



Interim
Executive
Director
Marshall Stranburg

September 21, 2012

MEMORANDUM

TO: All Property Appraisers
FROM: *Cathy Galavis*
Cathy Galavis, Budget Supervisor, Property Tax Oversight Program
SUBJECT: Elected County Constitutional Officers Salaries

On September 10, 2012, we received notification from the Office of Economic and Demographic Research (EDR) of the Finalized Salaries of County Constitutional Officers for fiscal year 2012-2013. The salary report can be found online at <http://edr.state.fl.us/Content/local-government/reports/finsal12.pdf>.

The attached budget amendment reflects the changes necessary to adjust for the final salary, FICA and retirement benefits. If you have any questions concerning this amendment, please feel free to contact me at (850) 617-8845 or Fran Keyes (850)617-8842.

CG/cs



Interim
Executive
Director
Marshall Stranburg

COPY

August 15, 2012

Honorable Timothy "Pete" Smith, CFA
Okaloosa County Property Appraiser
73 Eglin Parkway NE, Suite 202
Ft. Walton Beach, FL 32548-4956

Dear Mr. Smith:

Pursuant to Section 195.087(1)(b), Florida Statutes, the Department of Revenue has made any necessary changes to your 2012-13 budget. The enclosed budget reflects any changes that were necessary based upon our review of additional information or testimony 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 2012-13 salary for the official is not yet available from the Office of Economic and Demographic Research (EDR). 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

CG/cs

Enclosures
cc: Board of County Commissioners

Child Support Enforcement - Ann Coffin, Director • General Tax Administration - Maria Johnson, Director
Property Tax Oversight - James McAdams, Director • Information Services - Tony Powell, Director

www.myflorida.com/dor
Tallahassee, Florida 32389-0100

**PROPERTY APPRAISER'S
SUMMARY OF THE 2012-13 BUDGET BY APPROPRIATION CATEGORY**

**OKALOOSA
COUNTY**

8/15/2012
EXHIBIT A

| | (INCREASE/DECREASE) | | | | | | (INCREASE/DECREASE) | | |
|--|---------------------|--------------------|--------------------|--------------------|------------------|---------------|---------------------|-----------------|-------------|
| PERSONNEL SERVICES (Sch. 1-1A) | 2,262,567 | 2,368,085 | 1,147,909 | 2,500,728 | 132,643 | 5.6% | 2,500,727 | 132,642 | 5.6% |
| OPERATING EXPENSES (Sch. II) | 503,717 | 469,077 | 254,353 | 492,480 | 23,403 | 5.0% | 492,480 | 23,403 | 5.0% |
| OPERATING CAPITAL OUTLAY (Sch. III) | 18,078 | 109,148 | 0 | 109,148 | 0 | 0.0% | 0 | (109,148) | -100.0% |
| NON-OPERATING (Sch. IV) | | 5,000 | | 5,000 | 0 | 0.0% | 5,000 | 0 | 0.0% |
| TOTAL EXPENDITURES | \$2,784,362 | \$2,951,310 | \$1,402,262 | \$3,107,356 | \$156,046 | 5.3% | \$2,998,207 | \$46,897 | 1.6% |
| | | | | | | | | | |
| NUMBER OF POSITIONS | | 39 | | 39 | 0 | 0.0% | 39 | 0 | 0.0% |
| | | | | | | COL (5) - (3) | COL (6) / (3) | | |

DETAIL OF PERSONNEL SERVICES

SCHEDULE IA

INCREASE/DECREASE

| PERSONNEL SERVICES: | | | | | | |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|------------------|-------------|
| 11 OFFICIAL | 125,108 | 123,451 | 61,726 | 123,451 | 0 | 0.0% |
| 12 EMPLOYEES (REGULAR) | 1,524,554 | 1,658,522 | 801,977 | 1,726,695 | 68,173 | 4.1% |
| 13 EMPLOYEES (TEMPORARY) | 6,663 | 6,853 | 3,504 | 7,332 | 479 | 7.0% |
| 14 OVERTIME | 0 | 0 | 0 | 0 | 0 | --- |
| 15 SPECIAL PAY | 13,159 | 10,000 | 2,484 | 2,000 | (8,000) | -80.0% |
| 2152 REGULAR | 115,068 | 128,561 | 60,066 | 141,422 | 12,861 | 10.0% |
| 2153 OTHER | 0 | 0 | 0 | 0 | 0 | --- |
| 2251 OFFICIAL | 13,065 | 7,419 | 2,728 | 8,629 | 1,210 | 16.3% |
| 2252 EMPLOYEE | 111,758 | 63,830 | 23,383 | 59,099 | (4,731) | -7.4% |
| 2253 SMS/SES | 4,045 | 13,099 | 11,180 | 33,871 | 20,772 | 158.6% |
| 2254 DROP | 32,787 | 17,262 | 6,338 | 20,691 | 3,429 | 19.9% |
| 23 LIFE & HEALTH INSURANCE | 288,361 | 312,378 | 147,813 | 351,625 | 39,247 | 12.6% |
| 24 WORKER'S COMPENSATION | 27,999 | 26,710 | 26,710 | 25,913 | (797) | -3.0% |
| 25 UNEMPLOYMENT COMP. | 0 | 0 | 0 | 0 | 0 | --- |
| TOTAL PERSONNEL SERVICES | \$2,262,567 | \$2,368,085 | \$1,147,909 | \$2,500,728 | \$132,643 | 5.6% |

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Col.(2) Ex. A

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Post this total to
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Col. (6)/(3)

DETAIL OF OPERATING EXPENSES

SCHEDULE II

INCREASE/(DECREASE)

OPERATING EXPENSES:

| | | | | | | |
|-------------------------------------|---------|---------|--------|---------|---------|-----|
| 3151 E.D.P. | 152,295 | 148,888 | 76,353 | 153,529 | 4,641 | 0 |
| 3152 APPRAISAL | 0 | 0 | 0 | 0 | 0 | --- |
| 3153 MAPPING | 0 | 0 | 0 | 0 | 0 | --- |
| 3154 LEGAL | 56,526 | 79,500 | 32,881 | 91,000 | 11,500 | 0 |
| 3159 OTHER | 7,302 | 950 | 7,424 | 1,695 | 745 | 1 |
| 32 ACCOUNTING & AUDITING | 4,975 | 5,100 | 4,975 | 5,100 | 0 | 0 |
| 33 COURT REPORTER | 0 | 0 | 0 | 0 | 0 | --- |
| 34 OTHER CONTRACTUAL | 222 | 1,444 | 74 | 418 | (1,026) | (1) |
| 40 TRAVEL | 13,420 | 16,562 | 6,462 | 16,390 | (172) | (0) |
| 41 COMMUNICATIONS | 3,144 | 6,800 | 1,770 | 2,600 | (4,200) | (1) |
| 4251 POSTAGE | 18,188 | 11,696 | 675 | 12,060 | 364 | 0 |
| 4252 FREIGHT | 0 | 0 | 0 | 0 | 0 | --- |
| 43 UTILITIES | 0 | 0 | 0 | 0 | 0 | --- |
| 4451 OFFICE EQUIPMENT | 2,416 | 2,607 | 1,302 | 2,480 | (127) | (0) |
| 4452 VEHICLES | 768 | 0 | 0 | 0 | 0 | --- |
| 4453 OFFICE SPACE | 0 | 0 | 0 | 0 | 0 | --- |
| 4454 E.D.P. | 0 | 0 | 0 | 0 | 0 | --- |
| 45 INSURANCE & SURETY | 64,344 | 45,770 | 45,770 | 47,102 | 1,332 | 0 |

