

73 Eglin Parkway N.E., Suite 111  
Fort Walton Beach, FL 32548

310 Van Matre Ave.  
Suite 155, Building 210  
Eglin AFB, FL 32542

4012 Commons Dr. West, Unit 122  
Destin FL 32541



302 N. Wilson Street, Suite 101  
Crestview, FL 32536

506 Highway 85 North  
Niceville, FL 32578

Customer Service Processing Center  
[www.OkaloosaTax.com](http://www.OkaloosaTax.com)  
(850) 651-7300

**BEN ANDERSON**  
**OKALOOSA COUNTY TAX COLLECTOR**

July 31, 2013

Ms. Cathy Galavis, Budget Supervisor  
Department of Revenue  
Property Tax Oversight Program  
P.O. Box 3000  
Tallahassee, Florida 32315-3000

Dear Ms. Galavis,

In compliance with Section 195.087, Florida Statutes, please find attached the proposed budget for the Okaloosa County Tax Collector's office for the period of October 1, 2013 through September 30, 2014. This budget conforms to the requirements and specifications in the Tax Collector's Instruction Workbook which is provided annually by the Department.

I certify that the information contained herein is a true and accurate presentation of our work program during this period and of our expenditures indicated during prior periods.

Sincerely,

A handwritten signature in blue ink that reads "Benjamin F. Anderson".

Benjamin F. Anderson  
Okaloosa County Tax Collector

Enclosures

cc: Board of County Commissioners

**TAX COLLECTOR'S  
 SUMMARY OF THE 2013-14 BUDGET BY APPROPRIATION CATEGORY**

**OKALOOSA  
 COUNTY**

**EXHIBIT A**

	ACTUAL EXPENDITURES 2011-12	APPROVED BUDGET 2012-13	ACTUAL EXPENDITURES 6/30/13	REQUEST 2013-14	(INCREASE/DECREASE)		AMOUNT APPROVED 2013-14	(INCREASE/DECREASE)	
					AMOUNT	%		AMOUNT	%
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	(8)	(8a)
PERSONNEL SERVICES (Sch. 1-1A)	\$4,010,144	\$4,475,754	\$3,023,507	\$4,610,033	\$134,279	3.00%			
OPERATING EXPENSES (Sch. II)	\$1,062,736	\$1,082,770	\$743,979	\$1,208,499	\$125,729	11.61%			
OPERATING CAPITAL OUTLAY (Sch. III)	\$97,117	\$74,400	\$15,790	\$88,800	\$14,400	19.35%			
<b>TOTAL EXPENDITURES</b>	<b>\$5,169,997</b>	<b>\$5,632,924</b>	<b>\$3,783,276</b>	<b>\$5,907,332</b>	<b>\$274,408</b>	<b>4.87%</b>			
<b>NUMBER OF POSITIONS</b>		80		80					
					COL (5) - (3)	COL (6) / (3)			

**DETAIL OF SALARIES**

OKALOOSA COUNTY

SCHEDULE I

*DOR USE ONLY*

Pos. No.	Position Classification	Annual Rate 9/30/13	Position Designation	REQUESTED INCREASES			APPROVED INCREASES				
				Guideline	Other	Funding	Annual Rate 9/30/14	Guideline	Other	Funding	Annual Rate 9/30/14
				(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
1	Official	\$121,543				\$121,543	121,543				
2	Chief Operations Officer	\$84,500	S	\$1,400		\$85,900	85,900				
3	Chief Financial Officer	\$81,500	S	\$1,400		\$82,900	82,900				
4	Chief Information Officer	\$83,900	S	\$1,400		\$85,300	85,300				
5	Finance Administrator	\$68,675	D	\$1,400		\$70,075	70,075				
6	Customer Service Agent	\$29,653		\$1,400		\$31,053	31,053				
7	Chief Branch Operations Officer	\$92,700	S	\$1,400		\$94,100	94,100				
8	Branch Manager	\$48,900		\$1,400		\$50,300	50,300				
9	Director of Tax Department	\$79,310	V				79,310				
10	Branch Manager	\$52,215	D	\$1,400		\$53,615	53,615				
11	Branch Administrator	\$51,100		\$1,400		\$52,500	52,500				
12	Director of Professional Development	\$45,344	R	\$1,400		\$46,744	46,744				
13	Tax Administrator	\$48,380		\$1,400		\$49,780	49,780				
14	Director of Field Services	\$48,380		\$1,400		\$49,780	49,780				
15	Finance Administrator	\$38,500		\$1,400		\$39,900	39,900				
16	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
17	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
18	Assistant Branch Manager	\$39,140		\$1,400		\$40,540	40,540				
19	Assistant Branch Manager	\$40,170		\$1,400		\$41,570	41,570				
20	Assistant Branch Manager	\$40,335		\$1,400		\$41,735	41,735				
21	Customer Service Supervisor	\$36,523		\$1,400		\$37,923	37,923				
22	Branch Manager	\$55,620		\$1,400		\$57,020	57,020				
23	Director of Community Relations	\$77,294	V				77,294				
24	Assistant Branch Manager	\$40,335		\$1,400		\$41,735	41,735				
25	Assistant Branch Manager	\$39,140		\$1,400		\$40,540	40,540				
26	Tax Analyst	\$33,417		\$1,400		\$34,817	34,817				
27	Customer Service Supervisor	\$34,990		\$1,400		\$36,390	36,390				
28	Customer Service Supervisor	\$35,554		\$1,400		\$36,954	36,954				

