

73 Eglin Parkway 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**

July 31, 2013

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, 2013 through September 30, 2014. 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

**TAX COLLECTOR'S  
 SUMMARY OF THE 2013-14 BUDGET BY APPROPRIATION CATEGORY**

**OKALOOSA  
 COUNTY**

**EXHIBIT A**

|   | ACTUAL<br>EXPENDITURES<br>2011-12 | APPROVED<br>BUDGET<br>2012-13 | ACTUAL<br>EXPENDITURES<br>6/30/13 | REQUEST<br>2013-14 | (INCREASE/DECREASE) |               | AMOUNT<br>APPROVED<br>2013-14 | (INCREASE/DECREASE) |      |
|---|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|---------------|-------------------------------|---------------------|------|
|   |                                   |                               |                                   |                    | AMOUNT              | %             |                               | AMOUNT              | %    |
| (1)                                       | (2)                               | (3)                           | (4)                               | (5)                | (6)                 | (6a)          | (7)                           | (8)                 | (8a) |
| PERSONNEL SERVICES<br>(Sch. 1-1A)         | \$4,010,144                       | \$4,475,754                   | \$3,023,507                       | \$4,610,033        | \$134,279           | 3.00%         |                               |                     |      |
| OPERATING EXPENSES<br>(Sch. II)           | \$1,062,736                       | \$1,082,770                   | \$743,979                         | \$1,208,499        | \$125,729           | 11.61%        |                               |                     |      |
| OPERATING<br>CAPITAL OUTLAY<br>(Sch. III) | \$97,117                          | \$74,400                      | \$15,790                          | \$88,800           | \$14,400            | 19.35%        |                               |                     |      |
| TOTAL EXPENDITURES                        | \$5,169,997                       | \$5,632,924                   | \$3,783,276                       | \$5,907,332        | \$274,408           | 4.87%         |                               |                     |      |
|   |                                   |                               |                                   |                    |                     |               |                               |                     |      |
| NUMBER OF POSITIONS                       |                                   | 80                            |                                   | 80                 |                     |               |                               |                     |      |
|   |                                   |                               |                                   |                    | COL (5) - (3)       | COL (6) / (3) |                               |                     |      |

**DETAIL OF SALARIES**

OKALOOSA COUNTY

SCHEDULE I

*DOR USE ONLY*

| Pos. No. | Position Classification              | Annual Rate 9/30/13 | Position Designation | REQUESTED INCREASES |       |           | APPROVED INCREASES  |           |       |         |                     |
|----------|--------------------------------------|---------------------|----------------------|---------------------|-------|-----------|---------------------|-----------|-------|---------|---------------------|
|          |                                      |                     |                      | Guideline           | Other | Funding   | Annual Rate 9/30/14 | Guideline | Other | Funding | Annual Rate 9/30/14 |
| (1)      | (2)                                  | (3)                 | (3a)                 | (4a)                | (4b)  | (5)       | (6)                 | (7a)      | (7b)  | (8)     | (9)                 |
| 1        | Official                             | \$121,543           |                      |                     |       | \$121,543 | 121,543             |           |       |         |                     |
| 2        | Chief Operations Officer             | \$84,500            | S                    | \$1,400             |       | \$85,900  | 85,900              |           |       |         |                     |
| 3        | Chief Financial Officer              | \$81,500            | S                    | \$1,400             |       | \$82,900  | 82,900              |           |       |         |                     |
| 4        | Chief Information Officer            | \$83,900            | S                    | \$1,400             |       | \$85,300  | 85,300              |           |       |         |                     |
| 5        | Finance Administrator                | \$68,675            | D                    | \$1,400             |       | \$70,075  | 70,075              |           |       |         |                     |
| 6        | Customer Service Agent               | \$29,653            |                      | \$1,400             |       | \$31,053  | 31,053              |           |       |         |                     |
| 7        | Chief Branch Operations Officer      | \$92,700            | S                    | \$1,400             |       | \$94,100  | 94,100              |           |       |         |                     |
| 8        | Branch Manager                       | \$48,900            |                      | \$1,400             |       | \$50,300  | 50,300              |           |       |         |                     |
| 9        | Director of Tax Department           | \$79,310            | V                    |                     |       |           | 79,310              |           |       |         |                     |
| 10       | Branch Manager                       | \$52,215            | D                    | \$1,400             |       | \$53,615  | 53,615              |           |       |         |                     |
| 11       | Branch Administrator                 | \$51,100            |                      | \$1,400             |       | \$52,500  | 52,500              |           |       |         |                     |
| 12       | Director of Professional Development | \$45,344            | R                    | \$1,400             |       | \$46,744  | 46,744              |           |       |         |                     |
| 13       | Tax Administrator                    | \$48,380            |                      | \$1,400             |       | \$49,780  | 49,780              |           |       |         |                     |
| 14       | Director of Field Services           | \$48,380            |                      | \$1,400             |       | \$49,780  | 49,780              |           |       |         |                     |
| 15       | Finance Administrator                | \$38,500            |                      | \$1,400             |       | \$39,900  | 39,900              |           |       |         |                     |
| 16       | Customer Service Agent               | \$28,810            |                      | \$1,400             |       | \$30,210  | 30,210              |           |       |         |                     |
| 17       | Customer Service Agent               | \$28,810            |                      | \$1,400             |       | \$30,210  | 30,210              |           |       |         |                     |
| 18       | Assistant Branch Manager             | \$39,140            |                      | \$1,400             |       | \$40,540  | 40,540              |           |       |         |                     |
| 19       | Assistant Branch Manager             | \$40,170            |                      | \$1,400             |       | \$41,570  | 41,570              |           |       |         |                     |
| 20       | Assistant Branch Manager             | \$40,335            |                      | \$1,400             |       | \$41,735  | 41,735              |           |       |         |                     |
| 21       | Customer Service Supervisor          | \$36,523            |                      | \$1,400             |       | \$37,923  | 37,923              |           |       |         |                     |
| 22       | Branch Manager                       | \$55,620            |                      | \$1,400             |       | \$57,020  | 57,020              |           |       |         |                     |
| 23       | Director of Community Relations      | \$77,294            | V                    |                     |       |           | 77,294              |           |       |         |                     |
| 24       | Assistant Branch Manager             | \$40,335            |                      | \$1,400             |       | \$41,735  | 41,735              |           |       |         |                     |
| 25       | Assistant Branch Manager             | \$39,140            |                      | \$1,400             |       | \$40,540  | 40,540              |           |       |         |                     |
| 26       | Tax Analyst                          | \$33,417            |                      | \$1,400             |       | \$34,817  | 34,817              |           |       |         |                     |
| 27       | Customer Service Supervisor          | \$34,990            |                      | \$1,400             |       | \$36,390  | 36,390              |           |       |         |                     |
| 28       | Customer Service Supervisor          | \$35,554            |                      | \$1,400             |       | \$36,954  | 36,954              |           |       |         |                     |

