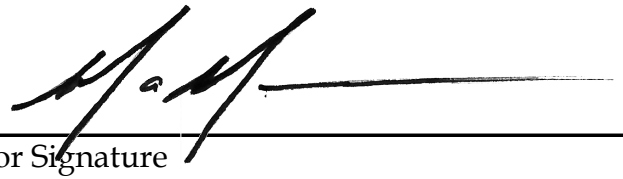
DR-584, R. 12/14
Rule 12D-16.002, F.A.C.
Provisional

BUDGET REQUEST FOR TAX COLLECTORS

I, Mike Moran, the Tax Collector of Sarasota County, Florida, certify the proposed budget for the period of October 1, 2026, through September 30, 2027, contains information that is an accurate presentation of our work program during this period and expenditures during prior periods (section 195.087, F.S.).



Tax Collector Signature

7/31/2026
Date

BUDGET REQUEST FOR TAX COLLECTORS

SUMMARY OF THE 2026-27 BUDGET BY APPROPRIATION CATEGORY

SARASOTA
COUNTY

EXHIBIT A

APPROPRIATION CATEGORY	ACTUAL EXPENDITURES 2024-25	APPROVED BUDGET 2025-26	ACTUAL EXPENDITURES 6/30/26	REQUEST 2026-27	(INCREASE/DECREASE)		AMOUNT APPROVED 2026-27	(INCREASE/DECREASE)	
					AMOUNT	%		AMOUNT	%
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	(8)	(8a)
PERSONNEL SERVICES (Sch. 1-1A)	$9,873,988	$13,408,666	$8,358,797	$13,969,902	$561,236	4.19%			
OPERATING EXPENSES (Sch. II)	$2,399,517	$3,557,813	$3,147,763	$2,680,824	($876,989)	-24.65%			
OPERATING CAPITAL OUTLAY (Sch. III)	$325,003	$567,861	$297,969	$165,772	($402,089)	-70.81%			
TOTAL EXPENDITURES	**$12,598,508**	**$17,534,340**	**$11,804,529**	**$16,816,498**	**($717,842)**	**-4.09%**			
NUMBER OF POSITIONS		131		144	**13**	9.9%			
					COL (5) - (3)	**COL (6) / (3)**			

DETAIL OF SALARIES

FY 2026-2027
SARASOTA

SCHEDULE I

DOR USE ONLY

				REQUESTED INCREASES				APPROVED INCREASES			
Pos. No.	Position Classification	Annual Rate 46,295	Position Designation	Guideline	Other	Funding	Annual Rate 9/30/27	Guideline	Other	Funding	Annual Rate 9/30/27
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
1	Official	219,216	O				219,216				
2	Facilities Specialist	65,520					65,520				
3	Customer Service Representative	50,960					50,960				
4	Customer Service Representative	61,360					61,360				
5	Customer Service Representative	48,880					48,880				
6	CPA to Director of Compliance & Procurement/Assistant General Counsel	111,675					111,675				
7	DTC - Operations	163,150	S				163,150				
8	Customer Service Representative	48,880					48,880				
9	Staff Accountant (*PT to FT)	70,013					70,013				
10	Customer Service Representative	57,200	V				57,200				
11	Customer Service Representative	50,960					50,960				
12	Customer Service Representative	57,200	V				57,200				
13	DTC - Customer Service	159,521	S				159,521				
14	Director - IT	132,600					132,600				
15	IT Help Desk	70,018					70,018				
16	Customer Service Representative to Property Tax Specialist	55,120					55,120				
17	Call Center Support	57,200					57,200				
18	Customer Service Representative	67,600					67,600				
19	Customer Service Representative	63,440					63,440				
20	Customer Service Representative	50,960					50,960				
21	Customer Service Representative	50,960					50,960				
22	Call Center Support	57,200					57,200				
23	Customer Service Representative	48,880					48,880				
24	Customer Service Representative to Property Tax Specialist	67,600					67,600				
25	Property Tax Specialist	67,600	D				67,600				
26	Customer Service Representative	50,960					50,960				
27	Customer Service Representative	53,040					53,040				
28	Customer Service Representative	48,880					48,880				
29	Customer Service Representative	50,960					50,960				
30	Customer Service Representative	48,880					48,880				
31	Customer Service Representative	48,880					48,880				
32	Customer Service Representative	70,720					70,720				
33	Customer Service Representative	67,600					67,600				

DETAIL OF SALARIES

FY 2026-2027
SARASOTA

SCHEDULE I

DOR USE ONLY

				REQUESTED INCREASES				APPROVED INCREASES			
Pos. No.	Position Classification	Annual Rate 46,295	Position Designation	Guideline	Other	Funding	Annual Rate 9/30/27	Guideline	Other	Funding	Annual Rate 9/30/27
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
34	Customer Service Representative	48,880					48,880				
35	Customer Service Representative	48,880					48,880				
36	Call Center Support	53,040					53,040				
37	Manager - Branch Office	106,350					106,350				
38	Customer Service Representative	53,040					53,040				
39	Customer Service Representative to Manager Branch Office	76,565					76,565				
40	Customer Service Representative	58,240					58,240				
41	Software Engineer / Design Specialist to Director of Strategic Enterprise Platforms	125,008					125,008				
42	Customer Service Representative	50,960					50,960				
43	Customer Service Representative	48,880					48,880				
44	Customer Service Representative	67,600					67,600				
45	Property Tax Specialist	67,600					67,600				
46	Customer Service Representative	50,960					50,960				
47	Customer Service Representative	50,960					50,960				
48	Customer Service Representative	48,880					48,880				
49	Customer Service Representative	67,600	D				67,600				
50	Customer Service Representative	50,960					50,960				
51	Staff Accountant to Senior Accountant	80,018					80,018				
52	Customer Service Representative	67,600					67,600				
53	Customer Service Representative	48,880	V				48,880				
54	Manager Workforce Development	79,040					79,040				
55	Customer Service Representative	50,960					50,960				
56	Property Tax Specialist	67,600					67,600				
57	Customer Service Representative	57,200					57,200				
58	Customer Service Representative	57,200					57,200				
59	Manager - Branch Office	76,565					76,565				
60	Workforce Development Staff	57,200					57,200				
61	Customer Service Representative	48,880					48,880				
62	Property Tax Specialist	48,880					48,880				
63	Customer Service Representative	57,200					57,200				
64	Customer Service Representative	67,600					67,600				
65	Customer Service Representative	70,720	D				70,720				
66	Systems Administrator	100,880					100,880				
67	Senior Tax Manager	95,713					95,713				

