



Paul Lux, Okaloosa County Supervisor of Elections

May 19, 2016

Honorable Kelly Windes, Chairman
Board of County Commissioners
Brackin Building
302 Wilson Street North, Suite 102
Crestview, FL 32536

RE: 2016-2017 Budget Submission

Dear Commissioner Windes,

Pursuant to Chapter 129.03(2), Florida Statutes, attached hereto is the budget request for this office for fiscal year 2016-2017. Line item departmental detail has been entered into the county budget program to be made available to the County Administrator and the Board when budget workshops begin.

The methodology utilized in forming this FY2017 budget is consistent with the budget policy established by the Board for the coming fiscal year.

I will be happy to meet with you or your designee to discuss this request or to answer any questions you might have.

Your consideration of this request is appreciated.

Paul Lux, CERA
Supervisor of Elections

Attach:

XC: County Administrator
County Budget Officer

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Budget Revenue Report - Departments (Requested)

Account	Title	2nd Prior Year Actual	1st Prior Year Actual	Current Year Original Budget	Current Year 6 mos Actual	Base Request	+/-	% +/-
011 SUPERVISOR OF ELECTIONS - GF								
0185R SOE REVENUE - GF								
341551	S.O.E. QUALIFYING FEES	\$925.00	\$0.00	\$500.00	\$0.00	\$0.00	(\$500.00)	(100.0%)
341552	S.O.E. MISCELLANEOUS	\$349.23	\$3,997.22	\$200.00	\$240.00	\$200.00	\$0.00	0.0%
341553	S.O.E. ELECTION SERVICES	\$14,703.97	\$37,198.70	\$4,000.00	\$0.00	\$32,000.00	\$28,000.00	700.0%
341554	S.O.E. COPIES	\$1.80	\$8.75	\$50.00	\$0.00	\$50.00	\$0.00	0.0%
341555	S.O.E. PAGES	\$0.15	\$2.40	\$50.00	\$10.00	\$50.00	\$0.00	0.0%
341556	S.O.E. PETITIONS	\$1,409.90	\$804.50	\$500.00	\$1,205.40	\$100.00	(\$400.00)	(80.0%)
341557	S.O.E. VOTER LIST (CD/ET)	\$310.00	\$200.00	\$150.00	\$80.00	\$150.00	\$0.00	0.0%
341558	S.O.E. MAPS	\$60.00	\$80.00	\$20.00	\$30.00	\$20.00	\$0.00	0.0%
341559	S.O.E. LABELS	\$0.00	\$10.40	\$50.00	\$0.00	\$50.00	\$0.00	0.0%
CHARGES FOR SERVICES		\$17,760.05	\$42,301.97	\$5,520.00	\$1,565.40	\$32,620.00	\$27,100.00	490.9%
361101	INTEREST ON TIME DEPOSITS	\$2,154.81	(\$88.54)	\$0.00	\$759.33	\$0.00	\$0.00	NA
361104	STATE INVESTMENT POOL INT	\$160.53	\$517.15	\$0.00	\$281.66	\$0.00	\$0.00	NA
361301	UNREAL INC(DEC)-FAIR VAL	\$0.00	\$56.34	\$0.00	\$0.00	\$0.00	\$0.00	NA
361400	GAIN OR (LOSS) SALE INVST	(\$183.61)	(\$280.57)	\$0.00	(\$15.97)	\$0.00	\$0.00	NA
MISCELLANEOUS REVENUE		\$2,131.73	\$204.38	\$0.00	\$1,025.02	\$0.00	\$0.00	0.0%
381001	BUDG TRF-GENERAL FUND	\$1,446,831.30	\$1,493,140.46	\$1,858,491.00	\$929,244.00	\$0.00	(\$1,858,491.00)	(100.0%)
OTHER SOURCES		\$1,446,831.30	\$1,493,140.46	\$1,858,491.00	\$929,244.00	\$0.00	(\$1,858,491.00)	(100.0%)
DEPARTMENT TOTAL		\$1,466,723.08	\$1,535,646.81	\$1,864,011.00	\$931,834.42	\$32,620.00	(\$1,831,391.00)	(98.3%)

