

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 EXPENDITURES 2014-15	APPROVED BUDGET 2015-16	ACTUAL EXPENDITURES 6/30/16	REQUEST 2016-17	(INCREASE/DECREASE)		AMOUNT APPROVED 2016-17	(INCREASE/DECREASE)	
					AMOUNT	%		AMOUNT	%
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	(8)	(8a)
PERSONNEL SERVICES (Sch. 1-1A)	\$4,529,329	\$4,999,074	\$3,343,769	\$5,179,902	\$180,828	3.62%			
OPERATING EXPENSES (Sch. II)	\$1,186,776	\$1,095,181	\$774,871	\$996,205	(\$98,976)	-9.04%			
OPERATING CAPITAL OUTLAY (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
				(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	Tax Analyst Tax Agent	33,583		800		34,383	34,583				
33	Field Agent 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	Field Agent 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 EXPENDITURES 2014-15	APPROVED BUDGET 2015-16	ACTUAL EXPENDITURES 6/30/16	REQUEST 2016-17	INCREASE/(DECREASE)		AMOUNT APPROVED 2016-17
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
PERSONNEL SERVICES:							
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%	
21 FICA							
2152 REGULAR	238,704	273,746	176,590	280,188	6,442	2.35%	
2153 OTHER						-----	
22 RETIREMENT							
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			
TOTAL PERSONNEL SERVICES	\$4,529,329	\$4,999,074	\$3,343,769	\$5,179,902	180,828	3.62%	

Post this total to
Col.(2) Ex. A

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

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

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Col. (5) Ex. A

Col. (5) - (3)

Col. (6) / (3)

DETAIL OF OPERATING EXPENSES

SCHEDULE II

OKALOOSA

OBJECT CODE	ACTUAL EXPENDITURES 2014-15	APPROVED BUDGET 2015-16	ACTUAL EXPENDITURES 6/30/16	REQUEST 2016-17	INCREASE/(DECREASE)		AMOUNT APPROVED 2016-17
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
OPERATING EXPENSES:							
31 PROFESSIONAL SERVICES							
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%	
42 TRANSPORTATION							
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%	
44 RENTALS & LEASES							
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 EXPENDITURES	APPROVED BUDGET	ACTUAL EXPENDITURES	REQUEST	INCREASE/(DECREASE)		AMOUNT APPROVED
	2014-15	2015-16	6/30/16	2016-17	AMOUNT	%	2016-17
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
46 REPAIR & MAINTENANCE							
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%	
47 PRINTING & BINDING						----	
48 PROMOTIONAL	345		1,625	3,000	3,000	----	
49 OTHER CURRENT CHARGES							
4951 LEGAL ADVERTISEMENTS	17,802	25,535	18,269	25,645	110	0.43%	
4959 OTHER						----	
51 OFFICE SUPPLIES						----	
52 OPERATING SUPPLIES	58,424	126,195	72,692	112,710	(13,485)	-10.69%	
54 BOOKS & PUBLICATIONS							
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%	
TOTAL OPERATING EXPENSES	\$1,186,776	\$1,095,181	\$774,871	\$996,205	(98,976)	-9.04%	

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Col. (3) Ex. A

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Col. (5) Ex. A.

Col. (5) - (3)

Col. (6) / (3)

DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

OKALOOSA

OBJECT CODE	ACTUAL EXPENDITURES 2014-15	APPROVED BUDGET 2015-16	ACTUAL EXPENDITURES 6/30/16	REQUEST 2016-17	INCREASE/(DECREASE)		AMOUNT APPROVED 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 (SOFTWARE)	12,004	17,000			(\$17,000)	-100.00%	
TOTAL CAPITAL OUTLAY	\$547,514	\$383,000	\$294,254	\$443,438	\$60,438	15.78%	

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

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

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Col. (5) Ex. A.

Col. (5) - (3)

Col. (6) / (3)

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

OKALOOSA

SCHEDULE III A

INSTALLMENT PURCHASES

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2016-17

OTHER CAPITAL ITEMS

ITEM	UNIT PRICE	QUANTITY	REPLACE	NEW	REQUEST 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 10/01/14 - 09/30/15	ACTUAL 10/01/15 - 06/30/16	ESTIMATED 07/01/16 - 09/30/16	TOTAL 2015 - 2016	ESTIMATED 2016 - 2017
(1)	(2)	(3)	(3a)	(3b)	(4)
Commissions:					
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
Total Commissions	\$6,331,295	\$5,512,405	\$1,022,190	\$6,534,595	\$6,673,975
Less Total Expenditures/Budget	\$6,263,619	\$6,477,255		\$6,477,255	\$6,619,545
Balance	\$67,675	(\$964,850)	\$1,022,190	\$57,340	\$54,430