Pos. No.	Position Classification	Annual Rate 9/30/13	Position Designation	Guideline	Other	Funding	Annual Rate 9/30/14	Guideline	Other	Funding	Annual Rate 9/30/14
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
29	Senior Service Agent	\$31,369		\$1,400		\$32,769	32,769				
30	Customer Service Supervisor	\$34,372		\$1,400		\$35,772	35,772				
31	Customer Service Supervisor	\$34,207		\$1,400		\$35,607	35,607				
32	Tax Analyst	\$30,417		\$1,400		\$31,817	31,817				
33	Senior Service Agent	\$29,840		\$1,400		\$31,240	31,240				
34	Customer Service Supervisor	\$33,960		\$1,400		\$35,360	35,360				
35	Senior Service Agent	\$29,907		\$1,400		\$31,307	31,307				
36	Senior Service Agent	\$29,840		\$1,400		\$31,240	31,240				
37	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
38	Senior Service Agent	\$30,041		\$1,400		\$31,441	31,441				
39	Customer Service Agent	\$29,131		\$1,400		\$30,531	30,531				
40	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
41	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
42	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
43	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
44	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
46	Field Agent	\$29,840		\$1,400		\$31,240	31,240				
47	Customer Service Supervisor	\$38,157		\$1,400		\$39,557	39,557				
48	Customer Service Supervisor	\$33,960		\$1,400		\$35,360	35,360				
49	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
50	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
51	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
52	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
53	Finance Administrator	\$48,500		\$1,400		\$49,900	49,900				
54	Director of Human Resources	\$51,500		\$1,400		\$52,900	52,900				
55	IT Specialist	\$38,000		\$1,400		\$39,400	39,400				
56	Customer Service Supervisor	\$33,960		\$1,400		\$35,360	35,360				
57	Branch Manager	\$49,410		\$1,400		\$50,810	50,810				
58	Assistant Branch Manager	\$39,140		\$1,400		\$40,540	40,540				
59	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
60	Chief Administrative Officer	\$98,880	<b>S</b>	\$1,400		\$100,280	100,280				
61	Senior Service Agent	\$29,840		\$1,400		\$31,240	31,240				
62	Senior Service Agent	\$29,840		\$1,400		\$31,240	31,240				
63	Senior Service Agent	\$30,854		\$1,400		\$32,254	32,254				
Pos.	Position	Annual Rate	Position			Annual Rate					Annual Rate

No.	Classification	12/22/92	Designation	Guideline	Other	Funding	10/22/96	Guideline	Other	Funding	
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
64	Customer Service Supervisor	\$34,644		\$1,400		\$36,044	36,044				
65	Senior Service Agent	\$30,417		\$1,400		\$31,817	31,817				
66	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
67	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
68	Superintendent of Maintenance	\$33,960		\$1,400		\$35,360	35,360				
69	Branch Manager	\$49,200		\$1,400		\$50,600	50,600				
70	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
71	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
72	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
73	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
74	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
75	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
76	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
77	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
78	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
79	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
80	Customer Service Agent	\$28,810		\$1,400		\$30,210	30,210				
81	Branch Manager	\$47,380		\$1,400		\$48,780	48,780				
<b>New Positions:</b>											
1	Official	121,543				121,543	121,543				
79	Current Positions	3,135,201		107,800		3,086,397	3,243,001				
	New Positions										
80	TOTAL	\$3,256,744		\$107,800		\$3,207,940	\$3,364,544				

**DETAIL OF PERSONNEL SERVICES**

OKALOOSA COUNTY

SCHEDULE IA

OBJECT CODE	ACTUAL EXPENDITURES 2011-12	APPROVED BUDGET 2012-13	ACTUAL EXPENDITURES 6/30/13	REQUEST 2013-14	INCREASE/(DECREASE)		AMOUNT APPROVED 2013-14
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
<b>PERSONNEL SERVICES:</b>							
11 OFFICIAL	\$121,451	\$121,543	\$88,480	\$121,543			
12 EMPLOYEES (REGULAR)	2,775,797	2,978,597	2,121,755	3,086,397	107,800	3.62%	
13 EMPLOYEES (TEMPORARY)	33,557	52,350	13,377	44,850	(7,500)	-14.33%	
14 OVERTIME						----	
15 SPECIAL PAY	48,330	40,000	27,500	45,000	5,000	12.50%	
<b>21 FICA</b>							
2152 REGULAR	175,329	244,219	162,715	252,281	8,062	3.30%	
2153 OTHER	40,167					----	
<b>22 RETIREMENT</b>							
2251 OFFICIAL	13,228	19,204	9,051	40,146	20,942	109.05%	
2252 EMPLOYEE	109,024	139,402	89,185	180,375	40,973	29.39%	
2253 SMS/SES	28,335	39,762	20,605	83,261	43,499	109.40%	
2254 DROP	8,782	8,625	4,923	16,203	7,578	87.86%	
23 LIFE & HEALTH INSURANCE	617,471	798,402	467,144	717,224	(81,178)	-10.17%	
24 WORKER'S COMPENSATION	12,986	13,650	13,838	14,093	443	3.25%	
25 UNEMPLOYMENT COMP.	25,687	20,000	4,934	8,660	(11,340)	-56.70%	
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$4,010,144</b>	<b>\$4,475,754</b>	<b>\$3,023,507</b>	<b>\$4,610,033</b>	<b>134,279</b>	<b>3.00%</b>	

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Col.(2) Ex. A

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Col. (3) Ex. A

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Col. (4) Ex. A

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Col. (5) Ex. A

Col. (5) - (3)

Col. (6) / (3)

**DETAIL OF OPERATING EXPENSES**

OKALOOSA COUNTY

SCHEDULE II

OBJECT CODE	ACTUAL EXPENDITURES 2011-12	APPROVED BUDGET 2012-13	ACTUAL EXPENDITURES 6/30/13	REQUEST 2013-14	INCREASE/(DECREASE)		AMOUNT APPROVED 2013-14
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
<b>OPERATING EXPENSES:</b>							
<b>31 PROFESSIONAL SERVICES</b>							
3151 E.D.P.	\$57,077	\$14,676	\$3,818	\$12,900	(\$1,776)	-12.10%	
3154 LEGAL	32,224	\$39,700	17,725	38,550	(1,150)	-2.90%	
3159 OTHER						----	
32 ACCOUNTING & AUDITING	1,200	\$20,000	320	24,000	4,000	20.00%	
33 COURT REPORTER						----	
34 OTHER CONTRACTUAL						----	
40 TRAVEL	22,372	42,062	12,318	48,148	6,086	14.47%	
41 COMMUNICATIONS	9,748	10,502	6,508	11,872	1,370	13.05%	
<b>42 TRANSPORTATION</b>							
4251 POSTAGE	132,924	102,270	61,227	123,060	20,790	20.33%	
4252 FREIGHT						----	
43 UTILITIES	39,285	37,909	28,046	50,152	12,243	32.30%	
<b>44 RENTALS &amp; LEASES</b>							
4451 OFFICE EQUIPMENT	15,909	17,540	11,070	17,672	132	0.75%	
4452 VEHICLES						----	
4453 OFFICE SPACE	236,188	245,820	203,278	253,600	7,780	3.16%	
4454 E.D.P.						----	
45 INSURANCE & SURETY	53,912	59,348	57,289	82,641	23,293	39.25%	

