

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, 2015, through September 30, 2016, 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, 2015

Date

**BUDGET REQUEST FOR TAX COLLECTORS
SUMMARY OF THE 2015-16 BUDGET BY APPROPRIATION CATEGORY**

**OKALOOSA
COUNTY**

EXHIBIT A

	ACTUAL EXPENDITURES 2013-14	APPROVED BUDGET 2014-15	ACTUAL EXPENDITURES 6/30/15	REQUEST 2015-16	(INCREASE/DECREASE)		AMOUNT APPROVED 2015-16	(INCREASE/DECREASE)	
					AMOUNT	%		AMOUNT	%
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	(8)	(8a)
PERSONNEL SERVICES (Sch. 1-1A)	\$4,363,041	\$4,805,382	\$3,322,923	\$4,999,160	\$193,778	4.03%			
OPERATING EXPENSES (Sch. II)	\$1,132,849	\$1,086,886	\$834,896	\$1,095,181	\$8,295	0.76%			
OPERATING CAPITAL OUTLAY (Sch. III)	\$72,568	\$245,976	\$20,943	\$383,000	\$137,024	55.71%			
TOTAL EXPENDITURES	\$5,568,458	\$6,138,244	\$4,178,762	\$6,477,341	\$339,097	5.52%			
NUMBER OF POSITIONS		80		82	2	2.5%			
					COL (5) - (3) COL (6) / (3)				

DETAIL OF SALARIES

SCHEDULE I

OKALOOSA

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 9/30/15	Position Designation	REQUESTED INCREASES			APPROVED INCREASES				
				Guideline	Other	Funding	Annual Rate 9/30/16	Guideline	Other	Funding	Annual Rate 9/30/16
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
1	Official	\$129,152				\$129,152	129,152				
2	Chief Operations Officer	86,400	S	1,000		87,400	87,400				
3	Chief Financial Officer	86,400	S	1,000		87,400	87,400				
4	Chief Information Officer	86,400	S	1,000		87,400	87,400				
5	Finance Administrator	70,575	D	1,000		71,575	71,575				
6	Customer Service Agent	31,553		1,000		32,553	32,553				
7	Chief Branch Operations Officer	94,600	S	1,000		95,600	95,600				
8	Branch Manager	50,800		1,000		51,800	51,800				
9	Director of Tax Department Customer Service Agent		V			23,933	31,710				
10	Branch Manager	50,800		1,000		51,800	51,800				
11	Branch Administrator	49,657		1,000		50,657	50,657				
12	Director of Professional Development	48,744	R	1,000		49,744	49,744				
13	Tax Administrator	50,280		1,000		51,280	51,280				
14	Director of Field Services	50,280		1,000		51,280	51,280				
15	Finance Administrator	42,235		1,000		43,235	43,235				
16	Customer Service Agent	30,710		1,000		31,710	31,710				
17	Customer Service Agent	30,710		1,000		31,710	31,710				
18	Assistant Branch Manager	41,040		1,000		42,040	42,040				
19	Assistant Branch Manager	42,070		1,000		43,070	43,070				
20	Assistant Branch Manager	42,235		1,000		43,235	43,235				
21	Customer Service Supervisor	38,423		1,000		39,423	39,423				
22	Branch Manager	57,520		1,000		58,520	58,520				
23	Director of Community Relations	44,250		1,000		45,250	45,250				
24	Assistant Branch Manager	42,235		1,000		43,235	43,235				
25	Assistant Branch Manager	41,040		1,000		42,040	42,040				
26	Tax Analyst	35,061		1,000		36,061	36,061				
27	Customer Service Supervisor	35,860		1,000		36,860	35,860				
28	Customer Service Supervisor	35,860		1,000		36,860	36,860				
29	Senior Service Agent	31,740		1,000		32,740	32,740				
30	Customer Service Supervisor	36,272		1,000		37,272	37,272				
31	Customer Service Supervisor	35,860		1,000		36,860	36,860				
32	Tax Analyst	32,317		1,000		33,317	33,317				
33	Field Agent	31,740		1,000		32,740	32,740				
34	Customer Service Supervisor	35,860		1,000		36,860	36,860				
35	Senior Service Agent	31,807		1,000		32,807	32,807				
36	Senior Service Agent	31,740		1,000		32,740	32,740				
37	Customer Service Agent	30,710		1,000		31,710	31,710				

