OKA	LO	OSA
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COUNTY

TAX COLLECTOR'S

SUMMARY OF THE 2011-2012 BUDGET BY APPROPRIATION CATEGORY

EXHIBIT A

		ACTUAL	A	PPROVED		ACTUAL			IN		DECREASE)	AMOUNT
	[PENDITURES		BUDGET			F	REQUEST				APPROVED
OBJECT CODE		2009-10		2010-11	100 A2	6/30/2011	1.00	2011-12	Α	MOUNT	%	2011-12
(1)		(2)		(3)	-	(4)		(5)		(6)	(6a)	(7)
PERSONAL SERVICES (Sch. 1-1A)	\$	4,074,271	\$	4,768,019	\$	3,409,489	\$		\$	(127,147)		
OPERATING EXPENSES (Sch. II)	\$	990,989	\$	1,121,185	\$	732,878	\$	1,045,701	\$	(75,484)	-6.73%	
OPERATING CAPITAL OUTLAY (Sch. III)	\$	102,245	\$	199,500	\$	146,023	\$	98,000	\$	(101,500)	-50.88%	
TOTAL EXPENDITURES	\$	5,167,505	\$	6,088,704	\$	4,288,390	\$	5,784,573	\$	(304,131)	-5.00%	
NUMBER OF POSITIONS				81				80		(1)	-1.23%	
				12712364		4.782			С	:OL (5) - (3)	COL (6) / (3)	

DR-584 TC R 3/01

DETAIL OF SALARIES

SCHEDULE 1

DOR USE ONLY REQUESTED INCREASES APPROVED INCREASES Pos. Annual Rate Position Annual Rate Annual Rate 9/30/2011 No **Position Classification** Designation Guideline Other Funding 9/30/2012 Guideline Other Funding 9/30/2012 (1)(2)(3) (3a) (4a) (4b) (5)(6)(7a)(7b) (8) (9) 125,108 125,108 1 Tax Collector \$ \$ 125,108 \$ 2 Assistant Tax Collector 107,120 S 107,120 \$ 107,120 \$ \$ S 98,880 98,880 3 Director of Finance \$ 98.880 \$ \$ Chief Technology Officer \$ 72,100 S \$ 72,100 \$ 72,100 4 Asst Dir. of Finance for Collections \$ 68.675 SD 68,675 5 \$ 68.675 \$ 6 Clerk \$ 28.653 \$ 28.653 \$ 28,653 Director of Operations \$ 92,700 S 7 \$ 92,700 \$ 92,700 8 Branch Manager \$ 53,560 \$ 53,560 \$ 53,560 Director of Licenses & Taxes 9 \$ 79.310 S \$ 79,310 79,310 \$ 10 Branch Manager \$ D 52.215 \$ 52,215 \$ 52,215 11 Branch Manager Operations Manager 58,500 \$ 58,500 D \$ 58,500 \$ 12 Branch-Manager Training Manager \$ 45.000 \$ 45,000 \$ 45,000 \$ 43,260 13 Tax Administrator S 43.260 \$ 43,260 47,380 Delinquent-Collections-Manager Field Staff Manager \$ 47,380 \$ 47,380 \$ 14 52,814 \$ 52,814 \$ 52,814 15 Bookkeeper II D \$ \$ 27.810 16 Clerk \$ 27,810 \$ 27.810 17 Clerk \$ 27,810 \$ 27.810 \$ 27,810 18 Assistant Branch Manager \$ 41.365 41,365 \$ 41,365 \$ 19 Assistant Branch Manager \$ 40,170 \$ 40.170 \$ 40,170 20 Assistant Branch Manager \$ 40,335 40,335 \$ 40,335 \$ Assistant Branch Manager Branch Supervisor 35,523 21 \$ \$ 35,523 \$ 35,523 Branch Manager \$ 55,620 55,620 22 \$ 55,620 \$ Director of Community Relations 51,500 23 \$ 51,500 \$ 51,500 \$ Assistant Branch Manager 40.335 \$ 40,335 24 \$ 40.335 \$ Processing Administrator Assistant Branch Manager 39,140 25 \$ 39,140 \$ 39,140 \$ 26 Training Facilitator \$ 36.050 \$ 36.050 \$ 36.050 27 Branch Supervisor 33,990 \$ 33.990 33,990 \$ \$ 28 Branch Supervisor 34,554 34,554 34,554 \$ \$ \$ 29 Branch Supervisor Senior Clerk \$ 30,369 30,369 \$ 30,369 \$ 30 Branch Supervisor \$ 33.372 \$ 33.372 \$ 33,372 Senior Clerk Branch Supervisor 33,207 33,207 \$ 31 \$ 33,207 \$ 32 Senior Clerk \$ 29,417 29,417 \$ 29.417 \$ 33 Senior Clerk \$ 28.840 \$ 28.840 \$ 28,840 34 Branch Supervisor \$ 32,960 \$ 32,960 \$ 32,960

DETAIL OF SALARIES (CONT.)

SCHEDULE 1

											C. Storas	R USE ON	
					REQUE	EST	ED INCRE	EASE	ES		APPRO	VED INCRI	EASES
Pos. No.	Position Classification	Annual Rate 9/30/2011	Position Designation	Guideline	Other		Funding	E. CONTRACT	inual Rate /30/2012	Guideline	Other	Funding	Annual Rate 9/30/2012
(1)	(2)	(3)	(3a)	(4a)	(4b)	1	(5)	1	(6)	(7a)	(7b)	(8)	(9)
35	Glerk Senior Clerk	\$ 28,907				\$	28,907	\$	28,907			<u> </u>	<u> </u>
36	Senior Clerk	\$ 28,840				\$	28,840		28,840				
37	Clerk	\$ 27,810				\$	27,810		27,810				
38	Senior Clerk	\$ 29,041				\$	29,041	\$	29,041				
39	Clerk	\$ 28,131				\$	28,131	\$	28,131				
40	Clerk	\$ 27,810				\$	27,810	\$	27,810				
41	Clerk	\$ 27,810				\$	27,810	\$	27,810				
42	Clerk	\$ 27,810				\$	27,810	\$	27,810				
43	Clerk	\$ 27,810				\$	27,810	\$	27,810		_		
44	Clerk	\$ 27,810				\$	27,810	\$	27,810				
45	Executive Assistant	\$ 49,595				\$		\$	-				11
46	Field Agent	\$ 35,020				\$	35,020	\$	35,020				
47	Field-Agent Branch Supervisor	\$ 37,157				\$	37,157	\$	37,157				
48	Field-Agent Branch Supervisor	\$ 32,960				\$	32,960	\$	32,960				
49	Clerk	\$ 27,810				\$	27,810	\$	27,810			-	
50	Clerk	\$ 27,810			10 A (1997)	\$	27,810	\$	27,810				
51	Clerk	\$ 27,810				\$	27,810	\$	27,810				
52	Clerk	\$ 27,810				\$	27,810	\$	27,810				
53	Asst Dir. of Finance for Operations	\$ 63,036	S			\$	63,036	\$	63,036				
54	Director of Human Resources	\$ 54,590				\$	54,590	\$	54,590				
55	Assistant IT Coordinator	\$ 31,415				\$	31,415	\$	31,415	Jan di. Gui Judia			
56	Branch Supervisor	\$ 35,205				\$	35,205	\$	35,205				
57	Branch Manager	\$ 48,410				\$	48,410	\$	48,410				
58	Assistant Branch Manager	\$ 36,050				\$	36,050	\$	36,050				
59	Clerk	\$ 27,810				\$	27,810	\$	27,810				
60	Chief Deputy Tax Collector	\$ 107,120	S			\$	107,120	\$	107,120				
61	Senior Clerk	\$ 28,840				\$	28,840	\$	28,840				
62	Senior Clerk	\$ 28,840				\$	28,840	\$	28,840				
63	Senior Clerk	\$ 29,854				\$	29,854	\$	29,854			······	
64	Senior Clerk Branch Supervisor	\$ 33,644				\$	33,644	\$	33,644				
65	Senior Clerk	\$ 29,417				\$	29,417	\$	29,417				
66	Clerk	\$ 27,810				\$	27,810	\$	27,810				
67	Clerk	\$ 27,810				\$	27,810	\$	27,810		3		

DETAIL OF SALARIES (CONT.)