DETAIL OF SALARIES

FY 2026-2027
SARASOTA

SCHEDULE I

DOR USE ONLY

				REQUESTED INCREASES				APPROVED INCREASES			
Pos. No.	Position Classification	Annual Rate 46,295	Position Designation	Guideline	Other	Funding	Annual Rate 9/30/27	Guideline	Other	Funding	Annual Rate 9/30/27
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
68	Customer Service Representative	55,120					55,120				
69	Manager - Branch Office	99,840					99,840				
70	Customer Service Representative	70,720					70,720				
71	Customer Service Representative	53,040					53,040				
72	Director - Processing	108,160					108,160				
73	Property Tax Specialist	67,600	D				67,600				
74	Call Center Support	57,200					57,200				
75	Customer Service Representative	59,280					59,280				
76	Manager - Branch Office	99,840					99,840				
77	Customer Service Representative	50,960					50,960				
78	Customer Service Representative	50,960					50,960				
79	Manager - Branch Office	76,565					76,565				
80	Customer Service Representative	67,600					67,600				
81	Customer Service Representative	50,960					50,960				
82	Property Tax Specialist	67,600					67,600				
83	Customer Service Representative	48,880					48,880				
84	Manager to Director of Customer Service	95,722					95,722				
85	Customer Service Representative	50,960					50,960				
86	Workforce Development Staff	67,600					67,600				
87	Team Lead - Operations Support	71,760					71,760				
88	Customer Service Representative	50,960					50,960				
89	Customer Service Representative	55,120					55,120				
90	Customer Service Representative	55,120					55,120				
91	Customer Service Representative	50,960					50,960				
92	Customer Service Representative	48,880					48,880				
93	Customer Service Representative	50,960					50,960				
94	Customer Service Representative	50,960					50,960				
95	Customer Service Representative	50,960					50,960				
96	Customer Service Representative	50,960					50,960				
97	Customer Service Representative	58,240					58,240				
98	Customer Service Representative	53,040					53,040				
99	Customer Service Representative	63,440					63,440				
100	Customer Service Representative	50,960					50,960				
101	Operations Support	55,120					55,120				
102	Motor Vehicle Specialist to Property Tax Specialist	50,960					50,960				
103	Customer Service Representative	48,880					48,880				

DETAIL OF SALARIES

FY 2026-2027
SARASOTA

SCHEDULE I

DOR USE ONLY

				REQUESTED INCREASES				APPROVED INCREASES			
Pos. No.	Position Classification	Annual Rate 46,295	Position Designation	Guideline	Other	Funding	Annual Rate 9/30/27	Guideline	Other	Funding	Annual Rate 9/30/27
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
104	Customer Service Representative	48,880					48,880				
105	Customer Service Representative	48,880					48,880				
106	Customer Service Representative	48,880					48,880				
107	Customer Service Representative	48,880					48,880				
108	Customer Service Representative	48,880					48,880				
109	Customer Service Representative	48,880					48,880				
110	Motor Vehicle Specialist to Accounting Clerk	54,080					54,080				
111	Customer Service Representative	48,880					48,880				
112	Customer Service Representative	48,880					48,880				
113	Customer Service Representative	48,880					48,880				
114	Director - HR	95,713					95,713				
115	Operations Support	62,400					62,400				
116	DTC - Financial Management	180,791	S				180,791				
117	DTC - Compliance & General Counsel	190,320	S				190,320				
118	Customer Service Representative	55,120					55,120				
119	Customer Service Representative	48,880					48,880				
120	Customer Service Representative	48,880					48,880				
121	Customer Service Representative	48,880					48,880				
122	Customer Service Representative	48,880	V				48,880				
123	Customer Service Representative	48,880					48,880				
124	Customer Service Representative	48,880					48,880				
125	Customer Service Representative	48,880					48,880				
126	Customer Service Representative	48,880					48,880				
127	Tax & Processing Specialist to Director of Accounting	115,000					115,000				
128	Jr. Systems Administrator (IT Specialist)	70,013					70,013				
129	Jr. Software Engineer (IT Specialist)	63,814					63,814				
130	Mail Clerk	48,880					48,880				
131	Staff Accountant	70,013					70,013				
	Unused Rate	253,842		(203,842)			50,000				
New Positions:											
132	Customer Service Representative_March 2027 start date					28,513	48,880				
133	Customer Service Representative_March 2027 start date					28,513	48,880				
134	Customer Service Representative_March 2027 start date					28,513	48,880				
135	Customer Service Representative_March 2027 start date					28,513	48,880				
136	Customer Service Representative_March 2027 start date					28,513	48,880				
137	Customer Service Representative_June 2027 start date					16,293	48,880				

DETAIL OF SALARIES

FY 2026-2027
SARASOTA

SCHEDULE I

DOR USE ONLY

				REQUESTED INCREASES				APPROVED INCREASES			
Pos. No.	Position Classification	Annual Rate 46,295	Position Designation	Guideline	Other	Funding	Annual Rate 9/30/27	Guideline	Other	Funding	Annual Rate 9/30/27
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
138	Customer Service Representative_June 2027 start date					16,293	48,880				
139	Customer Service Representative_June 2027 start date					16,293	48,880				
140	Customer Service Representative_June 2027 start date					16,293	48,880				
141	Customer Service Representative_June 2027 start date					16,293	48,880				
142	Workforce Development Staff					48,880	48,880				
143	Workforce Development Staff					48,880	48,880				
144	IT Specialist_January 2027 start date					53,040	70,720				
1	Official	219,216				219,216	219,216				
130	Current Positions	8,687,789		$253,018		8,686,965	8,686,965				
13	New Positions					$374,833	$657,280				
144	TOTAL	8,907,005		$49,176		9,281,014	9,563,461				

DETAIL OF PERSONNEL SERVICES

SCHEDULE IA

SARASOTA

OBJECT CODE	ACTUAL EXPENDITURES 2024-25	APPROVED BUDGET 2025-26	ACTUAL EXPENDITURES 6/30/26	REQUEST 2026-27	INCREASE/(DECREASE) AMOUNT	INCREASE/(DECREASE) %	AMOUNT APPROVED 2026-27
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
PERSONNEL SERVICES:							
11 OFFICIAL	213,215	219,216	151,933	219,216			
12 EMPLOYEES (REGULAR)	6,644,555	8,419,175	5,561,490	9,061,798	642,623	7.63%	
13 EMPLOYEES (TEMPORARY)	10,130	11,200	23,007	11,200			
14 OVERTIME	46,404	50,000	49,926	50,000			
15 SPECIAL PAY	405,079	671,026	236,704	683,133	12,107	1.80%	
21 FICA							
2152 REGULAR	522,854	707,646	439,671	762,732	55,086	7.78%	
2153 OTHER						-----	
22 RETIREMENT							
2251 OFFICIAL	28,750	119,626	154,656	120,569	943	0.79%	
2252 EMPLOYEE	1,035,970	1,004,333	876,055	1,096,088	91,755	9.14%	
2253 SMS/SES		234,495		232,959	(1,536)	-0.66%	
2254 DROP		123,064		62,319	(60,745)	-49.36%	
23 LIFE & HEALTH INSURANCE	965,732	1,838,885	862,676	1,659,170	(179,715)	-9.77%	
24 WORKER'S COMPENSATION		10,000	2,679	10,717	717	7.17%	
25 UNEMPLOYMENT COMP.	1,299					-----	
TOTAL PERSONNEL SERVICES	$9,873,988	$13,408,666	$8,358,797	$13,969,902	$561,236	4.19%	
	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)**	

DETAIL OF OPERATING EXPENSES

SCHEDULE II

SARASOTA

OBJECT CODE	ACTUAL EXPENDITURES 2024-25	APPROVED BUDGET 2025-26	ACTUAL EXPENDITURES 6/30/26	REQUEST 2026-27	INCREASE/(DECREASE) AMOUNT	INCREASE/(DECREASE) %	AMOUNT APPROVED 2026-27
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
OPERATING EXPENSES:							
31 PROFESSIONAL SERVICES							
3151 E.D.P.	122,016	131,500	384,836	87,500	(44,000)	-33.46%	
3154 LEGAL	13,112	110,000	13,033	25,000	(85,000)	-77.27%	
3159 OTHER	444,234	755,497	485,514	655,648	(99,849)	-13.22%	
32 ACCOUNTING & AUDITING						-----	
33 COURT REPORTER						-----	
34 OTHER CONTRACTUAL						-----	
40 TRAVEL	14,261	49,756	7,836	55,919	6,163	12.39%	
41 COMMUNICATIONS	16,832	17,700	13,898	24,531	6,831	38.59%	
42 TRANSPORTATION							
4251 POSTAGE	450,276	429,850	332,428	529,362	99,512	23.15%	
4252 FREIGHT	2,049	1,500	1,674	1,500			
43 UTILITIES						-----	
44 RENTALS & LEASES							
4451 OFFICE EQUIPMENT						-----	
4452 VEHICLES						-----	
4453 OFFICE SPACE						-----	
4454 E.D.P.						-----	
45 INSURANCE & SURETY	867	8,000	1,340	128,621	120,621	1507.76%	

DETAIL OF OPERATING EXPENSES (CONT.)