| Pos. No. | Position Classification      | Annual Rate 9/30/13 | Position Designation | Guideline | Other | Funding     | Annual Rate 9/30/14 | Guideline | Other | Funding | Annual Rate 9/30/14 |
|----------|------------------------------|---------------------|----------------------|-----------|-------|-------------|---------------------|-----------|-------|---------|---------------------|
| (1)      | (2)                          | (3)                 | (3a)                 | (4a)      | (4b)  | (5)         | (6)                 | (7a)      | (7b)  | (8)     | (9)                 |
| 29       | Senior Service Agent         | \$31,369            |                      | \$1,400   |       | \$32,769    | 32,769              |           |       |         |                     |
| 30       | Customer Service Supervisor  | \$34,372            |                      | \$1,400   |       | \$35,772    | 35,772              |           |       |         |                     |
| 31       | Customer Service Supervisor  | \$34,207            |                      | \$1,400   |       | \$35,607    | 35,607              |           |       |         |                     |
| 32       | Tax Analyst                  | \$30,417            |                      | \$1,400   |       | \$31,817    | 31,817              |           |       |         |                     |
| 33       | Senior Service Agent         | \$29,840            |                      | \$1,400   |       | \$31,240    | 31,240              |           |       |         |                     |
| 34       | Customer Service Supervisor  | \$33,960            |                      | \$1,400   |       | \$35,360    | 35,360              |           |       |         |                     |
| 35       | Senior Service Agent         | \$29,907            |                      | \$1,400   |       | \$31,307    | 31,307              |           |       |         |                     |
| 36       | Senior Service Agent         | \$29,840            |                      | \$1,400   |       | \$31,240    | 31,240              |           |       |         |                     |
| 37       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 38       | Senior Service Agent         | \$30,041            |                      | \$1,400   |       | \$31,441    | 31,441              |           |       |         |                     |
| 39       | Customer Service Agent       | \$29,131            |                      | \$1,400   |       | \$30,531    | 30,531              |           |       |         |                     |
| 40       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 41       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 42       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 43       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 44       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 46       | Field Agent                  | \$29,840            |                      | \$1,400   |       | \$31,240    | 31,240              |           |       |         |                     |
| 47       | Customer Service Supervisor  | \$38,157            |                      | \$1,400   |       | \$39,557    | 39,557              |           |       |         |                     |
| 48       | Customer Service Supervisor  | \$33,960            |                      | \$1,400   |       | \$35,360    | 35,360              |           |       |         |                     |
| 49       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 50       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 51       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 52       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 53       | Finance Administrator        | \$48,500            |                      | \$1,400   |       | \$49,900    | 49,900              |           |       |         |                     |
| 54       | Director of Human Resources  | \$51,500            |                      | \$1,400   |       | \$52,900    | 52,900              |           |       |         |                     |
| 55       | IT Specialist                | \$38,000            |                      | \$1,400   |       | \$39,400    | 39,400              |           |       |         |                     |
| 56       | Customer Service Supervisor  | \$33,960            |                      | \$1,400   |       | \$35,360    | 35,360              |           |       |         |                     |
| 57       | Branch Manager               | \$49,410            |                      | \$1,400   |       | \$50,810    | 50,810              |           |       |         |                     |
| 58       | Assistant Branch Manager     | \$39,140            |                      | \$1,400   |       | \$40,540    | 40,540              |           |       |         |                     |
| 59       | Customer Service Agent       | \$28,810            |                      | \$1,400   |       | \$30,210    | 30,210              |           |       |         |                     |
| 60       | Chief Administrative Officer | \$98,880            | <b>S</b>             | \$1,400   |       | \$100,280   | 100,280             |           |       |         |                     |
| 61       | Senior Service Agent         | \$29,840            |                      | \$1,400   |       | \$31,240    | 31,240              |           |       |         |                     |
| 62       | Senior Service Agent         | \$29,840            |                      | \$1,400   |       | \$31,240    | 31,240              |           |       |         |                     |
| 63       | Senior Service Agent         | \$30,854            |                      | \$1,400   |       | \$32,254    | 32,254              |           |       |         |                     |
| Pos.     | Position                     | Annual Rate         | Position             |           |       | Annual Rate |                     |           |       |         | Annual Rate         |

| No.                   | Classification                | 12/22/92    | Designation | Guideline | Other | Funding     | 10/22/96    | Guideline | Other | Funding |     |
|-----------------------|-------------------------------|-------------|-------------|-----------|-------|-------------|-------------|-----------|-------|---------|-----|
| (1)                   | (2)                           | (3)         | (3a)        | (4a)      | (4b)  | (5)         | (6)         | (7a)      | (7b)  | (8)     | (9) |
| 64                    | Customer Service Supervisor   | \$34,644    |             | \$1,400   |       | \$36,044    | 36,044      |           |       |         |     |
| 65                    | Senior Service Agent          | \$30,417    |             | \$1,400   |       | \$31,817    | 31,817      |           |       |         |     |
| 66                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 67                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 68                    | Superintendent of Maintenance | \$33,960    |             | \$1,400   |       | \$35,360    | 35,360      |           |       |         |     |
| 69                    | Branch Manager                | \$49,200    |             | \$1,400   |       | \$50,600    | 50,600      |           |       |         |     |
| 70                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 71                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 72                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 73                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 74                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 75                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 76                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 77                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 78                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 79                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 80                    | Customer Service Agent        | \$28,810    |             | \$1,400   |       | \$30,210    | 30,210      |           |       |         |     |
| 81                    | Branch Manager                | \$47,380    |             | \$1,400   |       | \$48,780    | 48,780      |           |       |         |     |
| <b>New Positions:</b> |                               |             |             |           |       |             |             |           |       |         |     |
|                       |                               |             |             |           |       |             |             |           |       |         |     |
|                       |                               |             |             |           |       |             |             |           |       |         |     |
|                       |                               |             |             |           |       |             |             |           |       |         |     |
|                       |                               |             |             |           |       |             |             |           |       |         |     |
| 1                     | Official                      | 121,543     |             |           |       | 121,543     | 121,543     |           |       |         |     |
| 79                    | Current Positions             | 3,135,201   |             | 107,800   |       | 3,086,397   | 3,243,001   |           |       |         |     |
|                       | New Positions                 |             |             |           |       |             |             |           |       |         |     |
| 80                    | TOTAL                         | \$3,256,744 |             | \$107,800 |       | \$3,207,940 | \$3,364,544 |           |       |         |     |

**DETAIL OF PERSONNEL SERVICES**

OKALOOSA COUNTY

SCHEDULE IA

| OBJECT CODE                     | ACTUAL<br>EXPENDITURES<br>2011-12 | APPROVED<br>BUDGET<br>2012-13 | ACTUAL<br>EXPENDITURES<br>6/30/13 | REQUEST<br>2013-14 | INCREASE/(DECREASE) |              | AMOUNT<br>APPROVED<br>2013-14 |
|---------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|--------------|-------------------------------|
|                                 |                                   |                               |                                   |                    | AMOUNT              | %            |                               |
| (1)                             | (2)                               | (3)                           | (4)                               | (5)                | (6)                 | (6a)         | (7)                           |
| <b>PERSONNEL SERVICES:</b>      |                                   |                               |                                   |                    |                     |              |                               |
| 11 OFFICIAL                     | \$121,451                         | \$121,543                     | \$88,480                          | \$121,543          |                     |              |                               |
| 12 EMPLOYEES (REGULAR)          | 2,775,797                         | 2,978,597                     | 2,121,755                         | 3,086,397          | 107,800             | 3.62%        |                               |
| 13 EMPLOYEES (TEMPORARY)        | 33,557                            | 52,350                        | 13,377                            | 44,850             | (7,500)             | -14.33%      |                               |
| 14 OVERTIME                     |                                   |                               |                                   |                    |                     | ----         |                               |
| 15 SPECIAL PAY                  | 48,330                            | 40,000                        | 27,500                            | 45,000             | 5,000               | 12.50%       |                               |
| 21 FICA                         |                                   |                               |                                   |                    |                     |              |                               |
| 2152 REGULAR                    | 175,329                           | 244,219                       | 162,715                           | 252,281            | 8,062               | 3.30%        |                               |
| 2153 OTHER                      | 40,167                            |                               |                                   |                    |                     | ----         |                               |
| 22 RETIREMENT                   |                                   |                               |                                   |                    |                     |              |                               |
| 2251 OFFICIAL                   | 13,228                            | 19,204                        | 9,051                             | 40,146             | 20,942              | 109.05%      |                               |
| 2252 EMPLOYEE                   | 109,024                           | 139,402                       | 89,185                            | 180,375            | 40,973              | 29.39%       |                               |
| 2253 SMS/SES                    | 28,335                            | 39,762                        | 20,605                            | 83,261             | 43,499              | 109.40%      |                               |
| 2254 DROP                       | 8,782                             | 8,625                         | 4,923                             | 16,203             | 7,578               | 87.86%       |                               |
| 23 LIFE & HEALTH INSURANCE      | 617,471                           | 798,402                       | 467,144                           | 717,224            | (81,178)            | -10.17%      |                               |
| 24 WORKER'S COMPENSATION        | 12,986                            | 13,650                        | 13,838                            | 14,093             | 443                 | 3.25%        |                               |
| 25 UNEMPLOYMENT COMP.           | 25,687                            | 20,000                        | 4,934                             | 8,660              | (11,340)            | -56.70%      |                               |
| <b>TOTAL PERSONNEL SERVICES</b> | <b>\$4,010,144</b>                | <b>\$4,475,754</b>            | <b>\$3,023,507</b>                | <b>\$4,610,033</b> | <b>134,279</b>      | <b>3.00%</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)

