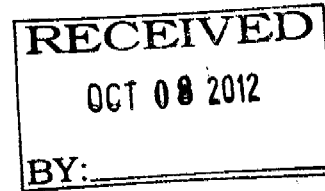




Interim  
Executive  
Director  
Marshall Stranburg



September 28, 2012

Honorable Benjamin F. Anderson  
Okaloosa County Tax Collector  
151-C NE Eglin Parkway  
Ft. Walton Beach, Florida 32548

Dear Mr. Anderson:

This office has reviewed your budget request for the operation of your office for the period October 1, 2012, through September 30, 2013, pursuant to Section 195.087, Florida Statutes. We have made any necessary changes to the 2012-13 budget based upon our review of any additional information or testimony that may have been presented. Enclosed is your final approved budget for the fiscal year 2012-13.

The Official's salary has been adjusted to reflect the 2012-13 salary as published by the Office of Economic and Demographic Research (EDR). The salary report as published by EDR may be found at <http://edr.state.fl.us/Content/local-government/reports/finsal12.pdf>.

If you have any questions regarding this information, please do not hesitate to contact me at (850) 617-8845.

Sincerely,

Cathy Galavis, Budget Supervisor  
Property Tax Oversight Program

CG/cs  
Enclosure  
cc: Board of County Commissioners

**TAX COLLECTOR'S  
SUMMARY OF THE 2012-13 BUDGET BY APPROPRIATION CATEGORY**

**OKALOOSA  
COUNTY**

9/30/2012  
EXHIBIT A

					(INCREASE/DECREASE)			(INCREASE/DECREASE)		
PERSONNEL SERVICES (Sch. 1-1A)	\$4,508,374	\$4,635,302	\$2,978,836	\$4,475,646	(\$159,656)	-3.44%	\$4,475,754	(\$159,548)	-3.44%	
OPERATING EXPENSES (Sch. II)	\$960,106	\$1,045,701	\$788,931	\$1,084,770	\$39,069	3.74%	\$1,082,770	\$37,069	3.54%	
OPERATING CAPITAL OUTLAY (Sch. III)	\$162,496	\$98,000	\$57,496	\$74,400	(\$23,600)	-24.08%	\$74,400	(\$23,600)	-24.08%	
TOTAL EXPENDITURES	\$5,630,976	\$5,779,003	\$3,825,263	\$5,634,816	(\$144,187)	-2.50%	\$5,632,924	(\$146,079)	-2.53%	
NUMBER OF POSITIONS		80		80	0	0.00%	80	0	0.00%	
					COL (5) - (3)	COL (6) / (3)				

73 Eglin Pkwy N.E., Suite 111  
Fort Walton Beach, FL 32548

310 Van Matre Ave.  
Suite 155, Building 210  
Eglin AFB, FL 32542

4012 Commons Dr. West, Unit 122  
Destin, FL 32541



302 N. Wilson Street, Suite 101  
Crestview, FL 32536

506 Highway 85 North  
Niceville, FL 32578

Customer Service Processing Center  
[www.OkaloosaTax.com](http://www.OkaloosaTax.com)  
(850) 651-7300

**BEN ANDERSON**  
**OKALOOSA COUNTY TAX COLLECTOR**

August 1, 2012

Commissioner Don Amunds  
Chairman, Board of County Commissioners  
Okaloosa County, Florida  
1804 Lewis Turner Blvd.  
Fort Walton Beach, FL 32578

Re: Tax Collector Budget for 2012/13

Dear Commissioner Amunds:

Please find our Budget for Fiscal Year 2012/2013 in the attachment. We request the Members of the Board take the time to review this in preparation for our discussion next week during your budget hearings. I ask that you encourage each Commissioner to present any questions to our Office in advance of the meeting, in order for us to be able to provide complete and detailed answers during the public hearing.

We look forward to a positive discussion at next Tuesday's meeting.

With kind regards,

A handwritten signature in cursive script that reads "Benjamin F. Anderson".

Benjamin F. Anderson  
Tax Collector Okaloosa County

Cc: Mr. Jim Curry, County Administrator  
Mrs. Sandee Launch, Administrative Manager

73 Egin Parkway N.E., Suite 111  
Fort Walton Beach, FL 32548

310 Van Matre Ave.  
Suite 155, Building 210  
Egin AFB, FL 32542

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Destin FL 32541



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(850) 651-7300

**BEN ANDERSON**  
**OKALOOSA COUNTY TAX COLLECTOR**

August 1, 2012

Ms. Cathy Galavis, Budget Supervisor  
Department of Revenue  
Property Tax Oversight Program  
P.O. Box 3000  
Tallahassee, Florida 32315-3000

Dear Ms. Galavis,

In compliance with Section 195.087, Florida Statutes, please find attached the proposed budget for the Okaloosa County Tax Collector's office for the period of October 1, 2012 through September 30, 2013. This budget conforms to the requirements and specifications in the Tax Collector's Instruction Workbook which is provided annually by the Department.

I certify that the information contained herein is a true and accurate presentation of our work program during this period and of our expenditures indicated during prior periods.

Sincerely,

Benjamin F. Anderson  
Okaloosa County Tax Collector

Enclosures

cc: Board of County Commissioners

**OKALOOSA  
COUNTY**

**TAX COLLECTOR'S  
SUMMARY OF THE 2012-2013 BUDGET BY APPROPRIATION CATEGORY**

DR-584, R. xx-11  
Rule 12D-16.002, eff. 2/11

**EXHIBIT A**

(1)	ACTUAL EXPENDITURES 2010-11 (2)	APPROVED BUDGET 2011-12 (3)	ACTUAL EXPENDITURES 6/30/2012 (4)	REQUEST 2012-13 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2012-13 (7)	INCREASE/ DECREASE	
					AMOUNT (6)	% (6a)		AMOUNT (8)	% (8a)
PERSONNEL SERVICES (Sch. 1-1A)	\$ 4,508,373	\$ 4,635,302	\$ 2,978,836	\$ 4,475,646	\$ (159,656)	-3.44%			
OPERATING EXPENSES (Sch. II)	\$ 960,106	\$ 1,045,701	\$ 788,931	\$ 1,084,770	\$ 39,069	3.74%			
OPERATING CAPITAL OUTLAY (Sch. III)	\$ 162,496	\$ 98,000	\$ 57,496	\$ 74,400	\$ (23,600)	-24.08%			
TOTAL EXPENDITURES	\$ 5,630,975	\$ 5,779,003	\$ 3,825,263	\$ 5,634,816	\$ (144,187)	-2.50%			
NUMBER OF POSITIONS		80		80	0	0.00%			
					COL (5) - (3)	COL (6) / (3)			

