

OKALOOSA

TAX COLLECTOR'S

DR-584 TC

R 3/01

COUNTY

SUMMARY OF THE 2011-2012 BUDGET BY APPROPRIATION CATEGORY

EXHIBIT A

OBJECT CODE	ACTUAL EXPENDITURES 2009-10	APPROVED BUDGET 2010-11	ACTUAL EXPENDITURES 6/30/2011	REQUEST 2011-12	INCREASE/(DECREASE)		AMOUNT APPROVED 2011-12
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
PERSONAL SERVICES (Sch. 1-1A)	\$ 4,074,271	\$ 4,768,019	\$ 3,409,489	\$ 4,640,872	\$ (127,147)	-2.67%	
OPERATING EXPENSES (Sch. II)	\$ 990,989	\$ 1,121,185	\$ 732,878	\$ 1,045,701	\$ (75,484)	-6.73%	
OPERATING CAPITAL OUTLAY (Sch. III)	\$ 102,245	\$ 199,500	\$ 146,023	\$ 98,000	\$ (101,500)	-50.88%	
TOTAL EXPENDITURES	\$ 5,167,505	\$ 6,088,704	\$ 4,288,390	\$ 5,784,573	\$ (304,131)	-5.00%	
NUMBER OF POSITIONS		81		80	(1)	-1.23%	
					COL (5) - (3)	COL (6) / (3)	

## OKALOOSA COUNTY

## DETAIL OF SALARIES

## SCHEDULE 1

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 9/30/2011	Position Designation	REQUESTED INCREASES			APPROVED INCREASES				
				Guideline	Other	Funding	Annual Rate 9/30/2012	Guideline	Other	Funding	Annual Rate 9/30/2012
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
1	Tax Collector	\$ 125,108				\$ 125,108	\$ 125,108				
2	Assistant Tax Collector	\$ 107,120	S			\$ 107,120	\$ 107,120				
3	Director of Finance	\$ 98,880	S			\$ 98,880	\$ 98,880				
4	Chief Technology Officer	\$ 72,100	S			\$ 72,100	\$ 72,100				
5	Asst Dir. of Finance for Collections	\$ 68,675	SD			\$ 68,675	\$ 68,675				
6	Clerk	\$ 28,653				\$ 28,653	\$ 28,653				
7	Director of Operations	\$ 92,700	S			\$ 92,700	\$ 92,700				
8	Branch Manager	\$ 53,560				\$ 53,560	\$ 53,560				
9	Director of Licenses & Taxes	\$ 79,310	S			\$ 79,310	\$ 79,310				
10	Branch Manager	\$ 52,215	D			\$ 52,215	\$ 52,215				
11	Branch Manager Operations Manager	\$ 58,500	D			\$ 58,500	\$ 58,500				
12	Branch Manager Training Manager	\$ 45,000				\$ 45,000	\$ 45,000				
13	Tax Administrator	\$ 43,260				\$ 43,260	\$ 43,260				
14	Delinquent Collections Manager Field Staff Manager	\$ 47,380				\$ 47,380	\$ 47,380				
15	Bookkeeper II	\$ 52,814	D			\$ 52,814	\$ 52,814				
16	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
17	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
18	Assistant Branch Manager	\$ 41,365				\$ 41,365	\$ 41,365				
19	Assistant Branch Manager	\$ 40,170				\$ 40,170	\$ 40,170				
20	Assistant Branch Manager	\$ 40,335				\$ 40,335	\$ 40,335				
21	Assistant Branch Manager Branch Supervisor	\$ 35,523				\$ 35,523	\$ 35,523				
22	Branch Manager	\$ 55,620				\$ 55,620	\$ 55,620				
23	Director of Community Relations	\$ 51,500				\$ 51,500	\$ 51,500				
24	Assistant Branch Manager	\$ 40,335				\$ 40,335	\$ 40,335				
25	Processing Administrator Assistant Branch Manager	\$ 39,140				\$ 39,140	\$ 39,140				
26	Training Facilitator	\$ 36,050				\$ 36,050	\$ 36,050				
27	Branch Supervisor	\$ 33,990				\$ 33,990	\$ 33,990				
28	Branch Supervisor	\$ 34,554				\$ 34,554	\$ 34,554				
29	Branch Supervisor Senior Clerk	\$ 30,369				\$ 30,369	\$ 30,369				
30	Branch Supervisor	\$ 33,372				\$ 33,372	\$ 33,372				
31	Senior Clerk Branch Supervisor	\$ 33,207				\$ 33,207	\$ 33,207				
32	Senior Clerk	\$ 29,417				\$ 29,417	\$ 29,417				
33	Senior Clerk	\$ 28,840				\$ 28,840	\$ 28,840				
34	Branch Supervisor	\$ 32,960				\$ 32,960	\$ 32,960				

## OKALOOSA COUNTY

## DETAIL OF SALARIES (CONT.)

## SCHEDULE 1

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 9/30/2011	Position Designation	REQUESTED INCREASES			Annual Rate 9/30/2012	APPROVED INCREASES			Annual Rate 9/30/2012
				Guideline	Other	Funding		Guideline	Other	Funding	
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
35	Clerk Senior Clerk	\$ 28,907				\$ 28,907	\$ 28,907				
36	Senior Clerk	\$ 28,840				\$ 28,840	\$ 28,840				
37	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
38	Senior Clerk	\$ 29,041				\$ 29,041	\$ 29,041				
39	Clerk	\$ 28,131				\$ 28,131	\$ 28,131				
40	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
41	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
42	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
43	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
44	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
45	Executive Assistant	\$ 49,595				\$ -	\$ -				
46	Field Agent	\$ 35,020				\$ 35,020	\$ 35,020				
47	Field Agent Branch Supervisor	\$ 37,157				\$ 37,157	\$ 37,157				
48	Field Agent Branch Supervisor	\$ 32,960				\$ 32,960	\$ 32,960				
49	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
50	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
51	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
52	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
53	Asst Dir. of Finance for Operations	\$ 63,036	S			\$ 63,036	\$ 63,036				
54	Director of Human Resources	\$ 54,590				\$ 54,590	\$ 54,590				
55	Assistant IT Coordinator	\$ 31,415				\$ 31,415	\$ 31,415				
56	Branch Supervisor	\$ 35,205				\$ 35,205	\$ 35,205				
57	Branch Manager	\$ 48,410				\$ 48,410	\$ 48,410				
58	Assistant Branch Manager	\$ 36,050				\$ 36,050	\$ 36,050				
59	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
60	Chief Deputy Tax Collector	\$ 107,120	S			\$ 107,120	\$ 107,120				
61	Senior Clerk	\$ 28,840				\$ 28,840	\$ 28,840				
62	Senior Clerk	\$ 28,840				\$ 28,840	\$ 28,840				
63	Senior Clerk	\$ 29,854				\$ 29,854	\$ 29,854				
64	Senior Clerk Branch Supervisor	\$ 33,644				\$ 33,644	\$ 33,644				
65	Senior Clerk	\$ 29,417				\$ 29,417	\$ 29,417				
66	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
67	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				

OKALOOSA COUNTY

DETAIL OF SALARIES (CONT.)