**DETAIL OF OPERATING EXPENSES**

OKALOOSA COUNTY

SCHEDULE II

| OBJECT CODE                     | ACTUAL<br>EXPENDITURES<br>2011-12 | APPROVED<br>BUDGET<br>2012-13 | ACTUAL<br>EXPENDITURES<br>6/30/13 | REQUEST<br>2013-14 | INCREASE/(DECREASE) |         | AMOUNT<br>APPROVED<br>2013-14 |
|---------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|---------|-------------------------------|
|                                 |                                   |                               |                                   |                    | AMOUNT              | %       |                               |
| (1)                             | (2)                               | (3)                           | (4)                               | (5)                | (6)                 | (6a)    | (7)                           |
| <b>OPERATING EXPENSES:</b>      |                                   |                               |                                   |                    |                     |         |                               |
| <b>31 PROFESSIONAL SERVICES</b> |                                   |                               |                                   |                    |                     |         |                               |
| 3151 E.D.P.                     | \$57,077                          | \$14,676                      | \$3,818                           | \$12,900           | (\$1,776)           | -12.10% |                               |
| 3154 LEGAL                      | 32,224                            | \$39,700                      | 17,725                            | 38,550             | (1,150)             | -2.90%  |                               |
| 3159 OTHER                      |                                   |                               |                                   |                    |                     | ----    |                               |
| 32 ACCOUNTING & AUDITING        | 1,200                             | \$20,000                      | 320                               | 24,000             | 4,000               | 20.00%  |                               |
| 33 COURT REPORTER               |                                   |                               |                                   |                    |                     | ----    |                               |
| 34 OTHER CONTRACTUAL            |                                   |                               |                                   |                    |                     | ----    |                               |
| 40 TRAVEL                       | 22,372                            | 42,062                        | 12,318                            | 48,148             | 6,086               | 14.47%  |                               |
| 41 COMMUNICATIONS               | 9,748                             | 10,502                        | 6,508                             | 11,872             | 1,370               | 13.05%  |                               |
| <b>42 TRANSPORTATION</b>        |                                   |                               |                                   |                    |                     |         |                               |
| 4251 POSTAGE                    | 132,924                           | 102,270                       | 61,227                            | 123,060            | 20,790              | 20.33%  |                               |
| 4252 FREIGHT                    |                                   |                               |                                   |                    |                     | ----    |                               |
| 43 UTILITIES                    | 39,285                            | 37,909                        | 28,046                            | 50,152             | 12,243              | 32.30%  |                               |
| <b>44 RENTALS &amp; LEASES</b>  |                                   |                               |                                   |                    |                     |         |                               |
| 4451 OFFICE EQUIPMENT           | 15,909                            | 17,540                        | 11,070                            | 17,672             | 132                 | 0.75%   |                               |
| 4452 VEHICLES                   |                                   |                               |                                   |                    |                     | ----    |                               |
| 4453 OFFICE SPACE               | 236,188                           | 245,820                       | 203,278                           | 253,600            | 7,780               | 3.16%   |                               |
| 4454 E.D.P.                     |                                   |                               |                                   |                    |                     | ----    |                               |
| 45 INSURANCE & SURETY           | 53,912                            | 59,348                        | 57,289                            | 82,641             | 23,293              | 39.25%  |                               |

**DETAIL OF OPERATING EXPENSES (CONT.)**

**SCHEDULE II**

| OBJECT CODE                     | ACTUAL<br>EXPENDITURES<br>2011-12 | APPROVED<br>BUDGET<br>2012-13 | ACTUAL<br>EXPENDITURES<br>6/30/13 | REQUEST<br>2013-14 | INCREASE/(DECREASE) |               | AMOUNT<br>APPROVED<br>2013-14 |
|---------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|---------------|-------------------------------|
|                                 |                                   |                               |                                   |                    | AMOUNT              | %             |                               |
| (1)                             | (2)                               | (3)                           | (4)                               | (5)                | (6)                 | (6a)          | (7)                           |
| 46 REPAIR & MAINTENANCE         |                                   |                               |                                   |                    |                     |               |                               |
| 4651 OFFICE EQUIPMENT           | \$790                             | \$1,054                       | \$ -                              | \$1,084            | \$30                | 2.85%         |                               |
| 4652 VEHICLES                   | 3,469                             | 6,400                         | 2,849                             | 6,400              |                     |               |                               |
| 4653 OFFICE SPACE               | 20,647                            | 5,208                         | 4,089                             | 7,534              | 2,326               | 44.66%        |                               |
| 4654 E.D.P.                     | 284,483                           | 332,635                       | 268,509                           | 357,970            | 25,335              | 7.62%         |                               |
| 47 PRINTING & BINDING           |                                   |                               |                                   |                    |                     | ----          |                               |
| 48 PROMOTIONAL                  |                                   |                               |                                   |                    |                     | ----          |                               |
| 49 OTHER CURRENT CHARGES        |                                   |                               |                                   |                    |                     |               |                               |
| 4951 LEGAL ADVERTISEMENTS       | 22,535                            | 33,200                        | 19,415                            | 23,600             | (9,600)             | -28.92%       |                               |
| 4959 OTHER                      |                                   |                               |                                   |                    |                     | ----          |                               |
| 51 OFFICE SUPPLIES              |                                   |                               |                                   |                    |                     | ----          |                               |
| 52 OPERATING SUPPLIES           | 114,739                           | 88,151                        | 30,502                            | 116,866            | 28,715              | 32.57%        |                               |
| 54 BOOKS & PUBLICATIONS         |                                   |                               |                                   |                    |                     |               |                               |
| 5451 BOOKS                      |                                   |                               |                                   |                    |                     | ----          |                               |
| 5452 SUBSCRIPTIONS              |                                   |                               |                                   |                    |                     | ----          |                               |
| 5453 EDUCATION                  | 5,230                             | 14,870                        | 6,378                             | 19,375             | 4,505               | 30.30%        |                               |
| 5454 DUES/MEMBERSHIPS           | 10,004                            | 11,425                        | 10,638                            | 13,075             | 1,650               | 14.44%        |                               |
| <b>TOTAL OPERATING EXPENSES</b> | <b>\$1,062,736</b>                | <b>\$1,082,770</b>            | <b>\$743,979</b>                  | <b>\$1,208,499</b> | <b>125,729</b>      | <b>11.61%</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)



**DETAIL OF OPERATING CAPITAL OUTLAY**

OKALOOSA COUNTY

SCHEDULE III

| OBJECT CODE                        | ACTUAL<br>EXPENDITURES<br>2011-12 | APPROVED<br>BUDGET<br>2012-13 | ACTUAL<br>EXPENDITURES<br>6/30/13 | REQUEST<br>2013-14 | INCREASE/(DECREASE) |               | AMOUNT<br>APPROVED<br>2013-14 |
|------------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|---------------|-------------------------------|
|                                    |                                   |                               |                                   |                    | AMOUNT              | %             |                               |
| (1)                                | (2)                               | (3)                           | (4)                               | (5)                | (6)                 | (6a)          | (7)                           |
| <b>CAPITAL OUTLAY:</b>             |                                   |                               |                                   |                    |                     |               |                               |
| 64 MACHINERY & EQUIPMENT           |                                   |                               |                                   |                    |                     |               |                               |
| 61 LAND                            |                                   |                               |                                   |                    |                     | ----          |                               |
| 62 BUILDINGS                       | \$8,892                           |                               |                                   |                    |                     | ----          |                               |
| 6451 E.D.P.                        | \$33,234                          | \$54,400                      |                                   | \$68,800           | \$14,400            | 26.47%        |                               |
| 6452 OFFICE FURNITURE              | 4,154                             |                               | 14,756                            |                    |                     | ----          |                               |
| 6453 OFFICE EQUIPMENT              | 6,724                             |                               | 1,034                             |                    |                     | ----          |                               |
| 6454 VEHICLES                      | 16,453                            | 20,000                        |                                   | 20,000             |                     |               |                               |
| 66 BOOKS                           |                                   |                               |                                   |                    |                     | ----          |                               |
| 68 INTANGIBLE ASSETS<br>(SOFTWARE) | 27,660                            |                               |                                   |                    |                     | ----          |                               |
| <b>TOTAL CAPITAL OUTLAY</b>        | <b>\$97,117</b>                   | <b>\$74,400</b>               | <b>\$15,790</b>                   | <b>\$88,800</b>    | <b>\$14,400</b>     | <b>19.35%</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)

