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

OKALOOSA COUNTY

EXHIBIT A

APPROPRIATION	ACTUAL	APPROVED	ACTUAL		(INCREASE/DI	ECREASE)	AMOUNT	(INCREASE/DI	ECREASE)
CATEGORY	EXPENDITURES 2014-15	BUDGET 2015-16	EXPENDITURES 3/31/16	REQUEST 2016-17	AMOUNT	%	APPROVED 2016-17	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

	ACTUAL	APPROVED	ACTUAL		INCREASE/(D	ECREASE)	AMOUNT
	EXPENDITURES	BUDGET	EXPENDITURES	REQUEST	AMOUNT	0/0	APPROVED
OBJECT CODE	2014-15	2015-16	3/31/16	2016-17	111/10 01/1	70	2016-17
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
PERSONNEL SERVICES:							
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%	
21 FICA							
2152 REGULAR	128,621	162,789	64,693	165,214	2,425	1.5%	
2153 OTHER							
22 RETIREMENT							
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				
TOTAL PERSONNEL SERVICES	\$2,451,147	\$2,917,743	\$1,219,964	\$3,060,070	142,327	4.9%	

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Col. (2) Ex. A Col. (3) Ex. A Col. (4) Ex. A Col. (5) Ex. A

DETAIL OF OPERATING EXPENSES

OKALOOSA

SCHEDULE II

	ACTUAL	APPROVED	ACTUAL		INCREASE/(D	DECREASE)	AMOUNT
OBJECT CODE	EXPENDITURES 2014-15	BUDGET 2015-16	EXPENDITURES 3/31/16	REQUEST 2016-17	AMOUNT	%	APPROVED 2016-17
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
OPERATING EXPENSES:							
31 PROFESSIONAL SERVICES							
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%	
42 TRANSPORTATION							
4251 POSTAGE	11,403	12,756	2,542	15,729	2973	23%	
4252 FREIGHT							
43 UTILITIES							
44 RENTALS & LEASES							
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

	ACTUAL	APPROVED	ACTUAL		INCREASE/(E	DECREASE)	AMOUNT
OBJECT CODE	EXPENDITURES 2014-15	BUDGET 2015-16	EXPENDITURES 3/31/16	REQUEST 2016-17	AMOUNT	%	APPROVED 2016-17
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
46 REPAIR & MAINTENANCE							
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%	
49 OTHER CURRENT CHARGES							
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%	
54 BOOKS & PUBLICATIONS							
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			
TOTAL OPERATING EXPENSES	\$547,432	\$532,209	\$190,689	\$461,055	(71,154)	-13%	

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Col. (2) Ex. A Col. (3) Ex. A Col. (4) Ex. A Col. (5) Ex. A.

DETAIL OF OPERATING CAPITAL OUTLAY

SCHEDULE III

OKALOOSA

	ACTUAL	APPROVED	ACTUAL		INCREASE/(I	DECREASE)	AMOUNT
OBJECT CODE	EXPENDITURES 2014-15	BUDGET 2015-16	EXPENDITURES 3/31/16	REQUEST 2016-17	AMOUNT	%	APPROVED 2016-17
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
CAPITAL OUTLAY:							
64 MACHINERY & EQUIPMENT							
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							
TOTAL CAPITAL OUTLAY	\$31,014	\$101,700	\$45,898	\$109,300	7,600	7.5%	

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Col. (6) / (3)

Col. (2) Ex. A

Col. (3) Ex. A

Col. (4) Ex. A

Col. (5) Ex. A.

OPERATING CAPITAL OUTLAY (CONT.) DETAIL OF EQUIPMENT REQUESTED

OKALOOSA

SCHEDULE III A

INSTALLMENT PURCHASES

ITEM	TOTAL CONTRACT COST	MONTH AND YEAR PURCHASED	LENGTH OF CONTRACT	REQUEST 2016-17

OTHER CAPITAL ITEMS

	UNIT				REQUEST
ITEM	PRICE	QUANTITY	REPLACE	NEW	2016-17
Notebooks	\$3,250	10		X	\$32,500
Vehicles	\$25,000	3	Χ		\$75,000
Office Desk	\$1,800	1	X		\$1,800

