

**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, 2016, through September 30, 2017, 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

7/29/2016  
Date

**BUDGET REQUEST FOR TAX COLLECTORS  
SUMMARY OF THE 2016-17 BUDGET BY APPROPRIATION CATEGORY**

**OKALOOSA  
COUNTY**

**EXHIBIT A**

|   | ACTUAL<br>EXPENDITURES<br>2014-15 | APPROVED<br>BUDGET<br>2015-16 | ACTUAL<br>EXPENDITURES<br>6/30/16 | REQUEST<br>2016-17 | (INCREASE/DECREASE) |        | AMOUNT<br>APPROVED<br>2016-17 | (INCREASE/DECREASE) |      |
|---|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|--------|-------------------------------|---------------------|------|
|   |                                   |                               |                                   |                    | AMOUNT              | %      |                               | AMOUNT              | %    |
| (1)                                       | (2)                               | (3)                           | (4)                               | (5)                | (6)                 | (6a)   | (7)                           | (8)                 | (8a) |
| PERSONNEL SERVICES<br>(Sch. 1-1A)         | \$4,529,329                       | \$4,999,074                   | \$3,343,769                       | \$5,179,902        | \$180,828           | 3.62%  |                               |                     |      |
| OPERATING EXPENSES<br>(Sch. II)           | \$1,186,776                       | \$1,095,181                   | \$774,871                         | \$996,205          | (\$98,976)          | -9.04% |                               |                     |      |
| OPERATING<br>CAPITAL OUTLAY<br>(Sch. III) | \$547,514                         | \$383,000                     | \$294,254                         | \$443,438          | \$60,438            | 15.78% |                               |                     |      |
| TOTAL EXPENDITURES                        | \$6,263,619                       | \$6,477,255                   | \$4,412,894                       | \$6,619,545        | \$142,290           | 2.20%  |                               |                     |      |
|   |                                   |                               |                                   |                    |                     |        |                               |                     |      |
| NUMBER OF POSITIONS                       |                                   | 82                            |                                   | 82                 |                     |        |                               |                     |      |
|   |                                   |                               |                                   |                    |                     |        | COL (5) - (3) COL (6) / (3)   |                     |      |

**DETAIL OF SALARIES**

FY2016-2017  
OKALOOSA

SCHEDULE I

*DOR USE ONLY*

| Pos. No. | Position Classification                                     | Annual Rate 9/30/16 | Position Designation | REQUESTED INCREASES |       |           |                     | APPROVED INCREASES |       |         |                     |
|----------|---|---------------------|----------------------|---------------------|-------|-----------|---------------------|--------------------|-------|---------|---------------------|
|          |   |                     |                      | Guideline           | Other | Funding   | Annual Rate 9/30/17 | Guideline          | Other | Funding | Annual Rate 9/30/17 |
|          |   |                     |                      | (4a)                | (4b)  | (5)       | (6)                 | (7a)               | (7b)  | (8)     | (9)                 |
| 1        | Official  | \$129,552           |                      |                     |       | \$129,552 | 129,552             |                    |       |         |                     |
| 2        | Chief Operations Officer                                    | 87,400              | S                    | 800                 |       | 88,200    | 88,400              |                    |       |         |                     |
| 3        | Chief Financial Officer                                     | 87,400              | S                    | 800                 |       | 88,200    | 88,400              |                    |       |         |                     |
| 4        | Chief Information Officer                                   | 87,400              | S                    | 800                 |       | 88,200    | 88,400              |                    |       |         |                     |
| 5        | Finance Administrator                                       | 43,235              |                      | 800                 |       | 44,035    | 44,235              |                    |       |         |                     |
| 6        | Customer Service Agent                                      | 32,210              |                      | 800                 |       | 33,010    | 33,210              |                    |       |         |                     |
| 7        | Chief Branch Operations Officer                             | 87,400              | S                    | 800                 |       | 88,200    | 88,400              |                    |       |         |                     |
| 8        | Branch Manager  | 51,800              |                      | 800                 |       | 52,600    | 52,800              |                    |       |         |                     |
| 9        | Customer Service Agent                                      | 31,710              |                      | 800                 |       | 32,510    | 32,710              |                    |       |         |                     |
| 10       | Branch Manager  | 51,800              |                      | 800                 |       | 52,600    | 52,800              |                    |       |         |                     |
| 11       | Branch Administrator  | 50,280              |                      | 800                 |       | 51,080    | 51,280              |                    |       |         |                     |
| 12       | Director of Professional Development                        | 49,744              | R                    | 800                 |       | 50,544    | 50,744              |                    |       |         |                     |
| 13       | Tax Administrator   | 51,280              |                      | 800                 |       | 52,080    | 52,280              |                    |       |         |                     |
| 14       | Director of Field Services Director of Business Collections | 51,280              |                      | 800                 |       | 52,080    | 52,280              |                    |       |         |                     |
| 15       | Finance Administrator                                       | 43,235              |                      | 800                 |       | 44,035    | 44,235              |                    |       |         |                     |
| 16       | Customer Service Agent                                      | 31,710              |                      | 800                 |       | 32,510    | 32,710              |                    |       |         |                     |
| 17       | Customer Service Agent                                      | 31,710              |                      | 800                 |       | 32,510    | 32,710              |                    |       |         |                     |
| 18       | Assistant Branch Manager                                    | 42,040              |                      | 800                 |       | 42,840    | 43,040              |                    |       |         |                     |
| 19       | Assistant Branch Manager                                    | 42,040              |                      | 800                 |       | 42,840    | 43,040              |                    |       |         |                     |
| 20       | Assistant Branch Manager                                    | 43,735              |                      | 800                 |       | 44,535    | 44,735              |                    |       |         |                     |
| 21       | Customer Service Supervisor                                 | 39,423              |                      | 800                 |       | 40,223    | 40,423              |                    |       |         |                     |
| 22       | Branch Manager  | 58,520              |                      | 800                 |       | 59,320    | 59,520              |                    |       |         |                     |
| 23       | Director of Community Relations                             | 45,250              |                      | 800                 |       | 46,050    | 46,250              |                    |       |         |                     |
| 24       | Assistant Branch Manager                                    | 43,735              |                      | 800                 |       | 44,535    | 44,735              |                    |       |         |                     |
| 25       | Assistant Branch Manager                                    | 42,040              |                      | 800                 |       | 42,840    | 43,040              |                    |       |         |                     |
| 26       | Tax Analyst Tax Agent                                       | 33,583              |                      | 800                 |       | 34,383    | 34,583              |                    |       |         |                     |
| 27       | Customer Service Supervisor                                 | 36,860              |                      | 800                 |       | 37,660    | 37,860              |                    |       |         |                     |
| 28       | Customer Service Supervisor                                 | 36,860              |                      | 800                 |       | 37,660    | 37,860              |                    |       |         |                     |
| 29       | Senior Service Agent  | 32,740              |                      | 800                 |       | 33,540    | 33,740              |                    |       |         |                     |