## OKALOOSA COUNTY

## DETAIL OF SALARIES

## SCHEDULE 1

Pos. No.	Position Classification	Annual Rate 9/30/2012	Position Designation	REQUESTED INCREASES			DOR USE ONLY APPROVED INCREASES				
				Guideline	Other	Funding	Annual Rate 9/30/2013	Guideline	Other	Funding	Annual Rate 9/30/2013
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
1	Tax Collector	\$ 121,451				\$ 121,451	\$ 121,451				
2	<del>Assistant Tax Collector</del> Chief Operations Officer	\$ 84,500	S			\$ 84,500	\$ 84,500				
3	<del>Director of Finance</del> Chief Financial Officer	\$ 81,500	S			\$ 81,500	\$ 81,500				
4	<del>Chief Technology Officer</del> Chief Information Officer	\$ 76,500	S			\$ 76,500	\$ 76,500				
5	<del>Asst. Dir. of Finance for Collections</del> Finance Administrator	\$ 68,675	D			\$ 68,675	\$ 68,675				
6	<del>Clerk Customer Service Agent</del>	\$ 29,653				\$ 29,653	\$ 29,653				
7	<del>Director of Operations</del> Chief Branch Operations Officer	\$ 92,700	S			\$ 92,700	\$ 92,700				
8	Branch Manager	\$ 48,900				\$ 48,900	\$ 48,900				
9	<del>Director of Licenses &amp; Taxes</del> Director of Tax Department	\$ 79,310	V			\$ -	\$ 79,310				
10	Branch Manager	\$ 52,215	D			\$ 52,215	\$ 52,215				
11	<del>Operations Manager</del> Branch Administrator	\$ 58,500				\$ 58,500	\$ 58,500				
12	<del>Training Manager</del> Director of Professional Development	\$ 45,344	R			\$ 45,344	\$ 45,344				
13	Tax Administrator	\$ 48,380				\$ 48,380	\$ 48,380				
14	<del>Field Staff Manager</del> Director of Field Services	\$ 48,380				\$ 48,380	\$ 48,380				
15	<del>Bookkeeper-II</del> Finance Administrator	\$ 38,500				\$ 38,500	\$ 38,500				
16	<del>Clerk Customer Service Agent</del>	\$ 28,810				\$ 28,810	\$ 28,810				
17	<del>Clerk Customer Service Agent</del>	\$ 28,810				\$ 28,810	\$ 28,810				
18	Assistant Branch Manager	\$ 39,140				\$ 39,140	\$ 39,140				
19	Assistant Branch Manager	\$ 40,170				\$ 40,170	\$ 40,170				
20	Assistant Branch Manager	\$ 40,335				\$ 40,335	\$ 40,335				
21	<del>Branch Supervisor</del> Customer Service Supervisor	\$ 36,523				\$ 36,523	\$ 36,523				
22	Branch Manager	\$ 55,620				\$ 55,620	\$ 55,620				
23	Director of Community Relations	\$ 77,294	V			\$ -	\$ 77,294				
24	Assistant Branch Manager	\$ 40,335				\$ 40,335	\$ 40,335				
25	Assistant Branch Manager	\$ 39,140				\$ 39,140	\$ 39,140				
26	<del>Training Facilitator</del> Tax Analyst	\$ 33,417				\$ 33,417	\$ 33,417				
27	<del>Branch Supervisor</del> Customer Service Supervisor	\$ 34,990				\$ 34,990	\$ 34,990				
28	<del>Branch Supervisor</del> Customer Service Supervisor	\$ 35,554				\$ 35,554	\$ 35,554				
29	<del>Senior Clerk</del> Senior Service Agent	\$ 31,369				\$ 31,369	\$ 31,369				
30	<del>Branch Supervisor</del> Customer Service Supervisor	\$ 34,372				\$ 34,372	\$ 34,372				
31	<del>Branch Supervisor</del> Customer Service Supervisor	\$ 34,207				\$ 34,207	\$ 34,207				
32	<del>Senior Clerk</del> Tax Analyst	\$ 30,417				\$ 30,417	\$ 30,417				
33	<del>Senior Clerk</del> Senior Service Agent	\$ 29,840				\$ 29,840	\$ 29,840				
34	<del>Branch Supervisor</del> Customer Service Supervisor	\$ 33,960				\$ 33,960	\$ 33,960				

OKALOOSA COUNTY

DETAIL OF SALARIES (CONT.)

SCHEDULE 1

Pos. No.	Position Classification	Annual Rate 9/30/2012	Position Designation	REQUESTED INCREASES			DOR USE ONLY				
				Guideline	Other	Funding	APPROVED INCREASES			Annual Rate 9/30/2013	
							Guideline	Other	Funding		
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
35	Senior Clerk Senior Service Agent	\$ 29,907				\$ 29,907	\$ 29,907				
36	Senior Clerk Senior Service Agent	\$ 29,840				\$ 29,840	\$ 29,840				
37	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
38	Senior Clerk Senior Service Agent	\$ 30,041				\$ 30,041	\$ 30,041				
39	Clerk Customer Service Agent	\$ 29,131				\$ 29,131	\$ 29,131				
40	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
41	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
42	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
43	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
44	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
45	Executive Assistant										
46	Field Agent	\$ 29,840				\$ 29,840	\$ 29,840				
47	Branch Supervisor Customer Service Supervisor	\$ 38,157				\$ 38,157	\$ 38,157				
48	Branch Supervisor Customer Service Supervisor	\$ 33,960				\$ 33,960	\$ 33,960				
49	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
50	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
51	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
52	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
53	Asst Dir. of Finance for Operations Finance Administrator	\$ 48,500				\$ 48,500	\$ 48,500				
54	Director of Human Resources	\$ 51,500				\$ 51,500	\$ 51,500				
55	Assistant IT Coordinator IT Specialist	\$ 38,000				\$ 38,000	\$ 38,000				
56	Branch Supervisor Customer Service Supervisor	\$ 33,960				\$ 33,960	\$ 33,960				
57	Branch Manager	\$ 49,410				\$ 49,410	\$ 49,410				
58	Assistant Branch Manager	\$ 39,140				\$ 39,140	\$ 39,140				
59	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
60	Chief Deputy Tax Collector Chief Administrative Officer	\$ 98,880	S			\$ 98,880	\$ 98,880				
61	Senior Clerk Senior Service Agent	\$ 29,840				\$ 29,840	\$ 29,840				
62	Senior Clerk Senior Service Agent	\$ 29,840				\$ 29,840	\$ 29,840				
63	Senior Clerk Senior Service Agent	\$ 30,854				\$ 30,854	\$ 30,854				
64	Branch Supervisor Customer Service Supervisor	\$ 34,644				\$ 34,644	\$ 34,644				
65	Senior Clerk Senior Service Agent	\$ 30,417				\$ 30,417	\$ 30,417				
66	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
67	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				

OKALOOSA COUNTY

DETAIL OF SALARIES (CONT.)