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

**SCHEDULE II**

OBJECT CODE	ACTUAL EXPENDITURES 2011-12	APPROVED BUDGET 2012-13	ACTUAL EXPENDITURES 6/30/13	REQUEST 2013-14	INCREASE/(DECREASE)		AMOUNT APPROVED 2013-14
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
46 REPAIR & MAINTENANCE							
4651 OFFICE EQUIPMENT	\$790	\$1,054	\$ -	\$1,084	\$30	2.85%	
4652 VEHICLES	3,469	6,400	2,849	6,400			
4653 OFFICE SPACE	20,647	5,208	4,089	7,534	2,326	44.66%	
4654 E.D.P.	284,483	332,635	268,509	357,970	25,335	7.62%	
47 PRINTING & BINDING						----	
48 PROMOTIONAL						----	
49 OTHER CURRENT CHARGES							
4951 LEGAL ADVERTISEMENTS	22,535	33,200	19,415	23,600	(9,600)	-28.92%	
4959 OTHER						----	
51 OFFICE SUPPLIES						----	
52 OPERATING SUPPLIES	114,739	88,151	30,502	116,866	28,715	32.57%	
54 BOOKS & PUBLICATIONS							
5451 BOOKS						----	
5452 SUBSCRIPTIONS						----	
5453 EDUCATION	5,230	14,870	6,378	19,375	4,505	30.30%	
5454 DUES/MEMBERSHIPS	10,004	11,425	10,638	13,075	1,650	14.44%	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,062,736</b>	<b>\$1,082,770</b>	<b>\$743,979</b>	<b>\$1,208,499</b>	<b>125,729</b>	<b>11.61%</b>	

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Col. (2) Ex. A

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Col. (3) Ex. A

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Col. (4) Ex. A

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Col. (5) Ex. A.

Col. (5) - (3)

Col. (6) / (3)



**DETAIL OF OPERATING CAPITAL OUTLAY**

OKALOOSA COUNTY

SCHEDULE III

OBJECT CODE	ACTUAL EXPENDITURES 2011-12	APPROVED BUDGET 2012-13	ACTUAL EXPENDITURES 6/30/13	REQUEST 2013-14	INCREASE/(DECREASE)		AMOUNT APPROVED 2013-14
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
<b>CAPITAL OUTLAY:</b>							
64 MACHINERY & EQUIPMENT							
61 LAND						----	
62 BUILDINGS	\$8,892					----	
6451 E.D.P.	\$33,234	\$54,400		\$68,800	\$14,400	26.47%	
6452 OFFICE FURNITURE	4,154		14,756			----	
6453 OFFICE EQUIPMENT	6,724		1,034			----	
6454 VEHICLES	16,453	20,000		20,000			
66 BOOKS						----	
68 INTANGIBLE ASSETS (SOFTWARE)	27,660					----	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$97,117</b>	<b>\$74,400</b>	<b>\$15,790</b>	<b>\$88,800</b>	<b>\$14,400</b>	<b>19.35%</b>	

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

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Col. (3) Ex. A

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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 COUNTY

SCHEDULE III A

**INSTALLMENT PURCHASES**

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2013-14

**OTHER CAPITAL ITEMS**

ITEM	UNIT PRICE	QUANTITY	REPLACE	NEW	REQUEST 2013-14
Ceiling Projector	\$1,200	1		1	\$1,200
DocuScan Document System	37,000	1		1	35,000
Road Testing Tablets (State Issued)	2,300	2		2	4,600
DL Printer (State Issued)	10,000	2		2	20,000
DL Signature Pads (State Issued)	1,100	2		2	2,200
Panasonic Toughbook	2,900	2		2	5,800
Vehicle	20,000	1	1		20,000

**STATEMENT OF COMMISSIONS AND EXPENDITURES**

OKALOOSA COUNTY

EXHIBIT B

DESCRIPTION	ACTUAL 10/01/11 - 09/30/12	ACTUAL 10/01/12- 06/30/13	ESTIMATED 07/01/13 - 09/30/13	TOTAL 2012- 2013	ESTIMATED 2013- 2014
(1)	(2)	(3)	(3a)	(3b)	(4)
Commissions:					
State					
Motor Vehicles	862,254	606,593	308,000	914,593	920,000
Environmental Protection					
Game and Fish	21,650	12,264	6,132	18,396	21,500
Sales Tax	9,360	6,623	3,570	10,193	10,500
Drivers License	419,406	268,000	125,000	393,000	400,000
County	3,142,324	3,003,093	2,615	3,005,708	3,037,000
Districts	425,726	342,875	30,000	372,875	375,000
Tax Sale	384,833	303,062		303,062	350,000
Advertisements	20,019	18,769	500	19,269	25,000
Business Tax Receipts	103,905	32,256	60,000	92,256	100,000
Tourist Tax					400,000
Other - List					
Interest (Earned)	48,733	55,449	6,000	61,449	50,000
Miscellaneous Income	15,963	13,478	2,000	15,478	20,000
Branch Fees	156,096	109,993	51,800	161,793	165,000
Tax Related Fees		80,607		80,607	80,000
Birth Certificate Fees		200	2,000	2,200	15,000
<b>Total Commissions</b>	<b>\$5,610,269</b>	<b>\$4,853,262</b>	<b>\$597,617</b>	<b>\$5,450,879</b>	<b>\$5,969,000</b>
<b>Less Total Expenditures/Budget</b>	<b>\$5,169,997</b>	<b>\$3,783,276</b>	<b>\$1,544,196</b>	<b>\$5,327,472</b>	<b>\$5,907,332</b>
<b>Balance</b>	<b>\$440,272</b>	<b>\$1,069,986</b>	<b>(\$946,579)</b>	<b>\$123,407</b>	<b>\$61,668</b>

Col. (3) + (3A)

