

**BUDGET REQUEST FOR PROPERTY APPRAISERS  
SUMMARY OF THE 2016-17 BUDGET BY APPROPRIATION CATEGORY**

**OKALOOSA  
COUNTY**

**EXHIBIT A**

APPROPRIATION CATEGORY	ACTUAL EXPENDITURES 2014-15	APPROVED BUDGET 2015-16	ACTUAL EXPENDITURES 3/31/16	REQUEST 2016-17	(INCREASE/DECREASE)		AMOUNT APPROVED 2016-17	(INCREASE/DECREASE)	
					AMOUNT	%		AMOUNT	%
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)	(8)	(8a)
PERSONNEL SERVICES (Sch. 1-1A)	2,451,147	2,917,743	1,219,964	3,060,070	142,327	4.9%			
OPERATING EXPENSES (Sch. II)	547,432	532,209	190,689	461,055	(71,154)	-13.4%			
OPERATING CAPITAL OUTLAY (Sch. III)	31,014	101,700	45,898	109,300	7,600	7.5%			
NON-OPERATING (Sch. IV)		10,000		10,000					
TOTAL EXPENDITURES	\$3,029,593	\$3,561,652	\$1,456,551	\$3,640,425	\$78,773	2.2%			
NUMBER OF POSITIONS		43		43					
					COL (5) - (3)    COL (6) / (3)				

**DETAIL OF PERSONNEL SERVICES**

SCHEDULE IA

OKALOOSA

OBJECT CODE	ACTUAL EXPENDITURES 2014-15	APPROVED BUDGET 2015-16	ACTUAL EXPENDITURES 3/31/16	REQUEST 2016-17	INCREASE/(DECREASE)		AMOUNT APPROVED 2016-17
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
<b>PERSONNEL SERVICES:</b>							
11 OFFICIAL	129,152	129,552	64,776	128,052	(1,500)	-1.2%	
12 EMPLOYEES (REGULAR)	1,612,449	1,988,254	810,622	1,988,254			
13 EMPLOYEES (TEMPORARY)	7,510	7,543	3,772	7,544	1	0.0%	
14 OVERTIME						----	
15 SPECIAL PAY	58,100	11,573	4,019	35,806	24,233	209.4%	
<b>21 FICA</b>							
2152 REGULAR	128,621	162,789	64,693	165,214	2,425	1.5%	
2153 OTHER						----	
<b>22 RETIREMENT</b>							
2251 OFFICIAL	10,545	11,375	5,687	43,466	32,091	282.1%	
2252 EMPLOYEE	77,917	99,665	39,140	100,019	354	0.4%	
2253 SMS/SES	53,339	56,929	25,957	59,962	3,033	5.3%	
2254 DROP	42,492	47,130	21,946	54,575	7,445	15.8%	
23 LIFE & HEALTH INSURANCE	300,602	377,580	152,624	453,607	76,027	20.1%	
24 WORKER'S COMPENSATION	30,420	25,353	25,353	23,571	(1,782)	-7.0%	
25 UNEMPLOYMENT COMP.			1,375			----	
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$2,451,147</b>	<b>\$2,917,743</b>	<b>\$1,219,964</b>	<b>\$3,060,070</b>	142,327	4.9%	

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

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Col. (3) Ex. A

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Col. (4) Ex. A

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Col. (5) Ex. A

Col. (5) - (3)

Col. (6) / (3)