SCHEDULE 1

Pos. No.	Position Classification	Annual Rate 9/30/2012	Position Designation	REQUESTED INCREASES			DOR USE ONLY APPROVED INCREASES				
				Guideline	Other	Funding	Annual Rate 9/30/2013	Guideline	Other	Funding	Annual Rate 9/30/2013
				(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
68	Superintendent of Maintenance	\$ 33,960				\$ 33,960	\$ 33,960				
69	Branch Manager	\$ 49,200				\$ 49,200	\$ 49,200				
70	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
71	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
72	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
73	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
74	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
75	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
76	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
77	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
78	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
79	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
80	Clerk Customer Service Agent	\$ 28,810				\$ 28,810	\$ 28,810				
81	Branch Manager	\$ 47,380				\$ 47,380	\$ 47,380				
New Positions											
<b>SUMMARY</b>											
1	Official	\$ 121,451		\$ -	\$ -	\$ 121,451	\$ 121,451				
79	Current Employees	\$ 3,135,201		\$ -	\$ -	\$ 2,978,597	\$ 3,135,201				
0	New Positions										
80	<b>TOTAL</b>	<b>\$ 3,256,652</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,100,048</b>	<b>\$ 3,256,652</b>				



OKALOOSA COUNTY		DETAIL OF PERSONNEL SERVICES					SCHEDULE 1A	
OBJECT CODE	ACTUAL EXPENDITURES 2010-11	APPROVED BUDGET 2011-12	ACTUAL EXPENDITURES 6/30/2012	REQUEST 2012-13	INCREASE/(DECREASE)		AMOUNT APPROVED 2012-13	
					AMOUNT	%		
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	
<b>PERSONNEL SERVICES:</b>								
11 OFFICIAL	\$ 112,339	\$ 121,451	\$ 88,753	\$ 121,451	\$ -	0.00%		
12 EMPLOYEES (REGULAR)	\$ 3,031,787	\$ 3,135,201	\$ 2,023,376	\$ 2,978,597	\$ (156,604)	-5.00%		
13 EMPLOYEES (TEMPORARY)	\$ 33,676	\$ 52,350	\$ 25,748	\$ 52,350	\$ -	0.00%		
14 OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-		
15 SPECIAL PAY	\$ 57,445	\$ 44,250	\$ 40,527	\$ 40,000	\$ (4,250)	-9.60%		
<b>21 FICA</b>								
2152 REGULAR 7.65%	\$ 233,641	\$ 255,493	\$ 157,412	\$ 244,218	\$ (11,275)	-4.41%		
2153 OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	-		
<b>22 RETIREMENT</b>								
2251 OFFICIAL 15.80%	\$ 19,525	\$ 20,003	\$ 9,887	\$ 19,189	\$ (814)	-4.07%		
2252 EMPLOYEE 5.56%	\$ 203,920	\$ 125,819	\$ 78,335	\$ 139,402	\$ 13,583	10.80%		
2253 SMSC 9.03%	\$ 87,309	\$ 55,898	\$ 20,972	\$ 39,762	\$ (16,136)	-28.87%		
2254 DROP 6.99%	\$ 18,150	\$ 14,271	\$ 6,044	\$ 8,625	\$ (5,646)	-39.56%		
23 LIFE & HEALTH INSURANCE	\$ 689,779	\$ 794,066	\$ 491,859	\$ 798,402	\$ 4,336	0.55%		
24 WORKER'S COMPENSATION	\$ 15,135	\$ 13,000	\$ 12,986	\$ 13,650	\$ 650	5.00%		
25 UNEMPLOYMENT COMP.	\$ 5,668	\$ 3,500	\$ 22,937	\$ 20,000	\$ 16,500	471.43%		
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 4,508,373</b>	<b>\$ 4,635,302</b>	<b>\$ 2,978,836</b>	<b>\$ 4,475,646</b>	<b>\$ (159,656)</b>	<b>-3.44%</b>		
	Post this total to Col. (2) Ex. A	Post this total to Col. (3) Ex. A	Post this total to Col. (4) Ex. A	Post this total to Col. (5) Ex. A	Col. (5) - (3)	Col. (6) / (3)		

OKALOOSA COUNTY		DETAIL OF OPERATING EXPENSES					SCHEDULE II	
OBJECT CODE	ACTUAL EXPENDITURES 2010-11	APPROVED BUDGET 2011-12	ACTUAL EXPENDITURES 6/30/2012	REQUEST 2012-13	INCREASE/(DECREASE)		AMOUNT APPROVED 2012-13	
					AMOUNT	%		
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	
<b>OPERATING EXPENSES:</b>								
<b>31 PROFESSIONAL SERVICES</b>								
3151 E.D.P.	\$ 12,105	\$ 22,570	\$ 10,037	\$ 14,676	\$ (7,894)	-34.98%		
3154 LEGAL	\$ 77,333	\$ 64,792	\$ 24,509	\$ 39,700	\$ (25,092)	-38.73%		
3159 OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	-		
32 ACCOUNTING & AUDITING	\$ 87,154	\$ 20,000	\$ 1,200	\$ 20,000	\$ -	0.00%		
33 COURT REPORTER	\$ -	\$ -	\$ -	\$ -	\$ -	-		
34 OTHER CONTRACTUAL	\$ -	\$ -	\$ -	\$ -	\$ -	-		
40 TRAVEL	\$ 38,147	\$ 41,972	\$ 12,797	\$ 42,062	\$ 90	0.21%		
41 COMMUNICATIONS	\$ 19,537	\$ 23,140	\$ 7,478	\$ 10,502	\$ (12,638)	-54.62%		
<b>42 TRANSPORTATION</b>								
4251 POSTAGE	\$ 50,487	\$ 100,000	\$ 72,533	\$ 102,270	\$ 2,270	2.27%		
4252 FREIGHT	\$ -	\$ -	\$ -	\$ -	\$ -	-		
43 UTILITIES	\$ 40,064	\$ 45,120	\$ 27,074	\$ 37,909	\$ (7,211)	-15.98%		
<b>44 RENTALS &amp; LEASES</b>								
4451 OFFICE EQUIPMENT	\$ 15,476	\$ 16,120	\$ 11,904	\$ 17,540	\$ 1,420	8.81%		
4452 VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -	-		
4453 OFFICE SPACE	\$ 222,521	\$ 245,500	\$ 198,322	\$ 245,820	\$ 320	0.13%		
4454 E.D.P.	\$ -	\$ 20,000	\$ -	\$ -	\$ (20,000)	-100.00%		
45 INSURANCE & SURETY	\$ 60,959	\$ 46,746	\$ 52,832	\$ 59,348	\$ 12,602	26.96%		

## OKALOOSA COUNTY

## DETAIL OF OPERATING EXPENSES (CONT.)

## SCHEDULE II

OBJECT CODE (1)	ACTUAL EXPENDITURES 2010-11 (2)	APPROVED BUDGET 2011-12 (3)	ACTUAL EXPENDITURES 6/30/2012 (4)	REQUEST 2012-13 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2012-13 (7)
					AMOUNT (6)	% (6a)	
<b>46 REPAIR &amp; MAINTENANCE</b>							
4651 OFFICE EQUIPMENT	\$ -	\$ 1,000	\$ 595	\$ 1,054	\$ 54	5.40%	
4652 VEHICLES	\$ 5,495	\$ 9,600	\$ 2,571	\$ 8,400	\$ (1,200)	-12.50%	
4653 OFFICE SPACE	\$ 10,093	\$ 3,040	\$ 9,575	\$ 5,208	\$ 2,168	71.32%	
4654 E.D.P.	\$ 193,189	\$ 240,500	\$ 267,351	\$ 332,635	\$ 92,135	38.31%	
47 PRINTING & BINDING	\$ -	\$ -	\$ -	\$ -	\$ -	-	
48 PROMOTIONAL	\$ -	\$ -	\$ -	\$ -	\$ -	-	
<b>49 OTHER CURRENT CHARGES</b>							
4951 LEGAL ADVERTISEMENTS	\$ 21,431	\$ 23,100	\$ 19,723	\$ 33,200	\$ 10,100	43.72%	
4959 OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	-	
51 OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	-	
52 OPERATING SUPPLIES	\$ 81,285	\$ 90,200	\$ 58,724	\$ 88,151	\$ (2,049)	-2.27%	
<b>54 BOOKS &amp; PUBLICATIONS</b>							
5451 BOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	-	
5452 SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	-	
5453 EDUCATION	\$ 15,632	\$ 22,069	\$ 2,055	\$ 14,870	\$ (7,199)	-32.62%	
5454 DUES / MEMBERSHIPS	\$ 9,198	\$ 10,232	\$ 9,651	\$ 11,425	\$ 1,193	11.66%	
<b>TOTAL OPERATING EXPENSES</b>	\$ 960,106	\$ 1,045,701	\$ 788,931	\$ 1,084,770	\$ 39,069	3.74%	\$ -