DETAIL OF SALARIES

SCHEDULE I

OKALOOSA

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 9/30/15	Position Designation	REQUESTED INCREASES			APPROVED INCREASES				
				Guideline	Other	Funding	Annual Rate 9/30/16	Guideline	Other	Funding	Annual Rate 9/30/16
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
38	Senior Service Agent	31,740		1,000		32,740	32,740				
39	Customer Service Agent	30,710		1,000		31,710	31,710				
40	Customer Service Agent	30,710		1,000		31,710	31,710				
41	Customer Service Agent	30,710		1,000		31,710	31,710				
42	Customer Service Agent	30,710		1,000		31,710	31,710				
43	Customer Service Agent	30,710		1,000		31,710	31,710				
44	Customer Service Agent	30,710		1,000		31,710	31,710				
45	Executive Assistant	-	-	-	-	-	-				
46	Field Agent	31,740		1,000		32,740	32,740				
47	Customer Service Supervisor	40,057		1,000		41,057	41,057				
48	Customer Service Supervisor	35,860		1,000		36,860	36,860				
49	Customer Service Agent	30,710		1,000		31,710	31,710				
50	Customer Service Agent	30,710		1,000		31,710	31,710				
51	Customer Service Agent	30,710		1,000		31,710	31,710				
52	Customer Service Agent	30,710		1,000		31,710	31,710				
53	Finance Administrator	47,000		1,000		48,000	48,000				
54	Director of Human Resources	53,400		1,000		54,400	54,400				
55	IT Specialist	42,235		1,000		43,235	43,235				
56	Customer Service Supervisor	35,860		1,000		36,860	36,860				
57	Branch Manager	52,310		1,000		53,310	53,310				
58	Assistant Branch Manager	41,040		1,000		42,040	42,040				
59	Customer Service Agent	30,710		1,000		31,710	31,710				
60	Chief Administrative Officer	100,780	S	1,000		101,780	101,780				
61	Senior Service Agent	31,740		1,000		32,740	32,740				
62	Senior Service Agent	32,583		1,000		33,583	33,583				
63	Senior Service Agent	37,454		1,000		38,454	38,454				
64	Customer Service Supervisor	36,544		1,000		37,544	37,544				
65	Senior Service Agent	31,740		1,000		32,740	32,740				
66	Customer Service Agent	30,710		1,000		31,710	31,710				
67	Customer Service Agent	30,710		1,000		31,710	31,710				
68	Superintendent of Maintenance	35,860		1,000		36,860	36,860				
69	Branch Manager	51,100		1,000		52,100	52,100				
70	Customer Service Agent	30,710		1,000		31,710	31,710				
71	Customer Service Agent	30,710		1,000		31,710	31,710				
72	Customer Service Agent	30,710		1,000		31,710	31,710				
73	Customer Service Agent	30,710		1,000		31,710	31,710				
74	Customer Service Agent	30,710		1,000		31,710	31,710				

DETAIL OF SALARIES

SCHEDULE I

OKALOOSA

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 9/30/15	Position Designation	REQUESTED INCREASES			APPROVED INCREASES				
				Guideline	Other	Funding	Annual Rate 9/30/16	Guideline	Other	Funding	Annual Rate 9/30/16
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
75	Customer Service Agent	30,710		1,000		31,710	31,710				
76	Customer Service Agent	30,710		1,000		31,710	31,710				
77	Customer Service Agent	30,710		1,000		31,710	31,710				
78	Customer Service Agent	30,710		1,000		31,710	31,710				
79	Customer Service Agent	30,710		1,000		31,710	31,710				
80	Customer Service Agent	30,710		1,000		31,710	31,710				
81	Branch Manager	49,280		1,000		50,280	50,280				
New Positions:											
82	Customer Service Agent					\$23,933	\$31,710				
83	Customer Service Agent					\$23,933	31,710				
1	Official	129,152				129,152	129,152				
79	Current Positions	3,169,147		78,000		3,271,080	3,277,857				
2	New Positions					47,866	63,420				
82	TOTAL	\$3,298,299		\$78,000		\$3,448,098	\$3,470,429				

DETAIL OF PERSONNEL SERVICES

SCHEDULE IA

OKALOOSA

OBJECT CODE	ACTUAL EXPENDITURES 2013-14	APPROVED BUDGET 2014-15	ACTUAL EXPENDITURES 6/30/15	REQUEST 2015-16	INCREASE/(DECREASE)		AMOUNT APPROVED 2015-16
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
PERSONNEL SERVICES:							
11 OFFICIAL	\$127,939	\$129,152	\$92,872	\$129,152			
12 EMPLOYEES (REGULAR)	3,013,758	3,169,147	2,238,009	3,318,946	149,799	4.73%	
13 EMPLOYEES (TEMPORARY)	45,042	49,600	39,643	51,966	2,366	4.77%	
14 OVERTIME						----	
15 SPECIAL PAY	37,727	87,500	59,017	86,877	(623)	-0.71%	
21 FICA							
2152 REGULAR	188,875	262,055	140,753	274,401	12,346	4.71%	
2153 OTHER	44,323		33,079			----	
22 RETIREMENT							
2251 OFFICIAL	45,827	55,845	40,158	54,593	(1,252)	-2.24%	
2252 EMPLOYEE	176,577	204,414	142,444	211,929	7,515	3.68%	
2253 SMS/SES	87,450	97,419	70,541	99,827	2,408	2.47%	
2254 DROP	14,657	8,820	6,396	9,380	560	6.35%	
23 LIFE & HEALTH INSURANCE	552,429	719,433	445,964	739,851	20,418	2.84%	
24 WORKER'S COMPENSATION	14,093	13,497	13,497	13,738	241	1.79%	
25 UNEMPLOYMENT COMP.	14,344	8,500	550	8,500			
TOTAL PERSONNEL SERVICES	\$4,363,041	\$4,805,382	\$3,322,923	\$4,999,160	193,778	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