**JUSTIFICATION SHEET  
OKALOOSA COUNTY**

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
11	Official	1A	\$ -	Salary set by 145.11, Florida Statutes. 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	107,800.00	Hybrid of State and County recommended increases. State recommended \$1,400 to employees making ≤ \$40,000 and \$1,000 to employees making > \$40,000. County recommended a 3% COLA. In an effort to provide fairness to each of our employees, a \$1,400 across the board increase was applied.
13	Employees (Temporary)	1A	(7,500.00)	2 part time clerks, 35 hours pay period at \$14.465 per hour, performing clerical duties. 1 part time clerk, 35 hours pay period at \$10.50 per hour, performing clerical duties, and 1 part time clerk, 30 hours pay period at \$11.50 per hour, performing clerical duties. *Pay periods are biweekly
15	Special Pay	1A	5,000.00	Certification pay for course completion (OCTC Policy #508)/31 employees @ \$1,250, total \$38,750, not including the Tax Collector (see attached certification worksheet), Annual leave payout for employees' separation (\$6,250)
2152	FICA Regular	1A	8,062.00	7.65% of total salaries plus special pay of \$45,000 (\$3,297,790)
2251	Retirement - Official	1A	20,942.00	33.03% of official salary (\$121,543)
2252	Retirement - Employee	1A	40,973.00	6.95% of total employee salary (\$3,086,397), plus Temporary pay (\$44,850), plus special pay (\$45,000), less SMSC employee's salary pos. #2,3,4,7,60 (\$448,480) & DROP pos. #5,10 (\$123,690), less certification pay for SMSC and DROP (\$8,750) (\$2,595,327)
2253	Retirement - SMSC	1A	43,499.00	18.31% of total SMSC salary pos. #2,3,4,7,60 (\$448,480), plus certification pay (\$6,250) (\$454,730)
2254	Retirement - DROP	1A	7,578.00	12.84% of total DROP salary pos. #5,10 (\$123,690) plus certification pay (\$2,500) (\$126,190)
23	Life & Health Insurance	1A	(81,178.00)	Health - 10% Decrease, 78 employees, \$678,609; Dental - 19% Increase, 78 employees, \$27,294; Life/LTD - 0% change, 78 employees, \$8,321. *Amounts are per year. Also included is \$3,000 for employee assistance program and drug tests.
24	Worker's Compensation	1A	443.00	amount quoted by BCC
25	Unemployment Comp.	1A	(11,340.00)	estimate of expected claims for unemployment based on actual FY13 expenses and projected FY14 expenses.
3151	Electronic Data Proc.	II	(1,776.00)	web domain, internet services, Office software licenses, bankruptcy software license, Accruint software license, SKYPE, Symantec AV

3154	Prof. Services - Legal	II	(1,150.00)	Bankruptcy, Personnel Issues, TPP tax warrants, Contract reviews, TDT, and Clerk of Court case warrants
32	Accounting & Auditing	II	4,000.00	internal auditing services to include expenses associated with audit function of TDT collections.
40	Travel	II	6,086.00	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 with increase for additional field services for TDT (new program). See attached travel worksheet.
41	Telephone	II	1,370.00	phone/wireless service
4251	Postage	II	20,790.00	Postage for DMV renewals, H&F, BTR, TDT mailouts and coupons, metered mail, certified mail, and priority letters. See attached postage worksheet
43	Utilities	II	12,243.00	electric and water/sewer for Niceville, Destin, Eglin, and Hurlburt office locations. Gulf Power expecting a 7.5% increase in rates.
4451	R/L Office Equipment	II	132.00	postage machine, letter opener, water dispenser, and copy machines.
4453	R/L Office Space	II	7,780.00	rent for Niceville office. Based on CPI data, minimum 3%. Includes property taxes for Niceville office.
4454	R/L E.D.P.	II	-	
45	Insurance & Surety	II	23,293.00	property/liability insurance quoted by BCC (53% increase over prior year), association insurance for Destin office, insurance for Niceville office, and notary renewals (9).
4651	R/M Office Equipment	II	30.00	repairs to vault, safes, typewriters, calculators, etc.
4652	R/M Vehicles	II	-	cleaning and preventative maintenance of vehicle fleet.
4653	R/M Office Space	II	2,326.00	alarm monitoring, carpet cleaning, and misc. office repairs
4654	R/M EDP	II	25,335.00	TAXSYS (4% contractual increase as well as new increase for Tourist module), RTL High speed Maint., Qflow, TIG phone system maintenance, BUCS/Chips, Cisco Smartnet Maintenance, Trivantis, Survey Monkey, Barracuda Spam, WaveNet, HP Server maint., Adobe CSS website management, Adobe Standard, Website maint., and disaster recovery.
4951	Legal Advertisements	II	(9,600.00)	open roll and delinquent roll ad and community outreach advertising
52	Operating Supplies	II	28,715.00	office supplies, envelopes, letterhead, toner cartridges, paper, computers, printers, scanners, UPS, USB drives, computer equipment, janitorial supplies, tax bills, BTR vending decals, BTR forms, business cards, comment cards. Includes new office located on Hurlburt Field ASAF and increased office size and staff on Eglin USAF.
5453	Education	II	4,505.00	registration fees for various education. See attached education worksheet

5454	Dues/Membership	II	1,650.00	newspaper subscriptions, TC Dues, FABTO Dues, FGFOA Dues, city directories, Certification dues, NADA appraisal guides, Polk Motor Vehicle Guides, ID Checking Guides, News Service Florida, Statute books
62	Buildings	III	\$ -	
6451	Equipment E.D.P.	III	14,400.00	Ceiling Projector, DocuScan Document Storage, Road Testing tablets (2), DL printer (2), DL signature pads (2), Toughbooks (ceiling projector and DocuScan document storage were approved in FY13 budget and have not been purchased because of opening of Hurlburt Field USAF office and expansion of Eglin USAF office.)
6452	Office Furniture	III	-	
6453	Office Equipment	III	-	
6454	Vehicles	III	-	1 vehicle to replace Ford F150 (vehicle approved in FY13 budget and has not been purchased because of opening of Hurlburt Field USAF office.)
<b>GRAND TOTAL</b>			\$274,408	