Post this total to  
Col. (2) Ex. A

Post this total to  
Col. (3) Ex. A

Post this total to  
Col. (4) Ex. A

Post this total to  
Col. (5) Ex. A

Col. (5) - (3)

Col. (6) / (3)

## OKALOOSA COUNTY

## DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

OBJECT CODE	ACTUAL EXPENDITURES 2010-11	APPROVED BUDGET 2011-12	ACTUAL EXPENDITURES 6/30/2012	REQUEST 2012-13	INCREASE/(DECREASE)		AMOUNT APPROVED 2012-13
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
<b>CAPITAL OUTLAY:</b>							
<b>64 MACHINERY &amp; EQUIPMENT</b>							
61 LAND	\$ -	\$ -	\$ -	\$ -	\$ -	-	
62 BUILDINGS	\$ -	\$ -	\$ 8,892	\$ -	\$ -	-	
6451 E.D.P.	\$ 48,754	\$ 23,000	\$ 38,870	\$ 54,400	\$ 31,400	136.52%	
6452 OFFICE FURNITURE	\$ 73,937	\$ -	\$ 4,154	\$ -	\$ -	-	
6453 OFFICE EQUIPMENT	\$ -	\$ 75,000	\$ 5,580	\$ -	\$ (75,000)	-100.00%	
6454 VEHICLES	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	-	
66 BOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	-	
68 INTANGIBLE ASSETS (SOFTWARE)	\$ 39,805	\$ -	\$ -	\$ -	\$ -	-	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 162,496</b>	<b>\$ 98,000</b>	<b>\$ 57,496</b>	<b>\$ 74,400</b>	<b>\$ (23,600)</b>	<b>-24.08%</b>	

Post this total to  
Col. (2) Ex. APost this total to  
Col. (3) Ex. APost this total to  
Col. (4) Ex. APost this total to  
Col. (5) Ex. A

Col. (5) - (3)

Col. (6) / (3)

OKALOOSA COUNTY

**OPERATING CAPITAL OUTLAY (CONT.)  
DETAIL OF EQUIPMENT REQUESTED**

SCHEDULE III A

**INSTALLMENT PURCHASES**

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2012-13

ITEM	UNIT PRICE	QUANTITY	REPLACE	NEW	REQUEST 2012-13
APC UPS 2200 with Management Card	\$ 1,200	1	1		\$ 1,200
Network Video Storage Archive	\$ 9,000	1		1	\$ 9,000
Cisco Switch	\$ 6,000	1		1	\$ 6,000
Ceiling Projector	\$ 1,200	1		1	\$ 1,200
DocuScan Document System	\$ 37,000	1		1	\$ 37,000
Vehicle	\$ 20,000	1	1		\$ 20,000
<b>TOTAL</b>					\$ 74,400

**STATEMENT OF COMMISSIONS AND EXPENDITURES  
OKALOOSA COUNTY**

**EXHIBIT B**

DESCRIPTION	ACTUAL 10/1/10 - 9/30/11	ACTUAL 10/1/11 - 6/30/12	ESTIMATED 7/1/12 - 9/30/12	TOTAL 2011-12	ESTIMATED 2012-13
(1)	(2)	(3)	(3A)	(3B)	(4)
Commissions:					
State					
Motor Vehicles	\$843,635	\$592,388	\$295,000	\$887,388	\$900,000
Environmental Protection	\$0	\$0	\$0	\$0	\$0
Game and Fish	\$22,298	\$12,613	\$4,000	\$16,613	\$18,000
Sales Tax	\$9,526	\$6,120	\$3,000	\$9,120	\$9,360
Driver License	\$324,343	\$276,144	\$125,000	\$401,144	\$415,000
County	\$3,228,380	\$3,023,396	\$120,000	\$3,143,396	\$3,049,000
Districts	\$452,755	\$397,211	\$14,500	\$411,711	\$450,000
Tax Sale	\$456,377	\$384,833	\$0	\$384,833	\$450,000
Advertisements	\$14,615	\$18,625	\$0	\$18,625	\$20,000
Other - List					
Business Tax Receipts	\$112,584	\$32,302	\$68,000	\$100,302	\$110,000
Interest (Earned)	\$45,194	\$42,575	\$7,000	\$49,575	\$65,000
Miscellaneous Income	\$28,891	\$10,494	\$5,000	\$15,494	\$35,000
Branch Fees	\$150,911	\$108,257	\$45,000	\$153,257	\$160,000
<b>Total Commissions</b>	<b>\$5,689,509</b>	<b>\$4,904,958</b>	<b>\$686,500</b>	<b>\$5,591,458</b>	<b>\$5,681,360</b>
Less Operating Expenditures	\$5,630,975	\$3,825,263	\$1,701,181	\$5,526,444	\$5,634,816
<b>Balance</b>	<b>\$58,534</b>	<b>\$1,079,695</b>		<b>\$65,014</b>	<b>\$46,544</b>



## OKALOOSA COUNTY

## JUSTIFICATION SHEET

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
11	Official	1A	\$ -	Salary set by 145.11, Florida Statutes
12	Employees (Regular)	1A	(156,604)	See Detailed Salary Justification sheet and Summary of Schedule 1 Detail of Salaries
13	Employees (Temporary)	1A	-	2 part time clerks, 40 hours pay period at \$13.319 per hour, performing clerical duties. 1 part time clerk, 35 hours pay period at \$10.30 per hour, performing clerical duties, and 1 part time clerk, 50 hours pay period at \$11.845 per hour, performing clerical duties. *Pay periods are biweekly
15	Special Pay	1A	(4,250)	Certification pay for course completion (amount based on OCTC Policy #508)/27 employees @ \$1,250, total \$33,750, not including the Tax Collector (see attached certification worksheet), Annual leave payout for employees' separation (\$6,250)
2152	FICA Regular	1A	(11,275)	7.65% of total salaries plus special pay of \$40,000 (\$3,192,398)
2251	Retirement - Official	1A	(814)	15.80% of official salary (\$121,451)
2252	Retirement - Employee	1A	13,583	5.56% of total employee salary (\$2,978,597), plus Temporary pay (\$52,350), plus special pay (\$40,000), less SMSC employee's salary pos. #2,3,4,7,60 (\$434,080) & DROP pos. #5,10 (\$120,890), less certification pay for SMSC and DROP (\$8,750) (\$2,507,227)
2253	Retirement - SMSC	1A	(16,136)	9.03% of total SMSC salary pos. #2,3,4,7,60 (\$434,080), plus certification pay (\$6,250) (\$440,330)
2254	Retirement - DROP	1A	(5,646)	6.99% of total DROP salary pos. #5,10 (\$120,890) plus certification pay (\$2,500) (\$123,390)
23	Life & Health Insurance	1A	4,336	Health - 3% increase, 78 employees, \$754,023; Dental - 0% change, 78 employees, \$28,080; Life/LTD - 0% change, 78 employees, \$12,299. *Amounts are per year. Also included is \$4,000 for employee assistance program and drug tests.
24	Worker's Compensation	1A	650	amount quoted by BCC
25	Unemployment Comp.	1A	16,500	estimate of expected claims for unemployment based on actual FY12 expenses and projected FY13 expenses.
	<b>TOTAL SCHEDULE 1A</b>		<b>\$ (159,656)</b>	
3151	Electronic Data Proc.	II	\$ (7,894)	web domain, internet services, Office software licenses, bankruptcy software license, Accruint software license, SKYPE, Axis Camera, Symantec AV
3154	Prof. Services - Legal	II	(25,092)	Bankruptcy, Personnel Issues, TPP tax warrants, Contract reviews, and Clerk of Court case warrants
32	Accounting & Auditing	II	-	internal auditing services
40	Travel	II	90	in-county and out of county travel to include all mileage, per diem, lodging, and misc travel expenses. Also includes travel for Field Enforcement Agents. See attached travel worksheet.
41	Telephone	II	(12,638)	phone/wireless service
4251	Postage	II	2,270	Postage for DMV renewals, H&F, BTR, metered mail, certified mail, and priority letters. See attached postage worksheet
43	Utilities	II	(7,211)	electric and water/sewer for Niceville and Destin offices.
4451	R/L Office Equipment	II	1,420	postage machine, letter opener, water dispenser, and copy machines.