SCHEDULE II

OKALOOSA

OBJECT CODE	ACTUAL EXPENDITURES 2013-14	APPROVED BUDGET 2014-15	ACTUAL EXPENDITURES 6/30/15	REQUEST 2015-16	INCREASE/(DECREASE)		AMOUNT APPROVED 2015-16
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
OPERATING EXPENSES:							
31 PROFESSIONAL SERVICES							
3151 E.D.P.	\$17,554	\$20,022	\$9,066	\$17,022	(\$3,000)	-14.98%	
3154 LEGAL	18,010	\$38,450	19,665	45,790	7,340	19.09%	
3159 OTHER		\$16,000	12,000		(16,000)	-100.00%	
32 ACCOUNTING & AUDITING		\$11,500		10,000	(1,500)	-13.04%	
33 COURT REPORTER						----	
34 OTHER CONTRACTUAL						----	
40 TRAVEL	30,479	47,091	12,869	45,208	(1,883)	-4.00%	
41 COMMUNICATIONS	9,176	12,600	6,952	11,292	(1,308)	-10.38%	
42 TRANSPORTATION							
4251 POSTAGE	148,382	124,315	60,447	127,861	3,546	2.85%	
4252 FREIGHT						----	
43 UTILITIES	43,658	48,780	29,914	75,900	27,120	55.60%	
44 RENTALS & LEASES							
4451 OFFICE EQUIPMENT	17,158	17,240	13,157	19,720	2,480	14.39%	
4452 VEHICLES						----	
4453 OFFICE SPACE	249,232	85,800	215,422	73,500	(12,300)	-14.34%	
4454 E.D.P.						----	
45 INSURANCE & SURETY	80,822	84,905	81,188	87,810	2,905	3.42%	

DETAIL OF OPERATING EXPENSES (CONT.)

SCHEDULE II

OBJECT CODE	ACTUAL EXPENDITURES 2013-14	APPROVED BUDGET 2014-15	ACTUAL EXPENDITURES 6/30/15	REQUEST 2015-16	INCREASE/(DECREASE)		AMOUNT APPROVED 2015-16
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
46 REPAIR & MAINTENANCE							
4651 OFFICE EQUIPMENT	\$127	\$1,160	\$336	\$1,920	\$760	65.52%	
4652 VEHICLES	3,270	5,500	1,057	5,400	(100)	-1.82%	
4653 OFFICE SPACE	13,363	8,120	3,917	16,240	8,120	100.00%	
4654 E.D.P.	362,793	387,844	315,236	375,225	(12,619)	-3.25%	
47 PRINTING & BINDING						----	
48 PROMOTIONAL		2,000	345		(2,000)	-100.00%	
49 OTHER CURRENT CHARGES							
4951 LEGAL ADVERTISEMENTS	16,268	25,100	17,670	25,535	435	1.73%	
4959 OTHER						----	
51 OFFICE SUPPLIES						----	
52 OPERATING SUPPLIES	90,816	119,513	21,351	126,195	6,682	5.59%	
54 BOOKS & PUBLICATIONS							
5451 BOOKS						----	
5452 SUBSCRIPTIONS						----	
5453 EDUCATION	20,592	15,050	1,720	13,700	(1,350)	-8.97%	
5454 DUES/MEMBERSHIPS	11,149	15,896	12,584	16,863	967	6.08%	
TOTAL OPERATING EXPENSES	\$1,132,849	\$1,086,886	\$834,896	\$1,095,181	8,295	0.76%	

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Col. (2) Ex. A

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

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

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Col. (5) Ex. A.

Col. (5) - (3)

Col. (6) / (3)

DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

OKALOOSA

OBJECT CODE	ACTUAL EXPENDITURES 2013-14	APPROVED BUDGET 2014-15	ACTUAL EXPENDITURES 6/30/15	REQUEST 2015-16	INCREASE/(DECREASE)		AMOUNT APPROVED 2015-16
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
CAPITAL OUTLAY:							
64 MACHINERY & EQUIPMENT							
61 LAND						----	
62 BUILDINGS		\$175,000	\$5,716	\$325,000	\$150,000	85.71%	
6451 E.D.P.	\$45,712	35,476		13,000	(\$22,476)	-63.36%	
6452 OFFICE FURNITURE	4,172	8,000	3,223	28,000	\$20,000	250.00%	
6453 OFFICE EQUIPMENT	2,094	7,500			(\$7,500)	-100.00%	
6454 VEHICLES	20,590	20,000			(\$20,000)	-100.00%	
66 BOOKS						----	
68 INTANGIBLE ASSETS (SOFTWARE)			12,004	\$17,000	\$17,000	----	
TOTAL CAPITAL OUTLAY	\$72,568	\$245,976	\$20,943	\$383,000	\$137,024	55.71%	

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Col. (2) Ex. A

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

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

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Col. (5) Ex. A.

