



Paul Lux, Okaloosa County Supervisor of Elections

May 19, 2016

Honorable Kelly Windes, Chairman
Board of County Commissioners
Brackin Building
302 Wilson Street North, Suite 102
Crestview, FL 32536

RE: 2016-2017 Budget Submission

Dear Commissioner Windes,

Pursuant to Chapter 129.03(2), Florida Statutes, attached hereto is the budget request for this office for fiscal year 2016-2017. Line item departmental detail has been entered into the county budget program to be made available to the County Administrator and the Board when budget workshops begin.

The methodology utilized in forming this FY2017 budget is consistent with the budget policy established by the Board for the coming fiscal year.

I will be happy to meet with you or your designee to discuss this request or to answer any questions you might have.

Your consideration of this request is appreciated.

Paul Lux, CERA
Supervisor of Elections

Attach:

XC: County Administrator
County Budget Officer

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Budget Revenue Report - Departments (Requested)

| Account | Title | 2nd Prior Year Actual | 1st Prior Year Actual | Current Year Original Budget | Current Year 6 mos Actual | Base Request | +/- | % +/- |
|---|---------------------------|--------------------------|--------------------------|---------------------------------|------------------------------|--------------------|-------------------------|-----------------|
| 011 SUPERVISOR OF ELECTIONS - GF | | | | | | | | |
| 0185R SOE REVENUE - GF | | | | | | | | |
| 341551 | S.O.E. QUALIFYING FEES | \$925.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | (\$500.00) | (100.0%) |
| 341552 | S.O.E. MISCELLANEOUS | \$349.23 | \$3,997.22 | \$200.00 | \$240.00 | \$200.00 | \$0.00 | 0.0% |
| 341553 | S.O.E. ELECTION SERVICES | \$14,703.97 | \$37,198.70 | \$4,000.00 | \$0.00 | \$32,000.00 | \$28,000.00 | 700.0% |
| 341554 | S.O.E. COPIES | \$1.80 | \$8.75 | \$50.00 | \$0.00 | \$50.00 | \$0.00 | 0.0% |
| 341555 | S.O.E. PAGES | \$0.15 | \$2.40 | \$50.00 | \$10.00 | \$50.00 | \$0.00 | 0.0% |
| 341556 | S.O.E. PETITIONS | \$1,409.90 | \$804.50 | \$500.00 | \$1,205.40 | \$100.00 | (\$400.00) | (80.0%) |
| 341557 | S.O.E. VOTER LIST (CD/ET) | \$310.00 | \$200.00 | \$150.00 | \$80.00 | \$150.00 | \$0.00 | 0.0% |
| 341558 | S.O.E. MAPS | \$60.00 | \$80.00 | \$20.00 | \$30.00 | \$20.00 | \$0.00 | 0.0% |
| 341559 | S.O.E. LABELS | \$0.00 | \$10.40 | \$50.00 | \$0.00 | \$50.00 | \$0.00 | 0.0% |
| CHARGES FOR SERVICES | | \$17,760.05 | \$42,301.97 | \$5,520.00 | \$1,565.40 | \$32,620.00 | \$27,100.00 | 490.9% |
| 361101 | INTEREST ON TIME DEPOSITS | \$2,154.81 | (\$88.54) | \$0.00 | \$759.33 | \$0.00 | \$0.00 | NA |
| 361104 | STATE INVESTMENT POOL INT | \$160.53 | \$517.15 | \$0.00 | \$281.66 | \$0.00 | \$0.00 | NA |
| 361301 | UNREAL INC(DEC)-FAIR VAL | \$0.00 | \$56.34 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | NA |
| 361400 | GAIN OR (LOSS) SALE INVST | (\$183.61) | (\$280.57) | \$0.00 | (\$15.97) | \$0.00 | \$0.00 | NA |
| MISCELLANEOUS REVENUE | | \$2,131.73 | \$204.38 | \$0.00 | \$1,025.02 | \$0.00 | \$0.00 | 0.0% |
| 381001 | BUDG TRF-GENERAL FUND | \$1,446,831.30 | \$1,493,140.46 | \$1,858,491.00 | \$929,244.00 | \$0.00 | (\$1,858,491.00) | (100.0%) |
| OTHER SOURCES | | \$1,446,831.30 | \$1,493,140.46 | \$1,858,491.00 | \$929,244.00 | \$0.00 | (\$1,858,491.00) | (100.0%) |
| DEPARTMENT TOTAL | | \$1,466,723.08 | \$1,535,646.81 | \$1,864,011.00 | \$931,834.42 | \$32,620.00 | (\$1,831,391.00) | (98.3%) |

