DR-584, R. 04/14
Rule 12D-16.002, F.A.C.
Provisional

BUDGET REQUEST FOR TAX COLLECTORS

I, Benjamin F. Anderson, the Tax Collector of Okaloosa County, Florida, certify the proposed budget for the period of October 1, 2014, through September 30, 2015, contains information that is an accurate presentation of our work program during this period and expenditures during prior periods (section 195.087, F.S.).

Benjamin F. Anderson
Tax Collector Signature

July 29, 2014
Date

BUDGET REQUEST FOR TAX COLLECTORS
SUMMARY OF THE 2014-15 BUDGET BY APPROPRIATION CATEGORY

OKALOOSA
COUNTY

EXHIBIT A

	ACTUAL EXPENDITURES 2012-13	APPROVED BUDGET 2013-14	ACTUAL EXPENDITURES 6/30/14	REQUEST 2014-15	(INCREASE/DECREASE)		AMOUNT APPROVED 2014-15	(INCREASE/DECREASE)	
					AMOUNT	%		AMOUNT	%
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	(8)	(8a)
PERSONNEL SERVICES (Sch. 1-1A)	$4,152,601	$4,619,157	$3,178,472	$4,805,437	$186,280	4.03%			
OPERATING EXPENSES (Sch. II)	$1,044,708	$1,208,499	$792,980	$1,262,746	$54,247	4.49%			
OPERATING CAPITAL OUTLAY (Sch. III)	$63,648	$88,800	$6,587	$70,976	($17,824)	-20.07%			
TOTAL EXPENDITURES	**$5,260,957**	**$5,916,456**	**$3,978,039**	**$6,139,159**	**$222,703**	3.76%			
NUMBER OF POSITIONS		80		80					
					COL (5) - (3)	COL (6) / (3)			

DETAIL OF SALARIES

OKALOOSA COUNTY

SCHEDULE I

DOR USE ONLY

				REQUESTED INCREASES				APPROVED INCREASES			
Pos. No.	Position Classification	Annual Rate 9/30/14	Position Designation	Guideline	Other	Funding	Annual Rate 9/30/15	Guideline	Other	Funding	Annual Rate 9/30/15
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
1	Official	$128,689				$128,689	$128,689				
2	Chief Operations Officer	85,900	S	500		86,400	86,400				
3	Chief Financial Officer	85,900	S	500		86,400	86,400				
4	Chief Information Officer	85,900	S	500		86,400	86,400				
5	Finance Administrator	70,075	D	500		70,575	70,575				
6	Customer Service Agent	31,053		500		31,553	31,553				
7	Chief Branch Operations Officer	94,100	S	500		94,600	94,600				
8	Branch Manager	50,300		500		50,800	50,800				
9	Director of Tax Department	79,310	V				79,310				
10	Branch Manager	50,300		500		50,800	50,800				
11	Branch Administrator	52,500		500		53,000	53,000				
12	Director of Professional Development	46,744	R	500		47,244	47,244				
13	Tax Administrator	49,780		500		50,280	50,280				
14	Director of Field Services	49,780		500		50,280	50,280				
15	Finance Administrator	41,735		500		42,235	42,235				
16	Customer Service Agent	30,210		500		30,710	30,710				
17	Customer Service Agent	30,210		500		30,710	30,710				
18	Assistant Branch Manager	40,540		500		41,040	41,040				
19	Assistant Branch Manager	41,570		500		42,070	42,070				
20	Assistant Branch Manager	41,735		500		42,235	42,235				
21	Customer Service Supervisor	37,923		500		38,423	38,423				
22	Branch Manager	57,020		500		57,520	57,520				
23	Director of Community Relations	77,294	V				77,294				
24	Assistant Branch Manager	41,735		500		42,235	42,235				
25	Assistant Branch Manager	40,540		500		41,040	41,040				
26	Tax Analyst	34,561		500		35,061	35,061				
27	Customer Service Supervisor	35,360		500		35,860	35,860				
28	Customer Service Supervisor	35,360		500		35,860	35,860				

Pos. No.	Position Classification	Annual Rate 9/30/14	Position Designation	Guideline	Other	Funding	Annual Rate 9/30/15	Guideline	Other	Funding	Annual Rate 9/30/15
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
29	Senior Service Agent	31,240		500		31,740	31,740				
30	Customer Service Supervisor	35,772		500		36,272	36,272				
31	Customer Service Supervisor	35,360		500		35,860	35,860				
32	Tax Analyst	31,817		500		32,317	32,317				
33	~~Senior Service Agent~~ Field Agent	31,240		500		31,740	31,740				
34	Customer Service Supervisor	35,360		500		35,860	35,860				
35	Senior Service Agent	31,307		500		31,807	31,807				
36	Senior Service Agent	31,240		500		31,740	31,740				
37	Customer Service Agent	30,210		500		30,710	30,710				
38	Senior Service Agent	31,240		500		31,740	31,740				
39	Customer Service Agent	30,210		500		30,710	30,710				
40	Customer Service Agent	30,210		500		30,710	30,710				
41	Customer Service Agent	30,210		500		30,710	30,710				
42	Customer Service Agent	30,210		500		30,710	30,710				
43	Customer Service Agent	30,210		500		30,710	30,710				
44	Customer Service Agent	30,210		500		30,710	30,710				
45	Executive Assistant	-		-		-	-				
46	Field Agent	31,240		500		31,740	31,740				
47	Customer Service Supervisor	39,557		500		40,057	40,057				
48	Customer Service Supervisor	35,360		500		35,860	35,860				
49	Customer Service Agent	30,210		500		30,710	30,710				
50	Customer Service Agent	30,210		500		30,710	30,710				
51	Customer Service Agent	30,210		500		30,710	30,710				
52	Customer Service Agent	30,210		500		30,710	30,710				
53	Finance Administrator	46,500		500		47,000	47,000				
54	Director of Human Resources	52,900		500		53,400	53,400				
55	IT Specialist	41,735		500		42,235	42,235				
56	Customer Service Supervisor	35,360		500		35,860	35,860				
57	Branch Manager	50,810		500		51,310	51,310				
58	Assistant Branch Manager	40,540		500		41,040	41,040				
59	Customer Service Agent	30,210		500		30,710	30,710				
60	Chief Administrative Officer	100,280	S	500		100,780	100,780				