**DETAIL OF OPERATING EXPENSES**

OKALOOSA

SCHEDULE II

OBJECT CODE	ACTUAL EXPENDITURES 2014-15	APPROVED BUDGET 2015-16	ACTUAL EXPENDITURES 3/31/16	REQUEST 2016-17	INCREASE/(DECREASE)		AMOUNT APPROVED 2016-17
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
<b>OPERATING EXPENSES:</b>							
<b>31 PROFESSIONAL SERVICES</b>							
3151 E.D.P.	131,117	55,963	28,131	55,963			
3152 APPRAISAL	87,500	87,500			-87500	-100%	
3153 MAPPING						----	
3154 LEGAL	84,308	102,000	49,427	102,000			
3159 OTHER	2,117	7,155	1,264	2,710	-4445	-62%	
32 ACCOUNTING & AUDITING	4,804	5,100	4,856	5,700	600	12%	
33 COURT REPORTER						----	
34 OTHER CONTRACTUAL	11,383	700	581	1,280	580	83%	
40 TRAVEL	8,793	22,562	8,418	28,300	5738	25%	
41 COMMUNICATIONS	2,416	3,100	1,426	8,580	5480	177%	
<b>42 TRANSPORTATION</b>							
4251 POSTAGE	11,403	12,756	2,542	15,729	2973	23%	
4252 FREIGHT						----	
43 UTILITIES						----	
<b>44 RENTALS &amp; LEASES</b>							
4451 OFFICE EQUIPMENT	2,436	2,729	1,212	2,628	-101	-4%	
4452 VEHICLES						----	
4453 OFFICE SPACE						----	
4454 E.D.P.						----	
45 INSURANCE & SURETY	40,652	40,652	40,652	31,104	-9548	-23%	

**DETAIL OF OPERATING EXPENSES**

OKALOOSA

SCHEDULE II

OBJECT CODE	ACTUAL EXPENDITURES 2014-15	APPROVED BUDGET 2015-16	ACTUAL EXPENDITURES 3/31/16	REQUEST 2016-17	INCREASE/(DECREASE)		AMOUNT APPROVED 2016-17
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
<b>46 REPAIR &amp; MAINTENANCE</b>							
4651 OFFICE EQUIPMENT	2,266	3,225	162	3,540	315	10%	
4652 VEHICLES	10,979	25,514	3,462	23,500	(2,014)	-8%	
4653 OFFICE SPACE	4,135	5,000	1,571	1,000	(4,000)	-80%	
4654 E.D.P.	19,827	35,648	3,386	28,993	(6,655)	-19%	
47 PRINTING & BINDING	2,869	6,508	3,522	5,850	(658)	-10%	
<b>49 OTHER CURRENT CHARGES</b>							
4951 LEGAL ADVERTISEMENTS	6,627	6,800	6,701	6,875	75	1%	
4952 AERIAL PHOTOS						----	
4959 OTHER	692	100		100			
51 OFFICE SUPPLIES	70,755	41,092	11,351	60,893	19,801	48%	
52 OPERATING SUPPLIES	17,174	28,450	5,008	26,000	(2,450)	-9%	
<b>54 BOOKS &amp; PUBLICATIONS</b>							
5451 BOOKS	100	940		500	(440)	-47%	
5452 SUBSCRIPTIONS	14,817	17,303	4,491	23,825	6,522	38%	
5453 EDUCATION	5,542	10,015	5,130	15,870	5,855	58%	
5454 DUES/MEMBERSHIPS	2,457	9,097	6,460	7,815	(1,282)	-14%	
5455 CHECK CHARGES	2,263	2,300	936	2,300			
<b>TOTAL OPERATING EXPENSES</b>	<b>\$547,432</b>	<b>\$532,209</b>	<b>\$190,689</b>	<b>\$461,055</b>	<b>(71,154)</b>	<b>-13%</b>	

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

Col. (5) - (3)

Col. (6) / (3)

**DETAIL OF OPERATING CAPITAL OUTLAY**

**SCHEDULE III**

OKALOOSA

OBJECT CODE	ACTUAL EXPENDITURES 2014-15	APPROVED BUDGET 2015-16	ACTUAL EXPENDITURES 3/31/16	REQUEST 2016-17	INCREASE/(DECREASE)		AMOUNT APPROVED 2016-17
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
<b>CAPITAL OUTLAY:</b>							
<b>64 MACHINERY &amp; EQUIPMENT</b>							
6451 E.D.P.	8,433	29,700		32,500	2,800	9.4%	
6452 OFFICE FURNITURE	22,581			1,800	1,800	----	
6453 OFFICE EQUIPMENT						----	
6454 VEHICLES		72,000	45,898	75,000	3,000	4.2%	
66 BOOKS							
68 INTANGIBLE ASSETS						----	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$31,014</b>	<b>\$101,700</b>	<b>\$45,898</b>	<b>\$109,300</b>	7,600	7.5%	

