



August 13, 2010

Honorable Timothy "Pete" Smith, CFA Okaloosa County Property Appraiser 151-D N. E. Eglin Parkway Ft. Walton Beach, Florida 32548

Dear Mr. Smith:

Pursuant to Section 195.087(1)(b), Florida Statutes, the Department of Revenue has made any necessary changes to your 2010-11 budget. The enclosed budget reflects any changes that may have become necessary based upon our review of additional information or testimony that may have been presented.

The above referenced statute provides that this final budget, as approved by the Department of Revenue, may only be amended through a budget amendment requested by the Property Appraiser or an appeal to the Governor and Cabinet sitting as the Administration Commission. The Administration Commission may amend the budget if it finds that any aspect of the budget is unreasonable in light of the workload of the office of the Property Appraiser in the county under review. A written request must be filed no later than 15 days following the public hearing to finalize your county's budget and adoption of millage rates. Appeals may be filed by the Property Appraiser or the presiding officer of the County Commission.

The 2010-11 salary for the official is not yet available from LCIR. Therefore, it will be necessary for this office to make a technical amendment to the budget at a later date to reflect the final salary and any necessary adjustment for matching benefits.

If you have any questions regarding your budget, please feel free to contact me at (850) 617-8845.

Sincerely,

Cathy Galavis, Budget Supervisor Property Tax Oversight Program

CCG/cs

Enclosures

cc: Board of County Commissioners

DR-484 R . 2/09

### PROPERTY APPRAISER'S SUMMARY OF THE 2010-11 BUDGET BY APPROPRIATION CATEGORY

OKALOOSA

COUNTY

8/13/2010 **EXHIBIT A** 

AMPROPRIATION	ACHUAL	APPROVIDE	ACHÚAIE		(INCREASE/D	ECREASE)	FERENCE WAY	(INCREASE	/DECREASE)
CATEGORY (1)	19349 BRADITURIES 2008-09 (2)	Bajo@ei 2009-in (3)	EXPENIDITIONES 3/31/10 (4)	REQUEST 2010 11 (5)	AMOUNT (6)	(Ga)	APHROVED 2010:111 (7)	AMOUNI:	% (8a)
PERSONNEL SERVICES (Sch. 1-1A)	2,337,387	2,634,654	1,270,919	2,495,115	(139,539)	-5.3%	2,485,936	(148,718)	-5.6%
OPERATING EXPENSES (Sch. II)	572,925	541,699	261,843	507,505	(34,194)	-6.3%	507,505	(34,194)	-6.3%
OPERATING CAPITAL OUTLAY (Sch. III)	12,816	8,895	15,053	30,000	21,105	237.3%	30,000	21,105	237.3%
NON-OPERATING (Sch. IV)		5,000		42,998	37,998	760.0%	5,000	0	0.0%
TOTAL EXPENDITURES	\$2,923,128	\$3,190,248	\$1,547,815	\$3,075,618	(\$114,630)	-3.6%	\$3,028,441	(\$161,807)	-5.1%
NUMBER OF POSITIONS		39		39	0 COL (5) - (3)	0.0% COL (6) / (3)	39	0	0.0%
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OKALOOSA

### PROPERTY APPRAISER'S SUMMARY OF THE 2010-11 BUDGET BY APPROPRIATION CATEGORY

COUNTY

#### **EXHIBIT A**

	ACTUAL	APPROVED	ACTUAL		(INCREASE/(	(DECREASE)	
APPROPRIATION CATEGORY	EXPENDITURES 2008-09	BUDGET 2009-10	EXPENDITURES 03/31/10	REQUEST 2010-11	AMOUNT	%	AMOUNT APPROVED 2010-11
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
PERSONAL SERVICES (Sch. 1-1A)	\$2,337,387	\$2,634,654	\$1,270,918	\$2,495,117	(\$139,537)	-5.30%	
OPERATING EXPENSES (Sch. II)	\$541,124	\$541,699	\$261,843	\$507,506	(\$34,193)	-6.31%	
OPERATING CAPITAL OUTLAY (Sch. III)	\$44,616	\$8,895	\$15,053	\$30,000	\$21,105	237.27%	
NON-OPERATING (Sch. IV)		\$5,000		\$42,998	\$37,998	759.96%	
TOTAL EXPENDITURES	\$2,923,127	\$3,190,248	\$1,547,814	\$3,075,621	(\$114,627)	-3.59%	
NUMBER OF POSITIONS	39	39		39	0	0.00%	
					COL (5)-(3)	COL (6) / (3)	