Pos. No.	Position Classification	Annual Rate 9/30/14	Position Designation	Guideline	Other	Funding	Annual Rate 9/30/15	Guideline	Other	Funding	Annual Rate 9/30/15
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
61	Senior Service Agent	31,240		500		31,740	31,740				
62	Senior Service Agent	31,240		500		31,740	31,740				
63	Senior Service Agent	36,954		500		37,454	37,454				
64	Customer Service Supervisor	36,044		500		36,544	36,544				
65	Senior Service Agent	31,240		500		31,740	31,740				
66	Customer Service Agent	30,210		500		30,710	30,710				
67	Customer Service Agent	30,210		500		30,710	30,710				
68	Superintendent of Maintenance	35,360		500		35,860	35,860				
69	Branch Manager	50,600		500		51,100	51,100				
70	Customer Service Agent	30,210		500		30,710	30,710				
71	Customer Service Agent	30,210		500		30,710	30,710				
72	Customer Service Agent	30,210		500		30,710	30,710				
73	Customer Service Agent	30,210		500		30,710	30,710				
74	Customer Service Agent	30,210		500		30,710	30,710				
75	Customer Service Agent	30,210		500		30,710	30,710				
76	Customer Service Agent	30,210		500		30,710	30,710				
77	Customer Service Agent	30,210		500		30,710	30,710				
78	Customer Service Agent	30,210		500		30,710	30,710				
79	Customer Service Agent	30,210		500		30,710	30,710				
80	Customer Service Agent	30,210		500		30,710	30,710				
81	Branch Manager	48,780		500		49,280	49,280				
New Positions:											
1	Official	128,689				128,689	128,689				
79	Current Positions	3,243,001		38,500		3,124,897	3,281,501				
	New Positions										
80	TOTAL	$3,371,690		$38,500		$3,253,586	$3,410,190				

DETAIL OF PERSONNEL SERVICES

OKALOOSA COUNTY

SCHEDULE IA

OBJECT CODE	ACTUAL EXPENDITURES 2012-13	APPROVED BUDGET 2013-14	ACTUAL EXPENDITURES 6/30/14	REQUEST 2014-15	INCREASE/(DECREASE) AMOUNT	INCREASE/(DECREASE) %	AMOUNT APPROVED 2014-15
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
PERSONNEL SERVICES:							
11 OFFICIAL	$121,543	$128,689	$92,991	$128,689			
12 EMPLOYEES (REGULAR)	2,904,110	3,086,397	2,183,733	3,124,897	38,500	1.25%	
13 EMPLOYEES (TEMPORARY)	28,615	44,850	31,919	93,850	49,000	109.25%	
14 OVERTIME						-----	
15 SPECIAL PAY	27,830	45,000	35,540	87,500	42,500	94.44%	
21 FICA							
2152 REGULAR	223,246	251,899	136,928	262,773	10,874	4.32%	
2153 OTHER			32,174			-----	
22 RETIREMENT							
2251 OFFICIAL 43.24%	19,972	42,506	30,715	55,645	13,139	30.91%	
2252 EMPLOYEE 7.37%	133,543	180,375	125,349	204,414	24,039	13.33%	
2253 SMS/SES 21.14%	42,595	83,261	61,086	97,419	14,158	17.00%	
2254 DROP 12.28%	9,146	16,203	12,283	8,820	(7,383)	-45.57%	
23 LIFE & HEALTH INSURANCE	623,229	717,224	409,957	719,433	2,209	0.31%	
24 WORKER'S COMPENSATION	13,838	14,093	14,093	13,497	(596)	-4.23%	
25 UNEMPLOYMENT COMP.	4,934	8,660	11,704	8,500	(160)	-1.85%	
TOTAL PERSONNEL SERVICES	$4,152,601	$4,619,157	$3,178,472	$4,805,437	186,280	4.03%	
	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 EXPENDITURES 2012-13	APPROVED BUDGET 2013-14	ACTUAL EXPENDITURES 6/30/14	REQUEST 2014-15	INCREASE/(DECREASE) AMOUNT	INCREASE/(DECREASE) %	AMOUNT APPROVED 2014-15
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
OPERATING EXPENSES:							
31 PROFESSIONAL SERVICES							
3151 E.D.P.	$18,697	$12,900	$9,155	$20,022	$7,122	55.21%	
3154 LEGAL	16,046	$38,550	19,009	38,450	(100)	-0.26%	
3159 OTHER				16,000	16,000	-----	
32 ACCOUNTING & AUDITING	320	$24,000		11,500	(12,500)	-52.08%	
33 COURT REPORTER						-----	
34 OTHER CONTRACTUAL						-----	
40 TRAVEL	25,364	48,148	10,291	47,091	(1,057)	-2.20%	
41 COMMUNICATIONS	8,617	11,872	6,865	12,600	728	6.13%	
42 TRANSPORTATION							
4251 POSTAGE	167,854	123,060	32,666	124,315	1,255	1.02%	
4252 FREIGHT						-----	
43 UTILITIES	39,885	50,152	29,952	48,780	(1,372)	-2.74%	
44 RENTALS & LEASES							
4451 OFFICE EQUIPMENT	15,180	17,672	12,982	17,240	(432)	-2.44%	
4452 VEHICLES						-----	
4453 OFFICE SPACE	242,279	253,600	209,061	260,800	7,200	2.84%	
4454 E.D.P.	14,573					-----	
45 INSURANCE & SURETY	58,783	82,641	78,349	84,905	2,264	2.74%	

DETAIL OF OPERATING EXPENSES (CONT.)