SCHEDULE II

OBJECT CODE	ACTUAL EXPENDITURES 2024-25	APPROVED BUDGET 2025-26	ACTUAL EXPENDITURES 6/30/26	REQUEST 2026-27	INCREASE/(DECREASE) AMOUNT	INCREASE/(DECREASE) %	AMOUNT APPROVED 2026-27
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
46 REPAIR & MAINTENANCE							
4651 OFFICE EQUIPMENT	10,462	11,200	27,998	25,490	14,290	127.59%	
4652 VEHICLES	4,542	4,000	2,732	4,000			
4653 OFFICE SPACE	139,862	30,000	57,788	30,000			
4654 E.D.P.	970,324	1,795,181	1,634,839	882,419	(912,762)	-50.85%	
47 PRINTING & BINDING	29,487	24,500	24,053	24,500			
48 PROMOTIONAL	3,882	2,000	5,244	5,000	3,000	150.00%	
49 OTHER CURRENT CHARGES							
4951 LEGAL ADVERTISEMENTS	606	600		600			
4959 OTHER						-----	
51 OFFICE SUPPLIES	145,611	127,449	127,147	70,000	(57,449)	-45.08%	
52 OPERATING SUPPLIES				70,000	70,000	-----	
54 BOOKS & PUBLICATIONS							
5451 BOOKS						-----	
5452 SUBSCRIPTIONS	1,187	1,400	1,550	1,400			
5453 EDUCATION	20,712	47,691	16,576	49,345	1,654	3.47%	
5454 DUES/MEMBERSHIPS	9,195	9,989	9,277	9,989			
TOTAL OPERATING EXPENSES	$2,399,517	$3,557,813	$3,147,763	$2,680,824	($876,989)	-24.65%	
	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)**	

DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

SARASOTA

OBJECT CODE	ACTUAL EXPENDITURES 2024-25	APPROVED BUDGET 2025-26	ACTUAL EXPENDITURES 6/30/26	REQUEST 2026-27	INCREASE/(DECREASE) AMOUNT	INCREASE/(DECREASE) %	AMOUNT APPROVED 2026-27
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
CAPITAL OUTLAY:							
61 LAND						----	
62 BUILDINGS		157,275	107,916		(157,275)	-100.00%	
64 MACHINERY & EQUIPMENT							
6451 E.D.P.	325,003	410,586	104,323	150,160	(260,426)	-63.43%	
6452 OFFICE FURNITURE						----	
6453 OFFICE EQUIPMENT			85,730	15,612	15,612	----	
6454 VEHICLES						----	
66 BOOKS						----	
68 INTANGIBLE ASSETS (SOFTWARE)						----	
TOTAL CAPITAL OUTLAY	**$325,003**	**$567,861**	**$297,969**	**$165,772**	**($402,089)**	**-163%**	
	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)**	

OPERATING CAPITAL OUTLAY (CONT.)
DETAIL OF EQUIPMENT REQUESTED

SARASOTA **SCHEDULE III A**

INSTALLMENT PURCHASES

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2026-27

OTHER CAPITAL ITEMS

ITEM	UNIT PRICE	QUANTITY	REPLACE	NEW	REQUEST 2026-27
Copier-B7125H2 (XEROX B7125 TTRAY OS)	$2,602	6	X		$15,612
CCTV Cameras Mid	$47,000	1	X		$47,000
CCTV Cameras Terrace	$47,000	1	X		$47,000
Badge System Terrace	$38,000	1	X		$38,000
Virtual Stations (5)	$3,632	5		X	$18,160
					$165,772

STATEMENT OF COMMISSIONS AND EXPENDITURES
FY 2026-2027

SARASOTA **EXHIBIT B**

DESCRIPTION	ACTUAL 10/01/24 - 09/30/25	ACTUAL 10/01/25 - 06/30/26	ESTIMATED 07/01/26- 09/30/26	TOTAL 2025 - 2026	ESTIMATED 2026 - 2027
(1)	(2)	(3)	(3a)	(3b)	(4)
Commissions:					
State					
Motor Vehicles (including vessels)	2,301,861	1,861,899	620,633	2,482,532	2,300,000
Hunting and Fishing	2,143	3,997	1,332	5,329	4,500
Sales Tax	1,590	1,170	390	1,560	1,480
County (including ad valorem districts)	23,961,324	24,460,974	300,000	24,760,974	22,761,485
Non-ad valorem districts	3,739,040	4,051,413	100,000	4,151,413	4,123,345
Other - List:					
Delinquent Property Tax Fees	1,589,637	1,715,286		1,715,286	1,700,000
Tourist Development Tax Fees	619,000	427,167	213,583	640,750	667,300
Law Library Fees					
Business Tax Fees					
Driver's License Fees	1,036,722	732,312	244,104	976,415	1,000,000
Concealed Weapon Applications	21,206	16,320	5,440	21,760	20,000
Other Fees					
Interest	924,861	541,956	180,652	722,608	550,000
Miscellaneous	26,554	83,545	2,000	85,545	55,000
Total Commissions	$34,223,939	$33,896,038	$1,668,134	$35,564,172	$33,183,109
Less Total Expenditures/Budget	$12,598,508	$17,534,340		$17,534,340	$16,816,498
Balance	$21,625,431	$16,361,698	$1,668,134	$18,029,832	$16,366,612

Col. (3) + (3A)

JUSTIFICATION SHEET
FY 2026-2027

SARASOTA

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
12	Employees (Regular)	1A	$642,623	Includes full-year funding for 14 positions added during FY26 and the requested 13 new positions in FY27. Includes a 3% overall increase under the BCC guideline . See Salary justification memo.
15	Special Pay	1A	$12,107	Includes full-year funding for positions added during FY26, adjustments to deferred compensation to align FY27 budget with actual contribution levels experienced in FY26, and the removal of the FY26 one-time retention bonus. See attached Special Pay justification memo.
2152	FICA	1A	$55,086	See attached calculation of salaries at 6.2% subject to $176,100 cap, plus total salaries at 1.45%.
2251	Retirement - Official	1A	$943	Increase due to the employer retirement contribution rate for the Elected Officer class increasing from 54.57% to 55.00%. See the attached calculation reflecting the impact of the revised contribution rate on the elected official's salary.
2252	Retirement - Regular	1A	$91,755	See the attached calculation of retirement contributions for Regular Class employees, calculated at the 13.59% contribution rate. Retirement costs increased because several employees who were classified as DROP participants in FY26 have since retired and been replaced with Regular Class employees. The increase also reflects the requested addition of 13 new positions included in the FY27 budget and the full year of funding for the 14 positions added in FY26.
2253	Retirement - SMS/SES	1A	($1,536)	See attached calculation of retirement for Senior Management class salaries at 32.60%. The rate for SMS decreased in FY27 from 33.24% to 32.60%.
2254	Retirement - DROP	1A	($60,745)	See attached calculation of DROP class salaries at 22.12%. Retirement DROP costs decreased because several employees who were classified as DROP participants in FY26 have since retired and been replaced with Regular Class employees.