Budget Expenditure Report - Department (Requested)

Account	Title	2nd Prior Year Actual	1st Prior Year Actual	Current Year Original Budget	Current Year 6 mos Actual	Base Request	New Request	+/-	% +/-
011	SUPERVISOR OF ELECTIONS - GF								
0185	SUPERVISOR ELECTIONS - GF								
511010	ELECTED OFFICIAL SALARIES	\$110,482.73	\$110,588.90	\$110,309.00	\$54,413.06	\$127,552.00	\$0.00	\$17,243.00	15.6%
512010	SALARIES/WAGES-FULL-TIME	\$570,943.89	\$586,570.81	\$588,687.00	\$302,898.76	\$588,687.00	\$0.00	\$0.00	0.0%
512020	SALARIES/WAGES-PART-TIME	\$12,570.05	\$13,053.19	\$34,045.00	\$6,266.42	\$29,475.00	\$0.00	(\$4,570.00)	(13.4%)
514010	OVERTIME	\$4,997.32	\$7,765.69	\$19,514.00	\$5,448.60	\$18,335.00	\$0.00	(\$1,179.00)	(6.0%)
521000	FICA TAXES	\$49,976.14	\$54,316.95	\$57,571.00	\$25,964.92	\$58,540.00	\$0.00	\$969.00	1.7%
522000	RETIREMENT CONTRIBUTIONS	\$83,377.15	\$93,122.87	\$94,901.00	\$49,903.85	\$101,858.00	\$0.00	\$6,957.00	7.3%
523000	LIFE & HEALTH INSURANCE	\$91,467.60	\$91,892.42	\$134,850.00	\$50,844.60	\$94,489.00	\$0.00	(\$40,361.00)	(29.9%)
523012	CONTRA L&H INS (REBATE)	(\$4,320.00)	(\$4,320.00)	\$0.00	(\$1,260.00)	\$0.00	\$0.00	\$0.00	0.0%
524000	WORKERS' COMPENSATION	\$6,958.00	\$6,683.00	\$6,134.00	\$3,066.00	\$1,463.00	\$0.00	(\$4,671.00)	(76.1%)
	PERSONNEL SERVICES	\$926,452.88	\$959,673.83	\$1,046,011.00	\$497,546.21	\$1,020,399.00	\$0.00	(\$25,612.00)	(2.4%)
531001	PS-ATTORNEY-OTHER	\$1,620.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	0.0%
531300	PS-HEALTH EXAMS	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	0.0%
534125	CS-TELEVISION	\$0.00	\$0.00	\$0.00	\$49.50	\$103.00	\$0.00	\$103.00	0.0%
534500	CS-PERSONNEL	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	0.0%
534755	CS-AUDIO/VIDEO	\$0.00	\$5,000.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	0.0%
534900	CS-OTHER	\$6,408.99	\$6,626.83	\$2,065.00	\$2,361.00	\$2,065.00	\$0.00	\$0.00	0.0%
540001	TRAVEL IN-COUNTY	\$133.28	\$73.12	\$1,000.00	\$84.97	\$1,000.00	\$0.00	\$0.00	0.0%
540002	TRAVEL OUT-OF-COUNTY	\$1,631.18	\$2,109.33	\$4,244.00	\$2,341.18	\$4,030.00	\$0.00	(\$214.00)	(5.0%)
540005	TRAVEL LODGING EXPENSES	\$2,670.61	\$4,706.72	\$7,400.00	\$1,597.28	\$6,400.00	\$0.00	(\$1,000.00)	(13.5%)
541010	COMMUNICATIONS SERVICE	\$2,186.00	\$3,017.77	\$2,316.00	\$1,211.00	\$2,400.00	\$0.00	\$84.00	3.6%
542001	POSTAGE/FREIGHT CHARGES	\$21,988.51	\$28,018.24	\$23,550.00	\$23,864.58	\$30,400.00	\$0.00	\$6,850.00	29.1%
543001	UTILITIES-ELECTRIC	\$3,048.32	\$3,189.51	\$4,000.00	\$1,289.82	\$4,000.00	\$0.00	\$0.00	0.0%
544640	R/L-EQUIPMENT	\$0.00	\$4,495.20	\$15,902.00	\$2,862.66	\$15,902.00	\$0.00	\$0.00	0.0%
544644	R/L-FLEET VEHICLES	\$210.00	\$0.00	\$90.00	\$0.00	\$90.00	\$0.00	\$0.00	0.0%
545990	INSURANCE-OTHER	\$12,139.00	\$13,534.00	\$13,534.00	\$6,768.00	\$13,463.00	\$0.00	(\$71.00)	(0.5%)
546050	RM-OFFICE MACHINES	\$0.00	\$338.32	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	0.0%
546620	RM-FACILITIES	\$0.00	\$6,224.35	\$2,000.00	\$0.00	\$17,000.00	\$0.00	\$15,000.00	750.0%
546640	RM-EQUIPMENT	\$8,640.17	\$18,468.05	\$5,875.00	\$3,100.50	\$6,000.00	\$0.00	\$125.00	2.1%
546644	RM-VEHICLES-FLEET	\$3,059.55	\$3,010.60	\$3,487.00	\$1,571.73	\$3,025.00	\$0.00	(\$462.00)	(13.2%)
546900	RM-TECHNICAL SUPT SERVICE	\$35,313.94	\$46,065.15	\$35,944.00	\$24,236.26	\$37,273.00	\$0.00	\$1,329.00	3.7%
547002	PRINTING & BINDING	\$3,843.54	\$7,202.52	\$11,716.00	\$3,585.27	\$17,716.00	\$0.00	\$6,000.00	51.2%
549307	PUBLIC RELATIONS	\$240.00	\$73.29	\$2,000.00	\$95.00	\$2,000.00	\$0.00	\$0.00	0.0%
549900	MISCELLANEOUS CHARGES	\$1,758.06	\$5,182.59	\$4,500.00	\$1,087.36	\$4,500.00	\$0.00	\$0.00	0.0%
549901	LEGAL ADVERTISING	\$866.57	\$1,182.75	\$3,060.00	\$441.12	\$3,060.00	\$0.00	\$0.00	0.0%
549904	JOB LISTING EXPENSES	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	0.0%