**SCHEDULE I** 

DOR USE ONLY

				REQUESTED INCREASES					APPROVED	INCREASES	
Pos. No.	Position Classification	Annual Rate 9/30/10	Position Designation	Guideline Other Funding Annual Rate 9/30/11				Guideline	Other	Funding	Annual Rate 9/30/11
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
1	Supervisor, Land Dept.	\$74,763	D	\$0.00		\$74,763	\$74,763				
2	Land & Mineral Appraiser	\$32,978		\$0.00		\$32,978	\$32,978				
3	Condo & Townhome Appraiser	\$60,717	D	\$0.00		\$60,717	\$60,717				
4	Residential Appraiser	\$35,837		\$0.00		\$35,837	\$35,837				
5	Commercial Analyst	\$49,085		\$0.00		\$49,085	\$49,085				
6	Residential Appraiser I	\$45,706	D*	\$0.00		\$45,706	\$45,706				
7	Supervisor, Residential Dept.	\$83,742		\$0.00		\$83,742	\$83,742				
8	Land & Mineral Appraiser	\$33,953		\$0.00		\$33,953	\$33,953				
9	Agriculture Specialist	\$55,433		\$0.00		\$55,433	\$55,433				
10	Appraisal Director	\$98,511	S	\$0.00		\$98,511	\$98,511				
11	TPP Appraiser	\$30,538		\$0.00		\$30,538	\$30,538				
12	Supervisor Customer Service & Exemptions Dept	\$61,260		\$0.00		\$61,260	\$61,260				
13	Customer Service & Exemption Clerk	\$24,450		\$0.00		\$24,450	\$24,450				
14	Administrative & Computer Services Supervisor	\$59,482		\$0.00		\$59,482	\$59,482				
15	Cartographer (CH)	\$40,900		\$0.00		\$40,900	\$40,900				
16	Sr. Customer Srv & Exemptions Spec./Crestview Manager	\$44,236		\$0.00		\$44,236	\$44,236				
17	Supervisor Tangible Personal Property	\$59,834	D	\$0.00		\$59,834	\$59,834				
18	Residential Appraiser	\$29,145		\$0.00		\$29,145	\$29,145				
19	Senior Data Entry Clerk	\$39,817	D	\$0.00		\$39,817	\$39,817				
20	Commercial Analyst Appraiser	\$35,000	V	\$0.00		\$35,000	\$35,000				
21	Residential Appraiser	\$29,252		\$0.00		\$29,252	\$29,252				
22	Adminstrative Assistant	\$32,352		\$0.00		\$32,352	\$32,352				
23	GIS Coordinator/Cartographer	\$53,800		\$0.00		\$53,800	\$53,800				
24	Residential Appraiser	\$28,137	V	\$0.00		\$0	\$28,137				
26	Residential Appraiser I	\$31,294		\$0.00		\$31,294	\$31,294				
27	Senior Land Appraiser	\$52,085	D	\$0.00		\$52,085	\$52,085				
28	Residential Appraiser	\$29,168		\$0.00		\$29,168	\$29,168				
	Page Total	\$1,251,475		\$0	\$0	\$1,223,338	\$1,251,475				

#### **DETAIL OF SALARIES (CONT.)**

#### DOR USE ONLY

				REQUESTED INCREASES				APPROVED	INCREASES		
Pos. No.	Position Classification	Annual Rate 9/30/10	Position Designation	Guideline Other Funding Annual Rate 9/30/11			Guideline	Other	Funding	Annual Rate 9/30/11	
(1)	(2)	(3)	(3a)	(4a)	(4b)	(5)	(6)	(7a)	(7b)	(8)	(9)
29	Deed Clerk / Abstractor	\$32,436		\$0.00		\$32,436	\$32,436				
30	Director of Administration	\$50,000	SD	\$0.00		\$50,000	\$50,000				
31	Condo & Townhome Appraiser	\$37,842		\$0.00		\$37,842	\$37,842				
32	Supervisor, Commercial Dept	\$58,276		\$0.00		\$58,276	\$58,276				
33	Residential Appraiser	\$26,389		\$0.00		\$26,389	\$26,389				
34	Customer Srv & Exemption Clerk	\$24,068		\$0.00		\$24,068	\$24,068				
35	Commercial Appraiser	\$49,549		\$0.00		\$49,549	\$49,549				
36	Customer Service & Exemptions Clerk	\$25,660		\$0.00		\$25,660	\$25,660				
37	Customer Service & Exemptions Clerk	\$23,606		\$0.00		\$23,606	\$23,606				
38	Exemption Fraud Investigator/Special Projects Coordinator	\$60,000		\$0.00		\$60,000	\$60,000				
39	TPP Appraiser	\$40,911		\$0.00		\$40,911	\$40,911				
	New Positions:										
	Changes to Current Positions:										
	SUMMARY										
25	Official	\$125,254	D		\$0	\$125,254	\$125,254	\$0	\$0	\$0	\$0
	Current Employees	\$1,680,212		\$0	\$0	\$1,652,075	\$1,680,212	\$0	\$0	\$0	\$0
	New Positions					\$0	\$0			\$0	\$0
	TOTAL	\$1,805,466		\$0	\$0	\$1,777,329	\$1,805,466	\$0	\$0	\$0	\$0

#### **DETAIL OF PERSONAL SERVICES**

#### **SCHEDULE IA**

		ACTUAL	4 DDD 61/50 DUD 657	ACTUAL	DE011505	(INCREASE/(I	DECREASE)	AMOUNT
	OBJECT CODE	EXPENDITURES 2008-09	APPROVED BUDGET 2009-10	EXPENDITURES 03/31/10	REQUEST 2010-11	AMOUNT	%	APPROVED 2010-11
	(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
10	PERSONAL SERVICES:							
11	OFFICIAL	\$125,139	\$125,254	\$62,627	\$125,254	\$0	0.00%	
12	EMPLOYEES (REGULAR)	\$1,586,998	\$1,714,790	\$839,222	\$1,652,075	(\$62,715)	-3.66%	
13	EMPLOYEES (TEMPORARY)	\$6,480	\$6,864	\$3,299	\$6,598	(\$266)	-3.87%	
14	OVERTIME	\$0	\$0	\$0	\$0	\$0	0.00%	
15	SPECIAL PAY	\$37,356	\$52,905	\$35,524	\$11,506	(\$41,399)	-78.25%	
21	F.I.C.A.							
	2152 REGULAR 7.65%	\$122,495	\$144,199	\$64,850	\$136,206	(\$7,993)	-5.54%	
	2153 OTHER	\$0	\$0	\$0	\$0	\$0	0.00%	
22	RETIREMENT							
	2251 OFFICIAL 12.55%	\$14,870	\$14,091	\$6,833	\$15,719	\$1,628	11.56%	
	2252 EMPLOYEES 11.34%	\$136,929	\$134,610	\$66,931	\$137,275	\$2,665	1.98%	
	2253 SMS/SES 15.39%	\$6,646	\$13,424	\$6,924	\$15,161	\$1,737	12.94%	
	2254 DROP 12.55%	\$19,842	\$38,356	\$16,232	\$45,321	\$6,965	18.16%	
23	LIFE & HEALTH INSURANCE	\$237,164	\$344,520	\$138,323	\$322,000	(\$22,520)	-6.54%	
24	WORKER'S COMPENSATION	\$43,468	\$45,641	\$30,154	\$28,000	(\$17,641)	-38.65%	
25	UNEMPLOYMENT COMP.	\$0	\$0	\$0	\$0	\$0	0.00%	
	TOTAL PERSONAL SERVICS	\$2,337,387	\$2,634,654	\$1,270,918	\$2,495,117	(\$139,537)	-5.30%	\$0
		Post this total to	Post this total to	Post this total to	Post this total to+E10	2 ( ( ) ( )	0.1(0)((0)	