Col. (5) - (3)

Col. (6) / (3)

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

OKALOOSA

SCHEDULE III A

INSTALLMENT PURCHASES

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2015-16

OTHER CAPITAL ITEMS

ITEM	UNIT PRICE	QUANTITY	REPLACE	NEW	REQUEST 2015-16
Modular Furniture for Niceville Office	\$25,000	1	1		\$25,000
Boardroom table for Shalimar Office	3,000	1	1		3,000
Network switch for Niceville Office	13,000	1		1	13,000
Office 365	200	85	85		17,000
Loan Payments for Niceville Building	17,500	12		12	210,000
Renovations (buildout) for Niceville Building	75,000	1		1	75,000
cabling for Niceville Building	40,000	1		1	40,000

STATEMENT OF COMMISSIONS AND EXPENDITURES

OKALOOSA

EXHIBIT B

DESCRIPTION	ACTUAL 10/01/13 - 09/30/14	ACTUAL 10/01/14 - 06/30/15	ESTIMATED 07/01/15 - 09/30/15	TOTAL 2014 - 2015	ESTIMATED 2015 - 2016
(1)	(2)	(3)	(3a)	(3b)	(4)
Commissions:					
State					
Motor Vehicles	902,291	627,318	293,585	920,903	925,000
Environmental Protection					
Game and Fish	21,663	12,893	9,376	22,269	22,500
Sales Tax	10,891	7,331	3,570	10,901	11,500
Drivers License	397,469	247,569	138,375	385,944	410,000
County	3,120,646	3,195,304	15,345	3,210,649	3,331,064
Districts	364,039	390,162		390,162	405,000
Tax Sale	271,746	295,741		295,741	325,000
Advertisements	16,141	23,751	770	24,521	25,000
Business Tax Receipts	94,911	29,144	65,124	94,268	100,000
Tourist Tax	442,267	175,590	287,664	463,254	475,000
Other - List					
Interest (Earned)	62,383	64,912	8,099	73,011	25,000
Miscellaneous Income	14,251	10,549	4,104	14,653	15,000
Branch Fees	159,517	111,558	50,684	162,242	165,000
Tax Related Fees	108,616	73,276	23,900	97,176	100,000
Birth Certificate Fees	14,413	8,313	5,500	13,813	15,000
Concealed Weapons	1,188	23,430	8,500	31,930	35,000
Rents & Royalties		23,547	16,500	40,047	150,000
Total Commissions	\$6,002,432	\$5,320,388	\$931,096	\$6,251,484	\$6,535,064
Less Total Expenditures/Budget		\$6,138,244		\$6,138,244	\$6,477,341
Balance	\$6,002,432	(\$817,856)	\$931,096	\$113,240	\$57,723

Col. (3) + (3A)

JUSTIFICATION SHEET

OKALOOSA

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	149,799.00	\$1,000 across the board COLA for 78 employees (\$78,000). Funding (9 months) for previous vacant position #9 (\$23,933). 2 new positions requested with funding for 9 months (\$47,866).
13	Employees (Temporary)	1A	2,366.00	Temp services will be used to perform functions at a reduced costs. 2 part time agents, 50 hours payperiod at \$15.187 per hour, performing clerical duties. 1 part time agent, 40 hours per payperiod at \$12.00 per hour, performing clerical duties. *Pay periods are biweekly.
15	Special Pay	1A	(623.00)	Certification Pay for Course Completion / 56 employees @ \$1,250, 4 employees @ \$938, and 5 employees @ \$625 total \$76,877, not including the Tax Collector (see attached certification worksheet). Annual leave payout for employees' separation (\$10,000).
2152	FICA Regular	1A	12,346.00	7.65% of total salaries plus special pay (\$3,586,941)
2251	Retirement - Official	1A	(1,252.00)	42.27% of official salary (\$129,152)
2252	Retirement - Employee	1A	7,515.00	7.26% of total employee salary (\$3,318,946), plus Temporary pay (\$51,966), plus special pay (\$86,877), less SMSC employee's salary pos. #2,3,4,7,60 (\$459,580) & DROP employee salary pos. #5 (\$71,575), less certification pay for SMSC and DROP (\$7,500). (\$2,919,134)
2253	Retirement - SMS/SES	1A	2,408.00	21.43% of total SMSC salary pos. #2,3,4,7,60 (\$459,580), plus certification pay (\$6,250). (\$465,830)
2254	Retirement - Drop	1A	560.00	12.88% of total DROP salary pos. #5 (\$71,575), plus certification pay (\$1,250). (\$72,825)

