.

SOUTHERNMOST HOMELESS ASSISTANCE LEAGUE, INC.
DRAFT FY21 BUDGET ver 1.5d

	<u>CITY OF KW</u> FY2021 <i>Proposed</i> Overnight Ops	<u>CITY OF KW</u> FY2021 <i>Proposed</i> Additional for 24-7 Ops	<u>CITY OF KW</u> FY2021 <i>Proposed</i> 24-7 Ops	
REVENUES				
City of Key West	\$ 528,627	\$ 151,974	\$ 680,601	
TOTAL REVENUES	\$ 528,627	\$ 151,974	\$ 680,601	
EXPENSES				
OPERATIONS				
Audit	\$ 4,600		\$ 4,600	
Cleaning & Maintenance	\$ 18,600		\$ 18,600	
Insurance, Liability	\$ 4,000		\$ 4,000	
Insurance, D&O	\$ 1,200		\$ 1,200	
Office Supplies	\$ 1,500		\$ 1,500	
Accounting Services	\$ 2,400		\$ 2,400	
Phone & Communications	\$ 5,014		\$ 5,014	
Client Expense	\$ 22,000	\$ 17,350	\$ 39,350	Yogurt, Granola bars, Uncrustables
Rent	\$ 3,000		\$ 3,000	
Additional Supplies	\$ -	\$ 5,388	\$ 5,388	Garbage Bags, cups silverware, Pans & Lids
Operations	\$ 10,000		\$ 10,000	
Contingency	\$ 2,000		\$ 2,000	
PERSONNEL				
Salaries, Wages, Taxes	\$ 443,561	\$ 127,503	\$ 571,064	
Insurance, Workers Comp.	\$ 6,652	\$ 1,732	\$ 8,384	Includes Workers Comp increase
Payroll Service	\$ 3,000		\$ 3,000	
Training	\$ 1,000		\$ 1,000	
Bank Fees/ Intst. Exp.	\$ 100		\$ 100	
TOTAL EXPENSES	\$ 528,627	\$ 151,974	\$ 680,601	
NET INCOME	\$ -	\$ -	\$ 0	

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

Fund: 001 General Fund

Department: 6901 Homeless Services

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
0016901	5693100	Professional Services		\$0	\$2,725	\$0	\$0	\$0	\$0
0016901	5693400	Other Contractual Service		\$434,000	\$471,800	\$483,345	\$483,345	\$281,951	\$0
0016901	5694000	Travel & Per Diem		\$0	\$0	\$0	\$0	\$636	\$0
0016901	5694300	Utility Services		\$5,606	\$5,489	\$8,000	\$8,000	\$429	\$8,000
0016901	5694302	Electricity		\$14,893	\$14,480	\$20,000	\$20,000	\$1,429	\$20,000
0016901	5694303	Wastewater		\$0	\$0	\$0	\$0	\$0	\$0
0016901	5694304	Water		\$0	\$0	\$0	\$0	\$0	\$0
0016901	5694400	Rentals & Leases		\$0	\$903	\$0	\$0	\$0	\$0
0016901	5694600	Repairs and Maintenance		\$2,801	\$11,362	\$2,500	\$2,500	\$3,822	\$2,500
0016901	5694900	Other Current Charges		\$127	\$0	\$0	\$0	\$0	\$0
Operating Expenditures				\$457,427	\$506,759	\$513,845	\$513,845	\$288,267	\$30,500
0016901	5696300	Infrastructure		\$0	\$8,600	\$0	\$0	\$0	\$0
0016901	5696400	Machinery & Equipment		\$28,069	\$43,910	\$0	\$0	\$0	\$0
Capital Outlay				\$28,069	\$52,510	\$0	\$0	\$0	\$0
Homeless Services - Total				\$485,496	\$559,269	\$513,845	\$513,845	\$288,267	\$30,500