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Col. (5) - (3)

Col. (6) / (3)



**DETAIL OF NON-OPERATING**

**SCHEDULE IV**

OKALOOSA

OBJECT CODE	ACTUAL EXPENDITURES 2014-15	APPROVED BUDGET 2015-16	ACTUAL EXPENDITURES 3/31/16	REQUEST 2016-17	INCREASE/(DECREASE)		AMOUNT APPROVED 2016-17
					AMOUNT	%	
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
<b>NON-OPERATING:</b>							
91 E.D.P. CONTRACT RESERVE						----	
92 OTHER CONTRACT RESERVE						----	
93 SPECIAL CONTINGENCY						----	
94 EMERGENCY CONTINGENCY		10,000		10,000			
<b>TOTAL NON-OPERATING</b>		<b>\$10,000</b>		<b>\$10,000</b>			

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

Col. (5) - (3)

Col. (6) / (3)

**JUSTIFICATION SHEET  
FY 2016-2017**

OKALOOSA

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
11	Official	\$128,052	(\$1,500)	Newly elected official taking office 1-1-17. Salary prorated based on current rate of \$127,552.
13	Employees (Temp)	\$7,544	\$1	Correction in math from last year
15	Special Pay	\$35,806	\$24,233	3 Retirement/DROP lump sum annual leave payments vs 1 last year and 3 CFE certification payments @ \$2000 each (\$6000)
2152	FICA Regular	\$165,214	\$2,425	Increase in special pay
2251	Retirement Official	\$43,466	\$32,091	Newly elected official taking office 1-1-17, retirement rate diffirent from current official.
2252	Retirement Employee	\$100,019	\$354	Increase based on Retirement/DROP lump sum annual leave payments
2253	Retirement SMS/SES	\$59,962	\$3,033	Increase based on Retirement/DROP lump sum annual leave payments in SMS Class
2254	Retirement - DROP	\$54,575	\$7,445	Added 1 position to DROP and Retirement/DROP lump sum annual leave payments
23	Life & Health Insurance	\$453,607	\$76,027	Per directive from BCC - Risk Management Dept.
24	Workers Comp	\$23,571	(\$1,782)	Per directive from BCC - Risk Management Dept. resulting in lower Worker's Comp
3152	Appraisal		(\$87,500)	Decrease - Contract completed
3159	Other prof services	\$2,710	(\$4,445)	Move to new location complete additional expense for movers no longer needed
32	Accounting & Audit	\$5,700	\$600	Additional consultation during annual audit resulting in additional charges.
34	Other Contractual	\$1,280	\$580	Increase due to additional Drug Screenings.
40	Travel	\$28,300	\$5,738	See Worksheet - New employees traveling for education
41	Communications	\$8,580	\$5,480	Adding 13 wireless connections for field agents to be able to upload data while out in field
4251	Postage	\$15,729	\$2,973	See Worksheet - Additional items being mailed.
4451	Rental & Lease Office Equip	\$2,628	(\$101)	New contract signed for equipment at lower rate
45	Insurance & Surety	\$31,104	(\$9,548)	Per directive from BCC - Risk Management Dept. resulting in lower insurance costs
4651	Repair & Maint Office Equip	\$3,540	\$315	Unexpected repairs to older office equipment
4652	Repair & Maint Vehicle	\$23,500	(\$2,014)	Replaced older vehicles
4653	Repair & Maint Office Space	\$1,000	(\$4,000)	Move to county office space with maintenance being provided by County
4654	Repair & Maint EDP	\$28,993	(\$6,655)	Completed move to new location additional expense for equipment move no longer needed
47	Printing & Binding	\$5,850	(\$658)	Some mail out items being printed in-house rather than using outside printing company
4951	Legal Advertisements	\$6,875	\$75	Possible cost increase to run legal advertisements
51	Office Supplies	\$60,893	\$19,801	Price increases in general office supplies. Increase in number of toner cartridges used per machine as well as price of toner. Additional supplies will be need for new computer tablets.
52	Operating Supplies (Fuel)	\$26,000	(\$2,450)	Decrease in number of fleet vehicles
5451	Books	\$500	(\$440)	With purchase of new GETAC tablets for field staff will no longer need Atlases
5452	Subscriptions	\$23,825	\$6,522	Increase due to addition of 2 users for Accurint subscription
5453	Education	\$15,870	\$5,855	See Worksheet - New staff needing to attend education training classes
5454	Dues / Membership	\$7,815	(\$1,282)	Removed membership in local MLS Service & 3 SHRM memberships
6451	EDP (Capital)	\$32,500	\$2,800	Purchase additional tablets for field staff
6452	Furniture (Capital)	\$1,800	\$1,800	Purchase of 1 office computer desk
6454	Vehicles (Capital)	\$75,000	\$3,000	Plan to replace 3 older fleet vehicles
<b>GRAND TOTAL</b>			<b>\$78,773</b>	