**DETAIL OF SALARIES**

FY2016-2017  
OKALOOSA

SCHEDULE I

*DOR USE ONLY*

| Pos. No. | Position Classification                           | Annual Rate 9/30/16 | Position Designation | REQUESTED INCREASES |       |         |                     | APPROVED INCREASES |       |         |                     |
|----------|---|---------------------|----------------------|---------------------|-------|---------|---------------------|--------------------|-------|---------|---------------------|
|          |   |                     |                      | Guideline           | Other | Funding | Annual Rate 9/30/17 | Guideline          | Other | Funding | Annual Rate 9/30/17 |
| (1)      | (2)   | (3)                 | (3a)                 | (4a)                | (4b)  | (5)     | (6)                 | (7a)               | (7b)  | (8)     | (9)                 |
| 30       | Customer Service Supervisor                       | 37,272              |                      | 800                 |       | 38,072  | 38,272              |                    |       |         |                     |
| 31       | Customer Service Supervisor                       | 36,860              |                      | 800                 |       | 37,660  | 37,860              |                    |       |         |                     |
| 32       | <del>Tax Analyst</del> Tax Agent                  | 33,583              |                      | 800                 |       | 34,383  | 34,583              |                    |       |         |                     |
| 33       | <del>Field Agent</del> Business Collections Agent | 33,583              |                      | 800                 |       | 34,383  | 34,583              |                    |       |         |                     |
| 34       | Customer Service Supervisor                       | 36,860              |                      | 800                 |       | 37,660  | 37,860              |                    |       |         |                     |
| 35       | Senior Service Agent                              | 32,807              |                      | 800                 |       | 33,607  | 33,807              |                    |       |         |                     |
| 36       | Senior Service Agent                              | 32,740              |                      | 800                 |       | 33,540  | 33,740              |                    |       |         |                     |
| 37       | Customer Service Agent                            | 31,710              |                      | 800                 |       | 32,510  | 32,710              |                    |       |         |                     |
| 38       | Senior Service Agent                              | 32,740              |                      | 800                 |       | 33,540  | 33,740              |                    |       |         |                     |
| 39       | Customer Service Agent                            | 31,710              |                      | 800                 |       | 32,510  | 32,710              |                    |       |         |                     |
| 40       | Customer Service Agent                            | 31,710              |                      | 800                 |       | 32,510  | 32,710              |                    |       |         |                     |
| 41       | Customer Service Agent                            | 31,710              |                      | 800                 |       | 32,510  | 32,710              |                    |       |         |                     |
| 42       | Customer Service Agent                            | 31,710              |                      | 800                 |       | 32,510  | 32,710              |                    |       |         |                     |
| 43       | Customer Service Agent                            | 31,710              |                      | 800                 |       | 32,510  | 32,710              |                    |       |         |                     |
| 44       | Customer Service Agent                            | 31,710              |                      | 800                 |       | 32,510  | 32,710              |                    |       |         |                     |
| 46       | <del>Field Agent</del> Business Collections Agent | 33,583              |                      | 800                 |       | 34,383  | 34,583              |                    |       |         |                     |
| 47       | Customer Service Supervisor                       | 40,057              |                      | 800                 |       | 40,857  | 41,057              |                    |       |         |                     |
| 48       | Customer Service Supervisor                       | 36,860              |                      | 800                 |       | 37,660  | 37,860              |                    |       |         |                     |
| 49       | Customer Service Agent                            | 32,740              |                      | 800                 |       | 33,540  | 33,740              |                    |       |         |                     |
| 50       | Customer Service Agent                            | 31,710              |                      | 800                 |       | 32,510  | 32,710              |                    |       |         |                     |
| 51       | Customer Service Agent                            | 31,710              |                      | 800                 |       | 32,510  | 32,710              |                    |       |         |                     |
| 52       | Customer Service Agent                            | 31,710              |                      | 800                 |       | 32,510  | 32,710              |                    |       |         |                     |
| 53       | Finance Administrator                             | 48,000              |                      | 800                 |       | 48,800  | 49,000              |                    |       |         |                     |
| 54       | Director of Human Resources                       | 54,400              |                      | 800                 |       | 55,200  | 55,400              |                    |       |         |                     |
| 55       | IT Specialist                                     | 43,235              |                      | 800                 |       | 44,035  | 44,235              |                    |       |         |                     |
| 56       | Customer Service Supervisor                       | 36,860              |                      | 800                 |       | 37,660  | 37,860              |                    |       |         |                     |
| 57       | Branch Manager                                    | 53,310              |                      | 800                 |       | 54,110  | 54,310              |                    |       |         |                     |
| 58       | Assistant Branch Manager                          | 42,040              |                      | 800                 |       | 42,840  | 43,040              |                    |       |         |                     |



**DETAIL OF SALARIES**

FY2016-2017  
OKALOOSA

SCHEDULE I

*DOR USE ONLY*

| Pos. No. | Position Classification | Annual Rate 9/30/16 | Position Designation | REQUESTED INCREASES |       |             | APPROVED INCREASES  |           |       |         |                     |  |
|----------|-------------------------|---------------------|----------------------|---------------------|-------|-------------|---------------------|-----------|-------|---------|---------------------|--|
|          |                         |                     |                      | Guideline           | Other | Funding     | Annual Rate 9/30/17 | Guideline | Other | Funding | Annual Rate 9/30/17 |  |
|          |                         |                     |                      | (4a)                | (4b)  | (5)         | (6)                 | (7a)      | (7b)  | (8)     | (9)                 |  |
|          |                         |                     |                      |                     |       |             |                     |           |       |         |                     |  |
| 1        | Official                | 129,552             |                      |                     |       | 129,552     | 129,552             |           |       |         |                     |  |
| 81       | Current Positions       | 3,383,921           |                      | 64,800              |       | 3,397,391   | 3,448,721           |           |       |         |                     |  |
|          | New Positions           |                     |                      |                     |       |             |                     |           |       |         |                     |  |
| 82       | TOTAL                   | \$3,513,473         |                      | \$64,800            |       | \$3,526,943 | \$3,578,273         |           |       |         |                     |  |

**DETAIL OF PERSONNEL SERVICES**

**SCHEDULE IA**

**OKALOOSA**

| OBJECT CODE                     | ACTUAL<br>EXPENDITURES<br>2014-15 | APPROVED<br>BUDGET<br>2015-16 | ACTUAL<br>EXPENDITURES<br>6/30/16 | REQUEST<br>2016-17 | INCREASE/(DECREASE) |              | AMOUNT<br>APPROVED<br>2016-17 |
|---------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|--------------|-------------------------------|
|                                 |                                   |                               |                                   |                    | AMOUNT              | %            |                               |
| (1)                             | (2)                               | (3)                           | (4)                               | (5)                | (6)                 | (6a)         | (7)                           |
| <b>PERSONNEL SERVICES:</b>      |                                   |                               |                                   |                    |                     |              |                               |
| 11 OFFICIAL                     | \$128,402                         | \$129,552                     | \$92,289                          | \$129,552          |                     |              |                               |
| 12 EMPLOYEES (REGULAR)          | 3,091,490                         | 3,318,946                     | 2,243,405                         | 3,397,391          | 78,445              | 2.36%        |                               |
| 13 EMPLOYEES (TEMPORARY)        | 50,317                            | 51,966                        | 38,175                            | 53,888             | 1,922               | 3.70%        |                               |
| 14 OVERTIME                     |                                   |                               |                                   |                    |                     | -----        |                               |
| 15 SPECIAL PAY                  | 59,954                            | 86,877                        | 68,438                            | 92,814             | 5,937               | 6.83%        |                               |
| <b>21 FICA</b>                  |                                   |                               |                                   |                    |                     |              |                               |
| 2152 REGULAR                    | 238,704                           | 273,746                       | 176,590                           | 280,188            | 6,442               | 2.35%        |                               |
| 2153 OTHER                      |                                   |                               |                                   |                    |                     | -----        |                               |
| <b>22 RETIREMENT</b>            |                                   |                               |                                   |                    |                     |              |                               |
| 2251 OFFICIAL                   | 55,176                            | 54,762                        | 39,011                            | 55,021             | 259                 | 0.47%        |                               |
| 2252 EMPLOYEE                   | 194,184                           | 211,929                       | 144,964                           | 231,726            | 19,797              | 9.34%        |                               |
| 2253 SMS/SES                    | 97,788                            | 99,827                        | 63,547                            | 99,354             | (473)               | -0.47%       |                               |
| 2254 DROP                       | 8,938                             | 9,380                         | 6,285                             |                    | (9,380)             | -100.00%     |                               |
| 23 LIFE & HEALTH INSURANCE      | 589,778                           | 739,851                       | 457,301                           | 818,763            | 78,912              | 10.67%       |                               |
| 24 WORKER'S COMPENSATION        | 13,497                            | 13,738                        | 13,738                            | 12,705             | (1,033)             | -7.52%       |                               |
| 25 UNEMPLOYMENT COMP.           | 1,100                             | 8,500                         | 28                                | 8,500              |                     |              |                               |
| <b>TOTAL PERSONNEL SERVICES</b> | <b>\$4,529,329</b>                | <b>\$4,999,074</b>            | <b>\$3,343,769</b>                | <b>\$5,179,902</b> | <b>180,828</b>      | <b>3.62%</b> |                               |

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**DETAIL OF OPERATING EXPENSES**