SCHEDULE II

OBJECT CODE	ACTUAL EXPENDITURES 2012-13	APPROVED BUDGET 2013-14	ACTUAL EXPENDITURES 6/30/14	REQUEST 2014-15	INCREASE/(DECREASE) AMOUNT	INCREASE/(DECREASE) %	AMOUNT APPROVED 2014-15
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
46 REPAIR & MAINTENANCE							
4651 OFFICE EQUIPMENT		$1,084	$127	$1,160	$76	7.01%	
4652 VEHICLES	4,427	6,400	1,583	6,360	(40)	-0.63%	
4653 OFFICE SPACE	18,408	7,534	5,816	8,120	586	7.78%	
4654 E.D.P.	295,278	357,970	326,542	387,844	29,874	8.35%	
47 PRINTING & BINDING						-----	
48 PROMOTIONAL				2,000	2,000	-----	
49 OTHER CURRENT CHARGES							
4951 LEGAL ADVERTISEMENTS	19,415	23,600	1,022	25,100	1,500	6.36%	
4959 OTHER						-----	
51 OFFICE SUPPLIES						-----	
52 OPERATING SUPPLIES	78,261	116,866	31,799	119,513	2,647	2.26%	
54 BOOKS & PUBLICATIONS							
5451 BOOKS						-----	
5452 SUBSCRIPTIONS						-----	
5453 EDUCATION	9,868	19,375	7,437	15,050	(4,325)	-22.32%	
5454 DUES/MEMBERSHIPS	11,451	13,075	10,324	15,896	2,821	21.58%	
TOTAL OPERATING EXPENSES	$1,044,708	$1,208,499	$792,980	$1,262,746	54,247	4.49%	
	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 EXPENDITURES 2012-13	APPROVED BUDGET 2013-14	ACTUAL EXPENDITURES 6/30/14	REQUEST 2014-15	INCREASE/(DECREASE) AMOUNT	INCREASE/(DECREASE) %	AMOUNT APPROVED 2014-15
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
CAPITAL OUTLAY:							
64 MACHINERY & EQUIPMENT							
61 LAND						----	
62 BUILDINGS						----	
6451 E.D.P.	$8,945	$68,800	$6,587	$35,476	($33,324)	-48.44%	
6452 OFFICE FURNITURE	28,999			8,000	$8,000	----	
6453 OFFICE EQUIPMENT	11,233			7,500	$7,500	----	
6454 VEHICLES	14,471	20,000		20,000			
66 BOOKS						----	
68 INTANGIBLE ASSETS (SOFTWARE)						----	
TOTAL CAPITAL OUTLAY	$63,648	$88,800	$6,587	$70,976	($17,824)	-20.07%	
	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)	

STATEMENT OF COMMISSIONS AND EXPENDITURES

OKALOOSA COUNTY

EXHIBIT B

DESCRIPTION	ACTUAL 10/01/12 - 09/30/13	ACTUAL 10/01/13- 06/30/14	ESTIMATED 07/01/14 - 09/30/14	TOTAL 2013 - 2014	ESTIMATED 2014 - 2015
(1)	(2)	(3)	(3a)	(3b)	(4)
Commissions:					
State					
Motor Vehicles	890,817	608,706	305,000	913,706	920,000
Environmental Protection					
Game and Fish	21,800	12,287	9,000	21,287	22,000
Sales Tax	10,163	7,321	3,570	10,891	11,500
Drivers License	398,925	259,094	124,000	383,094	365,000
County	3,007,762	3,103,474	3,000	3,106,474	3,222,339
Districts	343,404	365,379	2,000	367,379	395,000
Tax Sale	304,667	272,234		272,234	325,000
Advertisements	19,947	15,371		15,371	20,000
Business Tax Receipts	98,056	29,787	60,000	89,787	100,000
Tourist Tax		154,603	256,447	411,050	450,000
Other - List					
Interest (Earned)	61,017	54,285	4,500	58,785	60,000
Miscellaneous Income	16,518	10,146	2,000	12,146	20,000
Branch Fees	159,861	108,833	54,000	162,833	165,000
Tax Related Fees	112,645	84,715	750	85,465	60,000
Birth Certificate Fees	3,200	8,913	4,456	13,369	15,000
Concealed Weapons					50,000
Total Commissions	$5,448,781	$5,095,146	$828,723	$5,923,869	$6,200,839
Less Total Expenditures/Budget		$5,916,456		$5,916,456	$6,139,159
Balance	$5,448,781	($821,310)	$828,723	$7,413	$61,680

Col. (3) + (3A)

OPERATING CAPITAL OUTLAY (CONT.)
DETAIL OF EQUIPMENT REQUESTED

OKALOOSA COUNTY

SCHEDULE III A

INSTALLMENT PURCHASES

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2014-15

OTHER CAPITAL ITEMS

ITEM	UNIT PRICE	QUANTITY	REPLACE	NEW	REQUEST 2014-15
Qflow Kiosk for Eglin and Hurlburt Office	$11,238	2		2	$22,476
Fingerprint Scanner for Concealed Weapons	10,000	1		1	10,000
PC for Concealed Weapons	1,000	3		3	3,000
Furniture for Shalimar Office	8,000	1		1	8,000
Outdoor Security Camera for Shalimar Office	7,500	1		1	7,500
Vehicle	20,000	1	1		20,000