SCHEDULE 1

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 9/30/2011	Position Designation	REQUESTED INCREASES			Annual Rate 9/30/2012	APPROVED INCREASES			Annual Rate 9/30/2012
				Guideline	Other	Funding		Guideline	Other	Funding	
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
68	Superintendent of Maintenance	\$ 32,960				\$ 32,960	\$ 32,960				
69	Manager Branch Manager	\$ 48,410				\$ 48,410	\$ 48,410				
70	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
71	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
72	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
73	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
74	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
75	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
76	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
77	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
78	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
79	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
80	Clerk	\$ 27,810				\$ 27,810	\$ 27,810				
81	Manager Branch Manager	\$ 47,380				\$ 47,380	\$ 47,380				
<b>SUMMARY</b>											
1	Official	\$ 125,108		\$ -	\$ -	\$ 125,108	\$ 125,108				
79	Current Employees	\$ 3,184,796		\$ -	\$ -	\$ 3,135,201	\$ 3,135,201				
	New Positions										
80	<b>TOTAL</b>	<b>\$ 3,309,904</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,260,309</b>	<b>\$ 3,260,309</b>				

\* includes \$2,000 bonus

OKALOOSA COUNTY		DETAIL OF PERSONAL SERVICES					SCHEDULE 1A	
OBJECT CODE	ACTUAL EXPENDITURES 2009-10	APPROVED BUDGET 2010-11	ACTUAL EXPENDITURES 6/30/2011	REQUEST 2011-12	INCREASE/(DECREASE)		AMOUNT APPROVED 2011-12	
					AMOUNT	%		
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	
<b>PERSONAL SERVICES:</b>								
11 OFFICIAL	\$ 125,254	\$ 125,108	\$ 93,472	\$ 125,108	\$ -	0.00%		
12 EMPLOYEES (REGULAR)	\$ 2,690,294	\$ 3,110,696	\$ 2,240,896	\$ 3,135,201	\$ 24,505	0.79%		
13 EMPLOYEES (TEMPORARY)	\$ 30,657	\$ 52,350	\$ 23,871	\$ 52,350	\$ -	0.00%		
14 OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-		
15 SPECIAL PAY	\$ 40,250	\$ 59,695	\$ 57,445	\$ 44,250	\$ (15,445)	-25.87%		
<b>21 FICA</b>								
2152 REGULAR 7.65%	\$ 261,583	\$ 254,491	\$ 173,979	\$ 256,804	\$ 2,313	0.91%		
2153 OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	-		
<b>22 RETIREMENT</b>								
2251 OFFICIAL 16.47%	\$ 21,403	\$ 23,320	\$ 17,423	\$ 20,605	\$ (2,715)	-11.64%		
2252 EMPLOYEE 5.33%	\$ 191,763	\$ 229,981	\$ 175,749	\$ 125,819	\$ (104,162)	-45.29%		
2253 SMSC 8.82%	\$ 92,612	\$ 102,328	\$ 77,500	\$ 55,898	\$ (46,430)	-45.37%		
2254 DROP 6.01%	\$ 18,829	\$ 20,492	\$ 15,555	\$ 14,271	\$ (6,221)	-		
23 LIFE & HEALTH INSURANCE	\$ 574,650	\$ 770,558	\$ 515,560	\$ 794,066	\$ 23,508	3.05%		
24 WORKER'S COMPENSATION	\$ 15,227	\$ 15,500	\$ 15,135	\$ 13,000	\$ (2,500)	-16.13%		
25 UNEMPLOYMENT COMP.	\$ 11,748	\$ 3,500	\$ 2,904	\$ 3,500	\$ -	0.00%		
<b>TOTAL PERSONAL SERVICES</b>	<b>\$ 4,074,271</b>	<b>\$ 4,768,019</b>	<b>\$ 3,409,489</b>	<b>\$ 4,640,872</b>	<b>\$ (127,147)</b>	<b>-2.67%</b>		

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Col. (5) - (3)

Col. (6) / (3)

OKALOOSA COUNTY		DETAIL OF OPERATING EXPENSES					SCHEDULE II	
OBJECT CODE	ACTUAL EXPENDITURES 2009-10	APPROVED BUDGET 2010-11	ACTUAL EXPENDITURES 6/30/2011	REQUEST 2011-12	INCREASE/(DECREASE)		AMOUNT APPROVED 2011-12	
					AMOUNT	%		
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	
<b>OPERATING EXPENSES:</b>								
<b>31 PROFESSIONAL SERVICES</b>								
3151 E.D.P.	\$ 22,593	\$ 30,705	\$ 10,089	\$ 22,570	\$ (8,135)	-26.49%		
3154 LEGAL	\$ 40,439	\$ 58,100	\$ 63,955	\$ 64,792	\$ 6,692	11.52%		
3159 OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	-		
32 ACCOUNTING & AUDITING	\$ 14,200	\$ 20,000	\$ -	\$ 20,000	\$ -	-		
33 COURT REPORTER	\$ -	\$ -	\$ -	\$ -	\$ -	-		
34 OTHER CONTRACTUAL	\$ -	\$ -	\$ -	\$ -	\$ -	-		
40 TRAVEL	\$ 36,067	\$ 51,323	\$ 28,560	\$ 41,972	\$ (9,351)	-18.22%		
41 COMMUNICATIONS	\$ 21,841	\$ 24,504	\$ 15,224	\$ 23,140	\$ (1,364)	-5.57%		
<b>42 TRANSPORTATION</b>								
4251 POSTAGE	\$ 129,841	\$ 130,000	\$ 22,091	\$ 100,000	\$ (30,000)	-23.08%		
4252 FREIGHT	\$ -	\$ -	\$ -	\$ -	\$ -	-		
43 UTILITIES	\$ 40,434	\$ 35,700	\$ 28,283	\$ 45,120	\$ 9,420	26.39%		
<b>44 RENTALS &amp; LEASES</b>								
4451 OFFICE EQUIPMENT	\$ 15,139	\$ 15,460	\$ 11,586	\$ 16,120	\$ 660	4.27%		
4452 VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -	-		
4453 OFFICE SPACE	\$ 213,268	\$ 215,500	\$ 186,041	\$ 245,500	\$ 30,000	13.92%		
4454 E.D.P.	\$ -	\$ 40,000	\$ -	\$ 20,000	\$ (20,000)	-		
45 INSURANCE & SURETY	\$ 61,622	\$ 62,960	\$ 59,534	\$ 46,746	\$ (16,214)	-25.75%		