23	Life & Health	1A	($179,715)	See the attached calculation based on the County's health insurance guidelines. Effective January 1, 2026, the Sarasota County Tax Collector revised its premium reimbursement policy to bring it into compliance with County requirements. As a result, health insurance expenditures decreased despite the addition of new employees during FY26 and the requested staffing increases included in the FY27 budget.
24	Workers Compensation	1A	$717	Slight increase based on FY26 actuals.
3151	Professional Services - EDP	II	($44,000)	Due to the implementation of our new software TaxSys on 9/1/26, our FY26 contracts for eCheck payment processing and our online payment platform is being eliminated, resulting in a budget reduction of ($46,500). Additionally, the Sarasota County Tax Collector (SCTC) completed a competitive solicitation for tax bill printing and mailing services. The selected vendor, which submitted the lowest responsive bid, will increase the annual budget by approximately $2,500.
3154	Legal	II	($85,000)	In FY26, the CPA position (#6) was reclassified to Director of Compliance & Procurement/Assistant General Counsel, allowing the Sarasota County Tax Collector to bring many legal services in-house and significantly reduce the need for outside legal counsel. As a result, the legal services budget has been reduced by $85,000. The reclassification also generated over approximately $80,000 in salary savings, as the approved salary for the former position was substantially higher than the salary for the reclassified position. For FY27, we have budgeted $25,000 for legal services to cover specialized employment-related matters and other legal issues requiring outside counsel such as employment law cases.

3159	Professional Services - Other	II	($99,849)	($113,793) is being reallocated from Account 3159 to 45 – Insurance & Surety. This category also reflects a ($17,000) decrease in payroll service costs. Additionally, armored car service costs are increasing by $31,000 due to the transition to our new Chase banking relationship. This increase will be fully offset by interest earnings in the new Chase account, as these services were previously procured by and funded from interest earned on our Truist account. See Contract Worksheet for further detail. Orion background checks for employees $1,200, Lexus Nexus services $2,100, and document shredding services $2,100 are not included in the Contract Worksheet.
40	Travel	II	$6,163	Increase in staff attending TaxSys user group meeting, the FTDTA annual conference, FL BAR, and the National Association annual meeting. See Travel Worksheet for additional detail.
41	Communications	II	$6,831	The current cell phone reimbursement policy is being redesigned to establish a single, equitable reimbursement rate for all eligible employees, replacing the existing structure of varying reimbursement amounts by position. The new reimbursement rate is based on the cost of state contract cell phone service that would have been incurred had the Sarasota County Tax Collector provided cell phones to managers and above who are required to be available after normal business hours. This will increase the number of employees receiving stipends by 6 employees and many employees currently receiving the stipend will see a slight increase. Implementation of the revised policy is expected to increase the annual budget by approximately $6,800.
4251	Postage	II	$99,512	See the attached postage justification schedule. Postage and mailing costs through the County mailroom increased by $52,600, while postage for tax notices and reminders, Attorney Tax mailings, and DMV renewal notices increased by $46,912. These increases are primarily attributable to higher U.S. Postal Service postage rates and increased mailing volumes driven by Sarasota County's continued population growth.
45	Insurance & Surety	II	$120,621	Moved our Property, Liability, Workers' Comp, Other Insurance budget in the amount of $119,483 from 3159 to 45. The budget for insurance increased by $6,828 in FY27.

4651	Repair and Maintenance - Office Equipment	II	$14,290	In FY26, the Sarasota County Tax Collector purchased four cash management system machines to strengthen internal controls, improve cash-handling accuracy, and increase operational efficiency. The FY27 budget increase reflects the annual maintenance costs associated with the new maintenance agreement for these systems. See the Contract Worksheet for detail (note: $1,000 for alarm monitoring is not including in the worksheet).
4654	Repair & Maint. - EDP	II	($912,762)	Net decrease primarily reflects the completion of one-time implementation costs and operational efficiencies realized through the transition to the new tax system. This includes an ($886,000) decrease for Grant Street (TaxSys) implementation fees that were fully paid in FY26, an ($57,500) decrease for the public access website due to customer online access now being provided through TaxSys, an ($15,000) decrease for outside consulting and operational audit services that are no longer needed, and an ($15,000) decrease for a standalone disaster recovery plan because those services are now included in the budgeted Quest Rapid Recovery solution. These savings are partially offset by a $42,000 increase in VMware licensing costs following Broadcom's acquisition of VMware, which resulted in significant industry-wide price increases. VMware remains a critical component of the SCTC's IT infrastructure, serving as the virtualization platform that supports all agency servers. The budget also includes an $18,000 increase for Microsoft Enterprise licensing due to vendor price increases and the addition of new users. See the Contract Worksheet for additional details. Wowza Streaming Engine for $450 and SolarWinds DameWare for $350 are not included in the worksheet.
48	Promotional	II	$3,000	The Employment Advertising budget increased to align with FY26 actual expenditures, primarily due to staff turnover and ongoing recruitment needs. During FY26, the Sarasota County Tax Collector also began including employment advertisements with vehicle registration renewal mailings to increase awareness of Customer Service Representative career opportunities and expand the applicant pool.

51	Office Supplies	II	($57,449)	Moved $70,000 to Operating Supplies to keep items purchased to run operations separate from typical office supplies such as paper, ink, pens, etc. Overall, there is a $12,551 increase to support 13 additional staff members in FY27 and to align with FY25 actuals and FY26 projected actuals.
52	Operating Supplies	II	$70,000	Moved $70,000 to Operating Supplies to keep items purchased to run operations separate from typical office supplies such as paper, ink, pens, etc. Overall, there is a $12,551 increase to support 13 additional staff members in FY27 and to align with FY25 actuals and FY26 projected actuals.
5453	Education	II	$1,654	Increase in staff attending TaxSys user group meeting, the FTDTA annual conference, FL BAR, and the National Association annual meeting. See Education Justification Worksheet.
62	Buildings	III	($157,275)	One-time purchases for downtown renovations and the canopy at our Mid-County location are non-recurring in FY27.
6451	E.D.P	III	($260,426)	Net decrease reflects the completion of several one-time capital purchases in FY26, including cash recycler machines, CCTV cameras for the Venice office, FIT PC replacements, an OPEX high-speed processor, and a fingerprint machine, resulting in a ($410,586) decrease. These savings are partially offset by $156,545 for one-time FY27 purchases, including replacement CCTV camera systems at the Downtown and Mid-County offices, a replacement badge access system for the Downtown office, and five new virtual service stations to reduce customer wait times and improve the customer experience. The existing CCTV and badge access systems are at the end of their useful lives and are no longer supported by the manufacturer, creating potential security and public safety risks. Cost estimates for the FY27 replacements are based on the current CCTV and badge access projects underway at the Venice and Mid-County offices. See the Data Processing Worksheet for the justification and cost breakdown of the five virtual service stations.