23	Life & Health Insurance	1A	20,418.00	Health - 3% increase in premium amount, 79 employees for 12 months (\$683,025), 3 employees for 8 months (\$17,292), \$700,317; Dental - 5% increase in premium amount, 79 employees for 12 months (\$20,742), 3 employees for 8 months (\$525), \$21,267; Life/LTD - 0% change in premium amount, 79 employees for 12 months (\$9,233), 3 employees for 8 months (\$234), \$9,467. *Amounts are per year. Also included is \$8,800 for employee assistance program, identity theft protection, and drug tests.
24	Worker's Compensation	1A	241.00	Amount quoted by BoCC
25	Unemployment Comp.	1A		estimate of expected claims for unemployment based on actual FY15 expenses and projected FY16 expenses.
3151	Electronic Data Processing	II	(3,000.00)	internet/cable services, Symantec AV, SKYPE, Webex, Exchange 2013, bankruptcy software license, Accruint software license
3154	Prof. Services - Legal	II	7,340.00	Bankruptcy, Personnel Issues, TPP tax warrants, Contract reviews, TDT, Clerk of Court case warrants, and legal retainer fees
3159	Prof. Services - Other	II	(16,000.00)	
32	Accounting & Auditing	II	(1,500.00)	auditing services to include expenses associated with IT penetration audit
40	Travel	II	(1,883.00)	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	(1,308.00)	phone/wireless service.
4251	Postage	II	3,546.00	Postage for DMV renewals, BTR, TDT mailouts, metered mail, certified mail, and priority letters. See attached postage worksheet.
43	Utilities	II	27,120.00	electric, natural gas, and water/sewer for Niceville and Destin office locations. (Oct -Dec Niceville has 2 locations) New Niceville location is larger
4451	R/L Office Equipment	II	2,480.00	postage machine, letter opener, and copy machines
4453	R/L Office Space	II	(12,300.00)	rent (October - December) for Niceville office. Based on CPI data, minimum 3%. Includes property taxes.
45	Insurance & Surety	II	2,905.00	property/liability insurance quoted by BCC plus additional for new Niceville building, association insurance for Destin office, and notary renewals (5)
4651	R/M Office Equipment	II	760.00	repairs to vault, safes, typewriters, etc.
4652	R/M Vehicles	II	(100.00)	cleaning and preventative maintenance of vehicle fleet
4653	R/M Office Space	II	8,120.00	alarm monitoring, carpet cleaning, fire alarm monitoring, landscaping services (Niceville location), A/C maintenance, elevator maintenance, and misc office repairs

4654	R/M E.D.P.	II	(12,619.00)	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, disaster recovery
48	Promotional	II	(2,000.00)	
4951	Legal Advertisements	II	435.00	open roll and delinquent roll ad and community outreach advertising
52	Operating Supplies	II	6,682.00	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, chairs/furniture for Shalimar and Niceville locations.
5453	Education	II	(1,350.00)	registration fees for various education. See attached education worksheet
5454	Dues/Memberships	II	967.00	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
62	Buildings	III	150,000.00	principal/interest debt service payments for Niceville Building (\$210,000), capital renovations and cabling to Niceville Building (\$115,000)
6451	Equipment E.D.P.	III	(22,476.00)	network switch for Niceville office
6452	Office Furniture	III	20,000.00	modular furniture for new Niceville location, boardroom table for Shalimar office
6453	Office Equipment	III	(7,500.00)	
6454	Vehicles	III	(20,000.00)	
68	Intangible Assets (Software)	III	17,000.00	upgrade to Office 365
GRAND TOTAL			\$339,097	

PERMANENT POSITION JUSTIFICATION

OKALOOSA

POSITION DATA:	POSITION NO.(S) <u>82, 83</u>		<input checked="" type="checkbox"/>	FULL-TIME	<input type="checkbox"/>	PART-TIME
	POSITION TITLE <u>Customer Service Agent</u>					
	ANNUAL RATE <u>\$31,710</u>			SALARY FUNDING	<u>\$23,933</u>	
Primary functions to be performed: <u>Vehicle and vessel (title and registration renewals), hunting and fishing licenses, tax payments (real and tangible, current and delinquent), business taxes, Driver License services, birth certificates, concealed weapons</u>						

LOCATION:	Position to be assigned to: <u>Crestview, Niceville</u>	Main or Satellite Office:	<u>Both</u>
	Department or Section: <u>Branch office</u>		

WORKLOAD:	Current direct workload in this unit: <u>Responsible for vehicle and vessel registration/renewals and titles, issuing/renewing hunting and fishing licenses, collecting tax payments for current real/tangible and delinquent real/tangible, issuing/renewing business tax receipts, full Driver License services, birth certificate services, as well as concealed weapons services</u>		
	<u># of positions currently performing this function:</u>		
	Full-Time <u>28</u>	Mon. Hrs. _____	
	Part-Time <u>1</u>	Mon. Hrs. _____	
	Temporary _____	Mon. Hrs. _____	# of Months: _____
	Direct Overtime _____	Mon. Hrs. _____	
	Current direct workload per position: _____		
	Estimated increased workload: <u>Additional stations added in Crestview (1) and Niceville (2 - new location) as well as additional services being offered including birth certificates and concealed weapons.</u>		