JUSTIFICATION SHEET
OKALOOSA COUNTY

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
11	Official	1A		Salary set by FS 145.11. 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	38,500.00	County recommended a $500 across the board COLA.
13	Employees (Temporary)	1A	49,000.00	Temp services will be used to perform functions at a reduced cost without the need for adding additional full time positions. 4 part time agents, 50 hours payperiod at $14.468 per hour, performing clerical duties. 1 part time agent, 65 hours per payperiod at $11.00 per hour, performing clerical duties. *Pay periods are biweekly.
15	Special Pay	1A	42,500.00	Certification Pay for Course Completion / 65 employees @ $1,250, total $81,250, not including the Tax Collector (see attached certification worksheet). Annual leave payout for employees' separation ($6,250).
2152	FICA Regular	1A	10,874.00	7.65% of total salaries plus special pay ($3,434,936)
2251	Retirement - Official	1A	13,139.00	43.24% of official salary ($128,689)
2252	Retirement - Employee	1A	24,039.00	7.37% of total employee salary ($3,124,897), plus Temporary pay ($93,850), plus special pay ($87,500), less SMSC employee's salary pos. #2,3,4,7,60 ($454,580) & DROP employee salary pos. #5 ($70,575), less certification pay for SMSC and DROP ($7,500). ($2,773,592)
2253	Retirement - SMS/SES	1A	14,158.00	21.14% of total SMSC salary pos. #2,3,4,7,60 ($454,580), plus certification pay ($6,250). ($460,830)
2254	Retirement - Drop	1A	(7,383.00)	12.28% of total DROP salary pos. #5 ($70,575), plus certification pay ($1,250). ($71,825)
23	Life & Health Insurance	1A	2,209.00	Health - 1.84% increase, 78 employees, $691,086; Dental - 25.65% decrease, 78 employees, $19,506; Life/LTD - 29.81% decrease, 78 employees, $5,841. *Amounts are per year. Also included is $3,000 for employee assistance program and drug tests.
24	Worker's Compensation	1A	(596.00)	Amount quoted by BoCC
25	Unemployment Comp.	1A	(160.00)	estimate of expected claims for unemployment based on actual FY14 expenses and projected FY15 expenses.
3151	Electronic Data Processing	II	7,122.00	web domain, internet services, Symantec AV, SKYPE, Webex, Exchange 2013, bankruptcy software license, Accruint software license

3154	Prof. Services - Legal	II	(100.00)	Bankruptcy, Personnel Issues, TPP tax warrants, Contract reviews, TDT, Clerk of Court case warrants
3159	Prof. Services - Other	II	16,000.00	moving services for office relocation
32	Accounting & Auditing	II	(12,500.00)	internal auditing services to include expenses associated with audit function of TDT collections
40	Travel	II	(1,057.00)	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 and Administrative personnel. See attached travel worksheet.
41	Communications	II	728.00	phone/wireless service.
4251	Postage	II	1,255.00	Postage for DMV renewals, BTR, TDT mailouts, metered mail, certified mail, and priority letters. See attached postage worksheet.
43	Utilities	II	(1,372.00)	electric and water/sewer for Niceville and Destin office locations.
4451	R/L Office Equipment	II	(432.00)	postage machine, letter opener, water dispenser, and copy machines
4453	R/L Office Space	II	7,200.00	rent for Niceville office. Based on CPI data, minimum 3%. Includes property taxes.
45	Insurance & Surety	II	2,264.00	property/liability insurance quoted by BCC (11.8% increase over prior year), association insurance for Destin office, insurance for Niceville office, and notary renewals (5)
4651	R/M Office Equipment	II	76.00	repairs to vault, safes, typewriters, etc.
4652	R/M Vehicles	II	(40.00)	cleaning and preventative maintenance of vehicle fleet
4653	R/M Office Space	II	586.00	alarm monitoring, carpet cleaning, and misc office repairs
4654	R/M E.D.P.	II	29,874.00	TaxSys (4% contractual increase), RTL Highspeed maintenance, Qflow maintenance, TIG phone system maintenance, BUCS/Chips, Cisco Smartnet maintenance, Trivantis, Survey Monkey, Barracuda Spam, WaveNet, HP server maint., website maint., PBL scorecard, Appointment software maintenance
48	Promotional	II	2,000.00	TC community/military outreach and office related promotions
4951	Legal Advertisements	II	1,500.00	open roll and delinquent roll ad and community outreach advertising
52	Operating Supplies	II	2,647.00	office supplies, envelopes, letterhead, toner cartridges, paper, computers,printers, scanners, UPS, USB drives, computer equipment, janitorial supplies, tax bills, BTR vending decals, BTR forms, fish charts, business cards, comment cards.
5453	Education	II	(4,325.00)	registration fees for various education. See attached education worksheet

5454	Dues/Memberships	II	2,821.00	newspaper subscriptions, TC Dues, FABTO dues, FGFOA dues, IIA dues, city directories, NADA appraisal guides, Polk Motor Vehicle Guides, ID Checking Guides, News Service Florida, World Data and Statute books, labor law posters
6451	Equipment E.D.P.	III	(33,324.00)	Q-Flow kiosk (que system) for Eglin and Hurlburt offices, Fingerprint scanner and PC's for concealed weapons services in our Niceville office location.
6452	Office Furniture	III	8,000.00	furniture for new Shalimar office re-location
6453	Office Equipment	III	7,500.00	Outdoor security camera for Shalimar office re-location
6454	Vehicles	III		1 vehicle to replace 2001 Ford Expedition with high miles. (vehicle approved in FY14 budget and has not been purchased because of unexpected software expenses)
GRAND TOTAL			**$222,703**	