**SCHEDULE II**

**OKALOOSA**

| OBJECT CODE                     | ACTUAL<br>EXPENDITURES<br>2014-15 | APPROVED<br>BUDGET<br>2015-16 | ACTUAL<br>EXPENDITURES<br>6/30/16 | REQUEST<br>2016-17 | INCREASE/(DECREASE) |          | AMOUNT<br>APPROVED<br>2016-17 |
|---------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|----------|-------------------------------|
|                                 |                                   |                               |                                   |                    | AMOUNT              | %        |                               |
| (1)                             | (2)                               | (3)                           | (4)                               | (5)                | (6)                 | (6a)     | (7)                           |
| <b>OPERATING EXPENSES:</b>      |                                   |                               |                                   |                    |                     |          |                               |
| <b>31 PROFESSIONAL SERVICES</b> |                                   |                               |                                   |                    |                     |          |                               |
| 3151 E.D.P.                     | \$11,270                          | \$17,022                      | \$10,703                          | \$17,361           | \$339               | 1.99%    |                               |
| 3154 LEGAL                      | 66,547                            | \$45,790                      | 13,949                            | 44,950             | (840)               | -1.83%   |                               |
| 3159 OTHER                      | 27,304                            |                               | 3,627                             |                    |                     | ----     |                               |
| 32 ACCOUNTING & AUDITING        |                                   | \$10,000                      | 700                               | 10,000             |                     |          |                               |
| 33 COURT REPORTER               |                                   |                               |                                   |                    |                     | ----     |                               |
| 34 OTHER CONTRACTUAL            |                                   |                               |                                   |                    |                     | ----     |                               |
| 40 TRAVEL                       | 28,731                            | 45,208                        | 9,773                             | 45,928             | 720                 | 1.59%    |                               |
| 41 COMMUNICATIONS               | 10,203                            | 11,292                        | 6,407                             | 10,752             | (540)               | -4.78%   |                               |
| <b>42 TRANSPORTATION</b>        |                                   |                               |                                   |                    |                     |          |                               |
| 4251 POSTAGE                    | 184,985                           | 127,861                       | 31,818                            | 127,655            | (206)               | -0.16%   |                               |
| 4252 FREIGHT                    |                                   |                               |                                   |                    |                     | ----     |                               |
| 43 UTILITIES                    | 62,912                            | 75,900                        | 36,325                            | 58,800             | (17,100)            | -22.53%  |                               |
| <b>44 RENTALS &amp; LEASES</b>  |                                   |                               |                                   |                    |                     |          |                               |
| 4451 OFFICE EQUIPMENT           | 17,406                            | 19,720                        | 16,783                            | 20,460             | 740                 | 3.75%    |                               |
| 4452 VEHICLES                   |                                   |                               |                                   |                    |                     | ----     |                               |
| 4453 OFFICE SPACE               | 256,799                           | 73,500                        | 75,254                            |                    | (73,500)            | -100.00% |                               |
| 4454 E.D.P.                     |                                   |                               |                                   |                    |                     | ----     |                               |
| 45 INSURANCE & SURETY           | 82,931                            | 87,810                        | 99,287                            | 57,524             | (30,286)            | -34.49%  |                               |



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

**SCHEDULE II**

| OBJECT CODE                        | ACTUAL<br>EXPENDITURES<br>2014-15 | APPROVED<br>BUDGET<br>2015-16 | ACTUAL<br>EXPENDITURES<br>6/30/16 | REQUEST<br>2016-17 | INCREASE/(DECREASE) |               | AMOUNT<br>APPROVED<br>2016-17 |
|------------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|---------------|-------------------------------|
|                                    |                                   |                               |                                   |                    | AMOUNT              | %             |                               |
| (1)                                | (2)                               | (3)                           | (4)                               | (5)                | (6)                 | (6a)          | (7)                           |
| <b>46 REPAIR &amp; MAINTENANCE</b> |                                   |                               |                                   |                    |                     |               |                               |
| 4651 OFFICE EQUIPMENT              | \$946                             | \$1,920                       | \$278                             | \$2,680            | \$760               | 39.58%        |                               |
| 4652 VEHICLES                      | 1,208                             | 5,400                         | 1,229                             | 4,200              | (1,200)             | -22.22%       |                               |
| 4653 OFFICE SPACE                  | 9,896                             | 16,240                        | 40,464                            | 16,660             | 420                 | 2.59%         |                               |
| 4654 E.D.P.                        | 322,241                           | 375,225                       | 321,987                           | 406,090            | 30,865              | 8.23%         |                               |
| <b>47 PRINTING &amp; BINDING</b>   |                                   |                               |                                   |                    |                     | ----          |                               |
| 48 PROMOTIONAL                     | 345                               |                               | 1,625                             | 3,000              | 3,000               | ----          |                               |
| <b>49 OTHER CURRENT CHARGES</b>    |                                   |                               |                                   |                    |                     |               |                               |
| 4951 LEGAL ADVERTISEMENTS          | 17,802                            | 25,535                        | 18,269                            | 25,645             | 110                 | 0.43%         |                               |
| 4959 OTHER                         |                                   |                               |                                   |                    |                     | ----          |                               |
| <b>51 OFFICE SUPPLIES</b>          |                                   |                               |                                   |                    |                     | ----          |                               |
| 52 OPERATING SUPPLIES              | 58,424                            | 126,195                       | 72,692                            | 112,710            | (13,485)            | -10.69%       |                               |
| <b>54 BOOKS &amp; PUBLICATIONS</b> |                                   |                               |                                   |                    |                     |               |                               |
| 5451 BOOKS                         |                                   |                               |                                   |                    |                     | ----          |                               |
| 5452 SUBSCRIPTIONS                 |                                   |                               |                                   |                    |                     | ----          |                               |
| 5453 EDUCATION                     | 13,920                            | 13,700                        | 2,260                             | 14,780             | 1,080               | 7.88%         |                               |
| 5454 DUES/MEMBERSHIPS              | 12,908                            | 16,863                        | 11,441                            | 17,010             | 147                 | 0.87%         |                               |
| <b>TOTAL OPERATING EXPENSES</b>    | <b>\$1,186,776</b>                | <b>\$1,095,181</b>            | <b>\$774,871</b>                  | <b>\$996,205</b>   | <b>(98,976)</b>     | <b>-9.04%</b> |                               |

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**DETAIL OF OPERATING CAPITAL OUTLAY**

SCHEDULE III

OKALOOSA

| OBJECT CODE                        | ACTUAL<br>EXPENDITURES<br>2014-15 | APPROVED<br>BUDGET<br>2015-16 | ACTUAL<br>EXPENDITURES<br>6/30/16 | REQUEST<br>2016-17 | INCREASE/(DECREASE) |               | AMOUNT<br>APPROVED<br>2016-17 |
|------------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|---------------|-------------------------------|
|                                    |                                   |                               |                                   |                    | AMOUNT              | %             |                               |
| (1)                                | (2)                               | (3)                           | (4)                               | (5)                | (6)                 | (6a)          | (7)                           |
| CAPITAL OUTLAY:                    |                                   |                               |                                   |                    |                     |               |                               |
| 64 MACHINERY & EQUIPMENT           |                                   |                               |                                   |                    |                     |               |                               |
| 61 LAND                            |                                   |                               |                                   |                    |                     | ----          |                               |
| 62 BUILDINGS                       | \$497,091                         | \$325,000                     | \$291,176                         | \$370,000          | \$45,000            | 13.85%        |                               |
| 6451 E.D.P.                        | 7,800                             | 13,000                        |                                   | 73,438             | \$60,438            | 464.91%       |                               |
| 6452 OFFICE FURNITURE              | 30,619                            | 28,000                        |                                   |                    | (\$28,000)          | -100.00%      |                               |
| 6453 OFFICE EQUIPMENT              |                                   |                               | 3,078                             |                    |                     | ----          |                               |
| 6454 VEHICLES                      |                                   |                               |                                   |                    |                     | ----          |                               |
| 66 BOOKS                           |                                   |                               |                                   |                    |                     | ----          |                               |
| 68 INTANGIBLE ASSETS<br>(SOFTWARE) | 12,004                            | 17,000                        |                                   |                    | (\$17,000)          | -100.00%      |                               |
| <b>TOTAL CAPITAL OUTLAY</b>        | <b>\$547,514</b>                  | <b>\$383,000</b>              | <b>\$294,254</b>                  | <b>\$443,438</b>   | <b>\$60,438</b>     | <b>15.78%</b> |                               |

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

OKALOOSA

SCHEDULE III A

**INSTALLMENT PURCHASES**

| ITEM | TOTAL<br>CONTRACT<br>COST | MONTH AND<br>YEAR<br>PURCHASED | LENGTH OF<br>CONTRACT | REQUEST<br>2016-17 |
|------|---------------------------|--------------------------------|-----------------------|--------------------|
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |
|      |                           |                                |                       |                    |

**OTHER CAPITAL ITEMS**

| ITEM  | UNIT<br>PRICE | QUANTITY | REPLACE | NEW | REQUEST<br>2016-17 |
|---|---------------|----------|---------|-----|--------------------|
| Loan Payments for Niceville Building                          | \$23,750      | 12       |         | 12  | \$285,000          |
| Renovations (electrical panel upgrade) for Niceville Building | 35,000        |          | 1       |     | 35,000             |
| Renovations (seal) for Niceville Building                     | 40,000        |          | 1       |     | 40,000             |
| Renovations (breakroom) for Destin Building                   | 10,000        |          |         | 1   | 10,000             |
| Firewall upgrade for Crestview and Shalimar                   | 6,719         | 2        | 2       |     | 13,438             |
| Highspeed Scanner   | 60,000        | 1        | 1       |     | 60,000             |
|   |               |          |         |     |                    |
|   |               |          |         |     |                    |
|   |               |          |         |     |                    |

