

2. REPORTS TO BE RECEIVED FOR FILING

- a. Division of Inspector General, Audit Services, Clerk of the Circuit Court, Report No. 2012-16 dated August 9, 2012 – Audit of American Recovery and Reinvestment Act Grants.
- b. Tax Collector's certification of the Recapitulation of 2011 Tax Roll (CD).
- c. Pinellas County Quarterly Donation Listing of \$500 and Greater for the quarter ended June 30, 2012.
- d. Dock Fee Report for the month of July 2012.
- e. Tax Collector's proposed budget for the period of October 1, 2012 through September 30, 2013 pursuant to Section 195.087(2), Florida Statutes.
- f. Property Appraiser's Summary of the 2012-13 Budget by Appropriation Category pursuant to Section 195.087(1)(b), Florida Statutes.



**ADMINISTRATION**

**MAIN OFFICE**

Phone (727) 464-3292  
315 Court Street, 3<sup>rd</sup> Floor  
Clearwater, FL 33756-5165

PO Box 3176  
Seminole, FL 33775-3176

**BRANCH OPERATIONS**

Phone (727) 464-7777

Administration  
PO Box 3176  
Seminole, FL 33775-3176

North County  
29399 US Highway 19 North, Suite 100  
Clearwater, FL 33761-2167

Gulf to Bay  
1663 Gulf to Bay Boulevard  
Clearwater, FL 33755-6422

Mid County  
13025 Starkey Road  
Largo, FL 33773-1416

South County  
1800 - 66<sup>th</sup> Street North  
St. Petersburg, FL 33710-4799

Tarpon Springs  
734 South Pinellas Avenue  
Suite A-6  
Tarpon Springs, FL 34689-3711

Skyway  
4827 - 34<sup>th</sup> Street South  
St. Petersburg, FL 33711-5617

**PROCESSING OPERATIONS**

Phone (727) 464-7777

PO Box 4003 (Registration Renewals)  
PO Box 4004 (DMV Correspondence)  
Seminole, FL 33775-4003 or 4004

**BUDGET & FINANCE**

Phone (727) 464-7777

315 Court Street, 3<sup>rd</sup> Floor  
Clearwater, FL 33756-5165

Accounting  
PO Box 4008  
Seminole, FL 33775-4008

Tourist Development Tax  
PO Box 4007  
Seminole, FL 33775-4007

**TAX OPERATIONS**

Phone (727) 464-7777

Current Tax  
PO Box 4005  
Seminole, FL 33775-4005

Mortgage & Title Companies,  
Delinquent Tax, Bankruptcy  
PO Box 4006  
Seminole, FL 33775-4006

July 30, 2012

RECEIVED  
BOARD OF  
2012 AUG -9 PM 3:08  
BOARD OF COUNTY  
COMMISSIONERS  
PINELLAS COUNTY FLORIDA

The Honorable John Morroni, Chair  
Board of County Commissioners  
315 Court Street, Fifth Floor  
Clearwater, Florida 33756

Dear Commissioner Morroni:

In compliance with Section 195.087(2), Florida Statutes, please find enclosed a copy of the proposed budget for the Pinellas County Tax Collector's office for the period of October 1, 2012 through September 30, 2013. The information contained herein is a true and accurate presentation of our work programs during this period and of our expenditures indicated during prior periods.

Sincerely,

Diane Nelson, CFC  
Pinellas County Tax Collector

DN/sf  
Enclosure

**PINELLAS COUNTY TAX COLLECTOR'S  
2012 - 13 BUDGET SUBMISSION CHECKLIST**

<b>ITEM</b>	<b>DOR USE ONLY</b>		
	<b>COMPLETED</b>	<b>INITIAL REVIEW</b>	<b>COMMENTS</b>
Transmittal Letter	✓		
Summary of Operations and Initiatives			
<b>Exhibit A</b>			
Totals Match Schedule I-III	✓		
<b>Schedule I</b>	✓		
Annual Rate for Sept. 2012 does not exceed approved rate.	✓		
All authorized positions have been counted and reflected.	✓		
Appropriate Salary Increase Directive Included	✓		
New positions are documented and justified.	✓		
<b>Schedule IA</b>			
Certification Worksheet is attached	✓		
OPS, Overtime & Special Pay justified	✓		
Documentation for Insurance & Worker's Compensation from County is included.	✓		
<b>Schedule II</b>			
Contracts or estimates for EDP services or consultants are attached	✓		
Travel Request is documented by Travel Worksheet	✓		
Postage & Education Worksheets are attached	✓		
Each line item increase is documented on the justification form	✓		
<b>Schedule III</b>			
Data Processing Purchase Justification form is included for new purchases.	✓		
Vehicle Inventory Form is attached	✓		
Replacement schedules, if applicable, are attached.			
<b>Exhibit B</b>			
Organizational Chart	✓		

# EXHIBIT A

**PINELLAS COUNTY**

**TAX COLLECTOR'S  
SUMMARY OF THE 2012 - 13 BUDGET BY APPROPRIATION CATEGORY**

**EXHIBIT A**

APPROPRIATION CATEGORY (1)	ACTUAL EXPENDITURES 2010 - 11 (2)	APPROVED BUDGET 2011 - 12 (3)	ACTUAL EXPENDITURES 06/30/12 (4)	REQUEST 2012 - 13 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2012 - 13 (7)
					AMOUNT (6)	% (6a)	
PERSONAL SERVICES (Sch. I - IA)	15,365,218	15,668,342	10,840,077	16,136,674	468,332	3.0%	
OPERATING EXPENSES (Sch. II)	3,091,664	3,332,720	2,470,449	3,194,770	(137,950)	-4.1%	
OPERATING CAPITAL OUTLAY (Sch. III)	75,443	200,000	189,048	32,700	(167,300)	-83.7%	
TOTAL EXPENDITURES	18,532,326	19,201,062	13,499,573	19,364,144	163,082	0.8%	
NUMBER OF POSITIONS	261	264	258	268	10	3.8%	
					Col (5) - (3)	Col (6) / (3)	

**Pinellas County Tax Collector  
Summary of Reduction Request  
2012 - 13 Fiscal Year**

APPROPRIATION CATEGORY	APPROVED BUDGET 2011 - 12	BUDGET REQUEST 2012 - 13	Reductions Requested by the COUNTY		Reductions Reflected in REQUEST	
			AMOUNT	%	AMOUNT	%
PERSONAL SERVICES (Sch. 1-1A)	15,668,342	16,136,674	0	0.0%	468,332	3.0%
OPERATING EXPENSES (Sch. II)	3,332,720	3,194,770	0	0.0%	(137,950)	-4.1%
OPERATING CAPITAL OUTLAY (Sch. III)	200,000	32,700	0	0.0%	(167,300)	-83.7%
<b>TOTAL EXPENDITURES</b>	<b>\$19,201,062</b>	<b>\$19,364,144</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$163,082</b>	<b>0.8%</b>

<b>NUMBER OF POSITIONS</b>	264	268	0	0.0%	4	1.5%
----------------------------	-----	-----	---	------	---	------

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

**COPY OF  
SCHEDULE I**

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No. (1)	Position Classification (2)	Annual Rate 09/30/12 (3)	Position Designation (3a)	REQUESTED INCREASES				APPROVED INCREASES			
				Guideline (4a)	Other (4b)	Funding (5)	Annual Rate 09/30/13 (6)	Guideline (7a)	Other (7b)	Funding (8)	Annual Rate 09/30/13 (9)
1	County Tax Collector	149,505				149,505	149,505				
2	Mgmt Info Coord	54,059				54,059	54,059				
3	Tax Spec	35,090				35,090	35,090				
5	Tax Spec	29,661				29,661	29,661				
6	Aud Supt Spec	40,040				40,040	40,040				
7	Tax Coll Agency Admin	67,850				67,850	67,850				
8	Tax Spec	35,277				35,277	35,277				
9	Deptl Trng Spec	36,046	V			36,046	36,046				
10	Accountant II	54,038				54,038	54,038				
11	Tax Asst New 2012	25,626			2,306	27,932	27,932				
12	Sr Tax Spec	43,722	D			43,722	43,722				
13	Sr Tax Spec	50,232				50,232	50,232				
14	Tax Spec	38,189				38,189	38,189				
15	Mgr Tax Col	79,248				79,248	79,248				
16	Tax Spec	36,442				36,442	36,442				
17	Tax Spec	35,984				35,984	35,984				
18	Sr Tax Spec New 2012	32,698				32,698	32,698				
19	Tax Spec	29,661				29,661	29,661				
20	Mgmt Info Coord	44,782				44,782	44,782				
21	Tax Asst	25,626				25,626	25,626				
22	Accountant II	46,987				46,987	46,987				
23	Acctg Supt Spec	50,170	D			37,600	35,000				
24	Ld Tax Spec	41,517				41,517	41,517				
25	Ld Tax Spec	45,032				45,032	45,032				
26	Tax Col Staffing Coord	35,090				35,090	35,090				

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 09/30/12	Position Designation	REQUESTED INCREASES				APPROVED INCREASES			
				Guideline	Other	Funding	Annual Rate 09/30/13	Guideline	Other	Funding	Annual Rate 09/30/13
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
27	Dep Tax Collector	94,203	S			94,203	94,203				
28	Sr Tax Spec	34,736				34,736	34,736				
29	Accountant II	62,421	D			62,421	62,421				
30	Mgmt Info Coord	58,365				58,365	58,365				
32	Mgmt Info Coord	65,000				65,000	65,000				
33	Tax Col Supv <span style="float:right">New 2012</span>	37,856				37,856	37,856				
34	Mgmt Info Coord	65,021				65,021	65,021				
35	Dep Tax Collector	99,216	D			99,216	99,216				
37	Tax Col Supv	45,531				45,531	45,531				
38	Sr Tax Spec	43,784				43,784	43,784				
39	Tax Col Exec Asst	68,702	S			68,702	68,702				
40	Dep Tax Collector	111,675	S			111,675	111,675				
41	Sr Tax Asst	29,661				29,661	29,661				
42	Sr Tax Asst	29,661				29,661	29,661				
43	Sr Tax Spec	32,698	V			32,698	32,698				
44	Tax Spec	30,638				30,638	30,638				
45	Sr Tax Spec	34,216				34,216	34,216				
46	Ld Tax Spec	41,434				41,434	41,434				
47	Tax Col Admin Asst	51,667				51,667	51,667				
49	Tax Spec	33,571	D			33,571	33,571				
50	Tax Col Admin Asst	35,090	V			35,090	35,090				
51	Tax Asst	25,626				25,626	25,626				
52	Ld Tax Spec	43,430				43,430	43,430				
53	Tax Spec	29,661				29,661	29,661				
54	Ld Tax Spec	47,403				47,403	47,403				

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 09/30/12	Position Designation	REQUESTED INCREASES				APPROVED INCREASES			
				Guideline	Other	Funding	Annual Rate 09/30/13	Guideline	Other	Funding	Annual Rate 09/30/13
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
55	Tax Spec	32,864				32,864	32,864				
56	Sr Tax Spec	33,051				33,051	33,051				
57	Sr Tax Spec	33,301				33,301	33,301				
58	Sr Tax Spec	39,978				39,978	39,978				
59	Tax Spec	30,202				30,202	30,202				
60	Tax Spec	43,410				43,410	43,410				
62	Tax Asst	25,626				25,626	25,626				
63	Tax Spec	32,427				32,427	32,427				
64	Ld Tax Spec	40,914				40,914	40,914				
65	Org Dev Coord	35,090				35,090	35,090				
66	Dir Tax Collector	91,894	D			68,900	60,000				
67	Tax Spec	35,651				35,651	35,651				
68	Sr Tax Spec	39,790				39,790	39,790				
69	Ld Tax Spec	49,483				49,483	49,483				
70	Tax Col HR Generalist	39,998				39,998	39,998				
71	Tax Col Supv	51,584				51,584	51,584				
72	Ld Tax Spec	34,341				34,341	34,341				
73	Tax Col Supv	48,256				48,256	48,256				
74	Tax Col Supv	57,221	D			57,221	57,221				
75	Tax Col Supv	37,856				37,856	37,856				
76	Tax Col Asst Agency Admin	44,387				44,387	44,387				
77	Tax Col Supv	58,427				58,427	58,427				
78	Tax Col Proj Coord	66,997				66,997	66,997				
79	Tax Col Supv	37,856	V			37,856	37,856				
80	Ld Tax Spec	48,755				48,755	48,755				

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 09/30/12	Position Designation	REQUESTED INCREASES				APPROVED INCREASES			
				Guideline	Other	Funding	Annual Rate 09/30/13	Guideline	Other	Funding	Annual Rate 09/30/13
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
81	Sr Tax Spec	50,170				50,170	50,170				
82	Tax Spec	31,283				31,283	31,283				
83	Mgmt Info Coord	46,134				46,134	46,134				
84	Sr Tax Asst	28,246			1,414	29,660	29,660				
86	Tax Asst	25,626				25,626	25,626				
87	Sr Tax Asst	28,246			1,414	29,660	29,660				
88	Ld Tax Spec	46,717				46,717	46,717				
90	Tax Col Supv	53,643				53,643	53,643				
92	Sr Tax Spec	38,459				38,459	38,459				
93	Tax Spec	35,194				35,194	35,194				
94	Sr Tax Spec	39,686				39,686	39,686				
95	Tax Spec	35,776				35,776	35,776				
96	Tax Asst New 2012	25,626			2,306	27,932	27,932				
97	Sr Tax Spec	41,392				41,392	41,392				
98	Tax Spec	36,046				36,046	36,046				
99	Tax Col Supv	49,754				49,754	49,754				
100	Tax Col Supv	45,677				45,677	45,677				
101	Tax Col Supv	48,984				48,984	48,984				
102	Tax Col Supv	50,378				50,378	50,378				
103	Tax Spec	38,022				38,022	38,022				
104	Tax Col Asst Agency Admin	52,000				52,000	52,000				
105	Tax Coll Agency Admin	76,544	D			60,000	60,000				
106	Tax Spec	29,661				29,661	29,661				
112	Deptl Trng Spec	56,056				56,056	56,056				
113	Tax Col Supv	52,021				52,021	52,021				

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 09/30/12	Position Designation	REQUESTED INCREASES			APPROVED INCREASES				
				Guideline	Other	Funding	Annual Rate 09/30/13	Guideline	Other	Funding	Annual Rate 09/30/13
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
115	Sr Tax Spec	38,917				38,917	38,917				
116	Ld Tax Spec	45,947				45,947	45,947				
117	Sr Tax Spec	38,085				38,085	38,085				
118	Tax Asst	25,626				25,626	25,626				
119	Tax Spec	31,304				31,304	31,304				
120	Tax Spec	30,202				30,202	30,202				
121	Ld Tax Spec	51,376				51,376	51,376				
122	Tax Spec	33,925				33,925	33,925				
123	Ld Tax Spec	42,661				42,661	42,661				
124	Sr Tax Spec	38,896				38,896	38,896				
125	Tax Asst	25,626				25,626	25,626				
126	Tax Spec	30,805				30,805	30,805				
127	Tax Spec	30,659				30,659	30,659				
128	Ld Tax Spec	45,157				45,157	45,157				
130	Ld Tax Spec	38,688				38,688	38,688				
131	Tax Asst	25,626				25,626	25,626				
132	Sr Tax Spec	38,501				38,501	38,501				
133	Tax Asst	25,626				25,626	25,626				
134	Tax Asst	25,626				25,626	25,626				
135	Sr Tax Spec	32,698	V			32,698	32,698				
136	Sr Tax Spec	32,698				32,698	32,698				
137	Tax Spec	37,066				37,066	37,066				
138	Tax Spec	32,323				32,323	32,323				
139	Tax Spec	42,286				42,286	42,286				
140	Sr Tax Asst	28,246			1,414	29,660	29,660				

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 09/30/12	Position Designation	REQUESTED INCREASES			APPROVED INCREASES				
				Guideline	Other	Funding	Annual Rate 09/30/13	Guideline	Other	Funding	Annual Rate 09/30/13
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
141	Tax Spec	30,202				30,202	30,202				
142	Ld Tax Spec	41,579				41,579	41,579				
143	Tax Asst	25,626				25,626	25,626				
144	Sr Tax Spec	42,349				42,349	42,349				
145	Tax Asst	New 2012 25,626			2,306	27,932	27,932				
146	Sr Tax Asst	28,246				28,246	28,246				
147	Tax Spec	30,493				30,493	30,493				
149	Sr Tax Asst	29,726				29,726	29,726				
150	Sr Tax Asst	28,246			1,414	29,660	29,660				
151	Sr Tax Spec	35,589				35,589	35,589				
152	Sr Tax Spec	36,962				36,962	36,962				
154	Tax Col Supv	47,258	D			47,258	47,258				
155	Tax Col Proj Coord	45,469				45,469	45,469				
156	Tax Col Supv	56,243	D			56,243	56,243				
157	Tax Spec	31,096				31,096	31,096				
158	Tax Col Supv	51,418				51,418	51,418				
159	Tax Col Supv	48,610				48,610	48,610				
161	Tax Coll Agency Admin	69,035	D			69,035	69,035				
162	Prop & Strs Clk III	47,778				47,778	47,778				
163	Tax Asst	25,626				25,626	25,626				
164	Tax Spec	30,202				30,202	30,202				
165	Tax Col Asst Agency Admin	61,526				61,526	61,526				
166	Sr Tax Spec	32,698				32,698	32,698				
167	Tax Spec	36,587				36,587	36,587				
168	Tax Spec	37,128				37,128	37,128				

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No. (1)	Position Classification (2)	Annual Rate 09/30/12 (3)	Position Designation (3a)	REQUESTED INCREASES				APPROVED INCREASES			
				Guideline (4a)	Other (4b)	Funding (5)	Annual Rate 09/30/13 (6)	Guideline (7a)	Other (7b)	Funding (8)	Annual Rate 09/30/13 (9)
169	Tax Spec	29,661				29,661	29,661				
170	Tax Spec	33,010				33,010	33,010				
172	Tax Spec	35,214				35,214	35,214				
174	Tax Col Admin Asst	35,090				35,090	35,090				
175	Ld Tax Spec	34,341				34,341	34,341				
176	Tax Spec	29,931				29,931	29,931				
177	Sr Tax Asst	29,661				29,661	29,661				
178	Tax Spec	31,242				31,242	31,242				
179	Ld Tax Spec	40,955	D			40,955	40,955				
180	Tax Spec	29,661				29,661	29,661				
181	Tax Spec	33,197				33,197	33,197				
182	Tax Spec	33,426				33,426	33,426				
183	Tax Spec	36,005				36,005	36,005				
184	Tax Spec	33,010				33,010	33,010				
185	Ld Tax Spec	38,459				38,459	38,459				
186	Tax Spec	31,762				31,762	31,762				
187	Tax Col Supv	49,941				49,941	49,941				
188	Sr Tax Spec	38,792				38,792	38,792				
189	Chf Dep Tax Col	130,104	S			130,104	130,104				
190	Tax Spec	30,680				30,680	30,680				
191	Ld Tax Spec	37,710				37,710	37,710				
192	Tax Col Supv	48,277				48,277	48,277				
193	Deptl Trng Spec	49,442				49,442	49,442				
194	Ld Tax Spec	35,298				35,298	35,298				
196	Tax Col Asst Agency Admin	56,056				56,056	56,056				

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 09/30/12	Position Designation	REQUESTED INCREASES				APPROVED INCREASES			
				Guideline	Other	Funding	Annual Rate 09/30/13	Guideline	Other	Funding	Annual Rate 09/30/13
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
197	Mgmt Info Coord	59,675				59,675	59,675				
198	Tax Col Asst Agency Admin	56,846				56,846	56,846				
199	Tax Spec	29,661				29,661	29,661				
200	Tax Spec	39,686				39,686	39,686				
201	Mgmt Info Coord	52,374				52,374	52,374				
202	Tax Spec	29,661				29,661	29,661				
203	Sr Tax Asst	42,827	D			42,827	42,827				
205	Sr Tax Spec	39,853				39,853	39,853				
207	Tax Spec	30,805				30,805	30,805				
208	Sr Tax Spec	43,971				43,971	43,971				
209	Chf Tour Dev Tax Aud	79,997				79,997	79,997				
210	Tax Coll Agency Admin	60,507				60,507	60,507				
211	Ld Tax Spec	46,218				46,218	46,218				
212	Mgr Tax Col	68,286				68,286	68,286				
213	Sr Tax Asst	29,661				29,661	29,661				
214	Sr Tax Spec	40,934				40,934	40,934				
215	Tax Spec	29,952				29,952	29,952				
217	Sr Tax Spec	34,840				34,840	34,840				
218	Ld Tax Spec	44,179				44,179	44,179				
219	Sr Tax Asst	28,246				28,246	28,246				
220	Sr Tax Spec	41,891				41,891	41,891				
221	Tax Col Asst Agency Admin	53,622				53,622	53,622				
222	Tax Auditor	46,010				46,010	46,010				
224	Sr Mgr Tax Col	57,720				57,720	57,720				
225	Tax Asst	25,626				25,626	25,626				

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No. (1)	Position Classification (2)	Annual Rate 09/30/12 (3)	Position Designation (3a)	REQUESTED INCREASES				APPROVED INCREASES			
				Guideline (4a)	Other (4b)	Funding (5)	Annual Rate 09/30/13 (6)	Guideline (7a)	Other (7b)	Funding (8)	Annual Rate 09/30/13 (9)
226	Tax Col Admin Asst	48,277				48,277	48,277				
227	Mgr Tax Col	75,670				75,670	75,670				
228	Sr Mgr Tax Col	60,008				60,008	60,008				
229	Tax Col Supv	52,395				52,395	52,395				
230	Sr Tax Spec	32,698				32,698	32,698				
231	Tax Spec	31,429				31,429	31,429				
232	Sr Tax Spec	39,645				39,645	39,645				
233	Mgmt Analyst	65,832				65,832	65,832				
234	Tax Spec	31,408				31,408	31,408				
235	Tax Asst	25,626				25,626	25,626				
236	Tax Spec PT (*) (25)	23,790				23,790	23,790				
237	Tax Asst	25,626				25,626	25,626				
238	Sr Tax Asst	28,246				28,246	28,246				
239	Tax Spec	31,075				31,075	31,075				
240	Tax Spec	33,654				33,654	33,654				
241	Sr Tax Asst	28,246			1,414	29,660	29,660				
242	Tax Spec	40,456	D			40,456	40,456				
243	Tax Asst New 2012	25,626			2,306	27,932	27,932				
244	Ld Tax Spec	48,734				48,734	48,734				
246	Tax Spec	29,744				29,744	29,744				
247	Ld Tax Spec	39,749				39,749	39,749				
248	Sr Tax Spec	34,174				34,174	34,174				
249	Tax Spec	37,045				37,045	37,045				
250	Sr Mail Clk	34,861				34,861	34,861				
251	Tax Asst	28,246			1,414	29,660	29,660				

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No. (1)	Position Classification (2)	Annual Rate 09/30/12 (3)	Position Designation (3a)	REQUESTED INCREASES				APPROVED INCREASES			
				Guideline (4a)	Other (4b)	Funding (5)	Annual Rate 09/30/13 (6)	Guideline (7a)	Other (7b)	Funding (8)	Annual Rate 09/30/13 (9)
252	Ld Tax Spec	34,341	V			34,341	34,341				
253	Ld Tax Spec	52,458				52,458	52,458				
254	Sr Tax Spec	45,531				45,531	45,531				
255	Tax Spec	30,430				30,430	30,430				
256	Ld Tax Spec	44,990				44,990	44,990				
257	Tax Spec	31,491				31,491	31,491				
258	Ld Tax Spec	42,619				42,619	42,619				
259	Sr Tax Spec	32,698	V			32,698	32,698				
260	Sr Tax Asst	28,246			1,414	29,660	29,660				
262	Tax Coll Agency Admin	65,062	D			65,062	65,062				
263	Tax Coll Agency Admin	62,920				62,920	62,920				
265	Tax Asst	25,626				25,626	25,626				
266	Dep Tax Collector	93,496	S			93,496	93,496				
267	Acctg Supt Spec	39,957				39,957	39,957				
268	Acctg Supt Spec	50,170				50,170	50,170				
269	Tax Asst	28,246			1,414	29,660	29,660				
270	Tax Spec	32,656				32,656	32,656				
271	Sr Tax Spec	32,698				32,698	32,698				
272	Tax Spec	36,171				36,171	36,171				
273	Tax Asst	25,626				25,626	25,626				
274	Tax Spec	30,202				30,202	30,202				
275	Tax Spec	38,022				38,022	38,022				
276	Tax Spec	32,926				32,926	32,926				
277	Tax Spec	30,805				30,805	30,805				
278	Sr Tax Asst	28,246			1,414	29,660	29,660				

**PINELLAS COUNTY**

**DETAIL OF SALARIES**

**Schedule I**

DOR USE ONLY

Pos. No. (1)	Position Classification (2)	Annual Rate 09/30/12 (3)	Position Designation (3a)	REQUESTED INCREASES				APPROVED INCREASES			
				Guideline (4a)	Other (4b)	Funding (5)	Annual Rate 09/30/13 (6)	Guideline (7a)	Other (7b)	Funding (8)	Annual Rate 09/30/13 (9)
279	Tax Asst	25,626				25,626	25,626				
281	Tax Col Supv	42,078				42,078	42,078				
282	Tax Col Supv	46,883				46,883	46,883				
283	Sr Tax Asst	28,246				28,246	28,246				
284	Sr Tax Asst	29,923				29,923	29,923				
285	Tax Spec	30,534				30,534	30,534				
287	Sr Tax Spec	43,306				43,306	43,306				
288	Tax Spec	33,322				33,322	33,322				
289	Tax Asst	25,626				25,626	25,626				
290	Sr Tax Spec	39,624				39,624	39,624				
292	Tax Asst	25,626				25,626	25,626				
293	Mgr Tax Col	50,003				50,003	50,003				
294	Tax Col Asst Agency Admin	54,371				54,371	54,371				
295	TC Org Mngt Analyst	59,696				59,696	59,696				

DOR USE ONLY

Pos. No.	Position Classification	Annual Rate 09/30/12	Position Designation	REQUESTED INCREASES				APPROVED INCREASES			
				Guideline	Other	Funding	Annual Rate 09/30/13	Guideline	Other	Funding	Annual Rate 09/30/13
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
	<b>SUMMARY</b>										
1	Official	149,505		0		149,505	149,505				
263	Current Employees	10,865,651		0	21,950	10,835,493	10,823,993				
	<b>New Positions</b>										
4	Tax Assistant					27,932	27,932				
206	Tax Assistant					27,932	27,932				
245	Tax Assistant					27,932	27,932				
280	Tax Assistant					27,932	27,932				
268	<b>TOTAL</b>	11,015,156		0	21,950	11,096,726	11,085,226				

**Pinellas County Tax Collector  
FTE by Activity  
2012 - 13**

FTE by Activity (see note below)		FTE	Annual Transactions
Property Tax		180	440,780
DMV			1,930,000
Game & Fish			5,500
Sales Tax			-
Drivers License			185,000
Miscellaneous (list)	77		353,000
Administrative (Executive Staff)	11		-
<b>Total</b>	<b>268</b>		<b>2,914,280</b>

List Miscellaneous activities below:

Accounting	7	-	
Tourist Development (# of accounts)	5	-	3,000
Branch Support	4	-	
Branch Operations	3		
Business Support	5	-	
Human Resources	2	-	
Public Affairs/Compliance	1		
Tax Administration	10		
Training Department	5	-	
Telephone Call Center (# of calls received)	18	-	350,000
Processing Operations (Mail, courier, processor)	17	-	
<b>Total</b>	<b>77</b>		<b>353,000</b>

Note: All Customer Service staff cross-trained in all areas. Staff are not identified as to handling only one type of activity.