DETAIL OF OPERATING EXPENSES

SCHEDULE II

INCREASE/(DECREASE)

| | | | | | | |
|----------------------------------|------------------|------------------|------------------|------------------|-----------------|-------------|
| 4651 OFFICE EQUIPMENT | 2,296 | 2,850 | 280 | 2,500 | (350) | (0) |
| 4652 VEHICLES | 10,264 | 12,785 | 5,111 | 12,785 | 0 | 0 |
| 4653 OFFICE SPACE | 12,183 | 12,020 | 6,395 | 12,020 | 0 | 0 |
| 4654 E.D.P. | 15,499 | 27,410 | 2,814 | 27,675 | 265 | 0 |
| 47 PRINTING & BINDING | 2,941 | 6,225 | 1,548 | 8,185 | 1,960 | 0 |
| 4951 LEGAL ADVERTISEMENTS | 6,741 | 6,800 | 6,746 | 6,800 | 0 | 0 |
| 4952 AERIAL PHOTOS | 0 | 0 | 0 | 0 | 0 | --- |
| 4959 OTHER | 2,570 | 750 | 1,045 | 750 | 0 | 0 |
| 51 OFFICE SUPPLIES | 74,241 | 27,265 | 21,952 | 33,031 | 5,766 | 0 |
| 52 OPERATING SUPPLIES | 26,063 | 28,000 | 10,534 | 28,000 | 0 | 0 |
| 5451 BOOKS | 77 | 0 | 376 | 0 | 0 | --- |
| 5452 SUBSCRIPTIONS | 12,434 | 10,010 | 4,514 | 11,950 | 1,940 | 0 |
| 5453 EDUCATION | 8,274 | 8,475 | 9,220 | 9,195 | 720 | 0 |
| 5454 DUES/MEMBERSHIPS | 6,534 | 7,170 | 6,132 | 7,215 | 45 | 0 |
| TOTAL OPERATING EXPENSES | \$503,717 | \$469,077 | \$254,353 | \$492,480 | \$23,403 | 5.0% |

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Col. (5) Ex. A.

Col. (5) - (3)

Col. (6) / (3)

DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

INCREASE/DECREASE

CAPITAL OUTLAY:

| | | | | | | |
|------------------------------|-----------------|------------------|------------|------------------|------------|-------------|
| 6451 E.D.P. | 0 | 89,148 | 0 | 89,148 | 0 | 0.0% |
| 6452 OFFICE FURNITURE | 1,058 | 0 | 0 | 0 | 0 | ---- |
| 6453 OFFICE EQUIPMENT | 8,125 | 0 | 0 | 0 | 0 | ---- |
| 6454 VEHICLES | 0 | 20,000 | 0 | 20,000 | 0 | 0.0% |
| 66 BOOKS | 0 | 0 | 0 | 0 | 0 | ---- |
| 68 INTANGIBLE ASSETS | 8,895 | 0 | 0 | 0 | 0 | ---- |
| TOTAL CAPITAL OUTLAY | \$18,078 | \$109,148 | \$0 | \$109,148 | \$0 | 0.0% |

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Col. (4) Ex. A

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Col. (5) Ex. A.

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Col. (6) / (3)

DETAIL OF NON-OPERATING

SCHEDULE IV

INCREASE/DECREASE

NON-OPERATING:

| | | | | |
|-----------------------------------|----------------|----------------|------------|-------------|
| 91 E.D.P. CONTRACT RESERVE | 0 | 0 | 0 | --- |
| 92 OTHER CONTRACT RESERVE | 0 | 0 | 0 | --- |
| 93 SPECIAL CONTINGENCY | 0 | 0 | 0 | --- |
| 94 EMERGENCY CONTINGENCY | 5,000 | 5,000 | 0 | 0.0% |
| TOTAL NON-OPERATING | \$5,000 | \$5,000 | \$0 | 0.0% |

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Col. (6)/(3)



Interim
Executive
Director
Marshall Stranburg

July 12, 2012

Honorable Timothy "Pete" Smith, CFA
Okaloosa County Property Appraiser
73 Eglin Parkway NE, Suite 202
Fort Walton Beach, FL 32548

Dear Mr. Smith:

The Department has reviewed your budget request for the operation of your office for the period of October 1, 2012 through September 30, 2013, pursuant to Section 195.087, Florida Statutes. A copy of this letter and your tentative budget are being sent to your Board of County Commissioners.

This budget contains tentative amendments and changes that have been made by this office. The salary reflected for the official is based on the current salary for 2011-2012. The Official's final salary computations for 2012-2013 will be provided by the Office of Economic and Demographic Research, and our office will make the necessary adjustments when this information becomes available.

Section 195.087, Florida Statutes, provides for the submission of additional information or testimony by the Property Appraiser and/or the County Commission prior to August 15, 2012. This office will make its final amendments or changes to your budget on or before August 15, 2012, and will provide notice to both you and your Board of County Commissioners at that time. Please provide all additional information in time to allow sufficient review prior to the August 15th deadline.

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

Sincerely,

A handwritten signature in cursive script that reads "Cathy Galavis".

Cathy Galavis
Budget Supervisor
Property Tax Oversight

CG/cs
Enclosure

cc: Board of County Commissioners

Child Support Enforcement - Ann Coffin, Director • General Tax Administration - Maria Johnson, Director
Property Tax Oversight - James McAdams, Director • Information Services - Tony Powell, Director

www.myflorida.com/dor
Tallahassee, Florida 32399-0100

Handwritten initials, possibly "J.S.", in the bottom right corner of the page.

**PROPERTY APPRAISER'S
SUMMARY OF THE 2012-13 BUDGET BY APPROPRIATION CATEGORY**

**OKALOOSA
COUNTY**

7/15/2012
EXHIBIT A

| APPROPRIATION CATEGORY | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 3/31/12 | REQUEST 2012-13 | (INCREASE/DECREASE) | | AMOUNT APPROVED 2012-13 | (INCREASE/DECREASE) | |
|---|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|-------------|-------------------------------|---------------------|-------------|
| | | | | | AMOUNT | % | | AMOUNT | % |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) | (8) | (8a) |
| PERSONNEL SERVICES (Sch. 1-1A) | 2,262,567 | 2,368,085 | 1,147,909 | 2,500,728 | 132,643 | 5.6% | 2,500,727 | 132,642 | 5.6% |
| OPERATING EXPENSES (Sch. II) | 503,717 | 469,077 | 254,353 | 492,480 | 23,403 | 5.0% | 492,480 | 23,403 | 5.0% |
| OPERATING CAPITAL OUTLAY (Sch. III) | 18,078 | 109,148 | 0 | 109,148 | 0 | 0.0% | 0 | (109,148) | -100.0% |
| NON-OPERATING (Sch. IV) | | 5,000 | | 5,000 | 0 | 0.0% | 5,000 | 0 | 0.0% |
| TOTAL EXPENDITURES | \$2,784,362 | \$2,951,310 | \$1,402,262 | \$3,107,356 | \$156,046 | 5.3% | \$2,998,207 | \$46,897 | 1.6% |
| | | | | | | | | | |
| NUMBER OF POSITIONS | | 39 | | 39 | 0 | 0.0% | 39 | 0 | 0.0% |
| | | | | | COL (5) - (3) | | COL (6) / (3) | | |

