

Total O&M Budget

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 7,565,676	\$ 7,917,731	\$ 9,135,213	\$ 9,586,981
Labor-Overtime	671,285	698,331	488,767	498,934
Transportation	50,211	164,921	349,650	363,943
Material From Stock	605,230	544,811	467,594	459,710
Material From Vendors	456,649	487,017	580,168	676,532
Outside Services	2,501,674	2,722,742	3,168,525	3,812,728
Employee Benefits	4,371,015	4,728,783	5,619,132	5,995,546
Purchased Power	49,287,046	59,946,424	63,913,044	65,275,104
Transmission	2,919,894	2,661,334	3,159,377	3,042,366
Other Expenses	4,984,725	5,051,447	5,190,131	5,351,893
Grand Total	\$ 73,413,405	\$ 84,923,540	\$ 92,071,601	\$ 95,063,738
Average annual change compared to prior year		15.7%	8.4%	3.2%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 9,838,376	\$ 10,180,650	\$ 10,334,626	\$ 10,692,788
Labor-Overtime	519,836	539,110	559,234	578,220
Transportation	368,522	508,192	515,276	525,582
Material From Stock	468,892	478,258	487,811	497,555
Material From Vendors	689,983	703,703	717,697	731,971
Outside Services	4,277,884	3,871,203	3,696,629	3,798,186
Employee Benefits	6,011,573	6,104,894	6,122,830	6,242,885
Purchased Power	66,851,828	69,578,695	72,113,859	74,637,065
Transmission	3,099,836	3,165,276	3,236,769	3,310,335
Other Expenses	5,549,038	5,634,476	5,762,392	5,934,804
Grand Total	\$ 97,675,768	\$ 100,764,457	\$ 103,547,123	\$ 106,949,390
Average annual change compared to prior year		2.7%	3.2%	2.8%

Utility Board

Functional Responsibilities

The Utility Board of the City of Key West, Florida was created by an Act of the Florida Legislature. It has the full, complete and exclusive power and right to manage, operate, maintain, control, and extend beyond the limits of the City of Key West, Florida, the electric public utility owned by the City of Key West, Florida at the time of its creation. The Board is composed of a Chairman and four members who are elected every four years by the voters of the City.

Major Objectives

Provide our customers with economical and friendly service. Adopt resolutions and policies. Provide for the annual independent audit of the finances of the Utility. Hold public meetings to conduct Utility business.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Members	5	5	5
Board Meetings	22	22	22
Special Board Meetings	1	1	1
Number of Workshops per Year	1	1	1
Number of Public Hearings per Year	1	1	1

Utility Board

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 46,520	\$ 52,936	\$ 59,179	\$ 62,197
Labor-Overtime				
Transportation				
Material From Stock				
Material From Vendors				
Outside Services	85,962	76,561	92,386	186,009
Employee Benefits	38,557	46,140	61,634	62,364
Purchased Power				
Transmission				
Other Expenses	32,581	38,169	45,900	46,818
Grand Total	\$ 203,620	\$ 213,806	\$ 259,099	\$ 357,388
Average annual change compared to prior year		5.0%	21.2%	37.9%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 64,996	\$ 67,920	\$ 70,977	\$ 74,171
Labor-Overtime				
Transportation				
Material From Stock				
Material From Vendors				
Outside Services	88,828	91,741	94,360	97,055
Employee Benefits	64,415	66,557	68,792	71,126
Purchased Power				
Transmission				
Other Expenses	47,754	48,709	48,750	49,725
Grand Total	\$ 265,993	\$ 274,927	\$ 282,879	\$ 292,077
Average annual change compared to prior year	-25.6%	3.4%	2.9%	3.3%

Executive

Functional Responsibilities

Provide executive leadership and direction for the operating departments of Keys Energy Services to ensure reliable and cost- effective power to the customers of the utility.

Major Objectives

Direct the preparation of the annual budget; monitor and control operations within approved budget. Direct the development of goals and objectives in line with guidelines established by the Utility Board. Develop, maintain, and ensure compliance with operating policies and procedures. Direct and coordinate the work of the departments to ensure effective use of resources and attainment of goals. Develop long-range plans for expansion to meet the needs of the community and the established customer service levels. Submit plans to the Board with specific recommendations for action. Plan and direct preparation of agenda and related documents for regular Board meetings. Serve as secretary to the Board and prepare minutes of all meetings. Monitor utility operations and report results to the Board at regular meetings or individually as needed. Notify the Board of major problems and/or emergencies. Ensure compliance with all applicable Federal, State, and Local regulations pertaining to the Utility. Establish and administer policies for the Utility that are consistent with Board guidelines that provide for safe working conditions for employees and effective, reliable service to customers. Manage the senior management staff of the utility. Ensure goals and objectives are set, methods for monitoring progress and achievement are in place, and evaluate performance and provide timely feedback.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	3	3	3
Board Meetings	22	22	22
Special Board Meetings	1	1	1
Number of Workshops	1	1	1
Number of Public Hearings	1	1	1
Agenda Items Reviewed	109	112	115