# SCHEDULE IA

TAX COLLECTOR, PINELLAS COUNTY  
2012 - 2013 Fiscal Year

PINELLAS COUNTY		DETAIL OF PERSONAL SERVICES					SCHEDULE IA	
OBJECT CODE (1)	ACTUAL EXPENDITURES 2010 - 11 (2)	APPROVED BUDGET 2011 - 12 (3)	ACTUAL EXPENDITURES 06/30/12 (4)	REQUEST 2012 - 13 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2012 - 13 (7)	
					AMOUNT (6)	% (6a)		
<b>PERSONAL SERVICES:</b>								
11 OFFICIAL	149,819	149,505	109,064	149,505	-			
12 EMPLOYEES (REGULAR)	10,512,561	10,728,404	7,318,802	10,947,221	218,817	2.0%		
13 EMPLOYEES (TEMPORARY)	-	-	-	-	-			
14 OVERTIME	22,983	42,350	20,586	35,000	(7,350)	-17.4%		
15 SPECIAL PAY	223,616	233,920	191,067	180,000	(53,920)	-23.1%		
<b>21 FICA</b>								
2152 REGULAR	795,599	864,180	560,959	861,028	(3,152)	-0.4%		
2152 OTHER	-	-	-	-	-			
<b>22 RETIREMENT</b>								
2251 OFFICIAL 15.80%	24,940	24,623	12,150	23,622	(1,001)	-4.1%		
2252 EMPLOYEE 5.56%	879,871	512,630	321,883	542,410	29,780	5.8%		
2253 SMS/SES 9.03%	68,484	37,880	23,329	44,980	7,100	18.7%		
2254 DROP 6.99%	96,792	52,960	31,279	61,050	8,090	15.3%		
23 LIFE & HEALTH INSURANCE	2,574,871	3,005,090	2,239,717	3,277,898	272,808	9.1%		
24 WORKER'S COMPENSATION	7,560	6,800	5,100	3,960	(2,840)	-41.8%		
25 UNEMPLOYMENT COMP.	8,124	10,000	6,141	10,000	-			
<b>TOTAL PERSONAL SERVICES</b>	<b>15,365,218</b>	<b>15,668,342</b>	<b>10,840,077</b>	<b>16,136,674</b>	<b>468,332</b>	<b>3.0%</b>		

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

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

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

Post this total to  
Col. (5) Ex. A

Col (5) - (3)

Col (6) / (3)

RISK MANAGEMENT - DEPARTMENTAL COST PLAN, FY 2011

Summary Page: 9

Allocated Costs by Department  
Consolidated

Central Service Departments	REM STAR CTR	REM FLEET OPNS	SHERIFF	STATE ATTORNEY	SUP ELECTIONS	TAX COLLECTOR	TOURIST DEVT
CTY INDIRECT							
WORKERS' COMP	819	15,449	3,257,443		14,749	3,955	1,808
GENERAL LIAB	6				313	916	13,683
OTHER INS I	4,546	7,201	459,842		1,637	7,370	3,631
OTHER INS II	39	1,392	17,837		68	7,073	64
PROPERTY I	278,643	21,278	807,023	1,254	39,260	29,518	3,032
PROPERTY II			31,680	120,788	2,888	123	
VEHICLE LIAB		792				1,606	693
RISK MGMT ADM	2,121	3,286	248,929		4,144	28,507	3,938
Total Allocated	286,174	49,398	4,822,754	122,042	63,059	79,068	26,849

Central Service Departments	UT ADMIN	UT ENGINEERING	UT TECH SV GMD	UT REVENUE MGT	UT CUST CONT	UT FIELD SVCS	UT ADM SVS CSD
CTY INDIRECT							
WORKERS' COMP	1,385	21,745	14,503	15,505	12,495	41,729	
GENERAL LIAB	2,034	2,870	456	21,024	48	2,072	
OTHER INS I	16,326	1,416	1,018	917	818	721	
OTHER INS II	3,633	77	59	57	54	48	
PROPERTY I	102,099						
PROPERTY II				21			
VEHICLE LIAB	566	6,796	23,107	1,038		7,096	
RISK MGMT ADM	80,471	2,638	1,978	1,912	1,846	1,648	
Total Allocated	206,514	35,542	41,121	40,474	15,261	53,314	0

**Tax Collector - FY13 Intergovernmental Charges  
per Pinellas County Cost Allocation Plans**

<b>Account #</b>	<b>Account Name</b>	<b>FY12 Budget</b>	<b>FY13 Budget Original</b>	<b>FY13 Revised</b>	<b>Variance</b>
5363000	Intrgov Svcs-Info Technology	125,980	32,720	20,280	(12,440)
5365000	Intrgov Sv - Risk Financing	114,030	79,070		
5368200	Fleet-Operating & Maint	1,100	1,550		
5368400	Fleet-Vehicle Replacement	5,960	9,490		
	Workers Comp Claims	6,800	3,955		
	General Liability Claims	410	916		
	Other Insurance	41,720	14,443		
	Property Insurance	26,720	29,643		
	Vehicle Liability Claims	1,080	1,606		
	Risk Management Admin	37,300	28,507		
	Accrued Liab for WC	-	-		
	Total	114,030	79,070		

# SCHEDULE II

TAX COLLECTOR, PINELLAS COUNTY  
2012 - 2013 Fiscal Year

PINELLAS COUNTY

DETAIL OF OPERATING EXPENSES

SCHEDULE II

Page 1 of 2

OBJECT CODE (1)	ACTUAL EXPENDITURES 2010 - 11 (2)	APPROVED BUDGET 2011 - 12 (3)	ACTUAL EXPENDITURES 06/30/12 (4)	REQUEST 2012 - 13 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2012 - 13 (7)
					AMOUNT (6)	% (6a)	
<b>OPERATING EXPENSES:</b>							
<b>31 PROFESSIONAL SERVICES</b>							
3151 E.D.P.	138,150	125,980	94,485	20,280	(105,700)	-83.9%	
3154 LEGAL	1,661	10,000	82,367	10,000	-		
3159 OTHER	-	-	-	-	-		
32 ACCOUNTING & AUDITING	34,639	35,000	-	35,000	-		
33 COURT REPORTER	75	330	-	330	-		
34 OTHER CONTRACTUAL	199,056	147,380	94,306	120,480	(26,900)	-18.3%	
40 TRAVEL	34,704	48,160	20,287	59,830	11,670	24.2%	
41 COMMUNICATIONS	36,876	25,080	17,326	25,740	660	2.6%	
<b>42 TRANSPORTATION</b>							
4251 POSTAGE	267,090	400,000	249,599	350,000	(50,000)	-12.5%	
4252 FREIGHT	89	2,500	3,709	3,710	1,210	48.4%	
43 UTILITIES	121,153	127,700	74,125	131,540	3,840	3.0%	
<b>44 RENTALS &amp; LEASES</b>							
4451 OFFICE EQUIPMENT	5,722	-	10,430	26,660	26,660		
4452 VEHICLES	9,640	5,960	4,470	11,040	5,080	85.2%	
4453 OFFICE SPACE	1,137,160	1,159,000	968,581	1,159,000	-		
4454 E.D.P.	-	-	-	-	-		
45 INSURANCE & SURETY	109,460	107,230	80,423	75,110	(32,120)	-30.0%	

TAX COLLECTOR, PINELLAS COUNTY  
2012 - 2013 Fiscal Year

PINELLAS COUNTY

DETAIL OF OPERATING EXPENSES (CON'T)

SCHEDULE II

Page 2 of 2

OBJECT CODE (1)	ACTUAL EXPENDITURES 2010 - 11 (2)	APPROVED BUDGET 2011 - 12 (3)	ACTUAL EXPENDITURES 06/30/12 (4)	REQUEST 2012 - 13 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2012 - 13 (7)
					AMOUNT (6)	% (6a)	
<b>46 REPAIR &amp; MAINTENANCE</b>							
4651 OFFICE EQUIPMENT	76,424	91,000	57,316	58,060	(32,940)	-36.2%	
4652 VEHICLES	8,388	1,220	3,057	520	(700)	-57.4%	
4653 OFFICE SPACE	59,911	20,930	21,967	14,850	(6,080)	-29.0%	
4654 E.D.P.	579,944	668,890	457,110	703,870	34,980	5.2%	
47 PRINTING & BINDING	104,324	143,400	101,671	119,230	(24,170)	-16.9%	
48 PROMOTIONAL	-	5,400	2,363	5,400	-		
<b>49 OTHER CURRENT CHARGES</b>							
4951 LEGAL ADVERTISEMENTS	21,782	20,000	28,047	30,000	10,000	50.0%	
4959 OTHER	27,144	10,500	10,553	6,000	(4,500)	-42.9%	
51 OFFICE SUPPLIES	71,437	108,960	45,912	120,250	11,290	10.4%	
52 OPERATING SUPPLIES	23,100	18,280	15,680	48,030	29,750	162.7%	
<b>54 BOOKS &amp; PUBLICATIONS</b>							
5451 BOOKS	-	250	-	-	(250)		
5452 SUBSCRIPTIONS	2,336	3,770	1,866	3,950	180	4.8%	
5453 EDUCATION	14,923	38,710	19,075	47,250	8,540	22.1%	
5454 DUES/MEMBERSHIPS	6,474	7,090	5,724	8,640	1,550	21.9%	
<b>TOTAL OPERATING EXPENSES</b>	<b>3,091,664</b>	<b>3,332,720</b>	<b>2,470,449</b>	<b>3,194,770</b>	<b>(137,950)</b>	<b>-4.1%</b>	

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

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

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

Post this total to  
Col. (5) Ex. A

Col (5) - (3)

Col (6) / (3)





**POSTAGE**  
**2013 Budget Request**

LOCATION:

Pinellas County Tax Collector

Type of Mail	Number of Items	Postage Rate	Total
<b>MASS MAILINGS</b>			
<b>TAXES</b>			
Tax Notices - Real Property	411,800	0.340	140,000
Tax Notices - Personal Property			
Reminder Notices - Real Property	47,100	0.340	16,000
Reminder Notices - Personal Property			
Informational Notice to Mortgagee			
<b>TAGS AND REGISTRATIONS</b>			
Motor Vehicles and Boats (combined)	610,200	0.270	164,750
<b>OTHER: (Specify type)</b>			
Delinquent Personal Property	6,000	1.000	6,000
Delinquent Real Estate	6,000	1.000	6,000
Installments	47,100	0.350	16,500
Delinquent - Certified - Bankruptcy			
Tourist Development - Annual mailing	1,400	2.000	2,700
Delinquent - Certified - Current Tax Roll			
<b>TOTAL MASS MAILINGS</b>			351,950
<b>GENERAL CORRESPONDENCE</b>			
Tourist Development mailings (Reg/Cert)	160	10.000	1,560
Installment Payment Acknowledgements			
Bankruptcy mailings	1,900	0.500	950
Delinquent Tangible Personal Property	600	0.500	300
Tourist Development Tax Returns	2,760	0.500	1,380
Daily mailings (regular and certified) - Acctg	1,500	0.440	660
Daily mailings (regular and certified) - Admin	60	4.000	240
Daily mailings (regular and certified) - Bankruptcy			
Daily mailings (regular and certified) - Tax OPS	17,140	0.350	6,000
Daily mailings (regular and certified) - Pro OPS	297,000	0.414	122,960
Daily mailings (regular and certified) - Branch Main			
<b>TOTAL GENERAL CORRESPONDENCE</b>			134,050
Less: Reimbursements (Tax Billings)			140,000
<b>TOTAL POSTAGE - Acct. 5425100</b>			346,000
Business Reply prepaid - Comment cards	<b>Acct. 5425102</b>		4,000
<b>TOTAL POSTAGE Request</b>			350,000

**EDUCATION**

**2013 Budget Request**

LOCATION:

Pinellas County Tax Collector

SCHOOLS					
Sponsor	City	Tuition	Texts	Number Attending	Total
CFCA Class	Various locations	600		21	12,600
College courses	On-line	1,500		1	1,500
Certified Public Manager (CPM)	Various locations				
Ford & Harrison	Orlando	600		1	600
Technology Services Support	Various locations	-			
Microsoft	Various locations	500		2	1,000
SHRM eLearning Courses	Various locations	150		7	1,050
CFCA Class (On-line Class)	On-line	50		3	150
St. Petersburg College	On-line	2,000	1,000	1	3,000
Exchange 2010	Tampa	2,500		1	2,500
Share Point 2010	Tampa	2,500		1	2,500
		-			
		-			
<b>TOTAL SCHOOLS</b>				<b>38</b>	<b>24,900</b>

WORKSHOPS					
Sponsor	City	Tuition	Texts	Number Attending	Total
Bankruptcy Coalition	Various locations	10		10	100
Mobile Home Coalition	Various locations	-			
Sterling - in house	Clearwater	-			
Tax Coalition	Various locations	50		2	100
		-			
		-			
<b>TOTAL WORKSHOPS</b>				<b>12</b>	<b>200</b>

CONFERENCES AND SEMINARS					
Sponsor	City	Tuition	Texts	Number Attending	Total
AAMVA	Scottsdale, AZ	400		2	800
Tech Sherpas - Sharepoint 2010 End User Level-II	Tampa	990		1	990
FGCA - FL Government Communication Assoc.		-			
FGFOA - FL Government Finance Officers Assoc.	Orlando	400		1	400
FLGISA	TBD	250		1	250
National Seminars Group		-			
SHRM HR - Generalist Seminars	Tampa	300		2	600
SHRM Strategic HR: Delivering Business Results	Orlando	-			
Sterling Conference	Orlando	-			
Tax Collector Conference - Fall conference	Orlando	300		13	3,900
Tax Collector Conference - Spring session	TBD	250		2	500
Tourist Development Conference	Orlando	200		6	1,200
HR Florida Conference	Orlando	600		2	1,200
On The Cutting Edge - SHRMA Conference	St. Petersburg	100		4	400
<b>TOTAL CONFERENCES AND SEMINARS</b>				<b>34</b>	<b>10,240</b>

OTHER					
Sponsor	City	Tuition	Texts	Number Attending	Total
DMV Coalition	TBD	40		25	1,000
DL Coalition	TBD	40		5	200
Tax Coalition	TBD	40		3	120
Florida Public Relations Association Annual Conference	TBD	600		1	600
Florida Public Relations Association Monthly Meetings	Tampa/St. Pete	150		1	150
AtTask Training	TBD	2,000		2	4,000
Tech Sherpas - SharePoint 2010 End User Level-II	Tampa	1,000		1	1,000
Strategic Planning certification	Tampa	-			
Lynda.com	On-line	380		3	1,140
IT Coalition	TBD	100		3	300
Gartner Group Symposium	Orlando	3,000		1	3,000
<b>TOTAL OTHER</b>				<b>45</b>	<b>11,510</b>

OTHER EDUCATIONAL EXPENSES (SPECIFY)	Enter Total
1 - Apple iPad 2	400
<b>TOTAL EDUCATIONAL EXPENSES</b>	<b>47,250</b>

**JUSTIFICATIONS  
FOR  
SCHEDULES I, IA & II**

**Pinellas County**

**JUSTIFICATION SHEET**

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
12	Employees (Regular)	IA	218,817	Additional staffing to assume closed State offices.
14	Overtime	IA	(7,350)	Reduction in approved overtime.
15	Special Pay	IA	(53,920)	Annual leave exchange program modified.
2152	FICA Regular	IA	(3,152)	Calculated on all wages, exchange, and overtime.
2251	Retirement - Official	IA	(1,001)	Retirement rates per FRS at blended rate.
2252	Retirement - Employee	IA	29,780	Retirement rates per FRS at blended rate.
2253	Retirement - SMS/SES	IA	7,100	Retirement rates per FRS at blended rate. Added Senior Management employee.
2254	Retirement - DROP	IA	8,090	Retirement rates per FRS at blended rate. Additional DROP payouts.
23	Life & Health Insurance	IA	272,808	County established rates.
24	Worker's Compensation	IA	(2,840)	County established rates.
3151	Professional Services - E.D.P.	II	(105,700)	County established rates.
34	Other Contractual Services	II	(26,900)	Reduced outside service.
40	Travel	II	11,670	Diane on Tax Collector executive board; President in 2013.
41	Communications	II	660	Phone allowances.
4251	Postage	II	(50,000)	Reductions in mailings. More on-line activity.
4252	Freight	II	1,210	UPS budget as freight versus postage last year.
43	Utilities	II	3,840	3% estimated increase.

**Pinellas County**

**JUSTIFICATION SHEET**

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (OR DECREASE)	JUSTIFICATION
NUMBER	NAME			
4451	Rentals & Leases Office Equip	II	26,660	New copiers for all offices last year under maintenance agreements.
4452	Rentals & Leases Vehicles	II	5,080	County Information.
45	Insurance & Surety	II	(32,120)	County established rate.
4651	Rep & Maint. - Office Equipment	II	(32,940)	Copiers for all offices under rental agreements this year.
4652	Rep & Maint. - Vehicles	II	(700)	Fleet repair and maintenance allocation from County.
4653	Rep & Maint. - Office Space	II	(6,080)	Reconfigure departments in 2012.
4654	Rep. & Maint. - EDP	II	34,980	Queing system maintenance eliminated, Microsoft maintenance modified to per incident charge.
47	Printing & Binding	II	(24,170)	Less printing of paper documents. Online capabilities increased.
4959	Other Current Charges - Other	II	(4,500)	Bank fees through Earnings Credit.
51	Office Supplies	II	11,290	Toner cartridges, rewards & recognition program.
52	Operating Supplies	II	29,750	Monitors and workstations.
5451	Books	II	(250)	Eliminated from budget this year.
5452	Subscriptions	II	180	Additional subscriptions for management.
5453	Education	II	8,540	CFCA and CPM classes for staff and AAMVA conference.
5454	Dues/Memberships	II	1,550	CFCA annual dues.
6451	Capital Outlay - E.D.P.	III	(15,300)	Server replacements.
<b>GRAND TOTAL</b>			<b>INCREASE</b>	

**DATA PROCESSING PURCHASE  
JUSTIFICATION**  
Pinellas

COUNTY

ITEM REQUESTED	NUMBER REQUESTED	Replace/ New	MAKE AND MODEL NUMBER	LENGTH OF PAYMENT SCHEDULE	COST FOR FISCAL YEAR 2012 - 2013	FULL COST
1. Server TaxServ13	1	Replace	Dell	-	7,600	7,600
2. Sequel server	1	New	Dell	-	8,200	8,200
3. Repository server	1	Replace	TBD	-	7,500	7,500
4. Laptop	1	Replace	Dell	-	1,400	1 400
5. AtTask Project Mgmt Software	1	New	TBD	-	8,000	8,000
6. Desktop PCs	31	Replace	Dell	-	21,700	21,700
Total						54,400

Check One Below:  
 REPLACEMENT OF EXISTING EQUIPMENT \_\_\_\_\_ ADDITIONAL EQUIPMENT \_\_\_\_\_

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

1. End of useful life (9 years old).
2. Required for SharePoint 2010.
3. Expansion / increased capacity - out of warranty replacement.
4. For Help Desk.
5. Required for Project Management.
6. End of useful life. Out of warranty.

**HOW LONG WILL THIS PURCHASE FULFILL THOSE NEEDS?**  
 5 years.

**ADDITIONAL COMMENTS OR PERTINENT INFORMATION**

**NOTE:** A three year comprehensive plan should be submitted for continuation of, or updates to systems being purchased or previously purchased by your office. This includes 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.

# SCHEDULE III

TAX COLLECTOR, PINELLAS COUNTY  
2012 - 2013 Fiscal Year

PINELLAS COUNTY

DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

OBJECT CODE (1)	ACTUAL EXPENDITURES 2010 - 11 (2)	APPROVED BUDGET 2011 - 12 (3)	ACTUAL EXPENDITURES 06/30/12 (4)	REQUEST 2012 - 13 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2012 - 13 (7)
					AMOUNT (6)	% (6a)	
<b>CAPITAL OUTLAY:</b>							
<b>64 MACHINERY &amp; EQUIPMENT</b>							
6451 E.D.P. EQUIPMENT	-	40,000	38,404	24,700	(15,300)	-38.3%	
6452 OFFICE FURNITURE	52,018	-	-	-	-		
6453 OFFICE EQUIPMENT	23,425	-	-	-	-		-
6454 VEHICLES	-	-	-	-	-		
66 BOOKS	-	-	-	-	-		
68 INTANGIBLE ASSETS	-	160,000	150,644	8,000	(152,000)	-95.0%	
<b>TOTAL CAPITAL OUTLAY</b>	<b>75,443</b>	<b>200,000</b>	<b>189,048</b>	<b>32,700</b>	<b>(167,300)</b>	<b>-83.7%</b>	

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

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

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

Post this total to  
Col. (5) Ex. A

Col (5) - (3)

Col (6) / (3)



**Pinellas County Tax Collector  
Budget Request Form  
2012 - 2013 Budget**

Responsible Dept.	Unit Total	Category	Vendor Name	Issue	2012 - 2013 Budget			Contract Period	
					Quantity	Unit Price	Total Cost	Start Date	End Date
Pro OPS (Doug)	15	Repairs/Maintenance - Office Equip.	RT Lawrence	Annual Hardware Support - Model 51 and AS 3690i (Hardware)	1	10,810	10,810	10/11/2012	10/10/2013
	<b>15 Total</b>			<b>Total - Account 5465100 - 15</b>			<b>10,810</b>		
Bus. Suppt. (John)	91	Repairs/Maintenance - EDP	Dresser & Assoc	ABRA - Payroll/Training/Electronic Time Sheet/Employee Self Service	1	8,610	8,610	10/14/2012	10/13/2013
Bus. Suppt. (John)	91	Repairs/Maintenance - EDP	Grant Street	Tax Sys plus FDLIS (Annual cost for new 5 year term)	1	570,382	570,380	10/1/2012	9/30/2013
Bus. Suppt. (John)	91	Repairs/Maintenance - EDP	Grant Street	Tax Sys Payment Warehousing	1	30,000	30,000	10/1/2012	9/30/2013
Bus. Suppt. (John)	91	Repairs/Maintenance - EDP	SSY&H	Great Plains - GPE/IVS/MICR	1	14,000	14,000	9/30/2012	9/29/2013
	<b>91 Total</b>			<b>Total - Account 5465400 - 91</b>			<b>622,990</b>		
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	CCD Systems	Coin, Currency & Document Systems	1	2,000	2,000	3/18/2012	3/17/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	CDW	NetApp Maintenance	1	8,400	8,400	10/1/2012	9/30/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	CDW	Trend Micro SP Portal Protect (275 @ \$5.42 ea)	1	1,500	1,500		
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	CDW	VMware - Annual Renewal	1	7,200	7,200	4/2/2012	4/1/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	CDW	Symantec Backup Exec Renewal	1	5,800	5,800	8/31/2012	8/30/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	Dell	Virtual Appliance	2	1,000	2,000	5/26/2012	5/25/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	Dell	Powervault renewal (Asset s/n 71B9J81 two year agreement)	1	2,700	2,700	9/24/2011	9/25/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	Digicart	Domain Certificates	1	1,000	1,000	1/31/2012	2/1/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	DNS Made Easy	Taxcollect.com DNS Registration	1	50	50		
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	GoDaddy	Taxcollect.com Hosting	1	2,000	2,000		
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	Guardian Edge	Laptop Encryption - Annual Renewal	1	340	340		
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	HelpStar	Help Star - Annual Renewal	1	3,970	3,970	7/1/2012	6/30/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	Microsoft	Microsoft Premier Support - Call by Call (Enterprise)	1	5,000	5,000		
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	Microsoft	Systems Center Service Manager	1	10,000	10,000		
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	RT Lawrence	Annual Support - NCR iTran300 (Hardware)	1	10,040	10,040	12/17/2012	12/16/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	RT Lawrence	Annual Support - RTL First (Software)	1	8,500	8,500	12/17/2012	12/16/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	RT Lawrence	Annual Support - RTL First Check 21 (Software)	1	1,280	1,280	12/17/2012	12/16/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	RT Lawrence	Canon CR-190i check scanner support	1	6,650	6,650	10/1/2012	9/30/2013
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	Scripting Outpost	Primal Script Studio No Payments	1	600	600		
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	SHI	Basic TechNet Subscription	1	850	850		
Br. Suppt. (John)	92	Repairs/Maintenance - EDP	STD Network	Moveit DMZ- Software support & MTC	1	1,000	1,000		
	<b>92 Total</b>			<b>Total - Account 5465400 - 92</b>			<b>80,880</b>		
				<b>Total Repairs/Maintenance - E.D.P.</b>			<b>703,870</b>		
Pro OPS (Doug)	15	Network Infrastructure	Verizon Florida	Pro OPS - 15			-		
		<b>Frame Relays</b>		<b>TOTAL - Account 5410004</b>			<b>0</b>		
Pro OPS (Doug)	15	Telephones	Stipends	Processing Operations - 15	12	65	780		
Pro OPS (Doug)	15	Telephones	DMS/Verizon	Pro OPS Long Distance - 15	12	200	2,400		
Branch OPS (Jim)	16	Telephones	DMS	Skyway - 18	12	100	1,200		
Branch OPS (Jim)	20	Telephones	DMS/AT&T	GTB - 20	12	190	2,280		
Branch OPS (Jim)	25	Telephones	DMS/AT&T	North County - 25	12	160	1,920		
Branch OPS (Jim)	35	Telephones	DMS/AT&T	Tarpon Springs - 35	12	50	600		
Branch OPS (Jim)	40	Telephones	DMS/BrightHouse	South County - 40	12	80	960		
Branch OPS (Jim)	45	Telephones	DMS/AT&T	Mld-County - 45	12	80	960		
Admin (Carlos)	81	Telephones	Satcom	Main - 81	12	90	1,080		