DETAIL OF PERSONNEL SERVICES

SCHEDULE IA

| OBJECT CODE | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 3/31/12 | REQUEST 2012-13 | INCREASE/DECREASE | | AMOUNT APPROVED 2012-13 |
|---------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|-------------------|-------------|-------------------------------|
| | | | | | AMOUNT | % | |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) |
| PERSONNEL SERVICES: | | | | | | | |
| 11 OFFICIAL | 125,108 | 123,451 | 61,726 | 123,451 | 0 | 0.0% | \$123,451 |
| 12 EMPLOYEES (REGULAR) | 1,524,554 | 1,658,522 | 801,977 | 1,726,695 | 68,173 | 4.1% | 1,726,695 |
| 13 EMPLOYEES (TEMPORARY) | 6,663 | 6,853 | 3,504 | 7,332 | 479 | 7.0% | 7,332 |
| 14 OVERTIME | 0 | 0 | 0 | 0 | 0 | --- | 0 |
| 15 SPECIAL PAY | 13,159 | 10,000 | 2,484 | 2,000 | (8,000) | -80.0% | 2,000 |
| 21 FICA | | | | | 0 | | |
| 2152 REGULAR | 115,068 | 128,561 | 60,066 | 141,422 | 12,861 | 10.0% | 141,422 |
| 2153 OTHER | 0 | 0 | 0 | 0 | 0 | --- | 0 |
| 22 RETIREMENT | | | | | 0 | | |
| 2251 OFFICIAL | 13,065 | 7,419 | 2,728 | 8,629 | 1,210 | 16.3% | 8,629 |
| 2252 EMPLOYEE | 111,758 | 63,830 | 23,383 | 59,099 | (4,731) | -7.4% | 59,099 |
| 2253 SMS/SES | 4,045 | 13,099 | 11,180 | 33,871 | 20,772 | 158.6% | 33,871 |
| 2254 DROP | 32,787 | 17,262 | 6,338 | 20,691 | 3,429 | 19.9% | 20,690 |
| 23 LIFE & HEALTH INSURANCE | 288,361 | 312,378 | 147,813 | 351,625 | 39,247 | 12.6% | 351,625 |
| 24 WORKER'S COMPENSATION | 27,999 | 26,710 | 26,710 | 25,913 | (797) | -3.0% | 25,913 |
| 25 UNEMPLOYMENT COMP. | 0 | 0 | 0 | 0 | 0 | --- | 0 |
| TOTAL PERSONNEL SERVICES | \$2,262,567 | \$2,368,085 | \$1,147,909 | \$2,500,728 | \$132,643 | 5.6% | \$2,500,727 |

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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

SCHEDULE II

| OBJECT CODE | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 3/31/12 | REQUEST 2012-13 | INCREASE/(DECREASE) | | AMOUNT APPROVED 2012-13 |
|---------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|------|-------------------------------|
| | | | | | AMOUNT | % | |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) |
| OPERATING EXPENSES: | | | | | | | |
| 31 PROFESSIONAL SERVICES | | | | | | | |
| 3151 E.D.P. | 152,295 | 148,888 | 76,353 | 153,529 | 4,641 | 0 | \$153,529 |
| 3152 APPRAISAL | 0 | 0 | 0 | 0 | 0 | --- | \$0 |
| 3153 MAPPING | 0 | 0 | 0 | 0 | 0 | --- | \$0 |
| 3154 LEGAL | 56,526 | 79,500 | 32,881 | 91,000 | 11,500 | 0 | 91,000 |
| 3159 OTHER | 7,302 | 950 | 7,424 | 1,695 | 745 | 1 | 1,695 |
| 32 ACCOUNTING & AUDITING | 4,975 | 5,100 | 4,975 | 5,100 | 0 | 0 | 5,100 |
| 33 COURT REPORTER | 0 | 0 | 0 | 0 | 0 | --- | 0 |
| 34 OTHER CONTRACTUAL | 222 | 1,444 | 74 | 418 | (1,026) | (1) | 418 |
| 40 TRAVEL | 13,420 | 16,562 | 6,462 | 16,390 | (172) | (0) | 16,390 |
| 41 COMMUNICATIONS | 3,144 | 6,800 | 1,770 | 2,600 | (4,200) | (1) | 2,600 |
| 42 TRANSPORTATION | | | | | | | |
| 4251 POSTAGE | 18,188 | 11,696 | 675 | 12,060 | 364 | 0 | 12,060 |
| 4252 FREIGHT | 0 | 0 | 0 | 0 | 0 | --- | 0 |
| 43 UTILITIES | 0 | 0 | 0 | 0 | 0 | --- | 0 |
| 44 RENTALS & LEASES | | | | | | | |
| 4451 OFFICE EQUIPMENT | 2,416 | 2,607 | 1,302 | 2,480 | (127) | (0) | 2,480 |
| 4452 VEHICLES | 768 | 0 | 0 | 0 | 0 | --- | 0 |
| 4453 OFFICE SPACE | 0 | 0 | 0 | 0 | 0 | --- | 0 |
| 4454 E.D.P. | 0 | 0 | 0 | 0 | 0 | --- | 0 |
| 45 INSURANCE & SURETY | 64,344 | 45,770 | 45,770 | 47,102 | 1,332 | 0 | 47,102 |

DETAIL OF OPERATING EXPENSES

SCHEDULE II

| OBJECT CODE | ACTUAL | APPROVED | ACTUAL | REQUEST | INCREASE/(DECREASE) | | AMOUNT |
|------------------------------------|------------------|------------------|------------------|------------------|---------------------|-------------|------------------|
| | EXPENDITURES | BUDGET | EXPENDITURES | | AMOUNT | % | APPROVED |
| (1) | 2010-11 | 2011-12 | 3/31/12 | 2012-13 | (6) | (6a) | 2012-13 |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) |
| 46 REPAIR & MAINTENANCE | | | | | | | |
| 4651 OFFICE EQUIPMENT | 2,296 | 2,850 | 280 | 2,500 | (350) | (0) | \$2,500 |
| 4652 VEHICLES | 10,264 | 12,785 | 5,111 | 12,785 | 0 | 0 | 12,785 |
| 4653 OFFICE SPACE | 12,183 | 12,020 | 6,395 | 12,020 | 0 | 0 | 12,020 |
| 4654 E.D.P. | 15,499 | 27,410 | 2,814 | 27,675 | 265 | 0 | 27,675 |
| 47 PRINTING & BINDING | 2,941 | 6,225 | 1,548 | 8,185 | 1,960 | 0 | 8,185 |
| 49 OTHER CURRENT CHARGES | | | | | | | |
| 4951 LEGAL ADVERTISEMENTS | 6,741 | 6,800 | 6,746 | 6,800 | 0 | 0 | 6,800 |
| 4952 AERIAL PHOTOS | 0 | 0 | 0 | 0 | 0 | ---- | 0 |
| 4959 OTHER | 2,570 | 750 | 1,045 | 750 | 0 | 0 | 750 |
| 51 OFFICE SUPPLIES | 74,241 | 27,265 | 21,952 | 33,031 | 5,766 | 0 | 33,031 |
| 52 OPERATING SUPPLIES | 26,063 | 28,000 | 10,534 | 28,000 | 0 | 0 | 28,000 |
| 54 BOOKS & PUBLICATIONS | | | | | | | |
| 5451 BOOKS | 77 | 0 | 376 | 0 | 0 | ---- | 0 |
| 5452 SUBSCRIPTIONS | 12,434 | 10,010 | 4,514 | 11,950 | 1,940 | 0 | 11,950 |
| 5453 EDUCATION | 8,274 | 8,475 | 9,220 | 9,195 | 720 | 0 | 9,195 |
| 5454 DUES/MEMBERSHIPS | 6,534 | 7,170 | 6,132 | 7,215 | 45 | 0 | 7,215 |
| TOTAL OPERATING EXPENSES | \$503,717 | \$469,077 | \$254,353 | \$492,480 | \$23,403 | 5.0% | \$492,480 |