Budget Expenditure Report - Department (Requested)

| Account | Title | 2nd Prior Year Actual | 1st Prior Year Actual | Current Year Original Budget | Current Year 6 mos Actual | Base Request | New Request | +/- | % +/- |
|-------------|-------------------------------------|--------------------------|--------------------------|---------------------------------|------------------------------|-----------------------|----------------|----------------------|---------------|
| 011 | SUPERVISOR OF ELECTIONS - GF | | | | | | | | |
| 0185 | SUPERVISOR ELECTIONS - GF | | | | | | | | |
| 511010 | ELECTED OFFICIAL SALARIES | \$110,482.73 | \$110,588.90 | \$110,309.00 | \$54,413.06 | \$127,552.00 | \$0.00 | \$17,243.00 | 15.6% |
| 512010 | SALARIES/WAGES-FULL-TIME | \$570,943.89 | \$586,570.81 | \$588,687.00 | \$302,898.76 | \$588,687.00 | \$0.00 | \$0.00 | 0.0% |
| 512020 | SALARIES/WAGES-PART-TIME | \$12,570.05 | \$13,053.19 | \$34,045.00 | \$6,266.42 | \$29,475.00 | \$0.00 | (\$4,570.00) | (13.4%) |
| 514010 | OVERTIME | \$4,997.32 | \$7,765.69 | \$19,514.00 | \$5,448.60 | \$18,335.00 | \$0.00 | (\$1,179.00) | (6.0%) |
| 521000 | FICA TAXES | \$49,976.14 | \$54,316.95 | \$57,571.00 | \$25,964.92 | \$58,540.00 | \$0.00 | \$969.00 | 1.7% |
| 522000 | RETIREMENT CONTRIBUTIONS | \$83,377.15 | \$93,122.87 | \$94,901.00 | \$49,903.85 | \$101,858.00 | \$0.00 | \$6,957.00 | 7.3% |
| 523000 | LIFE & HEALTH INSURANCE | \$91,467.60 | \$91,892.42 | \$134,850.00 | \$50,844.60 | \$94,489.00 | \$0.00 | (\$40,361.00) | (29.9%) |
| 523012 | CONTRA L&H INS (REBATE) | (\$4,320.00) | (\$4,320.00) | \$0.00 | (\$1,260.00) | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| 524000 | WORKERS' COMPENSATION | \$6,958.00 | \$6,683.00 | \$6,134.00 | \$3,066.00 | \$1,463.00 | \$0.00 | (\$4,671.00) | (76.1%) |
| | PERSONNEL SERVICES | \$926,452.88 | \$959,673.83 | \$1,046,011.00 | \$497,546.21 | \$1,020,399.00 | \$0.00 | (\$25,612.00) | (2.4%) |
| 531001 | PS-ATTORNEY-OTHER | \$1,620.00 | \$0.00 | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$0.00 | 0.0% |
| 531300 | PS-HEALTH EXAMS | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$200.00 | \$0.00 | \$0.00 | 0.0% |
| 534125 | CS-TELEVISION | \$0.00 | \$0.00 | \$0.00 | \$49.50 | \$103.00 | \$0.00 | \$103.00 | 0.0% |
| 534500 | CS-PERSONNEL | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | 0.0% |
| 534755 | CS-AUDIO/VIDEO | \$0.00 | \$5,000.00 | \$3,000.00 | \$0.00 | \$3,000.00 | \$0.00 | \$0.00 | 0.0% |