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

OKALOOSA COUNTY

SCHEDULE III A

**INSTALLMENT PURCHASES**

| ITEM | TOTAL<br>CONTRACT<br>COST | MONTH AND<br>YEAR<br>PURCHASED | LENGTH OF<br>CONTRACT | REQUEST<br>2013-14 |
|------|---------------------------|--------------------------------|-----------------------|--------------------|
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |

**OTHER CAPITAL ITEMS**

| ITEM                                | UNIT<br>PRICE | QUANTITY | REPLACE | NEW | REQUEST<br>2013-14 |
|-------------------------------------|---------------|----------|---------|-----|--------------------|
| Ceiling Projector                   | \$1,200       | 1        |         | 1   | \$1,200            |
| DocuScan Document System            | 37,000        | 1        |         | 1   | 35,000             |
| Road Testing Tablets (State Issued) | 2,300         | 2        |         | 2   | 4,600              |
| DL Printer (State Issued)           | 10,000        | 2        |         | 2   | 20,000             |
| DL Signature Pads (State Issued)    | 1,100         | 2        |         | 2   | 2,200              |
| Panasonic Toughbook                 | 2,900         | 2        |         | 2   | 5,800              |
| Vehicle                             | 20,000        | 1        | 1       |     | 20,000             |
|                                     |               |          |         |     |                    |
|                                     |               |          |         |     |                    |

**STATEMENT OF COMMISSIONS AND EXPENDITURES**

OKALOOSA COUNTY

EXHIBIT B

| DESCRIPTION                           | ACTUAL<br>10/01/11 - 09/30/12 | ACTUAL<br>10/01/12- 06/30/13 | ESTIMATED<br>07/01/13 - 09/30/13 | TOTAL<br>2012- 2013 | ESTIMATED<br>2013- 2014 |
|---------------------------------------|-------------------------------|------------------------------|----------------------------------|---------------------|-------------------------|
| (1)                                   | (2)                           | (3)                          | (3a)                             | (3b)                | (4)                     |
| Commissions:                          |                               |                              |                                  |                     |                         |
| State                                 |                               |                              |                                  |                     |                         |
| Motor Vehicles                        | 862,254                       | 606,593                      | 308,000                          | 914,593             | 920,000                 |
| Environmental Protection              |                               |                              |                                  |                     |                         |
| Game and Fish                         | 21,650                        | 12,264                       | 6,132                            | 18,396              | 21,500                  |
| Sales Tax                             | 9,360                         | 6,623                        | 3,570                            | 10,193              | 10,500                  |
| Drivers License                       | 419,406                       | 268,000                      | 125,000                          | 393,000             | 400,000                 |
| County                                | 3,142,324                     | 3,003,093                    | 2,615                            | 3,005,708           | 3,037,000               |
| Districts                             | 425,726                       | 342,875                      | 30,000                           | 372,875             | 375,000                 |
| Tax Sale                              | 384,833                       | 303,062                      |                                  | 303,062             | 350,000                 |
| Advertisements                        | 20,019                        | 18,769                       | 500                              | 19,269              | 25,000                  |
| Business Tax Receipts                 | 103,905                       | 32,256                       | 60,000                           | 92,256              | 100,000                 |
| Tourist Tax                           |                               |                              |                                  |                     | 400,000                 |
| Other - List                          |                               |                              |                                  |                     |                         |
| Interest (Earned)                     | 48,733                        | 55,449                       | 6,000                            | 61,449              | 50,000                  |
| Miscellaneous Income                  | 15,963                        | 13,478                       | 2,000                            | 15,478              | 20,000                  |
| Branch Fees                           | 156,096                       | 109,993                      | 51,800                           | 161,793             | 165,000                 |
| Tax Related Fees                      |                               | 80,607                       |                                  | 80,607              | 80,000                  |
| Birth Certificate Fees                |                               | 200                          | 2,000                            | 2,200               | 15,000                  |
|                                       |                               |                              |                                  |                     |                         |
| <b>Total Commissions</b>              | <b>\$5,610,269</b>            | <b>\$4,853,262</b>           | <b>\$597,617</b>                 | <b>\$5,450,879</b>  | <b>\$5,969,000</b>      |
|                                       |                               |                              |                                  |                     |                         |
| <b>Less Total Expenditures/Budget</b> | <b>\$5,169,997</b>            | <b>\$3,783,276</b>           | <b>\$1,544,196</b>               | <b>\$5,327,472</b>  | <b>\$5,907,332</b>      |
|                                       |                               |                              |                                  |                     |                         |
| <b>Balance</b>                        | <b>\$440,272</b>              | <b>\$1,069,986</b>           | <b>(\$946,579)</b>               | <b>\$123,407</b>    | <b>\$61,668</b>         |

Col. (3) + (3A)

**JUSTIFICATION SHEET  
OKALOOSA COUNTY**

| OBJECT CODE |                         | SCHEDULE | AMOUNT<br>OF INCREASE<br>(DECREASE) | JUSTIFICATION   |
|-------------|-------------------------|----------|-------------------------------------|---|
| NUMBER      | NAME                    |          |                                     |   |
| 11          | Official                | 1A       | \$ -                                | 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.  |
| 12          | Employees (Regular)     | 1A       | 107,800.00                          | Hybrid of State and County recommended increases. State recommended \$1,400 to employees making ≤ \$40,000 and \$1,000 to employees making > \$40,000. County recommended a 3% COLA. In an effort to provide fairness to each of our employees, a \$1,400 across the board increase was applied.        |
| 13          | Employees (Temporary)   | 1A       | (7,500.00)                          | 2 part time clerks, 35 hours pay period at \$14.465 per hour, performing clerical duties. 1 part time clerk, 35 hours pay period at \$10.50 per hour, performing clerical duties, and 1 part time clerk, 30 hours pay period at \$11.50 per hour, performing clerical duties. *Pay periods are biweekly |
| 15          | Special Pay             | 1A       | 5,000.00                            | Certification pay for course completion (OCTC Policy #508)/31 employees @ \$1,250, total \$38,750, not including the Tax Collector (see attached certification worksheet), Annual leave payout for employees' separation (\$6,250)  |
| 2152        | FICA Regular            | 1A       | 8,062.00                            | 7.65% of total salaries plus special pay of \$45,000 (\$3,297,790)  |
| 2251        | Retirement - Official   | 1A       | 20,942.00                           | 33.03% of official salary (\$121,543)   |
| 2252        | Retirement - Employee   | 1A       | 40,973.00                           | 6.95% of total employee salary (\$3,086,397), plus Temporary pay (\$44,850), plus special pay (\$45,000), less SMSC employee's salary pos. #2,3,4,7,60 (\$448,480) & DROP pos. #5,10 (\$123,690), less certification pay for SMSC and DROP (\$8,750) (\$2,595,327)                                      |
| 2253        | Retirement - SMSC       | 1A       | 43,499.00                           | 18.31% of total SMSC salary pos. #2,3,4,7,60 (\$448,480), plus certification pay (\$6,250) (\$454,730)  |
| 2254        | Retirement - DROP       | 1A       | 7,578.00                            | 12.84% of total DROP salary pos. #5,10 (\$123,690) plus certification pay (\$2,500) (\$126,190)   |
| 23          | Life & Health Insurance | 1A       | (81,178.00)                         | Health - 10% Decrease, 78 employees, \$678,609; Dental - 19% Increase, 78 employees, \$27,294; Life/LTD - 0% change, 78 employees, \$8,321. *Amounts are per year. Also included is \$3,000 for employee assistance program and drug tests.   |
| 24          | Worker's Compensation   | 1A       | 443.00                              | amount quoted by BCC  |
| 25          | Unemployment Comp.      | 1A       | (11,340.00)                         | estimate of expected claims for unemployment based on actual FY13 expenses and projected FY14 expenses.   |
| 3151        | Electronic Data Proc.   | II       | (1,776.00)                          | web domain, internet services, Office software licenses, bankruptcy software license, Accruint software license, SKYPE, Symantec AV   |