DETAIL OF NON-OPERATING

SCHEDULE IV

OKALOOSA

	ACTUAL	APPROVED	ACTUAL		INCREASE/(DI	ECREASE)	AMOUNT
	EXPENDITURES	BUDGET	EXPENDITURES	REQUEST	AMOUNT	0/0	APPROVED
OBJECT CODE	2014-15	2015-16	3/31/16	2016-17	AWIOCIVI	70	2016-17
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
NON-OPERATING:							
91 E.D.P. CONTRACT RESERVE							
92 OTHER CONTRACT RESERVE							
93 SPECIAL CONTINGENCY							
94 EMERGENCY CONTINGENCY		10,000		10,000			
TOTAL NON-OPERATING		\$10,000		\$10,000			

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Col. (6) / (3)

Col. (3) Ex. A

Col. (5) Ex. A

JUSTIFICATION SHEET FY 2016-2017

OKALOOSA

	OBJECT CODE		AMOUNT	
			OF INCREASE	
NUMBER	NAME	SCHEDULE	(DECREASE)	JUSTIFICATION
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 compeleted
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		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		Removed membership in local MLS Service & 3 SHRM memberships
6451	EDP (Capital)	\$32,500		Purchase additional tablets for field staff
6452	Furniture (Capital)	\$1,800	\$1,800	Purchase of 1 office computer desk
6454	Vehicles (Capital)	\$75,000		Plan to replace 3 older fleet vehicles
RAND TOTA			\$78,773	•