| 534900 | CS-OTHER | \$6,408.99 | \$6,626.83 | \$2,065.00 | \$2,361.00 | \$2,065.00 | \$0.00 | \$0.00 | 0.0% |
| 540001 | TRAVEL IN-COUNTY | \$133.28 | \$73.12 | \$1,000.00 | \$84.97 | \$1,000.00 | \$0.00 | \$0.00 | 0.0% |
| 540002 | TRAVEL OUT-OF-COUNTY | \$1,631.18 | \$2,109.33 | \$4,244.00 | \$2,341.18 | \$4,030.00 | \$0.00 | (\$214.00) | (5.0%) |
| 540005 | TRAVEL LODGING EXPENSES | \$2,670.61 | \$4,706.72 | \$7,400.00 | \$1,597.28 | \$6,400.00 | \$0.00 | (\$1,000.00) | (13.5%) |
| 541010 | COMMUNICATIONS SERVICE | \$2,186.00 | \$3,017.77 | \$2,316.00 | \$1,211.00 | \$2,400.00 | \$0.00 | \$84.00 | 3.6% |
| 542001 | POSTAGE/FREIGHT CHARGES | \$21,988.51 | \$28,018.24 | \$23,550.00 | \$23,864.58 | \$30,400.00 | \$0.00 | \$6,850.00 | 29.1% |
| 543001 | UTILITIES-ELECTRIC | \$3,048.32 | \$3,189.51 | \$4,000.00 | \$1,289.82 | \$4,000.00 | \$0.00 | \$0.00 | 0.0% |
| 544640 | R/L-EQUIPMENT | \$0.00 | \$4,495.20 | \$15,902.00 | \$2,862.66 | \$15,902.00 | \$0.00 | \$0.00 | 0.0% |
| 544644 | R/L-FLEET VEHICLES | \$210.00 | \$0.00 | \$90.00 | \$0.00 | \$90.00 | \$0.00 | \$0.00 | 0.0% |
| 545990 | INSURANCE-OTHER | \$12,139.00 | \$13,534.00 | \$13,534.00 | \$6,768.00 | \$13,463.00 | \$0.00 | (\$71.00) | (0.5%) |
| 546050 | RM-OFFICE MACHINES | \$0.00 | \$338.32 | \$300.00 | \$0.00 | \$300.00 | \$0.00 | \$0.00 | 0.0% |
| 546620 | RM-FACILITIES | \$0.00 | \$6,224.35 | \$2,000.00 | \$0.00 | \$17,000.00 | \$0.00 | \$15,000.00 | 750.0% |
| 546640 | RM-EQUIPMENT | \$8,640.17 | \$18,468.05 | \$5,875.00 | \$3,100.50 | \$6,000.00 | \$0.00 | \$125.00 | 2.1% |
| 546644 | RM-VEHICLES-FLEET | \$3,059.55 | \$3,010.60 | \$3,487.00 | \$1,571.73 | \$3,025.00 | \$0.00 | (\$462.00) | (13.2%) |
| 546900 | RM-TECHNICAL SUPT SERVICE | \$35,313.94 | \$46,065.15 | \$35,944.00 | \$24,236.26 | \$37,273.00 | \$0.00 | \$1,329.00 | 3.7% |
| 547002 | PRINTING & BINDING | \$3,843.54 | \$7,202.52 | \$11,716.00 | \$3,585.27 | \$17,716.00 | \$0.00 | \$6,000.00 | 51.2% |
| 549307 | PUBLIC RELATIONS | \$240.00 | \$73.29 | \$2,000.00 | \$95.00 | \$2,000.00 | \$0.00 | \$0.00 | 0.0% |
| 549900 | MISCELLANEOUS CHARGES | \$1,758.06 | \$5,182.59 | \$4,500.00 | \$1,087.36 | \$4,500.00 | \$0.00 | \$0.00 | 0.0% |
| 549901 | LEGAL ADVERTISING | \$866.57 | \$1,182.75 | \$3,060.00 | \$441.12 | \$3,060.00 | \$0.00 | \$0.00 | 0.0% |
| 549904 | JOB LISTING EXPENSES | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$200.00 | \$0.00 | \$0.00 | 0.0% |