SCHEDULE 1

											DOI	R USE ON	_Y
					REQUE	ESTE	ED INCRE	ASE	S		APPRO	VED INCR	EASES
Pos.		Annual Rate	Position			;		Anr	nual Rate				Annual Rate
No.	Position Classification	9/30/2011	Designation	Guideline	Other	F	unding	9/:	30/2012	Guideline	Other	Funding	9/30/2012
(1)	(2)	(3)	(3a)	(4a)	(4b)		(5)		(6)	(7a)	(7b)	(8)	(9)
68	Superintendent of Maintenance	\$ 32,960				\$	32,960	\$	32,960				
69	Manager Branch Manager	\$ 48,410				\$	48,410	\$	48,410				
70	Clerk	\$ 27,810				\$	27,810	\$	27,810				
71	Clerk	\$ 27,810				\$	27,810	\$	27,810				
72	Clerk	\$ 27,810				\$	27,810	\$	27,810				
73	Clerk	\$ 27,810				\$	27,810	\$	27,810				
74	Clerk	\$ 27,810				\$	27,810	\$	27,810				
75	Clerk	\$ 27,810				\$	27,810	\$	27,810				
76	Clerk	\$ 27,810				\$	27,810	\$	27,810				
77	Clerk	\$ 27,810				\$	27,810	\$	27,810				
78	Clerk	\$ 27,810				\$	27,810	\$	27,810				
79	Clerk	\$ 27,810				\$	27,810	\$	27,810				
80	Clerk	\$ 27,810				\$	27,810	\$	27,810				
81	Manager Branch Manager	\$ 47,380				\$	47,380	\$	47,380				
	SUMMARY		and a set of the set of the set of the										
1	Official	\$ 125,108	and the second	\$-	\$ -	\$	125,108	\$	125,108				
79	Current Employees	\$ 3,184,796		\$ -	\$ -	\$3,	135,201	\$3,	135,201				
	New Positions												
80	TOTAL	\$ 3,309,904		\$ -	\$ -	\$3,	260,309	\$3,	260,309				

* includes \$2,000 bonus

OKALOOSA COUNTY			SCHEDULE 1										
	ACTU	JAL	A	PROVED	ľ	ACTUAL			IN	CREASE/(D	ECREASE	E)	AMOUNT
	EXPEND	TURES	ĺΕ	BUDGET	EX	PENDITURES	F	REQUEST					APPROVED
OBJECT CODE	2009	-10		2010-11		6/30/2011		2011-12	A	MOUNT	%		2011-12
(1)	(2)		(3)		(4)		(5)		(6)	(6a)		(7)
PERSONAL SERVICES:													
11 OFFICIAL	\$	125,254	\$	125,108	\$	93,472	\$	125,108	\$	H .	0.00%	6	
12 EMPLOYEES (REGULAR)	\$2,	690,294	\$	3,110,696	\$	2,240,896	\$	3,135,201	\$	24,505	0.79%	6	
13 EMPLOYEES (TEMPORARY)	\$	30,657	\$	52,350	\$	23,871	\$	52,350	\$	-	0.00%	<i>'</i> o	
14 OVERTIME	\$	-	\$	-	\$	-0	\$	-	\$	-		(<u>1</u>)	
15 SPECIAL PAY	\$	40,250	\$	59,695	\$	57,445	\$	44,250	\$	(15,445)	-25.87	%	
21 FICA													
2152 REGULAR 7.65%	\$	261,583	\$	254,491	\$	173,979	\$	256,804	\$	2,313	0.91%	ó	
2153 OTHER	\$	-	\$		\$	-	\$	=	\$				
22 RETIREMENT												ni kata i	
2251 OFFICIAL 16.47%	\$	21,403	\$	23,320	\$	17,423	\$	20,605	\$	(2,715)	-11.64	%	
2252 EMPLOYEE 5.33%	\$	191,763	\$	229,981	\$	175,749	\$	125,819	\$	(104,162)	-45.29	%	
2253 SMSC 8.82%	\$	92,612	\$	102,328	\$	77,500	\$	55,898	\$	(46,430)	-45.37	%	
2254 DROP 6.01%	\$	18,829	\$	20,492	\$	15,555	\$	14,271	\$	(6,221)		-	
23 LIFE & HEALTH INSURANCE	\$	574,650	\$	770,558	\$	515,560	\$	794,066	\$	23,508	3.05%	5	
24 WORKER'S COMPENSATION	\$	15,227	\$	15,500	\$	15,135	\$	13,000	\$	(2,500)	-16.13	%	
25 UNEMPLOYMENT COMP.	\$	11,748	\$	3,500	\$	2,904	\$	3,500	\$	-	0.00%	>	
TOTAL PERSONAL SERVICES	\$ 4,0)74,271	\$	4,768,019	\$	3,409,489	\$	4,640,872	\$	(127,147)	-2.67%	6	
	Post this t Col. (2) I	otal to		st this total to ol. (3) Ex. A		Post this total to Col. (4) Ex. A	Po	st this total to Col. (5) Ex. A	С	ol. (5) - (3)	Col. (6) /	(3)	

OKALOOSA COUNTY			Ľ	DETAIL OF	0	PERATING EXP	PEN	SES				SCHEDULE I
		ACTUAL	AF	PROVED	Γ	ACTUAL			IN	ICREASE/([DECREASE)	AMOUNT
	EXP	ENDITURES	E	BUDGET	E	XPENDITURES	R	REQUEST				APPROVED
OBJECT CODE		2009-10		2010-11		6/30/2011		2011-12	A	MOUNT	%	2011-12
(1)		(2)		(3)		(4)		(5)		(6)	(6a)	(7)
OPERATING EXPENSES:												
31 PROFESSIONAL SERVICES			- THE P	· 这一个	结	the strength of the	前月	San San L			-1502 Ros-1-2-2	
3151 E.D.P.	\$	22,593	\$	30,705	\$	10,089	\$	22,570	\$	(8,135)	-26.49%	
3154 LEGAL	\$	40,439	\$	58,100	\$	63,955	\$	64,792	\$	6,692	11.52%	
3159 OTHER	\$		\$	-	\$		\$		\$	<u></u>	-	
32 ACCOUNTING & AUDITING	\$	14,200	\$	20,000	\$		\$	20,000	\$	-		
33 COURT REPORTER	\$.	\$		\$	-	\$	-	\$	-	-	
34 OTHER CONTRACTUAL	\$	-	\$	-	\$	-	\$	-	\$		=1	
40 TRAVEL	\$	36,067	\$	51,323	\$	28,560	\$	41,972	\$	(9,351)	-18.22%	
41 COMMUNICATIONS	\$	21,841	\$	24,504	\$	15,224	\$	23,140	\$	(1,364)	-5.57%	
42 TRANSPORTATION	14,582		522	客线和加速	9-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	$= \frac{1}{2} \frac{1}{1+1} \frac{1}$		Print and a state of the				(证例)出版单上。
4251 POSTAGE	\$	129,841	\$	130,000	\$	22,091	\$	100,000	\$	(30,000)	-23.08%	
4252 FREIGHT	\$	3	\$	E.	\$	-	\$	Ξ.	\$, in the second se		
43 UTILITIES	\$	40,434	\$	35,700	\$	28,283	\$	45,120	\$	9,420	26.39%	
44 RENTALS & LEASES			意		Ser.		120					
4451 OFFICE EQUIPMENT	\$	15,139	\$	15,460	\$	11,586	\$	16,120	\$	660	4.27%	
4452 VEHICLES	\$	<u> </u>	\$	-	\$	i li	\$	-	\$	1	÷	
4453 OFFICE SPACE	\$	213,268	\$	215,500	\$	186,041	\$	245,500	\$	30,000	13.92%	
4454 E.D.P.	\$	-	\$	40,000	\$	-	\$	20,000	\$	(20,000)	-	
45 INSURANCE & SURETY	\$	61,622	\$	62,960	\$	59,534	\$	46,746	\$	(16,214)	-25.75%	

DETAIL OF OPERATING EXPENSES (CONT.)

SCHEDULE II

		ACTUAL	AF	PROVED		ACTUAL			IN	CREASE/(D	ECREASE)	AMC	DUNT
	EXI	PENDITURES	E	BUDGET	E	XPENDITURES		REQUEST				APPF	ROVED
OBJECT CODE		2009-10		2010-11		6/30/2011		2011-12	A	MOUNT	%	201	1-12
(1)		(2)		(3)		(4)		(5)		(6)	(6a)	((7)
46 REPAIR & MAINTENANCE		The second se	100		1		12		1035V		all provide the second		
4651 OFFICE EQUIPMENT	\$	120	\$	2,500	\$	-	\$	1,000	\$	(1,500)	-60.00%		
4652 VEHICLES	\$	4,234	\$	9,600	\$	4,022	\$	9,600	\$	-	0.00%		
4653 OFFICE SPACE	\$	7,483	\$	3,590	\$	3,230	\$	3,040	\$	(550)	-15.32%		
4654 E.D.P.	\$	198,858	\$	232,250	\$	190,776	\$	240,500	\$	8,250	3.55%		
47 PRINTING & BINDING	\$	-	\$	<u>.</u>	\$	-	\$		\$	+			
48 PROMOTIONAL	\$	-	\$	-	\$	-	\$	8	\$	- 2			
49 OTHER CURRENT CHARGES		· · · · · · · · · · · · · · · · · · ·	印刷		11-14-14		庙	部である		Star Press and		1-10-16-16	State of the second
4951 LEGAL ADVERTISEMENTS	\$	20,691	\$	24,650	\$	21,431	\$	23,100	\$	(1,550)	-6.29%		
4959 OTHER	\$	3 4 0	\$		\$	-	\$	-	\$		-		1
51 OFFICE SUPPLIES	\$		\$	-	\$	·	\$	-	\$	-0	(7)		
52 OPERATING SUPPLIES	\$	139,769	\$	125,464	\$	67,777	\$	90,200	\$	(35,264)	-28.11%		
54 BOOKS & PUBLICATIONS	No.			的心理国际和国	N		Ser.	「「「「「「」」」	alley.			1	
5451 BOOKS	\$		\$	-	\$	-	\$		\$:S	-		
5452 SUBSCRIPTIONS	\$)	\$		\$	H	\$		\$		-		
5453 EDUCATION	\$	15,140	\$	29,192	\$	11,327	\$	22,069	\$	(7,123)	-24.40%		
5454 DUES / MEMBERSHIPS	\$	9,249	\$	9,687	\$	8,952	\$	10,232	\$	545	5.63%		
TOTAL OPERATING EXPENSES	\$	990,989	\$	1,121,185	\$	732,878	\$	1,045,701	\$	(75,484).	-6.73%	\$	
TOTAL OF LIGHTING LAF ENGES		ost this total to		st this total to	Ψ	Post this total to		ost this total to	(37.)			Ψ	
		Col. (2) Ex. A		ol. (3) Ex. A		Col. (4) Ex. A		Col. (5) Ex. A		ol. (5) - (3)	Col. (6) / (3)		

DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

		ACTUAL	AF	PROVED		ACTUAL			11	CREASE/(E	DECREASE)	AMOUNT
	EXF	PENDITURES	E	BUDGET	EX	PENDITURES	R	EQUEST				APPROVED
OBJECT CODE		2009-10	2	2010-11		6/30/2011	2	2011-12	Α	MOUNT	%	2011-12
(1)	_	(2)		(3)		(4)		(5)		(6)	(6a)	(7)
CAPITAL OUTLAY:												
62 BUILDINGS	\$	3,420	\$	÷	\$	-	\$	75,000	\$	75,000	÷	
64 MACHINERY & EQUIPMENT		and the loss of the	1:498	Roman Marine.	. P.a.							1994年3月1日1日1日日日
6451 E.D.P.	\$	91,825	\$	91,500	\$	82,835	\$	23,000	\$	(68,500)	-74.86%	
6452 OFFICE FURNITURE	\$	-	\$	100,000	\$	63,188	\$	~ 3	\$	(100,000)	-100.00%	
6453 OFFICE EQUIPMENT	\$	7,000	\$	8,000	\$	<u> </u>	\$	6	\$	(8,000)	-100.00%	
6454 VEHICLES	\$		\$	-	\$		\$	=	\$	-	1	
66 BOOKS	\$, e	\$	-	\$				\$	~	-	
TOTAL CAPITAL OUTLAY	\$	102,245	\$	199,500	\$	146,023	\$	98,000	\$	(101,500)	-50,88%	
	P	ost this total to Col. (2) Ex. A	Pos	at this total to bl. (3) Ex. A		Post this total to Col. (4) Ex. A	Pos	t this total to ol. (5) Ex. A	•	:ol. (5) - (3)	Col. (6) 7 (3)	

OKALOOSA COUNTY			IG CAPITAL OUTL				
			F EQUIPMENT RE				
		IN	STALLMENT PUR	CHASES		i.	SCHEDULE
ITEM			TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT		QUEST 011-12
ITEM		UNIT PRICE	QUANTITY	REPLACE	NEW	K	QUEST 011-12
SharePoint Server	\$	7,000	1	1		\$	7,0
SharePoint Software	\$	10,000 6,000	1	1	1	\$	10,0
Cisco Switch	φ 	6,000	1		I	Þ	6,0
- ·							
					÷		
TOTAL						\$	23,00

		MMISSIONS AND EXPE	NDITURES		
	OKA	LOOSA COUNTY			EXHIBIT B
DESCRIPTION	ACTUAL 10/1/09 - 9/30/10	ACTUAL 10/1/10 - 6/30/11	ESTIMATED 7/1/11 - 9/30/11	TOTAL 2010-11	ESTIMATED 2011-12
(1)	(2)	(3)	(3A)	(3B)	(4)
Commissions:					
State					
Motor Vehicles	\$844,523	\$649,247	\$255,000	\$904,247	\$900,000
Driver License	\$105,643	\$220,944	\$105,000	\$325,944	\$390,000
Environmental Protection	\$0	\$0	\$0	\$0	\$0
Game and Fish	\$20,452	\$15,754	\$5,250	\$21,004	\$20,500
Sales Tax	\$9,349	\$7,006	\$2,700	\$9,706	\$9,850
County	\$3,609,306	\$3,219,645	\$34,500	\$3,254,145	\$3,100,000
Districts	\$481,334	\$433,991	\$120,500	\$554,491	\$525,000
Tax Sale	\$633,808	\$456,377	\$0	\$456,377	\$500,000
Advertisements	\$22,971	\$14,615	\$0	\$14,615	\$20,000
Other - List					
Business Tax Receipts	\$105,697	\$32,885	\$84,500	\$117,385	\$120,000
Interest (Earned)	\$53,012	\$34,252	\$12,500	\$46,752	\$60,000
Miscellaneous Income	\$32,920	\$22,687	\$7,500	\$30,187	\$35,000
Branch Fees	\$151,813	\$116,097	\$39,000	\$155,097	\$160,000
Total Commissions	tc 070 929	\$5.000 F00	\$666 AE0	¢5 990 050	¢5.940.250
	\$6,070,828	\$5,223,500	\$666,450	\$5,889,950	\$5,840,350
Less Operating Expenditures	\$5,167,505	\$4,288,390	\$1,451,560	\$5,739,950	\$5,784,573
Balance	\$903,323	\$935,110		\$150,000	\$55,777

	OBJECT CODE		AMOUNT	
			OF INCREASE	
NUMBER	NAME	SCHEDULE	(DECREASE)	JUSTIFICATION
				Salary set by 145.11, Florida Statutes. No increase because no estimate was provided at time of budget submittal.
1	Detail of Salaries	1	\$ -	Adjustments will be made by DOR upon receipt of final factors.
2	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
3	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
4	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
5	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
6	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
7	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
8	Detail of Salaries	1	2 -	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
9	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
10	Detail of Salaries	1	2 4	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
11	Detail of Salaries	1	18	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
12	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
13	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
14	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
15	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
16	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
17	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
18	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
19	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
20	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
21	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
22	Detail of Salaries	1	1 <u>11</u>	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
23	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
24	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
25	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
26	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
27	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
28	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
29	Detail of Salaries	1	<u>-</u>	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
30	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
31	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
32	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
33	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
34	Detail of Salaries	1	¥:	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
35	Detail of Salaries	1	21	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
36	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package

	OBJECT CODE		AMOUNT	
			OF INCREASE	
NUMBER	NAME	SCHEDULE	(DECREASE)	JUSTIFICATION
37	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
38	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
39	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
40	Detail of Salaries	1	1-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
41	Detail of Salaries	1	10 -	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
42	Detail of Salaries	1	19 <u>11</u>	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
43	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
44	Detail of Salaries	1	-	Based on current salary increases (0%) per Okałoosa County BCC Compensation Package
45	Detail of Salaries	1	(49,595)	Position being deleted
46	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
47	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
48	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
49	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
50	Detail of Salaries	11		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
51	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
52	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
53	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
54	Detail of Salaries	1	<u>1</u>	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
55	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
56	Detail of Salaries	1	i i	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
57	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
58	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
59	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
60	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
61	Detail of Salaries	1	#)	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
62	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
63	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
64	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
65	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
66	Detail of Salaries	11		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
67	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
68	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
70	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
	Detail of Salaries	1	18	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package
73	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package

	OBJECT CODE		AMOUNT		
			OF INCREASE		
NUMBER	NAME	SCHEDULE	(DECREASE)	JUSTIFICATION	
74	Detail of Salaries	1	<u>2</u>	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package	
75	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package	
76	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package	
77	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package	
78	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package	
79	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package	
80	Detail of Salaries	1	-	Based on current salary increases (0%) per Okaloosa County BCC Compensation Package	
81	Detail of Salaries	1		Based on current salary increases (0%) per Okaloosa County BCC Compensation Package	
	TOTAL		\$ (49,595)		2-