**TRAVEL WORKSHEET  
FY 2016-2017**

OKALOOSA

**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
IAAO	TBD	16	6		\$94	\$41	\$11,436
TPP Workshop	TBD	3	5		\$100	\$41	\$1,815
IT Training Camp	Orlando	1	6		\$150	\$41	\$996
<b>TOTAL</b>							\$14,247

**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
PAAF-Mid Winter	Tallahassee	5	4		\$150	\$41	\$2,865
PAAF-Post Leg	TBD	5	4		\$150	\$41	\$2,865
PAAF Annual	TBD	1	4		\$150	\$41	\$614
FIAAO Annual	Orlando	4	4		\$150	\$41	\$2,456
GIS SHRUG	Tallahassee	1	6		\$150	\$41	\$996
GIS-CAMA Tech Conf	TBD	2	6		\$150	\$41	\$1,992
<b>TOTAL</b>							\$11,788

**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
General	1	3		\$150	\$41	\$423
General	3	4		\$150	\$41	\$1,842
<b>TOTAL</b>						\$2,265

**TOTAL SCHOOL, CONFERENCE OR OTHER TRAVEL**

**TOTAL TRAVEL REQUEST**

**POSTAGE WORKSHEET  
FY 2016-2017**

OKALOOSA

Type of Mail	Number of Items	Postage Rate	Total
<b>MASS MAILINGS:</b>			
Notices of Proposed Property Taxes*			
Personal Property Tax Returns*			
Agricultural Class of Lands*			
Final Notices			
Receipts			
<b>EXEMPTIONS:</b>			
Renewal Applications for Homestead and Related Tax Exemptions*			
Final Notices			
Receipts			
Agricultural Exemption Denials/ Approvals	250	0.47	\$118
Agricultural Exemption Applications	250	0.47	\$118
<b>OTHER: (Specify Type)</b>			
Intent to Deny Homestead Exemption	650	0.47	\$306
Military HX Applications/ Acceptance Letters	1,120	0.47	\$526
Senior Exemption	1,973	0.47	\$927
Official Denial Letters (SX, MH, HX)	1,200	6.58	\$7,896
Sales Verification & Income Request	3,150	0.68	\$2,142
<b>TOTAL MAILINGS</b>			<b>\$12,032</b>
<b>GENERAL CORRESPONDENCE</b>			
Office	4,239	0.47	\$1,992
Office-Certified Mail	15	6.58	\$99
Overnight Mail	5	25.00	\$125
Exemptions Investigations	125	6.58	\$823
Tangible Personal Property Department	1,400	0.47	\$658
<b>TOTAL GENERAL CORRESPONDENCE</b>			<b>\$3,697</b>
<b>TOTAL POSTAGE REQUEST</b>			<b>\$15,729</b>

Explain the method you intend to use for the annual application for exemption(s) and the receipt(s) for the fiscal year 2016-17 (e.g., automatic homestead renewal - mailing of receipt, etc.).