**STATEMENT OF COMMISSIONS AND EXPENDITURES**

**OKALOOSA**

**EXHIBIT B**

| DESCRIPTION                           | ACTUAL<br>10/01/14 - 09/30/15 | ACTUAL<br>10/01/15 - 06/30/16 | ESTIMATED<br>07/01/16 - 09/30/16 | TOTAL<br>2015 - 2016 | ESTIMATED<br>2016 - 2017 |
|---------------------------------------|-------------------------------|-------------------------------|----------------------------------|----------------------|--------------------------|
| (1)                                   | (2)                           | (3)                           | (3a)                             | (3b)                 | (4)                      |
| <b>Commissions:</b>                   |                               |                               |                                  |                      |                          |
| State                                 |                               |                               |                                  |                      |                          |
| Motor Vehicles                        | 927,913                       | 658,513                       | 300,000                          | 958,513              | 950,000                  |
| Environmental Protection              |                               |                               |                                  |                      |                          |
| Game and Fish                         | 22,013                        | 12,393                        | 9,120                            | 21,513               | 21,500                   |
| Sales Tax                             | 10,923                        | 7,441                         | 3,600                            | 11,041               | 11,500                   |
| Drivers License                       | 402,254                       | 317,064                       | 155,000                          | 472,064              | 465,000                  |
| County                                | 3,207,468                     | 3,285,627                     | 20,000                           | 3,305,627            | 3,415,975                |
| Districts                             | 392,781                       | 416,734                       | 3,000                            | 419,734              | 430,000                  |
| Tax Sale                              | 317,399                       | 237,588                       |                                  | 237,588              | 275,000                  |
| Advertisements                        | 24,900                        | 24,750                        |                                  | 24,750               | 25,000                   |
| Business Tax Receipts                 | 97,174                        | 27,065                        | 73,000                           | 100,065              | 100,000                  |
| Tourist Tax                           | 492,783                       | 204,912                       | 315,000                          | 519,912              | 500,000                  |
|                                       |                               |                               |                                  |                      |                          |
| Other - List                          |                               |                               |                                  |                      |                          |
| Interest (Earned)                     | 73,358                        | 2,817                         |                                  | 2,817                |                          |
| Miscellaneous Income                  | 16,609                        | 7,817                         | 6,500                            | 14,317               | 15,000                   |
| Branch Fees                           | 162,906                       | 115,729                       | 65,000                           | 180,729              | 175,000                  |
| Tax Related Fees                      | 95,390                        | 99,659                        | 20,000                           | 119,659              | 120,000                  |
| Birth Certificate Fees                | 12,938                        | 7,231                         | 4,625                            | 11,856               | 15,000                   |
| Concealed Weapons                     | 34,612                        | 33,246                        | 16,000                           | 49,246               | 50,000                   |
| Rents & Royalties                     | 39,874                        | 53,821                        | 31,345                           | 85,166               | 105,000                  |
|                                       |                               |                               |                                  |                      |                          |
| <b>Total Commissions</b>              | <b>\$6,331,295</b>            | <b>\$5,512,405</b>            | <b>\$1,022,190</b>               | <b>\$6,534,595</b>   | <b>\$6,673,975</b>       |
|                                       |                               |                               |                                  |                      |                          |
| <b>Less Total Expenditures/Budget</b> | <b>\$6,263,619</b>            | <b>\$6,477,255</b>            |                                  | <b>\$6,477,255</b>   | <b>\$6,619,545</b>       |
|                                       |                               |                               |                                  |                      |                          |
| <b>Balance</b>                        | <b>\$67,675</b>               | <b>(\$964,850)</b>            | <b>\$1,022,190</b>               | <b>\$57,340</b>      | <b>\$54,430</b>          |

Col. (3) + (3A)

**JUSTIFICATION SHEET  
FY 2016-2017**

**OKALOOSA**

| OBJECT CODE |                         | SCHEDULE | AMOUNT<br>OF INCREASE<br>(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       | 78,445.00                           | \$800 across the board COLA for 81 employees per BoCC plus additional funding from salary lapse.  |
| 13          | Employees (Temporary)   | 1A       | 1,922.00                            | Temp services will be used to perform functions at reduced costs. 2 part time agents, 50 hours payperiod at \$15.726 per hour, performing clerical duties. 1 part time agent, 40 hours per payperiod at \$12.50 per hour, performing clerical duties. *Pay periods are biweekly.  |
| 15          | Special Pay             | 1A       | 5,937.00                            | Certification Pay for Course Completion / 67 employees @ \$1,250, 1 employee @ \$938, and 2 employees @ \$313 total \$85,314, not including the Tax Collector (see attached certification worksheet). Annual leave payout for employees' separation (\$7,500).  |
| 2152        | FICA Regular            | 1A       | 7,288.00                            | 7.65% of total salaries plus special pay (\$3,682,687)  |
| 2251        | Retirement - Official   | 1A       | 259.00                              | 42.47% of official salary (\$129,552)   |
| 2252        | Retirement - Employee   | 1A       | 19,797.00                           | 7.52% of total employee salary (\$3,397,391), plus Temporary pay (\$53,888), plus special pay (\$92,814), less SMSC employee's salary pos. #2,3,4,7,60 (\$456,380), less certification pay for SMSC (\$6,250). (\$3,081,463)  |
| 2253        | Retirement - SMS/SES    | 1A       | (473.00)                            | 21.77% of total SMSC salary pos. #2,3,4,7,60 (\$456,380), plus certification pay (\$6,250). (\$456,380)   |
| 2254        | Retirement - Drop       | 1A       | (9,380.00)                          |   |
| 23          | Life & Health Insurance | 1A       | 78,912.00                           | Health - 19% increase in premium amount, 82 employees for 12 months (\$763,397); Dental - 25% increase in premium amount, 82 employees for 12 months (\$26,912); Life/LTD - 0% change in premium amount, 82 employees for 12 months (\$9,594); Vision - 82 employees for 12 months (\$7,360). *Amounts are per year. Also included is \$11,500 for employee assistance program, flex card, identity theft protection, and drug tests. |
| 24          | Worker's Compensation   | 1A       | (1,033.00)                          | Amount quoted by BoCC   |
| 25          | Unemployment Comp.      | 1A       |                                     | estimate of expected claims for unemployment.   |

|      |                            |    |             |   |
|------|----------------------------|----|-------------|---|
| 3151 | Electronic Data Processing | II | 339.00      | internet/cable services, Symantec AV, Webex, Exchange 2013, bankruptcy software license, Accruint software license  |
| 3154 | Prof. Services - Legal     | II | (840.00)    | Bankruptcy, Personnel Issues, TPP tax warrants, Contract reviews, TDT, Clerk of Court case warrants, and legal retainer fees  |
| 3159 | Prof. Services - Other     | II |             |   |
| 32   | Accounting & Auditing      | II |             | auditing services to include expenses associated with IT penetration audit  |
| 40   | Travel                     | II | 720.00      | 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 | (540.00)    | phone/wireless service.   |
| 4251 | Postage                    | II | (206.00)    | Postage for DMV renewals, BTR, TDT mailouts, metered mail, certified mail, and priority letters. See attached postage worksheet.  |
| 43   | Utilities                  | II | (17,100.00) | electric, natural gas, and water/sewer for Niceville and Destin office locations.   |
| 4451 | R/L Office Equipment       | II | 740.00      | postage machine, letter opener, Sharp Boards, and copy machines   |
| 4453 | R/L Office Space           | II | (73,500.00) |   |
| 45   | Insurance & Surety         | II | (30,286.00) | property/liability insurance quoted by BCC, association insurance for Destin office, and notary renewals (9)  |
| 4651 | R/M Office Equipment       | II | 760.00      | repairs to vault, safes, typewriters, etc.  |
| 4652 | R/M Vehicles               | II | (1,200.00)  | cleaning and preventative maintenance of vehicle fleet  |
| 4653 | R/M Office Space           | II | 420.00      | 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 | 30,865.00   | TaxSys (4% contractual increase), RTL Highspeed maintenance, TIG phone system maintenance, BUCS/Chips, Cisco Smartnet maintenance, Trivantis, Survey Monkey, Barracuda Spam, WaveNet, HP server maint., website maint., PBL scorecard, Appointment/Calendar software maintenance, disaster recovery, Media Crazyd |
| 48   | Promotional                | II | 3,000.00    | CCW and Birth Certificate Marketing   |
| 4951 | Legal Advertisements       | II | 110.00      | open roll and delinquent roll ad and community outreach advertising   |

|                    |                              |     |                  |  |
|--------------------|------------------------------|-----|------------------|--|
| 52                 | Operating Supplies           | II  | (13,485.00)      | 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  | 1,080.00         | registration fees for various education. See attached education worksheet  |
| 5454               | Dues/Memberships             | II  | 147.00           | 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 | 45,000.00        | principal/interest debt service payments for Niceville Building (\$285,000), capital renovations to Niceville and Destin Building (\$85,000)   |
| 6451               | Equipment E.D.P.             | III | 60,438.00        | firewall upgrade for Crestview and Shalimar (\$13,438), Highspeed Scanner (\$60,000)   |
| 6452               | Office Furniture             | III | (28,000.00)      |  |
| 6453               | Office Equipment             | III |                  |  |
| 6454               | Vehicles                     | III |                  |  |
| 68                 | Intangible Assets (Software) | III | (17,000.00)      |  |
| <b>GRAND TOTAL</b> |                              |     | <b>\$143,136</b> |  |