|      |                        |    |            |  |
|------|------------------------|----|------------|--|
| 3154 | Prof. Services - Legal | II | (1,150.00) | Bankruptcy, Personnel Issues, TPP tax warrants, Contract reviews, TDT, and Clerk of Court case warrants  |
| 32   | Accounting & Auditing  | II | 4,000.00   | internal auditing services to include expenses associated with audit function of TDT collections.  |
| 40   | Travel                 | II | 6,086.00   | 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 with increase for additional field services for TDT (new program). See attached travel worksheet.  |
| 41   | Telephone              | II | 1,370.00   | phone/ wireless service  |
| 4251 | Postage                | II | 20,790.00  | Postage for DMV renewals, H&F, BTR, TDT mailouts and coupons, metered mail, certified mail, and priority letters. See attached postage worksheet   |
| 43   | Utilities              | II | 12,243.00  | electric and water/sewer for Niceville, Destin, Eglin, and Hurlburt office locations. Gulf Power expecting a 7.5% increase in rates.   |
| 4451 | R/L Office Equipment   | II | 132.00     | postage machine, letter opener, water dispenser, and copy machines.  |
| 4453 | R/L Office Space       | II | 7,780.00   | rent for Niceville office. Based on CPI data, minimum 3%. Includes property taxes for Niceville office.  |
| 4454 | R/L E.D.P.             | II | -          |  |
| 45   | Insurance & Surety     | II | 23,293.00  | property/liability insurance quoted by BCC (53% increase over prior year), association insurance for Destin office, insurance for Niceville office, and notary renewals (9).   |
| 4651 | R/M Office Equipment   | II | 30.00      | repairs to vault, safes, typewriters, calculators, etc.  |
| 4652 | R/M Vehicles           | II | -          | cleaning and preventative maintenance of vehicle fleet.  |
| 4653 | R/M Office Space       | II | 2,326.00   | alarm monitoring, carpet cleaning, and misc. office repairs  |
| 4654 | R/M EDP                | II | 25,335.00  | TAXSYS (4% contractual increase as well as new increase for Tourist module), RTL High speed Maint., Qflow, TIG phone system maintenance, BUCS/Chips, Cisco Smartnet Maintenance, Trivantis, Survey Monkey, Barracuda Spam, WaveNet, HP Server maint., Adobe CSS website management, Adobe Standard, Website maint., and disaster recovery. |
| 4951 | Legal Advertisements   | II | (9,600.00) | open roll and delinquent roll ad and community outreach advertising  |
| 52   | Operating Supplies     | II | 28,715.00  | office supplies, envelopes, letterhead, toner cartridges, paper, computers, printers, scanners, UPS, USB drives, computer equipment, janitorial supplies, tax bills, BTR vending decals, BTR forms, business cards, comment cards. Includes new office located on Hurlburt Field ASAF and increased office size and staff on Eglin USAF.   |
| 5453 | Education              | II | 4,505.00   | registration fees for various education. See attached education worksheet  |

|                    |                  |     |           |   |
|--------------------|------------------|-----|-----------|---|
| 5454               | Dues/Membership  | II  | 1,650.00  | newspaper subscriptions, TC Dues, FABTO Dues, FGFOA Dues, city directories, Certification dues, NADA appraisal guides, Polk Motor Vehicle Guides, ID Checking Guides, News Service Florida, Statute books   |
| 62                 | Buildings        | III | \$ -      |   |
| 6451               | Equipment E.D.P. | III | 14,400.00 | Ceiling Projector, DocuScan Document Storage, Road Testing tablets (2), DL printer (2), DL signature pads (2), Toughbooks (ceiling projector and DocuScan document storage were approved in FY13 budget and have not been purchased because of opening of Hurlburt Field USAF office and expansion of Eglin USAF office.) |
| 6452               | Office Furniture | III | -         |   |
| 6453               | Office Equipment | III | -         |   |
| 6454               | Vehicles         | III | -         | 1 vehicle to replace Ford F150 (vehicle approved in FY13 budget and has not been purchased because of opening of Hurlburt Field USAF office.)   |
| <b>GRAND TOTAL</b> |                  |     | \$274,408 |   |

**EMPLOYEE CERTIFICATION WORKSHEET**  
OKALOOSA COUNTY

**CURRENT DESIGNATIONS 2013-14**

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

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

**NEW DESIGNATIONS 2013-14**

| POS. NO. | POSITION TITLE              | EMPLOYEE NAME    | DATE      | PRORATED AMOUNT |
|----------|-----------------------------|------------------|-----------|-----------------|
| 13       | Tax Administrator           | Gordon, Justin   | 2013/2014 | \$1,250         |
| 15       | Finance Administrator       | Craven, Jennifer | 2013/2014 | \$1,250         |
| 21       | Customer Service Supervisor | Smith, Debra     | 2013/2014 | \$1,250         |
| 30       | Customer Service Supervisor | Twele, Esther    | 2013/2014 | \$1,250         |
| 53       | Finance Administrator       | Beam, Kate       | 2013/2014 | \$1,250         |
| 54       | Director of Human Resources | Bruns, Shari     | 2013/2014 | \$1,250         |
| 55       | IT Specialist               | Miller, Edgar    | 2013/2014 | \$1,250         |
| 58       | Assistant Branch Manager    | Austin, Kiesha   | 2013/2014 | \$1,250         |
| 64       | Customer Service Supervisor | Hill, Krystal    | 2013/2014 | \$1,250         |
|          |                             |                  |           |                 |

**TOTAL NEW DESIGNATIONS** \$11,250

**TOTAL CURRENT AND NEW DESIGNATIONS** \$38,750

**TRAVEL WORKSHEET**

OKALOOSA COUNTY

**LOCAL TRAVEL FOR FIELD WORK & ADMINISTRATIVE DUTIES**

**FIELD TRAVEL:**

| Number of Field Employees | Mileage Reimbursement Rate | Total miles per employee | Total Field Travel | Employees Reimb. At Flat Rate | Amount per Employee | Total Flate Rate Reimb. |
|---------------------------|----------------------------|--------------------------|--------------------|-------------------------------|---------------------|-------------------------|
| 3                         |                            |                          | \$6,300            |                               |                     |                         |

**ADMINISTRATIVE TRAVEL:**

| Number of Administrative Employees | Mileage Reimbursement Rate | Total miles per employee | Total Administrative Travel | Employees Reimb. At Flat Rate | Amount per Employee | Total Flate Rate Reimb. |
|------------------------------------|----------------------------|--------------------------|-----------------------------|-------------------------------|---------------------|-------------------------|
| 13                                 |                            |                          | \$2,439                     |                               |                     |                         |