**EMPLOYEE CERTIFICATION WORKSHEET****OKALOOSA COUNTY****CURRENT DESIGNATIONS 2013-14**

<b>POS. NO.</b>	<b>POSITION TITLE</b>	<b>EMPLOYEE NAME</b>	<b>DATE</b>	<b>ANNUAL AMOUNT</b>
10	Branch Manager	Hanratty, Jolene	1995	\$1,250
60	Chief Administrative Officer	Harkins, Jim	1995	\$1,250
5	Finance Administrator	Owens, Paula	1996	\$1,250
7	Chief Branch Operations Officer	Gillespie, Theresa	1996	\$1,250
3	Chief Financial Officer	Holguin, Keri	2000	\$1,250
22	Branch Manager	Davenport, Cristina	2001	\$1,250
24	Assistant Branch Manager	Dabney, Sarah	2004	\$1,250
4	Chief Information Officer	Parsons, Eric	2005	\$1,250
20	Assistant Branch Manager	Hlavaty, Angela	2006	\$1,250
28	Customer Service Supervisor	Knight, Patricia	2006	\$1,250
47	Customer Service Supervisor	Childs, Heath	2006	\$1,250
69	Branch Manager	Mellott, Cherrylyn	2006	\$1,250
2	Chief Operations Officer	Holguin, John	2008	\$1,250
8	Branch Manager	O'Neill, Carolyn	2008	\$1,250
14	Director of Field Services	Allen, Josh	2004	\$1,250
57	Branch Manager	Allmon, Alice	2004	\$1,250
19	Assistant Branch Manager	Wiley, Neena	2008	\$1,250
26	Tax Analyst	Luster, Kathy	2008	\$1,250
12	Director of Professional Development	Holcomb, Carolyn	2010	\$1,250
25	Assistant Branch Manager	Vaughan, Nichole	2010	\$1,250
27	Customer Service Supervisor	Castro, Jenny	2011	\$1,250
81	Branch Manager	Grissom, Lindsey	2011	\$1,250
<b>TOTAL CURRENT DESIGNATIONS</b>				<b>\$27,500</b>

**NEW DESIGNATIONS 2013-14**

<b>POS. NO.</b>	<b>POSITION TITLE</b>	<b>EMPLOYEE NAME</b>	<b>DATE</b>	<b>PRORATED AMOUNT</b>
13	Tax Administrator	Gordon, Justin	2013/2014	\$1,250
15	Finance Administrator	Craven, Jennifer	2013/2014	\$1,250
21	Customer Service Supervisor	Smith, Debra	2013/2014	\$1,250
30	Customer Service Supervisor	Twele, Esther	2013/2014	\$1,250
53	Finance Administrator	Beam, Kate	2013/2014	\$1,250
54	Director of Human Resources	Bruns, Shari	2013/2014	\$1,250
55	IT Specialist	Miller, Edgar	2013/2014	\$1,250
58	Assistant Branch Manager	Austin, Kiesha	2013/2014	\$1,250
64	Customer Service Supervisor	Hill, Krystal	2013/2014	\$1,250
<b>TOTAL NEW DESIGNATIONS</b>				<b>\$11,250</b>

**TOTAL CURRENT AND NEW DESIGNATIONS****\$38,750**

**TRAVEL WORKSHEET**

OKALOOSA COUNTY

**LOCAL TRAVEL FOR FIELD WORK & ADMINISTRATIVE DUTIES**

**FIELD TRAVEL:**

Number of Field Employees	Mileage Reimbursement Rate	Total miles per employee	Total Field Travel	Employees Reimb. At Flat Rate	Amount per Employee	Total Flat Rate Reimb.
3			\$6,300			

**ADMINISTRATIVE TRAVEL:**

Number of Administrative Employees	Mileage Reimbursement Rate	Total miles per employee	Total Administrative Travel	Employees Reimb. At Flat Rate	Amount per Employee	Total Flat Rate Reimb.
13			\$2,439			

**TOTAL LOCAL TRAVEL**

**\$8,739**

**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
DOR TCC501	TBA	3	6	\$150	\$130	\$34	\$2,712
DOR TCC503	TBA	3	6	\$150	\$130	\$34	\$2,712
DOR Continuing Ed.	TBA	2	3	\$100	\$130	\$34	\$824
FL. CPM Program (Levels 1 - 4)	TBA	2	16	\$225		\$12	\$609
IT Workshop	TBA	4	4	\$300	\$130	\$34	\$2,404
Leadership Okaloosa	TBA	1	2		\$130	\$22	\$174
TaxSys User Group	TBA	7	5	\$300	\$120	\$34	\$4,850
<b>TOTAL</b>							<b>\$14,285</b>

**CONFERENCES:**

Name	City	No. of Employees Traveling	No. of Days Traveling	Total Transportation Cost per Event	Daily Room Cost per Employee	Daily Per Diem per Employee	TOTAL
Spring TC Education Forum	TBA	2	5	\$150	\$130	\$41	\$1,600
Fall TC Education Forum	TBA	10	6	\$450	\$130	\$41	\$9,410
FABTO Conference	TBA	4	6	\$300	\$130	\$41	\$3,884
FGFOA Conference	TBA	2	5	\$150	\$130	\$41	\$1,600
BUCS User Conference	TBA	2	5	\$1,000	\$130	\$41	\$2,450
SHRM Certification Seminar	TBA	2	5	\$150	\$130	\$34	\$1,530
FIDTA Conference	TBA	6	5	\$300	\$130	\$41	\$4,650
<b>TOTAL</b>							<b>\$25,124</b>

**OTHER:**

Type of Travel	No. of Employees Traveling	No. of Days Traveling	Total Transportation Cost per Event	Daily Room Cost per Employee	Daily Per Diem per Employee	TOTAL
<b>TOTAL</b>						

**TOTAL SCHOOL, CONFERENCE OR OTHER TRAVEL**

**\$39,409**

**TOTAL TRAVEL REQUEST**

**\$48,148**



**POSTAGE WORKSHEET  
OKALOOSA COUNTY**

Type of Mail	Number of Items	Postage Rate	Total
<b>MASS MAILINGS:</b>			
<b>TAXES:</b>			
Tax Notices - Real Property	104,913	0.53	\$55,604
Tax Notices - Personal Property	13,031	0.53	\$6,906
Reminder Notices - Real & Personal Property	7,612	0.47	\$3,578
Installment Notices	8,236	0.70	\$5,765
Informational Notice to Mortgagor	282	0.53	\$149
<b>TAGS AND REGISTRATIONS:</b>			
Motor Vehicles/Vehicles	195,000	0.46	\$89,700
<b>OTHER: (Specify Type)</b>			
Business Tax Receipts	16,000	0.46	\$7,360
Hunting/Fishing	8,000	0.46	\$3,680
Tourist Tax	12,000	0.46	\$5,520
<b>Amount Reimbursed by County for Tax Mailings:</b>			<b>(\$72,000)</b>
<b>TOTAL MASS MAILINGS</b>			<b>\$106,263</b>
<b>GENERAL CORRESPONDENCE</b>			
Metered Mail	25,000	\$0.46	\$11,500
Priority Mail / Certified Mail	Fluctuating	Variable	\$5,297
<b>TOTAL GENERAL CORRESPONDENCE</b>			<b>\$16,797</b>
<b>TOTAL POSTAGE REQUEST</b>			<b>\$123,060</b>