	OBJECT CODE		AMOUNT	
			OF INCREASE	
NUMBER	NAME	SCHEDULE	(DECREASE)	JUSTIFICATION
11	Official	1A	\$ -	Salary set by 145.11, Florida Statutes (includes \$2,000 certification bonus)
12	Employees (Regular)	1A	24,505	See Detailed Salary Justification sheet and Summary of Schedule 1 Detail of Salaries
13	Employees (Temporary)	1A	-	2 part time clerks, 40 hours pay period at \$13.319 per hour, performing clerical duties. 1 part time clerk, 35 hours pay period a \$10.30 per hour, performing clerical duties, and 1 part time clerk, 50 hours pay period at \$11.845 per hour, performing clerical duties. *Pay periods are biweekly
15	Special Pay	1A	(15,445)	Certification pay for course completion (amount based on OCTC Policy #130)/32 employees, total \$42,750, not including the Tax Collector (see attached certification worksheet), Annual leave payout for employees' separation (\$1,500)
2152	FICA Regular	1A	2,313	7.65% of total salaries plus special pay of \$44,250 (\$3,356,909)
2251	Retirement - Official	1A	(2,715)	16.47% of official salary (\$125,108)
2252	Retirement - Employee	1A	(104,162)	5.33% of total employee salary (\$3,135,201), plus Temporary pay (\$52,350), plus special pay (\$44,250), less SMSC employee's salary pos. #2,3,4,7,9,53,60 (\$620,266) & DROP pos. #5,10,11,15 (\$232,204), less certification pay for SMSC and DROP (\$18,750) (\$2,360,581)
2253	Retirement - SMSC	1A	(46,430)	8.82% of total SMSC salary pos. #2,3,4,7,9,53,60 (\$620,266), plus certification pay (\$13,500) (\$633,766)
2254	Retirement - DROP	1A	(6,221)	6.01% of total DROP salary pos. #5,10,11,15 (\$232,204) plus certification pay (\$5,250) (\$237,454)
23	Life & Health Insurance	1A		Health - 80 emp for 12 months at \$782.11, Dental - 80 emp for 12 months at \$30.00, Life/LTD - 80 emp for 12 months at \$14.00. "Amounts are per month. Also included is \$1,000 for employee assistance program and drug tests.
24	Worker's Compensation	1A	(2,500)	amount quoted by BCC
25	Unemployment Comp.	1A	-	estimate of expected claims for unemployment
	TOTAL SCHEDULE 1A		\$ (127,147)	
3151	Electronic Data Proc.	11		EthicsPoint, Quark software (for publishing), web domain, internet services. Office software licenses, bankruptcy software license, Accruint software license, MS Action Pack
3154	Prof. Services - Legal	11	6,692	Bankruptcy, Personnel Issues, TPP tax warrants, and other misc. legal
32	Accounting & Auditing	11	<u></u>	internal auditing services
40	Travel	ĪĪ	(9,351)	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. See attached travel worksheet.
41	Telephone	11	(1,364)	phone/wireless service
	Postage	11	(30,000)	Postage for DMV renewals, H&F, BTR, metered mail, certified mail, and priority letters. See attached postage worksheet
	Utilities	П	9,420	electric and water/sewer for Niceville and Destin offices. Increase due to rate increase by Gulf Power.
4451	R/L Office Equipment	П	660	postage machine, water dispenser, and copy machines.

	OBJECT CODE		AMOUNT	
			OF INCREASE	
NUMBER	NAME	SCHEDULE	(DECREASE)	JUSTIFICATION
4453	R/L Office Space	11	30,000	rent for Niceville office. Based on CPI data. Includes insurance and property taxes for Niceville office.
4454	R/L E.D.P.	11	(20,000)	Drivers License equipment and mobile technology
45	Insurance & Surety	IL	(16,214)	property insurance quoted by BCC, association insurance for Destin office, and notary renewals.
4651	R/M Office Equipment	ll ll	(1,500)	misc. repairs to typewriters, calculators, etc.
4652	R/M Vehicles	tl	-	cleaning and preventative maintenance of vehicle fleet.
4653	R/M Office Space	11	(550)	alarm monitoring, carpet cleaning, and misc. office repairs
4654	R/M EDP	11	8,250	TAXSYS, Escrow Express, RTL High speed Maint TagTalk, Fundware, Cisco Smartnet Maintenance, DL320 maintenance, Survey Monkey, WaveNet, AV updates, ALS printer maint., Website redesign, and disaster recovery.
4951	Legal Advertisements	11	(1,550)	open roll and delinquent roll ad and promotional advertising
52	Operating Supplies	11	(35,264)	misc. office supplies, envelopes, toner cartridges, computers, printers, UPS, forms, decals. Decrease because of non- recurring expenses associated with Crestview office move.
5453	Education	11	(7,123)	registration fees for various education. See attached education worksheet
5454	Dues/Membership	11	545	newspaper subscriptions, TC Dues, FABTO Dues, city directories, DOR annual dues, NADA appraisal guides, Polk Motor Vehicle Guides, ID Checking Guides
	TOTAL SCHEDULE II		\$ (75,484)	
62	Buildings	Ш	\$ 75,000	parking lot repair/resurface, front structural façade, and employee security in Niceville office. Restroom facilities in Crestvie office.
6451	Equipment E.D.P.	111	(68,500)	SharePoint server and software, Cisco switch
201 2203 24	Office Furniture	111	<u>(10</u> 0,000)	
	Office Equipment	111	(8,000)	
6454	Vehicles		j .	
	TOTAL SCHEDULE III		\$ (101,500)	
	TOTAL		\$ (304,131)	

UR	RENT DESIGNATIONS (2011-12)				
POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE		INUAL IOUNT
2	Assistant Tax Collector	Holguin, John	2008	\$	2.000
3	Director of Finance	Harkins, Jim	1995	\$	2,000
4	Chief Technology Officer	Parsons, Eric	2005	\$	2,000
5	Asst Dir. of Finance for Collections	Owens, Paula	1996	\$	1,500
7	Director of Operations	Gillespie. Theresa	1996	\$	2,000
8	Branch Manager	Morrell, Anita	1996	\$	1,500
9	Director of Licenses & Taxes	Connell, Doug	2006	\$	2,000
10	Branch Manager	Hanratty, Jolene	1995	\$	1,500
11	Branch Manager Operations Manager	Baker, Vicky	1995	\$	1,500
12	Branch Manager Training Manager	Holcomb, Carolyn	1997	\$	1,500
13	Tax Administrator	Keesee, Bruce	2010	\$	1,500
14	Field Staff Manager	Allen, Josh	2004	\$	1,500
15	Bookkeeper II	Swing, Kathy	1999	\$	750
18	Assistant Branch Manager	O'Neill, Carolyn	2008	\$	1,000
19	Assistant Branch Manager	Wiley, Neena	2008	\$	1,000
20	Assistant Branch Manager	Hlavaty, Angela	2006	\$	1,000
22	Branch Manager	Davenport, Cristina	2001	\$	1,500
24	Assistant Branch Manager	Dabney, Sarah	2004	\$	1,000
25	Processing Administrator Assistant Branch Manager	Grissom, Lindsey	2011	\$	1,000
27	Branch Supervisor	Castro, Jenny	2011	\$	750
28	Branch Supervisor	Knight, Patricia	2006	\$	750
32	Senior Clerk	Luster, Kathy	2008	\$	750
47	Field Agent Branch Supervisor	Childs, Heath	2006	\$	750
53	Asst Dir. of Finance for Operations	Holguin, Keri	2000	\$	1,500
54	Director of Human Resources	Dickerson, Deborah	2000	\$	1,500
55	Assistant IT Coordinator	Hanratty, Eric	2010	\$	750
56	Branch Supervisor	Vaughan, Nichole	2010	\$	750
57	Branch Manager	Allmon, Alice	2004	\$	1,500
60	Chief Deputy Tax Collector	Moon, Vickie	2008	\$	2,000
69	Manager Branch Manager	Majors, Jennifer	2006	\$	1,500
81	Manager Branch Manager	Mellott, Cherrylyn	2006	\$	1,500
гот	AL CURRENT DESIGNATIONS			\$	41,750
	DESIGNATIONS (2011-12)	· · · · · · · · · · · · · · · · · · ·			
POS NO.	POSITION TITLE	EMPLOYEE NAME	DATE	10 03 03 0	DRATED
58	Assistant Branch Manager	Deloney, Melíssa	2011/2012	\$	1,000
тот	AL NEW DESIGNATIONS			\$	1,000
TOT	AL CURRENT AND NEW DESIGNATIONS			6	40.70
101	AL CURRENT AND NEW DESIGNATIONS			\$	42,750