NEED:	Describe the need for the position. This explanation should include, but not be limited to, why alternatives such as reorganization or shifting of responsibilities within your current framework, additional temporary employment or contract services cannot be considered as viable solutions.		
	<u>In March of 2013 we opened a new branch office on Hurlburt Air Force base and did not request an increase in positions at that time. We had hoped to absorb the additional office with current staffing numbers, but with added services (birth certificates and concealed weapons) and the recent purchase of our larger Niceville facility, our current staffing is not adequate. We constantly monitor the average wait time per customer as a metric in our PBL software and have established a target of 15 minutes. Customer wait times have continued to soar, averaging as high as 23 minutes, and our lobbies have remained full during this 2 1/2 year period. It is the policy of the OCTC that all Customer Service Agents perform all tasks, ie. Vehicle and vessel, H&F, taxes, BTR's, DL, birth certificates, and concealed weapons. The added permanent positions are necessary to provide the quality customer service our customers expect.</u>		

TOTAL CURRENT VACANCIES 0

EMPLOYEE CERTIFICATION WORKSHEET

OKALOOSA

CURRENT DESIGNATIONS 2015-16

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
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	Leach, Jennifer	2014	\$1,250
56	Customer Service Supervisor	Rowell, Wendy	2015	\$1,250
58	Assistant Branch Manager	Austin, Kiesha	2015	\$1,250
62	Senior Service Agent	Crawford, Brandy	2015	\$1,250
65	Senior Service Agent	Peoples, Kris	2015	\$1,250
35	Senior Service Agent	Hunt, Meredith	2015	\$1,250
29	Senior Service Agent	Moore, Kenua	2015	\$1,250
54	Director of Human Resources	Bruns, Shari	2015	\$1,250
6	Customer Service Agent	Riggs, Rebekah	2015	\$1,250
38	Senior Service Agent	Williams, Megen	2015	\$1,250
68	Superintendent of Maintenance	Smith, Karen	2015	\$1,250
43	Customer Service Agent	Sincarenco, Cheron	2015	\$1,250
61	Senior Service Agent	Ellis, April	2015	\$1,250
50	Customer Service Agent	Smith, Angie	2015	\$1,250
34	Customer Service Supervisor	Beale, Mark	2015	\$1,250
39	Customer Service Agent	Harrell, Michelle	2015	\$1,250
16	Customer Service Agent	Mattingly, Denise	2015	\$1,250

66	Customer Service Agent	Rukse, Darlene	2015	\$1,250
70	Customer Service Agent	Holcomb, Karen	2015	\$1,250
51	Customer Service Agent	Harlan, Christina	2015	\$1,250
32	Tax Agent	Hearne, Brandy	2015	\$1,250
17	Customer Service Agent	Haun, Charlene	2015	\$1,250
41	Customer Service Agent	Parker, Larry	2015	\$1,250
44	Customer Service Agent	Parker, Melanie	2015	\$1,250
26	Tax Agent	Herrington, Lauren	2015	\$1,250
46	Field Agent	Scott, Laura	2015	\$1,250
TOTAL CURRENT DESIGNATIONS				\$68,750
NEW DESIGNATIONS 2015-16				
POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	PRORATED AMOUNT
36	Senior Service Agent	Perry, Cheri	2015/2016	\$1,250
53	Finance Administrator	Forcier, Tony	2015/2016	\$1,250
49	Customer Service Agent	Carper, Krystal	2015/2016	\$938
33	Field Agent	Finley, Carmen	2015/2016	\$938
52	Customer Service Agent	Koughan, Johnna	2015/2016	\$938
67	Customer Service Agent	Strombelline, Melissa	2015/2016	\$938
40	Customer Service Agent	Rice, Dorian	2015/2016	\$625
72	Customer Service Agent	Burgess, Natasha	2015/2016	\$625
59	Customer Service Agent	Griswold, Toni	2015/2016	\$625
42	Customer Service Agent	Huff, Stephanie	2015/2016	\$625
37	Customer Service Agent	Boutwell, Sheila	2015/2016	\$625
TOTAL NEW DESIGNATIONS				\$9,377
TOTAL CURRENT AND NEW DESIGNATIONS				\$78,127

TRAVEL WORKSHEET

OKALOOSA

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			\$6,000			

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			\$4,500			

TOTAL LOCAL TRAVEL

\$10,500

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	8	5	\$300	\$140	\$34	\$6,140
IT Workshops	TBA	4	4	\$125	\$120	\$34	\$2,109
Coalition Meetings	TBA	8	8	\$125	\$120	\$34	\$9,021
TOTAL							\$17,270

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	4	4	\$150	\$140	\$41	\$2,486
Fall TC Education Forum	TBA	8	5	\$600	\$140	\$41	\$6,720
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							\$16,076