**PERMANENT POSITION JUSTIFICATION**

**FY 2016-2017**

OKALOOSA

**POSITION DATA:**

POSITION NO.(S) \_\_\_\_\_

POSITION TITLE \_\_\_\_\_

FULL-TIME  PART-TIME

ANNUAL RATE \_\_\_\_\_

SALARY FUNDING \_\_\_\_\_

Primary functions to be performed:

\_\_\_\_\_

\_\_\_\_\_

**LOCATION:**

Position to be assigned to: \_\_\_\_\_

Main or Satellite Office: \_\_\_\_\_

Department or Section: \_\_\_\_\_

**WORKLOAD:**

Current direct workload in this unit:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# of positions currently performing this function:

Full-Time \_\_\_\_\_ Mon. Hrs. \_\_\_\_\_

Part-Time \_\_\_\_\_ Mon. Hrs. \_\_\_\_\_

Temporary \_\_\_\_\_ Mon. Hrs. \_\_\_\_\_ # of Months: \_\_\_\_\_

Direct Overtime \_\_\_\_\_ Mon. Hrs. \_\_\_\_\_

Current direct workload per position:

\_\_\_\_\_

Estimated increased workload:

\_\_\_\_\_

**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.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**TOTAL CURRENT VACANCIES** \_\_\_\_\_



**DETAIL OF VACANT POSITIONS  
FY 2016-2017**

**OKALOOSA**

| <b>Pos.<br/>No.</b> | <b>Position<br/>Classification</b> | <b>Annual Rate<br/>9/30/16</b> | <b># Days<br/>Vacant</b> |
|---------------------|------------------------------------|--------------------------------|--------------------------|
|                     |                                    |                                |                          |
|                     |                                    |                                |                          |
|                     |                                    |                                |                          |
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|                     |                                    |                                |                          |
|                     |                                    |                                |                          |
|                     |                                    |                                |                          |

\* Please insert additional lines if necessary.

**EMPLOYEE CERTIFICATION WORKSHEET  
FY 2016-2017**

**OKALOOSA**

**CURRENT DESIGNATIONS 2016-17**

| <b>POS. NO.</b> | <b>POSITION TITLE</b>                | <b>EMPLOYEE NAME</b> | <b>DATE</b> | <b>ANNUAL AMOUNT</b> |
|-----------------|--------------------------------------|----------------------|-------------|----------------------|
| 1               | Tax Collector                        | Anderson, Ben        | 2013        | \$1,250              |
| 60              | Chief Administrative Officer         | Harkins, Jim         | 1995        | \$1,250              |
| 69              | Branch Manager                       | Gillepsie, Theresa   | 1996        | \$1,250              |
| 3               | Chief Financial Officer              | Holguin, Keri        | 2000        | \$1,250              |
| 22              | Branch Manager                       | Davenport, Cristina  | 2001        | \$1,250              |
| 14              | Director of Business Collections     | Allen, Josh          | 2004        | \$1,250              |
| 57              | Branch Manager                       | Allmon, Alice        | 2004        | \$1,250              |
| 24              | Assistant Branch Manager             | Dabney, Sarah        | 2004        | \$1,250              |
| 4               | Chief Information Officer            | Parsons, Eric        | 2005        | \$1,250              |
| 47              | Customer Service Supervisor          | Childs, Heath        | 2006        | \$1,250              |
| 20              | Assistant Branch Manager             | Hlavaty, Angela      | 2006        | \$1,250              |
| 63              | Senior Service Agent                 | Knight, Patricia     | 2006        | \$1,250              |
| 7               | Chief Branch Operations Officer      | Mellott, Cherrylyn   | 2006        | \$1,250              |
| 2               | Chief Operations Officer             | Holguin, John        | 2008        | \$1,250              |
| 8               | Branch Manager                       | O'Neill, Carolyn     | 2008        | \$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          | Early, Krystal       | 2014        | \$1,250              |
| 15              | Finance Administrator                | Leach, Jennifer      | 2014        | \$1,250              |
| 55              | IT Specialist                        | Miller, Edgar        | 2014        | \$1,250              |
| 11              | Branch Administrator                 | Shoubaki, Theresa    | 2014        | \$1,250              |
| 19              | Assistant Branch Manager             | Smith, Debra         | 2014        | \$1,250              |
| 34              | Customer Service Supervisor          | Stringer, Sheila     | 2014        | \$1,250              |
| 30              | Customer Service Supervisor          | Twele, Esther        | 2014        | \$1,250              |
| 58              | Assistant Branch Manager             | Austin, Kiesha       | 2015        | \$1,250              |
| 54              | Director of Human Resources          | Bruns, Shari         | 2015        | \$1,250              |
| 62              | Senior Service Agent                 | Crawford, Brandy     | 2015        | \$1,250              |
| 61              | Senior Service Agent                 | Ellis, April         | 2015        | \$1,250              |
| 50              | Customer Service Agent               | Harlan, Christina    | 2015        | \$1,250              |
| 39              | Customer Service Agent               | Harrell, Michelle    | 2015        | \$1,250              |
| 17              | Customer Service Agent               | Haun, Charlene       | 2015        | \$1,250              |
| 5               | Finance Administrator                | Hearne, Brandy       | 2015        | \$1,250              |
| 26              | Tax Agent                            | Herrington, Lauren   | 2015        | \$1,250              |
| 67              | Customer Service Agent               | Holcomb, Karen       | 2015        | \$1,250              |
| 35              | Senior Service Agent                 | Hunt, Meredith       | 2015        | \$1,250              |
| 16              | Customer Service Agent               | Mattingly, Denise    | 2015        | \$1,250              |
| 29              | Senior Service Agent                 | Moore, Kenua         | 2015        | \$1,250              |
| 41              | Customer Service Agent               | Parker, Larry        | 2015        | \$1,250              |
| 43              | Customer Service Agent               | Parker, Melanie      | 2015        | \$1,250              |
| 65              | Senior Service Agent                 | Peoples, Kris        | 2015        | \$1,250              |
| 6               | Customer Service Agent               | Riggs, Rebekah       | 2015        | \$1,250              |