**EDUCATION WORKSHEET**

OKALOOSA COUNTY

**SCHOOLS**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
DOR TCC501	TBA	\$600		3	\$1,800
DOR TCC503	TBA	\$600		3	1,800
DOR Continuing Ed.	TBA	\$600		2	1,200
DOR Bankruptcy Course	Online	\$50		2	100
Florida's CPM Program (Levels 1 - 4)	TBA	\$900		2	1,800
<b>TOTAL</b>					\$6,700

**WORKSHOPS**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
IT Workshop	TBA	\$225		4	\$900
Leadership Okaloosa	Niceville	\$900		1	900
Gulf Power Economic Symp.	TBA	\$100		4	400
<b>TOTAL</b>					\$2,200

**CONFERENCES AND SEMINARS**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
Spring TC Education Forum	TBA	\$225		2	\$450
Fall TC Education Forum	TBA	\$225		10	2,250
FABTO Conference	TBA	\$250		4	1,000
FGFOA Conference	TBA	\$250		2	500
BUCS User Conference	TBA	\$500		2	1,000
SHRM Certification Seminar	TBA	\$500		2	1,000
FTDTA Conference	TBA	\$225		6	1,350
<b>TOTAL</b>					\$7,550

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
TaxSys User Group	TBA	\$75		7	\$525
Columbus Day Training	TBA	\$30		80	2,400
<b>TOTAL</b>					\$2,925

OTHER EDUCATIONAL EXPENSES (SPECIFY)

**TOTAL**


**TOTAL EDUCATION EXPENSES**

**\$19,375**



**DATA PROCESSING PURCHASE  
JUSTIFICATION  
OKALOOSA COUNTY**

ITEM REQUESTED	NUMBER REQUESTED	MAKE AND MODEL NUMBER	LENGTH OF PAYMENT SCHEDULE	COST FOR FISCAL YEAR 2013-14	FULL COST
DocuScan Document System	1		1 time	\$35,000	\$35,000
Road Testing Tablets	2	Motion Computing J3500	1 time	\$4,600	\$4,600
DL Printer	2	Zebra 640I	1 time	\$20,000	\$20,000
DL Signature Pads	2	Verifone MX 870	1 time	\$2,200	\$2,200
Panasonic Toughbook	2	CF-53JWLZY1M	1 time	\$5,800	\$5,800

Check One Below:

REPLACEMENT OF EXISTING EQUIPMENT

ADDITIONAL EQUIPMENT

**STATEMENT OF NEED:** To include but not be limited to age, condition, response time, etc. of existing equipment.

DocuScan Document Systems is needed to reduce physical storage space and allow the OCTC to move forward and utilize a digital file cabinet.

Road Testing Tablets are needed for DL agents performing road tests. Tablets automatically grade customer's road test based on GPS positioning, removing any guesswork or agent discretion, creating a fair grading platform.

DL Printer and DL Signature pads are necessary to implement DL services at our Eglin location.

Panasonic Toughbooks will be used in the Field and transported from office to vehicle to a customer's location. With the implementation of Tourist Tax collection, enforcement, and auditing functions, Field Agents will be equipped and able to perform duties while out of the office. A greater risk of damage is associated with this resulting in the need for the Toughbooks.

**HOW LONG WILL THIS PURCHASE FULFILL THOSE NEEDS?**

DocuScan - 6 to 7 years

Road Testing Tablets - 5 years (until vendor contract expires with the State)

DL Printer and Signature pads - 4 to 5 years

Panasonic Toughbooks - 3 to 4 years

**ADDITIONAL COMMENTS OR PERTINENT INFORMATION**

73 Eglin Pkwy N.E., Suite 111  
Fort Walton Beach, FL 32548

302 N. Wilson Street, Suite 101  
Crestview, FL 32536

506 Highway 85 North  
Niceville, FL 32578



4012 Commons Dr. West, Unit 122  
Destin, FL 32541

310 Van Matre Ave.  
Suite 155, Building 210  
Eglin AFB, FL 32542

(850) 689-5700 (850) 651-7300

## OKALOOSA COUNTY TAX COLLECTOR

[www.okaloosatax.com](http://www.okaloosatax.com)

### Comprehensive Plan

The Okaloosa County Tax Collector's office operates in a RedHat Linux, MSSQL and MySQL database environment with XP and Windows 7 workstations. Currently, the software used on the tax and billing server is provided by Grant Street 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, BUCS Accounting and CHIPS Payroll, Axis Camera system, High Speed Processor, QFLOW numbering system. OCTC servers operate on Server 2008 OS.

We are on the schedule to upgrade state computers at the end of 2013 and be completed by March 2014. These systems are used to process Driver Licenses and Motor Vehicle transactions while providing a connection into shared interfaces for cashiering within TaxSys using Payment Express, Renew Express(Motor Vehicle renewal), and Deed Express. Currently 5 Tax Collector offices provide driver license services while Niceville is the only office to offer road testing.

To keep existing printers and servers operating past the estimated life, repair parts have been purchased for in house repair as they fail.

#### 2013-2014

- Refresh of high speed processor's computers and systems
- Continue training regimen for IT department
- Upgrade to Exchange(newest release)
- Update Antivirus
- Replace Field Staff Laptops
- Update spam filtering software
- Replace HP8150 BTR Printer

2014-2015

- Update Antivirus
- Continue training regimen for IT department
- Website redesign
- Webserver replacement
- Replace management computers
- Upgrade Spam filter
- Upgrade to Exchange 2010
- Replacement of receipt printers on counters

2015-2016

- Update Antivirus
- Continue training regimen for IT department
- Domain Server replacement
- Exchange Server replacement







## 2013-14 Tax Collector

### OKALOOSA COUNTY

FTE By Activity		Estimated FTE	Estimated Annual Transactions
Property Tax	65.00		109,328.00
DMV			324,580.00
Game & Fish			5,162.00
BTR			16,491.00
Drivers License			70,247.00
Miscellaneous (list)			108,734.00
Administrative	13.00		
<b>Total</b>	<b>78.00</b>		<b>634,542.00</b>

List Miscellaneous activities below:

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

\*Annual Transactions based on 7/1/12 - 6/30/13

\*Annual Transactions do not include Tourist Tax Collections that will begin October 1, 2013.