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

\$34,708

TOTAL TRAVEL REQUEST

\$45,208

POSTAGE WORKSHEET

OKALOOSA

Type of Mail	Number of Items	Postage Rate	Total
MASS MAILINGS:			
TAXES:			
Tax Notices - Real Property	105,658	0.51	\$53,886
Tax Notices - Personal Property	12,919	0.51	\$6,589
Reminder Notices - Real & Personal Property	7,149	0.51	\$3,646
Installment Notices	9,572	0.59	\$5,647
Informational Notice to Mortgagor	261	0.51	\$133
TAGS AND REGISTRATIONS:			
Motor Vehicles	207,500	0.49	\$101,675
OTHER: (Specify Type)			
Business Tax Receipts	14,000	0.49	\$6,860
Tourist Tax	5,000	0.49	\$2,450
Amount Reimbursed by County for Tax Mailings:			(\$70,000)
TOTAL MASS MAILINGS			\$110,886
GENERAL CORRESPONDENCE			
Metered Mail	27,500	\$0.49	\$13,475
Priority Mail / Certified Mail	Fluctuating	Variable	\$3,500
TOTAL GENERAL CORRESPONDENCE			\$16,975
TOTAL POSTAGE REQUEST			\$127,861

EDUCATION WORKSHEET

OKALOOSA

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		2	\$1,800
Gulf Power Economic Symp.	TBA	150		4	\$600
TOTAL					\$3,100

CONFERENCES AND SEMINARS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
Spring TC Education Forum	TBA	225		4	\$900
Fall TC Education Forum	TBA	225		8	\$1,800
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					\$4,900

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
TaxSys User Group	TBA	150		8	\$1,200
OCTC Training Day	TBA	60		75	\$4,500
TOTAL					\$5,700

OTHER EDUCATIONAL EXPENSES (SPECIFY) TOTAL

TOTAL EDUCATION EXPENSES \$13,700

**DATA PROCESSING PURCHASE
JUSTIFICATION**

OKALOOSA

ITEM REQUESTED	NUMBER REQUESTED	MAKE AND MODEL NUMBER	LENGTH OF PAYMENT SCHEDULE	COST FOR FISCAL YEAR 2015-16	FULL COST
Network switch	1	WS-C3560X-48P-E		\$13,000	\$13,000

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.

Network switch would provide needed hardware in our new Niceville location that would connect and route communication between multiple devices on our computer network, ie. Servers, desktop computers, and peripheral equipment.

HOW LONG WILL THIS PURCHASE FULFILL THOSE NEEDS?

Should be indefinite.

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, Concealed Weapon License issuance, BUCS Accounting, Axis Camera system, High Speed Processor, QFLOW numbering system. OCTC servers operate on Server 2008.

As an Agent for various state agencies, these combined systems are used to process Driver Licenses, Motor Vehicle transactions and various other state functions 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.

Goal:

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.

2015-2016

Update Antivirus

Continue training regimen for IT department

Website redesign for mobile capability

Webserver replacement

Replace management department laptops

Upgrade Spam filter

Upgrade to Office 365

Replacement of receipt printers on counters (Repaired 12 during FY14-15)

2016-2017

Update Antivirus

Replace HP450 laptops

Continue training regimen for IT department

Renew SSL Certificates for the website as well as exchange server.

BUCS Server upgrade

Domain Server replacement

Update Antivirus

Continue training regimen for IT department

Replace aging servers (HP DL320G5)

2017-2018

Update Antivirus

Camera Server Replacement

2015-16 Tax Collector		
OKALOOSA		
FTE By Activity	Estimated FTE	Estimated Annual Transactions
Property Tax	68.00	110,580.00
DMV		350,449.00
Game & Fish		5,725.00
BTR		13,172.00
Drivers License		75,356.00
Birth Certificate		2,563.00
Tourist Tax		9,487.00
Concealed Weapons		1,233.00
Miscellaneous (list)		112,271.00
Administrative		14.00
Total	82.00	680,836.00

List Miscellaneous activities below:

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

***Annual Transactions based on 7/1/14 - 6/30/15**

SUMMARY OF REDUCTIONS REQUEST

TAX COLLECTOR
OKALOOSA

APPROPRIATION CATEGORY	APPROVED BUDGET 2014-15	BUDGET REQUEST 2015-16	Reductions Requested by the COUNTY		Reductions Reflected in REQUEST	
			AMOUNT	%	AMOUNT	%
PERSONNEL SERVICES (Sch. 1-1A)	4,805,382	4,999,160			193,778	4.0%
OPERATING EXPENSES (Sch. II)	1,086,886	1,095,181			8,295	0.8%
OPERATING CAPITAL OUTLAY (Sch. III)	245,976	383,000			137,024	55.7%
TOTAL EXPENDITURES	\$6,138,244	\$6,477,341			\$339,097	5.5%
NUMBER OF POSITIONS	80	82			2	2.5%

** 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.*

**SUMMARY OF REDUCTIONS REQUEST
JUSTIFICATION SHEET**

OKALOOSA

APPROPRIATION CATEGORY	AMOUNT OF VARIANCE	JUSTIFICATION
GRAND TOTAL	\$0	



Executive
Director
Marshall Stranburg

June 26, 2015

MEMORANDUM

TO: All County Fee Officer Tax Collectors
FROM: Property Tax Oversight Program
SUBJECT: Budget Update

As you prepare for your August 1st budget submission, please refer to the information listed in this document to assist you with your budget preparation. Budget Forms and workbooks are posted on our website and can be found at <http://dor.myflorida.com/dor/property/cofficials/>

The Legislature did not adopt pay raises for State Employees, and did not change state employee health insurance or employee retirement contribution rates.