6452	Office Equipment	III		Replacement of 6 end of life copier machines for various offices. Two Xerox machines were put into service at our Downtown location in November 2018 (first floor); two Xerox machines were put into service at our Mid location in April 2018; one Xerox machine was put into service in Tax Processing (Downtown) in November 2019; and one machine was put into service on the 2nd floor at the Administration building (Downtown) in July 2018. These machines are past their useful lives and are almost at a point where they can no longer be serviced. We plan on either piggybacking off of the USF co-op purchasing agreement with OMNIA (budget figures based on this agreement) or go out for competitive solicitation for these replacement copiers.
6454	Vehicles	III		Budgeted $52,000 for the replacement of the agency's 2013 Honda Accord with a 2026 Ford Explorer or similar SUV through an approved government purchasing contract. The estimate includes the vehicle purchase price, title, registration, delivery, and minor equipment necessary to place the vehicle into service. The replacement vehicle will support the transportation of documents, office supplies, dealer license materials, and other operational equipment between SCTC offices throughout Sarasota County while improving reliability and reducing maintenance costs. The existing vehicle is more than 13 years old and has become increasingly unreliable, resulting in higher maintenance needs and a greater risk of service disruptions. Replacing the vehicle will improve reliability, enhance operational efficiency, and ensure the continued safe and timely transport of agency materials.
GRAND TOTAL			**($733,454)**	

PERMANENT POSITION JUSTIFICATION
FY 2026-2027

SARASOTA

POSITION DATA:

POSITION NO.(S): 132-141

POSITION TITLE: Customer Service Representatives

☑ FULL-TIME ☐ PART-TIME

ANNUAL RATE: $48,880 SALARY FUNDING: $75,222

Primary functions to be performed:
Process motor vehicle, driver license, tax, and other statutory transactions while ensuring compliance with state laws, regulations, and Tax Collector policies. Ensures accurate and compliant processing. Assists customers by providing information and resolving transaction-related inquiries.

LOCATION:

Position to be assigned to: All Offices Main or Satellite Office: All

Department or Section: Customer Service Dept

WORKLOAD:

Current direct workload in this unit:
Motor Vehicle Specialists are responsible for processing a wide variety of driver licenses and identification cards, reinstatements, titles and registrations, property tax collections, concealed weapon applications, HazMat applications, computer-based testing, driving exams, and hunting and fishing licenses. Across all office locations, we service approximately 1250 customer interactions per day, totaling approximately 6,000 customer interactions per month.

# of positions currently performing this function:

Full-Time	83	Mon. Hrs.	13280	
Part-Time		Mon. Hrs.		
Temporary	cannot use temps	Mon. Hrs.		# of Months:
Direct Overtime	54	Mon. Hrs.	100	

Current direct workload per position:
Each Motor Vehicle Specialist serves approximately 20-30 customers per day with wait times exceeding 2 hours.

Estimated increased workload:
The workload has remained consistent, however, staffing challenges have increased the individual load.

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.

In FY26, the Sarasota County Tax Collector (SCTC) reclassified two vacant Customer Service Representative (CSR) positions to address critical organizational needs. The first position was reclassified to an Accounting Clerk after it became evident that the Operations Support employee assigned to Customer Service was spending virtually all of her time performing accounting functions. Returning this employee to her intended Customer Service responsibilities required the creation of a dedicated Accounting Clerk position to absorb the accounting workload. The second CSR position was reclassified to a Director of Customer Service to provide much-needed leadership support for the Deputy Tax Collector – Operations in managing a department of nearly 100 employees. While both reclassifications addressed essential operational needs, they reduced the number of frontline customer service staff available to serve the public.

Recognizing the increasing demand for services, the SCTC requested and received approval through Budget Amendment #1 in FY26 for nine additional Customer Service Representative positions. These positions allowed the organization to staff additional service stations at each office, helping to reduce customer wait times and improve service delivery. The SCTC also implemented a concierge pilot program at each office to proactively review customer documentation before customers entered the service queue. This initiative has significantly reduced unnecessary wait times, improved transaction efficiency, and enhanced the overall customer experience.

In addition, the FY27 staffing model includes dedicated "flex" Customer Service Representatives assigned to the three primary service centers. These employees are not excess staffing; they provide essential daily coverage for employee absences, support new employee training, continued refresher and skills enhancement training, staff planned virtual service stations, and assist other offices as operational demands fluctuate. Without these positions, service stations must be closed whenever employees are on leave or participating in training, directly reducing customer service capacity.

Even after these organizational improvements, current staffing levels no longer align with the number of available customer service stations as illustrated below. Downtown has 34 service stations but only 30 approved CSR positions, Mid-County has 37 stations with only 32 approved positions, and Venice has 23 stations with only 21 approved positions. These shortages leave multiple service stations unstaffed throughout the day, reducing processing capacity and limiting the public's access to services.

	Downtown			Mid			Vencie			North Port		
	# of Stations	Current FTEs	Variance	# of Stations	Current FTEs	Variance	# of Stations	Current FTEs	Variance	# of Stations	Current FTEs	Variance
CSR - Greater(s)	2	1	1	1	1	-	1	1	-	-	-	-
CSR - Concierge	1	1	-	1	1	-	1	1	-	-	-	-
Call Center Support	2	2	-	2	1	1	1	1	-	-	-	-
CSR - Dealer	1	1	-	1	1	-	1	1	-	-	-	-
CSR - Title Packet	-	-	-	1	1	-	-	-	-	-	-	-
CSR -Counters	26	25	1	25	23	2	17	17	-	4	4	-
CSR -Driving Tests	-	-	-	4	4	-		-	-			-
CSR - Flex	2	-	2	2	-	2	2	-	2	-	-	-
Total	34	30	**4**	37	32	**5**	23	21	**2**	4	4	**-**

Note: There are 4 Call Center Support positions reflected in the above illustration. (Total FTEs: CSR - 83; Call Center Support = 4, Total = 87.)

The operational impacts are evident. Over the past three months, average lobby wait times have exceeded 100 minutes at the Downtown, Mid-County, and Venice offices, while an average of 10 customers per day have been turned away because they either could not be served before closing or the lobby was at capacity because not all stations were being utilized. Existing employees continue to experience sustained heavy workloads, limited opportunities to utilize earned paid time off, increased overtime demands, and higher levels of burnout

Alternative solutions have been thoroughly evaluated and are not viable. The organization has already reorganized existing resources by reclassifying positions, implementing concierge services, and strategically deploying staff to maximize efficiency. Responsibilities cannot be further redistributed without negatively affecting service quality or delaying critical administrative functions. Temporary employees are not a practical solution because Customer Service Representatives require extensive training across multiple service areas, including motor vehicle, driver license, tax collection, and state regulatory requirements. The complexity of these functions, combined with the ongoing need for continuity and accountability when handling financial transactions and issuing state credentials, makes temporary staffing both inefficient and cost-prohibitive. Likewise, contract services are not a feasible alternative because these duties require direct statutory authority, specialized system access, extensive security controls, and comprehensive knowledge of Tax Collector operations that cannot be effectively outsourced.

To begin closing the remaining staffing gap, the SCTC is requesting 10 additional Customer Service Representative positions in FY27, including four positions for the Downtown office, five positions for the Mid-County office, and one position for the Venice office. Although the staffing analysis identifies an 11-position shortage across these offices, the request has intentionally been limited to 10 positions as a fiscally responsible approach that balances operational needs with available resources.