## OKALOOSA COUNTY

## JUSTIFICATION SHEET

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
4453	R/L Office Space	II	320	rent for Niceville office. Based on CPI data, minimum 3%. Includes property taxes for Niceville office.
4454	R/L E.D.P.	II	(20,000)	
45	Insurance & Surety	II	12,602	property insurance quoted by BCC, association insurance for Destin office, insurance for Niceville office, and notary renewals.
4651	R/M Office Equipment	II	54	repairs to vault, safes, typewriters, calculators, etc.
4652	R/M Vehicles	II	(1,200)	cleaning and preventative maintenance of vehicle fleet.
4653	R/M Office Space	II	2,168	alarm monitoring, carpet cleaning, and misc. office repairs
4654	R/M EDP	II	92,135	TAXSYS (4% contractual increase), RTL High speed Maint., Qflow, TIG phone system maintenance, BUCS/Chips, Cisco Smartnet Maintenance, Survey Monkey, Barracuda Spam, WaveNet, HP Server maint., Adobe CSS website management, Office 2010 upgrade, Adobe Standard, Website maint., and disaster recovery.
4951	Legal Advertisements	II	10,100	open roll and delinquent roll ad and community outreach advertising
52	Operating Supplies	II	(2,049)	office supplies, envelopes, toner cartridges, paper, computers, printers, UPS, USB drives, computer equipment, janitorial supplies, tax bills, BTR vending decals, BTR forms.
5453	Education	II	(7,199)	registration fees for various education. See attached education worksheet
5454	Dues/Membership	II	1,193	newspaper subscriptions, TC Dues, FABTO Dues, FGFOA Dues, city directories, DOR annual dues, NADA appraisal guides, Polk Motor Vehicle Guides, ID Checking Guides, News Service Florida
<b>TOTAL SCHEDULE II</b>			<b>\$ 39,069</b>	
62	Buildings	III	\$ -	
6451	Equipment E.D.P.	III	31,400	APC UPS 2200, Network Video Storage Archive, Cisco Switch, Ceiling Projector, DocuScan Document Storage
6452	Office Furniture	III	-	
6453	Office Equipment	III	(75,000)	
6454	Vehicles	III	20,000	1 vehicle to replace 3 vehicles turned into County during FY12
<b>TOTAL SCHEDULE III</b>			<b>\$ (23,600)</b>	
<b>TOTAL</b>			<b>\$ (144,187)</b>	

**EMPLOYEE CERTIFICATION WORKSHEET**

**CURRENT DESIGNATIONS (2012-13)**

POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	ANNUAL AMOUNT
2	Assistant Tax Collector Chief Operations Officer	Holguin, John	2008	\$ 1,250
3	Director of Finance Chief Financial Officer	Holguin, Keri	1995	\$ 1,250
4	Chief Technology Officer Chief Information Officer	Parsons, Eric	2005	\$ 1,250
5	Asst. Dir. of Finance for Collections Finance Administrator	Owens, Paula	1996	\$ 1,250
7	Director of Operations Chief Branch Operations Officer	Gillespie, Theresa	1996	\$ 1,250
10	Branch Manager	Hanratty, Jolene	1995	\$ 1,250
12	Training Manager Director of Professional Development	Holcomb, Carolyn	1997	\$ 1,250
14	Field Staff Manager Director of Field Services	Allen, Josh	2004	\$ 1,250
8	Branch Manager	O'Neill, Carolyn	2008	\$ 1,250
19	Assistant Branch Manager	Wiley, Neena	2008	\$ 1,250
20	Assistant Branch Manager	Hlavaty, Angela	2006	\$ 1,250
22	Branch Manager	Davenport, Cristina	2001	\$ 1,250
24	Assistant Branch Manager	Dabney, Sarah	2004	\$ 1,250
81	Branch Manager	Grisom, Lindsey	2011	\$ 1,250
27	Branch Supervisor Customer Service Supervisor	Castro, Jenny	2011	\$ 1,250
28	Branch Supervisor Customer Service Supervisor	Knight, Patricia	2006	\$ 1,250
26	Training Facilitator Tax Analyst	Luster, Kathy	2008	\$ 1,250
47	Branch Supervisor Customer Service Supervisor	Childs, Heath	2006	\$ 1,250
60	Chief Deputy Tax Collector Chief Administrative Officer	Harkins, Jim	2000	\$ 1,250
25	Assistant Branch Manager	Vaughan, Nichole	2010	\$ 1,250
57	Branch Manager	Allmon, Alice	2004	\$ 1,250
69	Branch Manager	Mellott, Cherrylyn	2006	\$ 1,250

**TOTAL CURRENT DESIGNATIONS** **\$ 27,500**

**NEW DESIGNATIONS (2012-13)**

POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	PRORATED AMOUNT
13	Tax Administrator	Gordon, Justin	2012/2013	\$ 1,250
30	Branch Supervisor Customer Service Supervisor	Twele, Esther	2012/2013	\$ 1,250
21	Branch Supervisor Customer Service Supervisor	Smith, Debra	2012/2013	\$ 1,250
84	Branch Supervisor Customer Service Supervisor	Hill, Krystal	2012/2013	\$ 1,250
34	Branch Supervisor Customer Service Supervisor	Wyatt, Jackie	2012/2013	\$ 1,250

**TOTAL NEW DESIGNATIONS** **\$ 6,250**

**TOTAL CURRENT AND NEW DESIGNATIONS** **\$ 33,750**

NOTE: TOTAL DESIGNATIONS SHOULD BE INCLUDED IN SPECIAL PAY ON SCHEDULE IA

## TRAVEL WORKSHEET OKALOOSA COUNTY

### LOCAL TRAVEL

**FIELD TRAVEL:**

Number of Field Personnel	Office Owned Vehicles	County Owned Vehicles	Personal Vehicles	Total Miles For Per. Vehicles	Mileage Allowance	Flat Rate/ # At Flat Rate	TOTAL
3	3						\$ 5,400

**ADMINISTRATIVE TRAVEL:\***

Number of Adm. Personnel	Office Owned Vehicles	County Owned Vehicles	Personal Vehicles	Total Miles For Per. Vehicles	Mileage Allowance	Flat Rate/ # At Flat Rate	TOTAL
14	3						\$ 3,144

\*Please note types of travel included.