Col (4) Ex A

Col (5) Ex A

Col. (2) Ex. A

Col. (3) Ex. A

Col (6) / (3)

Col. (5) - (3)

#### **DETAIL OF OPERATING EXPENSES**

#### **SCHEDULE II**

	ACTUAL	APPROVED BUDGET	ACTUAL	REQUEST	INCREASE/(I	DECREASE)	AMOUNT
OBJECT CODE	EXPENDITURES 2008-09	2009-10	EXPENDITURES 03/31/10	2010-11	AMOUNT	%	APPROVED 2010-11
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
OPERATING EXPENSES:							
31 PROFESSIONAL SERVICES							
3151 E.D.P.	\$147,522	\$150,230	\$74,232	\$152,585	\$2,355	1.57%	
3152 APPRAISAL	\$0	\$0	\$0	\$0	\$0	0.00%	
3153 MAPPING	\$0	\$0	\$0	\$0	\$0	0.00%	
3154 LEGAL	\$143,146	\$76,750	\$12,635	\$76,750	\$0	0.00%	
3159 OTHER	\$3,067	\$3,880	\$974	\$1,820	(\$2,060)	-53.09%	
32 ACCOUNTING & AUDIT	\$5,500	\$6,000	\$5,125	\$5,500	(\$500)	-8.33%	
33 COURT REPORTER	\$0	\$0	\$0	\$0	\$0	0.00%	
34 OTHER CONTRACTUAL	\$1,271	\$1,653	\$37	\$1,444	(\$209)	-12.64%	
40 TRAVEL	\$25,730	\$22,510	\$6,384	\$16,641	(\$5,869)	-26.07%	
41 COMMUNICATIONS	\$3,541	\$3,865	\$2,461	\$4,980	\$1,115	28.85%	
42 TRANSPORTATION							
4251 POSTAGE	\$6,580	\$13,831	\$4,126	\$12,795	(\$1,036)	-7.49%	
4252 FREIGHT	\$0	\$0	\$0	\$0	\$0	0.00%	
43 UTILITIES	\$0	\$0	\$0	\$0	\$0	0.00%	
44 RENTALS AND LEASES							
4451 OFFICE EQUIPMENT	\$1,891	\$1,850	\$924	\$2,500	\$650	35.14%	
4452 VEHICLES	\$249	\$0	\$0	\$0	\$0	0.00%	
4453 OFFICE SPACE	\$0	\$0	\$0	\$0	\$0	0.00%	
4454 EDP	\$0	\$0	\$0	\$0	\$0	0.00%	
45 INSURANCE AND SURETY	\$69,037	\$72,941	\$64,142	\$64,344	(\$8,597)	-11.79%	

#### DETAIL OF OPERATING EXPENSES (CONT.)

#### SCHEDULE II

		ACTUAL		ACTUAL		INCREASE/(	DECREASE)	AMOUNT
	OBJECT CODE	EXPENDITURES 2008-09	APPROVED BUDGET 2009-10	EXPENDITURES 03/31/10	REQUEST 2010-11	AMOUNT	%	APPROVED 2010-11
	(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
46	REPAIR AND MAINTENANCE							
	4651 OFFICE EQUIPMENT	\$1,706	\$4,250	\$465	\$3,275	(\$975)	-22.94%	
	4652 VEHICLES	\$10,093	\$14,538	\$4,871	\$14,625	\$87	0.60%	
	4653 OFFICE SPACE	\$3,302	\$12,050	\$10,729	\$12,260	\$210	1.74%	
	4654 EDP	\$17,981	\$34,045	\$6,081	\$27,513	(\$6,532)	-19.19%	
47	PRINTING AND BINDING	\$11,503	\$13,420	\$3,978	\$7,750	(\$5,670)	-42.25%	
49	OTHER CURRENT CHARGES							
	4951 LEGAL ADVERTISEMENTS	\$6,408	\$6,750	\$6,670	\$7,350	\$600	8.89%	
	4952 AERIAL PHOTOS	\$0	\$0	\$0	\$0	\$0	0.00%	
	4959 OTHER	\$8,837	\$1,000	\$594	\$1,000	\$0	0.00%	
51	OFFICE SUPPLIES	\$33,005	\$48,317	\$32,845	\$44,621	(\$3,696)	-7.65%	
52	OPERATING SUPPLES	\$14,107	\$22,000	\$6,693	\$22,000	\$0	0.00%	
54	BOOKS & PUBLICATIONS							
	5451 BOOKS	\$188	\$1,395	\$34	\$1,030	(\$365)	-26.17%	
	5452 SUBSCRIPTIONS	\$8,630	\$9,167	\$4,286	\$9,667	\$500	5.45%	
	5453 EDUCATION	\$8,325	\$12,387	\$5,004	\$7,900	(\$4,487)	-36.22%	
	5454 DUES/MEMBERSHIPS	\$7,613	\$8,870	\$7,589	\$9,155	\$285	3.21%	
	5455 CHECK CHARGES	\$1,893	\$0	\$964	\$0	\$0	0.00%	
то	TAL OPERATING EXPENSES	\$541,124	\$541,699	\$261,843	\$507,506	(\$34,193)	-6.31%	\$0
		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)	