Date: 6/1/2016

Budget Expenditure Report - Department (Requested)

| Account | Title | 2nd Prior Year Actual | 1st Prior Year Actual | Current Year Original Budget | Current Year 6 mos Actual | Base Request | New Request | +/- | % +/- |
|---------------------------|---------------------------|--------------------------|--------------------------|---------------------------------|------------------------------|-----------------|----------------|--------------|----------|
| 549905 | MOTOR VEHICLE REPORTS | \$0.00 | \$0.00 | \$50.00 | \$0.00 | \$50.00 | \$0.00 | \$0.00 | 0.0% |
| 549906 | BACKGROUND CHECKS | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | 0.0% |
| 551001 | OFFICE SUPPLIES | \$5,147.09 | \$6,092.45 | \$8,675.00 | \$4,689.59 | \$9,810.00 | \$0.00 | \$1,135.00 | 13.1% |
| 552010 | FLEET FUEL | \$4,764.12 | \$3,663.39 | \$5,346.00 | \$1,281.62 | \$2,607.00 | \$0.00 | (\$2,739.00) | (51.2%) |
| 552500 | TOOLS & SMALL IMPLEMENTS | \$0.00 | \$27.26 | \$750.00 | \$494.84 | \$750.00 | \$0.00 | \$0.00 | 0.0% |
| 552800 | COMPUTER SUPPLIES | \$6,992.12 | \$2,297.22 | \$20,775.00 | \$17,860.95 | \$12,960.00 | \$0.00 | (\$7,815.00) | (37.6%) |
| 552801 | COMPUTER SOFTWARE | \$2,839.00 | \$3,787.64 | \$9,849.00 | \$5,718.66 | \$10,068.00 | \$0.00 | \$219.00 | 2.2% |
| 552990 | OTHER SUPPLIES | \$691.74 | \$4,897.93 | \$3,400.00 | \$467.76 | \$3,400.00 | \$0.00 | \$0.00 | 0.0% |
| 554001 | BOOK/PUB/SUB/MEMBERSHIPS | \$8,748.74 | \$4,113.58 | \$7,201.00 | \$4,147.12 | \$7,566.00 | \$0.00 | \$365.00 | 5.1% |
| 555001 | TRAINING/EDUCATION EXPENS | \$3,859.37 | \$6,527.00 | \$11,745.00 | \$1,658.00 | \$12,350.00 | \$0.00 | \$605.00 | 5.2% |
| OPERATING EXPENSES | | \$138,799.90 | \$189,924.81 | \$217,674.00 | \$112,865.77 | \$237,188.00 | \$0.00 | \$19,514.00 | 9.0% |
| 564102 | GENERAL GOVERNMENT EQUIP | \$14,248.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| 564104 | VEHICLES | \$0.00 | \$0.00 | \$0.00 | \$26,263.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| CAPITAL OUTLAY | | \$14,248.00 | \$0.00 | \$0.00 | \$26,263.00 | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| TOTAL DEPARTMENT | | \$1,079,500.78 | \$1,149,598.64 | \$1,263,685.00 | \$636,674.98 | \$1,257,587.00 | \$0.00 | (\$6,098.00) | (0.5%) |