## OKALOOSA COUNTY

## DETAIL OF OPERATING EXPENSES (CONT.)

## SCHEDULE II

OBJECT CODE (1)	ACTUAL EXPENDITURES 2009-10 (2)	APPROVED BUDGET 2010-11 (3)	ACTUAL EXPENDITURES 6/30/2011 (4)	REQUEST 2011-12 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2011-12 (7)
					AMOUNT (6)	% (6a)	
<b>46 REPAIR &amp; MAINTENANCE</b>							
4651 OFFICE EQUIPMENT	\$ 120	\$ 2,500	\$ -	\$ 1,000	\$ (1,500)	-60.00%	
4652 VEHICLES	\$ 4,234	\$ 9,600	\$ 4,022	\$ 9,600	\$ -	0.00%	
4653 OFFICE SPACE	\$ 7,483	\$ 3,590	\$ 3,230	\$ 3,040	\$ (550)	-15.32%	
4654 E.D.P.	\$ 198,858	\$ 232,250	\$ 190,776	\$ 240,500	\$ 8,250	3.55%	
47 PRINTING & BINDING	\$ -	\$ -	\$ -	\$ -	\$ -	-	
48 PROMOTIONAL	\$ -	\$ -	\$ -	\$ -	\$ -	-	
<b>49 OTHER CURRENT CHARGES</b>							
4951 LEGAL ADVERTISEMENTS	\$ 20,691	\$ 24,650	\$ 21,431	\$ 23,100	\$ (1,550)	-6.29%	
4959 OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	-	
51 OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	-	
52 OPERATING SUPPLIES	\$ 139,769	\$ 125,464	\$ 67,777	\$ 90,200	\$ (35,264)	-28.11%	
<b>54 BOOKS &amp; PUBLICATIONS</b>							
5451 BOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	-	
5452 SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	-	
5453 EDUCATION	\$ 15,140	\$ 29,192	\$ 11,327	\$ 22,069	\$ (7,123)	-24.40%	
5454 DUES / MEMBERSHIPS	\$ 9,249	\$ 9,687	\$ 8,952	\$ 10,232	\$ 545	5.63%	
<b>TOTAL OPERATING EXPENSES</b>	\$ 990,989	\$ 1,121,185	\$ 732,878	\$ 1,045,701	\$ (75,484)	-6.73%	\$ -

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Col. (2) Ex. A

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

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Col. (4) Ex. A

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Col. (5) Ex. A

Col. (5) - (3)

Col. (6) / (3)

OKALOOSA COUNTY		DETAIL OF OPERATING CAPITAL OUTLAY					SCHEDULE III	
OBJECT CODE	ACTUAL EXPENDITURES 2009-10	APPROVED BUDGET 2010-11	ACTUAL EXPENDITURES 6/30/2011	REQUEST 2011-12	INCREASE/(DECREASE)		AMOUNT APPROVED 2011-12	
					AMOUNT	%		
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	
<b>CAPITAL OUTLAY:</b>								
62 BUILDINGS	\$ 3,420	\$ -	\$ -	\$ 75,000	\$ 75,000	-		
<b>64 MACHINERY &amp; EQUIPMENT</b>								
6451 E.D.P.	\$ 91,825	\$ 91,500	\$ 82,835	\$ 23,000	\$ (68,500)	-74.86%		
6452 OFFICE FURNITURE	\$ -	\$ 100,000	\$ 63,188	\$ -	\$ (100,000)	-100.00%		
6453 OFFICE EQUIPMENT	\$ 7,000	\$ 8,000	\$ -	\$ -	\$ (8,000)	-100.00%		
6454 VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -	-		
66 BOOKS	\$ -	\$ -	\$ -		\$ -	-		
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 102,245</b>	<b>\$ 199,500</b>	<b>\$ 146,023</b>	<b>\$ 98,000</b>	<b>\$ (101,500)</b>	<b>-50.88%</b>		

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Col. (2) Ex. A

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

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

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Col. (5) Ex. A

Col. (5) - (3)

Col. (6) / (3)

OKALOOSA COUNTY

OPERATING CAPITAL OUTLAY (CONT.)  
 DETAIL OF EQUIPMENT REQUESTED

SCHEDULE III

INSTALLMENT PURCHASES

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2011-12

ITEM	UNIT PRICE	QUANTITY	REPLACE	NEW	REQUEST 2011-12
SharePoint Server	\$ 7,000	1	1		\$ 7,000
SharePoint Software	\$ 10,000	1	1		\$ 10,000
Cisco Switch	\$ 6,000	1		1	\$ 6,000
<b>TOTAL</b>					\$ 23,000