	OKALOOSA COUNTY	DET	AIL OF OPERAT	ING CAPITAL O	UTLAY			SCHEDULE III
		ACTUAL		ACTUAL		INCREASE/(	(DECREASE)	AMOUNT
	OBJECT CODE	EXPENDITURES 2008-09	APPROVED BUDGET 2009-10	EXPENDITURES 03/31/10	REQUEST 2010-11	AMOUNT	%	APPROVED 2010-11
	(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
60	CAPITAL OUTLAY:	\$0	\$0	\$0	\$0	\$0	0.00%	
	6100 Capital Outlay-Building	\$31,800	\$0	\$0	\$0	\$0	0.00%	
	6151 EDP Capital Outlay (Software)	\$0	\$0	\$0	\$0	\$0	0.00%	
64	MACHINERY AND EQUIPMENT							
	6451 E.D.P.	\$5,678	\$0	\$7,234	\$0	\$0	0.00%	
	6452 OFFICE FURNITURE	\$7,138	\$6,895	\$7,819	\$0	(\$6,895)	-100.00%	
	6453 OFFICE EQUIPMENT	\$0	\$2,000	\$0	\$0	(\$2,000)	-100.00%	
	6454 VEHICLES	\$0	\$0	\$0	\$30,000	\$30,000	0.00%	
66	BOOKS	\$0	\$0	\$0	\$0	\$0	0.00%	
то	OTAL CAPITAL OUTLAY	\$44,616	\$8,895	\$15,053	\$30,000	\$21,105	237.27%	
		Post this total to	Post this total to	Post this total to	Post this total to	Col (5) - (3)	Col (6) / (3)	

Col (4) Ex A

Col (5) Ex A

Col. (2) Ex. A

Col (3) Ex A

# OPERATING CAPITAL OUTLAY (CONT.) DETAIL OF EQUIPMENT REQUESTED

SCHEDULE III A

#### **INSTALLMENT PURCHASES**

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2010-11

ITEM	UNIT PRICE	QUANTITY	REPLACE	NEW	REQUEST 2010-11
Truck (Replaces 95 F-150 #110879)	\$14,000	1	Yes		\$14,000
4 x 4 Truck (Replaces 94 Explorer #61044)	\$16,000	1	Yes		\$16,000

#### **DETAIL OF NON-OPERATING**

#### **SCHEDULE IV**

	ACTUAL	APPROVED	ACTUAL	REQUEST	INCREASE	E/(DECREASE)	AMOUNT
OBJECT CODE	EXPENDITURES 2008-09	BUDGET 2009-10	EXPENDITURES 03/31/10	2010-11	AMOUNT	%	APPROVED 2010-11
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
90 NON-OPERATING							
91 EDP CONTRACT RESERVE		\$0		\$0	\$0	0.00%	\$0
92 OTHER CONTRACT RESERVE		\$0		\$0	\$0	0.00%	\$0
93 SPECIAL CONTINGENCY		\$0		\$37,998	\$37,998	0.00%	\$0
94 EMERGENCY CONTINGENCY		\$5,000		\$5,000	\$0	0.00%	
TOTAL NON-OPERATING		\$5,000		\$42,998	\$37,998	759.96%	\$0
		Post this total to Col. (3) Ex. A		Post this total to Col. (5) Ex A	Col. (5) - (3)	Col. (6) / (3)	

	OBJECT CODE			
NUMBER	NAME	SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
11	Official	\$125,254	\$0	Per ACIR includes \$2,000 salary supplement for completion of certification program
12	Employee (Regular)	\$1,652,075	(\$62,715)	Decrease due to salary changes resulting from transfers, promotions and restructuring due to a supervisor's retirement. Also, Pos. #24 remains unfunded for FY 11.
13	Employees (Temp)	\$6,598	(\$266)	
14	Overtime	\$0	\$0	
15	Special Pay	\$11,506	(\$41,399)	Lump Sum Annual Leave Payments due to Pos. #1 entering DROP on 10/1/2010 for \$3595 and Pos. #6 retiring on 1/31/2011 for \$7911. See Employee Certification Worksheet for elimination of annual amounts per DOR.
2152	FICA Regular	\$136,206	(\$7,993)	
2153	Temporary	\$0	\$0	
2251	Retirement Official	\$15,719	\$1,628	Elected Official calculated at Blended Rate for DROP at 12.55% per Florida Retirement System.
2252	Retirement Employee	\$137,275	\$2,665	Blended Rate for Regular Emp 11.34% per Florida Retirement System. Pos.#6 terminates DROP on 1/31/2011, replacement calculated at regular rate from 2/1/2011 to end of fiscal year.
2253	Retirement SMS/SES	\$15,161	\$1,737	Blended Rate for SMSC 15.39% per Florida Retirement System.
2254	Retirement - DROP	\$45,321	\$6,965	Blended Rate for DROP 12.55% per Florida Retirement System. There are 7 positions in DROP. Pos. #6 budgeted under DROP rate until 1/31/2011 when DROP terminates.
23	Life & Health Insurance	\$322,000	(\$22,520)	
24	Workers Comp	\$28,000	(\$17,641)	Per County Risk Management
25	Unemployment Comp	\$0	\$0	
3151	EDP	\$152,585	\$2,355	Increase due to ACS contract and new off-site backup service
3153	Mapping	\$0	\$0	
3154	Legal	\$76,750	\$0	
3159	Other prof services	\$1,820	(\$2,060)	
32	Accounting & Audit	\$5,500	(\$500)	
34	Other Contractual	\$1,444	(\$209)	
	TOTAL	1	(\$139,951)	