Senate Bill 2512A provides new employer retirement contribution rates for fiscal year 2015-16 as listed below.

SB2512A- Enrolled

Retirement Class	Contribution Rate	Unfunded Actuarial Liability	Admin. Fee	HIS Subsidy	Total Employer Contribution Rate Effective 7/1/15	Employee Contribution	Total Contribution Submitted to Retirement
Regular Employee	2.91%	2.65%	0.04%	1.66%	7.26⁰%	3.00%	10.26%
SMS	4.32%	15.41%	0.04%	1.66%	21.43%	3.00%	24.43%
County Official	8.48%	32.09%	0.04%	1.66%	42.27%	3.00%	45.27%
DROP	4.10%	7.12%	0.00%	1.66%	12.88%	0.00%	12.88%

If you have any questions, please contact Cathy Galavis at (850) 617-8845.

cc: Board of County Commissioners



State of Florida

Board of County Commissioners

Risk Management

May 15, 2015

Mr. Ben Anderson
Tax Collector
302 N. Wilson Street, Ste. 201
Crestview, FL 32536

Re: Insurance Costs for FY 2016 Budget

Dear Mr. Anderson:

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

For the 2016 fiscal year, your allocation for Workers' Compensation is \$13,738. The allocation for 'other insurance' remains the same as for fiscal year 2015, \$69,809.

We recommend funding your benefits program using \$8,990 per employee. The County is projecting a 3% increase in Florida Blue Premiums for the coming year. The present plans, Blue Options 3769 (base plan) and Blue Options 3559 (buy up plan) will continue to be offered.

We are projecting an increase in the dental rate to \$21.88 per employee. Life and Long Term Disability rates should remain unchanged in the coming year. We plan on continuing the Flexible Spending Benefits Plan and do not foresee any changes to the plan.

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

Sincerely,

Laura J. Porter
Risk Manager

By **KARI BARLOW**

Print Page

July 15, 2015 4:19PM

5 things to know about Okaloosa County's budget

Okaloosa County's proposed 2015-16 budget keeps property tax rates level and includes a \$21 million increase over the current year.

The \$331 million spending plan includes \$325,000 in new positions, a \$500-per-employee pay increase and \$3.6 million in anticipated BP settlement funds.

A particular challenge in building this year's budget was \$1.6 million in unexpected state mandates, Okaloosa County Administrator John Hofstad said.

"These are costs we can't avoid," he said. "... These are cost obligations we have to meet for the state."

While spending is projected to increase by about 6.8 percent, the county also expects increased revenues from bed taxes, state sales taxes and property taxes.

"I'm more optimistic this year for the budgeting process than I've been since I came on the board," Commission Chairman Nathan Boyles said. "I think we'll be well positioned to hold tax rates level and begin taking up capital improvement challenges."

Commissioners will take its final votes on the proposed 2015-16 budget at public hearings on Sept 3 and Sept. 15.



Here are five highlights from the proposed 2015-16 budget:

1. No tax increase

The budget is based on keeping the millage rate at its current rate of 3.4308 mills. (A mill is \$1 per \$1,000 of property value.)

2. Unfunded state mandates

The county will incur \$1.6 million in mandates from the state during the 2015-16 fiscal year. Included in that total is \$252,000 in Medicaid expansion, a \$200,000 increase in jail inmate healthcare, \$489,179 in Department of Juvenile Justice incarceration costs and a \$225,000 increase in elections costs related to the 2016 presidential election.

3. BP Settlement Money

If ultimately approved by a federal court, the county will receive \$3.6 million from BP in unsettled oil spill claims. In the proposed budget, County Administrator John Hofstad has placed about \$600,000 into the capital outlay budget and the remaining \$3 million into county reserves. Commissioners likely will use some portion of the \$3 million elsewhere in the budget.

4. Capital Projects

About \$550,000 has been allocated for a wide variety of projects that have been deferred in recent years. That list includes new or repaired roofs for the jail, the Brackin Street Sheriff's Office building, the north and south health department buildings and old Crestview hospital building; an expanded farmer's market in Fort Walton Beach, safety improvements at the courthouse annex extension and repairs at the old Fort Walton Beach Hospital building and public defender's office.

5. Law Enforcement Increase

Okaloosa County Sheriff Larry Ashley requested an 11 percent, or \$3.4 million, increase in funding for the 2015-16 fiscal year. Hofstad has recommended a 4.5 percent increase, or \$1.4 million.

"He has needs, and I understand that," Hofstad said. "We want to help him out and give him as much as possible. We simply just did not have \$3.4 million."

<http://www.nwfdailynews.com/article/20150715/NEWS/150719906>

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ORGANIZATIONAL CHART

Citizens of Okaloosa County

TAX COLLECTOR