Post this total to
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Post this total to
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 CAPITAL OUTLAY

SCHEDULE III

| OBJECT CODE | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 3/31/12 | REQUEST 2012-13 | INCREASE/DECREASE | | AMOUNT APPROVED 2012-13 |
|-------------------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|-------------------|-------------|-------------------------------|
| | | | | | AMOUNT | % | |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) |
| CAPITAL OUTLAY: | | | | | | | |
| 64 MACHINERY & EQUIPMENT | | | | | | | |
| 6451 E.D.P. | 0 | 89,148 | 0 | 89,148 | 0 | 0.0% | \$0 |
| 6452 OFFICE FURNITURE | 1,058 | 0 | 0 | 0 | 0 | --- | \$0 |
| 6453 OFFICE EQUIPMENT | 8,125 | 0 | 0 | 0 | 0 | --- | \$0 |
| 6454 VEHICLES | 0 | 20,000 | 0 | 20,000 | 0 | 0.0% | \$0 |
| 66 BOOKS | 0 | 0 | 0 | 0 | 0 | --- | \$0 |
| 68 INTANGIBLE ASSETS | 8,895 | 0 | 0 | 0 | 0 | --- | \$0 |
| TOTAL CAPITAL OUTLAY | \$18,078 | \$109,148 | \$0 | \$109,148 | \$0 | 0.0% | \$0 |

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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 NON-OPERATING

SCHEDULE IV

| OBJECT CODE | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 3/31/12 | REQUEST 2012-13 | INCREASE/(DECREASE) | | AMOUNT APPROVED 2012-13 |
|----------------------------|-----------------------------------|-------------------------------|-----------------------------------|--------------------|---------------------|-------------|-------------------------------|
| | | | | | AMOUNT | % | |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) |
| NON-OPERATING: | | | | | | | |
| 91 E.D.P. CONTRACT RESERVE | | 0 | | 0 | 0 | --- | \$0 |
| 92 OTHER CONTRACT RESERVE | | 0 | | 0 | 0 | --- | 0 |
| 93 SPECIAL CONTINGENCY | | 0 | | 0 | 0 | --- | 0 |
| 94 EMERGENCY CONTINGENCY | | 5,000 | | 5,000 | 0 | 0.0% | 5,000 |
| TOTAL NON-OPERATING | | \$5,000 | | \$5,000 | \$0 | 0.0% | \$5,000 |

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

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Col. (5) Ex. A

Col. (5) - (3)

Col. (6) / (3)



June 25, 2012

MEMORANDUM

TO: All Boards of County Commissioners

FROM: Cathy Galavis, Budget Supervisor
Property Tax Oversight Program

SUBJECT: Notification of Receipt of Property Appraiser Budgets

This letter is sent to inform you that we have received the Budget Request for the County Property Appraiser for the 2012-13 fiscal year, as required by Section 195.087, Florida Statutes. On or before July 15, 2012, we will notify the Property Appraiser and the Board of County Commissioners of our tentative budget approval including any adjustments made to the initial request.

Section 195.087, Florida Statutes, requires all Property Appraisers to submit their budgets to the Department of Revenue for review and approval. The budget is due to the Department of Revenue on or before June 1st of each year. The Department reviews the request, makes any changes or amendments to the budget, and mails the preliminary budget back to the Property Appraiser with a copy to the Board of County Commissioners by July 15th.

Please provide copies of any county policies, budget guidelines, or any other information you feel the Department should consider in its review of the Property Appraiser's budget. You may email information to galavisc@dor.state.fl.us, or send a copy to the following address:

Florida Department of Revenue
Property Tax Oversight Program
Attn: Cathy Galavis
P.O. Box 3000
Tallahassee, Florida 32315-3000

Memorandum
Page Two
June 25, 2012

Please provide all information by Tuesday, August 14th, so that we may review the information prior to our mailing of the final budget on Wednesday, August 15th, as required by Section 195.087, Florida Statutes..

The Department is committed to ensuring that Property Appraisers have the resources needed to fulfill their statutory duties and responsibilities while taking into consideration policies and information provided by the Board of County Commissioners.

If you have any questions concerning this matter, please do not hesitate to contact me at (850) 617-8845 or by email at galavisc@dor.state.fl.us .

CG/cs

Pete Smith
Okaloosa County Property Appraiser



73 Eglin Pkwy NE, Suite 202
Ft Walton Beach, FL 32548-4939
(850) 651-7240
FAX (850) 651-7242

OFFICE OF
**OKALOOSA COUNTY
PROPERTY APPRAISER**

June 1, 2012

**Ms. Cathy Galavis, Budget Supervisor
Department of Revenue
Property Tax Oversight Program
2450 Shumard Oak Boulevard
Room 2-3214
Tallahassee, FL 32399-0126**

Dear Ms. Galavis:

In compliance with Section 195.087, Florida Statutes, please find attached the proposed budget for the Okaloosa County Property Appraiser's office for the period of October 1, 2012 through September 30, 2013. This budget conforms to the requirements and specifications in the Property Appraiser's Instruction Workbook which is provided annually by the Department.

I certify that the information contained herein is a true and accurate presentation of our work program during this period and of our expenditures indicated during prior periods.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy P. Smith".

**Timothy P. Smith
Okaloosa County Property Appraiser**

Enclosures

cc: Okaloosa Board of County Commissioners

OKALOOSA
COUNTY

**PROPERTY APPRAISER'S
SUMMARY OF THE 2012-13 BUDGET BY APPROPRIATION CATEGORY**

6/1/2012
EXHIBIT A

| APPROPRIATION CATEGORY | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 03/31/12 | REQUEST 2012-13 | (INCREASE/(DECREASE)) | | AMOUNT APPROVED 2012-13 |
|-------------------------------------|-----------------------------|-------------------------|------------------------------|-----------------|-----------------------|---------------|-------------------------|
| | | | | | AMOUNT | % | |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) |
| PERSONAL SERVICES (Sch. 1-1A) | \$2,262,567 | \$2,477,233 | \$1,147,909 | \$2,500,729 | \$23,496 | 0.95% | |
| OPERATING EXPENSES (Sch. II) | \$503,717 | \$469,077 | \$254,353 | \$492,480 | \$23,403 | 4.99% | |
| OPERATING CAPITAL OUTLAY (Sch. III) | \$18,078 | \$0 | \$0 | \$109,148 | \$109,148 | 100.00% | |
| NON-OPERATING (Sch. IV) | | \$5,000 | | \$5,000 | \$0 | 0.00% | |
| TOTAL EXPENDITURES | \$2,784,362 | \$2,951,310 | \$1,402,262 | \$3,107,356 | \$156,046 | 5.29% | |
| NUMBER OF POSITIONS | 39 | 39 | 39 | 39 | 0 | 0.00% | 39 |
| | | | | | COL (5)-(3) | COL (6) / (3) | |