| 56  | Customer Service Supervisor     | Rowell, Wendy         | 2015        | \$1,250                |
|---|---------------------------------|-----------------------|-------------|------------------------|
| 59  | Customer Service Agent          | Rukse, Darlene        | 2015        | \$1,250                |
| 46  | Business Collections Agent      | Scott, Laura          | 2015        | \$1,250                |
| 38  | Senior Service Agent            | Sincarenco, Cheron    | 2015        | \$1,250                |
| 49  | Customer Service Agent          | Smith, Angie          | 2015        | \$1,250                |
| 33  | Business Collections Agent      | Finley, Carmen        | 2016        | \$1,250                |
| 53  | Finance Administrator           | Forcier, Tony         | 2016        | \$1,250                |
| 36  | Senior Service Agent            | Perry, Cheri          | 2016        | \$1,250                |
| 40  | Customer Service Agent          | Rice, Dorian          | 2016        | \$1,250                |
| 66  | Customer Service Agent          | Strombelline, Melissa | 2016        | \$1,250                |
| <b>TOTAL CURRENT DESIGNATIONS</b>         |                                 |                       |             | <b>\$68,750</b>        |
| <b>NEW DESIGNATIONS 2016-17</b>           |                                 |                       |             |                        |
| <b>POS. NO.</b>                           | <b>POSITION TITLE</b>           | <b>EMPLOYEE NAME</b>  | <b>DATE</b> | <b>PRORATED AMOUNT</b> |
| 72  | Customer Service Agent          | Dickie, Brandy        | 2016/2017   | \$1,250                |
| 32  | Tax Agent                       | Terrell, Samantha     | 2016/2017   | \$1,250                |
| 27  | Customer Service Supervisor     | Beale, Mark           | 2016/2017   | \$1,250                |
| 68  | Superintendent of Maintenance   | Smith, Karen          | 2016/2017   | \$1,250                |
| 70  | Customer Service Agent          | Wheelahan, Christie   | 2016/2017   | \$1,250                |
| 44  | Customer Service Agent          | Carper, Krystal       | 2016/2017   | \$1,250                |
| 52  | Customer Service Agent          | Capps, Toni           | 2016/2017   | \$1,250                |
| 42  | Customer Service Agent          | Huff, Stephanie       | 2016/2017   | \$1,250                |
| 37  | Customer Service Agent          | Boutwell, Sheila      | 2016/2017   | \$1,250                |
| 23  | Director of Community Relations | Thornton, Jerry       | 2016/2017   | \$1,250                |
| 73  | Customer Service Agent          | Fowler, Debra         | 2016/2017   | \$1,250                |
| 74  | Customer Service Agent          | Harrison, Tess        | 2016/2017   | \$1,250                |
| 75  | Customer Service Agent          | McTear, Jessica       | 2016/2017   | \$1,250                |
| 76  | Customer Service Agent          | Torella, Leeann       | 2016/2017   | \$938                  |
| 51  | Customer Service Agent          | Paschal, Heather      | 2016/2017   | \$313                  |
| 71  | Customer Service Agent          | Cascante, Calli       | 2016/2017   | \$313                  |
| <b>TOTAL NEW DESIGNATIONS</b>             |                                 |                       |             | <b>\$17,814</b>        |
| <b>TOTAL CURRENT AND NEW DESIGNATIONS</b> |                                 |                       |             | <b>\$86,564</b>        |



**TRAVEL WORKSHEET  
FY 2016-2017**

**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                         |                            |                          | \$5,000            |                               |                               |                        |

**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                                 |                            |                          | \$5,000                     |                               |                               |                        |

**TOTAL LOCAL TRAVEL**

**\$10,000**

**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                         | 4                     | \$600                               | \$150                        | \$34                        | \$6,460         |
| IT Workshops            | TBA  | 4                          | 4                     | \$125                               | \$150                        | \$34                        | \$2,469         |
| Coalition Meetings      | TBA  | 8                          | 8                     | \$125                               | \$150                        | \$34                        | \$10,701        |
| Lien Auction User Group | TBA  | 2                          | 3                     | \$150                               | \$150                        | \$34                        | \$954           |
|                         |      |                            |                       |                                     |                              |                             |                 |
|                         |      |                            |                       |                                     |                              |                             |                 |
| <b>TOTAL</b>            |      |                            |                       |                                     |                              |                             | <b>\$20,584</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                          | 4                     | \$150                               | \$150                        | \$34                        | \$1,322         |
| Fall TC Education Forum   | TBA  | 10                         | 5                     | \$600                               | \$150                        | \$34                        | \$8,300         |
| FABTO Conference          | TBA  | 2                          | 5                     | \$150                               | \$150                        | \$34                        | \$1,690         |
| FTDTA Conference          | TBA  | 3                          | 5                     | \$300                               | \$150                        | \$34                        | \$2,610         |
|                           |      |                            |                       |                                     |                              |                             |                 |
|                           |      |                            |                       |                                     |                              |                             |                 |
| <b>TOTAL</b>              |      |                            |                       |                                     |                              |                             | <b>\$13,922</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          |
|----------------|----------------------------|-----------------------|-------------------------------------|------------------------------|-----------------------------|----------------|
| Legislative    | 1                          | 4                     | \$125                               | \$150                        | \$34                        | \$711          |
| FTCA Executive | 1                          | 4                     | \$125                               | \$150                        | \$34                        | \$711          |
|                |                            |                       |                                     |                              |                             |                |
| <b>TOTAL</b>   |                            |                       |                                     |                              |                             | <b>\$1,422</b> |

**TOTAL SCHOOL, CONFERENCE OR OTHER TRAVEL**

**\$35,928**

**TOTAL TRAVEL REQUEST**

**\$45,928**

**POSTAGE WORKSHEET  
FY 2016-2017**

UNALASKA

| Type of Mail   | Number of Items | Postage Rate | Total             |
|--|-----------------|--------------|-------------------|
| <b>MASS MAILINGS:</b>                                |                 |              |                   |
|  |                 |              |                   |
| <b>TAXES:</b>  |                 |              |                   |
| Tax Notices - Real Property                          | 105,789         | 0.50         | \$52,895          |
| Tax Notices - Personal Property                      | 12,812          | 0.50         | \$6,406           |
| Reminder Notices - Real & Personal Property          | 6,413           | 0.54         | \$3,463           |
| Installment Notices                                  | 10,900          | 0.60         | \$6,540           |
| Informational Notice to Mortgagor                    | 303             | 0.50         | \$152             |
| <b>TAGS AND REGISTRATIONS:</b>                       |                 |              |                   |
| Motor Vehicles                                       | 205,000         | 0.47         | \$96,350          |
| Boats  |                 |              |                   |
| <b>OTHER: (Specify Type)</b>                         |                 |              |                   |
| Business Tax Receipts                                | 15,000          | 0.47         | \$7,050           |
| Tourist Tax  | 5,000           | 0.47         | \$2,350           |
|  |                 |              |                   |
|  |                 |              |                   |
|  |                 |              |                   |
|  |                 |              |                   |
| <b>Amount Reimbursed by County for Tax Mailings:</b> |                 |              | <b>(\$69,000)</b> |
|  |                 |              |                   |
|  |                 |              |                   |
|  |                 |              |                   |
|  |                 |              |                   |
|  |                 |              |                   |
| <b>TOTAL MASS MAILINGS</b>                           |                 |              | <b>\$106,205</b>  |
| <b>GENERAL CORRESPONDENCE</b>                        |                 |              |                   |
| Metered Mail   | 35,000          | \$0.47       | \$16,450          |
| Priority Mail / Certified Mail                       | Fluctuating     | Variable     | \$5,000           |
|  |                 |              |                   |
|  |                 |              |                   |
|  |                 |              |                   |
|  |                 |              |                   |
|  |                 |              |                   |
|  |                 |              |                   |
|  |                 |              |                   |
| <b>TOTAL GENERAL CORRESPONDENCE</b>                  |                 |              | <b>\$21,450</b>   |
| <b>TOTAL POSTAGE REQUEST</b>                         |                 |              | <b>\$127,655</b>  |

**EDUCATION WORKSHEET  
FY 2016-2017**

**OKALOOSA**

**SCHOOLS**

| Sponsor      | City | Tuition | Texts | Number Attending | TOTAL |
|--------------|------|---------|-------|------------------|-------|
|              |      |         |       |                  |       |
|              |      |         |       |                  |       |
|              |      |         |       |                  |       |
|              |      |         |       |                  |       |
|              |      |         |       |                  |       |
|              |      |         |       |                  |       |
| <b>TOTAL</b> |      |         |       |                  |       |

**WORKSHOPS**

| Sponsor                   | City      | Tuition | Texts | Number Attending | TOTAL   |
|---------------------------|-----------|---------|-------|------------------|---------|
| Leadership Okaloosa       | Niceville | 800     |       | 2                | \$1,600 |
| Gulf Power Economic Symp. | TBA       | 150     |       | 4                | \$600   |
|                           |           |         |       |                  |         |
|                           |           |         |       |                  |         |
|                           |           |         |       |                  |         |
|                           |           |         |       |                  |         |
| <b>TOTAL</b>              |           |         |       |                  | \$2,200 |