**TOTAL LOCAL TRAVEL**

**\$8,739**

**SCHOOL, CONFERENCE OR OTHER TRAVEL**

**SCHOOLS:**

| Name                           | City | No. of Employees Traveling | No. of Days Traveling | Total Transportation Cost per Event | Daily Room Cost per Employee | Daily Per Diem per Employee | TOTAL           |
|--------------------------------|------|----------------------------|-----------------------|-------------------------------------|------------------------------|-----------------------------|-----------------|
| DOR TCC501                     | TBA  | 3                          | 6                     | \$150                               | \$130                        | \$34                        | \$2,712         |
| DOR TCC503                     | TBA  | 3                          | 6                     | \$150                               | \$130                        | \$34                        | \$2,712         |
| DOR Continuing Ed.             | TBA  | 2                          | 3                     | \$100                               | \$130                        | \$34                        | \$824           |
| FL. CPM Program (Levels 1 - 4) | TBA  | 2                          | 16                    | \$225                               |                              | \$12                        | \$609           |
| IT Workshop                    | TBA  | 4                          | 4                     | \$300                               | \$130                        | \$34                        | \$2,404         |
| Leadership Okaloosa            | TBA  | 1                          | 2                     |                                     | \$130                        | \$22                        | \$174           |
| TaxSys User Group              | TBA  | 7                          | 5                     | \$300                               | \$120                        | \$34                        | \$4,850         |
|                                |      |                            |                       |                                     |                              |                             |                 |
|                                |      |                            |                       |                                     |                              |                             |                 |
|                                |      |                            |                       |                                     |                              |                             |                 |
| <b>TOTAL</b>                   |      |                            |                       |                                     |                              |                             | <b>\$14,285</b> |

**CONFERENCES:**

| Name                       | City | No. of Employees Traveling | No. of Days Traveling | Total Transportation Cost per Event | Daily Room Cost per Employee | Daily Per Diem per Employee | TOTAL           |
|----------------------------|------|----------------------------|-----------------------|-------------------------------------|------------------------------|-----------------------------|-----------------|
| Spring TC Education Forum  | TBA  | 2                          | 5                     | \$150                               | \$130                        | \$41                        | \$1,600         |
| Fall TC Education Forum    | TBA  | 10                         | 6                     | \$450                               | \$130                        | \$41                        | \$9,410         |
| FABTO Conference           | TBA  | 4                          | 6                     | \$300                               | \$130                        | \$41                        | \$3,884         |
| FGFOA Conference           | TBA  | 2                          | 5                     | \$150                               | \$130                        | \$41                        | \$1,600         |
| BUCS User Conference       | TBA  | 2                          | 5                     | \$1,000                             | \$130                        | \$41                        | \$2,450         |
| SHRM Certification Seminar | TBA  | 2                          | 5                     | \$150                               | \$130                        | \$34                        | \$1,530         |
| FDTA Conference            | TBA  | 6                          | 5                     | \$300                               | \$130                        | \$41                        | \$4,650         |
|                            |      |                            |                       |                                     |                              |                             |                 |
|                            |      |                            |                       |                                     |                              |                             |                 |
| <b>TOTAL</b>               |      |                            |                       |                                     |                              |                             | <b>\$25,124</b> |

**OTHER:**

| Type of Travel | No. of Employees Traveling | No. of Days Traveling | Total Transportation Cost per Event | Daily Room Cost per Employee | Daily Per Diem per Employee | TOTAL |
|----------------|----------------------------|-----------------------|-------------------------------------|------------------------------|-----------------------------|-------|
|                |                            |                       |                                     |                              |                             |       |
|                |                            |                       |                                     |                              |                             |       |
|                |                            |                       |                                     |                              |                             |       |
| <b>TOTAL</b>   |                            |                       |                                     |                              |                             |       |

**TOTAL SCHOOL, CONFERENCE OR OTHER TRAVEL**

**\$39,409**

**TOTAL TRAVEL REQUEST**

**\$48,148**





**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   |
| DOR Bankruptcy Course                | Online | \$50    |       | 2                | 100     |
| Florida's CPM Program (Levels 1 - 4) | TBA    | \$900   |       | 2                | 1,800   |
|                                      |        |         |       |                  |         |
| <b>TOTAL</b>                         |        |         |       |                  | \$6,700 |

**WORKSHOPS**

| Sponsor                   | City      | Tuition | Texts | Number Attending | TOTAL   |
|---------------------------|-----------|---------|-------|------------------|---------|
| IT Workshop               | TBA       | \$225   |       | 4                | \$900   |
| Leadership Okaloosa       | Niceville | \$900   |       | 1                | 900     |
| Gulf Power Economic Symp. | TBA       | \$100   |       | 4                | 400     |
|                           |           |         |       |                  |         |
|                           |           |         |       |                  |         |
| <b>TOTAL</b>              |           |         |       |                  | \$2,200 |

**CONFERENCES AND SEMINARS**

| Sponsor                    | City | Tuition | Texts | Number Attending | TOTAL   |
|----------------------------|------|---------|-------|------------------|---------|
| Spring TC Education Forum  | TBA  | \$225   |       | 2                | \$450   |
| Fall TC Education Forum    | TBA  | \$225   |       | 10               | 2,250   |
| FABTO Conference           | TBA  | \$250   |       | 4                | 1,000   |
| FGFOA Conference           | TBA  | \$250   |       | 2                | 500     |
| BUCS User Conference       | TBA  | \$500   |       | 2                | 1,000   |
| SHRM Certification Seminar | TBA  | \$500   |       | 2                | 1,000   |
| FTDTA Conference           | TBA  | \$225   |       | 6                | 1,350   |
| <b>TOTAL</b>               |      |         |       |                  | \$7,550 |

| Sponsor               | City | Tuition | Texts | Number Attending | TOTAL   |
|-----------------------|------|---------|-------|------------------|---------|
| TaxSys User Group     | TBA  | \$75    |       | 7                | \$525   |
| Columbus Day Training | TBA  | \$30    |       | 80               | 2,400   |
|                       |      |         |       |                  |         |
|                       |      |         |       |                  |         |
| <b>TOTAL</b>          |      |         |       |                  | \$2,925 |

OTHER EDUCATIONAL EXPENSES (SPECIFY)

**TOTAL**

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**TOTAL EDUCATION EXPENSES**

**\$19,375**



**DATA PROCESSING PURCHASE  
JUSTIFICATION  
OKALOOSA COUNTY**

| ITEM REQUESTED           | NUMBER REQUESTED | MAKE AND MODEL NUMBER  | LENGTH OF PAYMENT SCHEDULE | COST FOR FISCAL YEAR 2013-14 | FULL COST |
|--------------------------|------------------|------------------------|----------------------------|------------------------------|-----------|
| DocuScan Document System | 1                |                        | 1 time                     | \$35,000                     | \$35,000  |
| Road Testing Tablets     | 2                | Motion Computing J3500 | 1 time                     | \$4,600                      | \$4,600   |
| DL Printer               | 2                | Zebra 640I             | 1 time                     | \$20,000                     | \$20,000  |
| DL Signature Pads        | 2                | Verifone MX 870        | 1 time                     | \$2,200                      | \$2,200   |
| Panasonic Toughbook      | 2                | CF-53JWLZY1M           | 1 time                     | \$5,800                      | \$5,800   |
|                          |                  |                        |                            |                              |           |
|                          |                  |                        |                            |                              |           |
|                          |                  |                        |                            |                              |           |

Check One Below:

REPLACEMENT OF EXISTING EQUIPMENT

ADDITIONAL EQUIPMENT

**STATEMENT OF NEED:** To include but not be limited to age, condition, response time, etc. of existing equipment.

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

Road Testing Tablets are needed for DL agents performing road tests. Tablets automatically grade customer's road test based on GPS positioning, removing any guesswork or agent discretion, creating a fair grading platform.

DL Printer and DL Signature pads are necessary to implement DL services at our Eglin location.

Panasonic Toughbooks will be used in the Field and transported from office to vehicle to a customer's location. With the implementation of Tourist Tax collection, enforcement, and auditing functions, Field Agents will be equipped and able to perform duties while out of the office. A greater risk of damage is associated with this resulting in the need for the Toughbooks.