Executive

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 269,502	\$ 357,505	\$ 257,186	\$ 268,801
Labor-Overtime				
Transportation				
Material From Stock				
Material From Vendors				
Outside Services	332,508	69,176	58,200	42,479
Employee Benefits	71,633	115,102	101,312	123,539
Purchased Power				
Transmission				
Other Expenses	63,982	64,564	79,078	81,015
Grand Total	\$ 737,625	\$ 606,347	\$ 495,777	\$ 515,833
Average annual change compared to prior year		-17.8%	-18.2%	4.0%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 280,897	\$ 292,365	\$ 234,413	\$ 243,284
Labor-Overtime				
Transportation				
Material From Stock				
Material From Vendors				
Outside Services	43,272	44,080	44,961	45,861
Employee Benefits	125,432	127,238	102,606	104,386
Purchased Power				
Transmission				
Other Expenses	83,001	85,037	87,126	89,268
Grand Total	\$ 532,602	\$ 548,720	\$ 469,106	\$ 482,799
Average annual change compared to prior year		3.3%	3.0%	-14.5%

Information Services

Functional Responsibilities

To insure that the direction and strategies relative to the use of Information Technology are supportive of the needs, and consistent with the long and short range business goals of Keys Energy Services. Information Services recognizes that KEYS must embrace the use of technology as the means of providing quality services to the public in an effective and cost efficient manner. Therefore, KEYS IT Department will provide the necessary proven technologies and support infrastructures which will assist KEYS' in attaining its business goals.

Major Objectives

The goals and objectives of Information Services are to enable KEYS and its workforce to meet the stated business goals and objectives. As such, Information Services shall be used to provide adequate computing, information access, and network resources to satisfy the needs of our internal and external customers, in order to achieve KEYS strategic goals and business needs. Implement and enforce technology standards which will assure compatibility in the use, access and sharing of information and data. There by reducing costs associated with technical support and training. Supporting, maintaining and improving KEYS' Information Services environment. Facilitate and enhance processes to provide quality information services and reliable information access to our internal and external customers in a reliable and secured way.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	5	5	5
Requests for Assistance (Monthly)	97	112	125
Micro Computers Networked	222	195	200
Microsoft Servers Maintained	18	18	20
Unix Servers Maintained	4	4	2
Linux Servers Maintained	7	7	7
Open VMS Servers Maintained			22
Telephone Gateways Maintained	6	6	6
Telephones Maintained	275	275	275

Information Services

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 267,499	\$ 297,600	\$ 343,649	\$ 369,950
Labor-Overtime	586	38	3,400	3,553
Transportation				
Material From Stock				
Material From Vendors	19,642	10,380	10,000	10,200
Outside Services	267,562	248,093	437,604	481,691
Employee Benefits	104,079	123,806	144,354	153,248
Purchased Power				
Transmission				
Other Expenses	308,377	316,647	375,834	436,151
Grand Total	\$ 967,745	\$ 996,564	\$ 1,314,841	\$ 1,454,792
Average annual change compared to prior year		3.0%	31.9%	10.6%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 386,598	\$ 402,061	\$ 418,144	\$ 434,870
Labor-Overtime	3,713	3,861	4,016	4,176
Transportation				
Material From Stock				
Material From Vendors	10,404	10,612	10,824	11,041
Outside Services	602,292	613,805	621,001	632,888
Employee Benefits	155,728	158,052	160,458	160,955
Purchased Power				
Transmission				
Other Expenses	444,874	357,771	244,927	249,825
Grand Total	\$ 1,603,609	\$ 1,546,162	\$ 1,459,370	\$ 1,493,755
Average annual change compared to prior year	10.2%	-3.6%	-5.6%	2.4%

Communications/Marketing

Functional Responsibilities

Develop and direct a vigorous communications program designed to improve the public and employee image of Keys Energy Services (KEYS).

Major Objectives

Act as liaison between KEYS and media. Provide counsel to the General Manager & CEO on a variety of subjects and afford other departments' expertise in communications, marketing, and graphic design. Coordinate employee communications by most effective method. Prepare and coordinate placement of advertisements/commercials in newspapers, radio, and television to help the customer understand KEYS service. Develop and execute special promotional programs and coordinate KEYS' participation in special community events. Develop print material for informing the public about the many programs that KEYS offers. Oversee KEYS web site. Coordinate KEYS' outreach program with Monroe County Schools. Chair the Employee Activities Committee in order to coordinate employee morale boosters.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	1	1	1
Employee Newsletters	60	52	52
Bill Inserts	12	12	12
Community Events	35	38	40
Press Releases	75	80	85

Communications/Marketing

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 125,016	\$ 58,161	\$ 62,875	\$ 72,092
Labor-Overtime	8,617	6,718	2,000	2,090
Transportation				
Material From Stock				
Material From Vendors	-	-	300	306
Outside Services	224,589	151,953	246,606	227,592
Employee Benefits	95,755	43,172	58,022	49,671
Purchased Power				
Transmission				
Other Expenses	30,441	7,122	18,700	19,074
Grand Total	\$ 484,419	\$ 267,126	\$ 388,503	\$ 370,825
Average annual change compared to prior year		-44.9%	45.4%	-4.6%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 75,336	\$ 78,349	\$ 81,483	\$ 84,743
Labor-Overtime	2,184	2,271	2,362	2,433
Transportation				
Material From Stock				
Material From Vendors	312	318	325	331
Outside Services	216,044	277,565	238,156	224,819
Employee Benefits	50,571	51,449	52,351	53,279
Purchased Power				
Transmission				
Other Expenses	19,455	19,845	20,241	20,646
Grand Total	\$ 363,903	\$ 429,797	\$ 394,919	\$ 386,252
Average annual change compared to prior year		-1.9%	18.1%	-8.1%

Human Resources

Functional Responsibilities

Plan and coordinate objectives of the Human Resources (labor relations, personnel records, hiring, compliance with Federal and State labor laws, compensation, workers compensation, training, benefits, and time & attendance program), Compliance Administration, Risk Management, Environmental, Safety, Training and Grants, mail services, and janitorial services, as well as provide guidance and direction to all KEYS personnel regarding System policies and procedures.