EMPLOYEE CERTIFICATION WORKSHEET

OKALOOSA COUNTY

CURRENT DESIGNATIONS 2014-15				
POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	ANNUAL AMOUNT
1	Tax Collector	Anderson, Ben	2013	$1,250
60	Chief Administrative Officer	Harkins, Jim	1995	$1,250
5	Finance Administrator	Owens, Paula	1996	$1,250
7	Chief Branch Operations Officer	Gillepsie, 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
63	Senior Service Agent	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
10	Branch Manager	Wiley, Neena	2008	$1,250
12	Director of Professional Development	Holcomb, Carolyn	2010	$1,250
25	Assistant Branch Manager	Vaughan, Nichole	2010	$1,250
18	Assistant Branch Manager	Castro, Jenny	2011	$1,250
81	Branch Manager	Grissom, Lindsey	2011	$1,250
13	Tax Administrator	Gordon, Justin	2014	$1,250
64	Customer Service Supervisor	Hill, Krystal	2014	$1,250
21	Customer Service Supervisor	Smith, Debra	2014	$1,250
30	Customer Service Supervisor	Twele, Esther	2014	$1,250
55	IT Specialist	Miller, Edgar	2014	$1,250
48	Customer Service Supervisor	Mercer, Melanie	2014	$1,250
31	Customer Service Supervisor	Isaac, Rebecca	2014	$1,250
27	Customer Service Supervisor	Stringer, Sheila	2014	$1,250
28	Customer Service Supervisor	Shoubaki, Theresa	2014	$1,250
15	Finance Administrator	Craven, Jennifer	2014	$1,250
TOTAL CURRENT DESIGNATIONS				$38,750

NEW DESIGNATIONS 2014-15				
POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	PRORATED AMOUNT
36	Senior Service Agent	Perry, Cheri	2014/2015	$1,250
56	Customer Service Supervisor	Rowell, Wendy	2014/2015	$1,250
58	Assistant Branch Manager	Austin, Kiesha	2014/2015	$1,250
6	Customer Service Agent	Crawford, Brandy	2014/2015	$1,250
65	Senior Service Agent	Peoples, Kris	2014/2015	$1,250
35	Senior Service Agent	Hunt, Meredith	2014/2015	$1,250
29	Senior Service Agent	Drury, Darlene	2014/2015	$1,250
32	Tax Analyst	Drinnon, Jennifer	2014/2015	$1,250
44	Customer Service Agent	Moore, Kenua	2014/2015	$1,250
54	Director of Human Resources	Bruns, Shari	2014/2015	$1,250

37	Customer Service Agent	Riggs, Rebekah	2014/2015	$1,250
38	Senior Service Agent	Scurlock, Megen	2014/2015	$1,250
68	Superintendent of Maintenance	Smith, Karen	2014/2015	$1,250
49	Customer Service Agent	Sincarenco, Cheron	2014/2015	$1,250
33	Field Agent	Green, Heather	2014/2015	$1,250
61	Senior Service Agent	Ellis, April	2014/2015	$1,250
59	Customer Service Agent	Smith, Angie	2014/2015	$1,250
62	Senior Service Agent	Beale, Mark	2014/2015	$1,250
71	Customer Service Agent	Speakman, Andrea	2014/2015	$1,250
40	Customer Service Agent	Harrell, Michelle	2014/2015	$1,250
46	Field Agent	Joiner, Kevin	2014/2015	$1,250
16	Customer Service Agent	Mattingly, Denise	2014/2015	$1,250
73	Customer Service Agent	Rukse, Darlene	2014/2015	$1,250
76	Customer Service Agent	Palmer, Laurie	2014/2015	$1,250
77	Customer Service Agent	Holcomb, Karen	2014/2015	$1,250
50	Customer Service Agent	Davidson, Nicole	2014/2015	$1,250
66	Customer Service Agent	Rhodes, Nickole	2014/2015	$1,250
67	Customer Service Agent	Harlan, Christina	2014/2015	$1,250
43	Customer Service Agent	Hearne, Brandy	2014/2015	$1,250
17	Customer Service Agent	Haun, Charlene	2014/2015	$1,250
42	Customer Service Agent	Parker, Larry	2014/2015	$1,250
51	Customer Service Agent	Parker, Melanie	2014/2015	$1,250
26	Tax Analyst	Herrington, Lauren	2014/2015	$1,250
78	Customer Service Agent	Scott, Laura	2014/2015	$1,250
74	Customer Service Agent	Stanley, Brandi	2014/2015	$1,250
TOTAL NEW DESIGNATIONS				$43,750
TOTAL CURRENT AND NEW DESIGNATIONS				$82,500

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	Flat Rate Amount per Employee	Total Flat Rate Reimb.
3			$6,400			

ADMINISTRATIVE TRAVEL:

Number of Administrative Employees	Mileage Reimbursement Rate	Total miles per employee	Total Administrative Travel	Employees Reimb. At Flat Rate	Flat Rate Amount per Employee	Total Flat Rate Reimb.
13			$2,450			

TOTAL LOCAL TRAVEL $8,850

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
TaxSys User Group	TBA	10	5	$300	$140	$34	$7,600
IT Workshops	TBA	4	4	$125	$120	$34	$2,109
Coalition Meetings	TBA	8	8	$125	$120	$34	$9,021
TOTAL							$18,730

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	1	4	$150	$140	$41	$734
Fall TC Education Forum	TBA	13	5	$600	$140	$41	$10,545
FABTO Conference	TBA	3	5	$300	$140	$41	$2,595
FGFOA Conference	TBA	1	5	$150	$140	$41	$915
FTDTA Conference	TBA	4	5	$300	$140	$41	$3,360
TOTAL							$18,149

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
Legislative	1	4	$125	$140	$34	$681
FTCA Executive	1	4	$125	$140	$34	$681
TOTAL						$1,362