TRAVEL WORKSHEET OKALOOSA COUNTY

3 3 1 1 1 1 1 5 7.6 ADMINISTRATIVE TRAVEL:* Office Owned County Owned Vehicles Vehicles Personal Total Miles For Allowance Flat Rate/ # A Flat Rate TotAL 14 6 TotAL S 5.5.5 S 13.6 S 5.5.5 S 13.6 *Please note types of travel inducted. TOTAL LOCAL TRAVEL S 13.6 S 5.5.0 S 13.6 SCHOOLS: MISCELLANEOUS TRAVEL S 10.6 S 5.0 S 5.0 S 5.0 S 4.5 1.0 S 4.5 1.1 DOR TCC501 TBA 2/5 S 150 S 200 S 1.100 S 3.64 S 1.6 DOR TCC501 TBA 2/5 S 150 S 200 S 2.5 4 1.2 1.2 1.6 1.2 2.5 3.6 1.1 2.5 1.6 1.4 1.			OKALOOS	SA COUNT	Y							
Number of Field Personnel Office Owned Vehicles County Owned Vehicles Personal Personal Total Miles For Allowance # At Fila Rate/ # At Fila Rate/ s TotAl s ADMINISTRATIVE TRAVEL.* Office Owned Adm. Personal Office Owned Vehicles County Owned Vehicles Personal Total Miles For Per Vehicles # At Fila Rate/ Allowance # At Fila Rate/ # At Fila R	· · · · · · · · · · · · · · · · · · ·		LOCAL	TRAVEL	2.44		-			Votal, Matter		
Field Personnel Vehicles Vehicles Vehicles Vehicles Per. Vehicles Allowance # AF Flat Rate TOTAL Administrative TRAVEL:** Number of Office Owned County Owned Personal Total Miles For Mileage Flat Rate/ TOTAL Adm. Personnel Vehicles Vehicles Vehicles Per vehicles Mileage Flat Rate/ TOTAL \$ 5.5 *Presen role tyses of travel included. Mileage Room Per \$ 5.5 \$ 5.5 \$ 5.5 \$ 5.6 <th>FIELD TRAVEL:</th> <th></th>	FIELD TRAVEL:											
3 3 1	Number of	Office Owned	County Owned	Personal	Tot	al Miles For	M	ileage	F	lat Rate/		
ADMINISTRATIVE TRAVEL:* Office Owned Adm. Personnel County Owned Vehicles Personal Vehicles Total Miles For Allowance Milesge # AF Ist Rate TotA. 14 6 Vehicles Vehicles Per Vehicles Allowance # AF Ist Rate TotA 14 6 Vehicles Vehicles Per Vehicles Allowance # AF Ist Rate TotA 14 6 Vehicles Vehicles TotAL LOCAL TRAVEL \$ 5.5 Sponsor City No. Attending/ Personal Mileage Allowance Diem TOTA DOR TCC501 TBA 2/5 \$ 200 \$ 1,100 \$ 3464 \$ 1,100 DOR TCC502 TBA 2/5 \$ 150 \$ 550 \$ 344 \$ 1,100 DOR TCC503 TBA 1/2 \$ 150 \$ 2200 \$ 1,100 \$ 3464 \$ 1,100 Computer Training TBA 1/2 \$ 150 \$ 280 \$ 246 \$ 1,100 User Group Meetings TBA 1/2 \$ 300 \$ 480 \$ 550	Field Personnel	Vehicles	Vehicles	Vehicles	Pe	er. Vehicles	All	owance	# A	t Flat Rate		TOTAL
Number of Adm. Personnel Office Owned Vehicles Vehicles Vehicles Mileage Vehicles Mileage # At Flat Rate/ Allowance TOTAL # At Flat Rate/ Allowance TOTAL # At Flat Rate/ # At Flat Rate/ TOTAL LOCAL. TRAVEL TOTAL S 5,6 * Piesas note types of travel included. TOTAL LOCAL. TRAVEL \$ 13,6 SCHOOLS: * No. Attending/ No. Days Each Personal No. Days Each Room Per Allowance Diem TOTAL OOR TCC501 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,00 DOR TCC503 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,00 DOR TCC504 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,00 DOR TCC503 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,00 Computer Training TBA 2/3 \$ 200 \$ 1,00 \$ 364 \$ 1,00 Stard Social TBA 1/2 \$ 150 \$ 280 \$ 28 \$ 46 Computer Training TBA 1/12 \$ 200 \$ 4800 \$ 5,12 User Group Meetings	3	3									\$	7,800
Adm. Personnel Vehicles Vehicles Per. Vehicles Allowance # Flat Rate TOTAL 14 6 1 5.5.8 13.4 *Piese note types of travel included. TOTAL LOCAL TRAVEL \$ 13.6 Softools: Softools: No. Days Each Vehicles Mileage Allowance Diem TOTAL DOR TCC501 TBA 2/5 \$ 16.0 \$ 550 \$ 364 \$ 1.6 DOR TCC502 TBA 2/5 \$ 160 \$ 550 \$ 364 \$ 1.6 DOR TCC503 TBA 2/5 \$ 150 \$ 220 \$ 842 \$ 1.6 DOR TCC503 TBA 2/5 \$ 150 \$ 230 \$ 822 \$ 4.6 Computer Training TBA 1/2 \$ 150 \$ 230 \$ 823 \$ 4.6 Computer Training TBA 1/2 \$ 150 \$ 230 \$ 100 \$ 4.6 Leadership Okalosa TBA 1/12 \$ 300 \$ 246 \$ 1.7 <t< td=""><td>ADMINISTRATIVE TRAVEL:*</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	ADMINISTRATIVE TRAVEL:*											
14 6 TOTAL LOCAL TRAVEL \$ 5,5, \$ 13,6 'Please note types of travet included. TOTAL LOCAL TRAVEL \$ 13,6 SCHOOLS: MiSCELLANEOUS TRAVEL TOTAL LOCAL TRAVEL SOHOOLS: No. Attending/ DOR TCC501 Personal TBA Mileage 2/5 Room Per TOTA DOR TCC502 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,00 DOR TCC503 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,60 DOR TCC504 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,60 DOR TCC504 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,60 DOR TCC503 TBA 2/5 \$ 200 \$ 1,20 \$ 364 \$ 1,60 Computer Training TBA 1/2 \$ 150 \$ 280 \$ 822 \$ 4 Eadership Okaloosa TBA 1/12 \$ 3300 \$ 4800 \$ 461 \$ 5 Computer Training TBA 1/12 \$ 200 \$ - \$ 144 \$ 2 <tr< td=""><td>Number of</td><td>Office Owned</td><td>County Owned</td><td>Personal</td><td>To</td><td>tal Miles For</td><td>N</td><td>lileage</td><td>F</td><td>lat Rate/</td><td></td><td></td></tr<>	Number of	Office Owned	County Owned	Personal	To	tal Miles For	N	lileage	F	lat Rate/		
14 6 TOTAL LOCAL TRAVEL \$ 5,5 *Please note types of travel included. TOTAL LOCAL TRAVEL \$ 13,6 SCHOOLS: MISCELLANEOUS TRAVEL Room Per DOR TCC501 TBA 2/5 \$ 150 \$ 550 \$ 364 \$ 1,00 DOR TCC502 TBA 2/5 \$ 150 \$ 550 \$ 364 \$ 1,00 DOR TCC503 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,60 DOR TCC503 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,60 DOR TCC504 TBA 2/5 \$ 200 \$ 1,00 \$ 364 \$ 1,60 Corputer Training TBA 2/5 \$ 200 \$ 160 \$ 220 \$ 82 \$ 7 Computer Training TBA 1/2 \$ 150 \$ 280 \$ 864 \$ 1,00 Leadership Okaloosa TBA 1/2 \$ 300 \$ 280 \$ 164 \$ 7 User Group Meetings TBA 1/2 \$ 200 \$ - \$ 123 \$ 48	Adm. Personnel	Vehicles	Vehicles	Vehicles	Pe	er. Vehicles	All	owance	# A	t Flat Rate		TOTAL
Please note types of travel included. TOTAL LOCAL TRAVEL § 13,6 MISCELLANEOUS TRAVEL SchOOLS: No. Attending/ Personal Mileage Allowance Diem TOTAL DOR TCC501 TBA 2/5 \$ 150 \$ 550 \$ 364 \$ 1,0 DOR TCC502 TBA 2/5 \$ 150 \$ 550 \$ 364 \$ 1,0 DOR TCC503 TBA 2/5 \$ 150 \$ 220 \$ 82 \$ 4 Computer Training TBA 2/5 \$ 150 \$ 230 \$ 82 \$ 4 User Group Management TBA 1/2 \$ 150 \$ 230 \$ 82 \$ 4 Computer Training TBA 1/2 \$ 330 \$ 102 \$ 460 \$ 5.5 User Group Meetings TBA 1/2 \$ 300 \$ 420 \$ 660 \$ 246 \$ 1,1 User Group Meetings TBA 1/2 \$ 300 \$ 280 \$ 6164 \$ 1 <td></td> <td>6</td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td></td> <td></td> <td></td> <td>\$</td> <td>5,875</td>		6					-				\$	5,875
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DOR TCC501 TBA 2/5 \$ 150 \$ 500 \$ 364 \$ 1,00 DOR TCC502 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,60 DOR TCC503 TBA 2/5 \$ 200 \$ 1,100 \$ 364 \$ 1,60 DOR TCC504 TBA 2/5 \$ 150 \$ 500 \$ 364 \$ 1,60 Records Management TBA 2/5 \$ 150 \$ 280 \$ 364 \$ 1,60 Records Management TBA 1/2 \$ 150 \$ 280 \$ 821 \$ 460 \$ 5,51 \$ 300 \$ 240 \$ 1,02 \$ 300 \$ 280 \$ 164 \$ 5 5,51 \$ 300 \$ 144 \$ \$ 5,52 \$ 164 \$	Soonsor	City				Mileage	-					τοται
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NACTFO Conf. TBA 1/3 \$ 325 750 \$ 123 \$ 1, TOTAL \$ 1,400 \$ 8,160 \$ 2,132 \$ 11, OTHER: \$ 1,400 \$ 8,160 \$ 2,132 \$ 11, OTHER: \$ 1,400 \$ 8,160 \$ 2,132 \$ 11, DEGISLATIVE \$ 1,000 \$ 8,160 \$ 2,132 \$ 11, TOTAL \$ 1,400 \$ 8,160 \$ 2,132 \$ 11, OTHER: \$ 1,400 \$ 8,160 \$ 2,132 \$ 11, DEGISLATIVE \$ 2 \$ 150 \$ 440 \$ 164 \$ 3 TOTAL \$ 150 \$ 440 \$ 164 \$ 3	A CAR HOLE AND CHARTERSTER.	2010/02/02/02/02/02/02/02/02/02/02/02/02/02			\$	300	\$	2,800	\$	820	\$	3,920
TOTAL \$ 1,400 \$ 8,160 \$ 2,132 \$ 11, OTHER:	NACO Conf.	TBA	1/5		\$	325	\$	1,250	\$	205	\$	1,780
OTHER: TYPE OF TRAVEL Number Of Trips Mileage Allowance Diem TOTA LEGISLATIVE 2 \$ 150 \$ 440 \$ 164 \$ TOTAL MISCELLANEOUS TRAVEL \$ 28,	NACTFO Conf.	TBA	1/3		\$	325	\$	750	\$	123	\$	1,198
OTHER: TYPE OF TRAVEL Number Of Trips Mileage Allowance Diem TOTA LEGISLATIVE 2 \$ 150 \$ 440 \$ 164 \$ TOTAL MISCELLANEOUS TRAVEL \$ 28,							-				<u> </u>	
OTHER: TYPE OF TRAVEL Number Of Trips Mileage Allowance Diem TOTA LEGISLATIVE 2 \$ 150 \$ 440 \$ 164 \$ \$ TOTAL MISCELLANEOUS TRAVEL \$ 28,	TOTAL				\$	1,400	\$	8,160	\$	2,132	\$	11,692
TYPE OF TRAVEL Number Of Trips Room Mileage Per Allowance Diem TOTA LEGISLATIVE 2 \$ 150 \$ 440 \$ 164 \$ TOTAL MISCELLANEOUS TRAVEL											<u> </u>	
TYPE OF TRAVEL Of Trips Mileage Allowance Diem TOTAL LEGISLATIVE 2 \$ 150 \$ 440 \$ 164 \$ TOTAL MISCELLANEOUS TRAVEL \$	OTHER:			NI.						0		
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TOTAL MISCELLANEOUS TRAVEL \$ 28,					0				_			
TOTAL MISCELLANEOUS TRAVEL \$ 28,		<u> </u>		2	\$	150	\$	440	\$	164		754
					1						1 1	-
MOTOR POOL CHARGES					то	TAL MISCE	ELL	ANEOU	ST	RAVEL	\$	28,297
					MC	DTOR POOL		HARGE	S		\$	
TOTAL TRAVEL REQUEST \$ 41,					то	TAL TRAVE	EL I	REQUE	ST		\$	41,972