Major Objectives

Plan, coordinate, supervise, direct, and evaluate assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance evaluations. Supervise the recruiting, selecting, and orientation of KEYS employees. Administer personnel policies and procedures, compensation programs, and the recruitment and hiring programs. Create a wellness program, conduct and complete an employee survey, and implement a succession plan. Oversee the duties and responsibilities of Human Resources, Risk Management, Environmental, Safety, Training, Grants, Courier and Janitorial. Coordinate and administer the compensation program for KEYS to include job evaluations, salary surveys, policy changes, and annual adjustments. Coordinate and administer the KEYS benefits program to include annual modifications as needed for health, life, and worker's compensation insurance. Administer the Workers Compensation Program. Coordinate with consultants, the bidding and awarding of coverage for health, general liability, pollution, property/boiler and machinery, worker's compensation insurance. Promote equal opportunity for all employees.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	8	6	6
Job Postings	35	26	25
Training Committee Meetings	22	20	20
Number of New Hires	17	22	20

Human Resources

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 348,026	\$ 432,385	\$ 473,648	\$ 462,103
Labor-Overtime	5,841	1,559	1,500	1,568
Transportation				
Material From Stock	1,521	2,961	-	-
Material From Vendors	5,760	1,429	575	587
Outside Services	96,001	59,668	125,000	152,550
Employee Benefits	1,197,829	1,312,540	1,576,879	1,485,846
Purchased Power				
Transmission				
Other Expenses	199,333	64,829	73,128	78,202
Grand Total	\$ 1,854,311	\$ 1,875,371	\$ 2,250,730	\$ 2,180,856
Average annual change compared to prior year		1.1%	20.0%	-3.1%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 481,121	\$ 498,785	\$ 517,157	\$ 536,263
Labor-Overtime	1,638	1,704	1,772	1,843
Transportation				
Material From Stock	-	-	-	-
Material From Vendors	598	610	622	635
Outside Services	102,427	87,036	95,676	96,376
Employee Benefits	1,486,247	1,514,151	1,544,996	1,605,894
Purchased Power				
Transmission				
Other Expenses	79,766	81,362	82,989	84,649
Grand Total	\$ 2,151,797	\$ 2,183,647	\$ 2,243,212	\$ 2,325,659
Average annual change compared to prior year	-1.3%	1.5%	2.7%	3.7%

Finance

Functional Responsibilities

Direct the process that culminates in the preparation of financial reports; to identify measure, accumulate, analyze, prepare, interpret, and communicate financial information used by all directors to plan, evaluate and control the organization; to assure appropriate use of and accountability for the Utility's resources. Coordinate and/or perform tasks associated with Budget Development and Implementation, Financial and Statistical Reporting, Utility Billing, Payroll, Accounts Payable, Annual Audits, Annual Reports and Cost Information Reporting for internal and outside users.

Major Objectives

Direct and supervise Accounting, Analysis, and Budget Preparation. Guide and direct all audits (i.e. financial statements, pension plan, state audits). Coordinate the preparation, review, and analysis of the annual operating budget, multi-year capital budget, and interim budget amendments. Manage existing short-term and/or long-term debt as well as issue bonds to fund capital projects when necessary. Monitor bond compliance and adhere to all requirements of bond issues. Prepare cash flow analysis and long-term financial forecasts, and update the five-year Financial Plan. Review all department costs to see if they can be outsourced or moved to less costly areas. Direct cash management, financing, and investment activities. Ensure financial statements are prepared in accordance General Accepted Accounting Principals and in compliance with the Federal Energy Regulatory Commission.

Monitor the department for compliance in the following areas: staying abreast of technology, assisting users in the System development process, assisting in the strategic planning process, and monitoring operational capabilities.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	11	10	11
Financial Statements	24	24	24
Budget Amendments	24	43	35
Asset Additions to Plant	3,260	4,800	5,300
Vendor Payments	4,072	4,178	4,125
Customer Refunds	1,992	1,343	1,667
Payrolls	76	76	76
Customer Bills Generated	323,364	341,700	332,532
Utility/Pension Comprehensive Financial Report	2	2	2

Finance

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 500,922	\$ 549,322	\$ 652,305	\$ 738,640
Labor-Overtime	26,784	2,084	1,500	1,568
Transportation				
Material From Stock				
Material From Vendors				
Outside Services	218,948	419,693	447,513	522,258
Employee Benefits	211,050	235,464	284,265	326,736
Purchased Power				
Transmission				
Other Expenses	<u>2,249,455</u>	<u>2,600,801</u>	<u>2,713,743</u>	<u>2,731,471</u>
Grand Total	\$ 3,207,159	\$ 3,807,364	\$ 4,099,326	\$ 4,320,672
Average annual change compared to prior year		18.7%	7.7%	5.4%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 771,879	\$ 803,388	\$ 836,186	\$ 869,633
Labor-Overtime	1,638	1,704	1,772	1,843
Transportation				
Material From Stock				
Material From Vendors				
Outside Services	511,513	540,954	495,583	609,404
Employee Benefits	332,325	337,580	343,020	348,652
Purchased Power				
Transmission				
Other Expenses	<u>2,843,862</u>	<u>2,937,286</u>	<u>3,096,644</u>	<u>3,178,477</u>
Grand Total	\$ 4,461,217	\$ 4,620,911	\$ 4,773,204	\$ 5,008,010
Average annual change compared to prior year	3.3%	3.6%	3.3%	4.9%

Purchasing

Functional Responsibilities

Obtain the highest quality commodities and services at the lowest possible costs. Ensure the correct amount of product or service is received at the appropriate time. Keep abreast of supply and demand for needed materials and services. Maintain inventory at appropriate levels through constant review and evaluation of available data. Develop and administer all bids and contracts.