**Pinellas County Tax Collector  
Budget Request Form  
2012 - 2013 Budget**

Responsible		Category	Vendor Name	Issue	2012 - 2013 Budget			Contract Period	
					Quantity	Unit Price	Total Cost	Start Date	End Date
Admin (Carlos)	81	Telephones	Stipends	Admin - 81	12	65	780		
B&F (Charlene)	82	Telephones	Stipends	Accounting - 82	12	65	780		
Public Aff. (Chad)	85	Telephones	Stipends	Public Affairs - 85	12	65	780		
HR (Rose)	86	Telephones	Stipends	Personnel - 86	12	65	780		
Tax OPS (Laurel)	87	Telephones	Stipends	Tax Operations - 87	12	30	360		
Branch OPS (Jim)	89	Telephones	Stipends	Branch OPS Main - 89	12	130	1,560		
Bus. Suppt. (Nick)	91	Telephones	Stipends	Business Support - 91	12	290	3,480		
Br. Suppt. (John)	92	Telephones	Stipends	Branch Support - 92	12	325	3,900		
B&F (Erin)	98	Telephones	Stipends	Tourlet Development - 98	12	95	1,140		
		<b>Communications Total</b>		<b>TOTAL - Account 5410000</b>			<b>25,740</b>		
Br. Suppt. (John)	92	Operating Supplies	Dell	Desktops (All offices)	31	700	21,700		
Br. Suppt. (John)	92	Operating Supplies	Hello Direct	Headsets	1	150	150		
Br. Suppt. (John)	92	Operating Supplies	QFlow	Displays	4	250	1,000		
Br. Suppt. (John)	92	Operating Supplies	Amazon	Scanners for Driver Licenses (All offices)	20	130	2,600		
Br. Suppt. (John)	92	Operating Supplies	Misc	Bulbs	2	100	200		
Br. Suppt. (John)	92	Operating Supplies	Misc	Hardware	1	90	90		
Br. Suppt. (John)	92	Operating Supplies	Office Depot	Battery back up (All offices)	10	70	700		
Br. Suppt. (John)	92	Operating Supplies	Audio Visual	Projector	1	750	750		
Br. Suppt. (John)	92	Operating Supplies	Apple	Ipad	1	400	400		
Br. Suppt. (John)	92	Operating Supplies	CDW	All in one printer	1	600	600		
Br. Suppt. (John)	92	Operating Supplies	CDW	Laptop	2	800	1,600		
		<b>Operating Supplies Computer</b>		<b>TOTAL - Account 5520002</b>			<b>29,780</b>		
							-		
Br. Suppt. (John)	92	Computer equipment	Dell	Server TaxServ13	1	7,600	7,600		
Br. Suppt. (John)	92	Computer equipment	Dell	Sequel Server	1	8,200	8,200		
Bus. Suppt. (Nick)	91	Computer equipment	Dell	Repository server	1	7,500	7,500		
Br. Suppt. (John)	92	Computer equipment	Dell	Laptop	1	1,400	1,400		
		<b>Capital Outlay - Computer equipment</b>		<b>TOTAL - Account 5645100</b>			<b>24,700</b>		
							-		
Bus. Suppt. (Nick)	91	Computer software	TBD	AtTask Project Mgmt Software	1	8,000	8,000		
		<b>Capital Outlay - Purchased software</b>		<b>TOTAL - Account 5680100</b>			<b>8,000</b>		
							-		
		<b>Capital Outlay - Office Equipment</b>		<b>TOTAL - Account 5645300</b>			<b>-</b>		
							-		
		<b>Expense and Capital Outlay</b>		<b>Grand Total</b>			<b>792,100</b>		



# EXHIBIT B



**STATEMENT OF COMMISSIONS AND EXPENDITURES  
PINELLAS COUNTY**

EXHIBIT B

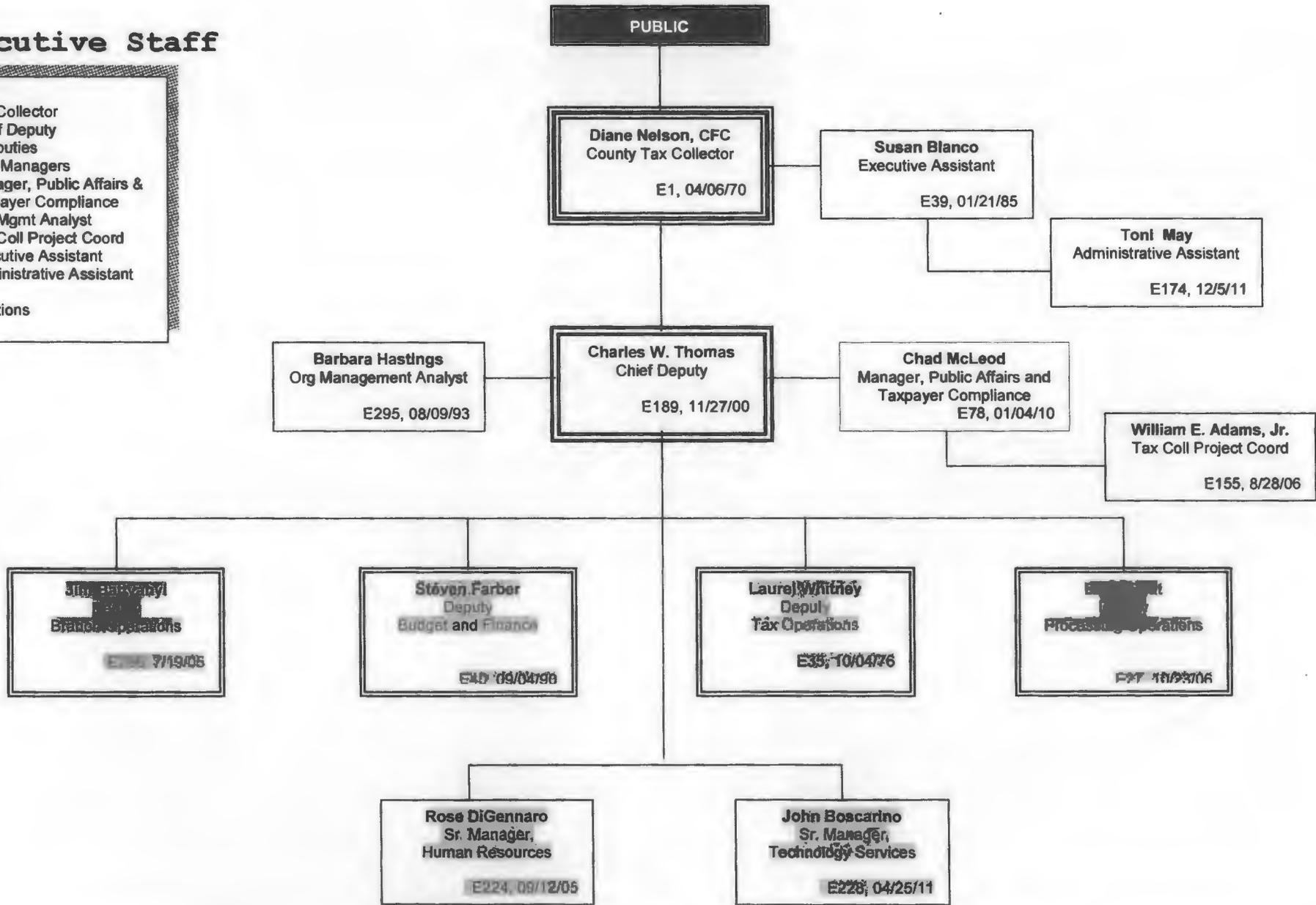
DESCRIPTION	ACTUAL	ACTUAL	ESTIMATED	TOTAL	ESTIMATED
	10/01/10 - 09/30/11	10/01/11 - 06/30/12	07/01/12 - 09/30/12	2011 - 2012	2012 - 2013
(1)	(2)	(3)	(3A)	(3B)	(4)
BCC - General Fund	15,767,784	14,570,461	43,843	14,614,304	5,253,330
BCC - Health Fund					82,720
BCC - School Board					9,167,470
County Wide (5919200)	15,767,784	14,570,461	43,843	14,614,304	14,503,520
BCC - General Fund - MSTU (5919201)	620,989	571,441	1,719	573,161	596,200
<b>County General Fund</b>	<b>16,388,773</b>	<b>15,141,902</b>	<b>45,562</b>	<b>15,187,464</b>	<b>15,099,720</b>
Subtotal	16,388,773	15,141,902	45,562	15,187,464	15,099,720
BCC - Feather Sound Comm Svcs	2,954	2,800	8	2,809	2,890
BCC - Fire District - Bellair Bluffs	10,672	10,138	31	10,169	10,150
BCC - Fire District - Clearwater	39,802	45,407	137	45,543	45,540
BCC - Fire District - Dunedin	12,163	13,019	39	13,058	13,740
BCC - Fire District - Gandy	3,520	2,986	9	2,995	3,080
BCC - Fire District - Largo	42,050	36,402	110	36,511	37,780
BCC - Fire District - Pinellas Park	13,893	13,011	39	13,050	13,180
BCC - Fire District - Safety Harbor	4,840	4,514	14	4,528	4,780
BCC - Fire District - Tarpon Springs	9,195	8,557	26	8,583	9,020
BCC - Fire District - Seminole	87,713	82,085	247	82,332	83,490
BCC - Fire District - Highpoint	48,428	54,639	164	54,803	57,190
BCC - Fire District - Tierra Verde	25,683	26,799	81	26,879	29,060
BCC - Fire District - South Pasadena	5,552	7,454	22	7,476	7,910
<b>Total Fire Districts</b>	<b>303,511</b>	<b>305,011</b>	<b>918</b>	<b>305,929</b>	<b>314,920</b>
BCC - Palm Harbor Recreation & Lib	29,887	27,314	82	27,397	28,170
BCC - Library Co-Op MSTU	103,062	95,087	286	95,373	96,230
<b>Subtotal</b>	<b>132,949</b>	<b>122,401</b>	<b>368</b>	<b>122,769</b>	<b>124,400</b>
BCC - Lealman Solid Waste	22,417	21,031	63	21,094	23,130
BCC - Tourist Development Tax	638,556	327,419	166,801	494,220	494,220
BCC - Emergency Medical Services	615,018	820,481	2,469	822,950	857,310
BCC - Street Lighting Districts	27,628	26,337	79	26,416	28,570
<b>Total County</b>	<b>18,131,806</b>	<b>16,767,382</b>	<b>216,269</b>	<b>16,983,652</b>	<b>16,945,160</b>



**2012 CURRENT  
ORGANIZATIONAL  
CHART**

# Executive Staff

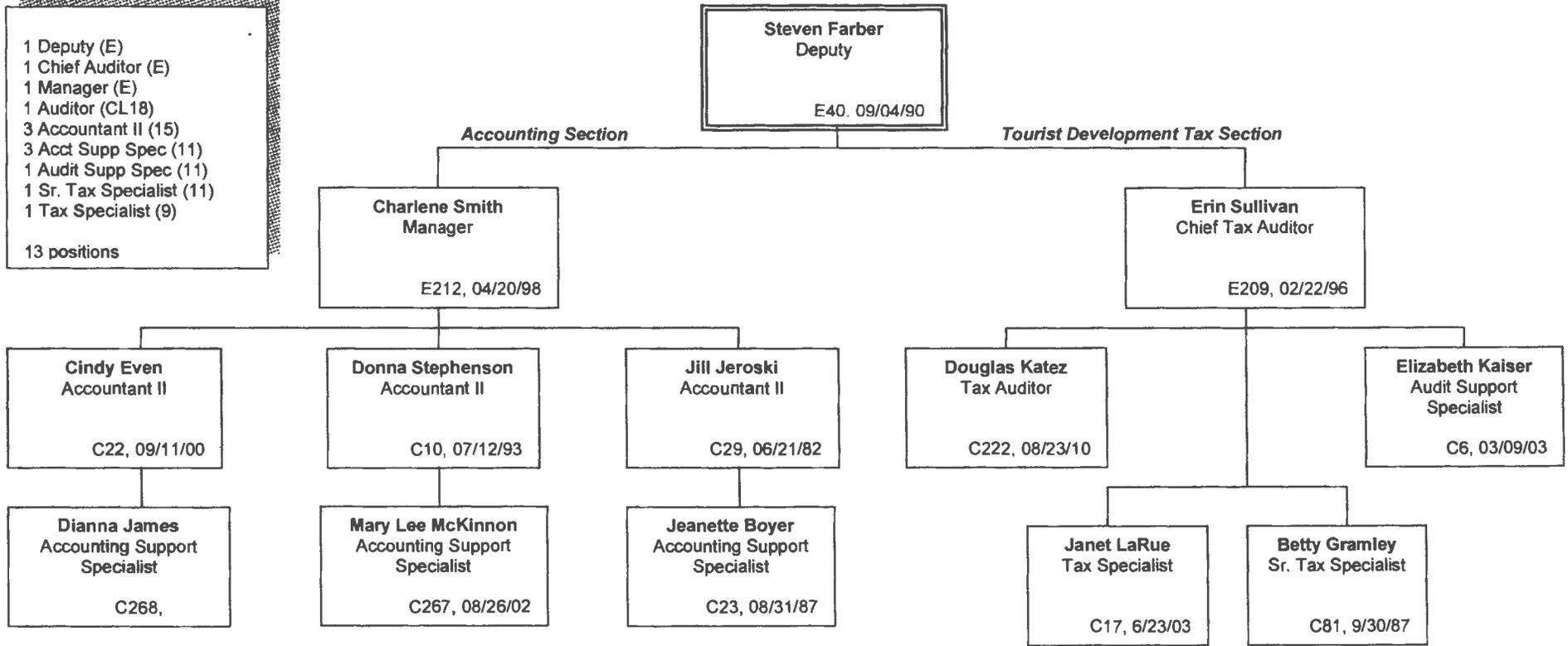
- 1 Tax Collector
- 1 Chief Deputy
- (4) Deputies
- (2) Sr. Managers
- 1 Manager, Public Affairs & Taxpayer Compliance
- 1 Org Mgmt Analyst
- 1 Tax Coll Project Coord
- 1 Executive Assistant
- 1 Administrative Assistant
- 
- 7 Positions



**\*\*POSITIONS HIGHLIGHTED IN GRAY ARE COUNTED ON THE ORGANIZATIONAL CHART FOR THEIR DEPARTMENT**

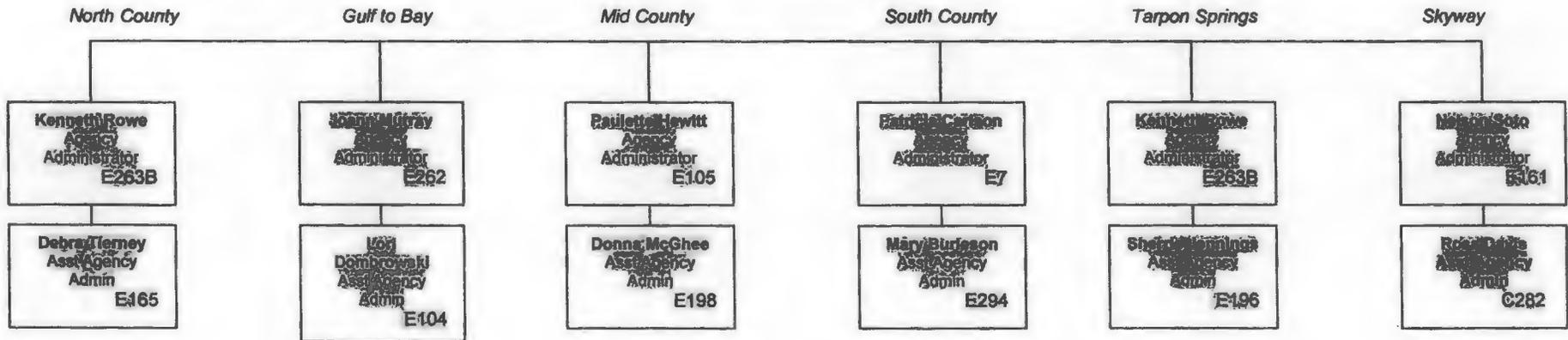
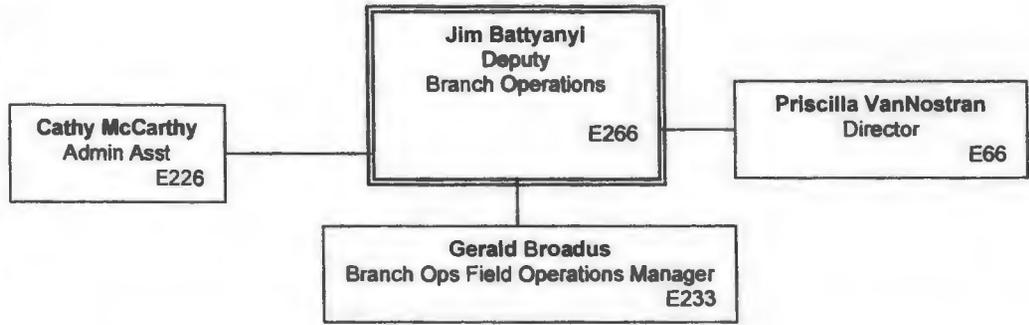
# Budget and Finance

- 1 Deputy (E)
- 1 Chief Auditor (E)
- 1 Manager (E)
- 1 Auditor (CL18)
- 3 Accountant II (15)
- 3 Acct Supp Spec (11)
- 1 Audit Supp Spec (11)
- 1 Sr. Tax Specialist (11)
- 1 Tax Specialist (9)
- 13 positions



# Branch Operations (Branch Ops) Executive Staff

1 Deputy  
1 Director  
1 Branch Ops Field Ops Mgr  
1 Admin Asst  
(5) Agency Administrators  
(6) Asst Agency Admins  
  
4 positions



**\*\*POSITIONS HIGHLIGHTED IN GRAY ARE COUNTED ON THE ORGANIZATIONAL CHART FOR THEIR DEPARTMENT**

# Gulf-to-Bay

1 Agency Admin. (E)  
 1 Asst. Agency Admin (E)  
 5 Supervisors (CL14)  
 4 Lead Tax Spec (12)  
 6 Sr. Tax Spec (11)  
 13 Tax Spec (9)  
 1 Sr. Tax Asst (8)  
 4 Tax Asst (6)  
  
 35 positions

**JoAnn Murray**  
 Agency Administrator  
  
 E262, 07/18/77

**Lori Dombrowski**  
 Asst. Agency Admin.  
  
 E104. 09/27/99

**Maria Singson**  
 Supervisor  
 C101, 01/04/99

**Belinda Brown**  
 Tax Supervisor  
 C71, 10/03/88

**Annette Douglas**  
 Supervisor  
 C74, 10/19/81

**Sherry Staley**  
 Supervisor  
 C159, 11/24/97

**Tori Tipton**  
 Lead Tax Specialist  
 C130, 11/17/03

**Christine Long**  
 Lead Tax Specialist  
 C80, 05/27/97

**Lisa Allen**  
 Lead Tax Specialist  
 C54, 11/27/00

**Dakesia Campbell**  
 Lead Tax Specialist  
 C25, 01/04/99

**Sheila Roose**  
 Sr. Tax Specialist  
 C94, 08/31/01

**Tina Hunt**  
 Sr. Tax Specialist  
 C68, 12/26/95

**Sonja Kouimanis**  
 Sr. Tax Specialist  
 C97, 01/04/99

**Roy Bricker**  
 Sr. Tax Specialist  
 C58, 12/31/03

**Barbara Tiley**  
 Tax Specialist  
 C49, 11/17/03

**Jacquelyn Davis**  
 Tax Specialist/PT  
 C236, 12/28/98

**Alexandra Moore**  
 Sr. Tax Specialist  
 C271, 05/12/08

**Melissa Sandstad**  
 Tax Specialist  
 C16, 03/06/00

**Lori Mostrom**  
 Tax Specialist  
 C119, 06/05/06

**Amy McCormick**  
 Tax Specialist  
 C126, 02/26/07

**Lynda Waldron**  
 Tax Specialist  
 C138, 01/03/05

**Rebecca Fleck**  
 Tax Specialist  
 C240, 09/27/04

**Ashley Crawford**  
 Tax Specialist  
 C63, 07/24/06

**Paula Beecher**  
 Tax Specialist  
 C164, 04/07/08

**Karen Bayly**  
 Tax Specialist  
 C93, 8/3/09

**Raymond O'Brien**  
 Tax Specialist  
 C255, 07/10/05

**Paul Nguyen**  
 Tax Specialist  
 C19, 08/02/10

**Sonia Hart**  
 Tax Assistant  
 C237, 10/24/11

**Marcia Routenberg**  
 Sr. Tax Assistant  
 C203, 12/03/01

**Edward Parrado**  
 Tax Specialist  
 C180, 02/17/09

**Melinda Feigel**  
 Tax Assistant  
 C292, 07/23/12

**Ashley Yindra**  
 Tax Assistant  
 C62, 07/09/12

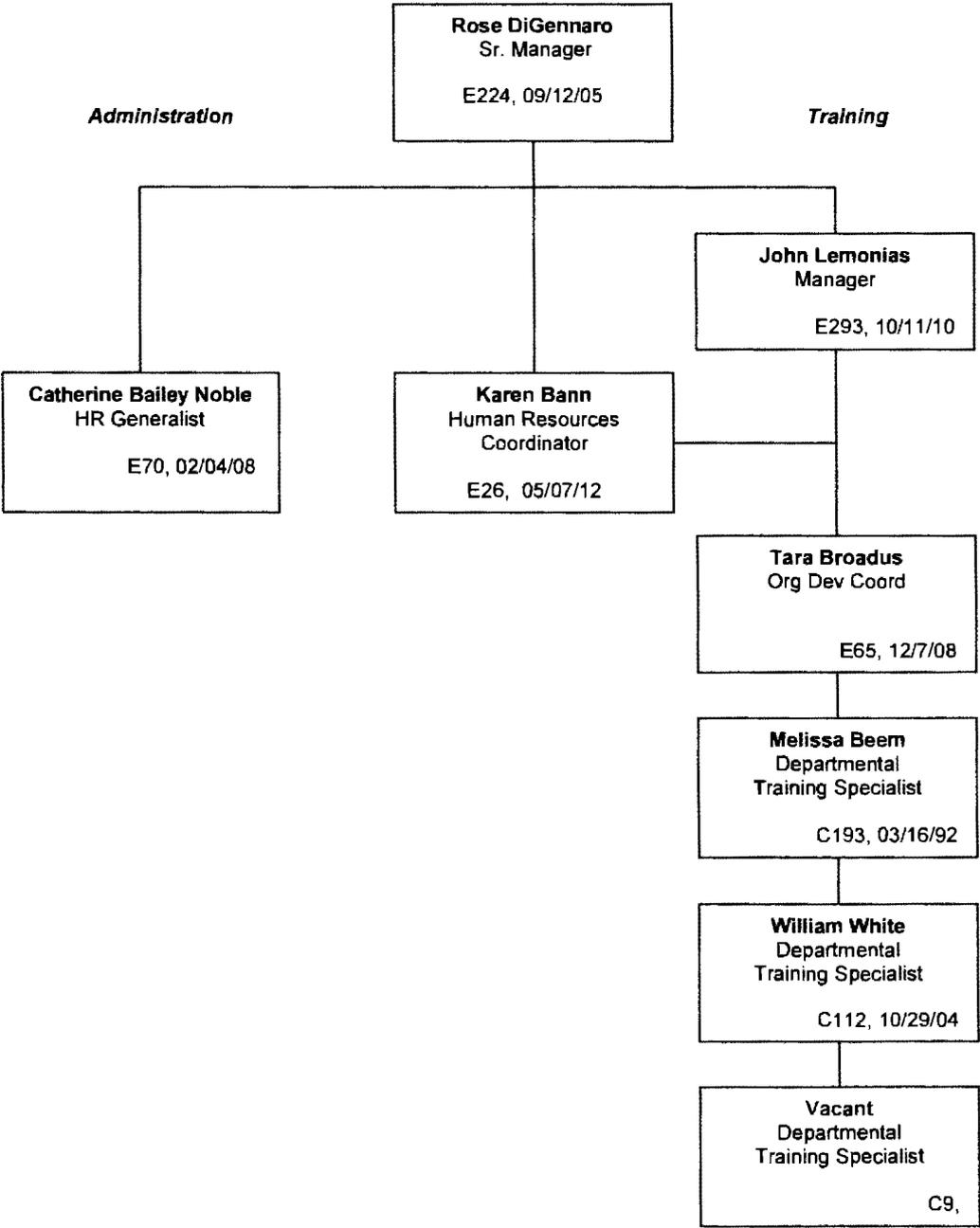
**Adrienne Kendrick**  
 Tax Assistant  
 C131, 07/23/12

**Vacant**  
 Supervisor  
 C79

**Vacant**  
 Sr. Tax Specialist  
 C259,

# Human Resources

- 1 Sr. Manager (E)
- 1 Manager (E)
- 1 HR Generalist (E)
- 1 HR Coordinator (E)
- 1 Organizational Dev Coord (E)
- 3 Dept Training Specialists (CL13)
- 8 positions