**STATEMENT OF COMMISSIONS AND EXPENDITURES  
OKALOOSA COUNTY**

**EXHIBIT B**

DESCRIPTION	ACTUAL 10/1/09 - 9/30/10	ACTUAL 10/1/10 - 6/30/11	ESTIMATED 7/1/11 - 9/30/11	TOTAL 2010-11	ESTIMATED 2011-12
(1)	(2)	(3)	(3A)	(3B)	(4)
Commissions:					
State					
Motor Vehicles	\$844,523	\$649,247	\$255,000	\$904,247	\$900,000
Driver License	\$105,643	\$220,944	\$105,000	\$325,944	\$390,000
Environmental Protection	\$0	\$0	\$0	\$0	\$0
Game and Fish	\$20,452	\$15,754	\$5,250	\$21,004	\$20,500
Sales Tax	\$9,349	\$7,006	\$2,700	\$9,706	\$9,850
County	\$3,609,306	\$3,219,645	\$34,500	\$3,254,145	\$3,100,000
Districts	\$481,334	\$433,991	\$120,500	\$554,491	\$525,000
Tax Sale	\$633,808	\$456,377	\$0	\$456,377	\$500,000
Advertisements	\$22,971	\$14,615	\$0	\$14,615	\$20,000
Other - List					
Business Tax Receipts	\$105,697	\$32,885	\$84,500	\$117,385	\$120,000
Interest (Earned)	\$53,012	\$34,252	\$12,500	\$46,752	\$60,000
Miscellaneous Income	\$32,920	\$22,687	\$7,500	\$30,187	\$35,000
Branch Fees	\$151,813	\$116,097	\$39,000	\$155,097	\$160,000
Total Commissions	\$6,070,828	\$5,223,500	\$666,450	\$5,889,950	\$5,840,350
Less Operating Expenditures	\$5,167,505	\$4,288,390	\$1,451,560	\$5,739,950	\$5,784,573
Balance	\$903,323	\$935,110		\$150,000	\$55,777

OKALOOSA COUNTY

JUSTIFICATION SHEET

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
1	Detail of Salaries	1	\$ -	Salary set by 145.11, Florida Statutes. No increase because no estimate was provided at time of budget submittal. Adjustments will be made by DOR upon receipt of final factors.
2	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
3	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
4	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
5	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
6	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
7	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
8	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
9	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
10	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
11	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
12	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
13	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
14	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
15	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
16	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
17	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
18	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
19	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
20	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
21	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
22	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
23	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
24	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
25	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
26	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
27	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
28	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
29	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
30	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
31	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
32	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
33	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
34	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
35	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
36	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package



OKALOOSA COUNTY		JUSTIFICATION SHEET		
OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
74	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
75	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
76	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
77	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
78	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
79	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
80	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
81	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
TOTAL			\$ (49,595)	

## OKALOOSA COUNTY

## JUSTIFICATION SHEET

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
11	Official	1A	\$ -	Salary set by 145.11, Florida Statutes (includes \$2,000 certification bonus)
12	Employees (Regular)	1A	24,505	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	(15,445)	Certification pay for course completion (amount based on OCTC Policy #130)/32 employees, total \$42,750, not including the Tax Collector (see attached certification worksheet). Annual leave payout for employees' separation (\$1,500)
2152	FICA Regular	1A	2,313	7.65% of total salaries plus special pay of \$44,250 (\$3,356,909)
2251	Retirement - Official	1A	(2,715)	16.47% of official salary (\$125,108)
2252	Retirement - Employee	1A	(104,162)	5.33% of total employee salary (\$3,135,201), plus Temporary pay (\$52,350), plus special pay (\$44,250), less SMSC employee's salary pos. #2,3,4,7,9,53,60 (\$620,266) & DROP pos. #5,10,11,15 (\$232,204), less certification pay for SMSC and DROP (\$18,750) (\$2,360,581)
2253	Retirement - SMSC	1A	(46,430)	8.82% of total SMSC salary pos. #2,3,4,7,9,53,60 (\$620,266), plus certification pay (\$13,500) (\$633,766)
2254	Retirement - DROP	1A	(6,221)	6.01% of total DROP salary pos. #5,10,11,15 (\$232,204) plus certification pay (\$5,250) (\$237,454)
23	Life & Health Insurance	1A	23,508	Health - 80 emp for 12 months at \$782.11, Dental - 80 emp for 12 months at \$30.00, Life/LTD - 80 emp for 12 months at \$14.00. *Amounts are per month. Also included is \$1,000 for employee assistance program and drug tests.
24	Worker's Compensation	1A	(2,500)	amount quoted by BCC
25	Unemployment Comp.	1A	-	estimate of expected claims for unemployment
	<b>TOTAL SCHEDULE 1A</b>		<b>\$ (127,147)</b>	
3151	Electronic Data Proc.	II	\$ (8,135)	EthicsPoint . Quark software (for publishing), web domain, internet services, Office software licenses, bankruptcy software license, Accruint software license, MS Action Pack
3154	Prof. Services - Legal	II	6,692	Bankruptcy, Personnel Issues, TPP tax warrants, and other misc. legal
32	Accounting & Auditing	II	-	internal auditing services
40	Travel	II	(9,351)	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	(1,364)	phone/wireless service
4251	Postage	II	(30,000)	Postage for DMV renewals, H&F, BTR, metered mail, certified mail, and priority letters. See attached postage worksheet
43	Utilities	II	9,420	electric and water/sewer for Niceville and Destin offices. Increase due to rate increase by Gulf Power.
4451	R/L Office Equipment	II	660	postage machine, 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	30,000	rent for Niceville office. Based on CPI data. Includes insurance and property taxes for Niceville office.
4454	R/L E.D.P.	II	(20,000)	Drivers License equipment and mobile technology
45	Insurance & Surety	II	(16,214)	property insurance quoted by BCC, association insurance for Destin office, and notary renewals.
4651	R/M Office Equipment	II	(1,500)	misc. repairs to typewriters, calculators, etc.
4652	R/M Vehicles	II	-	cleaning and preventative maintenance of vehicle fleet.
4653	R/M Office Space	II	(550)	alarm monitoring, carpet cleaning, and misc. office repairs
4654	R/M EDP	II	8,250	TAXSYS, Escrow Express, RTL High speed Maint., TagTalk, Fundware, Cisco Smartnet Maintenance, DL320 maintenance, Survey Monkey, WaveNet, AV updates, ALS printer maint., Website redesign, and disaster recovery.
4951	Legal Advertisements	II	(1,550)	open roll and delinquent roll ad and promotional advertising
52	Operating Supplies	II	(35,264)	misc. office supplies, envelopes, toner cartridges, computers, printers, UPS, forms, decals. Decrease because of non-recurring expenses associated with Crestview office move.
5453	Education	II	(7,123)	registration fees for various education. See attached education worksheet
5454	Dues/Membership	II	545	newspaper subscriptions, TC Dues, FABTO Dues, city directories, DOR annual dues, NADA appraisal guides, Polk Motor Vehicle Guides, ID Checking Guides
<b>TOTAL SCHEDULE II</b>			<b>\$ (75,484)</b>	
62	Buildings	III	\$ 75,000	parking lot repair/resurface, front structural façade, and employee security in Niceville office. Restroom facilities in Crestview office.
6451	Equipment E.D.P.	III	(68,500)	SharePoint server and software, Cisco switch
6452	Office Furniture	III	(100,000)	
6453	Office Equipment	III	(8,000)	
6454	Vehicles	III	-	
<b>TOTAL SCHEDULE III</b>			<b>\$ (101,500)</b>	
<b>TOTAL</b>			<b>\$ (304,131)</b>	