POSTAGE WORKSHEET OKALOOSA COUNTY

	Number of	Postage		
Type of Mail	Items	Rate		Total
MASS MAILINGS:				
TAXES:				
Tax Notices / Real Property	104,392	\$ 0.44	\$	45,932
Tax Notices / Personal Property	13,291	\$ 0.44	\$	5,848
Reminder Notices / Real & Personal Property	7,779	\$ 0.44	\$	3,423
Installment Notices	7,328	\$ 0.44	\$	3,224
Informational Notice to Mortgagor	38,791	\$ 0.44	\$	17,068
TAGS AND REGISTRATIONS:	in an is the big of a mean in	en de la Alexandre de la composición de		414799 (F. S.
Motor Vehicles / Vessels	195,550	\$ 0.44	\$	86,042
OTHER: (Specify type)				
Business Tax Receipts	15,500	\$ 0.44	\$	6,820
Hunting / Fishing	9,525	\$ 0.44	\$	4,191
AMOUNT REIMBURSED BY COUNTY:		\$ 0.44	\$	(75.500
TOTAL MASS MAILINGS			\$	97,049
GENERAL CORRESPONDENCE			e	
Metered Mail	5,000	\$ 0.44	\$	2,200
Priority Mail / Certified Mail	Fluctuating	Variable	\$	751
TOTAL GENERAL CORRESPONDENCE			\$	2,951
TOTAL POSTAGE REQUEST	(Enter on line 4251, Co	lumn (5), Schedule II)	\$	100,000

1.2.118 在1.11月前前期,可能把我们	State in State	CHOO	S		Service and the service of the servi		有可能加
					Number		
Sponsor	City		Tuition	Texts	Attending	T	OTAL
DOR TCC501	TBA	\$	600		2	\$	1,200
OOR TCC502	TBA	\$	600		2	\$	1,200
DOR TCC503	TBA	\$	600		2	\$	1,200
DOR TCC504	TBA	\$	600		2	\$	1,200
TOTAL						\$	4,800
	WC	RKSH	OPS			al a	
		-			Number		
Sponsor	City		Tuition	Texts	Attending	Т	OTAL
Records Management	TBA	\$	75		1	\$	75
Columbus Day Training	TBA	\$	50		80	\$	4,000
eadership Okaloosa	Niceville	\$	800		3	\$	2,400
TOTAL						\$	6,475
							-1
	CONFEREN	CES AN	ND SEMINAR	S			大学品語
DATA PROCESSING*					Nimelar		
	0.1		-		Number		
Sponsor	City		Tuition	Texts	Attending		OTAL
Spring TC Conf.	TBA	\$	250		1	\$	250
Fall TC Conf.	TBA TBA	\$ \$	250 250		4	\$	1,000
TC Seminars	TBA			10	4	\$	1,000
NACO Conf.	TBA	\$	350		4	э \$	3,000
NACTFO Conf.	TBA	\$	250	-	1	\$	250
		_					
TOTAL			· · · · · · · · · · · · · · · · · · ·		ST	\$	5,850
		OTHE	R	ar is a star	and the second	11.022	With States
			N IN I WARTEN		Number	24.9里市1	11-51-81-2010
Sponsor	City		Tuition	Texts	Attending	Т	OTAL
Finance Workshop	TBA	\$	250		1	\$	250
Computer Training	TBA	\$	250		2	\$	500
SkillPath Seminars	TBA	\$	200		3	\$	60
okiin aur oominara	TBA	\$	169		6	\$	1,01
Continuing Ed Seminars	TBA	\$	200		10	\$	2,00
Continuing Ed Seminars User Group Meetings		\$	100		2	\$	20
Continuing Ed Seminars User Group Meetings Community Relations Coalitions	TBA				12	\$	18
Continuing Ed Seminars User Group Meetings Community Relations Coalitions FRPA Meetings	TBA TBA	\$	15				
Continuing Ed Seminars User Group Meetings Community Relations Coalitions FRPA Meetings Human Resources Training	TBA		15 100		2	\$	200
Continuing Ed Seminars User Group Meetings Community Relations Coalitions FRPA Meetings Human Resources Training TOTAL	TBA TBA TBA	\$				\$ \$	200 4,94
Continuing Ed Seminars Jser Group Meetings Community Relations Coalitions FRPA Meetings Human Resources Training	TBA TBA TBA	\$				-	

DATA PROCESSING PURCHASE JUSTIFICATION OKALOOSA COUNTY

		MAKE AND	LENGTH OF		COST		
ITEM	NUMBER	MODEL	PAYMENT	FO	R FISCAL		FULL
REQUESTED	REQUESTED	NUMBER	SCHEDULE	YEA	R 2011-12		COST
SharePoint Server	1	HP DL360	1 time	\$	7,000.00	\$	7,000.00
SharePoint Software	1		1 time	\$	10,000.00	\$	
Cisco Switch	1	Cisco 3650	1 time	\$	6,000.00	\$	6,000.00
Check one below: REPLACEMENT OF E	EXISTING EQUIPM	ENTserver and software	ADDITIONAL EQ	UIPMI	ENT <u>Cisco</u>	Sw	itch
		ver is 9 years old and running o					-
		will replace our current outdate ees. We are requesting an add					re
		office on the current switch. Th					
office move and expan		office on the current switch. Th	is is necessary bec	ause		ew	
onice move and expan	151011.						
	-2	· · · · · · · · · · · · · · · · · · ·					
2- 10							
HOW LONG WILL TH	IIS PURCHASE FU	JLFILL THOSE NEEDS?					
Four (4) years							

ADDITIONAL COMMENTS OR PERTINENT INFORMATION

TE: A comprehensive plan should be submitted for continuation of, or updates to systems being purchased or previously purchased by your office. This uludes systems co-owned with another office in your county. This plan should include initial equipment, year of acquisition and a proposed schedule by year of enhancements to be reflected in future budgets.

DETAIL OF VACANT POSITIONS

Pos. No.	Position Classification	Annual Rate 9/30/11	# Days Vacant
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* Please insert additional lines if necessary.

FTE By Activity	FTE	Annual Transactions
Property Tax		68,665
DMV	1	232,019
Game & Fish		3,451
BTR	66	5,880
Drivers License		35,392
Miscellaneous (list)	1	71,967
Administrative	14	
Total	80	417,374

List Miscellaneous activities below:

Includes number of calls answered by Customer Service Center.

*Annual Transactions based on 10/1/10 thru 6/30/11.

VEHICLE INVENTORY FORM 2011-12

Vehicle Make	Model	Year Leased or Purchased	Mileage	Assinged Work Unit
2001 Ford	Expedition	7/28/2003	131,471	Field
1996 Ford	F150	2/27/1996	121,937	Field
		9/19/1997		
1997 Mercury	Sable		108,204	Administrative
1998 Ford	Explorer	7/16/1999	161,042	Administrative
1997 Ford	Explorer	8/20/1999	176,483	Administrative
2006 Ford	Expedition	9/22/2006	74,547	Administrative
2006 Ford	Explorer	10/13/2006	37,961	Administrative
2008 Ford	Expedition	9/30/2008	42,133	Administrative
2008 Ford	Expedition	10/10/2008	64.476	Field
		· · · · · · · · ·		

SUMMARY OF REDUCTION REQUEST

APPROPRIATION CATEGORY	APPROVED BUDGET	BUDGET	Reductions Requested by the COUNTY		Reductions I REQU	
	2010-11	2011-12	AMOUNT	%	AMOUNT	%
PERSONAL SERVICES (Sch. 1-1A)	4,768,019	4,640,872	0	0.0%	(127,147)	-2.7%
OPERATING EXPENSES (Sch. II)	1,121,185	1,008,431	о	0.0%	(112,754)	-10.1%
OPERATING CAPITAL OUTLAY (Sch. III)	199,500	23,000	0	0.0%	(176,500)	-88.5%
TOTAL EXPENDITURES	\$6,088,704	\$5,672,303	\$0	0.0%	(\$416,401)	-6.8%
NUMBER OF POSITIONS	81	80	0	0.0%	(1)	-1.2%

* Please use the second tab to clarify any deviation in the reductions requested by the county and the reductions reflected in this request.