# Mid County

1 Agency Admin. (E)  
 1 Asst. Agency Admin (E)  
 4 Supervisors (CL14)  
 5 Lead Tax Spec (12)  
 5 Sr. Tax Spec (11)  
 12 Tax Spec (9)  
 5 Sr. Tax Asst (8)  
 5 Tax Asst (6)

38 positions

**Polly Hewitt**  
 Agency Administrator  
 E105, 10/10/77

**Donna McGhee**  
 Asst. Agency Admin.  
 E198, 04/14/86

<b>Martha Rowe</b> Supervisor C187, 01/03/89	<b>Amy Lockwood</b> Supervisor C156, 07/02/84		<b>Lynn Watkins</b> Supervisor C281, 12/31/02	<b>Cissy May</b> Supervisor C73, 04/24/00
<b>Angela Holbrook</b> Lead Tax Specialist C46, 01/28/02	<b>Janice Rose</b> Lead Tax Specialist C258, 12/01/03	<b>Martha Hillman</b> Lead Tax Specialist C116, 02/19/90	<b>Rita Fredenrich</b> Lead Tax Specialist C175, 01/23/06	<b>Adele Fairbairn</b> Lead Tax Specialist C247, 12/21/03
<b>Lester Osti II</b> Tax Specialist C181, 05/19/03	<b>Osvaldo Arvelo</b> Sr. Tax Specialist C132, 12/31/02	<b>Melanie Worthington</b> Sr. Tax Specialist C188, 07/02/01	<b>Richard Carvale</b> Sr. Tax Specialist C166, 02/17/09	<b>Evelyn Rivera</b> Sr. Tax Specialist C152, 08/20/01
<b>Elizabeth Knapp</b> Tax Specialist C274, 4/14/08	<b>Christopher Cordero</b> Tax Specialist C239, 01/23/06	<b>Claudine Dreux</b> Sr. Tax Specialist C217, 11/14/05	<b>Gail McBride</b> Tax Specialist C234, 10/10/05	<b>Kam Millheim</b> Tax Specialist C167, 05/03/99
<b>Jennifer Gibbs</b> Tax Specialist C169, 02/22/10	<b>Cynthia Fisher</b> Tax Specialist C199, 11/9/09	<b>Brian Peckham</b> Tax Specialist C178, 6/4/07	<b>Georgie Porter</b> Tax Specialist C285, 09/25/06	<b>Kelly King</b> Tax Specialist C5, 05/24/10
<b>Sean Sans</b> Sr. Tax Assistant C146, 06/13/11	<b>Doug Hoyne</b> Sr. Tax Assistant C238, 10/17/11	<b>Melanie Goss</b> Tax Specialist C202, 05/11/10	<b>Tiffany McCall</b> Tax Specialist C53, 07/12/10	<b>Tieisha McCluster</b> Sr. Tax Assistant C283, 06/13/11
	<b>Tiffani Ramsey</b> Sr. Tax Assistant C219, 10/24/11	<b>Maria McCue</b> Tax Assistant C118, 07/09/12	<b>Julie Hall</b> Sr. Tax Assistant C150, 02/14/11	<b>Martha Shapiro</b> Tax Assistant C273, 03/19/12
	<b>Robert Carlson</b> Tax Assistant C235, 07/09/12		<b>Marlon Francisco</b> Tax Assistant C125, 07/23/12	<b>Brittany Campbell</b> Tax Assistant C21, 07/23/12

# North County

1 Agency Admin. (E)  
 1 Asst. Agency Admin (E)  
 4 Supervisors (CL14)  
 5 Lead Tax Spec (12)  
 4 Sr. Tax Spec (11)  
 15 Tax Spec (9)  
 2 Sr. Tax Asst (8)  
 1 Tax Asst (6)

33 positions

Vacant  
 Lead Tax Specialist  
 C252,

**Kenneth Rowe**  
 Agency Administrator  
 E263, 06/19/95

**Debra Tierney**  
 Asst. Agency Admin.  
 E165, 11/22/82

**Julie Kreischer**  
 Supervisor  
 C113, 05/20/96

**Harry Stavropoulos**  
 Lead Tax Specialist  
 C69, 08/31/01

**Katie Rowe-Ventrucci**  
 Sr. Tax Specialist  
 C220, 01/02/01

**Wanda Stanek**  
 Tax Specialist  
 C275, 08/04/03

**Anne Marie Morse**  
 Tax Specialist  
 C207, 10/09/06

**Michele Carey**  
 Tax Specialist  
 C231, 02/20/07

**Gregory Lepper**  
 Tax Specialist  
 C277, 03/10/08

**Vickie Sutherland-Havelka**  
 Supervisor  
 C77, 07/02/84

**Benjamin Hagenlocher**  
 Lead Tax Specialist  
 C218, 09/07/99

**Kimberly Wheaton**  
 Sr. Tax Specialist  
 C214, 12/11/00

**Maria Costa**  
 Tax Specialist  
 C190, 08/07/06

**Mary Larsson**  
 Tax Specialist  
 C288, 10/12/09

**David Bailey**  
 Tax Specialist  
 C103, 11/02/98

**Deborah Jung**  
 Sr. Tax Assistant  
 C241, 02/14/11

**Jamilah Jenkins**  
 Tax Assistant  
 C269, 05/03/10

**Jacqueline Connery-Ware**  
 Supervisor  
 C99, 12/31/03

**Rachelle Wiggins**  
 Lead Tax Specialist  
 C244, 2/06/95

**Patricia Pilver**  
 Sr. Tax Specialist  
 C205, 02/22/93

**Shelly Demillion**  
 Tax Specialist  
 C60, 02/13/95

**Martha James**  
 Tax Specialist  
 C200, 08/31/01

**Mary Anne Stevens**  
 Tax Specialist  
 C59, 08/25/08

**Mark Gundel**  
 Sr. Tax Assistant  
 C87, 02/14/11

**Geoffrey Giaquinto**  
 Supervisor  
 C100, 7/23/03

**Luwayne Stahl**  
 Lead Tax Specialist  
 C88, 02/10/97

**Velina Lucas**  
 Sr. Tax Specialist  
 C287, 11/22/99

**Robert McDonald**  
 Tax Specialist  
 C98, 05/08/00

**Wendy Crowther**  
 Tax Specialist  
 C172, 08/12/02

**Debra Swetay**  
 Tax Specialist  
 C270, 11/25/02

**Tammy Morano**  
 Tax Specialist  
 C55, 11/15/04

**Jennifer Hadley**  
 Tax Specialist  
 C257, 05/02/05

# Processing Operations (Pro-Ops)

1 Deputy (E)  
 1 Admin Assistant (E)  
 1 Agency Administrator (E)  
 1 Asst Agency Admin (E)  
 3 Supervisors (CL14)  
 6 Lead Tax Spec (12)  
 9 Sr. Tax Spec (11)  
 1 Property/Stores Clerk III (10)  
 10 Tax Spec (9)  
 1 Sr. Tax Asst (8)  
 1 Sr. Mail Clerk (7)  
 1 Tax Asst (6)

36 Positions

**Vacant**  
 Admin Assistant  
 E50,

**Doug Peat**  
 Deputy  
 E27, 10/23/06

**Stephanie Lillico**  
 Agency Admin  
 E210, 06/01/87

**Tony Lebron**  
 Prop Stores Clerk III  
 C162, 07/20/98

**Belinda Forstner**  
 Asst Agency Admin  
 E76, 10/25/10

**Inthasone Lo**  
 Supervisor  
 C75, 10/27/03

**Michelle Peach**  
 Tax Supervisor  
 C102, 12/14/98

**Joyell DeBernardi**  
 Tax Supervisor  
 C229, 1/4/99

**Dawn Teabout**  
 Lead Tax Specialist  
 C191, 7/5/05

**Dan Monefeldt**  
 Lead Tax Specialist  
 C64, 11/4/02

**Christine Frangipane**  
 Lead Tax Specialist  
 C211, 06/15/98

**James Speiser**  
 Lead Tax Specialist  
 C128, 07/21/97

**Lenora Collins**  
 Lead Tax Specialist  
 C194, 03/21/05

**Bryan McPherson**  
 Lead Tax Specialist  
 C72, 09/11/06

**Janet Roehrich**  
 Sr. Tax Specialist  
 C13, 07/20/98

**Jeanette Brazzell**  
 Sr. Tax Specialist  
 C136, 03/03/08

**Caroline Franklin**  
 Sr. Tax Specialist  
 C290, 06/26/00

**Kim McKnight**  
 Sr. Tax Specialist  
 C57, 01/23/06

**Velma Williams**  
 Sr. Tax Specialist  
 C144, 11/24/97

**Doris Chartrand**  
 Sr. Tax Specialist  
 C38, 04/27/87

**Estella Balkissoon**  
 Sr. Tax Specialist  
 C230, 04/30/07

**Nettie Woods**  
 Tax Specialist  
 C95, 09/02/97

**Melissa Galbo**  
 Sr. Tax Specialist  
 C45, 4/30/07

**Sharon Bigelow**  
 Tax Specialist  
 C246, 03/13/00

**Victoria Thiel**  
 Sr. Tax Specialist  
 C28, 09/12/05

**Mark Deveaux**  
 Tax Specialist  
 C168, 01/24/00

**Maurisa Bussy**  
 Tax Specialist  
 C183, 11/04/02

**Ira Wolf**  
 Tax Specialist  
 C170, 07/09/01

**Anita Castricone**  
 Sr. Tax Assistant  
 C42, 8/3/09

**Douglas Fowler**  
 Tax Specialist  
 C182, 10/27/03

**Jean Koss**  
 Tax Specialist  
 C82, 01/09/06

**Thomas Reed**  
 Tax Specialist  
 C215, 04/23/07

**Sandra Kahle**  
 Tax Specialist  
 C147, 03/31/08

**Karen Backus**  
 Tax Assistant  
 C251, 02/28/11

**Larry Meyers**  
 Sr. Mail Clerk  
 C250, 11/24/97

**Vacant**  
 Sr. Tax Specialist  
 C135,

# Skyway

- 1 Agency Admin. (E)
  - 1 Asst. Agency Admin (E)
  - 2 Lead Tax Spec (CL12)
  - 3 Sr. Tax Spec (11)
  - 4 Tax Spec (9)
  - 0 Sr. Tax Asst. (8)
  - 2 Tax Asst (6)
- 13 positions

**Nelson Soto**  
Agency Administrator  
E161, 03/03/80

**Alisande (Rosa) Davis**  
Asst Agency Admin  
C221. 11/14/94

**Ron Brown**  
Lead Tax Specialist  
C123, 01/24/95

**Josephine "Kay" Curry**  
Lead Tax Specialist  
C179, 12/31/03

**Glenda McKinney**  
Sr. Tax Specialist  
C115, 07/29/02

**Keisha Freeman**  
Sr. Tax Specialist  
C56, 11/14/05

**Vacant**  
Sr. Tax Specialist  
C43,

**Anita Williams**  
Tax Specialist  
C137, 03/01/99

**Valerie Font**  
Tax Specialist  
C276, 11/15/04

**Renee Hoyne**  
Tax Specialist  
C184, 12/27/04

**Kalotta K. Williams**  
Tax Specialist  
C106, 08/25/08

**Donald Cox**  
Tax Assistant  
C289, 03/19/12

**Laskiesha Moore-Fuller**  
Tax Assistant  
C225, 07/09/12

# South County

1 Agency Admin. (E)  
 1 Asst. Agency Admin (E)  
 4 Supervisors (CL14)  
 5 Lead Tax Spec (12)  
 5 Sr. Tax Spec (11)  
 10 Tax Spec (9)  
 7 Sr. Tax Asst (8)  
 7 Tax Asst (6)  
 40 positions

**Patricia Carlson**  
 Agency Administrator  
 E7, 06/10/85

**Mary Burleson**  
 Asst. Agency Admin.  
 E294, 10/21/96

**Lori Richardson**  
 Supervisor  
 C154, 05/27/03

**Jamie Walseth**  
 Lead Tax Specialist  
 C24, 09/03/02

**Tyrone Croston**  
 Sr. Tax Specialist  
 C151, 06/30/95

**Lawrence Larry**  
 Sr. Tax Specialist  
 C254, 07/05/95

**Patricia E. Smith**  
 Tax Specialist  
 C176, 02/01/09

**Silvana Haskaj**  
 Tax Specialist  
 C141, 04/07/08

**Sherry Wallace**  
 Sr. Tax Assistant  
 C284, 4/7/08

**Donna Verrett**  
 Tax Assistant  
 C265, 04/09/12

**Stacy Hipps**  
 Tax Assistant  
 C163, 07/23/12

**Tanesha Purvis**  
 Supervisor  
 C282, 1/11/99

**Ruben Bosch-Cardona**  
 Lead Tax Specialist  
 C142, 03/31/03

**Linda Green**  
 Lead Tax Specialist  
 C256, 06/08/98

**Katherine Dempsey**  
 Sr. Tax Specialist  
 C117, 12/9/02

**Terry McGee**  
 Tax Specialist  
 C139, 06/11/84

**Jay Hester**  
 Tax Specialist  
 C44, 02/03/08

**Stacey Phillips**  
 Tax Specialist  
 C8, 09/14/09

**Diana Clark**  
 Sr. Tax Assistant  
 C41, 11/3/08

**Ashley Marvin**  
 Sr. Tax Assistant  
 C278, 01/24/11

**Mikell Edens**  
 Tax Assistant  
 C51, 03/19/12

**Paula Fowler**  
 Supervisor  
 C158, 08/28/89

**Phyllis Brown**  
 Lead Tax Specialist  
 C121, 08/15/83

**Gilda Kelly**  
 Tax Specialist  
 C249, 03/13/00

**Krista Payne**  
 Tax Specialist  
 C67, 08/14/00

**Marie Lesnett**  
 Tax Specialist  
 C120, 09/22/08

**Robert L. Alley**  
 Sr. Tax Assistant  
 C149, 02/25/08

**Tara McAteer**  
 Sr. Tax Assistant  
 C177, 03/01/10

**Alessandra Ausec**  
 Tax Assistant  
 C134, 11/7/11

**Kenia Latefers**  
 Tax Assistant  
 C143, 11/20/11

**Tom Pearson**  
 Supervisor  
 C90, 02/17/97

**Tyrone Ford**  
 Lead Tax Specialist  
 C185, 12/31/03

**Diane Kellogg**  
 Sr. Tax Specialist  
 C208, 01/09/95

**Deidra Vargas**  
 Sr. Tax Specialist  
 C248, 06/27/05

**Michelle Schaffrath**  
 Tax Specialist  
 C157, 2/12/07

**Stacy (Travis) Sanford**  
 Tax Specialist  
 C127, 4/30/07

**Jodi Rousculp**  
 Sr. Tax Assistant  
 C260, 09/20/10

**Tamerly Mouzon**  
 Sr. Tax Assistant  
 C84, 01/24/11

**Maria Ellis**  
 Tax Assistant  
 C133, 07/09/12

**Kestutis Ledas**  
 Tax Assistant  
 C86, 07/09/12

# Tarpon Springs

- 1 Agen Admin. (duplicate)
  - 1 Asst. Agency Admin (E)
  - 1 Supervisor (14)
  - 1 Lead Tax Spec (12)
  - 2 Sr. Tax Spec (11)
  - 3 Tax Spec (9)
  - 1 Sr. Tax Asst (8)
  - 1 Tax Asst (6)
- 10 positions

**Ken Rowe**  
Agency Administrator

**Sherrie Jennings**  
Asst. Agency Admin.  
E196, 11/19/90

**Susan Dwyer**  
Supervisor  
C192, 04/06/98

**Roseater Dunlap**  
Lead Tax Specialist  
C52, 04/27/98

**Barbara Nemeth**  
Sr. Tax Specialist  
C92, 08/31/01

**Carly Roe**  
Sr. Tax Specialist  
C232, 07/15/02

**Leona Daniels**  
Tax Specialist  
C272, 12/31/02

**Ann Tsoukalas**  
Tax Specialist  
C122, 06/02/03

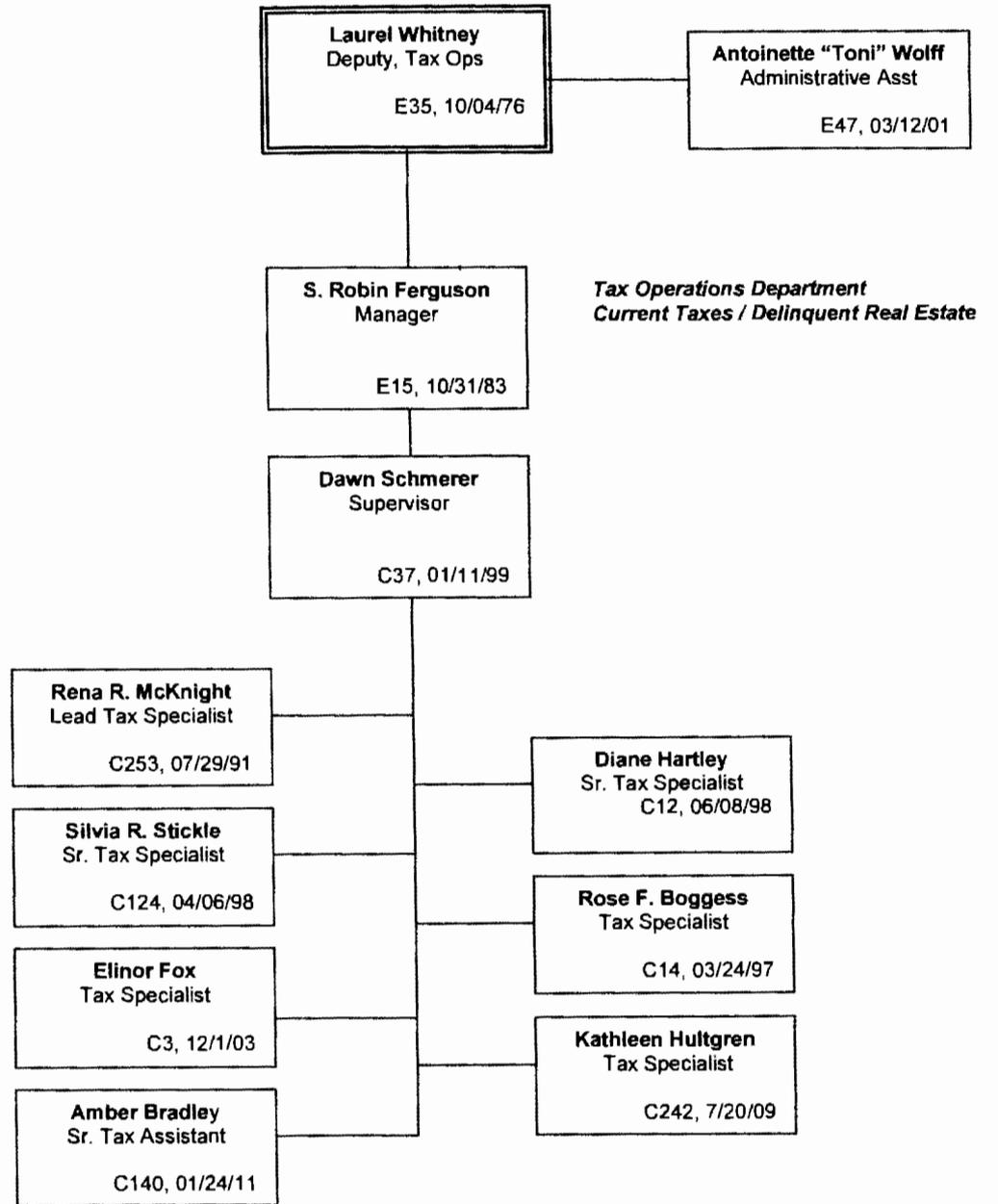
**Lewis Stapp, Jr.**  
Tax Specialist  
C186, 07/10/05

**Stacey J. Conrad**  
Sr. Tax Assistant  
C213, 03/17/08

**Stephanie Holt**  
Tax Assistant  
C279, 11/7/11

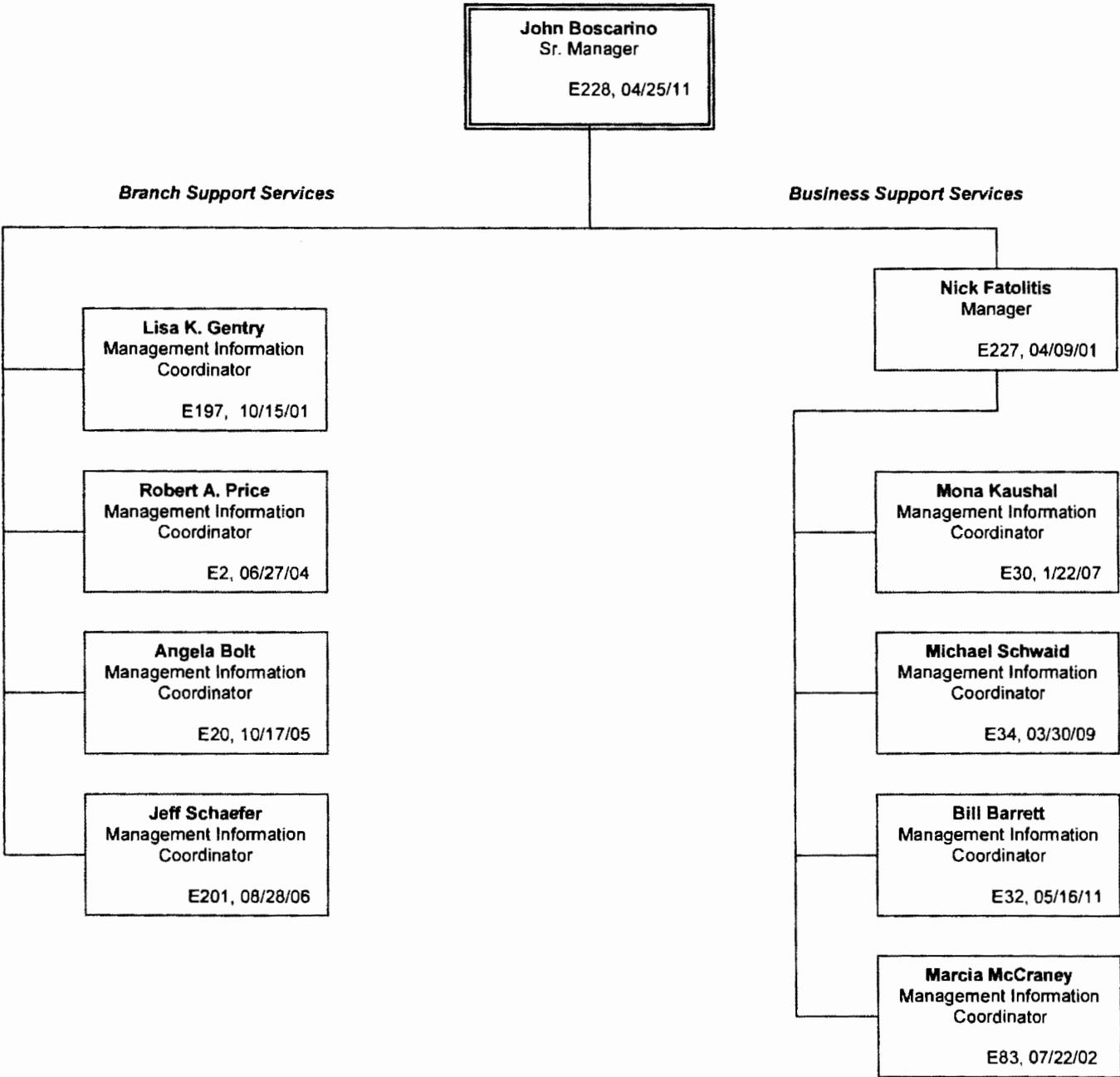
# Tax Operations (Tax Ops)

- 1 Deputy (E)
- 1 Manager (E)
- 1 Admin Asst (E)
- 1 Supervisor (CL14)
- 1 Lead Tax Specialist (12)
- 2 Sr. Tax Specialists (11)
- 3 Tax Specialists (9)
- 1 Sr. Tax Assistant (8)
- 0 Tax Assistant (5)
  