**EMPLOYEE CERTIFICATION WORKSHEET**

**CURRENT DESIGNATIONS (2011-12)**

POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	ANNUAL AMOUNT
2	Assistant Tax Collector	Holguin, John	2008	\$ 2,000
3	Director of Finance	Harkins, Jim	1995	\$ 2,000
4	Chief Technology Officer	Parsons, Eric	2005	\$ 2,000
5	Asst Dir. of Finance for Collections	Owens, Paula	1996	\$ 1,500
7	Director of Operations	Gillespie, Theresa	1996	\$ 2,000
8	Branch Manager	Morrell, Anita	1996	\$ 1,500
9	Director of Licenses & Taxes	Connell, Doug	2006	\$ 2,000
10	Branch Manager	Hanratty, Jolene	1995	\$ 1,500
11	Branch Manager Operations Manager	Baker, Vicky	1995	\$ 1,500
12	Branch Manager Training Manager	Holcomb, Carolyn	1997	\$ 1,500
13	Tax Administrator	Keesee, Bruce	2010	\$ 1,500
14	Field Staff Manager	Allen, Josh	2004	\$ 1,500
15	Bookkeeper II	Swing, Kathy	1999	\$ 750
18	Assistant Branch Manager	O'Neill, Carolyn	2008	\$ 1,000
19	Assistant Branch Manager	Wiley, Neena	2008	\$ 1,000
20	Assistant Branch Manager	Hlavaty, Angela	2006	\$ 1,000
22	Branch Manager	Davenport, Cristina	2001	\$ 1,500
24	Assistant Branch Manager	Dabney, Sarah	2004	\$ 1,000
25	Processing Administrator Assistant Branch Manager	Grissom, Lindsey	2011	\$ 1,000
27	Branch Supervisor	Castro, Jenny	2011	\$ 750
28	Branch Supervisor	Knight, Patricia	2006	\$ 750
32	Senior Clerk	Luster, Kathy	2008	\$ 750
47	Field Agent Branch Supervisor	Childs, Heath	2006	\$ 750
53	Asst Dir. of Finance for Operations	Holguin, Keri	2000	\$ 1,500
54	Director of Human Resources	Dickerson, Deborah	2000	\$ 1,500
55	Assistant IT Coordinator	Hanratty, Eric	2010	\$ 750
56	Branch Supervisor	Vaughan, Nichole	2010	\$ 750
57	Branch Manager	Allmon, Alice	2004	\$ 1,500
60	Chief Deputy Tax Collector	Moon, Vickie	2008	\$ 2,000
69	Manager Branch Manager	Majors, Jennifer	2006	\$ 1,500
81	Manager Branch Manager	Mellott, Cherrylyn	2006	\$ 1,500

**TOTAL CURRENT DESIGNATIONS** **\$ 41,750**

**NEW DESIGNATIONS (2011-12)**

POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	PRORATED AMOUNT
58	Assistant Branch Manager	Deloney, Melissa	2011/2012	\$ 1,000

**TOTAL NEW DESIGNATIONS** **\$ 1,000**

**TOTAL CURRENT AND NEW DESIGNATIONS** **\$ 42,750**

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



**POSTAGE WORKSHEET  
OKALOOSA COUNTY**

Type of Mail	Number of Items	Postage Rate	Total
<b>MASS MAILINGS:</b>			
<b>TAXES:</b>			
Tax Notices / Real Property	104,392	\$ 0.44	\$ 45,932
Tax Notices / Personal Property	13,291	\$ 0.44	\$ 5,848
Reminder Notices / Real & Personal Property	7,779	\$ 0.44	\$ 3,423
Installment Notices	7,328	\$ 0.44	\$ 3,224
Informational Notice to Mortgagor	38,791	\$ 0.44	\$ 17,068
<b>TAGS AND REGISTRATIONS:</b>			
Motor Vehicles / Vessels	195,550	\$ 0.44	\$ 86,042
<b>OTHER: (Specify type)</b>			
Business Tax Receipts	15,500	\$ 0.44	\$ 6,820
Hunting / Fishing	9,525	\$ 0.44	\$ 4,191
<b>AMOUNT REIMBURSED BY COUNTY:</b>		\$ 0.44	\$ (75,500)
<b>TOTAL MASS MAILINGS</b>			\$ 97,049
<b>GENERAL CORRESPONDENCE</b>			
Metered Mail	5,000	\$ 0.44	\$ 2,200
Priority Mail / Certified Mail	Fluctuating	Variable	\$ 751
<b>TOTAL GENERAL CORRESPONDENCE</b>			\$ 2,951
<b>TOTAL POSTAGE REQUEST</b>	(Enter on line 4251, Column (5), Schedule II)		<b>\$ 100,000</b>

**EDUCATION WORKSHEET**  
OKALOOSA COUNTY

**SCHOOLS**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
DOR TCC501	TBA	\$ 600		2	\$ 1,200
DOR TCC502	TBA	\$ 600		2	\$ 1,200
DOR TCC503	TBA	\$ 600		2	\$ 1,200
DOR TCC504	TBA	\$ 600		2	\$ 1,200
<b>TOTAL</b>					\$ 4,800

**WORKSHOPS**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
Records Management	TBA	\$ 75		1	\$ 75
Columbus Day Training	TBA	\$ 50		80	\$ 4,000
Leadership Okaloosa	Niceville	\$ 800		3	\$ 2,400
<b>TOTAL</b>					\$ 6,475

**CONFERENCES AND SEMINARS**

**DATA PROCESSING\***

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
Spring TC Conf.	TBA	\$ 250		1	\$ 250
Fall TC Conf.	TBA	\$ 250		4	\$ 1,000
FABTO Conf.	TBA	\$ 250		4	\$ 1,000
TC Seminars	TBA	\$ 750		4	\$ 3,000
NACO Conf.	TBA	\$ 350		1	\$ 350
NACTFO Conf.	TBA	\$ 250		1	\$ 250
<b>TOTAL</b>					\$ 5,850