Major Objectives

Process purchase order requisitions in a timely manner and participate with Florida Municipal Power Agency in joint purchasing agreement. Interview vendors to obtain information relative to product and price, and ability to provide the required product, service, and delivery date. Verify that purchase order requisitions adhere to all policies and procedures. Administer and monitor Purchasing Card Program to all departments. Coordinate the bidding process, including preparation of bid documents. Analyze bid responses for "terms and conditions" compliance. Initiate Agenda Item Summary award sheets with appropriate documentation for bid awards. Coordinate legal and insurance requirements with the Risk Management Specialist. Coordinate and conduct pre-bid and pre-construction meetings. Prepare and administer contracts resulting from bid specifications. Verify that all contracts are renewed or re-bid, as appropriate, to ensure no lapse in required coverage. Process the extensions or reissues of bids.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	4	4	4
Number of Purchase Orders	1,726	1,836	2,295
Dollar Value Purchased	\$13,089,754	\$23,555,267	\$29,444,083
Number of Bids Prepared	13	26	25
Number of Bids Awarded	12	24	25
Number of New Contracts	56	50	75
Number of Contract Renewals	153	80	100

Purchasing

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 291,951	\$ 215,216	\$ 274,060	\$ 242,321
Labor-Overtime	2,737	5,331	8,700	9,092
Transportation				
Material From Stock				
Material From Vendors	17	817	3,012	3,072
Outside Services	8,928	9,489	18,600	19,007
Employee Benefits	123,895	101,788	125,402	108,044
Purchased Power				
Transmission				
Other Expenses	5,772	7,414	9,600	11,711
Grand Total	\$ 433,300	\$ 340,055	\$ 439,373	\$ 393,247
Average annual change compared to prior year		-21.5%	29.2%	-10.5%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 253,226	\$ 263,563	\$ 274,324	\$ 285,297
Labor-Overtime	9,501	9,881	10,276	10,687
Transportation				
Material From Stock				
Material From Vendors	3,134	3,196	3,260	3,325
Outside Services	19,256	19,510	19,756	20,007
Employee Benefits	109,973	111,781	113,653	115,987
Purchased Power				
Transmission				
Other Expenses	11,945	12,184	12,428	12,676
Grand Total	\$ 407,034	\$ 420,115	\$ 433,697	\$ 447,980
Average annual change compared to prior year	3.5%	3.2%	3.2%	3.3%

Facilities

Functional Responsibilities

Perform maintenance and construction on all equipment and buildings.

Major Objectives

Plan maintenance schedules and coordinate work between sections. Direct and ensure on-the-job training as appropriate is completed. Promote good housekeeping and safe working conditions at all times. Treat fellow workers, the public and other departments, in a professional and courteous manner. Keep abreast of all building maintenance rules and regulations of local, state & federal agencies.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	6	7	8
Facilities Maintained	29	29	29
Minor Work Requests Completed	391	367	379

Facilities

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 188,151	\$ 224,923	\$ 319,904	\$ 387,251
Labor-Overtime	6,479	12,730	20,700	26,528
Transportation				
Material From Stock	23,143	26,905	21,667	30,451
Material From Vendors	99,870	87,473	86,672	108,405
Outside Services	293,490	265,443	263,200	273,674
Employee Benefits	94,899	110,922	157,722	200,010
Purchased Power				
Transmission				
Other Expenses	17,391	15,723	28,338	27,499
Grand Total	\$ 723,423	\$ 744,119	\$ 898,203	\$ 1,053,817
Average annual change compared to prior year		2.9%	20.7%	17.3%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 404,677	\$ 420,864	\$ 437,698	\$ 455,206
Labor-Overtime	27,722	28,831	29,984	31,183
Transportation				
Material From Stock	31,060	31,681	32,315	32,961
Material From Vendors	110,573	112,785	115,040	117,341
Outside Services	304,368	340,187	291,134	297,212
Employee Benefits	203,713	207,224	210,854	214,608
Purchased Power				
Transmission				
Other Expenses	28,049	28,610	29,182	29,766
Grand Total	\$ 1,110,161	\$ 1,170,181	\$ 1,146,207	\$ 1,178,277
Average annual change compared to prior year		5.3%	5.4%	-2.0%

Engineering

Functional Responsibilities

The department is responsible for engineering, design, permitting, inspection, and construction management of major repairs, system upgrades, and construction of new facilities for the electric transmission and distribution systems, and electric substations. Engineering is also tasked with planning for future growth and changes to the electric system as technology and/or laws and regulations change.