- 11 positions



# Technology Services

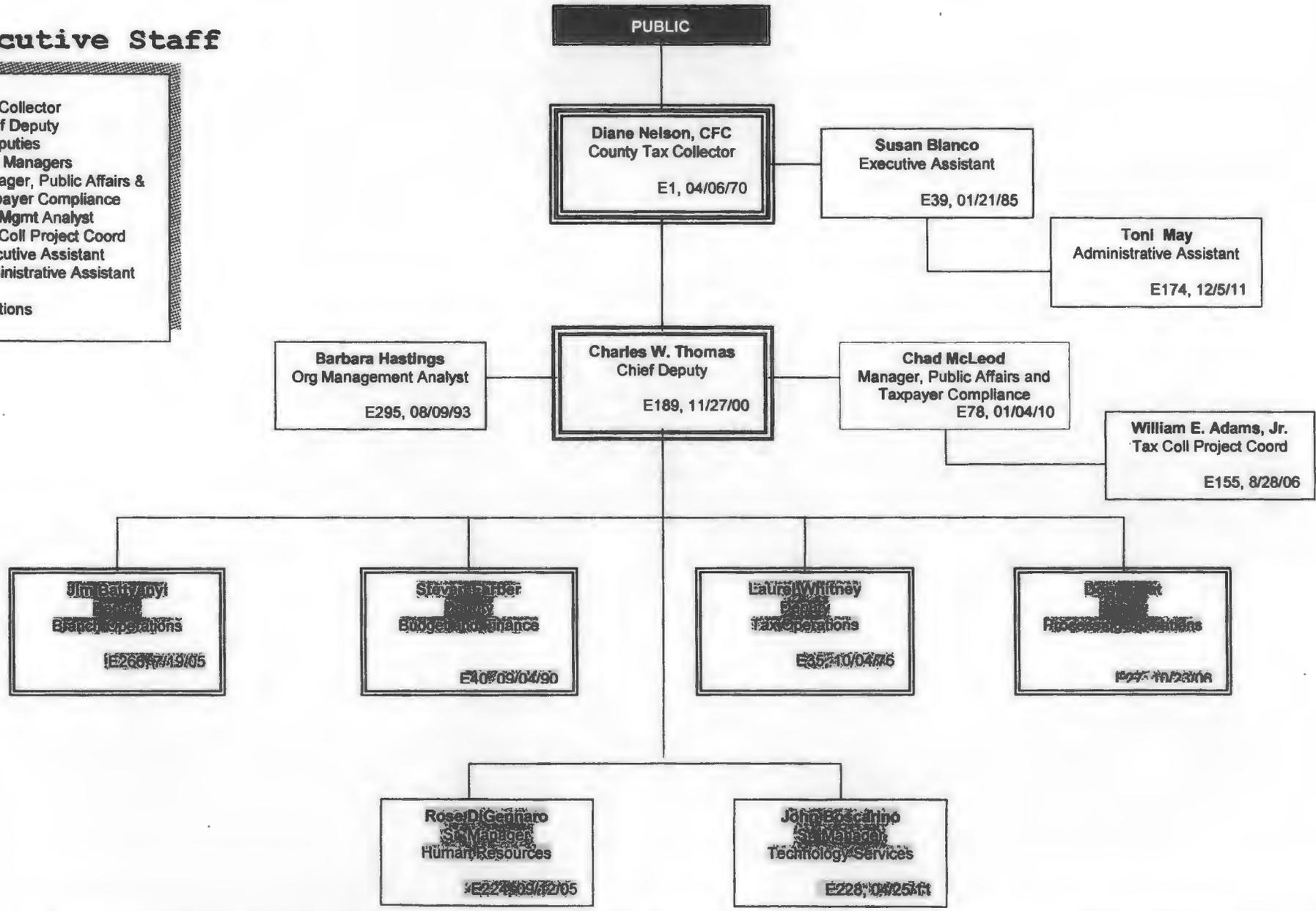
1 Sr. Manager (E)  
1 Manager (E)  
8 Mgmt Info Coordinator (E)  
  
10 positions



# 2012 PROPOSED ORGANIZATIONAL CHART

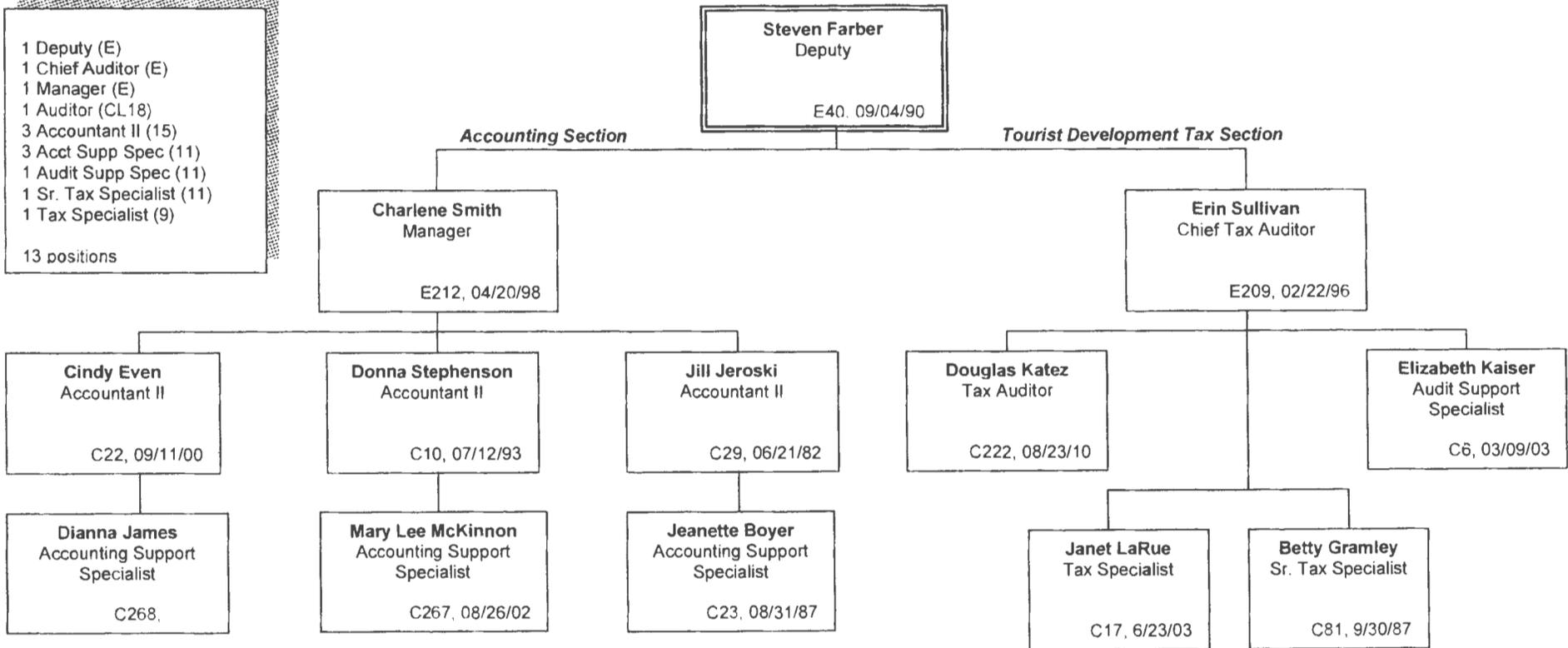
# Executive Staff

- 1 Tax Collector
- 1 Chief Deputy
- (4) Deputies
- (2) Sr. Managers
- 1 Manager, Public Affairs & Taxpayer Compliance
- 1 Org Mgmt Analyst
- 1 Tax Coll Project Coord
- 1 Executive Assistant
- 1 Administrative Assistant
- 7 Positions

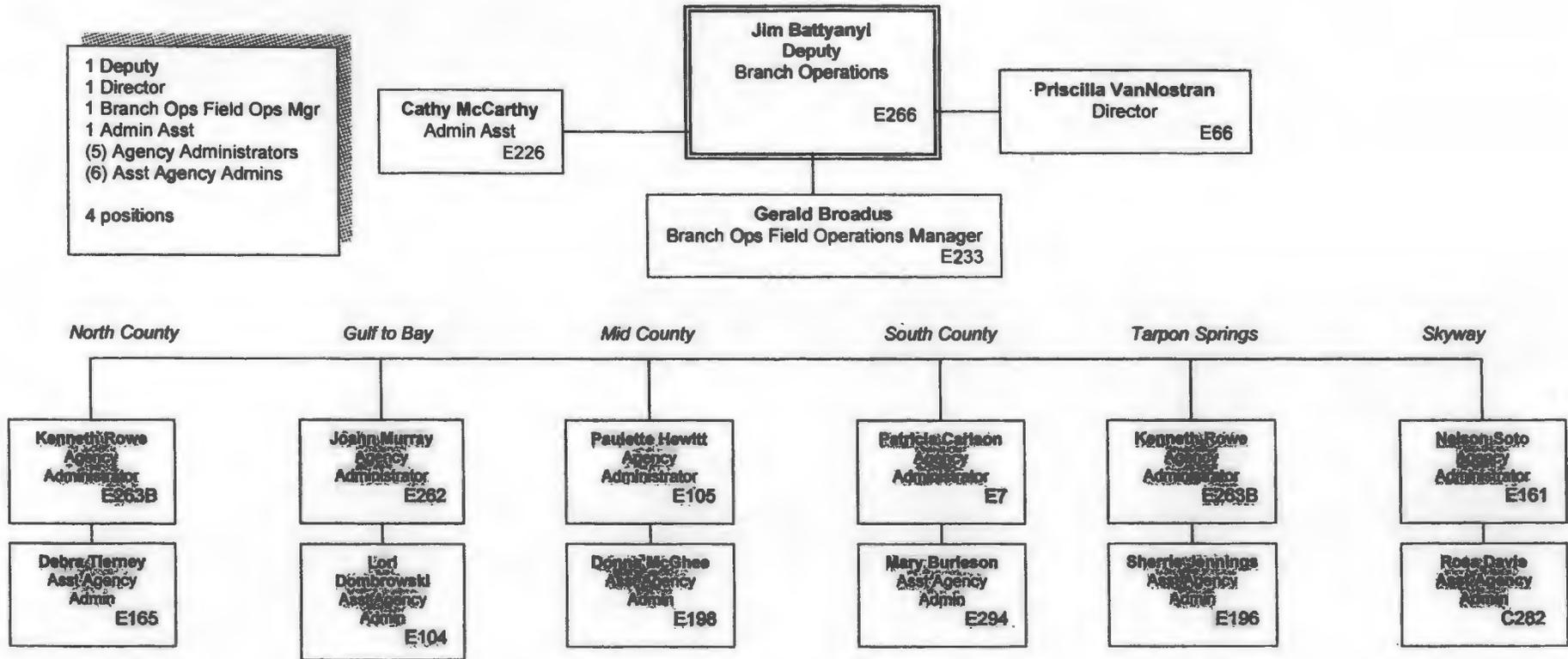


**\*\*POSITIONS HIGHLIGHTED IN GRAY ARE COUNTED ON THE ORGANIZATIONAL CHART FOR THEIR DEPARTMENT**

# Budget and Finance



# Branch Operations (Branch Ops) Executive Staff



**\*\*POSITIONS HIGHLIGHTED IN GRAY ARE COUNTED ON THE ORGANIZATIONAL CHART FOR THEIR DEPARTMENT**

# Gulf-to-Bay

1 Agency Admin. (E)  
 1 Asst. Agency Admin (E)  
 5 Supervisors (CL14)  
 4 Lead Tax Spec (12)  
 6 Sr. Tax Spec (11)  
 13 Tax Spec (9)  
 1 Sr. Tax Asst (8)  
 4 Tax Asst (6)

35 positions

**JoAnn Murray**  
 Agency Administrator  
 E262, 07/18/77

**Lori Dombrowski**  
 Asst. Agency Admin.  
 E104, 09/27/99

**Maria Singson**  
 Supervisor  
 C101, 01/04/99

**Tori Tipton**  
 Lead Tax Specialist  
 C130, 11/17/03

**Sheila Roose**  
 Sr. Tax Specialist  
 C94, 08/31/01

**Barbara Tilley**  
 Tax Specialist  
 C49, 11/17/03

**Lori Mostrom**  
 Tax Specialist  
 C119, 06/05/06

**Ashley Crawford**  
 Tax Specialist  
 C63, 07/24/06

**Paul Nguyen**  
 Tax Specialist  
 C19, 08/02/10

**Melinda Feigel**  
 Tax Assistant  
 C292, 07/23/12

**Vacant**  
 Supervisor  
 C79

**Belinda Brown**  
 Tax Supervisor  
 C71, 10/03/88

**Christine Long**  
 Lead Tax Specialist  
 C80, 05/27/97

**Tina Hunt**  
 Sr. Tax Specialist  
 C68, 12/26/95

**Jacquelyn Davis**  
 Tax Specialist/PT  
 C236, 12/28/98

**Amy McCormick**  
 Tax Specialist  
 C126, 02/26/07

**Paula Beecher**  
 Tax Specialist  
 C164, 04/07/08

**Sonia Hart**  
 Tax Assistant  
 C237, 10/24/11

**Ashley Yindra**  
 Tax Assistant  
 C62, 07/09/12

**Vacant**  
 Sr. Tax Specialist  
 C259,

**Annette Douglas**  
 Supervisor  
 C74, 10/19/81

**Lisa Allen**  
 Lead Tax Specialist  
 C54, 11/27/00

**Sonja Kouimanis**  
 Sr. Tax Specialist  
 C97, 01/04/99

**Alexandra Moore**  
 Sr. Tax Specialist  
 C271, 05/12/08

**Lynda Waldron**  
 Tax Specialist  
 C138, 01/03/05

**Karen Bayly**  
 Tax Specialist  
 C93, 8/3/09

**Marcia Routenberg**  
 Sr. Tax Assistant  
 C203, 12/03/01

**Sherry Staley**  
 Supervisor  
 C159, 11/24/97

**Dakesia Campbell**  
 Lead Tax Specialist  
 C25, 01/04/99

**Roy Bricker**  
 Sr. Tax Specialist  
 C58, 12/31/03

**Melissa Sandstad**  
 Tax Specialist  
 C16, 03/06/00

**Rebecca Fleck**  
 Tax Specialist  
 C240, 09/27/04

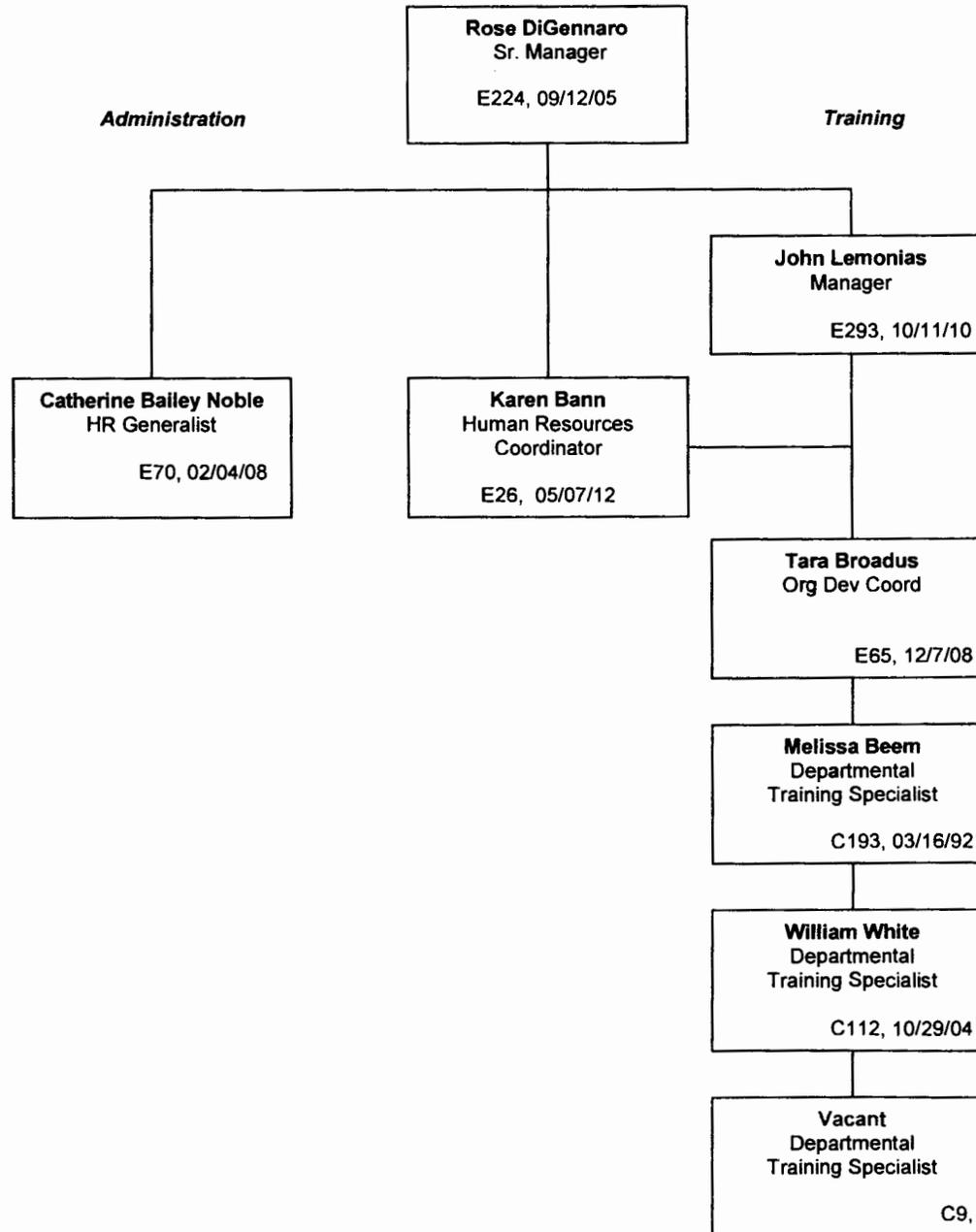
**Raymond O'Brien**  
 Tax Specialist  
 C255, 07/10/05

**Edward Parrado**  
 Tax Specialist  
 C180, 02/17/09

**Adrienne Kendrick**  
 Tax Assistant  
 C131, 07/23/12

# Human Resources

1 Sr. Manager (E)  
 1 Manager (E)  
 1 HR Generalist (E)  
 1 HR Coordinator (E)  
 1 Organizational Dev Coord (E)  
 3 Dept Training Specialists (CL13)  
 8 positions



**Mid County**

1 Agency Admin. (E)  
 1 Asst. Agency Admin (E)  
 4 Supervisors (CL14)  
 5 Lead Tax Spec (12)  
 5 Sr. Tax Spec (11)  
 12 Tax Spec (9)  
 5 Sr. Tax Asst (8)  
 7 Tax Asst (6)  
 40 positions

**Vacant**  
 Tax Assistant  
 C96

**Vacant**  
 Tax Assistant  
 C243

**Martha Rowe**  
 Supervisor  
 C187, 01/03/89

**Angela Holbrook**  
 Lead Tax Specialist  
 C46, 01/28/02

**Lester Osti II**  
 Tax Specialist  
 C181, 05/19/03

**Elizabeth Knapp**  
 Tax Specialist  
 C274, 4/14/08

**Jennifer Gibbs**  
 Tax Specialist  
 C169, 02/22/10

**Sean Sans**  
 Sr. Tax Assistant  
 C146, 06/13/11

**Amy Lockwood**  
 Supervisor  
 C156, 07/02/84

**Janice Rose**  
 Lead Tax Specialist  
 C258, 12/01/03

**Osvaldo Arvelo**  
 Sr. Tax Specialist  
 C132, 12/31/02

**Christopher Cordero**  
 Tax Specialist  
 C239, 01/23/06

**Cynthia Fisher**  
 Tax Specialist  
 C199, 11/9/09

**Doug Hoyne**  
 Sr. Tax Assistant  
 C238, 10/17/11

**Tiffani Ramsey**  
 Sr. Tax Assistant  
 C219, 10/24/11

**Robert Carlson**  
 Tax Assistant  
 C235, 07/09/12

**Polly Hewitt**  
 Agency Administrator  
 E105, 10/10/77

**Donna McGhee**  
 Asst. Agency Admin.  
 E198, 04/14/86

**Martha Hillman**  
 Lead Tax Specialist  
 C116, 02/19/90

**Melanie Worthington**  
 Sr. Tax Specialist  
 C188, 07/02/01

**Claudine Dreux**  
 Sr. Tax Specialist  
 C217, 11/14/05

**Brian Peckham**  
 Tax Specialist  
 C178, 6/4/07

**Melanie Goss**  
 Tax Specialist  
 C202, 05/11/10

**Maria McCue**  
 Tax Assistant  
 C118, 07/09/12

**Lynn Watkins**  
 Supervisor  
 C281, 12/31/02

**Rita Fredenrich**  
 Lead Tax Specialist  
 C175, 01/23/06

**Richard Carvale**  
 Sr. Tax Specialist  
 C166, 02/17/09

**Gail McBride**  
 Tax Specialist  
 C234, 10/10/05

**Georgie Porter**  
 Tax Specialist  
 C285, 09/25/06

**Tiffany McCall**  
 Tax Specialist  
 C53, 07/12/10

**Julie Hall**  
 Sr. Tax Assistant  
 C150, 02/14/11

**Marlon Francisco**  
 Tax Assistant  
 C125, 07/23/12

**Cissy May**  
 Supervisor  
 C73, 04/24/00

**Adele Fairbairn**  
 Lead Tax Specialist  
 C247, 12/21/03

**Evelyn Rivera**  
 Sr. Tax Specialist  
 C152, 08/20/01

**Kam Millheim**  
 Tax Specialist  
 C167, 05/03/99

**Kelly King**  
 Tax Specialist  
 C5, 05/24/10

**Tieisha McCluster**  
 Sr. Tax Assistant  
 C283, 06/13/11

**Martha Shapiro**  
 Tax Assistant  
 C273, 03/19/12

**Brittany Campbell**  
 Tax Assistant  
 C21, 07/23/12

# North County

1 Agency Admin. (E)  
 1 Asst. Agency Admin (E)  
 4 Supervisors (CL14)  
 5 Lead Tax Spec (12)  
 4 Sr. Tax Spec (11)  
 15 Tax Spec (9)  
 2 Sr. Tax Asst (8)  
 1 Tax Asst (6)

33 positions

Vacant  
 Lead Tax Specialist  
 C252,

**Kenneth Rowe**  
 Agency Administrator  
 E263, 06/19/95

**Debra Tierney**  
 Asst. Agency Admin.  
 E165, 11/22/82

**Julie Kreischer**  
 Supervisor  
 C113, 05/20/96

**Harry Stavropoulos**  
 Lead Tax Specialist  
 C69, 08/31/01

**Katie Rowe-Ventrucci**  
 Sr. Tax Specialist  
 C220, 01/02/01

**Wanda Stanek**  
 Tax Specialist  
 C275, 08/04/03

**Anne Marie Morse**  
 Tax Specialist  
 C207, 10/09/06

**Michele Carey**  
 Tax Specialist  
 C231, 02/20/07

**Gregory Lepper**  
 Tax Specialist  
 C277, 03/10/08

**Vickie Sutherland-Havelka**  
 Supervisor  
 C77, 07/02/84

**Benjamin Hagenlocher**  
 Lead Tax Specialist  
 C218, 09/07/99

**Kimberly Wheaton**  
 Sr. Tax Specialist  
 C214, 12/11/00

**Maria Costa**  
 Tax Specialist  
 C190, 08/07/06

**Mary Larsson**  
 Tax Specialist  
 C288, 10/12/09

**David Bailey**  
 Tax Specialist  
 C103, 11/02/98

**Deborah Jung**  
 Sr. Tax Assistant  
 C241, 02/14/11

**Jamilah Jenkins**  
 Tax Assistant  
 C269, 05/03/10

**Jacqueline Connery-Ware**  
 Supervisor  
 C99, 12/31/03

**Rachelle Wiggins**  
 Lead Tax Specialist  
 C244, 2/06/95

**Patricia Pilver**  
 Sr. Tax Specialist  
 C205, 02/22/93

**Shelly Demillion**  
 Tax Specialist  
 C60, 02/13/95

**Martha James**  
 Tax Specialist  
 C200, 08/31/01

**Mary Anne Stevens**  
 Tax Specialist  
 C59, 08/25/08

**Mark Gundel**  
 Sr. Tax Assistant  
 C87, 02/14/11

**Geoffrey Giaquinto**  
 Supervisor  
 C100, 7/23/03

**Luwayne Stahl**  
 Lead Tax Specialist  
 C88, 02/10/97

**Velina Lucas**  
 Sr. Tax Specialist  
 C287, 11/22/99

**Robert McDonald**  
 Tax Specialist  
 C98, 05/08/00

**Wendy Crowther**  
 Tax Specialist  
 C172, 08/12/02

**Debra Swetay**  
 Tax Specialist  
 C270, 11/25/02

**Tammy Morano**  
 Tax Specialist  
 C55, 11/15/04

**Jennifer Hadley**  
 Tax Specialist  
 C257, 05/02/05

# Processing Operations (Pro-Ops)

1 Deputy (E)  
 1 Admin Assistant (E)  
 1 Agency Administrator (E)  
 1 Asst Agency Admin (E)  
 3 Supervisors (CL14)  
 6 Lead Tax Spec (12)  
 9 Sr. Tax Spec (11)  
 1 Property/Stores Clerk III (10)  
 10 Tax Spec (9)  
 1 Sr. Tax Asst (8)  
 1 Sr. Mail Clerk (7)  
 1 Tax Asst (6)  
  
 36 Positions

**Vacant**  
 Admin Assistant  
 E50,

**Doug Peat**  
 Deputy  
  
 E27, 10/23/06

**Stephanie Lillico**  
 Agency Admin  
 E210, 06/01/87

**Belinda Forstner**  
 Asst Agency Admin  
 E76, 10/25/10

**Tony Lebron**  
 Prop Stores Clerk III  
 C162, 07/20/98

**Inthasone Lo**  
 Supervisor  
 C75, 10/27/03

**Michelle Peach**  
 Tax Supervisor  
 C102, 12/14/98

**Joyell DeBernardi**  
 Tax Supervisor  
 C229, 1/4/99

**Dawn Teabout**  
 Lead Tax Specialist  
 C191, 7/5/05

**Dan Monefeldt**  
 Lead Tax Specialist  
 C64, 11/4/02

**Christine Frangipane**  
 Lead Tax Specialist  
 C211, 06/15/98

**James Speiser**  
 Lead Tax Specialist  
 C128, 07/21/97

**Lenora Collins**  
 Lead Tax Specialist  
 C194, 03/21/05

**Bryan McPherson**  
 Lead Tax Specialist  
 C72, 09/11/06

**Janet Roehrich**  
 Sr. Tax Specialist  
 C13, 07/20/98

**Jeanette Brazzell**  
 Sr. Tax Specialist  
 C136, 03/03/08

**Caroline Franklin**  
 Sr. Tax Specialist  
 C290, 06/26/00

**Kim McKnight**  
 Sr. Tax Specialist  
 C57, 01/23/06

**Velma Williams**  
 Sr. Tax Specialist  
 C144, 11/24/97

**Doris Chartrand**  
 Sr. Tax Specialist  
 C38, 04/27/87

**Estella Balkissoon**  
 Sr. Tax Specialist  
 C230, 04/30/07

**Nettie Woods**  
 Tax Specialist  
 C95, 09/02/97

**Melissa Galbo**  
 Sr. Tax Specialist  
 C45, 4/30/07

**Sharon Bigelow**  
 Tax Specialist  
 C246, 03/13/00

**Victoria Thiel**  
 Sr. Tax Specialist  
 C28, 09/12/05

**Mark Deveaux**  
 Tax Specialist  
 C168, 01/24/00

**Maurisa Bussy**  
 Tax Specialist  
 C183, 11/04/02

**Ira Wolf**  
 Tax Specialist  
 C170, 07/09/01

**Anita Castricone**  
 Sr. Tax Assistant  
 C42, 8/3/09

**Douglas Fowler**  
 Tax Specialist  
 C182, 10/27/03

**Jean Koss**  
 Tax Specialist  
 C82, 01/09/06

**Thomas Reed**  
 Tax Specialist  
 C215, 04/23/07

**Sandra Kahle**  
 Tax Specialist  
 C147, 03/31/08

**Karen Backus**  
 Tax Assistant  
 C251, 02/28/11

**Larry Meyers**  
 Sr. Mail Clerk  
 C250, 11/24/97

**Vacant**  
 Sr. Tax Specialist  
 C135,

# Skyway

- 1 Agency Admin. (E)
  - 1 Asst. Agency Admin (E)
  - 2 Lead Tax Spec (CL12)
  - 3 Sr. Tax Spec (11)
  - 4 Tax Spec (9)
  - 0 Sr. Tax Asst. (8)
  - 2 Tax Asst (6)
- 13 positions