In April 2011, the COUNTY requested a 5% budget reduction for FY 11/12 for all county departments and constitutional offices. We exceeded this request and the COUNTY requested no further reductions in our budget.

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

Comprehensive Plan

The Okaloosa County Tax Collector's office operates in a RedHat Linux, MySQL database with XP and Windows 7 workstations. Currently, the software used on the server is provided by Grantstreet Group TAXSYS(tax software). We are currently using web based software for the collection and distribution of Taxes. Other systems include the Accounting, Camera, High speed, and Numbering servers are running 2003 and 2008 server operating systems. We are waiting for the state to approve the upgrade of 72 aging computers that are running Windows XP operating system while accessing other systems that tie into and incorporate shared interfaces into FRVIS and Drivers License with TaxSys using Payment Express, Renew Express(Motor Vehicle renewal), and Deed Express. 4 of the Tax Collector offices provide drivers license services with 3 of them offering full DL services to include medicals and driving test.

2011-2012

Purchase replication server Update Antivirus Continue training regimen for IT department Purchase Office 2010 Website redesign Upgrade Spam filter Upgrade to Exchange 2010 Replacement of receipt printers on counters

2012-2013

Upgrade main Tax Database Servers Upgrade aging 3in1 printers for PR/Personnel Assistant and Director of Operations Replace HP4100 printers, will be 10 years old at this time Update Antivirus Continue training regimen for 1T department Replace HP8150 BTR Printer, will be 8 years old at this time Replace 6 year old accounting server or upgrade to latest Server OS and replace disk drives

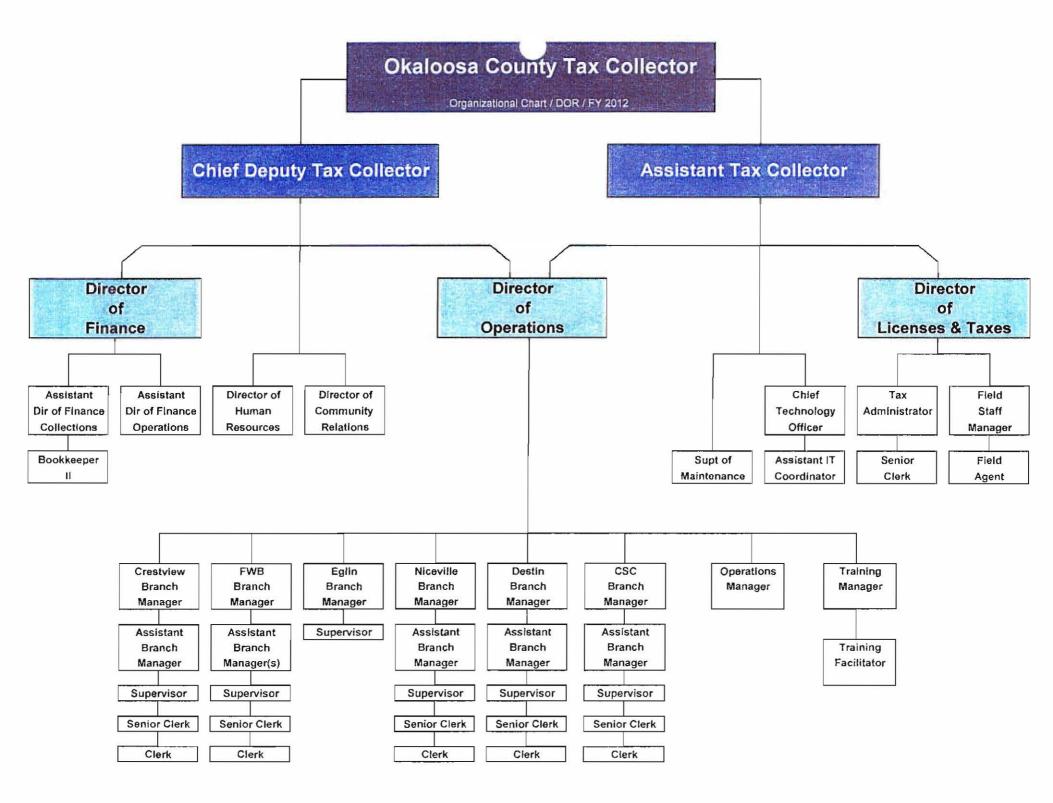
Refresh of high speed processor's computers and systems

Continue training regimen for IT department

Update Antivirus

Replace county owned DL scanners at Niceville and Destin

Update spam filtering software



John Holguin

From:	Jim Curry [jcurry@co.okaloosa.fl.us]
Sent:	Tuesday, July 05, 2011 8:15 PM
To:	Pete Smith; Larry Ashley (sheriff@sheriff-okaloosa.org); Paul Lux; Don Howard; John Holguin
Cc:	Kay Godwin; Gary Stanford
Subject:	RE: Tonight's BCC Agenda Item - FRS & Employee Compensation

Constitutional Officers,

The board approve both a 3% increase for the remaining quarter of FY 2011 as well as a continuation of the increased for FY 2012 for those employees impacted by the retirement contribution.

Therefore, the increase will not apply to DROP employees or those who were otherwise exempt from the new retirement contribution. Obviously, elected officials are exempt from the increase as those salaries are set by statute.

Please begin immediately calculating the necessary adjustment to your FY 2012 budget and provide Gary Stanford with the numbers as quickly as possible.

We also will need your budgets recomputed to reflect this adjustment. So, to allow for the timely and full distribution of the budget to the board and the public, we'll need your revised budgets by this Friday, but please provide Gary with numbers earlier, if possible.

Thanks for working with us on this issue, and please feel free to call me if you have any questions.

From: Jim Curry Sent: Tuesday, July 05, 2011 10:29 AM To: Pete Smith; Larry Ashley (sheriff@sheriff-okaloosa.org); Paul Lux (plux@co.okaloosa.fl.us); Don Howard; John A. Holguin II Cc: Kay Godwin Subject: Tonight's BCC Agenda Item - FRS & Employee Compensation

To our counstitutional officers,

Attached is an agenda item for discussion by the Board of County Commissioners at tonight's BCC meeting. The board will take up the issue of the new employee FRS contribution which results in a 3% reduction to their compensation effective this last quarter of FY 2011 and all of FY 2012. While we do not know if there will be any action on the part of the board to provide increases to offset this new cost to employees, I wanted to provide you the data we have given them for discussion purposes tonight. Also, please note that our recommendation to the board is that if they do grant the increases, it would only pertain to those impacted by the FRS contribution and not include employees who are not impacted by this change (e.g. employees in DROP, or previously retired and rehired employees, etc.).

From: Kay Godwin Sent: Tuesday, July 05, 2011 8:48 AM To: Jim Curry Subject: Agenda Item - FRS

Kay Godwin, SPHR Human Resources Director Okaloosa County Board of County Commissioners Phone: 850-689-5870 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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Board of County Commissioners Risk Management

State of Florida

May 31, 2011

The Honorable Chris Hughes Tax Collector 73 Eglin Parkway NE, Suite 111 Fort Walton Beach, FL 32548-4488

Re: Insurance Costs for FY 2012 Budget

Dear Mr. Hughes:

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

For the 2012 fiscal year, your allocation for Workers' Compensation is \$12,985.63 and the allocation for property/liability/other insurance is \$38,667. This represents a 14% reduction in Workers' Compensation and a 29% reduction respectively in other insurance, compared to the current year. The State Workers' Compensation program continues to enjoy a drop in rates which has been reflected in the SIC codes represented in your department. Other insurance has a significant drop as the result of the Board of County Commissioners receiving a favorable reduction in general liability / property premiums in last year's RFP.

Concerning group benefits, the County has been fortunate to negotiate a 4% increase with BCBS and will continue with the present plans Blue Options 3769 as the base plan with the opportunity for employees to buy up to Blue Options 3559 plan. These plans will continue with the three tier prescription plan of \$15/\$50/\$80 respectively. Dental, Life and Long Term Disability will remain the same as negotiated with Standard Insurance. Next year's rates for the ASI have not come in to date but we will inform you when they do. The new "Take Care" card has been received well by employees and continues under the management of Lockard and Williams.

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

Sincerely yours,

James Taylor Risk Management Director

June 1, 2011

MEMORANDUM

TO: All Tax Collectors

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

SUBJECT: Retirement Rates

Senate Bill 2100 provides new retirement rates for state and local government employees and has been approved by the Governor.