<b>TOTAL LOCAL TRAVEL</b>	<b>\$ 8,544</b>
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### MISCELLANEOUS TRAVEL

**SCHOOLS:**

Sponsor	City	No. Attending/ No. Days Each	Personal Vehicles	Mileage	Room Allowance	Per Diem	TOTAL
DOR TCC501	TBA	3/5		\$ 150	\$ 1,100	\$ 615	\$ 1,865
DOR TCC503	TBA	3/5		\$ 150	\$ 1,100	\$ 615	\$ 1,865
Leadership Okaloosa	TBA	1/1		-	\$ 110	\$ 34	\$ 144
TaxSys User Group	TBA	10/4		\$ 330	\$ 6,500	\$ 1,640	\$ 8,470
DOR Continuing Education	TBA	2/2		\$ 100	\$ 480	\$ 164	\$ 744
IT Workshop	TBA	1/4		\$ 150	\$ 480	\$ 164	\$ 794
RTL User Group	TBA	2/3		\$ 200	\$ 840	\$ 246	\$ 1,286
<b>TOTAL</b>				<b>\$ 1,080</b>	<b>\$ 10,610</b>	<b>\$ 3,478</b>	<b>\$ 15,168</b>

**CONFERENCES:**

Sponsor	City	No. Attending/ No. Days Each	Personal Vehicles	Mileage	Room Allowance	Per Diem	TOTAL
Spring TC Conf.	TBA	1/4		\$ 150	\$ 560	\$ 164	\$ 874
Fall TC Conf.	Orlando	8/5		\$ 300	\$ 4,480	\$ 820	\$ 5,600
FABTO Conf.	Orlando	4/5		\$ 300	\$ 4,480	\$ 820	\$ 5,600
FGFOA Conf.	TBA	1/4		\$ 150	\$ 560	\$ 164	\$ 874
BUCS User Conf.	TBA	2/3		\$ 1,000	\$ 960	\$ 246	\$ 2,206
HR Conf.	TBA	2/4		\$ 150	\$ 1,120	\$ 328	\$ 1,598
SHRM Cert. Seminar	TBA	2/4		\$ 150	\$ 1,120	\$ 328	\$ 1,598
<b>TOTAL</b>				<b>\$ 2,200</b>	<b>\$ 13,280</b>	<b>\$ 2,870</b>	<b>\$ 18,350</b>

**OTHER:**

TYPE OF TRAVEL	Number Of Trips	Mileage	Room Allowance	Per Diem	TOTAL
					\$ -
					\$ -

<b>TOTAL MISCELLANEOUS TRAVEL</b>	<b>\$ 33,618</b>
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<b>MOTOR POOL CHARGES</b>	<b>\$ -</b>
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<b>TOTAL TRAVEL REQUEST</b>	<b>\$ 42,062</b>
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**POSTAGE WORKSHEET  
OKALOOSA COUNTY**

Type of Mail	Number of Items	Postage Rate	Total
<b>MASS MAILINGS:</b>			
<b>TAXES:</b>			
Tax Notices / Real Property	104,695	\$ 0.45	\$ 47,113
Tax Notices / Personal Property	13,285	\$ 0.45	\$ 5,978
Reminder Notices / Real & Personal Property	6,071	\$ 0.45	\$ 2,732
Installment Notices	7,565	\$ 0.45	\$ 3,404
Informational Notice to Mortgagor	38,718	\$ 0.45	\$ 17,423
<b>AMOUNT REIMBURSED BY COUNTY:</b>			<b>\$ (78,650)</b>
<b>TOTAL TAXES:</b>			<b>\$ -</b>
<b>TAGS AND REGISTRATIONS:</b>			
Motor Vehicles / Vessels	194,075	\$ 0.45	\$ 87,334
<b>OTHER: (Specify type)</b>			
Business Tax Receipts	17,000	\$ 0.45	\$ 7,650
Hunting / Fishing	9,500	\$ 0.45	\$ 4,275
<b>TOTAL MASS MAILINGS</b>			<b>\$ 99,259</b>
<b>GENERAL CORRESPONDENCE</b>			
Metered Mail	5,000	\$ 0.45	\$ 2,250
Priority Mail / Certified Mail	Fluctuating	Variable	\$ 761
<b>TOTAL GENERAL CORRESPONDENCE</b>			<b>\$ 3,011</b>
<b>TOTAL POSTAGE REQUEST</b>	(Enter on line 4251, Column (5), Schedule II)		<b>\$ 102,270</b>

**EDUCATION WORKSHEET  
OKALOOSA COUNTY**

**SCHOOLS**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
DOR TCC501	TBA	\$ 600		3	\$ 1,800
DOR TCC503	TBA	\$ 600		3	\$ 1,800
DOR Continuing Ed.	TBA	\$ 600		2	\$ 1,200
<b>TOTAL</b>					<b>\$ 4,800</b>

**WORKSHOPS**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
IT Workshop	TBA	\$ 245		1	\$ 245
Leadership Okaloosa	Niceville	\$ 900		1	\$ 900
<b>TOTAL</b>					<b>\$ 1,145</b>

**CONFERENCES AND SEMINARS**

**DATA PROCESSING\***

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
Spring TC Conf.	TBA	\$ 225		1	\$ 225
Fall TC Conf.	TBA	\$ 225		8	\$ 1,800
FABTO Conf.	TBA	\$ 250		4	\$ 1,000
FGFOA Conf.	TBA	\$ 250		1	\$ 250
BUCS User Conf.	TBA	\$ 500		2	\$ 1,000
SHRM Certification Seminar	TBA	\$ 875		2	\$ 1,750
HR Conf.	TBA	\$ 250		2	\$ 500
<b>TOTAL</b>					<b>\$ 6,525</b>

**OTHER**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
TaxSys User Group	TBA	\$ 200		10	\$ 2,000
RTL User Group	TBA	\$ 200		2	\$ 400
<b>TOTAL</b>					<b>\$ 2,400</b>

OTHER EDUCATIONAL EXPENSES (SPECIFY)

**TOTAL EDUCATION EXPENSES**

**\$ 14,870**

\*Justification must be supplied, see instruction booklet for details.

**DATA PROCESSING PURCHASE  
JUSTIFICATION  
OKALOOSA COUNTY**

ITEM REQUESTED	NUMBER REQUESTED	MAKE AND MODEL NUMBER	LENGTH OF PAYMENT SCHEDULE	COST FOR FISCAL YEAR 2011-12	FULL COST
APC UPS 2200	1	APC 2200	1 time	\$ 1,200.00	\$ 1,200.00
Network Storage Archive	1	Barracuda B690	1 time	\$ 9,000.00	\$ 9,000.00
Cisco Switch	1	Cisco 3650	1 time	\$ 6,000.00	\$ 6,000.00
DocuScan Document System	1		1 time	\$ 37,000.00	\$ 37,000.00

Check one below:

REPLACEMENT OF EXISTING EQUIPMENT   1  

ADDITIONAL EQUIPMENT   3  

**STATEMENT OF NEED:**

Battery backup in the Niceville office is 7 year old. When a spike in power is present, the UPS shuts down resulting in the loss of the intranet server and other key systems.