**Nelson Soto**  
Agency Administrator  
E161, 03/03/80

**Alisande (Rosa) Davis**  
Asst Agency Admin  
C221. 11/14/94

**Ron Brown**  
Lead Tax Specialist  
C123, 01/24/95

**Josephine "Kay" Curry**  
Lead Tax Specialist  
C179, 12/31/03

**Glenda McKinney**  
Sr. Tax Specialist  
C115, 07/29/02

**Keisha Freeman**  
Sr. Tax Specialist  
C56, 11/14/05

**Vacant**  
Sr. Tax Specialist  
C43,

**Anita Williams**  
Tax Specialist  
C137, 03/01/99

**Valerie Font**  
Tax Specialist  
C276, 11/15/04

**Renee Hoyne**  
Tax Specialist  
C184, 12/27/04

**Kalotta K. Williams**  
Tax Specialist  
C106, 08/25/08

**Donald Cox**  
Tax Assistant  
C289, 03/19/12

**LasKiesha Moore-Fuller**  
Tax Assistant  
C225, 07/09/12

**Patricia Carlson**  
Agency Administrator  
E7, 06/10/85

**Mary Burleson**  
Asst. Agency Admin.  
E294. 10/21/96

**South County**

1 Agency Admin. (E)  
1 Asst. Agency Admin (E)  
5 Supervisors (CL14)  
5 Lead Tax Spec (12)  
6 Sr. Tax Spec (11)  
10 Tax Spec (9)  
7 Sr. Tax Asst (8)  
9 Tax Asst (6)  
  
44 positions

**Lori Richardson**  
Supervisor  
C154, 05/27/03

**Jamie Walseth**  
Lead Tax Specialist  
C24, 09/03/02

**Tyrone Croston**  
Sr. Tax Specialist  
C151, 06/30/95

**Lawrence Larry**  
Sr. Tax Specialist  
C254, 07/05/95

**Patricia E. Smith**  
Tax Specialist  
C176, 02/01/09

**Silvana Haskaj**  
Tax Specialist  
C141, 04/07/08

**Sherry Wallace**  
Sr. Tax Assistant  
C284, 4/7/08

**Donna Verrett**  
Tax Assistant  
C265, 04/09/12

**Stacy Higgs**  
Tax Assistant  
C163, 07/23/12

**Tanesha Purvis**  
Supervisor  
C282, 1/11/99

**Ruben Bosch-Cardona**  
Lead Tax Specialist  
C142, 03/31/03

**Linda Green**  
Lead Tax Specialist  
C256, 06/08/98

**Katherine Dempsey**  
Sr. Tax Specialist  
C117, 12/9/02

**Terry McGee**  
Tax Specialist  
C139, 06/11/84

**Jay Hester**  
Tax Specialist  
C44, 02/03/08

**Stacey Phillips**  
Tax Specialist  
C8, 09/14/09

**Diana Clark**  
Sr. Tax Assistant  
C41, 11/3/08

**Ashley Marvin**  
Sr. Tax Assistant  
C278, 01/24/11

**Mikell Edens**  
Tax Assistant  
C51, 03/19/12

**Paula Fowler**  
Supervisor  
C158, 08/28/89

**Phyllis Brown**  
Lead Tax Specialist  
C121, 08/15/83

**Gilda Kelly**  
Tax Specialist  
C249, 03/13/00

**Krista Payne**  
Tax Specialist  
C67, 08/14/00

**Marie Lesnett**  
Tax Specialist  
C120, 09/22/08

**Robert L. Alley**  
Sr. Tax Assistant  
C149, 02/25/08

**Tara McAteer**  
Sr. Tax Assistant  
C177, 03/01/10

**Alessandra Ausec**  
Tax Assistant  
C134, 11/7/11

**Kenia Latefers**  
Tax Assistant  
C143, 11/20/11

**Tom Pearson**  
Supervisor  
C90, 02/17/97

**Tyrone Ford**  
Lead Tax Specialist  
C185, 12/31/03

**Diane Kellogg**  
Sr. Tax Specialist  
C208, 01/09/95

**Deidra Vargas**  
Sr. Tax Specialist  
C248, 06/27/05

**Michelle Schaffrath**  
Tax Specialist  
C157, 2/12/07

**Stacy (Travis) Sanford**  
Tax Specialist  
C127, 4/30/07

**Jodi Rousculp**  
Sr. Tax Assistant  
C260, 09/20/10

**Tamerly Mouzon**  
Sr. Tax Assistant  
C84, 01/24/11

**Marla Ellis**  
Tax Assistant  
C133, 07/09/12

**Kestutis Ledas**  
Tax Assistant  
C86, 07/09/12

**Vacant**  
Tax Supervisor  
C33

**Vacant**  
Sr. Tax Specialist  
C18

**Vacant**  
Tax Assistant  
C11

**Vacant**  
Tax Assistant  
C145

# Tarpon Springs

1 Agen Admin. (duplicate)  
1 Asst. Agency Admin (E)  
1 Supervisor (14)  
1 Lead Tax Spec (12)  
2 Sr. Tax Spec (11)  
3 Tax Spec (9)  
1 Sr. Tax Asst (8)  
1 Tax Asst (6)

10 positions

**Ken Rowe**  
Agency Administrator

**Sherrie Jennings**  
Asst. Agency Admin.

E196, 11/19/90

**Susan Dwyer**  
Supervisor

C192, 04/06/98

**Roseater Dunlap**  
Lead Tax Specialist

C52, 04/27/98

**Barbara Nemeth**  
Sr. Tax Specialist

C92, 08/31/01

**Carly Roe**  
Sr. Tax Specialist

C232, 07/15/02

**Leona Daniels**  
Tax Specialist

C272, 12/31/02

**Ann Tsoukalas**  
Tax Specialist

C122, 06/02/03

**Lewis Stapp, Jr.**  
Tax Specialist

C186, 07/10/05

**Stacey J. Conrad**  
Sr. Tax Assistant

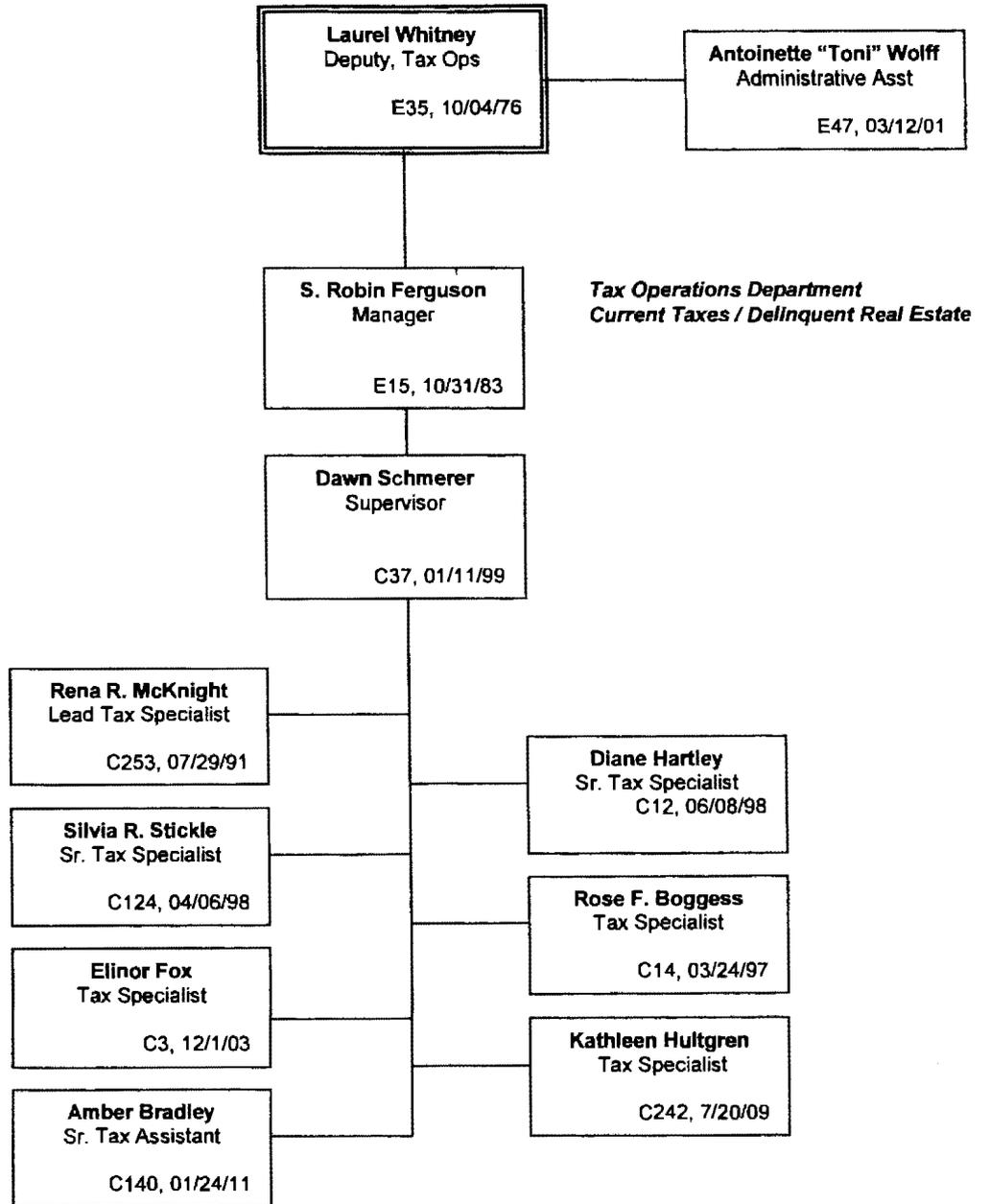
C213, 03/17/08

**Stephanie Holt**  
Tax Assistant

C279, 11/7/11

# Tax Operations (Tax Ops)

- 1 Deputy (E)
- 1 Manager (E)
- 1 Admin Asst (E)
- 1 Supervisor (CL14)
- 1 Lead Tax Specialist (12)
- 2 Sr. Tax Specialists (11)
- 3 Tax Specialists (9)
- 1 Sr. Tax Assistant (8)
- 0 Tax Assistant (6)
  
- 11 positions



# Technology Services

1 Sr. Manager (E)  
1 Manager (E)  
8 Mgmt Info Coordinator (E)

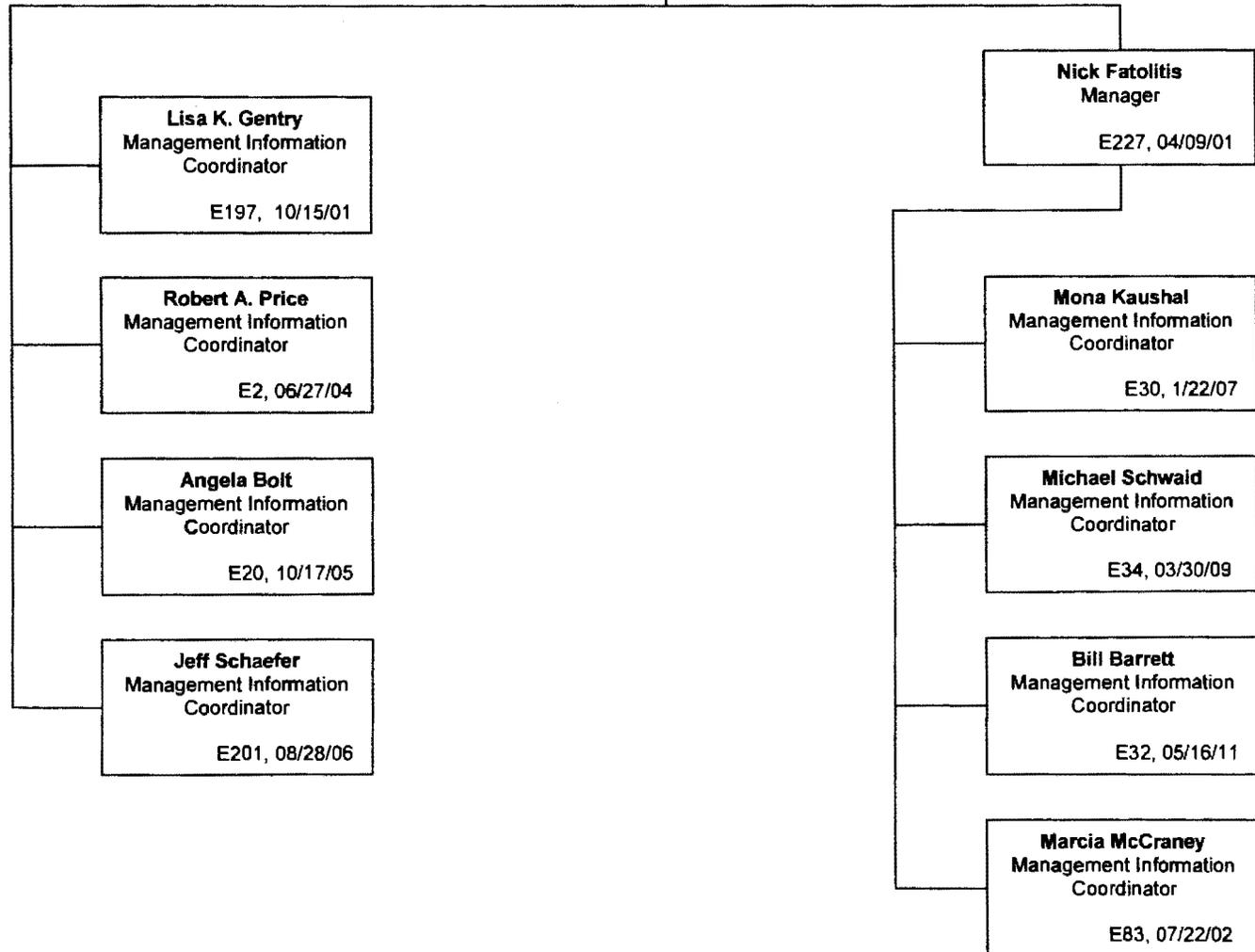
10 positions

**John Boscarino**  
Sr. Manager

E228, 04/25/11

## Branch Support Services

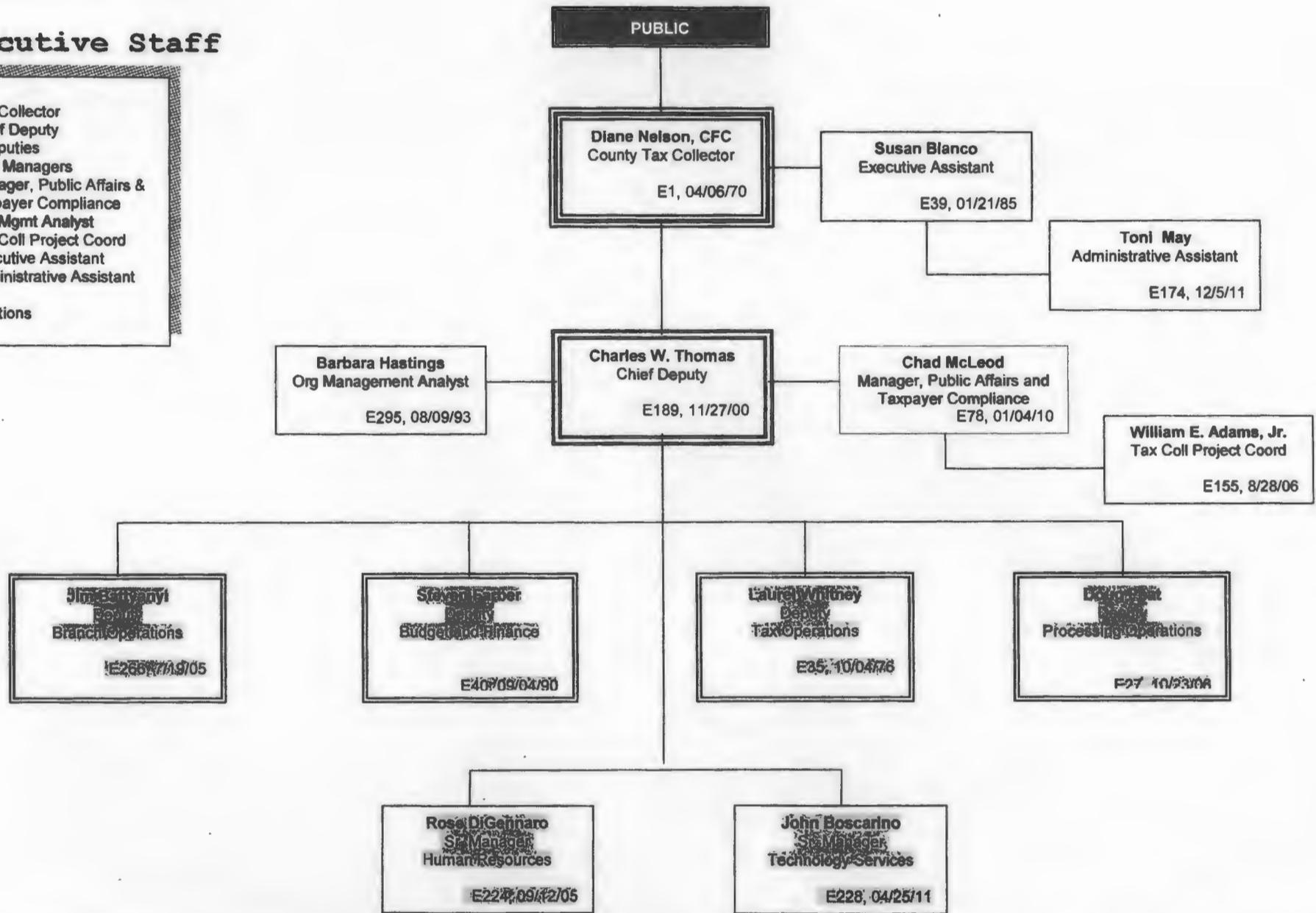
## Business Support Services



# 2013 ORGANIZATIONAL CHART

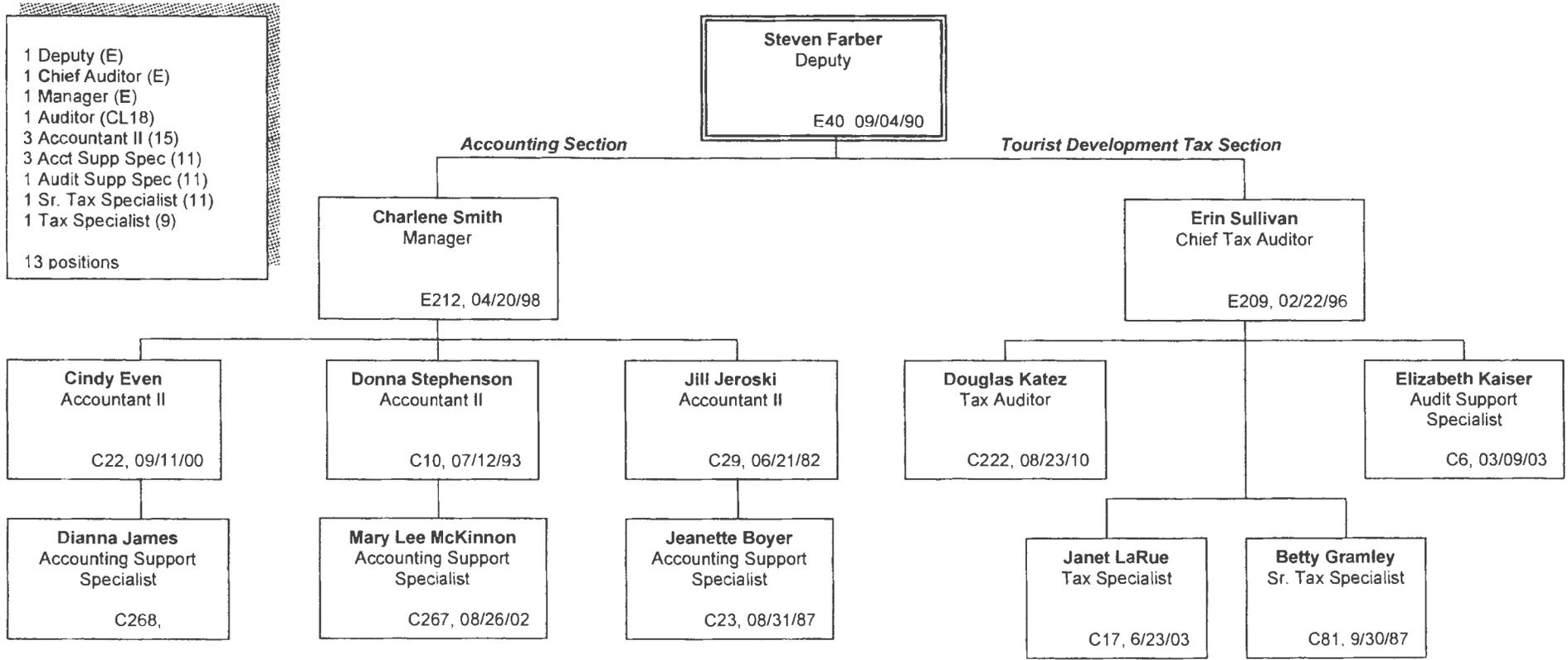
# Executive Staff

- 1 Tax Collector
- 1 Chief Deputy
- (4) Deputies
- (2) Sr. Managers
- 1 Manager, Public Affairs & Taxpayer Compliance
- 1 Org Mgmt Analyst
- 1 Tax Coll Project Coord
- 1 Executive Assistant
- 1 Administrative Assistant
- 7 Positions



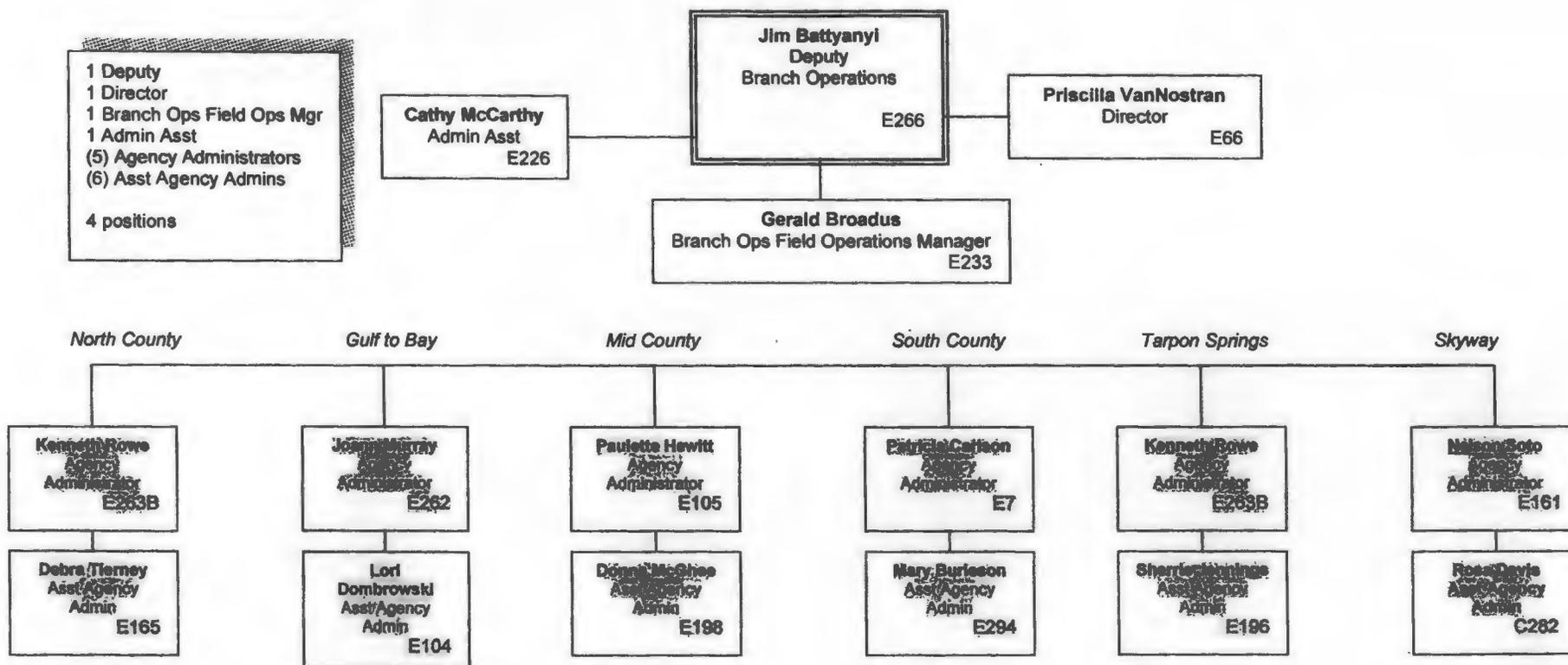
**\*\*POSITIONS HIGHLIGHTED IN GRAY ARE COUNTED ON THE ORGANIZATIONAL CHART FOR THEIR DEPARTMENT**

# Budget and Finance



- 1 Deputy (E)
- 1 Chief Auditor (E)
- 1 Manager (E)
- 1 Auditor (CL18)
- 3 Accountant II (15)
- 3 Acct Supp Spec (11)
- 1 Audit Supp Spec (11)
- 1 Sr. Tax Specialist (11)
- 1 Tax Specialist (9)
- 13 positions