#### OKALOOSA COUNTY **JUSTIFICATION SHEET OBJECT CODE AMOUNT** OF INCREASE NUMBER NAME **SCHEDULE** (DECREASE) **JUSTIFICATION** 40 Travel \$16,641 (\$5,869) See Worksheet \$1,115 Additional wireless communication devices 41 Communications \$4,980 4251 Postage \$12,795 (\$1,036) See Worksheet 43 Utilities \$0 \$0 Rental & Lease Office Equip \$2,500 4451 Postage meter for Crestview office due to increase in mail volume at that location \$0 \$0 4452 Rental & Lease Vehicles \$0 \$0 4453 Rental & Lease Office Space Rental & Lease EDP \$0 \$0 4454 Insurance & Surety \$64,344 (\$8,597) Per County Risk Management Guidelines 45 \$3,275 4651 Repair & Maint Office Equip (\$975)4652 Repair & Maint Vehicle \$14,625 \$87 Increase in vehicle maintenance costs 4653 Repair & Maint Office Space \$12,260 \$210 Increase in janitorial service costs Repair & Maint EDP (\$6,532) 4654 \$27,513 47 Printing & Binding \$7,750 (\$5,670)Legal Advertisements \$7,350 4951 \$600 Increase in newspaper advertising costs **TOTAL** (\$26,016)

UKALUUSA CUUNTT JUSTIFICATION SHEET	OKALOOSA COUNTY	JUSTIFICATION SHEET
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	OD IFCT CODE	1		T
NUMBER	OBJECT CODE  NAME	SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
4959	Other	\$1,000	\$0	
5100	Office Supplies	\$44,621	(\$3,696)	
5200	Operating Supplies (Fuel)	\$22,000	\$0	
5451	Books	\$1,030	(\$365)	
5452	Subscriptions	\$9,667	\$500	Increase cost of several appraisal subscriptions
5453	Education	\$7,900	(\$4,487)	See Worksheet
5454	Dues / Membership	\$9,155	\$285	Increase cost of current staff professional memberships
6451	EDP (Capital)	\$0	\$0	
6452	Furniture (Capital)	\$0	(\$6,895)	
6453	Office Equipment (Capital)	\$0	(\$2,000)	
6454	Vehicles (Capital)	\$30,000	\$30,000	Replacing three vehicles with two trucks
9300	Special Contingency	\$37,998	\$37,998	2.3% compensation increase is warranted in the current market per BCC Budget workshop publication. However, no increase is planned at this point in the County budget process but may be modified based on final budget estimates. This amount is 2.3% of the requested compensation funding for the PA to be requested if county officials change the recommendation and allow cost of living increases to their staff.
9400	Emergency Contingency	\$5,000	\$0	
	TOTAL		\$51,340	6/17/2010 9:38 AM

### EMPLOYEE CERTIFICATION WORKSHEET OKALOOSA COUNTY

				ANNUAL
10.	POSITION TITLE	EMPLOYEE NAME	DATE	AMOUNT
3	Condo/Townhouse Appraiser	Mike Sumblin	1992	\$0
5	Commercial Analyst	Edward Owens	2001	\$0
32	Supervisor, Commercial Dept.	H. Mack Busbee	2004	\$0
7	Supervisor Residential Dept.	Patrick Castille	1994	\$0
1	Supervisor, Land Dept.	Kendall Sadler	1992	\$0
9	Agriculture Specialist	Keith Hilton	1988	\$0
12	Supervisor, Customer Service & Exemptions		1996	\$0
14	Administrative & Computer Services Supv.	A. Renee' Rodgers	1999	\$0
16	Customer Service & Exemptions, Asst. Sup.	Jennifer Chambers	2001	\$0
17	Supervisor, Tangible Personal Prop	Tony Biondi	1997	\$0
19	Cartographer	Cynthia Howard	2000	\$0
23	Cartographer	Edward Quinlan	2000	\$0
27	Senior Land Appraiser	Gil Camacho-Rosa	1996	\$0
30	Director of Administration	Pete Ross	1996	\$0
35	Commercial Appraiser	James Finlayson	1998	\$0
22	Administrative Assistant	Sarah Bartholomew	2003	\$0
<u></u> 8	Land & Mineral Appraiser	Mark Chancellor	2004	\$0
8	Residential Appraiser	Karen Paulk	2005	\$0
29	Deed Clerk/Abstractor	Anna Garner	2008	\$0
29 34	Customer Service & Exemptions Clerk	LaTrisha Henderson	2007	\$0 \$0
11	·	Robert Work	2007	\$0 \$0
	Tangible Personal Property Appraiser			
10	Director of Appraisals	James E. Lester, Jr.	2009	\$0 \$0
33	Residential Appraiser	Ernest Goodhart, Jr.	2009	\$0 \$0
37	Customer Service & Exemptions Clerk	Barbara Commander	2009	\$0
		William Thome	2009	\$0
	Land Appraiser	vviinam mome		
	L CURRENT DESIGNATIONS	William Mone		\$0
ТА	L CURRENT DESIGNATIONS	William Thoma		
OTA W	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11			\$0
W DS.	L CURRENT DESIGNATIONS	EMPLOYEE NAME	ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11			\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
W DS.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
DS. O.	L CURRENT DESIGNATIONS  DESIGNATIONS 2010-11		ANNUAL	\$0 PRORATE
DS. O.	DESIGNATIONS 2010-11  POSITION TITLE		ANNUAL	PRORATE AMOUN

