

INDIAN RIVER COUNTY  
OFFICE OF MANAGEMENT AND BUDGET

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**DATE:** April 10, 2018

**TO:** Board of County Commissioners

**THROUGH:** Jason E. Brown, County Administrator

**FROM:** Michael Smykowski, Director, Management and Budget

**SUBJECT:** Tax Collector Budget Amendment

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**BACKGROUND**

On Wednesday April 4, 2018 the Indian River County Office of Management and Budget received notification that the Tax Collector was requesting a budget amendment in the amount of \$178,102 to add seven (7) Customer Service Representative/Driver's License Examiner positions and one (1) IT Specialist position. The budget amendment request provides funding of \$131,502 in salaries and benefits for the new positions and promotions of existing employees due to expanding duties, a net increase of \$5,100 in operating expenses, and \$41,500 in capital outlay for the purchase of a server, an Uninterrupted Power Supply for the new building, and a queuing system.

The justification noted that the Indian River County Tax Collector's Office is undergoing several major changes including: expansion of service hours at the main office, relocation and expansion of the Sebastian office, and renovating the West Office to include additional services of TSA PreCheck (expedited security screening initiative for low-risk airline passengers), Transportation Worker Identification Credential (TWIC) providing a background check for workers who need access to secure areas of the nation's maritime facilities and vessels, and Concealed Weapon License Application (CWLA) and Concealed Weapons License Renewals.

The Florida Department of Revenue provided notification approving the Tax Collector's budget amendment request on Thursday, April 5, 2018.

**FUNDING**

The Tax Collector's \$2,583,690 estimated year end excess fee distribution will be reduced by \$178,102 to \$2,405,588. The reduction in revenue will be borne proportionately by the respective taxing authorities. Funding for the additional eight positions and related costs will be included in the Tax Collector's FY2018-19 budget request

**RECOMMENDATION**

As this is an informational item, no Board action is required.

**Attachments:**

Attachment 1 – Tax Collector Budget Amendment Request (18 pages)

Attachment 2 - Florida Department of Revenue Approval (5 pages)