Notes

| Account | Account Title | Note | Amount |
|---|---|----------------------|--------------------|
| 011 SUPERVISOR OF ELECTIONS - GF | | | |
| 0185 SUPERVISOR ELECTIONS - GF | | | |
| 540002 TRAVEL OUT-OF-COUNTY | FSASE WINTER CONFERENCE | | \$600.00 |
| | FSASE SUMMER CONFERENCE | | \$500.00 |
| | FASASE COMMITTEE MEETINGS | | \$200.00 |
| | REGIONAL WORKSHOPS | | \$150.00 |
| | JEOLC (WASHINGTON DC) | | \$1,680.00 |
| | CANVASSING BOARD WORKSHOP | | |
| | AUBURN CERA | | \$492.00 |
| | INFORMATION SYSTEMS MANAGER PER DIEM FOR CLASS | | \$308.00 |
| | OTHER TRAVEL (TAXI, PARKING, ETC.) | | \$100.00 |
| | | <i>TOTAL ACCOUNT</i> | <u>\$4,030.00</u> |
| 540005 TRAVEL LODGING EXPENSES | FSASE WINTER CONFERENCE | | \$300.00 |
| | FSASE SUMMER CONFERENCE | | \$2,400.00 |
| | FSASE COMMITTEE MEETINGS | | \$800.00 |
| | JEOLC | | \$1,200.00 |
| | CANVASSING BOARD WORKSHOPS | | |
| | AUBURN CERA | | \$800.00 |
| | INFORMATION SYSTEMS MANAGER CERTIFICATION CLASS | | \$900.00 |
| | | <i>TOTAL ACCOUNT</i> | <u>\$6,400.00</u> |
| 555001 TRAINING/EDUCATION EXPENS | FSASE WINTER CONFERENCE SUPERVISOR ONLY | | \$300.00 |
| | FSASE SUMMER CONFERENCE STAFF OF 4 AND SUPERVISOR | | \$1,750.00 |
| | ELECTION CENTER JEOLC | | \$850.00 |
| | CERA | | \$2,250.00 |
| | WINDOWS SERVER IT STAFF | | \$7,200.00 |
| | | <i>TOTAL ACCOUNT</i> | <u>\$12,350.00</u> |

Budget Expenditure Report - Department (Requested)