Network Storage Archive is needed to satisfy camera feed retention. Currently, we store 1.8 terabyte of footage for a 30 day period. With additional cameras being installed, more storage space is required.

The OCTC uses the county fiber to connect each office and telephone system. There is no replacement or spare Cisco switch and this is the single failure point of the network. A single 48 port switch should resolve this issue.

DocuScan Document System is needed to reduce physical storage space and allow the OCTC to move forward and utilize a digital file cabinet.

**HOW LONG WILL THIS PURCHASE FULFILL THOSE NEEDS?**

Four (4) years

**ADDITIONAL COMMENTS OR PERTINENT INFORMATION**

NOTE: A comprehensive plan should be submitted for continuation of, or updates to systems being purchased or previously purchased by your office. This includes systems co-owned with another office in your county. This plan should include initial equipment, year of acquisition and a proposed schedule by year of enhancements to be reflected in future budgets.

73 Eglin Pkwy N.E., Suite 111  
Fort Walton Beach, FL 32548

302 N. Wilson Street, Suite 101  
Crestview, FL 32536

506 Highway 85 North  
Niceville, FL 32578



4012 Commons Dr. West, Unit 122  
Destin, FL 32541

310 Van Matre Ave.  
Suite 155, Building 210  
Eglin AFB, FL 32542

(850) 689-5700 (850) 651-7300

**OKALOOSA COUNTY TAX COLLECTOR**  
[www.okaloosatax.com](http://www.okaloosatax.com)

## Information Technology Comprehensive Plan

The Okaloosa County Tax Collector's office operates in a RedHat Linux, MSSQL and MySQL database environment with XP and Windows 7 workstations. Currently, the software used on the tax and billing server is provided by Grantstreet Group. TAXSYS is a web based software for the collection and distribution of taxes. Other systems include the BUCS Accounting, Axis Camera system, High Speed Processor, and QFLOW numbering servers that are running 2008 Server operating system.

We anticipate the upgrade of 72 aging computers in 2013 by the state that are running Windows XP operating system. They are used to access other systems that tie into and incorporate shared interfaces into FRVIS and Drivers License with TaxSys using Payment Express, Renew Express(Motor Vehicle renewal), and Deed Express. Currently 4 Tax Collector offices provide driver license services with Crestview and Fort Walton offering full DL services to include medicals and driving test. To keep existing printers and servers operating past the life repair parts have been purchased for in house repair as they fail.

### 2012-2013

- Upgrade aging 3 in1 printers for Director of Human Resources and Director of Operations
- Replace HP4100 printers, will be 10 years old at this time
- Purchase Office 2010
- Update Antivirus
- Continue training regimen for IT department
- Replace HP8150 BTR Printer, will be 8 years old at this time

### 2013-2014

- Refresh of high speed processor's computers and systems
- Continue training regimen for IT department

- Upgrade to Exchange(newest release)
- Update Antivirus
- Update spam filtering software

#### 2014-2015

- Update Antivirus
- Continue training regimen for IT department
- Website redesign
- Upgrade Spam filter
- Upgrade to Exchange 2010
- Replacement of receipt printers on counters





2012-13 Tax Collector		
FTE By Activity	FTE	Annual Transactions
Property Tax	66	110,719
DMV		322,686
Game & Fish		4,682
BTR		17,260
Drivers License		69,265
Miscellaneous (list)		105,748
Administrative	12	
<b>Total</b>	<b>78</b>	<b>630,360</b>

List Miscellaneous activities below:  
 Includes number of calls answered by Customer Service and Processing Center.

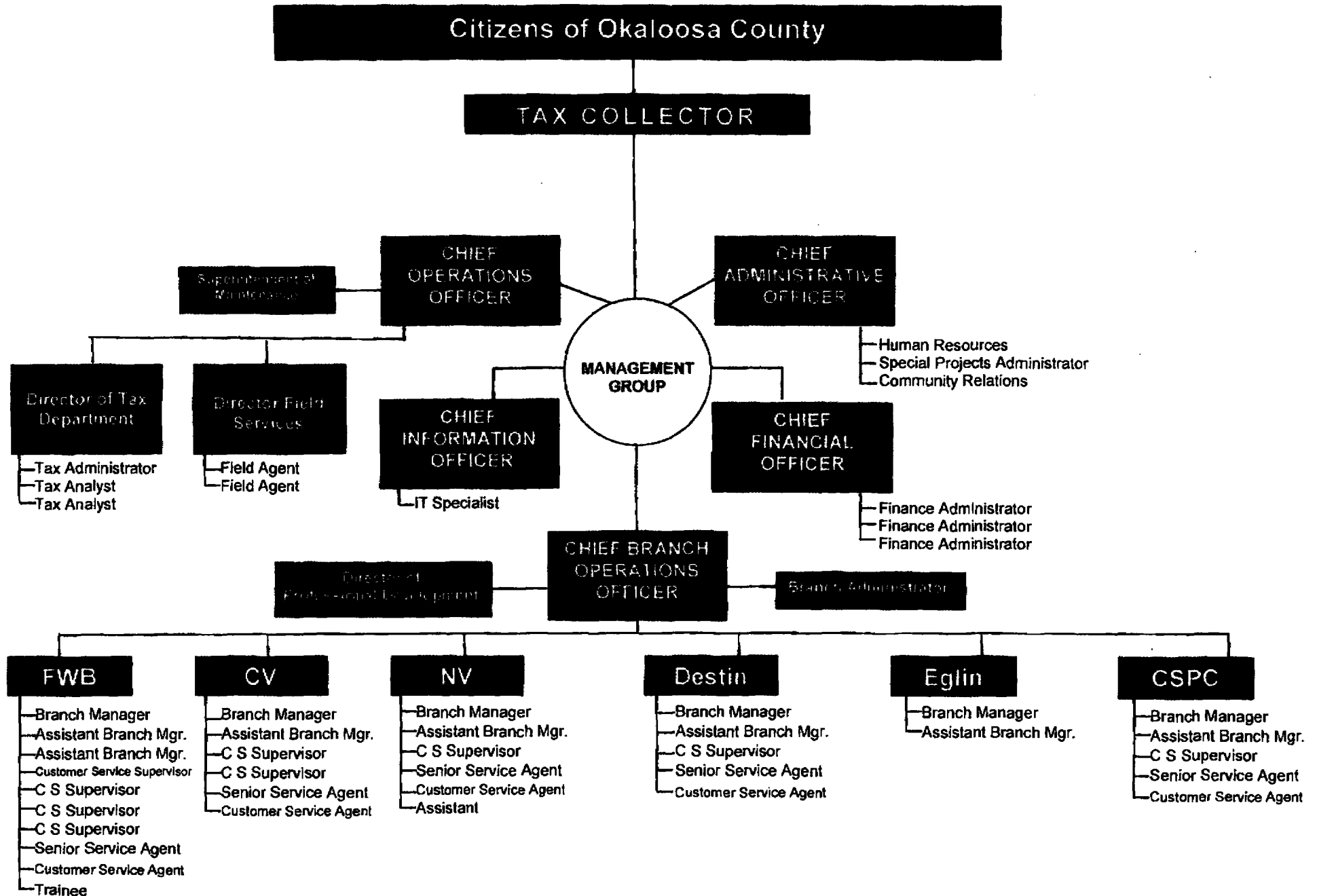
\*Annual Transactions based on 7/1/11 - 6/30/12

DETAIL OF VACANT POSITIONS

Pos. No.	Position Classification	Annual Rate 9/30/12	# Days Vacant
9	<del>Director of Licenses &amp; Taxes</del> Director of Tax Department	\$ 79,310	*
23	Director of Community Relations	77,294	*
*	No funding requested for these positions in FY12/13		

\* Please insert additional lines if necessary.