TOTAL SCHOOL, CONFERENCE OR OTHER TRAVEL $38,241

TOTAL TRAVEL REQUEST **$47,091**

POSTAGE WORKSHEET

OKALOOSA COUNTY

Type of Mail	Number of Items	Postage Rate	Total
MASS MAILINGS:			
TAXES:			
Tax Notices - Real Property	105,264	0.50	$52,632
Tax Notices - Personal Property	12,925	0.50	$6,463
Reminder Notices - Real & Personal Property	7,129	0.48	$3,422
Installment Notices	8,660	0.65	$5,629
Informational Notice to Mortgagor	186	0.50	$93
TAGS AND REGISTRATIONS:			
Motor Vehicles	197,500	0.49	$96,775
OTHER: (Specify Type)			
Business Tax Receipts	13,500	0.49	$6,615
Tourist Tax	5,000	0.49	$2,450
Amount Reimbursed by County for Tax Mailings:			($68,238)
TOTAL MASS MAILINGS			**$105,840**
GENERAL CORRESPONDENCE			
Metered Mail	27,500	$0.49	$13,475
Priority Mail / Certified Mail	Fluctuating	Variable	$5,000
TOTAL GENERAL CORRESPONDENCE			$18,475
TOTAL POSTAGE REQUEST			**$124,315**

EDUCATION WORKSHEET

OKALOOSA COUNTY

SCHOOLS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
TOTAL					

WORKSHOPS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
IT Workshops	TBA	175		4	$700
Leadership Okaloosa	Niceville	900		1	900
Gulf Power Economic Symp.	TBA	150		4	600
TOTAL					$2,200

CONFERENCES AND SEMINARS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
Spring TC Education Forum	TBA	225		1	$225
Fall TC Education Forum	TBA	225		13	2,925
FABTO Conference	TBA	250		3	750
FGFOA Conference	TBA	250		1	250
FTDTA Conference	TBA	225		4	900
Ethics Seminar	Online	75		4	300
TOTAL					$5,350

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
TaxSys User Group	TBA	150		10	$1,500
OCTC Training Day	TBA	75		80	6,000
TOTAL					$7,500

OTHER EDUCATIONAL EXPENSES (SPECIFY)	TOTAL
TOTAL EDUCATION EXPENSES	$15,050

Contract Worksheet

FY 14-15

OKALOOSA COUNTY

OBJECT CODE	VENDOR NAME	PURPOSE OF CONTRACT	ANNUAL AMOUNT
4654	Grant Street Goup	Tax Collection and Billing system (TaxSys)	$270,570
4453	Ruckel Properties	Niceville office lease	$257,400
4451	Copy Products Company	copy machine lease	$12,540
4654	ACF Technologies	Maintenance contract for Q-Flow (ticketing and queuing customers)	$15,500
4654	RT Lawrence	Maintenance contract for high speed processors	$13,020
4451	MailFinance	postage meter lease	$4,700
4654	Donald R. Frey & Company	Annual maintenance for Accounting software (BUCS budgetary control system / CHIPS payroll system)	$8,500
4654	Competitive Solutions, Inc.	PBL ScoreCard Business Management Software	$28,750
GRAND TOTAL			$610,980

DATA PROCESSING PURCHASE JUSTIFICATION OKALOOSA COUNTY

ITEM REQUESTED	NUMBER REQUESTED	MAKE AND MODEL NUMBER	LENGTH OF PAYMENT SCHEDULE	COST FOR FISCAL YEAR 2014-15	FULL COST
Fingerprint Scanner	1	Livescan by Cross Match		$10,000	$10,000
PC for Concealed Weapons	3	Livescan by Cross Match		$3,000	$3,000
Q-Flow Kiosk	2	MP-30 ACF Media Player		$22,476	$22,476

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.

Statutes updated allowing Tax Collector's to become an agent for the Department of Agriculture and issue Concealed Weapons License. The fingerprint scanner and PC's would be necessary equipment to provide this service in our Niceville office.

Q-Flow kiosk would bring 2 of our office locations (Eglin and Hurlburt) up to date with our que system.

HOW LONG WILL THIS PURCHASE FULFILL THOSE NEEDS?

Scanner and PC's - 5 years or until Department of Agriculture requires replacement

Kiosks - 5 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

Comprehensive Plan

The Okaloosa County Tax Collector's office operates in a RedHat Linux, MSSQL and MySQL database environment with Windows 7 workstations. Currently, the software used on the tax and billing server is provided by Grantstreet Group. TAXSYS is a web based software for the collection and distribution of Taxes to include the Tourist Development Tax. Other systems include the Vital Statistics birth certificate issuance, BUCS Accounting, Axis Camera system, High Speed Processor, QFLOW numbering system. OCTC servers operate on Server 2008. We completed the upgrade of state computers and printers at the end April 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 7 Tax Collector offices provide driver license services while Niceville is the only office to offer road testing. Starting 1 September 2014 this county will be a pilot for the issuance of Concealed Weapon License as an agent for the Department of Agriculture.

To keep existing printers and servers operating past the estimated life, repair parts have been purchased for in house repair as they fail. Replacement of printer only if repair does not work.

2014-2015

Update Antivirus
Continue training regimen for IT department
Website redesign for mobile capability
Webserver replacement
Replace management computers
Upgrade Spam filter
Upgrade to Exchange 2013
Replacement of receipt printers on counters

2015-2016

Update Antivirus
Replace HP6820 and HP4510 Laptops
Continue training regimen for IT department
Domain Server replacement
Exchange Server replacement

2016-2017

Update Antivirus
Continue training regimen for IT department
Replace aging servers (HP DL320G5)

VEHICLE INVENTORY FORM

2014 - 15

OKALOOSA COUNTY

Vehicle Make	Model	Year Leased or Purchased	Mileage	Assigned Work Unit
2008 Ford	Expedition	2008	87484	Field
2001 Ford	Expedition	2003	146211	Crestview Office
2006 Ford	Expedition	2006	84612	Field
2006 Ford	Explorer	2006	49846	Ft Walton Beach Office
2008 Ford	Expedition	2008	64930	Ft Walton Beach Office
2011 Toyt	Scion	2012	24008	Maintenance
2012 Toyt	Scion	2013	18693	Field