OKALOOSA
COUNTY

**PROPERTY APPRAISER'S
SUMMARY OF THE 2012-13 BUDGET BY APPROPRIATION CATEGORY**

6/1/2012
EXHIBIT A

| APPROPRIATION CATEGORY (1) | ACTUAL EXPENDITURES 2010-11 (2) | APPROVED BUDGET 2011-12 (3) | ACTUAL EXPENDITURES 03/31/12 (4) | REQUEST 2012-13 (5) | (INCREASE/(DECREASE)) | | AMOUNT APPROVED 2012-13 (7) |
|---|---------------------------------------|-----------------------------------|--|---------------------------|-----------------------|---------------|-----------------------------------|
| | | | | | AMOUNT (6) | % (6a) | |
| PERSONAL SERVICES (Sch. 1-1A) | \$2,262,567 | \$2,477,233 | \$1,147,909 | \$2,500,729 | \$23,496 | 0.95% | |
| OPERATING EXPENSES (Sch. II) | \$503,717 | \$469,077 | \$254,353 | \$492,480 | \$23,403 | 4.99% | |
| OPERATING CAPITAL OUTLAY (Sch. III) | \$18,078 | \$0 | \$0 | \$109,148 | \$109,148 | 100.00% | |
| NON-OPERATING (Sch. IV) | | \$5,000 | | \$5,000 | \$0 | 0.00% | |
| TOTAL EXPENDITURES | \$2,784,362 | \$2,951,310 | \$1,402,262 | \$3,107,356 | \$156,046 | 5.29% | |
| NUMBER OF POSITIONS | 39 | 39 | 39 | 39 | 0 | 0.00% | 39 |
| | | | | | COL (5)-(3) | COL (6) / (3) | |

OKALOOSA COUNTY

DETAIL OF PERSONAL SERVICES

SCHEDULE IA

| OBJECT CODE | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 03/31/12 | REQUEST 2012-13 | (INCREASE/(DECREASE)) | | AMOUNT APPROVED 2012-13 |
|--------------------------------|-----------------------------------|----------------------------|------------------------------------|--------------------|-----------------------|--------------|-------------------------------|
| | | | | | AMOUNT | % | |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) |
| 10 PERSONAL SERVICES: | | | | | | | |
| 11 OFFICIAL | \$125,108 | \$123,451 | \$61,726 | \$123,451 | \$0 | 0.00% | |
| 12 EMPLOYEES (REGULAR) | \$1,524,554 | \$1,726,695 | \$801,977 | \$1,726,695 | \$0 | 0.00% | |
| 13 EMPLOYEES (TEMPORARY) | \$6,663 | \$6,853 | \$3,504 | \$7,332 | \$479 | 6.99% | |
| 14 OVERTIME | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | |
| 15 SPECIAL PAY | \$13,159 | \$10,000 | \$2,484 | \$2,000 | (\$8,000) | -80.00% | |
| 21 F.I.C.A. | | | | | | | |
| 2152 REGULAR 7.65% | \$115,068 | \$141,690 | \$60,066 | \$141,422 | (\$268) | -0.19% | |
| 2153 OTHER | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | |
| 22 RETIREMENT | | | | | | | |
| 2251 OFFICIAL | \$13,065 | \$7,419 | \$2,728 | \$8,629 | \$1,210 | 16.31% | |
| 2252 EMPLOYEES | \$111,758 | \$69,174 | \$23,383 | \$59,099 | (\$10,075) | -14.56% | |
| 2253 SMS/SES | \$4,045 | \$13,099 | \$11,180 | \$33,871 | \$20,772 | 158.57% | |
| 2254 DROP | \$32,787 | \$17,262 | \$6,338 | \$20,691 | \$3,429 | 19.86% | |
| 23 LIFE & HEALTH INSURANCE | \$288,361 | \$334,880 | \$147,813 | \$351,625 | \$16,745 | 5.00% | |
| 24 WORKER'S COMPENSATION | \$27,999 | \$26,710 | \$26,710 | \$25,913 | (\$797) | -2.98% | |
| 25 UNEMPLOYMENT COMP. | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | |
| TOTAL PERSONAL SERVICES | \$2,262,567 | \$2,477,233 | \$1,147,909 | \$2,500,729 | \$23,496 | 0.95% | \$0 |

Post this total to
Col. (2) Ex. APost this total to
Col. (3) Ex. APost this total to
Col (4) Ex APost this total to+E10
Col (5) Ex A

Col. (5) - (3)

Col (6) / (3)

OKALOOSA COUNTY

DETAIL OF OPERATING EXPENSES

SCHEDULE II

| OBJECT CODE | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 03/31/12 | REQUEST 2012-13 | INCREASE/(DECREASE) | | AMOUNT APPROVED 2012-13 |
|---------------------------------|-----------------------------------|----------------------------|------------------------------------|--------------------|---------------------|---------|-------------------------------|
| | | | | | AMOUNT | % | |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) |
| OPERATING EXPENSES: | | | | | | | |
| 31 PROFESSIONAL SERVICES | | | | | | | |
| 3151 E.D.P. | \$152,295 | \$148,888 | \$76,353 | \$153,529 | \$4,641 | 3.12% | |
| 3152 APPRAISAL | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | |
| 3153 MAPPING | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | |
| 3154 LEGAL | \$56,526 | \$79,500 | \$32,881 | \$91,000 | \$11,500 | 14.47% | |
| 3159 OTHER | \$7,302 | \$950 | \$7,424 | \$1,695 | \$745 | 78.42% | |
| 32 ACCOUNTING & AUDIT | \$4,975 | \$5,100 | \$4,975 | \$5,100 | \$0 | 0.00% | |
| 33 COURT REPORTER | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | |
| 34 OTHER CONTRACTUAL | \$222 | \$1,444 | \$74 | \$418 | (\$1,026) | -71.05% | |
| 40 TRAVEL | \$13,420 | \$16,562 | \$6,462 | \$16,390 | (\$172) | -1.04% | |
| 41 COMMUNICATIONS | \$3,144 | \$6,800 | \$1,770 | \$2,600 | (\$4,200) | -61.77% | |
| 42 TRANSPORTATION | | | | | | | |
| 4251 POSTAGE | \$18,188 | \$11,696 | \$675 | \$12,060 | \$364 | 3.11% | |
| 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 | \$2,416 | \$2,607 | \$1,302 | \$2,480 | (\$127) | -4.87% | |
| 4452 VEHICLES | \$768 | \$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 | \$64,344 | \$45,770 | \$45,770 | \$47,102 | \$1,332 | 2.91% | |

OKALOOSA COUNTY

DETAIL OF OPERATING EXPENSES (CONT.)