# ORGANIZATIONAL CHART



**SUMMARY OF  
REDUCTION REQUEST**

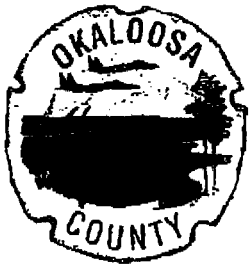
APPROPRIATION CATEGORY		BUDGET REQUEST 2012-13	Reductions Requested by the COUNTY		Reductions Reflected in REQUEST	
					AMOUNT	%
PERSONAL SERVICES (Sch. 1-1A)	4,635,302	4,475,646	0	0.0%	(159,656)	-3.4%
OPERATING EXPENSES (Sch. II)	1,045,701	1,084,770	0	0.0%	39,069	3.7%
OPERATING CAPITAL OUTLAY (Sch. III)	98,000	74,400	0	0.0%	(23,600)	-24.1%
<b>TOTAL EXPENDITURES</b>	<b>\$5,779,003</b>	<b>\$5,634,816</b>	<b>\$0</b>	<b>0.0%</b>	<b>(\$144,187)</b>	<b>-2.5%</b>
NUMBER OF POSITIONS	80	80	0	0.0%	0	0.0%

*\* Please use the second tab to clarify any deviation in the reductions requested by the county and the reductions reflected in this request.*

In April 2012, The COUNTY requested an across the board 4% reduction in the FY12/13 budget.

In June 2012, The Tax Collector met with the County Administrator presenting a projected budget reduction of 1.25%

At the time of this budget submittal to DOR, the Okaloosa BOCC had not made known any specific reduction requests for the Tax Collector's budget.



State of Florida

## Board of County Commissioners Risk Management

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June 5, 2012

Ben Anderson  
Tax Collector  
101-E. James Lee Blvd.  
Crestview, FL 32536

Re: Insurance Costs for FY 2013 Budget

Dear Mr. Anderson:

Thank you for your continued participation in our self-insurance and employee benefit programs.

For the 2013 fiscal year, your allocation for Workers' Compensation is \$13,837.50 and the allocation for property/liability/other insurance is \$40,803.34. The State Workers' Compensation program rates increased slightly this year which is reflected in the SIC codes represented in your department. Other insurance has a modest increase as the result of anticipated increase in the property insurance market this next year.

We recommend funding your benefits program using \$9,704.40.00 per employee. The County was able to negotiate a 3% increase with BCBS for this coming year. We are planning to offset the actual cost again next year by \$480 per employee per year, using the ProShare refund we received from BCBS. The present plans, Blue Options 3769 (base plan), Blue Options 3559 (buy up plan) and the Blue Options 3361 (HRA plan) will continue to be offered.

Dental, Life and Long Term Disability will likely remain the same, however we are moving forward with the bid process on these benefits. No changes are anticipated for the Vision program. Next year's rates for the ASI have not come in to date but we will inform you when they do. The "Take Care" card has been received well by employees and continues under the management of Lockard and Williams.

We continue in our efforts to control costs while providing the broadest possible coverage. If you have any questions concerning the program, please call me.

Sincerely yours,

Krystal King  
Risk Management Department

## *Local Government Expenditures*

Governmental expenditures are utilized primarily to provide required services not provided by any other source. Governmental services include; property appraisal, tax collections, election services, assimilation and recording of legal/court documents, law enforcement and public safety services, growth management, public transportation, road construction and maintenance, recreation/cultural services, water and sewer services, airport services and solid waste services, just to name a few.

### *Personal Services*

Salary Adjustments. A review of National economic trends, including an averaging of the Employment Cost Index (ECI), the Consumer Price Index (CPI), and various compensation surveys, indicates wage scale increases of 2.0% are warranted for the current market. However, as a local Florida government, staff recognizes that compensation increases approaching that level, though market appropriate, may not be viable in the coming year. Consequently, no market or merit increases will be planned at this stage of the budget process. However, based on final budget estimates, this plan could be modified to include a decrease or increase in salaries to partially defray employees' cost of living. Note that although the Board would not fund the merit program under this proposal, the program's associated performance reviews would continue to be conducted on employees' anniversary dates. A 1.0% increase or decrease in compensation equates to approximately \$623,167, including constitutional offices, of which \$133,090 represents enterprise or proprietary funding. Furloughs have received favorable consideration by a number of governmental organizations and a comprehensive discussion of furloughs is included in a white paper entitled *Potential Budget Reduction Strategies* included with this document. For example, each five days (40 hours) of furlough equals approximately 1.9% reduction in pay to employees and represents \$617,528 in savings to the Board.

✕ October 2008 was the last time employees received an across the board market adjustment. An alternative to providing employees with an across the board adjustment would be to offer a one-time lump sum payment. This option provides the County some savings in retirement contributions as employer and employee contributions are not due on this type of lump sum payment. Also, because this alternative occurs once, it does not compound the County's liability for future years.

Retirement Contributions. On July 1, 2011, the Florida Retirement System (FRS) began requiring most employees to contribute 3.0% toward their retirement. This change along with significantly reduced employer contributions equated to over a 52.0% decrease in the cost of retirement or an annual savings of \$2,184,346. On July 1, 2012, employer contribution rates will increase by approximately 6.2% representing an annual increase of approximately \$130,677 for the Board of County Commissioners. The annual increase to the Constitutional Officers' retirement contributions is approximately \$134,904.

On March 6, 2012, the Circuit Court of the Second Judicial Circuit issued a ruling in favor of Williams (plaintiff) in the Williams vs. Scott case. In this case, Williams challenged the Florida Retirement System's mandatory 3.0% employee contributions effective July 1, 2011 and reduction in the 3.0% cost-of-living adjustment for Pension Plan members retiring on or after July 1, 2011. Although Williams prevailed, the case is expected to be appealed to the appropriate Florida appellate court. Because of this appeal, no action is being taken at the present time by the FRS to revise the currently required employee contributions and present cost-of-living calculation. If the ruling stands, it is uncertain what changes will be made to the plan, more specifically,

**Retirement Rates Per House Bill 5005**

Local Government Retirement Rates	Employer Contribution Rates			Employee Contribution Rate
	Rate Used in Funding Budget	Rate from 7/1/12 to 6/30/13	Rate from 7/1/13 to 6/30/14	Rate from 7/1/12 to 6/30/13
Regular Employees	5.56%	5.18%	6.71%	3.00%
County Elected Officers	15.80%	10.23%	32.51%	3.00%
Senior Management Class	9.03%	6.30%	17.23%	3.00%
DROP	6.99%	5.44%	11.65%	0.00%