**OTHER**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
Finance Workshop	TBA	\$ 250		1	\$ 250
Computer Training	TBA	\$ 250		2	\$ 500
SkillPath Seminars	TBA	\$ 200		3	\$ 600
Continuing Ed Seminars	TBA	\$ 169		6	\$ 1,014
User Group Meetings	TBA	\$ 200		10	\$ 2,000
Community Relations Coalitions	TBA	\$ 100		2	\$ 200
FRPA Meetings	TBA	\$ 15		12	\$ 180
Human Resources Training	TBA	\$ 100		2	\$ 200
<b>TOTAL</b>					\$ 4,944

OTHER EDUCATIONAL EXPENSES (SPECIFY)

TOTAL EDUCATION EXPENSES \$ 22,069

\*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
SharePoint Server	1	HP DL360	1 time	\$ 7,000.00	\$ 7,000.00
SharePoint Software	1		1 time	\$ 10,000.00	\$ 10,000.00
Cisco Switch	1	Cisco 3650	1 time	\$ 6,000.00	\$ 6,000.00

Check one below:

REPLACEMENT OF EXISTING EQUIPMENT server and software      ADDITIONAL EQUIPMENT Cisco Switch

STATEMENT OF NEED: Our current server is 9 years old and running of the first version of SharePoint.

The server and software being requested will replace our current outdated server and software. The cost of software also includes the license's for our employees. We are requesting an additional Cisco Switch because we currently have no available ports for our Crestview office on the current switch. This is necessary because of our Crestview office move and expansion.

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.

DETAIL OF VACANT POSITIONS

Pos. No.	Position Classification	Annual Rate 9/30/11	# Days Vacant
<p>This page left intentionally blank</p>			

*\* Please insert additional lines if necessary.*

2011-12 Tax Collector		
FTE By Activity	FTE	Annual Transactions
Property Tax	66	68,665
DMV		232,019
Game & Fish		3,451
BTR		5,880
Drivers License		35,392
Miscellaneous (list)		71,967
Administrative	14	
<b>Total</b>	<b>80</b>	<b>417,374</b>

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

*\*Annual Transactions based on 10/1/10 thru 6/30/11.*



SUMMARY OF  
REDUCTION REQUEST

APPROPRIATION CATEGORY	APPROVED BUDGET 2010-11	BUDGET REQUEST 2011-12	Reductions Requested by the COUNTY		Reductions Reflected in REQUEST	
			AMOUNT	%	AMOUNT	%
PERSONAL SERVICES (Sch. 1-1A)	4,768,019	4,640,872	0	0.0%	(127,147)	-2.7%
OPERATING EXPENSES (Sch. II)	1,121,185	1,008,431	0	0.0%	(112,754)	-10.1%
OPERATING CAPITAL OUTLAY (Sch. III)	199,500	23,000	0	0.0%	(176,500)	-88.5%
<b>TOTAL EXPENDITURES</b>	<b>\$6,088,704</b>	<b>\$5,672,303</b>	<b>\$0</b>	<b>0.0%</b>	<b>(\$416,401)</b>	<b>-6.8%</b>
NUMBER OF POSITIONS	81	80	0	0.0%	(1)	-1.2%

*\* 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 2011, the COUNTY requested a 5% budget reduction for FY 11/12 for all county departments and constitutional offices. We exceeded this request and the COUNTY requested no further reductions in our budget.

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)

### Comprehensive Plan

The Okaloosa County Tax Collector's office operates in a RedHat Linux, MySQL database with XP and Windows 7 workstations. Currently, the software used on the server is provided by Grantstreet Group TAXSYS(tax software). We are currently using web based software for the collection and distribution of Taxes. Other systems include the Accounting, Camera, High speed, and Numbering servers are running 2003 and 2008 server operating systems. We are waiting for the state to approve the upgrade of 72 aging computers that are running Windows XP operating system while accessing 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. 4 of the Tax Collector offices provide drivers license services with 3 of them offering full DL services to include medicals and driving test.

#### 2011-2012

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

#### 2012-2013

- Upgrade main Tax Database Servers
- Upgrade aging 3in1 printers for PR/Personnel Assistant and Director of Operations
- Replace HP4100 printers, will be 10 years old at this time
- Update Antivirus
- Continue training regimen for IT department
- Replace HP8150 BTR Printer, will be 8 years old at this time

2013-2014

Replace 6 year old accounting server or upgrade to latest Server OS and replace disk drives

Refresh of high speed processor's computers and systems

Continue training regimen for IT department

Update Antivirus

Replace county owned DL scanners at Niceville and Destin

Update spam filtering software

# Okaloosa County Tax Collector

Organizational Chart / DOR / FY 2012

## Chief Deputy Tax Collector

## Assistant Tax Collector

### Director of Finance

### Director of Operations

### Director of Licenses & Taxes

Assistant Dir of Finance Collections  
Bookkeeper II

Assistant Dir of Finance Operations

Director of Human Resources

Director of Community Relations

Supt of Maintenance

Chief Technology Officer  
Assistant IT Coordinator

Tax Administrator  
Senior Clerk

Field Staff Manager  
Field Agent

Crestview Branch Manager  
Assistant Branch Manager  
Supervisor  
Senior Clerk  
Clerk

FWB Branch Manager  
Assistant Branch Manager(s)  
Supervisor  
Senior Clerk  
Clerk

Eglin Branch Manager  
Supervisor

Niceville Branch Manager  
Assistant Branch Manager  
Supervisor  
Senior Clerk  
Clerk

Destin Branch Manager  
Assistant Branch Manager  
Supervisor  
Senior Clerk  
Clerk

CSC Branch Manager  
Assistant Branch Manager  
Supervisor  
Senior Clerk  
Clerk

Operations Manager

Training Manager  
Training Facilitator

## John Holguin

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**From:** Jim Curry [jcurry@co.okaloosa.fl.us]  
**Sent:** Tuesday, July 05, 2011 8:15 PM  
**To:** Pete Smith; Larry Ashley (sheriff@sheriff-okaloosa.org); Paul Lux; Don Howard; John Holguin  
**Cc:** Kay Godwin; Gary Stanford  
**Subject:** RE: Tonight's BCC Agenda Item - FRS & Employee Compensation

### Constitutional Officers.

The board approve both a 3% increase for the remaining quarter of FY 2011 as well as a continuation of the increased for FY 2012 for those employees impacted by the retirement contribution.

Therefore, the increase will not apply to DROP employees or those who were otherwise exempt from the new retirement contribution. Obviously, elected officials are exempt from the increase as those salaries are set by statute.