SCHEDULE II

| OBJECT CODE | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 03/31/12 | REQUEST 2012-13 | INCREASE/(DECREASE) | | AMOUNT APPROVED 2012-13 |
|------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---------------------|----------------|-------------------------|
| | | | | | AMOUNT | % | |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) |
| 46 REPAIR AND MAINTENANCE | | | | | | | |
| 4651 OFFICE EQUIPMENT | \$2,296 | \$2,850 | \$280 | \$2,500 | (\$350) | -12.28% | |
| 4652 VEHICLES | \$10,264 | \$12,785 | \$5,111 | \$12,785 | \$0 | 0.00% | |
| 4653 OFFICE SPACE | \$12,183 | \$12,020 | \$6,395 | \$12,020 | \$0 | 0.00% | |
| 4654 EDP | \$15,499 | \$27,410 | \$2,814 | \$27,675 | \$265 | 0.97% | |
| 47 PRINTING AND BINDING | \$2,941 | \$6,225 | \$1,548 | \$8,185 | \$1,960 | 31.49% | |
| 49 OTHER CURRENT CHARGES | | | | | | | |
| 4951 LEGAL ADVERTISEMENTS | \$6,741 | \$6,800 | \$6,746 | \$6,800 | \$0 | 0.00% | |
| 4952 AERIAL PHOTOS | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | |
| 4959 OTHER | \$519 | \$750 | \$200 | \$750 | \$0 | 0.00% | |
| 51 OFFICE SUPPLIES | \$74,241 | \$27,265 | \$21,952 | \$33,031 | \$5,766 | 21.15% | |
| 52 OPERATING SUPPLES | \$26,063 | \$28,000 | \$10,534 | \$28,000 | \$0 | 0.00% | |
| 54 BOOKS & PUBLICATIONS | | | | | | | |
| 5451 BOOKS | \$77 | \$0 | \$376 | \$0 | \$0 | 0.00% | |
| 5452 SUBSCRIPTIONS | \$12,434 | \$10,010 | \$4,514 | \$11,950 | \$1,940 | 19.38% | |
| 5453 EDUCATION | \$8,274 | \$8,475 | \$9,220 | \$9,195 | \$720 | 8.50% | |
| 5454 DUES/MEMBERSHIPS | \$6,534 | \$7,170 | \$6,132 | \$7,215 | \$45 | 0.63% | |
| 5455 CHECK CHARGES | \$2,051 | \$0 | \$845 | \$0 | \$0 | 0.00% | |
| TOTAL OPERATING EXPENSES | \$503,717 | \$469,077 | \$254,353 | \$492,480 | \$23,403 | 4.99% | \$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

DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

| OBJECT CODE | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 03/31/12 | REQUEST 2012-13 | INCREASE/(DECREASE) | | AMOUNT APPROVED 2012-13 |
|-----------------------------------|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------|---------------|-------------------------|
| | | | | | AMOUNT | % | |
| (1) | (2) | (3) | (4) | (5) | (6) | (6a) | (7) |
| 60 CAPITAL OUTLAY: | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | |
| 64 MACHINERY AND EQUIPMENT | | | | | | | |
| 6451 E.D.P. | \$0 | \$0 | \$0 | \$89,148 | \$89,148 | 0.00% | \$0 |
| 6452 OFFICE FURNITURE | \$1,058 | \$0 | \$0 | \$0 | \$0 | 0.00% | \$0 |
| 6453 OFFICE EQUIPMENT | \$8,125 | \$0 | \$0 | \$0 | \$0 | 0.00% | \$0 |
| 6454 VEHICLES | \$0 | \$0 | \$0 | \$20,000 | \$20,000 | 0.00% | \$0 |
| 66 BOOKS | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00% | \$0 |
| 68 INTANGIBLE ASSETS | \$8,895 | \$0 | \$0 | \$0 | \$0 | 0.00% | \$0 |
| TOTAL CAPITAL OUTLAY | \$18,078 | \$0 | \$0 | \$109,148 | \$109,148 | 0.00% | \$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

DETAIL OF NON-OPERATING

SCHEDULE IV

| OBJECT CODE | ACTUAL EXPENDITURES 2010-11 | APPROVED BUDGET 2011-12 | ACTUAL EXPENDITURES 03/31/12 | REQUEST 2012-13 | INCREASE/(DECREASE) | | AMOUNT APPROVED 2012-13 |
|---------------------------|-----------------------------|-----------------------------------|------------------------------|-----------------|-----------------------------------|----------------|-------------------------|
| | | | | | AMOUNT | % | |
| (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 | | \$0 | \$0 | 0.00% | \$0 |
| 94 EMERGENCY CONTINGENCY | | \$5,000 | | \$5,000 | \$0 | 0.00% | \$0 |
| TOTAL NON-OPERATING | | \$5,000 | | \$5,000 | \$0 | 0.00% | \$0 |
| | | Post this total to Col. (3) Ex. A | | | Post this total to Col. (5) Ex. A | Col. (5) - (3) | Col. (6) / (3) |

OKALOOSA COUNTY

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 2012-13 |
|------|---------------------|--------------------------|--------------------|-----------------|
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| ITEM | UNIT PRICE | QUANTITY | REPLACE | NEW | REQUEST 2012-13 |
|--|------------|----------|---------|-----|-----------------|
| Vehicle | \$20,000 | 1 | XX | | \$20,000 |
| Servers (See Data Processing Justification Works | \$89,148 | 1 | XX | | \$89,148 |
| | | | | | |
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OKALOOSA COUNTY

JUSTIFICATION SHEET

| OBJECT CODE | | SCHEDULE | AMOUNT OF INCREASE (DECREASE) | JUSTIFICATION |
|-------------|-------------------------|-------------|-------------------------------------|---|
| NUMBER | NAME | | | |
| 11 | Official | \$123,451 | \$0 | Per ACIR includes \$2,000 salary supplement for completion of certification program |
| 12 | Employee (Regular) | \$1,726,695 | \$0 | |
| 13 | Employees (Temp) | \$7,332 | \$479 | Adjusts with FL minimum wage |
| 14 | Overtime | \$0 | \$0 | |
| 15 | Special Pay | \$2,000 | (\$8,000) | |
| 2152 | FICA Regular | \$141,422 | (\$268) | |
| 2153 | Temporary | \$0 | \$0 | |
| 2251 | Retirement Official | \$8,629 | \$1,210 | Elected Official calculated at Blended Rate for DROP at 6.99% per Florida Retirement System. |
| 2252 | Retirement Employee | \$59,099 | (\$10,075) | Blended Rate for Regular Emp 5.69% per Florida Retirement System. |
| 2253 | Retirement SMS/SES | \$33,871 | \$20,772 | Blended Rate for SMSC 9.03% per Florida Retirement System. Five positions designated SMSC. |
| 2254 | Retirement - DROP | \$20,691 | \$3,429 | Blended Rate for DROP 6.99% per Florida Retirement System. |
| 23 | Life & Health Insurance | \$351,625 | \$16,745 | Per Risk Management, increase due to health insurance rate change. |
| 24 | Workers Comp | \$25,913 | (\$797) | |
| 25 | Unemployment Comp | \$0 | \$0 | |
| 3151 | EDP | \$153,529 | \$4,641 | Increase in ACS and computer consulting contracts |
| 3153 | Mapping | \$0 | \$0 | |
| 3154 | Legal | \$91,000 | \$11,500 | Increased activity in our Exemption Investigations Dept. has the potential to impact our legal fees in addition to current legal cases. |
| 3159 | Other prof services | \$1,695 | \$745 | Increase in fees for background checks |
| 32 | Accounting & Audit | \$5,100 | \$0 | |
| 34 | Other Contractual | \$418 | (\$1,026) | |
| TOTAL | | | \$39,354 | |

OKALOOSA COUNTY

JUSTIFICATION SHEET

| OBJECT CODE | | SCHEDULE | AMOUNT OF INCREASE (DECREASE) | JUSTIFICATION |
|--------------|-----------------------------|----------|-------------------------------|--|
| NUMBER | NAME | | | |
| 40 | Travel | \$16,390 | (\$172) | See Worksheet |
| 41 | Communications | \$2,600 | (\$4,200) | |
| 4251 | Postage | \$12,060 | \$364 | See Worksheet |
| 43 | Utilities | \$0 | \$0 | |
| 4451 | Rental & Lease Office Equip | \$2,480 | (\$127) | |
| 4452 | Rental & Lease Vehicles | \$0 | \$0 | |
| 4453 | Rental & Lease Office Space | \$0 | \$0 | |
| 4454 | Rental & Lease EDP | \$0 | \$0 | |
| 45 | Insurance & Surety | \$47,102 | \$1,332 | Per Risk Mgmt, increase in property liability insurance |
| 4651 | Repair & Maint Office Equip | \$2,500 | (\$350) | |
| 4652 | Repair & Maint Vehicle | \$12,785 | \$0 | |
| 4653 | Repair & Maint Office Space | \$12,020 | \$0 | |
| 4654 | Repair & Maint EDP | \$27,675 | \$265 | Increase in imaging software maintenance contract |
| 47 | Printing & Binding | \$8,185 | \$1,960 | Increase in printing services for Exemption Dept. mailings |
| 4951 | Legal Advertisements | \$6,800 | \$0 | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | (\$928) | |