**CONFERENCES AND SEMINARS**

| Sponsor                   | City   | Tuition | Texts | Number Attending | TOTAL   |
|---------------------------|--------|---------|-------|------------------|---------|
| Spring TC Education Forum | TBA    | 300     |       | 2                | \$600   |
| Fall TC Education Forum   | TBA    | 350     |       | 10               | \$3,500 |
| FABTO Conference          | TBA    | 250     |       | 2                | \$500   |
| FTDTA Conference          | TBA    | 250     |       | 3                | \$750   |
| Ethics Seminar            | Online | 75      |       | 4                | \$300   |
|                           |        |         |       |                  |         |
|                           |        |         |       |                  |         |
| <b>TOTAL</b>              |        |         |       |                  | \$5,650 |

| Sponsor                 | City | Tuition | Texts | Number Attending | TOTAL   |
|-------------------------|------|---------|-------|------------------|---------|
| TaxSys User Group       | TBA  | 150     |       | 10               | \$1,500 |
| Lien Auction User Group | TBA  | 50      |       | 2                | \$100   |
| OCTC Training Day       | TBA  | 65      |       | 82               | \$5,330 |
|                         |      |         |       |                  |         |
|                         |      |         |       |                  |         |
|                         |      |         |       |                  |         |
| <b>TOTAL</b>            |      |         |       |                  | \$6,930 |

| OTHER EDUCATIONAL EXPENSES (SPECIFY) | TOTAL           |
|--------------------------------------|-----------------|
|                                      |                 |
|                                      |                 |
|                                      |                 |
| <b>TOTAL EDUCATION EXPENSES</b>      | <b>\$14,780</b> |







**2016-17 Tax Collector**

**OKALOOSA**

| FTE By Activity |                      | Estimated FTE | Estimated Annual Transactions |
|-----------------|----------------------|---------------|-------------------------------|
|                 | Property Tax         | 68.00         | 113,011.00                    |
|                 | DMV                  |               | 329,891.00                    |
|                 | Game & Fish          |               | 5,142.00                      |
|                 | BTR                  |               | 13,398.00                     |
|                 | Drivers License      |               | 61,568.00                     |
|                 | Birth Certificate    |               | 2,113.00                      |
|                 | Tourist Tax          |               | 10,105.00                     |
|                 | Concealed Weapons    |               | 2,179.00                      |
|                 | Miscellaneous (list) |               | 115,056.00                    |
|                 | Administrative       |               | 14.00                         |
|                 | <b>Total</b>         | <b>82.00</b>  | <b>652,463.00</b>             |

List Miscellaneous activities below:

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

**\*Annual Transactions based on 7/1/15 - 6/30/16**

## SUMMARY OF REDUCTIONS REQUEST

TAX COLLECTOR  
OKALOOSA

| APPROPRIATION CATEGORY                    | APPROVED<br>BUDGET<br>2015-16 | BUDGET<br>REQUEST<br>2016-17 | Reductions Requested by<br>the COUNTY |   | Reductions Reflected in<br>REQUEST |       |
|---|-------------------------------|------------------------------|---------------------------------------|---|------------------------------------|-------|
|   |                               |                              | AMOUNT                                | % | AMOUNT                             | %     |
| PERSONNEL SERVICES<br>(Sch. 1-1A)         | 4,999,074                     | 5,179,902                    |                                       |   | 180,828                            | 3.6%  |
| OPERATING EXPENSES<br>(Sch. II)           | 1,095,181                     | 996,205                      |                                       |   | (98,976)                           | -9.0% |
| OPERATING<br>CAPITAL OUTLAY<br>(Sch. III) | 383,000                       | 443,438                      |                                       |   | 60,438                             | 15.8% |
| TOTAL EXPENDITURES                        | \$6,477,255                   | \$6,619,545                  |                                       |   | \$142,290                          | 2.2%  |
|   |                               |                              |                                       |   |                                    |       |
| NUMBER OF POSITIONS                       | 82                            | 82                           |                                       |   |                                    |       |

*\* 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  
FY 2016-2017**

**OKALOOSA**

| <b>APPROPRIATION CATEGORY</b> | <b>AMOUNT OF VARIANCE</b> | <b>JUSTIFICATION</b> |
|-------------------------------|---------------------------|----------------------|
|                               |                           |                      |
| <b>GRAND TOTAL</b>            | \$0                       |                      |



**FLORIDA**

Executive  
Director  
Leon M. Biegalski

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

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

**DATE:** April 18, 2016

**SUBJECT:** Budget Update

As you are preparing for your upcoming budget submissions, we want to inform you of issues that may affect your budget.

The legislature adopted no pay raises for state employees and made no changes to state employee health insurance contribution rates or to employee retirement contribution rates.

The Office of Economic and Demographic Research (EDR) calculates and publishes salaries for elected officials during August and September. Please use the current salary for the elected official when preparing the budget; the department will adjust the budget when EDR publishes the new salary.

The legislature provided funding for the Department of Revenue to furnish aerial photographs to property appraisers in counties with populations of 50,000 or fewer that are scheduled to receive photographs this year (Chapter 2016-66, Laws of Florida (House Bill 5001)). Counties with populations greater than 50,000 must continue to obtain aerial photographs at their own expense at least once every three years.

Chapter 2016-63, Laws of Florida (House Bill 5005), provides new employer retirement rates for fiscal year 2016-17. The new rates are listed below. For additional information about retirement, please refer to the Division of Retirement's website at [http://www.dms.myflorida.com/workforce\\_operations/retirement](http://www.dms.myflorida.com/workforce_operations/retirement).

**Chapter 2016-63, L.O.F. (HB 5005)**

| Retirement Class | Contribution Rate | Unfunded Actuarial Liability | Admin. Fee | HIS Subsidy | Total Employer Contribution Rate Effective 7/1/16 | Employee Contribution | Total Contribution Submitted to Retirement |
|------------------|-------------------|------------------------------|------------|-------------|---|-----------------------|--|
| Regular Employee | 2.97%             | 2.83%                        | 0.06%      | 1.66%       | 7.52%   | 3.00%                 | 10.52%                                     |
| SMS              | 4.38%             | 15.67%                       | 0.06%      | 1.66%       | 21.77%  | 3.00%                 | 24.77%                                     |
| County Official  | 8.55%             | 32.20%                       | 0.06%      | 1.66%       | 42.47%  | 3.00%                 | 45.47%                                     |
| DROP             | 4.23%             | 7.10%                        | 0.00%      | 1.66%       | 12.99%  | 0.00%                 | 12.99%                                     |

Child Support – Ann Coffin, Director • General Tax Administration – Maria Johnson, Director  
Property Tax Oversight – Dr. Maurice Gogarty, Director • Information Services – Damu Kuttikrishnan, Director

<http://dor.myflorida.com/dor/>  
**Florida Department of Revenue**  
Tallahassee, Florida 32399-0100

Memorandum  
April 18, 2016  
Page Two

The 2016-17 budget forms and workbooks are on our website at the link below. An additional document outlines changes to our instruction workbook.

<http://dor.myflorida.com/dor/property/cofficials/>

Lastly, for those officials who are not seeking reelection or who are not reelected, section 195.087(5), Florida Statutes, provides expenditure restrictions for October-December 2016. The department will be communicating with those of you who fall under these expenditure restrictions later this year.



State of Florida

# Board of County Commissioners

## Risk Management

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May 13, 2016

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

Re: Insurance Costs for FY 2017 Budget

Dear Mr. Anderson:

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

For the 2017 fiscal year, your allocation for Workers' Compensation is \$12,704.15, which is a \$1,033.85 reduction compared to last year. The allocation for 'other insurance' for fiscal year 2017 is \$49,317. This amount is \$20,492 less than last fiscal year. The reduction is primarily due to decreases in premium rates for property and automobile insurances.

We recommend funding your benefits program using \$364.56 per employee for dental, life and long term disability. The County is currently negotiating the dental premium rate for fiscal year 2017; therefore, the recommended amount will likely need to be adjusted prior to the beginning of this next fiscal year. Life and Long Term Disability rates will 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

**UnitedHealthcare**  
**Medical Proposed Rates with Alternate Plan Designs**

Customer Name: OKALOOSA TAX COLLECTOR  
 Medical Policy: 007U4017  
 Renewal Date: October 1, 2016

• The numbers below are on an illustrative basis. Rates are subject to Underwriting approval.