Approving these positions will allow the SCTC to consistently staff available service stations, increase customer throughput, reduce lobby congestion and wait times, improve appointment availability, decrease the number of customers turned away at closing, and provide employees greater flexibility to utilize earned leave while participating in training and professional development. Most importantly, these positions are not intended to create excess staffing capacity; they represent the minimum staffing necessary to meet current service demands while positioning the organization to accommodate Sarasota County's continued growth and maintain the exceptional level of customer service expected by the public.

TOTAL CURRENT VACANCIES	4

PERMANENT POSITION JUSTIFICATION
FY 2026-2027

SARASOTA

POSITION DATA:

POSITION NO.(S): 142-143

POSITION TITLE: Workforce Development Staff

☑ FULL-TIME ☐ PART-TIME

ANNUAL RATE: $48,880

SALARY FUNDING: $75,222

Primary functions to be performed:
Employee onboarding, training, ongoing professional development, and daily quality assurance for most services provided including driver's license, motor vehicle, tax collection and hunting and fishing licenses.

LOCATION:

Position to be assigned to: Various Offices

Main or Satellite Office: Various

Department or Section: Workforce Development

WORKLOAD:

Current direct workload in this unit:
Currently, two WFD staff are providing employee onboarding, training, ongoing professional development, and daily quality assurance at all four locations. This request is to add two positions so that there is a dedicated WFD staff assigned to each location.

# of positions currently performing this function:

Full-Time	2	Mon. Hrs.	320	
Part-Time		Mon. Hrs.		
Temporary		Mon. Hrs.		# of Months:
Direct Overtime	2	Mon. Hrs.	24	

Current direct workload per position:
Employee onboarding, training, ongoing professional development, and daily quality assurance

Estimated increased workload:
The overall workload of the Workforce Development team is not expected to increase significantly; however, the current staffing model requires the two Workforce Development Specialists to divide their time among multiple office locations, limiting their effectiveness and availability. As a result, employees do not consistently receive the level of coaching, mentoring, and quality assurance needed to maximize performance.

Adding two additional Workforce Development Specialists will allow one specialist to be assigned full-time to each customer service office. This dedicated presence will provide continuous onboarding support, real-time coaching, quality assurance observations, and ongoing professional development, resulting in more consistent service delivery, improved employee performance, faster proficiency for new hires, and an enhanced customer experience across all locations.

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.

The Workforce Development team, consisting of one Manager and two Workforce Development Specialists in FY26, is responsible for employee onboarding, new hire training, ongoing professional development, mentoring, and daily quality assurance across all customer service locations. During the past year, this program has proven highly successful by providing standardized new employee training classes every eight weeks, individualized coaching, and continuous mentoring. These efforts have accelerated employee proficiency, improved consistency in service delivery, enhanced compliance with policies and procedures, and increased employee engagement and retention.

Building on the success of the program, the SCTC is requesting two additional Workforce Development Specialists in FY27, increasing the team to a total of four specialists. This will allow one Workforce Development Specialist to be assigned full-time to each customer service location, providing consistent on-site support where it is needed most.

In addition to training and mentoring new employees, these specialists will provide real-time coaching, conduct quality assurance observations during customer interactions, reinforce best practices, and ensure customers consistently receive the high level of service expected from the Sarasota County Tax Collector's Office. Having dedicated Workforce Development staff embedded within each office will allow training opportunities to occur immediately, improve operational consistency across all locations, and enhance the overall customer experience.

Reassigning these responsibilities to existing Customer Service Representatives is not feasible. Current staffing levels require CSRs to remain fully dedicated to serving customers, and shifting them into training roles would further increase customer wait times and reduce service capacity. Workforce Development is a specialized, full-time function requiring dedicated resources to effectively onboard, develop, mentor, and

Temporary employees or contract staffing are not a viable solution due to the specialized nature of the services provided by the Sarasota County Tax Collector's Office. Customer Service Representatives and Motor Vehicle Specialists must complete extensive initial training, ongoing education, and hands-on mentoring before they can independently process the wide variety of statutory transactions performed by the office. Frequent legislative changes, procedural updates, and system enhancements also require continuous training to maintain accuracy and compliance.

In addition, temporary employees are generally not available long enough to justify the significant investment in training required to become proficient. By the time a temporary employee is fully trained, their assignment is often nearing completion, resulting in little operational benefit and requiring the training process to begin again with a new employee.

Temporary staff also cannot provide the continuity, institutional knowledge, or customer service consistency necessary in a public-facing environment where accuracy, security, and accountability are critical. The office's staffing needs are permanent and ongoing due to sustained population growth, increasing transaction volumes, and the complexity of services provided. As a result, permanent full-time employees represent the most effective and fiscally responsible solution for maintaining service levels and meeting customer expectations.

The addition of these positions will strengthen employee development, improve quality assurance, reduce turnover, and support the organization's continued growth while ensuring consistent, accurate, and customer-focused service across all offices.

TOTAL CURRENT VACANCIES 0

PERMANENT POSITION JUSTIFICATION
FY 2026-2027

SARASOTA

POSITION DATA:

POSITION NO.(S): 144

POSITION TITLE: IT Associate ☑ FULL-TIME ☐ PART-TIME

ANNUAL RATE: $70,720 SALARY FUNDING: $101,784

Primary functions to be performed:
Help desk and end-user technical support.
Computer deployment, imaging, and equipment replacement.
User account administration.
Hardware and software troubleshooting.
Technology asset inventory management.
Basic network and systems support under the direction of senior IT staff.

LOCATION:

Position to be assigned to: Information Technology Main or Satellite Office: Main

Department or Section: Information Technology

WORKLOAD:

Current direct workload in this unit:
Help desk and end-user technical support.
Computer deployment, imaging, and equipment replacement.
User account administration.
Hardware and software troubleshooting.
Technology asset inventory management.
Basic network and systems support under the direction of senior IT staff.

The Information Technology Department currently consists of two entry-level IT Associates, one senior-level IT professional, and an IT Director. Due to increasing support demands, the senior-level employee has assumed many routine help desk and end-user support responsibilities that would typically be performed by entry-level staff. While this approach has allowed the department to maintain day-to-day operations, it has reduced the senior staff member's capacity to focus on higher-level responsibilities such as cybersecurity, infrastructure management, enterprise systems, disaster recovery planning, and strategic technology initiatives. Adding an additional entry-level IT Associate will redistribute routine operational tasks appropriately, allowing senior technical staff to focus on specialized functions while improving overall service responsiveness and reducing help desk backlogs.

# of positions currently performing this function:

Full-Time	3	Mon. Hrs.	480	
Part-Time		Mon. Hrs.		
Temporary		Mon. Hrs.		# of Months:
Direct Overtime		Mon. Hrs.		

Current direct workload per position:
Help desk and end-user technical support.
Computer deployment, imaging, and equipment replacement.
User account administration.
Hardware and software troubleshooting.
Technology asset inventory management.
Basic network and systems support under the direction of senior IT staff.

Estimated increased workload:

The current IT staff is operating at full capacity supporting the organization's daily technology needs. As the number of employees has grown, so has the volume of help desk requests, resulting in longer response times and extended ticket resolution times. With the planned addition of 13 new positions in FY27, demand for IT support will continue to increase through additional workstation deployments, user account administration, software support, equipment setup, and ongoing technical assistance. Without additional staffing, response and resolution times will continue to lengthen, negatively impacting employee productivity and the organization's ability to maintain efficient operations. The requested IT Associate will provide the capacity necessary to maintain current service levels while supporting the organization's continued growth.