OKALOOSA COUNTY

JUSTIFICATION SHEET

| OBJECT CODE | | SCHEDULE | AMOUNT OF INCREASE (DECREASE) | JUSTIFICATION |
|--------------|----------------------------|----------|-------------------------------------|---|
| NUMBER | NAME | | | |
| 4959 | Other | \$750 | \$0 | |
| 5100 | Office Supplies | \$33,031 | \$5,766 | Increased cost of general office supplies and the replacement of worn items |
| 5200 | Operating Supplies (Fuel) | \$28,000 | \$0 | |
| 5451 | Books | \$0 | \$0 | |
| 5452 | Subscriptions | \$11,950 | \$1,940 | Increase cost of several appraisal subscriptions |
| 5453 | Education | \$9,195 | \$720 | See Worksheet |
| 5454 | Dues / Membership | \$7,215 | \$45 | |
| | | | | |
| 6451 | EDP (Capital) | \$89,148 | \$89,148 | Refer to Data Processing Purchase Justification Worksheet |
| 6452 | Furniture (Capital) | \$0 | \$0 | |
| 6453 | Office Equipment (Capital) | \$0 | \$0 | |
| 6454 | Vehicles (Capital) | \$20,000 | \$20,000 | Replace older vehicle with 120,000+ miles Vehicle #166234 |
| 9300 | Special Contingency | \$0 | \$0 | |
| 9400 | Emergency Contingency | \$5,000 | \$0 | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | \$117,619 | |

**EMPLOYEE CERTIFICATION WORKSHEET
OKALOOSA COUNTY**

CURRENT DESIGNATIONS 2012-13

| POS. NO. | POSITION TITLE | EMPLOYEE NAME | DATE | ANNUAL AMOUNT |
|----------|---|----------------------|------|---------------|
| 1 | Supervisor, Land Dept. | Kendall Sadler | 1992 | \$0 |
| 2 | Land Appraiser | William Thome | 2009 | \$0 |
| 3 | Residential Appraiser | Mike Sumblin | 1992 | \$0 |
| 4 | Assistant Supervisor, Residential Dept. | William Cooper | 2012 | \$0 |
| 5 | Commercial Analyst | Edward Owens | 2001 | \$0 |
| 7 | Supervisor Residential Dept. | Patrick Castille | 1994 | \$0 |
| 8 | Land & Mineral Appraiser | Mark Chancellor | 2004 | \$0 |
| 9 | Agriculture Specialist | Keith Hilton | 1988 | \$0 |
| 11 | Tangible Personal Property Appraiser | Robert Work | 2008 | \$0 |
| 12 | Supervisor, Customer Service & Exemptions | Karen Jones | 1996 | \$0 |
| 14 | Administrative & Computer Services Supv. | A. Renee' Rodgers | 1999 | \$0 |
| 15 | Cartographer | Cynthia Howard | 2000 | \$0 |
| 16 | Sr. Customer Service & Exemptions, Office Mgr | Jennifer Chambers | 2001 | \$0 |
| 17 | Supervisor, Tangible Personal Prop | Tony Biondi | 1997 | \$0 |
| 18 | Residential Appraiser | Karen Paulk | 2005 | \$0 |
| 21 | Residential Appraiser | Brad DesGranges | 2012 | \$0 |
| 22 | Bookkeeper | Sarah Bartholomew | 2003 | \$0 |
| 23 | GIS Coordinator/Cartographer | Edward Quinlan | 2000 | \$0 |
| 27 | Senior Land Appraiser | Gil Camacho-Rosa | 1996 | \$0 |
| 29 | Deed Clerk/Abstractor | Anna Garner | 2008 | \$0 |
| 30 | Supervisor, Commercial Dept. | H. Mack Busbee | 2004 | \$0 |
| 31 | Condo & Townhome Appraiser | Richard Bullard | 2012 | \$0 |
| 33 | Residential Appraiser | Ernest Goodhart, Jr. | 2009 | \$0 |
| 35 | Commercial Appraiser | James Finlayson | 1998 | \$0 |
| 37 | Customer Service & Exemptions Clerk | Barbara Commander | 2009 | \$0 |

NEW DESIGNATIONS 2012-13

| POS. NO. | POSITION TITLE | EMPLOYEE NAME | ANNUAL AMOUNT | PRORATED AMOUNT |
|----------|--------------------------------------|------------------|---------------|-----------------|
| 39 | Tangible Personal Property Appraiser | Anthony Epperson | \$2,000 | \$2,000 |
| | | | | |
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| | | | | |

TOTAL NEW DESIGNATIONS \$2,000

TOTAL CURRENT AND NEW DESIGNATIONS \$2,000

NOTE: TOTAL DESIGNATIONS SHOULD BE INCLUDED IN SPECIAL PAY ON SCHEDULE IA

TRAVEL WORKSHEET OKALOOSA COUNTY

LOCAL TRAVEL

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 |
|---------------------------|-----------------------|-----------------------|-------------------|-------------------------------|-------------------|-----------------------------|--------|
| 12 | 12 | 0 | 0 | 0 | 0 | 0 | \$0.00 |

ADMINISTRATIVE TRAVEL:

| 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 |
|--------------------------|-----------------------|-----------------------|-------------------|-------------------------------|-------------------|-----------------------------|--------|
| 4 | 4 | 0 | 0 | 0 | 0 | 0 | \$0.00 |

TOTAL LOCAL TRAVEL

\$0

MISCELLANEOUS TRAVEL

SCHOOLS:

| Sponsor | City | No. Attending/ No. Days Each | Personal Vehicles | Mileage | Room Allowance | Per Diem | Total |
|--------------|------|---------------------------------|-------------------|---------|----------------|----------|---------|
| IAAO | TBD | 11 / 5 | | | \$3,600 | \$2,629 | \$6,229 |
| IAAO - CEW | TBD | 1 / 3 | | | \$480 | \$205 | \$685 |
| | | | | | | | \$0 |
| | | | | | | | \$0 |
| | | | | | | | \$0 |
| | | | | | | | \$0 |
| TOTAL | | 12 / 8 | | | | | \$6,914 |

CONFERENCES:

| Sponsor | City | No. Attending/ No. Days Each | Personal Vehicles | Mileage | Room Allowance | Per Diem | Total |
|------------------|-------------|---------------------------------|-------------------|---------|----------------|----------|---------|
| FAPA Pre-Leg | Tallahassee | 3 / 3 | | | \$1,080 | \$492 | \$1,572 |
| FAPA Post-Leg | TBD | 3 / 3 | | | \$1,080 | \$492 | \$1,572 |
| FAPA Annual | TBD | 3 / 3 | | | \$1,080 | \$492 | \$1,572 |
| GIS SHRUG | Tallahassee | 2 / 2 | | | \$480 | \$246 | \$726 |
| FCIAAO | Orlando | 4 / 3 | | | \$1,440 | \$656 | \$2,096 |
| ACS User Meeting | TBD | 2 / 2 | | | \$240 | \$82 | \$322 |
| TOTAL | | 17 / 16 | | | | | \$7,860 |