| Account | Title | 2nd Prior Year Actual | 1st Prior Year Actual | Current Year Original Budget | Current Year 6 mos Actual | Base Request | New Request | +/- | % +/- |
|-------------|-------------------------------------|--------------------------|--------------------------|---------------------------------|------------------------------|---------------------|----------------|-----------------------|----------------|
| 011 | SUPERVISOR OF ELECTIONS - GF | | | | | | | | |
| 0186 | ELECTION EXPENSES - GF | | | | | | | | |
| 513010 | SALARIES/WAGES-RELIEF | \$2,446.88 | \$1,252.83 | \$2,365.00 | \$1,442.78 | \$3,066.00 | \$0.00 | \$701.00 | 29.6% |
| 513020 | SALARIES/WAGES-POLL WORKS | \$52,745.00 | \$64,106.00 | \$100,800.00 | \$63,240.00 | \$89,155.00 | \$0.00 | (\$11,645.00) | (11.6%) |
| 514010 | OVERTIME | \$0.00 | \$0.00 | \$50.00 | \$0.00 | \$50.00 | \$0.00 | \$0.00 | 0.0% |
| 521000 | FICA TAXES | \$187.22 | \$95.85 | \$200.00 | \$110.38 | \$200.00 | \$0.00 | \$0.00 | 0.0% |
| | PERSONNEL SERVICES | \$55,379.10 | \$65,454.68 | \$103,415.00 | \$64,793.16 | \$92,471.00 | \$0.00 | (\$10,944.00) | (10.6%) |
| 534500 | CS-PERSONNEL | \$77,431.69 | \$88,101.81 | \$111,326.00 | \$33,529.08 | \$133,886.00 | \$0.00 | \$22,560.00 | 20.3% |
| 540001 | TRAVEL IN-COUNTY | \$1,132.68 | \$784.00 | \$1,000.00 | \$243.00 | \$1,000.00 | \$0.00 | \$0.00 | 0.0% |
| 541010 | COMMUNICATIONS SERVICE | \$2,058.01 | \$2,332.83 | \$6,711.00 | \$5,530.71 | \$1,830.00 | \$0.00 | (\$4,881.00) | (72.7%) |
| 542001 | POSTAGE/FREIGHT CHARGES | \$8,563.27 | \$2,230.29 | \$30,270.00 | \$10,613.73 | \$39,270.00 | \$0.00 | \$9,000.00 | 29.7% |
| 544620 | R/L-BUILDINGS | \$3,015.00 | \$4,310.00 | \$5,400.00 | \$600.00 | \$5,400.00 | \$0.00 | \$0.00 | 0.0% |
| 544640 | R/L-EQUIPMENT | \$3,042.33 | \$3,826.63 | \$6,000.00 | \$0.00 | \$5,100.00 | \$0.00 | (\$900.00) | (15.0%) |
| 546640 | RM-EQUIPMENT | \$14,307.67 | \$7,398.04 | \$4,800.00 | (\$1,589.99) | \$26,365.00 | \$0.00 | \$21,565.00 | 449.3% |
| 546900 | RM-TECHNICAL SUPT SERVICE | \$17,586.56 | \$10,025.32 | \$4,600.00 | \$4,611.89 | \$63,685.00 | \$0.00 | \$59,085.00 | 1284.5% |
| 547001 | BALLOT PRINTING | \$33,427.90 | \$29,329.48 | \$66,700.00 | \$24,067.99 | \$73,500.00 | \$0.00 | \$6,800.00 | 10.2% |
| 547002 | PRINTING & BINDING | \$7,317.42 | \$1,516.27 | \$44,734.00 | \$14,325.06 | \$33,734.00 | \$0.00 | (\$11,000.00) | (24.6%) |
| 549307 | PUBLIC RELATIONS | \$10,623.78 | \$12,978.90 | \$28,000.00 | \$522.30 | \$28,000.00 | \$0.00 | \$0.00 | 0.0% |
| 549900 | MISCELLANEOUS CHARGES | \$1,210.91 | \$3,202.83 | \$1,750.00 | \$935.00 | \$1,750.00 | \$0.00 | \$0.00 | 0.0% |
| 549901 | LEGAL ADVERTISING | \$7,105.19 | \$11,446.24 | \$6,000.00 | \$4,881.11 | \$6,000.00 | \$0.00 | \$0.00 | 0.0% |
| 551001 | OFFICE SUPPLIES | \$6,381.82 | \$5,570.59 | \$10,540.00 | \$9,546.18 | \$10,540.00 | \$0.00 | \$0.00 | 0.0% |
| 552013 | SIGN MATERIALS | \$395.66 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | 0.0% |
| 552014 | GASOLINE & SPECIAL FUELS | \$248.21 | \$0.00 | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$0.00 | 0.0% |
| 552800 | COMPUTER SUPPLIES | \$1,375.00 | \$3,516.48 | \$2,030.00 | \$15,282.17 | \$0.00 | \$0.00 | (\$2,030.00) | (100.0%) |
| 552990 | OTHER SUPPLIES | \$3,192.30 | \$16,184.38 | \$2,000.00 | \$37,474.68 | \$5,705.00 | \$0.00 | \$3,705.00 | 185.3% |
| | OPERATING EXPENSES | \$198,415.40 | \$202,754.09 | \$332,461.00 | \$160,572.91 | \$436,365.00 | \$0.00 | \$103,904.00 | 31.3% |
| 564103 | COMPUTER EQUIPMENT | \$3,186.00 | \$52,740.00 | \$164,450.00 | \$149,500.00 | \$37,375.00 | \$0.00 | (\$127,075.00) | (77.3%) |
| | CAPITAL OUTLAY | \$3,186.00 | \$52,740.00 | \$164,450.00 | \$149,500.00 | \$37,375.00 | \$0.00 | (\$127,075.00) | (77.3%) |
| | TOTAL DEPARTMENT | \$256,980.50 | \$320,948.77 | \$600,326.00 | \$374,866.07 | \$566,211.00 | \$0.00 | (\$34,115.00) | (5.7%) |

Notes

| Account | Account Title | Note | Amount |
|---|--------------------------------------|----------------------|--------------------|
| 011 SUPERVISOR OF ELECTIONS - GF | | | |
| 0186 ELECTION EXPENSES - GF | | | |
| 564103 COMPUTER EQUIPMENT | 25 EVID COMPACT UNITS (\$1,495 EACH) | | <u>\$37,375.00</u> |
| | | <i>TOTAL ACCOUNT</i> | <u>\$37,375.00</u> |