Date: 6/1/2016

Budget Expenditure Report - Department (Requested)

Account	Title	2nd Prior Year Actual	1st Prior Year Actual	Current Year Original Budget	Current Year 6 mos Actual	Base Request	New Request	+/-	% +/-
549905	MOTOR VEHICLE REPORTS	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	0.0%
549906	BACKGROUND CHECKS	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	0.0%
551001	OFFICE SUPPLIES	\$5,147.09	\$6,092.45	\$8,675.00	\$4,689.59	\$9,810.00	\$0.00	\$1,135.00	13.1%
552010	FLEET FUEL	\$4,764.12	\$3,663.39	\$5,346.00	\$1,281.62	\$2,607.00	\$0.00	(\$2,739.00)	(51.2%)
552500	TOOLS & SMALL IMPLEMENTS	\$0.00	\$27.26	\$750.00	\$494.84	\$750.00	\$0.00	\$0.00	0.0%
552800	COMPUTER SUPPLIES	\$6,992.12	\$2,297.22	\$20,775.00	\$17,860.95	\$12,960.00	\$0.00	(\$7,815.00)	(37.6%)
552801	COMPUTER SOFTWARE	\$2,839.00	\$3,787.64	\$9,849.00	\$5,718.66	\$10,068.00	\$0.00	\$219.00	2.2%
552990	OTHER SUPPLIES	\$691.74	\$4,897.93	\$3,400.00	\$467.76	\$3,400.00	\$0.00	\$0.00	0.0%
554001	BOOK/PUB/SUB/MEMBERSHIPS	\$8,748.74	\$4,113.58	\$7,201.00	\$4,147.12	\$7,566.00	\$0.00	\$365.00	5.1%
555001	TRAINING/EDUCATION EXPENS	\$3,859.37	\$6,527.00	\$11,745.00	\$1,658.00	\$12,350.00	\$0.00	\$605.00	5.2%
OPERATING EXPENSES		\$138,799.90	\$189,924.81	\$217,674.00	\$112,865.77	\$237,188.00	\$0.00	\$19,514.00	9.0%
564102	GENERAL GOVERNMENT EQUIP	\$14,248.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
564104	VEHICLES	\$0.00	\$0.00	\$0.00	\$26,263.00	\$0.00	\$0.00	\$0.00	0.0%
CAPITAL OUTLAY		\$14,248.00	\$0.00	\$0.00	\$26,263.00	\$0.00	\$0.00	\$0.00	0.0%
TOTAL DEPARTMENT		\$1,079,500.78	\$1,149,598.64	\$1,263,685.00	\$636,674.98	\$1,257,587.00	\$0.00	(\$6,098.00)	(0.5%)