### VEHICLE INVENTORY FORM 2010 - 11

Vehicle Make	Model	Year Leased or Purchased	Mileage	Assigned Work Unit
Ford (61044)	1994 Explorer*	2/14/1994	71,157	Appraisal
Ford (110879)	1995 F-150*	6/20/1995	88,651	Appraisal
Ford (166236)	1995 Taurus*	9/29/1995	84,999	Appraisal
Ford (C974TP)	2001 Crown Victoria	9/20/2000	47,400	Administrative
Ford (166234)	2001 Taurus	9/5/2000	100,089	Appraisal
Ford (166235)	2001 Taurus	9/12/2000	39,553	Appraisal
Mercury (110869)	2002 Sable	9/26/2002	33,018	Administrative
Ford (200513)	2003 F-150	9/22/2003	47,367	Appraisal
Mercury (200512)	2003 Mountaineer	9/24/2003	32,428	Appraisal
Mercury (225726)	2003 Sable	9/30/2004	63,436	Appraisal
Mercury (167052)	2003 Sable	12/13/2002	26,460	Appraisal
Mercury (76366)	2003 Sable	12/13/2003	68,045	Appraisal
Mercury (225727)	2003 Sable	9/30/2004	52,421	Appraisal
Mercury (225725)	2004 Sable	9/30/2004	64,129	Administrative
Mercury (225724)	2004 Sable	9/30/2004	58,210	Appraisal
Mercury (110873)	2005 Sable	6/20/2005	63,289	Appraisal
Ford (110874)	2006 F-150	9/25/2007	35,841	Appraisal
Ford (135939)	2006 Ranger	8/9/2007	38,505	Appraisal
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### TRAVEL WORKSHEET OKALOOSA COUNTY