Please begin immediately calculating the necessary adjustment to your FY 2012 budget and provide Gary Stanford with the numbers as quickly as possible.

We also will need your budgets recomputed to reflect this adjustment. So, to allow for the timely and full distribution of the budget to the board and the public, we'll need your revised budgets by this Friday, but please provide Gary with numbers earlier, if possible.

Thanks for working with us on this issue, and please feel free to call me if you have any questions.

**From:** Jim Curry  
**Sent:** Tuesday, July 05, 2011 10:29 AM  
**To:** Pete Smith; Larry Ashley (sheriff@sheriff-okaloosa.org); Paul Lux (plux@co.okaloosa.fl.us); Don Howard; John A. Holguin II  
**Cc:** Kay Godwin  
**Subject:** Tonight's BCC Agenda Item - FRS & Employee Compensation

### To our constitutional officers,

Attached is an agenda item for discussion by the Board of County Commissioners at tonight's BCC meeting. The board will take up the issue of the new employee FRS contribution which results in a 3% reduction to their compensation effective this last quarter of FY 2011 and all of FY 2012. While we do not know if there will be any action on the part of the board to provide increases to offset this new cost to employees, I wanted to provide you the data we have given them for discussion purposes tonight. Also, please note that our recommendation to the board is that if they do grant the increases, it would only pertain to those impacted by the FRS contribution and not include employees who are not impacted by this change (e.g. employees in DROP, or previously retired and rehired employees, etc.).

**From:** Kay Godwin  
**Sent:** Tuesday, July 05, 2011 8:48 AM  
**To:** Jim Curry  
**Subject:** Agenda Item - FRS

Kay Godwin, SPHR  
Human Resources Director  
Okaloosa County Board of County Commissioners  
Phone: 850-689-5870

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.



# Board of County Commissioners Risk Management

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State of Florida

May 31, 2011

The Honorable Chris Hughes  
Tax Collector  
73 Eglin Parkway NE, Suite 111  
Fort Walton Beach, FL 32548-4488

Re: Insurance Costs for FY 2012 Budget

Dear Mr. Hughes:

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

For the 2012 fiscal year, your allocation for Workers' Compensation is \$12,985.63 and the allocation for property/liability/other insurance is \$38,667. This represents a 14% reduction in Workers' Compensation and a 29% reduction respectively in other insurance, compared to the current year. The State Workers' Compensation program continues to enjoy a drop in rates which has been reflected in the SIC codes represented in your department. Other insurance has a significant drop as the result of the Board of County Commissioners receiving a favorable reduction in general liability / property premiums in last year's RFP.

Concerning group benefits, the County has been fortunate to negotiate a 4% increase with BCBS and will continue with the present plans Blue Options 3769 as the base plan with the opportunity for employees to buy up to Blue Options 3559 plan. These plans will continue with the three tier prescription plan of \$15/\$50/\$80 respectively. Dental, Life and Long Term Disability will remain the same as negotiated with Standard Insurance. Next year's rates for the ASI have not come in to date but we will inform you when they do. The new "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,

James Taylor  
Risk Management Director

June 1, 2011

**MEMORANDUM**

TO: All Tax Collectors

FROM: Cathy, Galavis, Budget Supervisor, Property Tax Oversight Program

SUBJECT: Retirement Rates

Senate Bill 2100 provides new retirement rates for state and local government employees and has been approved by the Governor.

The Division of Retirement provided the following information regarding the rates applicable to reemployed retirees who are not eligible for renewed membership. These are "U%" plan codes on an employer's monthly report and are comprised of the HIS and UAL contribution rates for the respective classes:

Regular Class	1.60%
Senior Management Service Class	1.43%
Elected Officers' Class - Local	1.84%

Retirement Rates Per Senate Bill 2100

Local Government Retirement Rates for FY 2011-2012	Employer Contribution Rates			Employee Contribution Rate
	Rate Used in Funding Budget	Rate from 7/1/11 to 6/30/12	Rate from 7/1/12 to 6/30/13	Rate from 7/1/11 to 6/30/12
Regular Employees	5.33%	4.91%	6.58%	3.00%
County Elected Officers	16.47%	11.14%	32.46%	3.00%
Senior Management Class	8.82%	6.27%	16.46%	3.00%
DROP	6.01%	4.42%	10.78%	0.00%

Note: If you have senior managers who have withdrawn from the FRS the employer must contribute on the salaries of these senior managers the UAL portion of the Senior Management Service Class contribution rate for each year. For 7/1/11 - 6/30/12 the rate is 0.32%. For the 7/1/12 - 6/30/13 the rate is 10.51%.

Should you have any questions, please feel free to contact me at [galavisc@dor.state.fl.us](mailto:galavisc@dor.state.fl.us), or by phone at (850) 617-8845.

Office of the Okaloosa County Tax Collector

OCTC REGULATION #130

Effective: 1/04/93

AWARDS FOR SUPERIOR ACCOMPLISHMENTS  
AND ADOPTED SUGGESTIONS

I. Purpose. This regulation establishes policy and procedures to recognize employees who make exceptional contributions to the efficiency, economy and otherwise improvement in the operations of Okaloosa County Tax Collector's Office.

II. Policy. An OCTC Awards Program is hereby implemented to recognize the superior and meritorious achievement adopted by employees. The OCTC desires to keep its employees motivated to increase productivity and morale by rewarding those who make such a contribution. Awards can be given to an individual or as a group for above average job performance or the creation of a resource saving technique.

III. Procedures.

A. OCTC Awards Committee. On or before November 1, the Tax Collector shall establish an Awards Committee consisting of one representative from each satellite office. The Tax Collector or designee shall serve as committee chair.

1. The committee will meet as necessary to review any recommendations for awards.
2. Members may be reappointed at the discretion and pleasure of the Tax Collector. The Asst. Tax Collector shall serve as a permanent non-voting member and shall provide technical assistance to the Committee as well as assisting in the development and maintenance of the awards program.

B. Management. Management officials at all levels must actively participate in the Awards Program as a part of their daily management responsibilities. They must encourage employees to participate by striving for improvement in job performance, and by making contributions or suggestions that lead toward more efficient and economically improved operations.

C. Supervisors. Supervisors must support the program and participate in it on a continuing basis by:

1. Educating employees on the program and creating interest by providing a work environment conducive to soliciting proposals for improvement and encouraging performance at the highest level.
2. Reviewing employee performance to determine whether the employee warrants consideration under the provisions of this program.