# Branch Operations (Branch Ops) Executive Staff



**\*\*POSITIONS HIGHLIGHTED IN GRAY ARE COUNTED ON THE ORGANIZATIONAL CHART FOR THEIR DEPARTMENT**

# Gulf-to-Bay

1 Agency Admin. (E)  
 1 Asst. Agency Admin (E)  
 5 Supervisors (CL14)  
 4 Lead Tax Spec (12)  
 6 Sr. Tax Spec (11)  
 13 Tax Spec (9)  
 1 Sr. Tax Asst (8)  
 4 Tax Asst (6)

35 positions

**JoAnn Murray**  
 Agency Administrator  
 E262, 07/18/77

**Lori Dombrowski**  
 Asst. Agency Admin.  
 E104, 09/27/99

**Maria Singson**  
 Supervisor  
 C101, 01/04/99

**Belinda Brown**  
 Tax Supervisor  
 C71, 10/03/88

**Annette Douglas**  
 Supervisor  
 C74, 10/19/81

**Sherry Staley**  
 Supervisor  
 C159, 11/24/97

**Tori Tipton**  
 Lead Tax Specialist  
 C130, 11/17/03

**Christine Long**  
 Lead Tax Specialist  
 C80, 05/27/97

**Lisa Allen**  
 Lead Tax Specialist  
 C54, 11/27/00

**Dakesia Campbell**  
 Lead Tax Specialist  
 C25, 01/04/99

**Sheila Roose**  
 Sr. Tax Specialist  
 C94, 08/31/01

**Tina Hunt**  
 Sr. Tax Specialist  
 C68, 12/26/95

**Sonja Kouimanis**  
 Sr. Tax Specialist  
 C97, 01/04/99

**Roy Bricker**  
 Sr. Tax Specialist  
 C58, 12/31/03

**Barbara Tilley**  
 Tax Specialist  
 C49, 11/17/03

**Jacquelyn Davis**  
 Tax Specialist/PT  
 C236, 12/28/98

**Alexandra Moore**  
 Sr. Tax Specialist  
 C271, 05/12/08

**Melissa Sandstad**  
 Tax Specialist  
 C16, 03/06/00

**Lori Mostrom**  
 Tax Specialist  
 C119, 06/05/06

**Amy McCormick**  
 Tax Specialist  
 C126, 02/26/07

**Lynda Waldron**  
 Tax Specialist  
 C138, 01/03/05

**Rebecca Fleck**  
 Tax Specialist  
 C240, 09/27/04

**Ashley Crawford**  
 Tax Specialist  
 C63, 07/24/06

**Paula Beecher**  
 Tax Specialist  
 C164, 04/07/08

**Karen Bayly**  
 Tax Specialist  
 C93, 8/3/09

**Raymond O'Brien**  
 Tax Specialist  
 C255, 07/10/05

**Paul Nguyen**  
 Tax Specialist  
 C19, 08/02/10

**Sonia Hart**  
 Tax Assistant  
 C237, 10/24/11

**Marcia Routenberg**  
 Sr. Tax Assistant  
 C203, 12/03/01

**Edward Parrado**  
 Tax Specialist  
 C180, 02/17/09

**Melinda Feigel**  
 Tax Assistant  
 C292, 07/23/12

**Ashley Yindra**  
 Tax Assistant  
 C62, 07/09/12

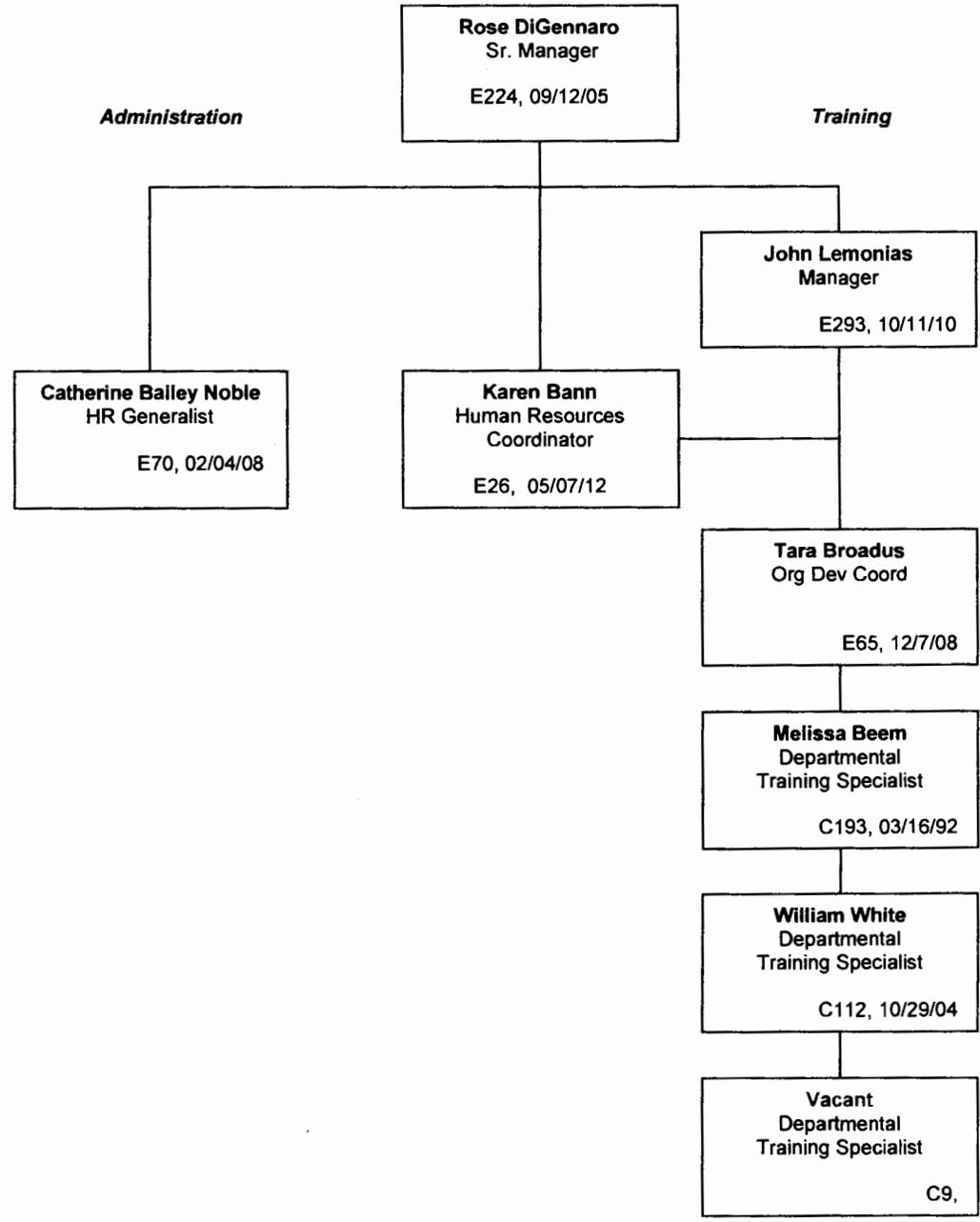
**Adrienne Kendrick**  
 Tax Assistant  
 C131, 07/23/12

**Vacant**  
 Supervisor  
 C79

**Vacant**  
 Sr. Tax Specialist  
 C259,

# Human Resources

- 1 Sr. Manager (E)
- 1 Manager (E)
- 1 HR Generalist (E)
- 1 HR Coordinator (E)
- 1 Organizational Dev Coord (E)
- 3 Dept Training Specialists (CL13)
- 8 positions



**Mid County**

1 Agency Admin. (E)  
 1 Asst. Agency Admin (E)  
 4 Supervisors (CL14)  
 5 Lead Tax Spec (12)  
 5 Sr. Tax Spec (11)  
 12 Tax Spec (9)  
 5 Sr. Tax Asst (8)  
 10 Tax Asst (6)  
 43 positions

**Polly Hewitt**  
 Agency Administrator  
 E105, 10/10/77

**Donna McGhee**  
 Asst. Agency Admin.  
 E198, 04/14/86

**Martha Rowe**  
 Supervisor  
 C187, 01/03/89

**Amy Lockwood**  
 Supervisor  
 C156, 07/02/84

**Lynn Watkins**  
 Supervisor  
 C281, 12/31/02

**Cissy May**  
 Supervisor  
 C73, 04/24/00

**Angela Holbrook**  
 Lead Tax Specialist  
 C46, 01/28/02

**Janice Rose**  
 Lead Tax Specialist  
 C258, 12/01/03

**Martha Hillman**  
 Lead Tax Specialist  
 C116, 02/19/90

**Rita Fredenrich**  
 Lead Tax Specialist  
 C175, 01/23/06

**Adele Fairbairn**  
 Lead Tax Specialist  
 C247, 12/21/03

**Lester Osti II**  
 Tax Specialist  
 C181, 05/19/03

**Osvaldo Arvelo**  
 Sr. Tax Specialist  
 C132, 12/31/02

**Melanie Worthington**  
 Sr. Tax Specialist  
 C188, 07/02/01

**Richard Carvale**  
 Sr. Tax Specialist  
 C166, 02/17/09

**Evelyn Rivera**  
 Sr. Tax Specialist  
 C152, 08/20/01

**Vacant**  
 Tax Assistant  
 C96

**Elizabeth Knapp**  
 Tax Specialist  
 C274, 4/14/08

**Christopher Cordero**  
 Tax Specialist  
 C239, 01/23/06

**Claudine Dreux**  
 Sr. Tax Specialist  
 C217, 11/14/05

**Gail McBride**  
 Tax Specialist  
 C234, 10/10/05

**Kam Millheim**  
 Tax Specialist  
 C167, 05/03/99

**Vacant**  
 Tax Assistant  
 C243

**Jennifer Gibbs**  
 Tax Specialist  
 C169, 02/22/10

**Cynthia Fisher**  
 Tax Specialist  
 C199, 11/9/09

**Brian Peckham**  
 Tax Specialist  
 C178, 6/4/07

**Georgie Porter**  
 Tax Specialist  
 C285, 09/25/06

**Kelly King**  
 Tax Specialist  
 C5, 05/24/10

**Vacant**  
 Tax Assistant  
 C245

**Sean Sans**  
 Sr. Tax Assistant  
 C146, 06/13/11

**Doug Hoyne**  
 Sr. Tax Assistant  
 C238, 10/17/11

**Melanie Goss**  
 Tax Specialist  
 C202, 05/11/10

**Tiffany McCall**  
 Tax Specialist  
 C53, 07/12/10

**Tieisha McCluster**  
 Sr. Tax Assistant  
 C283, 06/13/11

**Vacant**  
 Tax Assistant  
 C206

**Tiffani Ramsey**  
 Sr. Tax Assistant  
 C219, 10/24/11

**Maria McCue**  
 Tax Assistant  
 C118, 07/09/12

**Julie Hall**  
 Sr. Tax Assistant  
 C150, 02/14/11

**Martha Shapiro**  
 Tax Assistant  
 C273, 03/19/12

**Vacant**  
 Tax Assistant  
 C4

**Robert Carlson**  
 Tax Assistant  
 C235, 07/09/12

**Marlon Francisco**  
 Tax Assistant  
 C125, 07/23/12

**Brittany Campbell**  
 Tax Assistant  
 C21, 07/23/12

# North County

1 Agency Admin. (E)  
 1 Asst. Agency Admin (E)  
 4 Supervisors (CL 14))  
 5 Lead Tax Spec (12)  
 4 Sr. Tax Spec (11)  
 15 Tax Spec (9)  
 2 Sr. Tax Asst (8)  
 1 Tax Asst (6)

33 positions

Vacant  
 Lead Tax Specialist  
 C252,

**Kenneth Rowe**  
 Agency Administrator  
 E263, 06/19/95

**Debra Tierney**  
 Asst. Agency Admin.  
 E165, 11/22/82

**Julie Kreisler**  
 Supervisor  
 C113, 05/20/96

**Vickie Sutherland-Havelka**  
 Supervisor  
 C77, 07/02/84

**Jacqueline Connery-Ware**  
 Supervisor  
 C99, 12/31/03

**Geoffrey Giaquinto**  
 Supervisor  
 C100, 7/23/03

**Harry Stavropoulos**  
 Lead Tax Specialist  
 C69, 08/31/01

**Benjamin Hagenlocher**  
 Lead Tax Specialist  
 C218, 09/07/99

**Rachelle Wiggins**  
 Lead Tax Specialist  
 C244, 2/06/95

**Luwayne Stahl**  
 Lead Tax Specialist  
 C88, 02/10/97

**Katie Rowe-Ventrucci**  
 Sr. Tax Specialist  
 C220, 01/02/01

**Kimberly Wheaton**  
 Sr. Tax Specialist  
 C214, 12/11/00

**Patricia Pilver**  
 Sr. Tax Specialist  
 C205, 02/22/93

**Velina Lucas**  
 Sr. Tax Specialist  
 C287, 11/22/99

**Wanda Stanek**  
 Tax Specialist  
 C275, 08/04/03

**Maria Costa**  
 Tax Specialist  
 C190, 08/07/06

**Shelly Demillion**  
 Tax Specialist  
 C60, 02/13/95

**Robert McDonald**  
 Tax Specialist  
 C98, 05/08/00

**Anne Marie Morse**  
 Tax Specialist  
 C207, 10/09/06

**Mary Larsson**  
 Tax Specialist  
 C288, 10/12/09

**Martha James**  
 Tax Specialist  
 C200, 08/31/01

**Wendy Crowther**  
 Tax Specialist  
 C172, 08/12/02

**Michele Carey**  
 Tax Specialist  
 C231, 02/20/07

**David Bailey**  
 Tax Specialist  
 C103, 11/02/98

**Mary Anne Stevens**  
 Tax Specialist  
 C59, 08/25/08

**Debra Swetay**  
 Tax Specialist  
 C270, 11/25/02

**Gregory Lepper**  
 Tax Specialist  
 C277, 03/10/08

**Deborah Jung**  
 Sr. Tax Assistant  
 C241, 02/14/11

**Mark Gundel**  
 Sr. Tax Assistant  
 C87, 02/14/11

**Tammy Morano**  
 Tax Specialist  
 C55, 11/15/04

**Jamilah Jenkins**  
 Tax Assistant  
 C269, 05/03/10

**Jennifer Hadley**  
 Tax Specialist  
 C257, 05/02/05

# Processing Operations (Pro-Ops)

**Vacant**  
Admin Assistant  
E50,

**Doug Peat**  
Deputy  
E27, 10/23/06

**Stephanie Lillico**  
Agency Admin  
E210, 06/01/87

**Tony Lebron**  
Prop Stores Clerk III  
C162, 07/20/98

**Belinda Forstner**  
Asst Agency Admin  
E76, 10/25/10

- 1 Deputy (E)
  - 1 Admin Assistant (E)
  - 1 Agency Administrator (E)
  - 1 Asst Agency Admin (E)
  - 3 Supervisors (CL14)
  - 6 Lead Tax Spec (12)
  - 9 Sr. Tax Spec (11)
  - 1 Property/Stores Clerk III (10)
  - 10 Tax Spec (9)
  - 1 Sr. Tax Asst (8)
  - 1 Sr. Mail Clerk (7)
  - 1 Tax Asst (6)
- 36 Positions

**Inthasone Lo**  
Supervisor  
C75, 10/27/03

**Michelle Peach**  
Tax Supervisor  
C102, 12/14/98

**Joyell DeBernardi**  
Tax Supervisor  
C229, 1/4/99

**Dawn Teabout**  
Lead Tax Specialist  
C191, 7/5/05

**Dan Monefeldt**  
Lead Tax Specialist  
C64, 11/4/02

**Christine Frangipane**  
Lead Tax Specialist  
C211, 06/15/98

**James Speiser**  
Lead Tax Specialist  
C128, 07/21/97

**Lenora Collins**  
Lead Tax Specialist  
C194, 03/21/05

**Bryan McPherson**  
Lead Tax Specialist  
C72, 09/11/06

**Janet Roehrich**  
Sr. Tax Specialist  
C13, 07/20/98

**Jeanette Brazzell**  
Sr. Tax Specialist  
C136, 03/03/08

**Caroline Franklin**  
Sr. Tax Specialist  
C290, 06/26/00

**Kim McKnight**  
Sr. Tax Specialist  
C57, 01/23/06

**Velma Williams**  
Sr. Tax Specialist  
C144, 11/24/97

**Doris Chartrand**  
Sr. Tax Specialist  
C38, 04/27/87

**Estella Balkissoon**  
Sr. Tax Specialist  
C230, 04/30/07

**Nettie Woods**  
Tax Specialist  
C95, 09/02/97

**Melissa Galbo**  
Sr. Tax Specialist  
C45, 4/30/07

**Sharon Bigeiow**  
Tax Specialist  
C246, 03/13/00

**Victoria Thiel**  
Sr. Tax Specialist  
C28, 09/12/05

**Mark Deveaux**  
Tax Specialist  
C168, 01/24/00

**Maurisa Bussy**  
Tax Specialist  
C183, 11/04/02

**Ira Wolf**  
Tax Specialist  
C170, 07/09/01

**Anita Castricone**  
Sr. Tax Assistant  
C42, 8/3/09

**Douglas Fowler**  
Tax Specialist  
C182, 10/27/03

**Jean Koss**  
Tax Specialist  
C82, 01/09/06

**Thomas Reed**  
Tax Specialist  
C215, 04/23/07

**Sandra Kahle**  
Tax Specialist  
C147, 03/31/08

**Karen Backus**  
Tax Assistant  
C251, 02/28/11

**Larry Meyers**  
Sr. Mail Clerk  
C250, 11/24/97

**Vacant**  
Sr. Tax Specialist  
C135,

# Skyway

1 Agency Admin. (E)  
1 Asst. Agency Admin (E)  
2 Lead Tax Spec (CL12)  
3 Sr. Tax Spec (11)  
4 Tax Spec (9)  
0 Sr. Tax Asst. (8)  
2 Tax Asst (6)  
  
13 positions

**Nelson Soto**  
Agency Administrator  
  
E161, 03/03/80

**Alisande (Rosa) Davis**  
Asst Agency Admin  
  
C221, 11/14/94

**Ron Brown**  
Lead Tax Specialist  
  
C123, 01/24/95

**Josephine "Kay" Curry**  
Lead Tax Specialist  
  
C179, 12/31/03

**Glenda McKinney**  
Sr. Tax Specialist  
  
C115, 07/29/02

**Keisha Freeman**  
Sr. Tax Specialist  
  
C56, 11/14/05

**Vacant**  
Sr. Tax Specialist  
  
C43,

**Anita Williams**  
Tax Specialist  
  
C137, 03/01/99

**Valerie Font**  
Tax Specialist  
  
C276, 11/15/04

**Renee Hoyne**  
Tax Specialist  
  
C184, 12/27/04

**Kalotta K. Williams**  
Tax Specialist  
  
C106, 08/25/08

**Donald Cox**  
Tax Assistant  
  
C289, 03/19/12

**LasKiesha Moore-Fuller**  
Tax Assistant  
  
C225, 07/09/12

**Patricia Carlson**  
Agency Administrator  
E7, 06/10/85

**Mary Burleson**  
Asst. Agency Admin.  
E294, 10/21/96

**South County**

1 Agency Admin. (E)  
1 Asst. Agency Admin (E)  
5 Supervisors (CL14)  
5 Lead Tax Spec (12)  
6 Sr. Tax Spec (11)  
10 Tax Spec (9)  
7 Sr. Tax Asst (8)  
10 Tax Asst (6)  
  
45 positions

**Lori Richardson**  
Supervisor  
C154, 05/27/03

**Jamie Walseth**  
Lead Tax Specialist  
C24, 09/03/02

**Tyrone Croston**  
Sr. Tax Specialist  
C151, 06/30/95

**Lawrence Larry**  
Sr. Tax Specialist  
C254, 07/05/95

**Patricia E. Smith**  
Tax Specialist  
C176, 02/01/09

**Silvana Haskaj**  
Tax Specialist  
C141, 04/07/08

**Sherry Wallace**  
Sr. Tax Assistant  
C284, 4/7/08

**Donna Verrett**  
Tax Assistant  
C265, 04/09/12

**Stacy Hipps**  
Tax Assistant  
C163, 07/23/12

**Tanesha Purvis**  
Supervisor  
C282, 1/11/99

**Ruben Bosch-Cardona**  
Lead Tax Specialist  
C142, 03/31/03

**Linda Green**  
Lead Tax Specialist  
C256, 06/08/98

**Katherine Dempsey**  
Sr. Tax Specialist  
C117, 12/9/02

**Terry McGee**  
Tax Specialist  
C139, 06/11/84

**Jay Hester**  
Tax Specialist  
C44, 02/03/08

**Stacey Phillips**  
Tax Specialist  
C8, 09/14/09

**Diana Clark**  
Sr. Tax Assistant  
C41, 11/3/08

**Ashley Marvin**  
Sr. Tax Assistant  
C278, 01/24/11

**Mikell Edens**  
Tax Assistant  
C51, 03/19/12

**Paula Fowler**  
Supervisor  
C158, 08/28/89

**Phyllis Brown**  
Lead Tax Specialist  
C121, 08/15/83

**Gilda Kelly**  
Tax Specialist  
C249, 03/13/00

**Krista Payne**  
Tax Specialist  
C67, 08/14/00

**Marie Lesnett**  
Tax Specialist  
C120, 09/22/08

**Robert L. Alley**  
Sr. Tax Assistant  
C149, 02/25/08

**Tara McAteer**  
Sr. Tax Assistant  
C177, 03/01/10

**Alessandra Ausec**  
Tax Assistant  
C134, 11/7/11

**Kenia Latelers**  
Tax Assistant  
C143, 11/20/11

**Tom Pearson**  
Supervisor  
C90, 02/17/97

**Tyrone Ford**  
Lead Tax Specialist  
C185, 12/31/03

**Diane Kellogg**  
Sr. Tax Specialist  
C208, 01/09/95

**Deidra Vargas**  
Sr. Tax Specialist  
C248, 06/27/05

**Michelle Schaffrath**  
Tax Specialist  
C157, 2/12/07

**Stacy (Travis) Sanford**  
Tax Specialist  
C127, 4/30/07

**Jodi Rousculp**  
Sr. Tax Assistant  
C260, 09/20/10

**Tamerly Mouzon**  
Sr. Tax Assistant  
C84, 01/24/11

**Marla Ellis**  
Tax Assistant  
C133, 07/09/12

**Kestutis Ledas**  
Tax Assistant  
C86, 07/09/12

**Vacant**  
Tax Supervisor  
C33

**Vacant**  
Sr. Tax Specialist  
C18

**Vacant**  
Tax Assistant  
C11

**Vacant**  
Tax Assistant  
C145

**Vacant**  
Tax Assistant  
C280

# Tarpon Springs

- 1 Agen Admin. (duplicate)
- 1 Asst. Agency Admin (E)
- 1 Supervisor (14)
- 1 Lead Tax Spec (12)
- 2 Sr. Tax Spec (11)
- 3 Tax Spec (9)
- 1 Sr. Tax Asst (8)
- 1 Tax Asst (6)

10 positions

**Ken Rowe**  
Agency Administrator

**Sherrie Jennings**  
Asst. Agency Admin.

E196, 11/19/90

**Susan Dwyer**  
Supervisor

C192, 04/06/98

**Roseater Dunlap**  
Lead Tax Specialist

C52, 04/27/98

**Barbara Nemeth**  
Sr. Tax Specialist

C92, 08/31/01

**Carly Roe**  
Sr. Tax Specialist

C232, 07/15/02

**Leona Daniels**  
Tax Specialist

C272, 12/31/02

**Ann Tsoukalas**  
Tax Specialist

C122, 06/02/03

**Lewis Stapp, Jr.**  
Tax Specialist

C186, 07/10/05

**Stacey J. Conrad**  
Sr. Tax Assistant

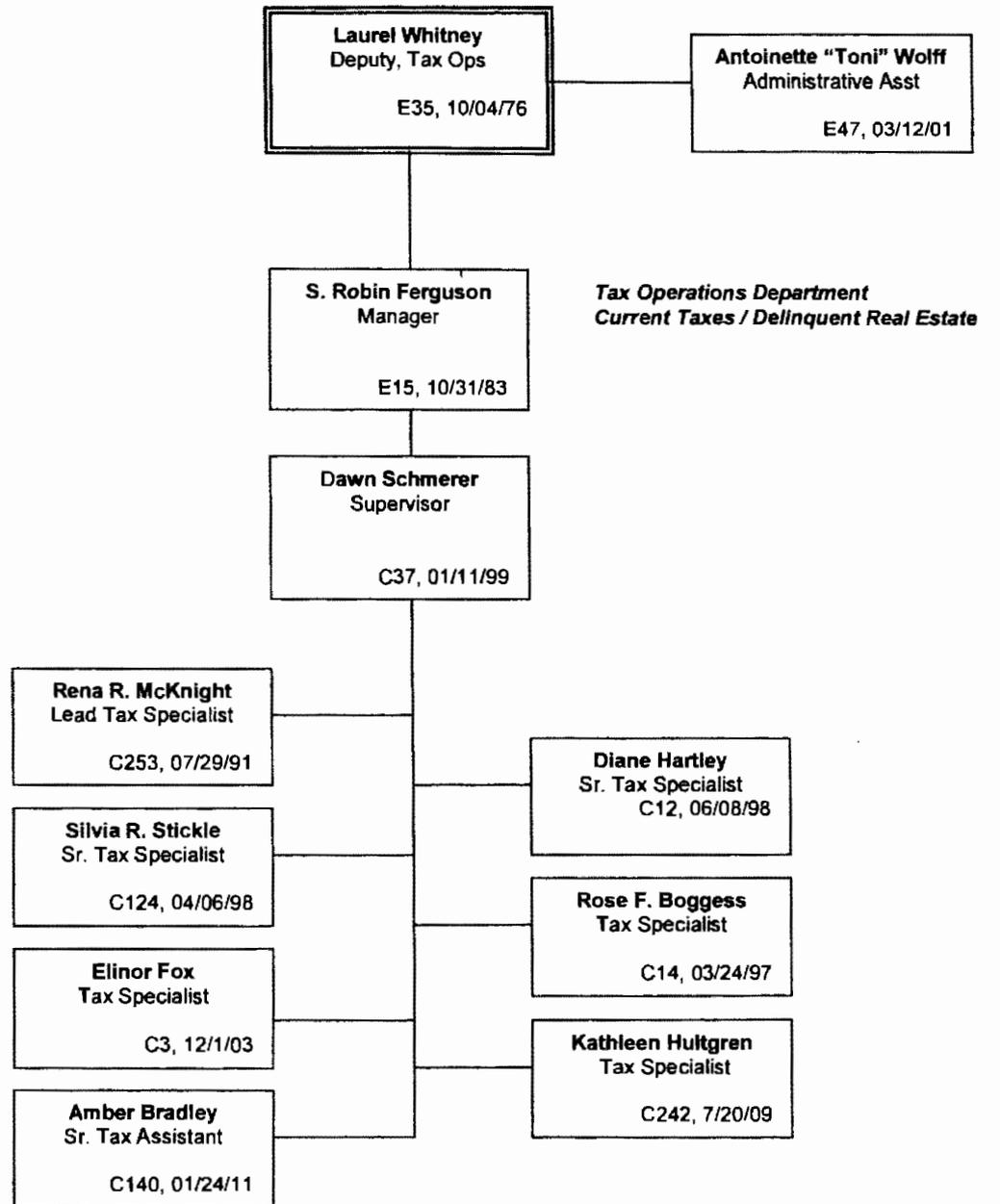
C213, 03/17/08

**Stephanie Holt**  
Tax Assistant

C279, 11/7/11

# Tax Operations (Tax Ops)

- 1 Deputy (E)
  - 1 Manager (E)
  - 1 Admin Asst (E)
  - 1 Supervisor (CL14)
  - 1 Lead Tax Specialist (12)
  - 2 Sr. Tax Specialists (11)
  - 3 Tax Specialists (9)
  - 1 Sr. Tax Assistant (8)
  - 0 Tax Assistant (6)
- 11 positions