**Renewal Plan**

|                            | Option 1                               | NEW               |
|----------------------------|--|-------------------|
| <b>Plan Name</b>           | AHL2 (Legacy INS 2016) Rx Plan:<br>125 |                   |
| Product                    | Choice+ Legacy Insurance *             |                   |
| Option                     | 007U4017                               |                   |
| Plan Offering              | Single Option                          |                   |
| Multiple Option with:      | Option(s) N/A                          |                   |
| HRA or HSA                 | No                                     |                   |
| <b>Benefits*</b>           | Network Single/Family                  |                   |
| Office Copay (PCP/SPC)     | PCP \$20, SPC \$20                     |                   |
| Hospital Copays            | OP N/A, IP N/A                         |                   |
| UC/ER/Major Diag Copay     | UC \$50, ER \$100, Maj Diag N/A        |                   |
| Other                      | N/A                                    |                   |
| Deductible                 | \$500/\$1,000 (Emb)                    |                   |
| Coinsurance                | 80%                                    |                   |
| Out-of-Pocket              | \$2,500/\$5,000                        |                   |
| Pharmacy                   | \$10/35/60 2.5x for MO                 |                   |
|                            | Out of Network Single/Family           |                   |
| Deductible                 | \$1,000/\$2,000 (Emb)                  |                   |
| Coinsurance                | 60%                                    |                   |
| Out of Pocket              | \$5,000/\$10,000                       |                   |
| <b>Enrollment</b>          |  |                   |
| Employee                   | 35                                     |                   |
| Employee + Spouse          | 3                                      |                   |
| Employee + Child(ren)      | 4                                      |                   |
| Employee + Family          | 27                                     |                   |
| Total                      | 69                                     |                   |
|                            | Rates (Billed)                         |                   |
| <b>Rates</b>               | Current                                | Proposed          |
| Employee                   | \$651.94                               | <b>\$775.81</b> ♦ |
| Employee + Spouse          | \$995.08                               | <b>\$1,184.15</b> |
| Employee + Child(ren)      | \$995.08                               | <b>\$1,184.15</b> |
| Employee + Family          | \$995.08                               | <b>\$1,184.15</b> |
| <b>Monthly Cost</b>        | \$56,651                               | <b>\$67,414</b>   |
| <b>Annual Cost</b>         | \$679,807                              | <b>\$808,973</b>  |
| <b>Change from Current</b> | <b>19.0%</b>                           |                   |

\*High level benefit summary. Please see your plan summary for more detailed benefit description.

The numbers above are on an illustrative basis. Rates are subject to Underwriting approval.

For markets moving to service fees, current rates (applicable for renewals only) include commission expenses. Proposed rates, for your convenience, include any applicable producer service fees. Producer service fees are not a contingency of obtaining insurance coverage but are fees agreed to between you (client) and your producer/service provider for service rendered on behalf of client.

For markets continuing to pay commissions, both the current (applicable for renewals only) and proposed rates include commissions.





## BOARD OF COUNTY COMMISSIONERS AGENDA REQUEST

**DATE:** July 19, 2016  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Laura Porter  
**SUBJECT:** FY 17 Benefits Renewal  
**DEPARTMENT:** Risk Management  
**BCC DISTRICT:** ALL

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**STATEMENT OF ISSUE:** Request approval to proceed with finalizing a new contract with Florida Blue for group health insurance and approval of employee benefit plans renewals for FY17.

**BACKGROUND:** As part of the overall compensation and benefits package, the County provides individual group health and dental insurance with family plan options paid 100% by the employees. In addition, the County provides \$25,000 of basic life insurance with AD&D insurance to full time employees with additional optional coverage available to employees and their families paid 100% by employees. The County provides a basic long term disability (LTD) benefit to employees with a buy-up option paid 100% by employees. A group vision product is available to full time employees, paid 100% by employees. The County also provides employees with a flexible spending account (FSA). This program allows employees to take advantage of tax saving on qualifying medical expenses. The administration fees associated with this program are paid by the County, but the accounts are funded by the employees through payroll deduction. The employees of the Clerk of Circuit Court, Supervisor of Elections and Property Appraiser currently participate in these group insurance programs. Employees of the Tax Collector participate in the county's dental, life, long term disability, flexible spending account and vision insurance programs, but do not participate in the county's group health insurance program.

Earlier this year, the county solicited proposals for the group health insurance benefits (RFP RM 51-16). Florida Blue and United Health responded and provided proposals. The selection committee reviewed the proposals and recommends the bid submitted by Florida Blue. Florida Blue has been the group health insurance provider for the county since 2008. While the proposal with Florida Blue requires a 6% increase in premiums in order to maintain the same coverage levels, it provides for renewal of the 100% Proshare agreement. The Proshare agreement has provided in excess of \$5.5 million dollars back to the county in returned premiums over the past 10 years. The Proshare rebates have been used to provide premium offsets for employees and pay increases during difficult financial times for the county.

The County added an integrated Health Reimbursement Account (HRA) in fiscal year 2015 - 2016 for employees who are covered by another health plan and opt out of the group insurance benefit. The County will continue to provide the \$1,200 annual benefit to employees qualified to participate in the HRA.

The Standard Insurance Company provided a 5-year rate guarantee for life, AD&D and LTD insurance; therefore there will be no rate increase for these benefits for FY17. An optional group

vision insurance program through Standard is available to employees at their cost. The rates for this program will remain unchanged.

Metlife is the provider of dental coverage for county employees. Staff is negotiating a renewal rate at this time, not to exceed 25% (estimated \$54,416 annual increase across all BCC funds to retain current plan coverage).

**OPTIONS:** Approve/Disapprove

**RECOMMENDATIONS:** In order to finalize budget estimates and conduct employee open enrollment meetings in August, we are requesting conceptual approval of the benefits package. Staff recommends the following employee benefits package which may be approved in aggregate or separate motions. Upon finalization, new and renewing contracts that require approval will be brought back to the Board for final action and signature.

- Approve health insurance with Florida Blue at 6% rate increase.
- Approve renewal of life insurance, AD&D, LTD and vision with the Standard Insurance Company with no changes in rates.
- Approve the dental plan renewal with Metlife with a rate increase not to exceed 25%.
- Approve renewal of the Flexible Spending Account and HRA programs with account administration through Lockard & Williams with no rate changes.

  
\_\_\_\_\_  
Laura Porter, Risk Manager 7/13/2016

**RECOMMENDED BY:**

  
\_\_\_\_\_  
John Hofstad, County Administrator 7/13/2016

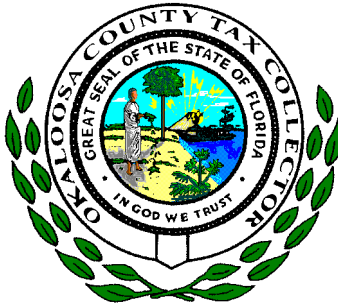
**APPROVED BY:**

**John Hofstad, County Administrator**

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 Windows 7 workstations. Currently, the software used on the tax and billing server is provided by Grantstreet 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, Concealed Weapon License issuance, BUCS Accounting, Axis Camera system, High Speed Processor, Qless queuing 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. Concealed Weapons Licensing will be provided from the Niceville and Crestview locations.

#### Goal:

Identify and prevent unauthorized access to OCTC systems and networks, and to keep existing printers and servers operating past the estimated life, repair parts have been purchased for in house repair as they fail.

#### 2016-2017

Update Antivirus

Continue training regimen for IT department

Replace FireWalls

Replace HighSpeed processor

Upgrade Spam Filter

Upgrade Web Filter

Migrate to Office 365

Replacement of receipt printers on counters (Repaired 8 during FY15-16)

Replace aging servers (HP DL320G5)

Replace HP450 laptops

2017-2018

Update Antivirus

Continue training regimen for IT department

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

Website redesign for mobile capability

Webserver replacement

BUCS Server upgrade

Domain Server replacement

Continue training regimen for IT department

Camera Server Replacement

Replace credit card swipes

2018-2019

Continue training regimen for IT department

Update Antivirus

Replace Cisco networking switches and associated equipment

## Keri Holguin

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**From:** Frank Hart <fhart@co.okaloosa.fl.us>  
**Sent:** Tuesday, July 26, 2016 2:16 PM  
**To:** Keri Holguin  
**Subject:** RE: Proposed FY17 Salary Increase

That is correct, the total cost for the BCC employees receiving an \$800 salary increase is approximately equal to a 2% salary increase.

**Frank Hart**  
Budget & Compliance Manager  
Okaloosa County Administrator's Office  
**850-683-6222** (desk)

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

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**From:** Keri Holguin [mailto:KHolguin@okaloosatax.com]  
**Sent:** Tuesday, July 26, 2016 2:05 PM  
**To:** Frank Hart <fhart@co.okaloosa.fl.us>  
**Subject:** Proposed FY17 Salary Increase

Frank,

I wanted to follow back up with you regarding the County's recommended salary increase. As I understand per our last conversation, the County is proposing a 2% equivalent for salary increases in the FY2017 budget, which as you explained equates to an across the board of \$800 per employee. Can you please confirm this for me?

Thank you,

*Keri Holguin*

Chief Financial Officer  
Okaloosa County Tax Collector's Office  
1250 N. Eglin Parkway, Suite 101  
Shalimar, FL 32579  
(850) 651-7692  
(850) 651-7614 fax

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Any e-mail or attachment sent to or received from this e-mail address may be considered a "public record" as defined by Chapter 119, Florida statutes and is subject to disclosure as a public record in absence of an exemption established by law.