## SUMMARY OF REDUCTIONS REQUEST

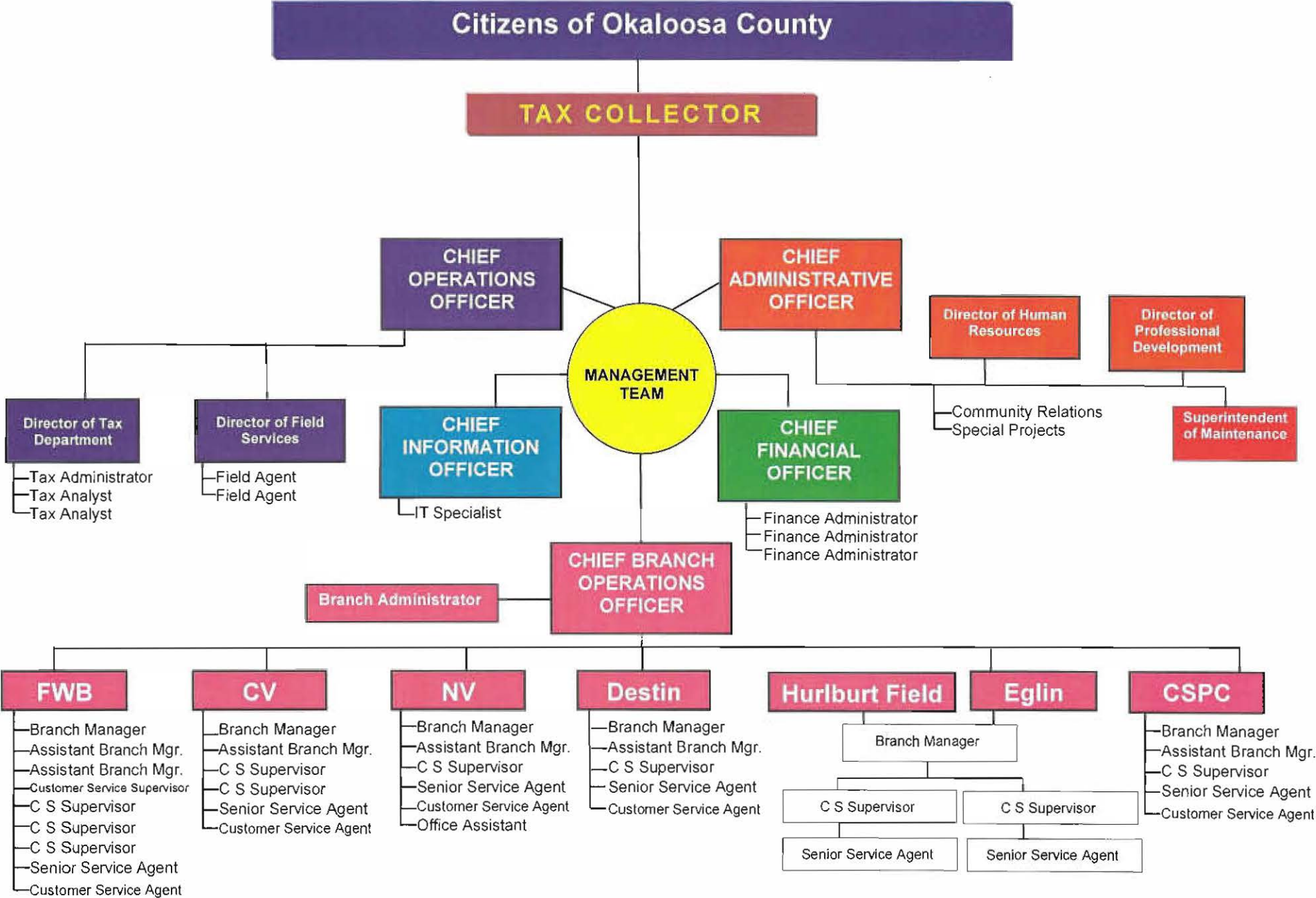
TAX COLLECTOR  
OKALOOSA COUNTY

APPROPRIATION CATEGORY	APPROVED BUDGET 2012-13	BUDGET REQUEST 2013-14	Reductions Requested by the COUNTY		Reductions Reflected in REQUEST	
			AMOUNT	%	AMOUNT	%
PERSONNEL SERVICES (Sch. 1-1A)	4,475,754	4,610,033			134,279	3.0%
OPERATING EXPENSES (Sch. II)	1,082,770	1,208,499			125,729	11.6%
OPERATING CAPITAL OUTLAY (Sch. III)	74,400	88,800			14,400	19.4%
TOTAL EXPENDITURES	\$5,632,924	\$5,907,332			\$274,408	4.9%
NUMBER OF POSITIONS	80	80				

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

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

ORGANIZATIONAL CHART



May 13, 2013

**MEMORANDUM**

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

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

**SUBJECT:** Budget Update

The Legislature adopted guidelines for State Employee pay increases. An employee whose base pay is \$40,000 or less on September 30, 2013, will receive an increase to their salary of \$1,400 on October 1, 2013. An employee whose base pay is greater than \$40,000 on September 30, 2013, will receive an increase to their salary of \$1,000, also on October 1, 2013. In addition, state agencies are given the option to provide one-time lump sum performance bonuses of \$600 to eligible employees. The budget does not include any changes to state employee health insurance premiums or employee retirement contributions

Senate Bill 1810 provides new retirement rates for fiscal year 2013-14 (no rate information is provided for 2014-15). The new rates are provided below for use in the preparation of your budget request. Further information on rates can be found at: [http://www.myfrs.com/imageserver/pdf/2013\\_Legislation.pdf](http://www.myfrs.com/imageserver/pdf/2013_Legislation.pdf)

<b>Retirement Rates Per Senate Bill 1810</b>		<b>Employee Contribution Rate</b>
<b>Local Government Retirement Rates</b>	<b>Rate from 7/1/13 to 6/30/14</b>	<b>Rate from 7/1/13 to 6/30/14</b>
<b>Regular Employees</b>	6.95%	3.00%
<b>County Elected Officers</b>	33.03%	3.00%
<b>Senior Management Class</b>	18.31%	3.00%
<b>DROP</b>	12.84%	0.00%

Memorandum  
May 13, 2013  
Page Two

The Legislature provided funding for the Department of Revenue to furnish aerial photographs, at the Department's expense, to counties with a population of 50,000 or less who are scheduled to receive photographs this year. Counties with a population greater than 50,000 continue to be required to obtain aerial photographs at their own expense at least once every three years.