3. Submitting recommendations for awards for superior performance or meritorious service by employees under their supervision.

D. Types of Awards and Criteria. There are two categories of awards; honor and cash.

1. Honor awards may take the form of a medal, plaque, wall certificate, or letter of commendation and are awarded to recognize employees for:

- a. Distinguished, career oriented achievements which reflect exceptional contributions to the OCTC.
- b. Significant contributions that benefit the OCTC's service to the public.

2. Cash awards are usually awarded to individual employees for sustained superior performance or for a one time special act or service in the public interest, connected with, or related to, official employment, or for ideas/suggestions which are adopted and placed in effect that will result in eliminating or reducing waste in government or improving operations.

- a. To be eligible for a cash award for a meritorious act or superior accomplishment, an employee shall normally have completed 12 months of satisfactory service within the OCTC's Office.
- b. A Safety Award may be conveyed periodically to an employee who has performed outstanding service or made a significant contribution of unusual value in the promotion of accident loss prevention for the OCTC.

3. Employees may participate in the Certification Incentive Program on a voluntary basis, as approved by the Tax Collector.

- a. Department of Revenue (DOR) Certification courses will only be attended by a deputy, at the Tax Collector's discretion.
- b. In order to receive certification pay, a deputy must be employed for two years and must receive his/her Certified Florida Collector Assistant (CFCA) certification card as approved by the DOR board.
- c. Certification pay is based on the following scale:

1. Department Head	\$2,000.00
2. Manager	\$1,500.00
3. Assistant Manager	\$1,000.00
4. Clerk	\$ 750.00

d. All certification monies will be disbursed the pay period preceding Thanksgiving unless certification is granted after that date. In such case, certification monies will be disbursed on or before September 30, annually.

e. Certification money will be paid annually as long as the employee continues his or her employment.

E. Recommendations/Nominations for Awards. Any employee may recommend another employee for an award to the office's Awards Committee member.

1. Nominations for awards may be handwritten or typed and must include justification for the award with an explanation of the service rendered.

2. The individual nominating should show how the employee's activities significantly differed from that of any other employee given the same situation and/or circumstances.

3. In the event the Awards Committee has a substantial difference of opinion then the Tax Collector or his designee (serving as Chairperson) shall make final determination.

F. Other Awards.

1. Letters of Appreciation are encouraged and may be conveyed, at any time, by supervisors to express appreciation to an employee or group of employees for their work performance, acts or services which exceed that normally experienced or expected.

BY DIRECTION OF THE TAX COLLECTOR:

Signature



Date: July 1, 2011

Revised: 5/05, 9/99

Reviewed: 5/05, 10/00,  
9/99, 2/97

III. TEMPORARY POSITION

[Applicable to all employees of covered agencies]

For State  
Agencies

A temporary position in a state agency is an employment position, which is compensated from an OPS account as provided in s. 216.011(1)(dd), F.S.

For Local  
Agencies

A temporary position in a local agency is:

- An employment position which will not exist beyond six consecutive calendar months (see page 1-11 for information on positions extended beyond six months); or
- An employment position listed below, regardless of whether it will exist beyond six consecutive calendar months:
  1. **Student Positions** — positions filled by persons who are bona fide students in an accredited educational or vocational program and who perform service for a public employer in a temporary position set aside strictly for students. The position cannot be filled by anyone other than a student.
  2. **Work-Study Positions** — positions filled by students participating in the Federal work-study program.
  3. **Temporary Instructional Positions** — positions established with no expectations of continuation beyond one semester or trimester at a time for persons to teach in a community college, public school, or vocational institution; such positions may include paper graders, tutors, note takers, and lab tutors at community colleges.
  4. **Substitute Teacher Positions** — positions filled by persons who are not on contract and who are called to work intermittently to substitute teach.
  5. **On-Call Positions** — positions filled by employees who are called to work for brief periods and whose work ceases when the work is completed. (If an employee has a work schedule and works consistently month after month, he/she is considered to be filling a regularly established position and should be enrolled in the FRS from the date of employment.)
  6. **CETA and JTPA Positions, and “Enrollees” of the Senior Community Service Employment Program** — positions provided for in rule 60S-1.004(4)(c)7.a. and 8.a., F.A.C.
  7. **Non-salaried Elective Positions** — elective office positions in which the elected officials receive no compensation, but receive expenses, such as per diem, a stipend, or an honorarium.
  8. **Temporary Non-instructional Community College Positions** — effective July 1, 1991, non-instructional positions filled by employees paid from an OPS budget account for not more than 2,080 hours of total service within a single community college. (Any such person who is employed beyond 2,080 total aggregate hours within a community college shall thereafter be an employee filling a regularly established position and a compulsory member of the FRS regardless of the budget from which he/she is paid.)

For Local  
Agencies,  
cont'd

9. **Temporary Emergency Positions** — positions established on a temporary basis as a result of a state of emergency as declared by the Governor due to a disaster caused by destructive storms, winds, floods fires, earthquakes, freezes, or other similar emergencies.
10. **Foreign Exchange Teachers** — instructional positions in grades K-12 filled by exchange teachers on a J-1 visa when participating in an exchange visitor program designated by the United States Department of State.

Records documenting the intended length of a temporary position and the dates of employment of an employee in such position must be maintained by the agency.

When an employment position is extended beyond six consecutive calendar months, with the exception of positions described under items 1 through 10 above, it becomes a regularly established position. You should enroll the employee and all subsequent employees in the FRS and begin to make necessary contributions on the first day of the 7<sup>th</sup> calendar month or on the first day of the month following the month in which the decision is made to extend the position beyond six months, if earlier. When a temporary position extends beyond the six months and there is no documentation substantiating that the position was originally established as a temporary position to last for six months or less, the employee filling such position will be enrolled from the initial date of employment, and retirement contributions shall be due retroactively to that date.

If you have questions concerning an employee's eligibility for membership in the FRS, please contact the Enrollment Section of the Bureau of Enrollment and Contributions. Outside the Tallahassee local calling area, you may reach this section toll-free at (877) 377-3675. Otherwise, you may reach this section by phone at (850) 488-8837, or you can contact this section by e-mail at: [enrollment@dms.MvFlorida.com](mailto:enrollment@dms.MvFlorida.com).

**STATUTORY REFERENCE:**

Section 121.021(11), (12), (52) and (53), F.S.

**FRS RULE REFERENCE:**

Section 60S-1.004(4) and (5), F.A.C.