Major Objectives

Direct project development including: Preparation of technical specifications, review of bids, as requested, coordination with appropriate departments, inspect projects and recommend payment. Review current and future capital projects to ensure long-term reliability is maintained. Compare reliability benchmarks to self and industry. Verify the accuracy of engineering reports for construction of transmission and distribution facilities. Direct supervision of the activities of project engineers, Engineering Services, and the Control Center. Coordinate construction of power line facilities.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	11	12	12
Major Projects Completed	5	7	9
Designs/Plans Completed (ER)	18	15	16
Number of Meter Locations	778	806	887
Underground Locations	1,279	1,063	1,169
Number of Work Tickets	327	145	160

Engineering

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 554,564	\$ 617,740	\$ 748,447	\$ 770,351
Labor-Overtime	21,993	4,000	2,966	6,000
Transportation	211	1,877	211	215
Material From Stock				
Material From Vendors	407	154	1,000	1,020
Outside Services	3,862	17,444	4,900	29,040
Employee Benefits	255,240	256,625	341,322	380,689
Purchased Power				
Transmission				
Other Expenses	15,514	15,306	14,275	17,803
Grand Total	\$ 851,791	\$ 913,146	\$ 1,113,122	\$ 1,205,118
Average annual change compared to prior year		7.2%	21.9%	8.3%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 805,017	\$ 837,218	\$ 870,706	\$ 905,535
Labor-Overtime	6,270	6,521	6,782	7,053
Transportation	220	224	228	233
Material From Stock				
Material From Vendors	1,040	1,061	1,082	1,104
Outside Services	29,261	29,486	29,716	29,950
Employee Benefits	387,167	393,226	399,494	405,977
Purchased Power				
Transmission				
Other Expenses	18,159	18,522	18,893	19,271
Grand Total	\$ 1,247,134	\$ 1,286,258	\$ 1,326,901	\$ 1,369,123
Average annual change compared to prior year	3.5%	3.1%	3.2%	3.2%

Control Center

Functional Responsibilities

Provide maximum service to customers and management by scheduling shifts, planning work, coordinating work involving electrical power loading operations, and provide overall supervision of the Power System Control Center.

Major Objectives

Develop and assign shifts and arrange for rotation or adjustment of shift schedules. Supervise the scheduling of work for coordinators and dispatchers. Ensure that Power System Coordinators and Load Dispatchers maintain operation logs and other periodic records and reports. Prepare regular written reports regarding all phases of Power System Control Center (PSCC) operations. Analyze operating information and initiate appropriate corrective actions to ensure efficient, effective, and safe operations of the PSCC. Study the operations of load dispatching and recommend improvements in methods or practices. Communicate with other utility officials regarding current and new power purchase contracts and schedules. Maintain and operate all radio functions and communications.

Staffing & Workload Measures

	Actual FY 2006	Actual FY2007	Estimated FY2008
Number of Employees	9	9	10
System Peak Load (net 60 minutes) MW	145.5	136	150
Transmission Outage Minutes (SAIDI)	129	166.5	150
Distribution Outage Minutes (SAIDI)	80.6	84.6	80

Control Center

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 496,146	\$ 508,507	\$ 561,836	\$ 593,595
Labor-Overtime	102,904	120,183	72,500	90,000
Transportation				
Material From Stock				
Material From Vendors	28	645	1,000	1,020
Outside Services	20,127	6,067	5,200	5,304
Employee Benefits	206,536	218,577	241,175	252,804
Purchased Power	49,287,046	59,946,424	63,913,044	65,275,104
Transmission				
Other Expenses	14,171	12,407	5,250	13,922
Grand Total	\$ 50,126,958	\$ 60,812,810	\$ 64,800,004	\$ 66,231,749
Average annual change compared to prior year		21.3%	6.6%	2.2%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 620,307	\$ 645,119	\$ 670,924	\$ 697,761
Labor-Overtime	94,050	97,812	101,724	105,793
Transportation				
Material From Stock				
Material From Vendors	1,040	1,061	1,082	1,104
Outside Services	5,410	5,518	5,629	5,741
Employee Benefits	257,096	261,563	266,211	271,050
Purchased Power	66,851,828	69,578,695	72,113,859	74,637,065
Transmission				
Other Expenses	14,200	14,484	14,774	15,070
Grand Total	\$ 67,843,931	\$ 70,604,253	\$ 73,174,204	\$ 75,733,584
Average annual change compared to prior year	2.4%	4.1%	3.6%	3.5%

Risk Management

Functional Responsibilities

Plan and coordinate objectives of the Risk Management functions. Work with management and other KEYS personnel to identify and limit the possibility of financial loss to KEYS in relation to property and/or people.

Major Objectives

Administer the Risk Management program for KEYS which includes audits and worksite inspections and make recommendations for improvement. Process and investigate damage claims and make recommendation to approve and/or deny. Administer and conduct emergency evacuation drills. Oversee workers compensation program and return to work programs. Administer critical care program by identifying, visiting and assisting customers on life support systems. Oversee security functions of the entire system to protect KEYS employees and property.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	1	1	1
Number of Critical Care Customers	27	28	30
Number of Damage Claims	88	48	60
Insurance Policy Renewals	11	13	12
Number of Lawsuits	2	3	3
Number of Audits and Inspections	8	8	10

Risk Management

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 63,605	\$ 73,341	\$ 75,802	\$ 79,140
Labor-Overtime				
Transportation				
Material From Stock				
Material From Vendors				
Outside Services	139,847	157,304	169,454	191,747
Employee Benefits	39,052	36,407	50,918	55,363
Purchased Power				
Transmission				
Other Expenses	1,624,461	1,586,749	1,599,303	1,647,721
Grand Total	\$ 1,866,965	\$ 1,853,801	\$ 1,895,477	\$ 1,973,970
Average annual change compared to prior year		-0.7%	2.2%	4.1%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 82,701	\$ 86,009	\$ 89,449	\$ 93,027
Labor-Overtime				
Transportation				
Material From Stock				
Material From Vendors				
Outside Services	199,792	208,209	217,016	226,231
Employee Benefits	56,330	57,275	58,343	59,446
Purchased Power				
Transmission				
Other Expenses	1,715,084	1,785,350	1,858,648	1,935,115
Grand Total	\$ 2,053,908	\$ 2,136,843	\$ 2,223,456	\$ 2,313,819
Average annual change compared to prior year	4.0%	4.0%	4.1%	4.1%

Environmental/Safety

Functional Responsibilities

Evaluate the electric production system for regulatory compliance, and safety. Oversee the administration of KEYS safety, training programs and the mail courier position. Work with management and other KEYS personnel as well as environmental consultants to identify and limit the possibility of financial loss to KEYS in relation to property and/or people.