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

DocuScan - 6 to 7 years

Road Testing Tablets - 5 years (until vendor contract expires with the State)

DL Printer and Signature pads - 4 to 5 years

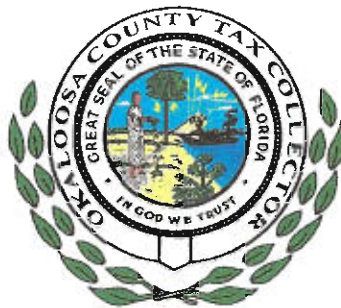
Panasonic Toughbooks - 3 to 4 years

**ADDITIONAL COMMENTS OR PERTINENT INFORMATION**

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, MSSQL and MySQL database environment with XP and Windows 7 workstations. Currently, the software used on the tax and billing server is provided by Grant Street Group. TAXSYS is web based software for the collection and distribution of Taxes to include the Tourist Development Tax. Other systems include the Vital Statistics birth certificate issuance, BUCS Accounting and CHIPS Payroll, Axis Camera system, High Speed Processor, QFLOW numbering system. OCTC servers operate on Server 2008 OS.

We are on the schedule to upgrade state computers at the end of 2013 and be completed by March 2014. These systems are used to process Driver Licenses and Motor Vehicle transactions while providing a connection into shared interfaces for cashiering within TaxSys using Payment Express, Renew Express(Motor Vehicle renewal), and Deed Express. Currently 5 Tax Collector offices provide driver license services while Niceville is the only office to offer road testing.

To keep existing printers and servers operating past the estimated life, repair parts have been purchased for in house repair as they fail.

#### 2013-2014

- Refresh of high speed processor's computers and systems
- Continue training regimen for IT department
- Upgrade to Exchange(newest release)
- Update Antivirus
- Replace Field Staff Laptops
- Update spam filtering software
- Replace HP8150 BTR Printer

2014-2015

Update Antivirus  
Continue training regimen for IT department  
Website redesign  
Webserver replacement  
Replace management computers  
Upgrade Spam filter  
Upgrade to Exchange 2010  
Replacement of receipt printers on counters

2015-2016

Update Antivirus  
Continue training regimen for IT department  
Domain Server replacement  
Exchange Server replacement







## 2013-14 Tax Collector

### OKALOOSA COUNTY

| FTE By Activity      |              | Estimated FTE | Estimated Annual Transactions |
|----------------------|--------------|---------------|-------------------------------|
| Property Tax         | 65.00        |               | 109,328.00                    |
| DMV                  |              |               | 324,580.00                    |
| Game & Fish          |              |               | 5,162.00                      |
| BTR                  |              |               | 16,491.00                     |
| Drivers License      |              |               | 70,247.00                     |
| Miscellaneous (list) |              |               | 108,734.00                    |
| Administrative       | 13.00        |               |                               |
| <b>Total</b>         | <b>78.00</b> |               | <b>634,542.00</b>             |

List Miscellaneous activities below:

Includes number of calls answered by Customer Service and Processing Center.

\*Annual Transactions based on 7/1/12 - 6/30/13

\*Annual Transactions do not include Tourist Tax Collections that will begin October 1, 2013.

## SUMMARY OF REDUCTIONS REQUEST

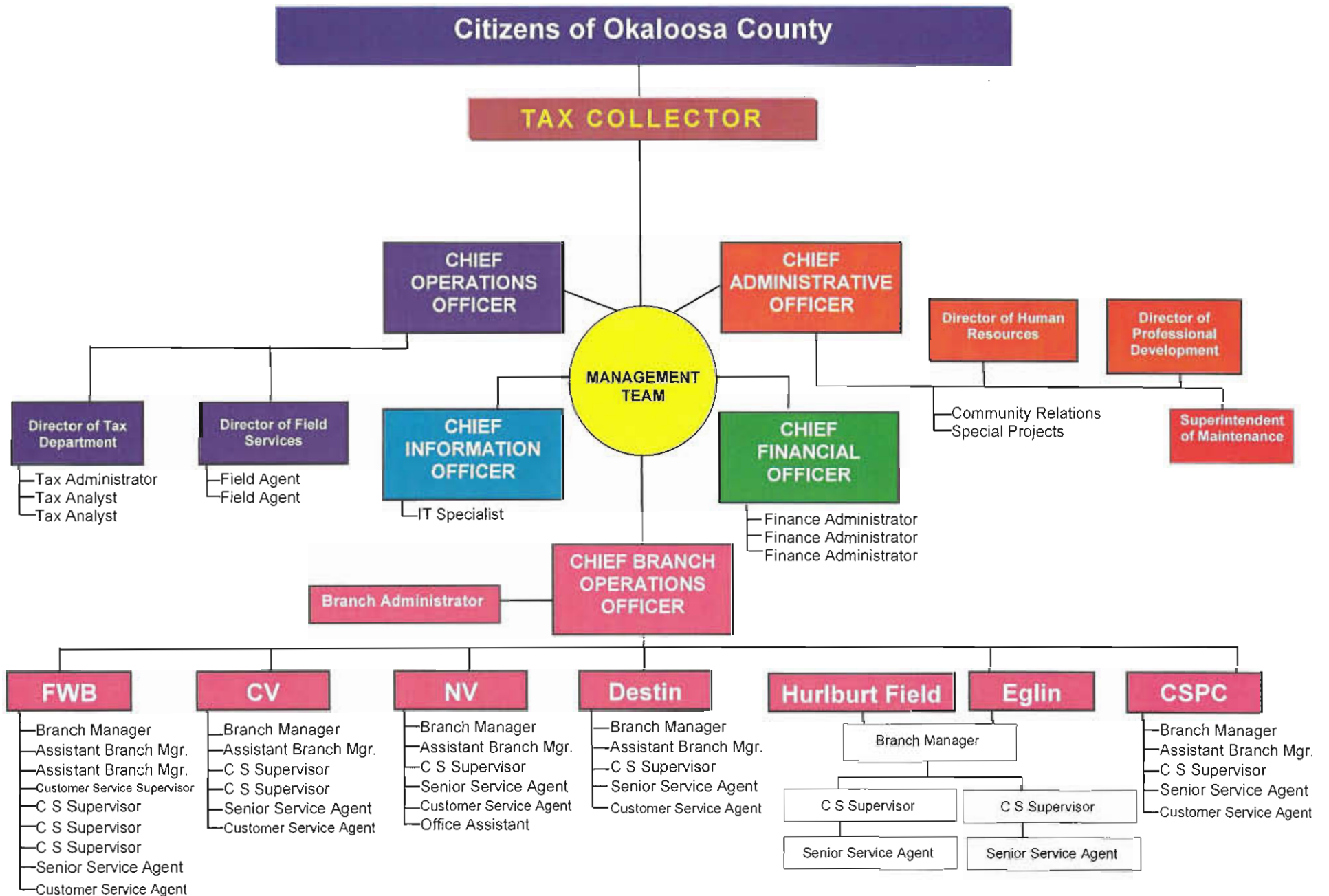
TAX COLLECTOR  
OKALOOSA COUNTY

| APPROPRIATION CATEGORY                    | APPROVED<br>BUDGET<br>2012-13 | BUDGET<br>REQUEST<br>2013-14 | Reductions Requested by<br>the COUNTY |   | Reductions Reflected in<br>REQUEST |       |
|---|-------------------------------|------------------------------|---------------------------------------|---|------------------------------------|-------|
|   |                               |                              | AMOUNT                                | % | AMOUNT                             | %     |
| PERSONNEL SERVICES<br>(Sch. 1-1A)         | 4,475,754                     | 4,610,033                    |                                       |   | 134,279                            | 3.0%  |
| OPERATING EXPENSES<br>(Sch. II)           | 1,082,770                     | 1,208,499                    |                                       |   | 125,729                            | 11.6% |
| OPERATING<br>CAPITAL OUTLAY<br>(Sch. III) | 74,400                        | 88,800                       |                                       |   | 14,400                             | 19.4% |
| TOTAL EXPENDITURES                        | \$5,632,924                   | \$5,907,332                  |                                       |   | \$274,408                          | 4.9%  |
|   |                               |                              |                                       |   |                                    |       |
| NUMBER OF POSITIONS                       | 80                            | 80                           |                                       |   |                                    |       |

*\* Please use the Reductions Justification tab to clarify any deviation in the reductions requested by the county and the reductions reflected in the budget request.*

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.