Col. (3) + (3A)

**JUSTIFICATION SHEET
FY 2016-2017**

OKALOOSA

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
11	Official	1A		Salary set by FS 145.11. No increase because no estimate was provided at time of budget submittal. Adjustments will be made by DOR upon receipt of final factors.
12	Employees (Regular)	1A	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)	
GRAND TOTAL			\$143,136	

**EMPLOYEE CERTIFICATION WORKSHEET
FY 2016-2017**

OKALOOSA

CURRENT DESIGNATIONS 2016-17

POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	ANNUAL AMOUNT
1	Tax Collector	Anderson, Ben	2013	\$1,250
60	Chief Administrative Officer	Harkins, Jim	1995	\$1,250
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
TOTAL CURRENT DESIGNATIONS				\$68,750
NEW DESIGNATIONS 2016-17				
POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	PRORATED AMOUNT
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
TOTAL NEW DESIGNATIONS				\$17,814
TOTAL CURRENT AND NEW DESIGNATIONS				\$86,564

**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
TOTAL							\$20,584

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
TOTAL							\$13,922

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
TOTAL						\$1,422

TOTAL SCHOOL, CONFERENCE OR OTHER TRAVEL

\$35,928

TOTAL TRAVEL REQUEST

\$45,928

**POSTAGE WORKSHEET
FY 2016-2017**

UNALOUSKA

Type of Mail	Number of Items	Postage Rate	Total
MASS MAILINGS:			
TAXES:			
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
TAGS AND REGISTRATIONS:			
Motor Vehicles	205,000	0.47	\$96,350
Boats			
OTHER: (Specify Type)			
Business Tax Receipts	15,000	0.47	\$7,050
Tourist Tax	5,000	0.47	\$2,350
Amount Reimbursed by County for Tax Mailings:			(\$69,000)
TOTAL MASS MAILINGS			\$106,205
GENERAL CORRESPONDENCE			
Metered Mail	35,000	\$0.47	\$16,450
Priority Mail / Certified Mail	Fluctuating	Variable	\$5,000
TOTAL GENERAL CORRESPONDENCE			\$21,450
TOTAL POSTAGE REQUEST			\$127,655

**EDUCATION WORKSHEET
FY 2016-2017**

OKALOOSA

SCHOOLS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
TOTAL					

WORKSHOPS

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

CONFERENCES AND SEMINARS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
Spring TC Education Forum	TBA	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
TOTAL					\$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
TOTAL					\$6,930

OTHER EDUCATIONAL EXPENSES (SPECIFY)

TOTAL

TOTAL EDUCATION EXPENSES	\$14,780

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
	Total	82.00	652,463.00

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 BUDGET 2015-16	BUDGET REQUEST 2016-17	Reductions Requested by the COUNTY		Reductions Reflected in REQUEST	
			AMOUNT	%	AMOUNT	%
PERSONNEL SERVICES (Sch. 1-1A)	4,999,074	5,179,902			180,828	3.6%
OPERATING EXPENSES (Sch. II)	1,095,181	996,205			(98,976)	-9.0%
OPERATING CAPITAL OUTLAY (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

APPROPRIATION CATEGORY	AMOUNT OF VARIANCE	JUSTIFICATION
GRAND TOTAL	\$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.

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

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
Plan Name	AHL2 (Legacy INS 2016) Rx Plan: 125	
Product	Choice+ Legacy Insurance *	
Option	007U4017	
Plan Offering	Single Option	
Multiple Option with:	Option(s) N/A	
HRA or HSA	No	
Benefits*	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	
Enrollment		
Employee	35	
Employee + Spouse	3	
Employee + Child(ren)	4	
Employee + Family	27	
Total	69	
	Rates (Billed)	
Rates	Current	Proposed
Employee	\$651.94	\$775.81
Employee + Spouse	\$995.08	\$1,184.15
Employee + Child(ren)	\$995.08	\$1,184.15
Employee + Family	\$995.08	\$1,184.15
Monthly Cost	\$56,651	\$67,414
Annual Cost	\$679,807	\$808,973
Change from Current	19.0%	

*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

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

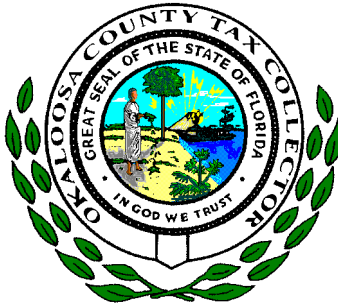
APPROVED BY:

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

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

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.

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

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.

ORGANIZATIONAL CHART