Notes

Account	Account Title	Note	Amount
011 SUPERVISOR OF ELECTIONS - GF			
0185 SUPERVISOR ELECTIONS - GF			
540002 TRAVEL OUT-OF-COUNTY	FSASE WINTER CONFERENCE		\$600.00
	FSASE SUMMER CONFERENCE		\$500.00
	FASASE COMMITTEE MEETINGS		\$200.00
	REGIONAL WORKSHOPS		\$150.00
	JEOLC (WASHINGTON DC)		\$1,680.00
	CANVASSING BOARD WORKSHOP		
	AUBURN CERA		\$492.00
	INFORMATION SYSTEMS MANAGER PER DIEM FOR CLASS		\$308.00
	OTHER TRAVEL (TAXI, PARKING, ETC.)		\$100.00
		<i>TOTAL ACCOUNT</i>	<u>\$4,030.00</u>
540005 TRAVEL LODGING EXPENSES	FSASE WINTER CONFERENCE		\$300.00
	FSASE SUMMER CONFERENCE		\$2,400.00
	FSASE COMMITTEE MEETINGS		\$800.00
	JEOLC		\$1,200.00
	CANVASSING BOARD WORKSHOPS		
	AUBURN CERA		\$800.00
	INFORMATION SYSTEMS MANAGER CERTIFICATION CLASS		\$900.00
		<i>TOTAL ACCOUNT</i>	<u>\$6,400.00</u>
555001 TRAINING/EDUCATION EXPENS	FSASE WINTER CONFERENCE SUPERVISOR ONLY		\$300.00
	FSASE SUMMER CONFERENCE STAFF OF 4 AND SUPERVISOR		\$1,750.00
	ELECTION CENTER JEOLC		\$850.00
	CERA		\$2,250.00
	WINDOWS SERVER IT STAFF		\$7,200.00
		<i>TOTAL ACCOUNT</i>	<u>\$12,350.00</u>

Budget Expenditure Report - Department (Requested)