DETAIL OF VACANT POSITIONS

OKALOOSA COUNTY

Pos. No.	Position Classification	Annual Rate 9/30/14	# Days Vacant
9	Director of Tax Department	79,310	*
23	Director of Community Relations	77,294	*
*	No funding requested for these positions in FY14/15		

** Please insert additional lines if necessary.*

2014-15 Tax Collector

OKALOOSA COUNTY

FTE By Activity		Estimated FTE	Estimated Annual Transactions
	Property Tax	65.00	110,345.00
	DMV		331,332.00
	Game & Fish		5,264.00
	BTR		13,689.00
	Drivers License		70,782.00
	Birth Certificate		2,359.00
	Tourist		6,608.00
	Miscellaneous (list)		104,895.00
	Administrative	13.00	
	Total	78.00	645,274.00

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

***Annual Transactions based on 7/1/13 - 6/30/14**
****Annual Transactions do not include Concealed Weapons that are tentatively set to begin September 2014.**

SUMMARY OF
REDUCTIONS REQUEST

TAX COLLECTOR

APPROPRIATION CATEGORY	APPROVED BUDGET 2013-14	BUDGET REQUEST 2014-15	Reductions Requested by the COUNTY			Reductions Reflected in REQUEST	
			AMOUNT	%		AMOUNT	%
PERSONNEL SERVICES (Sch. 1-1A)	4,619,157	4,805,437				186,280	4.0%
OPERATING EXPENSES (Sch. II)	1,208,499	1,262,746				54,247	4.5%
OPERATING CAPITAL OUTLAY (Sch. III)	88,800	70,976				(17,824)	-20.1%
TOTAL EXPENDITURES	$5,916,456	$6,139,159				$222,703	3.8%
NUMBER OF POSITIONS	80	80					

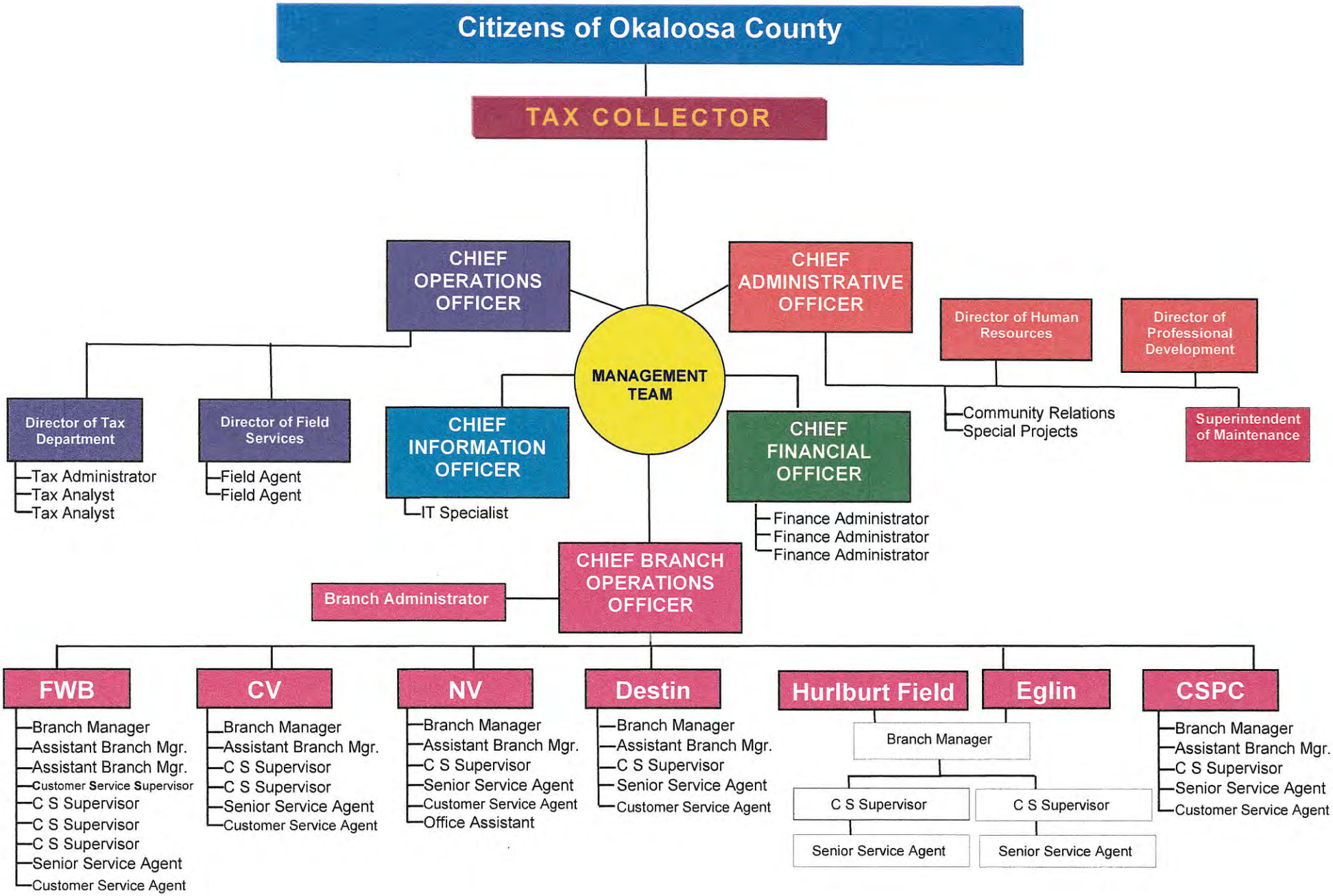
** Please use the Reductions Justification tab to clarify any deviation in the reductions requested by the county and the reductions reflected in the budget request.*

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

SUMMARY OF REDUCTIONS REQUEST
JUSTIFICATION SHEET

APPROPRIATION CATEGORY	AMOUNT OF VARIANCE	JUSTIFICATION
GRAND TOTAL	$0	

ORGANIZATIONAL CHART



Revised 2/20/13

FLORIDA
DEPARTMENT OF REVENUE

Executive Director
Marshall Stranburg

May 12, 2014

MEMORANDUM

TO: All County Property Appraisers and Tax Collectors

FROM: Cathy Galavis, Budget Supervisor
Property Tax Oversight Program

SUBJECT: Budget Update

As you are making preparations for your upcoming budget submissions, the information provided in this memorandum is intended to inform you of recent legislation adopted by the Legislature that may impact your budget.