OTHER:

| TYPE OF TRAVEL | Number of Trips | Mileage | Room Allowance | Per Diem | Total |
|----------------|-----------------|---------|----------------|----------|---------|
| LEGISLATIVE | 5 | | \$600 | \$410 | \$1,010 |
| GENERAL | 3 | | \$360 | \$246 | \$606 |

TOTAL MISCELLANEOUS TRAVEL

\$16,390

MOTOR POOL CHARGES

\$0

TOTAL TRAVEL REQUEST

\$16,390

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 | \$0.00 | \$0 |
| Agricultural Class of Lands* | 0 | \$0.00 | \$0 |
| Final Notices | | | |
| Receipts | | | |
| EXEMPTIONS: | | | |
| Renewal Application for Homestead* and related Tax Exemptions | 0 | \$0.00 | \$0 |
| Final Notices | | | |
| Receipts | | | |
| Agricultural Exemption Denials/Approvals | 150 | \$0.45 | \$68 |
| Agricultural Exemption Applications | 150 | \$0.45 | \$68 |
| Other: (Specify Type) | | | |
| Intent to Deny Homestead Exemption | 1,042 | \$0.45 | \$469 |
| Military HX Applications/Acceptance Ltrs | 2,777 | \$0.45 | \$1,250 |
| Senior Exemption/Check File | 2,111 | \$0.45 | \$950 |
| Pre-File Letters for Homestead | 2,444 | \$0.45 | \$1,100 |
| Senior Denial Letters | 311 | \$0.45 | \$140 |
| Official Denial of Homestead Exemption | 500 | \$0.45 | \$225 |
| Sales Verification and Income Request | 3,300 | \$0.67 | \$2,200 |
| Military Denial Letters | 277 | \$0.450 | \$125 |
| *TOTAL MASS MAILINGS | | | \$6,593 |
| GENERAL CORRESPONDENCE | | | |
| Office | 6,760 | \$0.45 | \$3,042 |
| Office-Certified Mail | 50 | \$5.75 | \$288 |
| Overnight Mail | 10 | \$25.00 | \$250 |
| Exemptions Investigations | 174 | \$5.75 | \$1,001 |
| Tangible Personal Property Dept | 1,972 | \$0.45 | \$887 |
| TOTAL GENERAL CORRESPONDENCE | | | \$5,467 |

TOTAL POSTAGE REQUEST (Enter on line 4251, Column (5), Schedule II) **\$12,060**

Explain the method you intend to utilize for the Annual Application for Exemption(s) and the Receipt(s) for the fiscal year 2012-2013
We will no longer be mailing automatic exemption renewal cards.

*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.

DATA PROCESSING PURCHASE JUSTIFICATION

| ITEM REQUESTED | NUMBER REQUESTED | MAKE AND MODEL NUMBER | LENGTH OF PAYMENT SCHEDULE | COST FOR FISCAL YEAR 2012-13 | FULL COST |
|-----------------------|------------------|-----------------------|----------------------------|------------------------------|-----------|
| Domain Server | 1 | HP DL 360 G7 | | 8,214 | \$8,214 |
| Exchange Server | 1 | HP DL 360 G7 | | 9,590 | 9,590 |
| Fibre Channel | 1 | BV902A HP P2000 G3 | | 18,500 | 18,500 |
| Fibre Switch | 1 | HP1606 FCIP | | 14,500 | 14,500 |
| Software | 2 | WIN 2008 R2 Standard | | 1,446 | 1,446 |
| Software Licenses | 50 | WIN Server License | | 1,500 | 1,500 |
| Software | 1 | MS SQL Standard 2012 | | 870 | 870 |
| Software Licenses | 40 | SQL Standard License | | 8,360 | 8,360 |
| Software | 1 | MS Exch Standard 2010 | | 668 | 668 |
| Software Licenses | 50 | MS Exch St CAL | | 3,500 | 3,500 |
| Software | 1 | Unitrends | | 15,000 | 15,000 |
| Shipping/Installation | | | | 7,000 | 7,000 |

Check One Below:

REPLACEMENT OF EXISTING EQUIPMENT

ADDITIONAL EQUIPMENT

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

The current Dell server (see configuration below) needs to be replaced because the server is running on Small Business 2003 which is coming up on the end of its support life cycle with Microsoft. The server is slow and less efficient than current technology, has a greater risk of server crashes and business downtime, and it would be much easier to upgrade from a live server, than if we wait for the SBS 2003 server to crash. The migration will be more difficult and result in significant downtime and increased costs. Also, there is no redundancy in our current system which will reduce our recovery time in the event of a disaster.

| | | | |
|-------------------|----------------|-----------------------|----------------------|
| Property ID 15436 | Dell Server | Model Poweredge 6650 | Purchased: 4/21/2005 |
| Property ID 15437 | Server Rack | Model Poweredge 4210 | |
| Property ID 15438 | Server - Drive | Model Powervault 220S | |
| Property ID 15439 | Server - Rack | Model Powervault 122T | |

HOW LONG WILL THIS PURCHASE FULFILL THOSE NEEDS?

6-8 Years

ADDITIONAL COMMENTS OR PERTINENT INFORMATION

NOTE: A summary should be submitted for continuation of, or updates to systems being purchased or previously purchased by your office. This includes co-owned with another office in your county. This summary should include initial equipment, year of acquisition and a proposed schedule by year of enhancements to be reflected in future budgets.

**SUMMARY OF
REDUCTIONS REQUEST**

PROPERTY APPRAISER

| APPROPRIATION CATEGORY | APPROVED BUDGET 2011-12 | BUDGET REQUEST 2012-13 | Reductions Requested by the COUNTY | | Reductions Reflected in REQUEST | |
|---|-------------------------------|------------------------------|---------------------------------------|-------------|------------------------------------|-------------|
| | | | AMOUNT | % | AMOUNT | % |
| PERSONAL SERVICES (Sch. 1-1A) | 2,477,233 | 2,500,729 | 0 | 0.0% | 23,496 | 0.9% |
| OPERATING EXPENSES (Sch. II) | 469,077 | 492,480 | 0 | 0.0% | 23,403 | 5.0% |
| OPERATING CAPITAL OUTLAY (Sch. III) | 0 | 109,148 | 0 | 0.0% | 109,148 | 100.0% |
| NON-OPERATING (Sch. IV) | 5,000 | 5,000 | 0 | 0.0% | 0 | 0.0% |
| TOTAL EXPENDITURES | \$2,951,310 | \$3,107,356 | \$0 | 0.0% | \$156,046 | 5.3% |
| 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.

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

Citizens of Okaloosa County

Property Appraiser

Director

Customer Service & Exemptions

Supervisor Residential Dept.

Agriculture Specialist

Assistant Supervisor
Residential Appraiser
Condo & Townhouse Appraiser
Deed Abstractor/Sales
Qualification Analyst

Supervisor Tangible Personal Property Dept.

Tangible Personal Property
Appraiser
Tangible Personal Property
Appraiser

Supervisor Commercial Dept.

Commercial Analyst
Commercial Appraiser
Commercial Appraiser

Supervisor Land & Mapping Dept.

Land Appraiser
Land Appraiser
Land Appraiser
GIS Coordinator
Cartographer

Supervisor Administrative & Computer Services Dept.

Bookkeeper

Supervisor Customer Service & Exemptions Dept.

Crestview Office Manager
Sr. Customer Srv & Exemptions Spec
Customer Service & Exemptions Spec

Investigations Dept.

Deputy Investigator
Deputy Investigator
Deputy Investigator

June 1, 2012