Account	Title	2nd Prior Year Actual	1st Prior Year Actual	Current Year Original Budget	Current Year 6 mos Actual	Base Request	New Request	+/-	% +/-
011	SUPERVISOR OF ELECTIONS - GF								
0186	ELECTION EXPENSES - GF								
513010	SALARIES/WAGES-RELIEF	\$2,446.88	\$1,252.83	\$2,365.00	\$1,442.78	\$3,066.00	\$0.00	\$701.00	29.6%
513020	SALARIES/WAGES-POLL WORKS	\$52,745.00	\$64,106.00	\$100,800.00	\$63,240.00	\$89,155.00	\$0.00	(\$11,645.00)	(11.6%)
514010	OVERTIME	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	0.0%
521000	FICA TAXES	\$187.22	\$95.85	\$200.00	\$110.38	\$200.00	\$0.00	\$0.00	0.0%
	PERSONNEL SERVICES	\$55,379.10	\$65,454.68	\$103,415.00	\$64,793.16	\$92,471.00	\$0.00	(\$10,944.00)	(10.6%)
534500	CS-PERSONNEL	\$77,431.69	\$88,101.81	\$111,326.00	\$33,529.08	\$133,886.00	\$0.00	\$22,560.00	20.3%
540001	TRAVEL IN-COUNTY	\$1,132.68	\$784.00	\$1,000.00	\$243.00	\$1,000.00	\$0.00	\$0.00	0.0%
541010	COMMUNICATIONS SERVICE	\$2,058.01	\$2,332.83	\$6,711.00	\$5,530.71	\$1,830.00	\$0.00	(\$4,881.00)	(72.7%)
542001	POSTAGE/FREIGHT CHARGES	\$8,563.27	\$2,230.29	\$30,270.00	\$10,613.73	\$39,270.00	\$0.00	\$9,000.00	29.7%
544620	R/L-BUILDINGS	\$3,015.00	\$4,310.00	\$5,400.00	\$600.00	\$5,400.00	\$0.00	\$0.00	0.0%
544640	R/L-EQUIPMENT	\$3,042.33	\$3,826.63	\$6,000.00	\$0.00	\$5,100.00	\$0.00	(\$900.00)	(15.0%)
546640	RM-EQUIPMENT	\$14,307.67	\$7,398.04	\$4,800.00	(\$1,589.99)	\$26,365.00	\$0.00	\$21,565.00	449.3%
546900	RM-TECHNICAL SUPT SERVICE	\$17,586.56	\$10,025.32	\$4,600.00	\$4,611.89	\$63,685.00	\$0.00	\$59,085.00	1284.5%
547001	BALLOT PRINTING	\$33,427.90	\$29,329.48	\$66,700.00	\$24,067.99	\$73,500.00	\$0.00	\$6,800.00	10.2%
547002	PRINTING & BINDING	\$7,317.42	\$1,516.27	\$44,734.00	\$14,325.06	\$33,734.00	\$0.00	(\$11,000.00)	(24.6%)
549307	PUBLIC RELATIONS	\$10,623.78	\$12,978.90	\$28,000.00	\$522.30	\$28,000.00	\$0.00	\$0.00	0.0%
549900	MISCELLANEOUS CHARGES	\$1,210.91	\$3,202.83	\$1,750.00	\$935.00	\$1,750.00	\$0.00	\$0.00	0.0%
549901	LEGAL ADVERTISING	\$7,105.19	\$11,446.24	\$6,000.00	\$4,881.11	\$6,000.00	\$0.00	\$0.00	0.0%
551001	OFFICE SUPPLIES	\$6,381.82	\$5,570.59	\$10,540.00	\$9,546.18	\$10,540.00	\$0.00	\$0.00	0.0%
552013	SIGN MATERIALS	\$395.66	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	0.0%
552014	GASOLINE & SPECIAL FUELS	\$248.21	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	0.0%
552800	COMPUTER SUPPLIES	\$1,375.00	\$3,516.48	\$2,030.00	\$15,282.17	\$0.00	\$0.00	(\$2,030.00)	(100.0%)
552990	OTHER SUPPLIES	\$3,192.30	\$16,184.38	\$2,000.00	\$37,474.68	\$5,705.00	\$0.00	\$3,705.00	185.3%
	OPERATING EXPENSES	\$198,415.40	\$202,754.09	\$332,461.00	\$160,572.91	\$436,365.00	\$0.00	\$103,904.00	31.3%
564103	COMPUTER EQUIPMENT	\$3,186.00	\$52,740.00	\$164,450.00	\$149,500.00	\$37,375.00	\$0.00	(\$127,075.00)	(77.3%)
	CAPITAL OUTLAY	\$3,186.00	\$52,740.00	\$164,450.00	\$149,500.00	\$37,375.00	\$0.00	(\$127,075.00)	(77.3%)
	TOTAL DEPARTMENT	\$256,980.50	\$320,948.77	\$600,326.00	\$374,866.07	\$566,211.00	\$0.00	(\$34,115.00)	(5.7%)

Notes

Account	Account Title	Note	Amount
011 SUPERVISOR OF ELECTIONS - GF			
0186 ELECTION EXPENSES - GF			
564103 COMPUTER EQUIPMENT	25 EVID COMPACT UNITS (\$1,495 EACH)		\$37,375.00
<i>TOTAL ACCOUNT</i>			<u>\$37,375.00</u>