As in the past, all of the above actions are subject to the Governor's approval. Should he veto any of these items, we will notify you of the changes.

If you have any questions, please feel free to contact me at (850) 617-8845, or Fran Keyes at (850) 617-8842.

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## Okaloosa administrator proposes millage increase, gas tax hike

By KARI C. BARLOW / Daily News

Published: Monday, July 15, 2013 at 17:16 PM.

Okaloosa County Administrator Ernie Padgett has proposed a 10 percent property tax rate increase in the proposed 2013-14 tentative budget.

The \$278.9 million spending plan also calls for a 5-cent gas tax hike.

The property tax rate increase – from 3.28 mills to 3.62 mills – would generate an additional \$4.3 million annually, while the gas tax increase would generate an extra \$3.3 million.

Padgett's proposal marks a dramatic departure from the budgets proposed and passed in Okaloosa County over the past five years. Since 2008, the county has taken major steps to avoid raising taxes including reducing its annual budget by about 18 percent, or almost \$56 million, and cutting its workforce by 89 employees. The county also has repeatedly pulled money from its reserves to balance annual budgets.

[Read a summary of the proposed county budget.](#) >>

But those cost-cutting measures have taken a heavy toll, Padgett said.

"Okaloosa County has fallen significantly behind in addressing levels of service on a number of fronts," he said. "Major capital project funding remains a challenge. Any desire to step up road construction, resurfacing or storm water projects will require additional funding."

The county, Padgett said, must take a new approach if it wants to maintain the level of service it provides to residents.

"The time has come that we need to reverse this trend," he said. "We need to raise the revenue to pay our bills and (not) run out of reserves so if something happens we have to go out and borrow money."

County Commission chairman Don Amunds said he is not inclined to support a budget that raises property taxes or gas taxes.

"It's definitely a tough year," he said. "But at the end of the day, everyone has to live within their means."

Padgett's proposed budget includes a 3 percent salary increase for county employees that would start Oct. 1, the beginning of the next fiscal year. It also includes a \$2 million increase for the Sheriff's Office, about half of what Sheriff Larry Ashley has requested. Of that \$2 million, \$600,000 would be used for state retirement fund contributions, another \$600,000 would pay for a 3 percent salary increase for Sheriff's Office employees, and the remaining \$800,000 would be allocated according to other agency needs.

Any additional revenue generated by a gas tax increase can be used only for road construction and repair and specific infrastructure projects.

Padgett said he is pleased with the tentative budget and eager to hear from commissioners and residents. The county will hold several budget reviews through early August before commissioners take a final vote.

"In my opinion, it's a good approach," he said. "But if the board elects not to do that ... I'll make adjustments and pull things out that I had put in there and then balance

it.”

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



State of Florida

# Board of County Commissioners

## Risk Management

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May 28, 2013

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

Re: **Corrected** – Employee Benefit Costs and Insurance Costs for FY 2014 Budget

Dear Mr. Anderson:

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

For the 2014 fiscal year, your allocation for Workers' Compensation is \$14,093.23 and the allocation for property/liability/other insurance is \$62,418.62.

Working with our actuary, we have attempted to create an "other insurance" allocation that more accurately reflects the exposure of each department. The allocation is based on payroll, number of vehicles and property value. Prior year allocations appear to have been based in large part on what had been done previously and the new methodology has resulted in some significant changes both up and down for individual departments. In addition to the methodology change, the overall amount of "other insurance" to be allocated increased, due in part to rising insurance costs.

We recommend funding your employee health insurance program using \$8,701 per employee. The County is projecting a 10% decrease in Florida Blue Premiums for this coming year. The present plans, Blue Options 3769 (base plan), Blue Options 3559 (buy up plan) and the Blue Options 3361 (HRA plan) will continue to be offered.

No changes are anticipated for the Vision program. Attached are the new rates for ASI. The Flex plan continues to be popular and we anticipate no changes in the current plan.

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

Sincerely yours,

Gary R. Real  
Risk Manager



June 20, 2013

JIM HARKINS  
OKALOOSA COUNTY TAX COLLECTOR  
73 EGLIN PKWY NE UNIT 201  
FT WALTON BCH, FL 32548-4939

RE: Policy: 160-750035 Renewal Effective: 10/1/2013

Thank you for allowing Standard Insurance Company to provide quality products to support your employees' insurance needs. We are pleased to renew your policy with continued coverage and services.

Beginning in 2014, health insurers are required to pay an annual Health Insurer Assessment Fee (HIAF) in accordance with Section 9010 of the Patient Protection and Affordable Care Act (PPACA). The amount due from each insurer is based on the insurer's market share of health premiums, including dental and vision insurance premiums. **Rates in this renewal notification are adjusted to reflect the estimated cost of this fee.** We reserve the right to adjust rates based on PPACA fees or assessments imposed by any governmental authority or agency.

We have carefully reviewed the current composition of your organization and evaluated the experience of your dental and vision policy. Based upon this review and application of rate factors appropriate for your industry classification, effective October 1, 2013, we are adjusting your premium rates as indicated in the chart below. These rates are guaranteed until October 1, 2014.

**Division 1/Class 1**

**Dental Coverage**

	<b>Through 9/30/2013</b>	<b>Effective 10/1/2013</b>
Employee	\$24.50 per member	\$29.16 per member
Employee & Family	\$75.50 per member	\$89.84 per member

If you have any questions about your rates or our review process our Employee Benefits Sales and Service office at 813-879-2900 is available to serve your needs. We value your business and welcome the opportunity to provide continued assistance to you.

Sincerely yours,

Group Insurance Underwriter  
Employee Benefit Services  
Standard Insurance Company