Major Objectives

Assure KEYS operations are in compliance with all Federal, State and Local environmental laws and regulations, system-wide. Ensure compliance with all aspects of the Clean Air Act, including permit submissions, record keeping and allowance transactions. Prepare environmental plans required by governmental agencies. Administers the KEYS safety programs (OSHA, STOP) and assures compliance within the system.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	1	1	1
Number of Permits	7	5	6
Safety Committee Meetings	10	12	11
Number of OSHA Training Programs	10	10	10
Number of Environmental Claims	0	0	0
Number of Compliance Testings	3	3	3

Environmental/Safety

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 53,798	\$ 68,851	\$ 71,624	\$ 73,303
Labor-Overtime				
Transportation				
Material From Stock				
Material From Vendors	-	-	-	300
Outside Services	133,487	112,239	106,056	137,726
Employee Benefits	25,375	27,613	29,419	33,695
Purchased Power				
Transmission				
Other Expenses	-	541	3,500	5,170
Grand Total	\$ 212,660	\$ 209,244	\$ 210,598	\$ 250,194
Average annual change compared to prior year		-1.6%	0.6%	18.8%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 76,602	\$ 79,666	\$ 82,853	\$ 86,167
Labor-Overtime				
Transportation				
Material From Stock				
Material From Vendors	306	312	318	325
Outside Services	140,481	153,290	156,356	159,483
Employee Benefits	34,252	34,778	35,323	35,886
Purchased Power				
Transmission				
Other Expenses	5,273	5,379	5,486	5,596
Grand Total	\$ 256,914	\$ 273,426	\$ 280,336	\$ 287,457
Average annual change compared to prior year	2.7%	6.4%	2.5%	2.5%

Fleets

Functional Responsibilities

Direct all activities to repair and maintain all vehicles, rolling stock, and equipment.

Major Objectives

Supervise all aspects of automotive repair and maintenance on vehicles, rolling stock, and equipment. Make work, labor, and material schedules for all garage personnel, both orally and/or through work orders of assignments to be performed. Work in a professional/courteous manner with the public and other departments. Give technical advice, diagnose defects, make minor/major repairs. Inspect and test all work completed by garage personnel. Keep abreast of technical advances within the automotive/vehicle industry. Assist in the training of all garage personnel.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	5	4	4
Vehicles/Equipment in Fleet	98	97	97
Fuel Usage – Gasoline in Gallons	20,419	23,057	21,738
Fuel Usage – Diesel in Gallons	33,053	38,462	35,757
Scheduled Preventive Maintenance	168	228	228
Unscheduled Maintenance Repairs	1,065	854	850
Replaced Tires on System Vehicles	132	129	130

Fleets

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 229,985	\$ 259,127	\$ 288,710	\$ 261,476
Labor-Overtime	10,931	28,327	11,164	11,666
Transportation	11,132	98,886	309,000	322,480
Material From Stock	2,262	2,080	5,000	5,100
Material From Vendors	7,007	4,410	15,000	15,300
Outside Services	16,569	41,011	38,250	39,015
Employee Benefits	93,631	125,078	130,562	125,810
Purchased Power				
Transmission				
Other Expenses	927	17	456	459
Grand Total	\$ 372,444	\$ 558,936	\$ 798,141	\$ 781,307
Average annual change compared to prior year		50.1%	42.8%	-2.1%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 273,243	\$ 284,173	\$ 295,539	\$ 307,361
Labor-Overtime	12,191	12,679	13,186	13,714
Transportation	326,230	465,054	471,275	480,701
Material From Stock	5,202	5,306	5,412	5,520
Material From Vendors	15,606	15,918	16,236	16,561
Outside Services	79,795	81,391	83,019	84,679
Employee Benefits	128,018	130,108	132,270	134,505
Purchased Power				
Transmission				
Other Expenses	468	478	487	497
Grand Total	\$ 840,753	\$ 995,107	\$ 1,017,425	\$ 1,043,538
Average annual change compared to prior year		7.6%	18.4%	2.6%

Warehouse

Functional Responsibilities

Direct warehousing and inventory control.

Major Objectives

Supervise and direct Warehouse section personnel in warehousing, material issuance, cycle counting, and inventory control. Verify that daily inventory transactions are properly recorded. Provide secure and organized storage for KEYS inventoried materials. Provide warehousing services during normal working hours and during emergencies. Supervise cycle counts throughout the year of all stock items and resolve recorded vs. actual inventory differences.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	2	2	2
Number of Stock items	3,268	3,422	3,661
Number of Stock Items Issued	13,052	11,644	14,555