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.

The SCTC is requesting the addition of one entry-level IT Associate to maintain service levels and effectively support the organization's growing technology needs.

Over the past several years, the number of full-time employees (FTEs) supported by the Information Technology Department has increased significantly. This growth has resulted in a corresponding increase in requests for technical assistance, workstation deployments, user account management, software support, cybersecurity administration, and ongoing technology maintenance. As the organization has expanded, the IT Department's workload has increased substantially without a proportional increase in staffing, limiting its ability to respond to day-to-day support requests while also advancing strategic technology initiatives.

Compounding this challenge, two IT positions were reassigned to a newly created department outside of the Information Technology Department. Although these positions continue to perform technology-related functions within their new department, they are no longer available to provide enterprise-wide IT support. This has reduced the IT Department's available staffing resources and created operational gaps in end-user support and routine technology services.

The addition of an entry-level IT Associate will strengthen the department's ability to provide timely and reliable technical support by assuming responsibility for routine operational tasks, including:

-Help desk and end-user technical support.
-Computer deployment, imaging, and equipment replacement.
-User account administration.
-Hardware and software troubleshooting.
-Technology asset inventory management.
-Basic network and systems support under the direction of senior IT staff.

Assigning these responsibilities to an entry-level position will enable senior technical staff to focus on higher-priority initiatives, including cybersecurity, infrastructure modernization, disaster recovery planning, enterprise application support, regulatory compliance, and other strategic technology projects that reduce organizational risk and improve operational efficiency.

The requested position is necessary to maintain service levels as the organization continues to grow. Without additional staffing, response times for technical support requests will continue to increase, delaying issue resolution, reducing employee productivity, and limiting the department's ability to proactively manage the organization's technology environment.

Temporary employees are not a viable solution because the position requires extensive training on agency-specific systems, cybersecurity practices, and internal technology infrastructure. The time and resources required to train temporary staff would outweigh the short-term benefit, and temporary employees typically cannot provide the continuity or institutional knowledge needed to effectively support daily IT operations.

Reassigning duties is also not feasible. Existing IT staff are fully utilized supporting daily operations while managing cybersecurity, infrastructure, enterprise applications, disaster recovery, and strategic technology initiatives. Redistributing responsibilities would reduce service levels, delay critical projects, and increase operational risk. The requested position provides the dedicated capacity needed to maintain timely technical support while allowing senior IT staff to focus on higher-level technical responsibilities.

Funding this position will improve service responsiveness, reduce support backlogs, strengthen operational resilience, and ensure the Information Technology Department can continue providing reliable, secure, and efficient technology services that support the Sarasota County Tax Collector's mission and the needs of both employees and the public.

TOTAL CURRENT VACANCIES 0

DETAIL OF VACANT POSITIONS
FY 2026-2027

SARASOTA

Pos. No.	Position Classification	Annual Rate 9/30/26	# Days Vacant
10	Customer Service Representative	$57,200	48
12	Customer Service Representative	$57,200	77
53	Customer Service Representative	$48,880	114
122	Customer Service Representative	$48,880	70

** Please insert additional lines if necessary.*

EMPLOYEE CERTIFICATION WORKSHEET
FY 2026-2027

SARASOTA

CURRENT DESIGNATIONS 2025-26

POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	ANNUAL AMOUNT
TOTAL CURRENT DESIGNATIONS				

NEW DESIGNATIONS 2026-27

POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	PRORATED AMOUNT
TOTAL NEW DESIGNATIONS				

TOTAL CURRENT AND NEW DESIGNATIONS

TRAVEL WORKSHEET
FY 2026-2027

SARASOTA

LOCAL TRAVEL FOR FIELD WORK & ADMINISTRATIVE DUTIES

FIELD TRAVEL:

Number of Field Employees	Mileage Reimbursement Rate	Total miles per employee	Total Field Travel	Employees Reimb. At Flat Rate	Flat Rate Amount per Employee	Total Flat Rate Reimb.

ADMINISTRATIVE TRAVEL:

Number of Administrative Employees	Mileage Reimbursement Rate	Total miles per employee	Total Administrative Travel	Employees Reimb. At Flat Rate	Flat Rate Amount per Employee	Total Flat Rate Reimb.

TOTAL LOCAL TRAVEL

SCHOOL, CONFERENCE OR OTHER TRAVEL

SCHOOLS:

Name	City	No. of Employees Traveling	No. of Days Traveling	Total Transportation Cost per Event	Daily Room Cost per Employee	Daily Per Diem per Employee	TOTAL
CFCA	Various	12	5	$2,045	$175	$76	$17,105
CFCA	Virtual	12					
CFC	Various	1		$150	$800	$200	$150
TOTAL							$17,255

CONFERENCES:

Name	City	No. of Employees Traveling	No. of Days Traveling	Total Transportation Cost per Event	Daily Room Cost per Employee	Daily Per Diem per Employee	TOTAL
FTCA	Various	8	4	$1,600	$200	$76	$10,432
TAXSYS	Various	14	3	$2,800	$200	$76	$14,392
FGFOA	Various	2	5	$400	$200	$76	$3,160
FL Bar	Various	2	3	$400	$200	$76	$2,056
National Association	Various	1	4	$1,000	$200	$76	$2,104
TDT	Various	5	4	$1,000	$200	$76	$6,520
TOTAL							$38,664

OTHER:

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

TOTAL SCHOOL, CONFERENCE OR OTHER TRAVEL $55,919

TOTAL TRAVEL REQUEST **$55,919**

EDUCATION WORKSHEET
FY 2026-2027

SARASOTA

SCHOOLS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
College/University		$6,000		Various	$6,000
TOTAL					$6,000

WORKSHOPS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
5 Voices	Online	$457		15	$6,855
Chambers	Sarasota Co.	$1,540		1	$1,540
SHRM HR Dir.	Sarasota Co.	$645		1	$645
SHRM GC	Sarasota Co.	$220		1	$220
IT Certification	Sarasota Co.	$1,000		2	$2,000
IT Bootcamp	Sarasota Co.	$75		1	$75
TOTAL				21	$11,335

CONFERENCES AND SEMINARS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
FCTA - Fall	Various	$800		8	$6,400
FGFOA	Various	$800		2	$1,600
CPA Seminars	Various	$1,000		1	$1,000
Florida Bar	Various	$2,000		2	$4,000
National Association	Various	$500		1	$500
TDT	Various	$500		5	$2,500
TOTAL				19	$16,000

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
DOR CFCA	Various	$440		24	$10,560
DOR CFC	Various	$550		1	$550
TaxSys	Various	$350		14	$4,900
TOTAL				39	$16,010