**\*The Board of County Commissioners pays for the mailing of TRIM NOTICES per s.200.069 FS**

**\*NOTE: If the mass mailing calculation includes the mailing of the Notices of Proposed Property Taxes (TRIM notice), include a letter from your board of county commissioners (BCC). This letter is necessary because this mailing should be at the BCC's expense under section 200.069, Florida Statutes. If the county will directly reimburse you for the postage expense for TRIM notices, do not include it in the total postage request.**

**EDUCATION WORKSHEET**

**FY 2016-2017**

**SCHOOLS**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
IAAO	Various	375		16	\$6,000
<b>TOTAL</b>				16	\$6,000

**WORKSHOPS**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
IAAO-CEW	TBD	\$400		1	\$400
<b>TOTAL</b>				1	\$400

**CONFERENCES AND SEMINARS**

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
PAAF Mid-Winter	Tallahassee	\$225/\$75		5	\$525
PAAF Post-Leg	TBD	\$225/\$75		5	\$525
PAAF Annual	TBD	\$375		1	\$375
FCIAAO	Seminole County	\$95/\$135		4	\$380
FCIAAO-TPP Workshop	Seminole County	\$215		3	\$645
Gulf Power Symposium	Miramar Beach	\$100		2	\$200
HR Seminar	Pensacola	\$230		3	\$690
ERISA/IAAO GIS Conference	TBD	\$500		2	\$1,000
ERISA/IAAO GIS/SHRUG	TBD	\$130		1	\$130
<b>TOTAL</b>					\$4,470

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
Knowledge Key Associates (IT Training Camp)	Orlando	\$5,000			\$5,000
<b>TOTAL</b>					\$5,000

**OTHER EDUCATIONAL EXPENSES (SPECIFY)**

**TOTAL**


**TOTAL EDUCATION EXPENSES**

**\$15,870**



**DATA PROCESSING PURCHASE  
JUSTIFICATION  
FY 2016-2017**

ITEM REQUESTED	NUMBER REQUESTED	MAKE AND MODEL NUMBER	LENGTH OF PAYMENT SCHEDULE	COST FOR FISCAL YEAR 2016-17	FULL COST
Notebooks for Field Use	10	10.4 GETAC V110		\$3,250	\$32,500

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

The notebooks will allow field appraisers to access plot/aerial maps while in the field.

It will eliminate the cost of printing maps and purchasing street atlases.

They will also allow the field staff to input parcel data in the field minimizing office time and allow efficiency.

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

**ADDITIONAL COMMENTS OR PERTINENT INFORMATION**

## SUMMARY OF REDUCTIONS REQUEST

PROPERTY APPRAISER  
OKALOOSA

APPROPRIATION CATEGORY	APPROVED BUDGET 2015-16	BUDGET REQUEST 2016-17	Reductions Requested by the COUNTY		Reductions Reflected in REQUEST	
			AMOUNT	%	AMOUNT	%
PERSONNEL SERVICES (Sch. 1-1A)	2,917,743	3,060,070			142,327	4.9%
OPERATING EXPENSES (Sch. II)	532,209	461,055			(71,154)	-13.4%
OPERATING CAPITAL OUTLAY (Sch. III)	101,700	109,300			7,600	7.5%
NON-OPERATING (Sch. IV)	10,000	10,000				
<b>TOTAL EXPENDITURES</b>	<b>\$3,561,652</b>	<b>\$3,640,425</b>			<b>\$78,773</b>	<b>2.2%</b>
NUMBER OF POSITIONS	43	43				

\*NO REDUCTIONS REQUESTED

*\* 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.*