Warehouse

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 130,902	\$ 96,185	\$ 106,755	\$ 106,182
Labor-Overtime	9,208	12,113	6,200	6,479
Transportation				
Material From Stock	136,714	51,796	25,000	7,650
Material From Vendors	8,920	1,917	8,900	9,078
Outside Services	20,924	12,024	20,000	20,400
Employee Benefits	46,094	46,620	51,383	52,247
Purchased Power				
Transmission				
Other Expenses	858	1,890	1,700	1,734
Grand Total	\$ 353,620	\$ 222,545	\$ 219,938	\$ 203,770
Average annual change compared to prior year		-37.1%	-1.2%	-7.4%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 110,960	\$ 115,398	\$ 120,014	\$ 124,815
Labor-Overtime	6,771	7,041	7,323	7,616
Transportation				
Material From Stock	7,803	7,959	8,118	8,281
Material From Vendors	9,260	9,445	9,634	9,826
Outside Services	20,808	21,224	21,649	22,082
Employee Benefits	53,237	54,168	55,132	56,131
Purchased Power				
Transmission				
Other Expenses	1,769	1,804	1,840	1,877
Grand Total	\$ 210,606	\$ 217,040	\$ 223,710	\$ 230,627
Average annual change compared to prior year	3.4%	3.1%	3.1%	3.1%

Customer Services

Functional Responsibilities

Provide customers with economical and friendly service. Coordinate and evaluate customer service related activities in the Collections, Customer Service, and Meter Services sections in order to provide the maximum efficiency and benefit to the company and customers.

Major Objectives

Coordinate the activities of the Customer Service, Collections, Customer Programs, and Meter Services Areas. Ensure customer requests for service are forwarded to the appropriate department in a prompt, effective, and professional manner. Develop, recommend, and implement policies and procedures regarding customer relations, and meter services that will maintain a high level of customer satisfaction. Maintain all bankruptcy filings and represent the Utility in court if required.

Staffing & Workload Measures

	Actual FY2006	Actual FY2007	Estimated FY2008
Number of Employees	20	21	21
Billing Complaints	1055	535	565
New Customers	317	436	450
Key West Cashier Payments	\$66,792	\$53,213	\$56,909
Offsite Payment Center (Big Pine)	\$14,129	\$10,864	\$11,618
Lock Box	\$117,788	\$120,017	\$130,491
Cut for Nonpayment	1,158	1,172	1,200
Credit Card and Direct Debit Payments	\$44,107	\$70,245	\$75,123
Energy Audits	43	69	83

Customer Services

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 819,821	\$ 876,609	\$ 1,003,062	\$ 1,059,793
Labor-Overtime	19,410	7,059	9,119	6,652
Transportation				
Material From Stock				
Material From Vendors	534	863	400	408
Outside Services	165,556	150,103	15,500	15,180
Employee Benefits	343,635	391,458	474,381	498,704
Purchased Power				
Transmission				
Other Expenses	379,087	276,493	151,023	157,872
Grand Total	\$ 1,728,043	\$ 1,702,585	\$ 1,653,485	\$ 1,738,609
Average annual change compared to prior year		-1.5%	-2.9%	5.1%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 1,107,726	\$ 1,152,035	\$ 1,198,116	\$ 1,246,041
Labor-Overtime	6,951	7,229	7,519	7,819
Transportation				
Material From Stock				
Material From Vendors	416	424	433	442
Outside Services	15,374	15,571	15,772	15,794
Employee Benefits	508,322	517,330	526,665	535,565
Purchased Power				
Transmission				
Other Expenses	158,600	159,342	160,099	160,871
Grand Total	\$ 1,797,389	\$ 1,851,931	\$ 1,908,604	\$ 1,966,531
Average annual change compared to prior year	3.4%	3.0%	3.1%	3.0%

Meter Services

Functional Responsibilities

Direct Meter Services personnel.

Major Objectives

Provide customers with economical and friendly service. Plan and supervise Meter Services activities: Oversee meter reading and servicing activities, administer Revenue Protection Program, maintain meter inventory, and approve all instrument metering applications and installations. Promote safety and accident prevention. Assist in review of accounts with customers when requested. Supervise the Meter Reader Leader, Meter Service Leader, Delinquent Accounts Field Representative, and Meter Services personnel.

Staffing & Workload Measures

	Actual FY2006	Actual FY2007	Estimated FY2008
Number of Employees	12	12	12
Number of Meters in Service	30,455	30,670	30,820
Service Requests	18,319	12,174	13,020
Revenue Protection Activity	13	16	16

Meter Services

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 509,123	\$ 493,247	\$ 569,629	\$ 602,427
Labor-Overtime	45,769	43,015	47,790	45,625
Transportation				
Material From Stock	59,511	10,740	61,915	63,153
Material From Vendors	11,639	11,138	11,000	10,180
Outside Services	57,082	3,138	2,500	1,500
Employee Benefits	218,792	229,108	274,668	291,441
Purchased Power				
Transmission				
Other Expenses	2,189	2,378	2,800	4,428
Grand Total	\$ 904,105	\$ 792,764	\$ 970,302	\$ 1,018,754
Average annual change compared to prior year		-12.3%	22.4%	5.0%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 554,536	\$ 579,718	\$ 555,906	\$ 583,143
Labor-Overtime	47,678	49,585	51,569	53,631
Transportation				
Material From Stock	64,416	65,705	67,019	68,359
Material From Vendors	10,384	10,591	10,803	11,019
Outside Services	-	-	-	-
Employee Benefits	263,305	267,962	250,338	251,166
Purchased Power				
Transmission				
Other Expenses	4,517	4,607	4,699	4,793
Grand Total	\$ 944,836	\$ 978,168	\$ 940,334	\$ 972,112
Average annual change compared to prior year	-7.3%	3.5%	-3.9%	3.4%

Transmission & Distribution

Functional Responsibilities

Operate and maintain a safe, reliable, and efficient transmission and distribution facility.