			LOCAL TRA	VEL			
FIELD TRAVEL:							
Number of Field Personnel	Office Owned Vehicles	County Owned Vehicles	Personal Vehicles	Total Miles for Per. Vehicles	Mileage Allowance	Flat Rate/ No. at Flat Rate	Total
15	15	0	0	0	0	0	\$0.00
ADMINISTRATIVE T	RAVEL:			1		1	
Number of Adm. Personnel	Office Owned Vehicles	County Owned Vehicles	Personal Vehicles	Total Miles for Per. Vehicles	Mileage Allowance	Flat Rate/ No. at Flat Rate	Total
3	3	0	0	0	0	0	\$0.00
				TOTAL LO	CAL TRAVEL	[	<u>\$0</u>
		MIS	CELLANEOU	STRAVEL			
SCHOOLS:				1			
Sponsor	City	No. Attending/ No. Days Each	Personal Vehicles	Mileage	Room Allowance	Per Diem	Total
IAAO	Orlando	9/5		9	\$3,600	\$2,151	\$5,751
IAAO	Orlando	1/3			\$360	\$157	\$517
IAAO	Daytona Bch				\$0	\$0	\$0
IAAO	Daytona Bch				\$0	\$0	\$0
EAGNA	Orlando				\$0	\$0	\$0
FACM					\$0	\$0	\$0
					ΨΟ	ΨΟ	ΨΟ
TOTAL		10 / 8			ΨΟ	ΨΟ	\$6,268
		10 / 8			ΨΟ	ΨΟ	
TOTAL	City	10 / 8  No. Attending/ No. Days Each	Personal Vehicles	Mileage	Room Allowance	Per Diem	
TOTAL CONFERENCES:	City Tallahassee	No. Attending/		Mileage	Room	Per	\$6,268
TOTAL CONFERENCES: Sponsor		No. Attending/ No. Days Each		Mileage	Room Allowance	Per Diem	\$6,268 <b>Total</b>
TOTAL  CONFERENCES:  Sponsor  FAPA Pre-Leg  FAPA Post-Leg  FAPA Annual	Tallahassee	No. Attending/ No. Days Each 2/3 2/3 2/3		Mileage	Room Allowance \$840 \$840 \$840	Per Diem \$314 \$314 \$314	\$6,268  Total \$1,154 \$1,154 \$1,154
TOTAL  CONFERENCES:  Sponsor  FAPA Pre-Leg  FAPA Post-Leg  FAPA Annual  URISA GIS/CAMA	Tallahassee Orlando Orlando Memphis	No. Attending/ No. Days Each 2/3 2/3 2/3 1/5		Mileage	Room Allowance \$840 \$840	Per Diem \$314 \$314 \$314 \$314	**Fotal **1,154 **1,154 **1,154 **1,089
TOTAL  CONFERENCES:  Sponsor  FAPA Pre-Leg  FAPA Post-Leg  FAPA Annual  URISA GIS/CAMA  GIS SHRUG	Tallahassee Orlando Orlando	No. Attending/ No. Days Each 2/3 2/3 2/3 1/5		Mileage	Room Allowance \$840 \$840 \$840	Per Diem \$314 \$314 \$314	\$6,268  Total \$1,154 \$1,154 \$1,154 \$1,089 \$322
TOTAL  CONFERENCES:  Sponsor  FAPA Pre-Leg  FAPA Post-Leg  FAPA Annual  URISA GIS/CAMA	Tallahassee Orlando Orlando Memphis	No. Attending/ No. Days Each 2/3 2/3 2/3 1/5		Mileage	Room Allowance \$840 \$840 \$840 \$850	Per Diem \$314 \$314 \$314 \$314	**Fotal \$1,154 \$1,154 \$1,154 \$1,089
TOTAL  CONFERENCES:  Sponsor  FAPA Pre-Leg  FAPA Post-Leg  FAPA Annual  URISA GIS/CAMA  GIS SHRUG	Tallahassee Orlando Orlando Memphis	No. Attending/ No. Days Each 2/3 2/3 2/3 1/5		Mileage	Room Allowance \$840 \$840 \$840 \$850	Per Diem \$314 \$314 \$314 \$314	\$6,268  Total \$1,154 \$1,154 \$1,154 \$1,089 \$322
TOTAL  CONFERENCES:  Sponsor  FAPA Pre-Leg  FAPA Post-Leg  FAPA Annual  URISA GIS/CAMA  GIS SHRUG  TOTAL  OTHER:	Tallahassee Orlando Orlando Memphis	No. Attending/ No. Days Each 2/3 2/3 2/3 1/5		Mileage	Room Allowance \$840 \$840 \$840 \$850	Per Diem \$314 \$314 \$314 \$314	\$6,268  Total \$1,154 \$1,154 \$1,154 \$1,089 \$322
TOTAL  CONFERENCES:  Sponsor  FAPA Pre-Leg  FAPA Post-Leg  FAPA Annual  URISA GIS/CAMA  GIS SHRUG  TOTAL  OTHER:	Tallahassee Orlando Orlando Memphis Tallahassee	No. Attending/ No. Days Each 2/3 2/3 2/3 1/5	Vehicles		Room Allowance \$840 \$840 \$850 \$240	Per Diem \$314 \$314 \$314 \$239 \$82	**Total \$1,154 \$1,154 \$1,089 \$322 \$4,873
TOTAL  CONFERENCES:  Sponsor  FAPA Pre-Leg  FAPA Post-Leg  FAPA Annual  URISA GIS/CAMA  GIS SHRUG  TOTAL  OTHER:	Tallahassee Orlando Orlando Memphis Tallahassee	No. Attending/ No. Days Each 2/3 2/3 2/3 1/5	Number of Trips		Room Allowance \$840 \$840 \$850 \$240	Per Diem \$314 \$314 \$314 \$239 \$82	**Total
TOTAL  CONFERENCES:  Sponsor  FAPA Pre-Leg  FAPA Post-Leg  FAPA Annual  URISA GIS/CAMA  GIS SHRUG  TOTAL  OTHER:	Tallahassee Orlando Orlando Memphis Tallahassee	No. Attending/ No. Days Each 2/3 2/3 2/3 1/5	Number of Trips		Room Allowance \$840 \$840 \$850 \$240 Room Allowance \$1,800 \$1,500	Per Diem \$314 \$314 \$314 \$239 \$82	\$6,268  Total \$1,154 \$1,154 \$1,154 \$1,089 \$322 \$4,873  Total \$3,200
TOTAL  CONFERENCES:  Sponsor  FAPA Pre-Leg  FAPA Post-Leg  FAPA Annual  URISA GIS/CAMA  GIS SHRUG  TOTAL  OTHER:	Tallahassee Orlando Orlando Memphis Tallahassee	No. Attending/ No. Days Each 2/3 2/3 2/3 1/5	Number of Trips	Mileage	Room Allowance \$840 \$840 \$840 \$850 \$240  Room Allowance \$1,800 \$1,500	Per Diem \$314 \$314 \$314 \$239 \$82	**Total \$1,154 \$1,154 \$1,089 \$322 \$4,873 **Total \$3,200 \$2,300

### POSTAGE WORKSHEET OKALOOSA COUNTY

Type Of Mail	Number of Items	Postage Rate	Total
MASS MAILINGS:			
Notices of Proposed Property Taxes*			
Personal Property Tax Returns*	0	\$0.000	\$0.00
Agricultural Class of Lands*	0	\$0.000	\$0.00
Final Notices			
Receipts			
EXEMPTIONS:			
Renewal Application for Homestead* and related Tax Exemptions	0	\$0.000	\$0.00
Final Notices			
Receipts			
Agricultural Exemption Denials/Approvals	70	\$0.440	\$30.80
Agricultural Exemption Applications	100	\$0.440	\$44.00
Other: (Specify Type)			
Intent to Deny Homestead Exemption	480	\$0.440	\$211.20
Military HX Applications/Acceptance Ltrs	3,000	\$0.440	\$1,320.00
Senior Exemption/Check File	1,850	\$0.440	\$814.00
Pre-File Letters for Homestead	5,000	\$0.440	\$2,200.00
Senior Denial Letters	400	\$0.440	\$176.00
Official Denial of Homestead Exemption	150	\$0.440	\$66.00
Official Denial of Homestead Exemption	10	\$5.540	\$55.40
Sales Verification and Income Request	3,400	\$0.580	\$1,972.00
Liens	50	\$5.540	\$277.00
TPP Reminder Cards	1,500	\$0.400	\$600.00
*TOTAL MASS MAILINGS			\$7,766.40
GENERAL CORRESPONDENCE			
Office	8,000	\$0.440	\$3,520.00
Office-Certified Mail	50	\$5.540	\$277.00
Tangible Personal Property Dept	2,800	\$0.440	\$1,232.00
TOTAL GENERAL CORRESPONDENCE			\$5,029.00

#### TOTAL POSTAGE REQUEST

(Enter on line 4251, Column (5), Schedule II)

\$12,795

Explain the method you intend to utilize for the Annual Application for Exemption(s) and the Receipt(s) for the fiscal year 2010-2011 (i.e. Automatic homestead renewal - mailing of receipts, etc.).