The Legislature adopted no pay raises for State Employees, and made no changes to state employee health insurance contribution rates or employee retirement contribution rates.

House Bill 5005 provides new employer retirement rates for fiscal year 2014-15 (no rate information was provided for 2015-16, therefore no blended rates are available). The new rates are as follows:

HB5005-Enrolled

Retirement Class	Contribution Rate	Unfunded Actuarial Liability	Admin. Fee	HIS Subsidy	Total Employer Contribution Rate Effective 7/1/14	Employee Contribution	Total Contribution Submitted to Retirement
Regular Employee	3.53%	2.54%	0.04%	1.26%	**7.37%**	3.00%	**10.37%**
SMS	4.80%	15.04%	0.04%	1.26%	**21.14%**	3.00%	**24.14%**
County Official	8.36%	33.58%	0.04%	1.26%	**43.24%**	3.00%	**46.24%**
DROP	4.30%	6.72%	0.00%	1.26%	**12.28%**	0.00%	**12.28%**

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.

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5 things to know about Okaloosa County's budget

By KARI C. BARLOW / Daily News
Published: Wednesday, July 16, 2014 at 18:56 PM.

It's another tight budget year for Okaloosa County.

Unfunded state mandates, dwindling reserves and mounting personnel and equipment needs are among the major challenges facing county leaders as they deliberate the 2014-15 budget in the coming weeks.

County Administrator Ernie Padgett has proposed a $308 million spending plan. Although it's a 10 percent increase over the current budget, Padgett said he cut about $6 million from department requests early on.

"We're still playing catch-up," Padgett said. "It's a lean, conservative budget that goes a long way for us to have the level of service we need for our citizens."

No new taxes

Okaloosa County Administrator Ernie Padgett Padgett's spending plan keeps property taxes steady. The millage rate will remain at 3.4308 mills.

Construction

Twenty million dollars has been set aside for three major construction projects – two new buildings and one expansion. Officials plan to bundle the three projects into one financing deal – an $8 million renovation of the county courthouse in Crestview; a $10 million administration building to replace the now-demolished Shalimar Annex and a $2 million building for the Sheriff's Office complex in Shalimar.

Storm water repairs

After spring floods caused widespread damage, Padgett has proposed moving $500,000 from the county parks fund to use on pressing storm water upgrades.

(Currently, residents living in unincorporated Okaloosa are part of a Municipal Services Taxing Unit that generates money to fund parks across the county.)

"I'm just saying let's put this money to work," Padgett said. "... If we continue to neglect (storm water), it will be a crisis."

Additional employees

Money has been allocated for 33 new positions including 9 full-time EMTs and paramedics and 10 relief EMTs for the public safety department.

The remaining positions are found in various departments including code enforcement, tourism development, corrections, public works and airport operations.

Padgett also has proposed a $500 raise for all county employees. Those raises, which total $880,000, are paid for with rebates the county receives from its insurance carrier for having an exceptional claims record.

"I think it'll be a morale booster," he said. "Now, with the economy getting better, there's going to be more competition for good employees. It's a good investment for the future."

$1 million increase for law enforcement

Padgett has proposed giving the Okaloosa County Sheriff's Office an increase of $1 million. Sheriff Larry Ashley, who often is at odds with county leaders over his annual allocation, requested $33.3 million this year – a roughly $3 million increase over his current budget.

"That will allow him to give his people some pay adjustments," Padgett said. "He's in the same boat we are.The Sheriff's (Office) doesn't need to be a training ground for deputies that get some experience and then off they go somewhere else."

In Ashley's budget request, he said the additional funds were needed to pay for new patrol vehicles, in-car computers, a 3 percent cost-of-living raise for all employees and new personnel for the beach and marine patrols on Okaloosa Island and in Destin.

Budget hearings open to public

The Okaloosa County Commission has begun its 2014-15 budget deliberations. The board has four budget reviews and two public hearings scheduled between now and mid-September.

- 1 p.m. July 22 and Aug. 7; County Courthouse, Crestview
- 8:30 a.m. July 29, 6 p.m. Aug. 12, County Water and Sewer Administration Building, Fort Walton Beach

The first public hearing on the proposed budget will be held at 6 p.m. Sept. 4 in Crestview. The final public hearing on the budget will be held at 6 p.m. Sept. 15 in Fort Walton Beach.

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

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Board of County Commissioners
Risk Management Department

State of Florida

May 20, 2015

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

Re: Employee Benefit Costs and Insurance Costs for FY 2015 Budget

Dear Mr. Anderson:

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

For the 2015 fiscal year, your allocation for Workers' Compensation is $13,497 and the allocation for property/liability/other insurance is $69,809.

We recommend funding your benefits program using $8,860 per employee. The County is projecting a 1.84% increase in Florida Blue Premiums for the 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.

We are not expecting an increase in the rates for the ASI supplement. 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

601 A North Pearl Street, Ste 204 Crestview, FL 32536-2749 Voice: (850) 689-5977 Fax: (850) 689-5973 (850) 689-5975