Major Objectives

Coordinate planning, and manage operations, maintenance, and capital improvements to ensure reliable and efficient transmission and distribution system operation. Coordinate the work of outside engineers, contractors, and support personnel to ensure efficient use of those resources and the Utility's personnel. Administer a preventive maintenance program for transmission facilities. Ensure that spare parts are stocked at reliable yet economic levels to ensure timely repair of equipment. Ensure all assigned systems and equipment are in conformance with applicable local, state, and federal environmental and safety regulations. Establish and maintain programs and procedures to ensure compliance. Develop short and long range plans for improvements to transmission and distribution facilities and equipment. Establish priority guidelines for work schedules. Monitor and communicate the status of all operating units, including capability limits, performance reductions, and equipment problems, to other departments on a timely basis.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	36	36	36
Electric Transmission System-			
69 kV lines (miles)	14.90	14.90	14.90
138 kV lines (miles)	51.22	51.22	51.22
Distribution Substations	9	9	9
Distribution Lines-			
3-phase 13.8 kV (miles)	241.91	230.40	230.40

Transmission & Distribution

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 1,584,273	\$ 1,673,367	\$ 1,952,517	\$ 2,139,604
Labor-Overtime	302,687	314,207	199,972	211,770
Transportation	38,868	64,158	40,439	41,248
Material From Stock	256,398	338,814	245,202	265,527
Material From Vendors	61,967	100,804	89,388	184,639
Outside Services	231,222	364,325	883,712	1,051,660
Employee Benefits	784,047	850,378	972,769	1,168,301
Purchased Power				
Transmission	2,919,894	2,661,334	3,159,377	3,042,366
Other Expenses	12,446	14,873	27,019	29,551
Grand Total	\$ 6,191,802	\$ 6,382,260	\$ 7,570,395	\$ 8,134,665
Average annual change compared to prior year		3.1%	18.6%	7.5%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 2,236,402	\$ 2,325,858	\$ 2,338,893	\$ 2,432,448
Labor-Overtime	221,299	230,151	239,357	248,932
Transportation	42,073	42,914	43,772	44,648
Material From Stock	270,826	276,230	281,743	287,366
Material From Vendors	188,252	191,937	195,695	199,529
Outside Services	1,327,527	925,171	965,250	963,777
Employee Benefits	1,188,664	1,208,030	1,196,915	1,212,677
Purchased Power				
Transmission	3,099,836	3,165,276	3,236,769	3,310,335
Other Expenses	30,142	30,744	31,359	31,986
Grand Total	\$ 8,605,020	\$ 8,396,312	\$ 8,529,754	\$ 8,731,699
Average annual change compared to prior year		5.8%	-2.4%	1.6%

Other Power Supply

Functional Responsibilities

Operate and maintain safe, reliable, and efficient generation facilities.

Major Objectives

Coordinate planning and manage operations, maintenance, and capital improvements to ensure reliable and efficient generation units. Coordinate the work of outside engineers, contractors, and support personnel to ensure efficient use of those resources and KEYS personnel. Administer a preventive maintenance program for generation units. Ensure that spare parts are stocked at reliable yet economic levels to ensure timely repair of equipment. Ensure all assigned systems and equipment are in conformance with applicable local, state, and federal environmental and safety regulations. Establish and maintain programs and procedures to ensure compliance. Develop short and long range plans for improvements to generation units, and equipment. Monitor and communicate the status of all operating units, including capability limits, performance reductions, and equipment problems, to other departments on a timely basis. Maintain effective working relationships with other departments and electric utilities.

Staffing & Workload Measures

	Actual FY 2006	Actual FY 2007	Estimated FY 2008
Number of Employees	19	23	24
Synchronized On-Island Capacity (MW)	121	121*	110*
BP HSD Unit Availability (%)	97.91	n/a	n/a
CK HSD's Unit Availability (%)	92.33	n/a	n/a
SI Unit Availability (%)	87	73	90
MSD's Unit Availability (%)	98	77	88
CT's Unit Availability (%)	46	64	91
Synchronous Condenser Availability (%)	85	79	91

Other Power Supply

Account Name	Actual FY 2005	Actual FY 2006	Amended Budget FY 2007	Budget FY 2008
Labor-Regular	\$ 1,085,871	\$ 1,062,709	\$ 1,314,027	\$ 1,297,755
Labor-Overtime	107,339	140,967	101,256	76,345
Transportation				
Material From Stock	125,681	111,515	108,810	87,828
Material From Vendors	240,858	266,987	352,921	332,018
Outside Services	185,010	559,011	233,844	415,897
Employee Benefits	420,916	457,985	542,944	627,034
Purchased Power				
Transmission				
Other Expenses	27,740	25,524	40,484	41,294
Grand Total	\$ 2,193,415	\$ 2,624,698	\$ 2,694,286	\$ 2,878,171
Average annual change compared to prior year	15.7%	19.7%	2.7%	6.8%

Account Name	Budget FY 2009	Budget FY 2010	Budget FY 2011	Budget FY 2012
Labor-Regular	\$ 1,252,154	\$ 1,248,160	\$ 1,241,844	\$ 1,233,024
Labor-Overtime	78,230	79,840	81,593	81,497
Transportation				
Material From Stock	89,585	91,376	93,204	95,068
Material From Vendors	338,658	345,431	352,340	359,387
Outside Services	571,437	416,466	301,595	266,827
Employee Benefits	606,779	606,423	605,407	605,593
Purchased Power				
Transmission				
Other Expenses	42,120	42,962	43,821	44,698
Grand Total	\$ 2,978,963	\$ 2,830,658	\$ 2,719,804	\$ 2,686,093
Average annual change compared to prior year	3.5%	-5.0%	-3.9%	-1.2%