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

NOTE: If the mailing of the Notices of Proposed Property Taxes (TRIM) is included in the mass mailing calculation, please include a letter of authorization from your County Commission. This letter is needed since this mailing should be at the expense of the Board of County Commissioners as perscribed by s.200.069, Florida Statutes. If the postage expense for TRIM Notices is to be a direct reimbursement to you by the county, do not include it in the total postage request.

## EDUCATION WORKSHEET OKALOOSA COUNTY

		SCHOOLS			
Sponsor	City	Tuition	Texts	Number Attending	TOTAL
AAO 1&2	Orlando	\$600		6	\$3,600
AAO 3xx	Orlando	\$600		3	\$1,800
AAO 4xx	Orlando	\$600		0	\$0
AAO 6xx	Orlando	\$600		0	\$0
		·			\$0
					\$0
					\$0
TOTAL				9	\$5,400
		WORKSHOPS			
Sponsor	City	Tuition	Texts	Number Attending	TOTAL
AAO-CEW	Orlando	\$400		1	\$400
		¥ 100		·	\$0
					\$0
TOTAL				1	\$400
	CONF	FERENCES AND SEN	MINARS		Ψ100
Sponsor	City	Tuition	Texts	Number Attending	TOTAL
APA Pre-Leg	Tallahassee	\$250	TOXIO	2	\$500
APA Post-Leg	Tallahassee	\$250		2	\$500
APA Annual	Orlando	\$250		2	\$500
, u , , , u , u , u , u , u , u , u , u	Charles	Ψ200			Ψοσο
TOTAL				6	\$1,500
				v	ψ1,000
OTHER		_			
Sponsor	City	Tuition	Texts	Number Attending	TOTAL
SIS SHRUG	Tallahassee	\$100		1	\$100
JRISA GIS/CAMA Conference	Memphis	\$500		1	\$500
TOTAL				2	\$600
OTHER EDUCATIONAL EXPE	NSES (SPECIFY)			2	\$60
				TOTAL	\$0

# DATA PROCESSING PURCHASE JUSTIFICATION OKALOOSA COUNTY

		MAKE AND	LENGTH OF	COST	
ITEM	NUMBER	MODEL	PAYMENT	FOR FISCAL	FULL
REQUESTED	REQUESTED	NUMBER	SCHEDULE	YEAR 2010-11	COST
					\$0 \$0
					\$0 \$0
					\$0 \$0
					\$0
					\$0
	KISTING EQUIPMENT				
FATEMENT OF NEED.	To include but not limite	nd to ago, condition, rose	nonso timo ata af avisti	na aquinment	
TATEMENT OF NEED.	TO Include but not limite	ed to age, condition, resp	polise time, etc. or existi	ing equipment.	
IOW LONG WILL 1	THIS PURCHASE FU	ILFILL THOSE NEED	DS?		
IOW LONG WILL 1	THIS PURCHASE FU	ILFILL THOSE NEED	DS?		
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OW LONG WILL 1	THIS PURCHASE FU	ILFILL THOSE NEED	DS?		
IOW LONG WILL 1	THIS PURCHASE FU	ILFILL THOSE NEED	DS?		
	THIS PURCHASE FU		DS?		
			DS?		
DDITIONAL COMI	MENTS OR PERTINE	ENT INFORMATION		updates to	
NOTE: A three year	MENTS OR PERTINE	ENT INFORMATION	for continuation of, or		
NOTE: A three year	MENTS OR PERTINE	ENT INFORMATION should be submitted furchased by your off	for continuation of, or	stems co-	

#### **DETAIL OF VACANT POSITIONS**

Pos.	Position	Annual Rate	# Days
No.	Classification	9/30/10	Vacant
20	Commercial Appraiser	35,000	61

 $<sup>* \</sup> Please \ insert \ additional \ lines \ if \ necessary.$ 

#### SUMMARY OF REDUCTIONS REQUEST

#### PROPERTY APPRAISER

APPROPRIATION CATEGORY	APPROVED BUDGET REQUEST			Requested by DUNTY	Reductions Reflected in REQUEST	
	2009-10	2010-11	AMOUNT	%	AMOUNT	0/0
PERSONAL SERVICES (Sch. 1-1A)	2,634,654	2,495,117	0	0.0%	(139,537)	-5.3%
OPERATING EXPENSES (Sch. II)	541,699	507,506	0	0.0%	(34,193)	-6.3%
OPERATING CAPITAL OUTLAY (Sch. III)	8,895	30,000	0	0.0%	21,105	237.3%
NON-OPERATING (Sch. IV)	5,000	42,998	0	0.0%	37,998	760.0%
TOTAL EXPENDITURES	\$3,190,248	\$3,075,621	\$0	0.0%	(\$114,627)	-3.6%
NUMBER OF POSITIONS	39	39		0.0%	0	0.0%

The Okaloosa BOCC did not request any funding reductions of the Property Appraiser. The Board did express an appreciation of the Property Appraiser for a consistent conservative approach to budgeting and were confident that the Property Appraiser would eliminate costs where possible.

<sup>\*</sup> Please use the second tab to clarify any deviation in the reductions requested by the county and the reducin this request.