The Division of Retirement provided the following information regarding the rates applicable to reemployed retirees who are not eligible for renewed membership. These are "U%" plan codes on an employer's monthly report and are comprised of the HIS and UAL contribution rates for the respective classes:

Regular Class	1.60%
Senior Management Service Class	1.43%
Elected Officers' Class - Local	1.84%

Retirement Rates Per Senate Bill 2100

	Employer Contribution Rates			Employee Contribution Rate
Local Government Retirement Rates for FY 2011-2012	Rate Used in Funding Budget	Rate from 7/1/11 to 6/30/12	Rate from 7/1/12 to 6/30/13	Rate from 7/1/11 to 6/30/12
Regular Employees	5.33%	4.91%	6.58%	3.00%
County Elected Officers	16.47%	11.14%	32.46%	3.00%
Senior Management Class	8.82%	6.27%	16.46%	3.00%
DROP	6.01%	4.42%	10.78%	0.00%

Note: If you have senior managers who have withdrawn from the FRS the employer must contribute on the salaries of these senior managers the UAL portion of the Senior Management Service Class contribution rate for each year. For 7/1/11 - 6/30/12 the rate is 0.32%. For the 7/1/12 - 6/30/13 the rate is 10.51%.

Should you have any questions, please feel free to contact me at galavisc@dor.state.fl.us, or by phone at (850) 617-8845.

OCTC REGULATION #130 Effective: 1/04/93

AWARDS FOR SUPERIOR ACCOMPLISHMENTS AND ADOPTED SUGGESTIONS

I. <u>Purpose</u>. This regulation establishes policy and procedures to recognize employees who make exceptional contributions to the efficiency, economy and otherwise improvement in the operations of Okaloosa County Tax Collector's Office.

II. <u>Policy</u>. An OCTC Awards Program is hereby implemented to recognize the superior and meritorious achievement adopted by employees. The OCTC desires to keep its employees motivated to increase productivity and morale by rewarding those who make such a contribution. Awards can be given to an individual or as a group for above average job performance or the creation of a resource saving technique.

III. Procedures.

A. <u>OCTC Awards Committee</u>. On or before November 1, the Tax Collector shall establish an Awards Committee consisting of one representative from each satellite office. The Tax Collector or designee shall serve as committee chair.

1. The committee will meet as necessary to review any recommendations for awards.

2. Members may be reappointed at the discretion and pleasure of the Tax Collector. The Asst. Tax Collector shall serve as a permanent non-voting member and shall provide technical assistance to the Committee as well as assisting in the development and maintenance of the awards program.

B. <u>Management.</u> Management officials at all levels must actively participate in the Awards Program as a part of their daily management responsibilities. They must encourage employees to participate by striving for improvement in job performance, and by making contributions or suggestions that lead toward more efficient and economically improved operations.

C. <u>Supervisors</u>. Supervisors must support the program and participate in it on a continuing basis by:

1. Educating employees on the program and creating interest by providing a work environment conducive to soliciting proposals for improvement and encouraging performance at the highest level.

2. Reviewing employee performance to determine whether the employee warrants consideration under the provisions of this program.

3. Submitting recommendations for awards for superior performance or meritorious service by employees under their supervision.

D. <u>Types of Awards and Criteria</u>. There are two categories of awards; honor and cash.

1. Honor awards may take the form of a medal, plaque, wall certificate, or letter of commendation and are awarded to recognize employees for:

a. Distinguished, career oriented achievements which reflect exceptional contributions to the OCTC.

b. Significant contributions that benefit the OCTC's service to the public.

2. Cash awards are usually awarded to individual employees for sustained superior performance or for a one time special act or service in the public interest, connected with, or related to, official employment, or for ideas/suggestions which are adopted and placed in effect that will result in eliminating or reducing waste in government or improving operations.

a. To be eligible for a cash award for a meritorious act or superior accomplishment, an employee shall normally have completed 12 months of satisfactory service within the OCTC's Office.

b. A Safety Award may be conveyed periodically to an employee who has performed outstanding service or made a significant contribution of unusual value in the promotion of accident loss prevention for the OCTC.

3. Employees may participate in the Certification Incentive Program оп a voluntary basis, as approved by the Tax Collector.

a. Department of Revenue (DOR) Certification courses will only be attended by a deputy, at the Tax Collector's discretion.

b. In order to receive certification pay, a deputy must be employed for two years and must receive his/her Certified Florida Collector Assistant (CFCA) certification card as approved by the DOR board.

c. Certification pay is based on the following scale:

 Department Head 	\$2,000.00		
2. Manager	\$1,500.00		
3. Assistant Manager	\$1,000.00		
4. Clerk	\$ 750.00		

Page 2 of 3 P - 130 d. All certification monies will be disbursed the pay period preceding Thanksgiving unless certification is granted after that date. In such case, certification monies will be disbursed on or before September 30, annually.

e. Certification money will be paid annually as long as the employee continues his or her employment.

E. <u>Recommendations/Nominations for Awards</u>. Any employee may recommend another employee for an award to the office's Awards Committee member.

1. Nominations for awards may be handwritten or typed and must include justification for the award with an explanation of the service rendered.

2. The individual nominating should show how the employee's activities significantly differed from that of any other employee given the same situation and/or circumstances.

3. In the event the Awards Committee has a substantial difference of opinion then the Tax Collector or his designee (serving as Chairperson) shall make final determination.

F. Other Awards.

1. Letters of Appreciation are encouraged and may be conveyed, at any time, by supervisors to express appreciation to an employee or group of employees for their work performance, acts or services which exceed that normally experienced or expected.

BY DIRECTION OF THE TAX COLLECTOR:

Signature

John Holgrit

Date: July 1, 2011

Revised: 5/05, 9/99

Reviewed: 5/05, 10/00, 9/99, 2/97

III. TEMPORARY POSITION

[Applicable to all employees of covered agencies]

For State A temporary position in a state agency is an employment position, which is compensated from an OPS account as provided in s. 216.011(1)(dd), F.S.

Part III. TEMPORARY POSITION

For Local Agencies

A temporary position in a local agency is:

- An employment position which will not exist beyond six consecutive calendar months (see page 1-11 for information on positions extended beyond six months); or
 - An employment position listed below, regardless of whether it will exist beyond six consecutive calendar months:
 - Student Positions positions filled by persons who are bona fide students in an accredited educational or vocational program and who perform service for a public employer in a temporary position set aside strictly for students. The position cannot be filled by anyone other than a student.
 - 2. Work-Study Positions positions filled by students participating in the Federal work-study program.
 - Temporary Instructional Positions positions established with no expectations of continuation beyond one semester or trimester at a time for persons to teach in a community college, public school, or vocational institution; such positions may include paper graders, tutors, note takers, and lab tutors at community colleges.
 - 4. Substitute Teacher Positions positions filled by persons who are not on contract and who are called to work intermittently to substitute teach.
 - 5. On-Call Positions positions filled by employees who are called to work for brief periods and whose work ceases when the work is completed. (If an employee has a work schedule and works consistently month after month, he/she is considered to be filling a regularly established position and should be enrolled in the FRS from the date of employment.)
 - CETA and JTPA Positions, and "Enrollees" of the Senior Community Service Employment Program — positions provided for in rule 60S-1.004(4)(c)7.a. and 8.a., F.A.C.
 - 7. Non-salaried Elective Positions elective office positions in which the elected officials receive no compensation, but receive expenses, such as per diem, a stipend, or an honorarium.
 - 8. Temporary Non-instructional Community College Positions effective July 1, 1991, non-instructional positions filled by employees paid from an OPS budget account for not more than 2,080 hours of total service within a single community college. (Any such person who is employed beyond 2,080 total aggregate hours within a community college shall thereafter be an employee filling a regularly established position and a compulsory member of the FRS regardless of the budget from which he/she is paid.)

For Local Agencies, cont'd

- 9. Temporary Emergency Positions positions established on a temporary basis as a result of a state of emergency as declared by the Governor due to a disaster caused by destructive storms, winds, floods fires, earthquakes, freezes, or other similar emergencies.
- Foreign Exchange Teachers instructional positions in grades K-12 filled by exchange teachers on a J-1 visa when participating in an exchange visitor program designated by the United States Department of State.

Records documenting the intended length of a temporary position and the dates of employment of an employee in such position must be maintained by the agency.

When an employment position is extended beyond six consecutive calendar months, with the exception of positions described under items 1 through 10 above, it becomes a regularly established position. You should enroll the employee and all subsequent employees in the FRS and begin to make necessary contributions on the first day of the 7th calendar month or on the first day of the month following the month in which the decision is made to extend the position beyond six months, if earlier. When a temporary position extends beyond the six months and there is no documentation substantiating that the position was originally established as a temporary position to last for six months or less, the employee filling such position will be enrolled from the initial date of employment, and retirement contributions shall be due retroactively to that date.

If you have questions concerning an employee's eligibility for membership in the FRS, please contact the Enrollment Section of the Bureau of Enrollment and Contributions. Outside the Tallahassee local calling area, you may reach this section toll-free at (877) 377-3675. Otherwise, you may reach this section by phone at (850) 488-8837, or you can contact this section by e-mail at: enrollment@dms.MyFlorida.com.

STATUTORY REFERENCE:

Section 121.021(11), (12), (52) and (53), F.S.

FRS RULE REFERENCE:

Section 60S-1.004(4) and (5), F.A.C.