OTHER EDUCATIONAL EXPENSES (SPECIFY)	TOTAL
TOTAL EDUCATION EXPENSES	$49,345

CONTRACT WORKSHEET
FY 2026-2027

SARASOTA

OBJECT CODE	VENDOR NAME	PURPOSE OF CONTRACT	ANNUAL AMOUNT
3151	DIVCO	Tax bill mailings	$37,500
3151	FSSI	Registration renewal mailings	$50,000
3151 Total			**$87,500**
3159	Mid-Florida Armored Car Service	Secure transport of daily cash collections from all four locations	$43,800
3159	LGH	Social Media Consulting	$96,000
3159	Ramba Consulting Group & Corcoran Partners	Legislative monitoring and government relations support.	$150,000
3159	Cocoran Partners	Legislative monitoring and government relations support.	$100,000
3159	OPEX	Annual Service	$27,510
3159	Mavro	Annual Support Services	$35,750
3159	Paylocity	Annual fee for Payroll, HR, and benefits administration services to ensure continuity of employee compensation and records management.	$32,064
3159	Allied Universal Security Services	Security Guard	$71,650
3159	Florida Department of Law Enforcement (Continuing Services)	Employee fingerprinting and background screening system access.	$3,200
3159	Thrive (Continuing Services)	Managed cybersecurity monitoring and protection services.	$70,000
3159	Silktide Inc (Continuing Services)	Ongoing website monitoring for ADA compliance.	$7,800
3159	Twilio	Appointment Confirmation	$4,680
3159	Westlaw Research		$7,794
3159 Total			**$650,248**
4651	Quadient Inc	Mail inserter maintenance	$3,000
4651	Zeno	Copier Maintenance	$4,000
3159	CCD (Coin, Currency & Document Systems)	Annual Maintenance for cash management system machines (x4)	$17,490
4651 Total			**$24,490**
4654	Grant Street	TaxSys Subscription Fee	$675,000
4654	Microsoft Enterprise	Server Software and Office 365	$60,000
4654	VMware Software & Support	Server Software	$72,576
4654	Oracle	Database software maintenance	$21,000
4654	Frey Municipal (BUCS)	Accounting Software	$7,016
4654	Quest Rapid Recovery	Backup recovery system software	$15,000
4654	Cisco Duo	Dual Authentication Software	$4,200
4654	PDQ Deploy	Remote management and monitoring software	$3,352
4654	Track-IT	Help-desk request software	$3,100
4654	Quest Archive Manager	Email archival software	$1,400
4654	Microsoft Select Plus	Remote Desktop	$1,044

4654	Adobe	Adobe software for staff	$5,500
4654	Esper	Mobile device management software	$3,500
4654	Veam 365	Cloud back up	$7,331
4654	Page Freezer	Social Media Archive	$1,600
4654 Total			**$881,619**
45	Risk Strategies - Gehring Group (Continuing Services)	Property, liability, workers' compensation, and related insurance coverage.	$120,621
45 Total			**$120,621**
GRAND TOTAL			**$1,643,857**

POSTAGE WORKSHEET
FY 2026-2027

SARASOTA

Type of Mail	Number of Items	Postage Rate	Total
MASS MAILINGS:			
TAXES:			
Tax Notices - Real Property	20,000	0.82	$16,400
Tax Notices - Personal Property	Included in Real Prop.		
Reminder Notices - Real Property	17,500	0.82	$14,350
Reminder Notices - Personal Property	900	0.82	$738
~~**Informational Notice to Mortgagor**~~			
Annual Atty Tax Notice	800	0.82	$656
TAGS AND REGISTRATIONS:			
Motor Vehicles & Manufactured Homes Notice	271,625	0.67	$182,804
Boats	Included in Vehicles		
Parking Permit Notice	8,640	0.67	$5,815
OTHER: (Specify Type)			
TOTAL MASS MAILINGS			**$220,763**
GENERAL CORRESPONDENCE			
County Mailroom and Fed Ex- includes correspondence, mailing renewed DMV registration decals and plates to customers, daily mailing to DMV of titles and other information for each agency, certified mail, overnight mail, and all other mail processed by the BCC County Mailroom.			$308,600
TOTAL GENERAL CORRESPONDENCE			$308,600
TOTAL POSTAGE REQUEST			**$529,363**

VEHICLE INVENTORY FORM

FY 2026-2027

SARASOTA

Vehicle Make	Model	Year Leased or Purchased	Mileage	Assigned Work Unit
Honda	Accord	2013	55,589	Administration
Ford	Transit	2020	68,576	Administration

DATA PROCESSING PURCHASE JUSTIFICATION

SARASOTA **FY 2026-2027**

ITEM REQUESTED	NUMBER REQUESTED	MAKE AND MODEL NUMBER	LENGTH OF PAYMENT SCHEDULE	COST FOR FISCAL YEAR 2026-27	FULL COST
Fujitsu ScanSnap SV600 Overhead Document Scanner	5	SV600	one time pymt	$635	$3,175
Neat Frame Videoconferencing Unit	5		one time pymt	$545	$2,725
Stereo Optical Optec 1000DMV Eye Machine	5	Optec 1000DMV	one time pymt	$1,136	$5,680
Lexmark MS431dn Printers	5	Lexmark MS431	one time pymt	$340	$1,700
APC Back-UPS 650VA	5	650VA	one time pymt	$109	$545
Zoom Workforce Pro User Subscription	5		one time pymt	$170	$850
Zoom Room Teleconferencing Subscription	5		one time pymt	$499	$2,495
RealVNC Remote Connection Software	5		one time pymt	$198	$990
TOTAL				**$3,632**	**$18,160**

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

Virtual service stations will improve the office's ability to perform its statutory duties by increasing customer access to services while maximizing the efficiency of existing staff resources. These stations will allow Customer Service Representatives to assist customers remotely from any office location, providing greater flexibility to balance workloads across the county and respond to fluctuations in customer demand.

During periods of high demand, virtual stations can be staffed by employees from other locations or by designated "flex" Customer Service Representatives, reducing customer wait times and minimizing service disruptions caused by employee absences. They also provide additional capacity during peak registration and tax collection seasons without requiring permanent service counters at every location.

By leveraging technology, virtual stations will improve appointment availability, reduce lobby congestion, shorten customer wait times, and ensure the office can continue providing timely, accurate, and efficient statutory services to a growing population. This approach enhances operational resilience while maintaining the high level of customer service expected by Sarasota County residents.

HOW LONG WILL THIS PURCHASE FULFILL THOSE NEEDS?

The useful life on the parts for the virtual machines are 3-5 years with proper maintenance.

ADDITIONAL COMMENTS OR PERTINENT INFORMATION

2026-27 Tax Collector

SARASOTA

FTE By Activity		Estimated FTE	Estimated Annual Transactions
	Property Tax	10.00	
	DMV	45.00	
	Game & Fish	0.50	
	Sales Tax	NA	
	Drivers License	65.00	
	Tourist Development	1.50	
	Administrative	22.00	
	Total	144.00	

List Miscellaneous activities below:

SUMMARY OF
REDUCTIONS REQUEST

TAX COLLECTOR

SARASOTA

APPROPRIATION CATEGORY	APPROVED BUDGET 2025-26	BUDGET REQUEST 2026-27	Reductions Requested by the COUNTY			Reductions Reflected in REQUEST	
			AMOUNT	%		AMOUNT	%
PERSONNEL SERVICES (Sch. 1-1A)	13,408,666	13,969,902	None Requested			561,236	4.2%
OPERATING EXPENSES (Sch. II)	3,557,813	2,680,824	None Requested			(876,989)	-24.6%
OPERATING CAPITAL OUTLAY (Sch. III)	567,861	165,772	None Requested			(402,089)	-163.4%
TOTAL EXPENDITURES	**$17,534,340**	**$16,816,498**	**None Requested**			**($717,842)**	**-4.1%**
NUMBER OF POSITIONS	131	144	**None Requested**			**13**	9.9%

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

SUMMARY OF REDUCTIONS REQUEST
JUSTIFICATION SHEET
FY 2026-2027

SARASOTA

APPROPRIATION CATEGORY	AMOUNT OF VARIANCE	JUSTIFICATION
	None Requested	
GRAND TOTAL	**$0**	