# Technology Services

1 Sr. Manager (E)  
1 Manager (E)  
8 Mgmt Info Coordinator (E)

10 positions

**John Boscarino**  
Sr. Manager

E228, 04/25/11

## Branch Support Services

## Business Support Services

**Lisa K. Gentry**  
Management Information  
Coordinator

E197, 10/15/01

**Robert A. Price**  
Management Information  
Coordinator

E2, 06/27/04

**Angela Bolt**  
Management Information  
Coordinator

E20, 10/17/05

**Jeff Schaefer**  
Management Information  
Coordinator

E201, 08/28/06

**Nick Fatolitis**  
Manager

E227, 04/09/01

**Mona Kaushal**  
Management Information  
Coordinator

E30, 1/22/07

**Michael Schwaid**  
Management Information  
Coordinator

E34, 03/30/09

**Bill Barrett**  
Management Information  
Coordinator

E32, 05/16/11

**Marcia McCraney**  
Management Information  
Coordinator

E83, 07/22/02

**JUSTIFICATION  
PERSONNEL/SALARY  
RELATED ITEMS**

**RECEIVED**  
 APR 23 2012  
 BY: \_\_\_\_\_

Retirement Rates Per House Bill 5005

Local Government Retirement Rates	Employer Contribution Rates			Employee Contribution Rate
	Rate Used for Budgeting Budget	Rate from 7/1/12 to 6/30/13	Rate from 7/1/13 to 6/30/14	Rate from 7/1/12 to 6/30/13
Regular Employees	5.50%	5.18%	6.71%	3.00%
County Elected Officers	11.50%	10.23%	32.51%	3.00%
Senior Management Class	6.30%	6.30%	17.23%	3.00%
DROP	5.50%	5.44%	11.65%	0.00%



DEPARTMENT OF MANAGEMENT  
**SERVICES**

RICK SCOTT  
Governor

SCOTT STEWART  
Interim Secretary

**DIVISION OF RETIREMENT  
INFORMATION RELEASE**

Release # 2012-155

April 23, 2012

TO: All FRS Agency Heads and Retirement Coordinators  
FROM: Sarabeth Snuggs  
State Retirement Director  
SUBJECT: Retirement Contribution Rates for 2012-2013

**It is very important that this information release is immediately distributed to the appropriate staff within your agency.**

The 2012 Florida Legislature enacted House Bill 5005, Enrolled, that established the Florida Retirement System (FRS) employer contribution rates for the 2012-2013 plan year. Governor Scott signed HB 5005 into law on April 20, 2012.

The uniform contribution rate system is continued. Participating employers make uniform contributions by membership class to support both the Florida Retirement System Pension Plan and Investment Plan. Employers and employees<sup>1</sup> contribute a percentage of the total payroll for each class or subclass of FRS membership based upon the uniform or "blended" rates, regardless of the retirement plan chosen by your employees. Therefore, **your agency pays the same contribution rates for members under both plans.** The allocation rates to the Investment Plan members' accounts are reduced for salaries reported on or after July 1, 2012<sup>2</sup>.

The total contribution rates (employee and employer) for the State University System Optional Retirement Program, the State Community College Optional Retirement Program, and the State Senior Management Service Optional Annuity Program are also reduced for salaries reported on or after July 1, 2012.

The required employee contribution rate remains at 3 percent.<sup>1</sup> The Health Insurance Subsidy contribution rate remains at 1.11 percent, and the assessment for administering the Florida Retirement System Investment Plan and the MyFRS Financial Guidance Program remains at

<sup>1</sup> On March 6, 2012, the Circuit Court of the Second Judicial Circuit issued an order striking down Chapter 2011-68, Laws of Florida, as applied to individuals initially enrolled before July 1, 2011. This law requires employees in the Florida Retirement System to contribute 3% of their salary towards their retirement benefits and reduced the cost-of-living adjustment for benefits earned on or after July 1, 2011. The trial court's decision was appealed, which results in an immediate stay of the order, and will be heard by the Florida Supreme Court. Accordingly, while the stay remains in effect, no changes to benefits or deductions are being made.

<sup>2</sup> See Page 4 of the chart for the new allocation rates to investment plan members.

Information Release 2012-155

April 23, 2012

Page 2

0.03 percent. The total employer contribution rates are provided in the attached separate charts. The maximum salary that may be reported for your Florida Retirement System members and other state-administered retirement system members for the 2012-2013 plan year is \$375,800, if they were initially enrolled before July 1, 1996, or \$250,000, if they were initially enrolled on or after July 1, 1996.

**FOR RETIREMENT COORDINATORS:** The last page includes the schedule of due dates for your monthly payroll reports for the next plan year. Revised chapters of the *FRS Employer Handbook* will be posted outlining changes on the "Employer" page of our website at [www.frs.MyFlorida.com](http://www.frs.MyFlorida.com). If you have questions about contributions or completing the payroll report, call the Contributions Section of the Bureau of Enrollment and Contributions toll-free at (877) 377-1266 or (850) 488-6011 in the Tallahassee local calling area, or e-mail [contributions@dms.MyFlorida.com](mailto:contributions@dms.MyFlorida.com).

A separate information release detailing the impact of other enacted 2012 Legislation will be provided.

SS/hl

Attachments

**CONTRIBUTION RATES EFFECTIVE JULY 1, 2012**

Employer contribution rates are set by law. Rates below include the appropriate retirement contribution rate, 1.11% HIS contribution rate, 0.03% administrative/educational fee, and any applicable UAL rates<sup>3</sup>.

<b>FRS Membership Plan &amp; Class</b> (Rates below apply to Florida Retirement System members who are in either the FRS Pension Plan or the FRS Investment Plan)	<b>Employee Contribution Rate</b>	<b>Employer Contribution Rate</b>	<b>Total Contribution Rate</b>
HA/PA – Regular	3.00%	5.18%	8.18%
HB/PB – Special Risk	3.00%	14.90%	17.90%
HC/PC – Judges	3.00%	11.93%	14.93%
HE/PE – Legislators	3.00%	8.53%	11.53%
HG/PG – Gov./Lt. Gov. & Cabinet	3.00%	8.53%	11.53%
HH/PH – State Atty./Public Defender	3.00%	8.53%	11.53%
HI/PI – County, City, Sp. Dist. Elect. Officers	3.00%	10.23%	13.23%
HJ/PJ – Special Risk Adm. Support	3.00%	5.91%	8.91%
HM/PM – Senior Management (SMSC)	3.00%	6.30%	9.30%

<b>Renewed Membership Plan &amp; Class</b> (Rates below apply to renewed members in either the FRS Pension Plan or the FRS Investment Plan, including renewed members in the EOC & SMSC, as well as renewed EOC members who chose to join SMSC)	<b>Employee Contribution Rate</b>	<b>Employer Contribution Rate</b>	<b>Total Contribution Rate</b>
RA/QA – Regular	3.00%	5.18%	8.18%
RC/QC – Judges	3.00%	11.93%	14.93%
RE/QE – Legislators	3.00%	8.53%	11.53%
RG/QG – Gov./Lt. Gov. & Cabinet	3.00%	8.53%	11.53%
RH/QH – State Atty./ Public Defender	3.00%	8.53%	11.53%
RI/QI – County, City, Sp. Dist. Elect. Officers	3.00%	10.23%	13.23%
RM/QM – Senior Management (SMSC)	3.00%	6.30%	9.30%
RP/QP – SMSC in lieu of EOC:			
Judges	3.00%	6.30%	9.30%
Legislators	3.00%	6.30%	9.30%
Gov./Lt. Gov. & Cabinet	3.00%	6.30%	9.30%
State Atty./Public Defender	3.00%	6.30%	9.30%
RQ/QQ – SMSC in lieu of EOC:			
County, City, Sp. Dist. Elect. Officers	3.00%	6.30%	9.30%

<b>Institute for Food and Agricultural Science (IFAS) Supplemental Retirement Plan</b>	<b>Employee Contribution Rate</b>	<b>Employer Contribution Rate</b>	<b>Total Contribution Rate</b>
HK – IFAS Supplemental	0.00%	18.75%	18.75%

<sup>3</sup> See the rate chart on Page 4 for a complete breakdown of the UAL contribution rates by membership class.

<sup>4</sup> See chart at the top of Page 4 of this attachment for rates for retirees initially reemployed on or after July 1, 2011, who are not eligible for retirement coverage.

<sup>5</sup> IFAS is a closed, grandfathered retirement system and the rates for FY 2011/12 did not change; the 1.11% HIS rate and the 0.03% administrative/educational fee do not apply to members in IFAS.

**CONTRIBUTION RATES EFFECTIVE JULY 1, 2012**

Employer contribution rates are set by law. Rates below include the appropriate retirement contribution rate, 1.11% HIS contribution rate, 0.03% administrative/educational fee, and any applicable UAL rates<sup>6</sup>.

<b>Teachers' Retirement System<sup>7</sup> (TRS)</b>	<b>Employee Contribution Rate</b>	<b>Employer Contribution Rate</b>	<b>Total Contribution Rate</b>
IA – TRS Plan A	Individual Rates	Individual Rates	Individual Rates
IB – TRS Plan B	"	"	"
IC – TRS Plan C	"	"	"
ID – TRS Plan D	"	"	"
IE – TRS Plan E	6.25%	11.35%	17.60%
IF – TRS Plan E (plus Social Security)	6.25%	11.35%	17.60%

<b>State and County Officers and Employees' Retirement System<sup>7</sup> (SCOERS)</b>	<b>Employee Contribution Rate</b>	<b>Employer Contribution Rate</b>	<b>Total Contribution Rate</b>
AA – Division A	6.00%	11.10%	17.10%
AB – Division A, High Hazard	8.50%	11.10%	19.60%
AD – Division B	4.00%	9.10%	13.10%
AE – Division B	4.00%	9.10%	13.10%
AF – Division B	4.00%	9.10%	13.10%
FK – Division A (plus Social Security)	6.00%	11.10%	17.10%

<b>EOC Members Who Chose to Join SMSC</b>	<b>Employee Contribution Rate</b>	<b>Employer Contribution Rate</b>	<b>Total Contribution Rate</b>
HP/PP – Judges	3.00%	6.30%	9.30%
Legislators	3.00%	6.30%	9.30%
Gov./Lt. Gov. & Cabinet	3.00%	6.30%	9.30%
State Atty./Public Defender	3.00%	6.30%	9.30%
HQ/PQ – County, City, Sp. Dist. Elected Officers	3.00%	6.30%	9.30%

<b>Deferred Retirement Option Program (DROP)</b>	<b>Employee Contribution Rate</b>	<b>Employer Contribution Rate</b>	<b>Total Contribution Rate</b>
DP – DROP from FRS	N/A	5.44%	5.44%
DR – DROP from Plan A, SCOERS	N/A	5.44%	5.44%
DS – DROP from Plan B, SCOERS	N/A	5.44%	5.44%
DT – DROP from TRS, all plans	N/A	5.44%	5.44%
DE, DF, DG, DH – DROP terminated in EOC	N/A	1.11% <sup>6</sup>	1.11% <sup>6</sup>

<sup>6</sup> See the rate chart on Page 4 for a complete breakdown of the UAL rates by membership class.

<sup>7</sup> Member contribution rates did not change in FY 2012/13 for TRS or SCOERS.

<sup>8</sup> The DROP rate includes the 1.11% HIS rate but the 0.03% administrative/educational fee does not apply to DROP participants and the UAL contribution rate is not being paid on the salaries of DROP participants for FY 2012/13.

**CONTRIBUTION RATES EFFECTIVE JULY 1, 2012**

Rates for optional programs listed below include an amount provided to program participants in lieu of the health insurance subsidy and may include an administrative charge, as indicated. The 0.03 % administrative/educational fee does not apply to participants of these plans.

Optional Programs	Employee Contribution Rate	Employer Contribution Rate	Admin. Cost	UAL	Total Contribution Rate
HO – Local Annuity Programs	---- <sup>9</sup>	8	---- <sup>8</sup>	0.00	0.00
OP – SUS Optional Retirement Program	3.00%	5.14%	0.01%	0.49%	8.64%
OM – SMS Optional Annuity Program	3.00%	6.27%	N/A	0.32%	9.59%
OC – State Comm. College System Optional Retirement Program	3.00%	5.15%	---- <sup>10</sup>	0.49%	8.64%

EOC Members Opting out of the SMSC into the SMSOAP or Local Annuity	Employee Contribution Rate	Employer Contribution Rate	Admin. Cost	UAL	Total Contribution Rate
OM – Judges	3.00%	6.27%	N/A	0.32%	9.59%
Legislators	3.00%	6.27%	N/A	0.32%	9.59%
Gov./Lt. Gov. & Cabinet	3.00%	6.27%	N/A	0.32%	9.59%
State Atty./Public Defender	3.00%	6.27%	N/A	0.32%	9.59%
HO – County, City, Sp. Dist. Elected Officers	---- <sup>8</sup>	---- <sup>8</sup>	---- <sup>8</sup>	0.00%	0.00%

Renewed Membership Optional Programs	Employee Contribution Rate	Employer Contribution Rate	Admin. Cost	UAL	Total Contribution Rate
OR – State Senior Managers	3.00%	6.27%	N/A	0.32%	9.59%
OZ – Local Senior Managers	---- <sup>8</sup>	---- <sup>8</sup>	---- <sup>8</sup>	0.00%	0.00% <sup>8</sup>
OS – SUS Optional Retirement Program	3.00%	5.14%	0.01%	0.49%	8.64%
OD – State Comm. College System	3.00%	5.15%	---- <sup>9</sup>	0.49%	8.64%

Renewed EOC Members Opting out of the SMSC into the SMSOAP or a Local Annuity	Employee Contribution Rate	Employer Contribution Rate	Admin. Cost	UAL	Total Contribution Rate
OR – Judges	3.00%	6.27%	N/A	0.32%	9.59%
Legislators	3.00%	6.27%	N/A	0.32%	9.59%
Gov./Lt. Gov. & Cabinet	3.00%	6.27%	N/A	0.32%	9.59%
State Atty./Public Defender	3.00%	6.27%	N/A	0.32%	9.59%
OQ – County, City, Sp. Dist. Elected Officers	---- <sup>8</sup>	---- <sup>8</sup>	---- <sup>8</sup>	0.00%	0.00% <sup>8</sup>

<sup>9</sup> This contribution rate is established by local authority [see section 121.055 (1)(b)2., Florida Statutes.].

<sup>10</sup> Community colleges choosing to charge an administrative fee must reduce the employer contribution by the amount of the fee.

**CONTRIBUTION RATES EFFECTIVE JULY 1, 2012**

Rates listed below include the 1.11% HIS contribution rate and any applicable UAL rates<sup>11</sup>.

**Retirees Initially Reemployed On or After July 1, 2010, Who Are Not Eligible For Retirement Coverage**

(Rates below apply to salaries of retirees based on the membership class that the position is covered by even though the individual is not eligible to participate in a state-administered retirement plan)

**Total Employer Contribution**

UA – Regular	1.60%	UG – Gov./Lt. Gov. & Cabinet	1.99%
UB – Special Risk	3.86%	UH – State Atty./Public Defender	1.99%
UC – Judges	1.88%	UI – County, City, Sp. Dist. Elected Officers	1.84%
UE – Legislators	1.99%	UM – Senior Management (SMSC)	1.43%

<b>Unfunded Actuarial Liability (UAL) Contribution By FRS Membership Class</b> (Rates below apply to Florida Retirement System members who are in the FRS Pension Plan, the FRS Investment Plan, or the non-integrated defined contribution plans) for FY 2012/13 year.	<b>UAL Rate</b>	<b>FRS Investment Plan Allocations to the Member's Account On or After July 1, 2012</b> (Total employer and employee contribution rates below apply to salaries of non-union plan members based on the membership class that the position is covered by. Rates do not include disability funding.)	<b>Total Employee Contribution</b>
Regular <sup>12</sup>	0.49%	Regular Class	6.30%
Special Risk	2.75%	Special Risk Class	14.00%
Judges	0.77%	Special Risk Administrative Support Class	7.95%
Legislators	0.88%	Elected County Officers' Class	11.34%
Gov./Lt. Gov. & Cabinet	0.88%	Senior Management Service Class	7.67%
State Atty./Public Defender	0.88%	Judicial Subclass	13.23%
County, City, Sp. Dist. Elected Officers	0.73%	Legislators, Governor, Lt. Gov., Cabinet	9.38%
Special Risk Administrative Support	0.83%	State Attorney, Public Defender	9.38%
Senior Management Service <sup>13</sup>	0.32%		
DROP	0.00%		

**DATES CONTRIBUTIONS AND REPORTS ARE DUE\***

Report Month	Date Due	Report Month	Date Due
June 2012	July 9	January 2013	February 7
July 2012	August 7	February 2013	March 7
August 2012	September 10	March 2013	April 5
September 2012	October 5	April 2013	May 7
October 2012	November 7	May 2013	June 7
November 2012	December 7	June 2013	July 8
December 2012	January 8		

\* Contribution payments made using the Department of Revenue's Electronic Tax Payment System must be initiated no later than 5 p.m., E.S.T., on the 4<sup>th</sup> business day of each month for us to receive them by the 5<sup>th</sup> business day of each month.

<sup>11</sup> See the rate chart on this page for a complete breakdown of the UAL rates by membership class

<sup>12</sup> Applies to the State University System Optional Retirement Program and the State Community College Optional Retirement Program.

<sup>13</sup> Applies to the Senior Management Service Optional Annuity Program.

# WORKSHEETS



**PERMANENT  
POSITION  
JUSTIFICATIONS**

**PERMANENT POSITION JUSTIFICATION**

**POSITION DATA:** POSITION NO.(S) TC/C245, TC/C206, & TC/C4  
 POSITION TITLE Tax Assistant FULL-TIME PART-TIME  
 ANNUAL RATE \$76,875 SALARY FUNDING \$76,875

Primary functions to be performed:

This is specialized office work that requires heavy public contact within the Tax Collector office. An employee in this class creates, modifies, updates, and processes a wide variety of records and legal documents in accordance with Florida Statutes, County Ordinances, Department of Revenue (DOR), Department of Highway Safety & Motor Vehicles (DHSMV) rules and regulations, as well as local policies and procedures. Work involves routine cashiering duties.

This is Level 1 training and development work performed under close supervision.

**LOCATION:** Position to be assigned to: Mid County Service  
 Department or Section: Center Main or Satellite Office: Satellite  
Branch Operations

**WORKLOAD:** Current direct workload in this unit:  
 This office processes 56,555 driver license transactions, 163,747 motor vehicle transactions, 10,763 ad valorem / non ad valorem tax collections, and 1,266 hunting & fishing licenses with four supervisors assisting 32 direct reports.

# of positions currently performing this function: 22  
 Full-Time 22 Mon. Hrs. 160  
 Part-Time \_\_\_\_\_ Mon. Hrs. \_\_\_\_\_  
 Temporary \_\_\_\_\_ Mon. Hrs. \_\_\_\_\_ # of Months: \_\_\_\_\_  
 Direct Overtime \_\_\_\_\_ Mon. Hrs. \_\_\_\_\_

Current direct workload per position:

Twenty two direct reports assist processing 56,555 driver license transactions, 163,747 motor vehicle transactions, 10,763 ad valorem/non ad valorem tax collections, and 1,266 hunting & fishing licenses transactions annually.

Estimated increased workload:

The two State DL offices in Pinellas County processed 51,946 transactions, including but not limited to license renewals, originals, replacements, duplicates, suspension clearances and temporary permits. The PCTC will be taking on these additional transactions, plus any increased volume in motor vehicle transactions. This office will be processing Hazmat fingerprinting and medical transactions.

**NEED:** Describe the need for the position. This explanation should include, but not be limited to, why alternatives such as reorganization or shifting of responsibilities within your current framework, additional temporary employment or contract services cannot be considered as viable solutions.

At DHSMV's requested the Tax Collector's office has assumed services for the last two State offices in Pinellas County. The St. Petersburg AAA DL Office (J60) closed 04/25/12 and Pinellas Park State DL Office (J03) closed 06/29/12. The state employed 2 full time employees to supervise 12 full time employees within the two offices. Apr2011-Mar2012 J60 processed 15,546 transactions and J03 processed 36,400 transactions for a total of 51,946. The Pinellas County Tax Collector processed 214,753 transactions during this same time period. This will increase Pinellas County Tax Collector driver license workload by 24%. For the past two months an increase in motor vehicle registrations of 10% and 12% for May and June 2012 in Branch Operations.

Reorganization has already occurred since 2008 with cutbacks in personnel organizationwide from 295 position to 258, and Branch Operations has seen a reduction of 18 of those positions. In August 2010 reduced Branch Operations offices from 7 to 6 and in March 2012 reduced Agency Administrator positions from 6 to 5.

Temporary employment or contract services cannot be considered as viable solutions because of the extensive knowledge needed to perform these duties and assist the staff and customers.

**TOTAL CURRENT VACANCIES** \_\_\_\_\_ 0

**PERMANENT POSITION JUSTIFICATION**

**POSITION DATA:** POSITION NO.(S) TC/C280  
 POSITION TITLE Tax Assistant  FULL-TIME  PART-TIME  
 ANNUAL RATE \$25,625 SALARY FUNDING \$25,625

Primary functions to be performed:

This is specialized office work that requires heavy public contact within the Tax Collector office. An employee in this class creates, modifies, updates, and processes a wide variety of records and legal documents in accordance with Florida Statutes, County Ordinances, Department of Revenue (DOR), Department of Highway Safety & Motor Vehicles (DHSMV) rules and regulations, as well as local policies and procedures. Work involves routine cashiering duties.

This is Level 1 training and development work performed under close supervision.

**LOCATION:** Position to be assigned to: South County Main or Satellite Office: Satellite  
 Department or Section: Branch Operations

**WORKLOAD:** Current direct workload in this unit:  
 This office processes 33,763 driver license transactions, 171,000 motor vehicle transactions, 15,136 ad valorem / non ad valorem tax collections, and 1,338 hunting & fishing licenses with four supervisors assisting 35 direct reports.

# of positions currently performing this function: 25  
 Full-Time 25 Mon. Hrs. 160  
 Part-Time \_\_\_\_\_ Mon. Hrs. \_\_\_\_\_  
 Temporary \_\_\_\_\_ Mon. Hrs. \_\_\_\_\_ # of Months: \_\_\_\_\_  
 Direct Overtime \_\_\_\_\_ Mon. Hrs. \_\_\_\_\_

Current direct workload per position:

Twenty five direct reports currently process 33,763 driver license transactions, 171,000 motor vehicle transactions, 15,136 ad valorem/non ad valorem tax collections, and 1,338 hunting & fishing licenses transactions annually.

Estimated increased workload:

The two State DL offices in Pinellas County processed 51,946 transactions, including but not limited to license renewals, originals, replacements, duplicates, suspension clearances and temporary permits. The PCTC will be taking on these additional transactions, plus any increased volume in motor vehicle transactions.

**NEED:** Describe the need for the position. This explanation should include, but not be limited to, why alternatives such as reorganization or shifting of responsibilities within your current framework, additional temporary employment or contract services cannot be considered as viable solutions.

At DHSMV's requested the Tax Collector's office has assumed services for the last two State offices in Pinellas County. The St. Petersburg AAA DL Office (J60) closed 04/25/12 and Pinellas Park State DL Office (J03) closed 06/29/12. The state employed 2 full time employees to supervise 12 full time employees within the two offices. Apr2011-Mar2012 J60 processed 15,546 transactions and J03 processed 36,400 transactions for a total of 51,946. The Pinellas County Tax Collector processed 214,753 transactions during this same time period. This will increase Pinellas County Tax Collector driver license workload by 24%. For the past two months an increase in motor vehicle registrations of 10% and 12% for May and June 2012 in Branch Operations.

Reorganization has already occurred since 2008 with cutbacks in personnel organizationwide from 295 position to 258, and Branch Operations has seen a reduction of 18 of those positions. In August 2010 reduced Branch Operations offices from 7 to 6 and in March 2012 reduced Agency Administrator positions from 6 to 5.

Temporary employment or contract services cannot be considered as viable solutions because of the extensive knowledge needed to perform these duties and assist the staff and customers.

TOTAL CURRENT VACANCIES 0