ORGANIZATIONAL CHART



May 13, 2013

**MEMORANDUM**

**TO:** All County Property Appraisers and Tax Collectors

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

**SUBJECT:** Budget Update

The Legislature adopted guidelines for State Employee pay increases. An employee whose base pay is \$40,000 or less on September 30, 2013, will receive an increase to their salary of \$1,400 on October 1, 2013. An employee whose base pay is greater than \$40,000 on September 30, 2013, will receive an increase to their salary of \$1,000, also on October 1, 2013. In addition, state agencies are given the option to provide one-time lump sum performance bonuses of \$600 to eligible employees. The budget does not include any changes to state employee health insurance premiums or employee retirement contributions

Senate Bill 1810 provides new retirement rates for fiscal year 2013-14 (no rate information is provided for 2014-15). The new rates are provided below for use in the preparation of your budget request. Further information on rates can be found at: [http://www.myfrs.com/imageserver/pdf/2013\\_Legislation.pdf](http://www.myfrs.com/imageserver/pdf/2013_Legislation.pdf)

| <b>Retirement Rates Per Senate Bill 1810</b> |                                    | <b>Employee Contribution Rate</b>  |
|--|------------------------------------|------------------------------------|
| <b>Local Government Retirement Rates</b>     | <b>Rate from 7/1/13 to 6/30/14</b> | <b>Rate from 7/1/13 to 6/30/14</b> |
| <b>Regular Employees</b>                     | 6.95%                              | 3.00%                              |
| <b>County Elected Officers</b>               | 33.03%                             | 3.00%                              |
| <b>Senior Management Class</b>               | 18.31%                             | 3.00%                              |
| <b>DROP</b>                                  | 12.84%                             | 0.00%                              |

Memorandum  
May 13, 2013  
Page Two

The Legislature provided funding for the Department of Revenue to furnish aerial photographs, at the Department's expense, to counties with a population of 50,000 or less who are scheduled to receive photographs this year. Counties with a population greater than 50,000 continue to be required to obtain aerial photographs at their own expense at least once every three years.

As in the past, all of the above actions are subject to the Governor's approval. Should he veto any of these items, we will notify you of the changes.

If you have any questions, please feel free to contact me at (850) 617-8845, or Fran Keyes at (850) 617-8842.

This copy is for your personal noncommercial use only.

Copyright © 2013 <http://www.nwfdailynews.com> — All rights reserved. Restricted use only.

## Okaloosa administrator proposes millage increase, gas tax hike

By KARI C. BARLOW / Daily News

Published: Monday, July 15, 2013 at 17:16 PM.

Okaloosa County Administrator Ernie Padgett has proposed a 10 percent property tax rate increase in the proposed 2013-14 tentative budget.

The \$278.9 million spending plan also calls for a 5-cent gas tax hike.

The property tax rate increase – from 3.28 mills to 3.62 mills – would generate an additional \$4.3 million annually, while the gas tax increase would generate an extra \$3.3 million.

Padgett's proposal marks a dramatic departure from the budgets proposed and passed in Okaloosa County over the past five years. Since 2008, the county has taken major steps to avoid raising taxes including reducing its annual budget by about 18 percent, or almost \$56 million, and cutting its workforce by 89 employees. The county also has repeatedly pulled money from its reserves to balance annual budgets.

[Read a summary of the proposed county budget. >>](#)

But those cost-cutting measures have taken a heavy toll, Padgett said.

"Okaloosa County has fallen significantly behind in addressing levels of service on a number of fronts," he said. "Major capital project funding remains a challenge. Any desire to step up road construction, resurfacing or storm water projects will require additional funding."

The county, Padgett said, must take a new approach if it wants to maintain the level of service it provides to residents.

"The time has come that we need to reverse this trend," he said. "We need to raise the revenue to pay our bills and (not) run out of reserves so if something happens we have to go out and borrow money."

County Commission chairman Don Amunds said he is not inclined to support a budget that raises property taxes or gas taxes.

"It's definitely a tough year," he said. "But at the end of the day, everyone has to live within their means."

Padgett's proposed budget includes a 3 percent salary increase for county employees that would start Oct. 1, the beginning of the next fiscal year. It also includes a \$2 million increase for the Sheriff's Office, about half of what Sheriff Larry Ashley has requested. Of that \$2 million, \$600,000 would be used for state retirement fund contributions, another \$600,000 would pay for a 3 percent salary increase for Sheriff's Office employees, and the remaining \$800,000 would be allocated according to other agency needs.

Any additional revenue generated by a gas tax increase can be used only for road construction and repair and specific infrastructure projects.

Padgett said he is pleased with the tentative budget and eager to hear from commissioners and residents. The county will hold several budget reviews through early August before commissioners take a final vote.

"In my opinion, it's a good approach," he said. "But if the board elects not to do that ... I'll make adjustments and pull things out that I had put in there and then balance

it.”

*Contact Daily News Staff Writer Kari C. Barlow at 850-315-4438 or kbarlow@nwfdailynews.com. Follow her on Twitter @KariBnwfdn.*



State of Florida

# Board of County Commissioners

## Risk Management

---

May 28, 2013

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

Re: **Corrected** – Employee Benefit Costs and Insurance Costs for FY 2014 Budget

Dear Mr. Anderson:

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

For the 2014 fiscal year, your allocation for Workers' Compensation is \$14,093.23 and the allocation for property/liability/other insurance is \$62,418.62.

Working with our actuary, we have attempted to create an "other insurance" allocation that more accurately reflects the exposure of each department. The allocation is based on payroll, number of vehicles and property value. Prior year allocations appear to have been based in large part on what had been done previously and the new methodology has resulted in some significant changes both up and down for individual departments. In addition to the methodology change, the overall amount of "other insurance" to be allocated increased, due in part to rising insurance costs.

We recommend funding your employee health insurance program using \$8,701 per employee. The County is projecting a 10% decrease in Florida Blue Premiums for this coming year. 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.

No changes are anticipated for the Vision program. Attached are the new rates for ASI. The Flex plan continues to be popular and we anticipate no changes in the current plan.

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,

Gary R. Real  
Risk Manager



June 20, 2013

JIM HARKINS  
OKALOOSA COUNTY TAX COLLECTOR  
73 EGLIN PKWY NE UNIT 201  
FT WALTON BCH, FL 32548-4939

RE: Policy: 160-750035 Renewal Effective: 10/1/2013

Thank you for allowing Standard Insurance Company to provide quality products to support your employees' insurance needs. We are pleased to renew your policy with continued coverage and services.

Beginning in 2014, health insurers are required to pay an annual Health Insurer Assessment Fee (HIAF) in accordance with Section 9010 of the Patient Protection and Affordable Care Act (PPACA). The amount due from each insurer is based on the insurer's market share of health premiums, including dental and vision insurance premiums. **Rates in this renewal notification are adjusted to reflect the estimated cost of this fee.** We reserve the right to adjust rates based on PPACA fees or assessments imposed by any governmental authority or agency.

We have carefully reviewed the current composition of your organization and evaluated the experience of your dental and vision policy. Based upon this review and application of rate factors appropriate for your industry classification, effective October 1, 2013, we are adjusting your premium rates as indicated in the chart below. These rates are guaranteed until October 1, 2014.

**Division 1/Class 1**

**Dental Coverage**

|                   | <b>Through 9/30/2013</b> | <b>Effective 10/1/2013</b> |
|-------------------|--------------------------|----------------------------|
| Employee          | \$24.50 per member       | \$29.16 per member         |
| Employee & Family | \$75.50 per member       | \$89.84 per member         |

If you have any questions about your rates or our review process our Employee Benefits Sales and Service office at 813-879-2900 is available to serve your needs. We value your business and welcome the opportunity to provide continued assistance to you.

Sincerely yours,

Group Insurance Underwriter  
Employee Benefit Services  
Standard Insurance Company