EMPLOYEE CERTIFICATION WORKSHEET FY 2016-2017

OKALOOSA

2	POS.				ANNUAL
Assistant Supervisor, Residential Dept. Patrick Castille 1994	NO.	POSITION TITLE	EMPLOYEE NAME	DATE	AMOUNT
7 Supervisor Residential Dept. Patrick Castille 1994 9 Agriculture Specialist Keith Hilton 1988 11 Land & Mineral Appraiser Robert Work 2008 15 Cartographer Cynthia Howard 2000 16 Sr. Customer Service & Exemptions Spec. Jennifer Chambers 2001 18 Customer Service & Exemptions Spec. Jennifer Chambers 2001 18 Customer Service & Exemptions Spec. Karen Paulk 2005 20 Commercial Analyst Anthony Epperson 2013 21 GIS Coordinator/Cartographer Edward Quintan 2000 29 Deed Abstractor/Sales Qualification Analyst Anna Garner 2008 30 Supervisor, Commercial & TPP Dept. H. Mack Busbee 2004 31 Residential Appraiser Ernest Goodhart, Jr. 2009 32 Commercial Appraiser James Finlayson 1998 33 Sr. Customer Service & Exemptions Spec Barbara Commander 2009 39 Tangible Personal Property Appraiser William Tyler Henderson 2014 20 Residential Appraiser Brandon Ellison 2016 21 Residential Appraiser Brandon Ellison 2016 22 Residential Appraiser Cody Schanbeck \$2,000 30 Commercial Appraiser Cody Schanbeck \$2,000 40 Commercial Appraiser Cody Schanbeck \$2,000 41 Customer Service & Exemption Investigator Darlene Drury \$2,000 42 Customer Service & Exemption Investigator Darlene Drury \$2,000 43 Customer Service & Exemption Investigator Darlene Drury \$2,000 44 Customer Service & Exemption Investigator Darlene Drury \$2,000 45 Customer Service & Exemption Investigator Darlene Drury \$2,000 46 Customer Service & Exemption Investigator Darlene Drury \$2,000 47 Customer Service & Exemption Investigator Darlene Drury \$2,000 48 Customer Service & Exemption Investigator Darlene Drury \$2,000 49 Customer Service & Exemption Investigator Darlene Drury \$2,000 40 Customer Service & Exemption Investigator Darlene Drury \$2,000 50 Customer Service & Exemption Investigat	2	Land & Mineral Appraiser	William Thome	2009	
9 Agriculture Specialist Keith Hilton 1988 11 Land & Mineral Appraiser Robert Work 2008 15 Cartographer Cynthia Howard 2000 16 Sr. Customer Service & Exemptions Spec. Jennifer Chambers 2001 18 Customer Service & Exemptions Spec. Karen Paulk 2005 20 Commercial Analyst Anthony Epperson 2013 21 Commercial Analyst Anthony Epperson 2013 29 Deed Abstractor/Sales Qualification Analyst Anna Garner 2008 30 Supervisor, Commercial & TPP Dept. H. Mack Busbee 2004 31 Residential Appraiser Ernest Goodhart, Jr. 2009 35 Commercial Appraiser James Finlayson 1998 37 Sr. Customer Service & Exemptions Spec Barbara Commander 2009 39 Tangible Personal Property Appraiser William Tyler Henderson 2014 21 Residential Appraiser Timothy Scott Lynn 2016 21 Residential Appraiser EMPLOYEE NA	4	Assistant Supervisor, Residential Dept.	William Cooper	2012	
11	7	Supervisor Residential Dept.	Patrick Castille	1994	
15			Keith Hilton	1988	
16	11	Land & Mineral Appraiser	Robert Work	2008	
Customer Service & Exemptions Spec. Karen Paulk 2005 Commercial Analyst Anthony Epperson 2013 GIS Coordinator/Cartographer Edward Quinlan 2000 Deed Abstractor/Sales Qualification Analyst Anna Garner 2008 Supervisor, Commercial & TPP Dept. H. Mack Busbee 2004 Residential Appraiser Ernest Goodhart, Jr. 2009 Sr. Customer Service & Exemptions Spec Barbara Commander 2009 Tangible Personal Property Appraiser William Tyler Henderson 2014 Residential Appraiser Brandon Ellison 2016 Residential Appraiser Brandon Ellison 2016 PTAL CURRENT DESIGNATIONS W DESIGNATIONS 2016-17 POS. NO. POSITION TITLE EMPLOYEE NAME DATE AMOUN 42 Customer Service & Exemption Investigator Darlene Drury \$2,000 42 Customer Service & Exemption Investigator Darlene Drury \$2,000	15		Cynthia Howard	2000	
20	16	Sr. Customer Service & Exemptions Spec.	Jennifer Chambers	2001	
23 GIS Coordinator/Cartographer Edward Quinlan 2000 29 Deed Abstractor/Sales Qualification Analyst Anna Garner 2008 30 Supervisor, Commercial & TPP Dept. H. Mack Busbee 2004 31 Residential Appraiser Errest Goodhart, Jr. 2009 32 Commercial Appraiser James Finlayson 1998 33 Sr. Customer Service & Exemptions Spec Barbara Commander 2009 39 Tangible Personal Property Appraiser William Tyler Henderson 2014 28 Residential Appraiser Timothy Scott Lynn 2016 21 Residential Appraiser Brandon Ellison 2016 21 Residential Appraiser Brandon Ellison 2016 **TAL CURRENT DESIGNATIONS** **W DESIGNATIONS 2016-17** POS. NO. POSITION TITLE EMPLOYEE NAME DATE AMOUN 20 Commercial Appraiser Charles B. Smith \$2,000 42 Customer Service & Exemption Investigator Darlene Drury \$2,000	18	Customer Service & Exemptions Spec.	Karen Paulk	2005	
Deed Abstractor/Sales Qualification Analyst Supervisor, Commercial & TPP Dept. H. Mack Busbee 2004 Residential Appraiser Finest Goodhart, Jr. 2009 Sparse Finlayson Fi	20	Commercial Analyst	Anthony Epperson	2013	
30 Supervisor, Commercial & TPP Dept. H. Mack Busbee 2004 33 Residential Appraiser Ernest Goodhart, Jr. 2009 35 Commercial Appraiser James Finlayson 1998 37 Sr. Customer Service & Exemptions Spec Barbara Commander 2009 39 Tangible Personal Property Appraiser William Tyler Henderson 2014 28 Residential Appraiser Timothy Scott Lynn 2016 21 Residential Appraiser Brandon Ellison 2016 21 Residential Appraiser Brandon Ellison 2016 TAL CURRENT DESIGNATIONS W DESIGNATIONS 2016-17 POS. NO. POSITION TITLE EMPLOYEE NAME DATE AMOUN \$2,000 6 Residential Appraiser Cody Schanbeck \$2,000 42 Customer Service & Exemption Investigator Darlene Drury \$2,000	23	GIS Coordinator/Cartographer	Edward Quinlan	2000	
Residential Appraiser Ernest Goodhart, Jr. 2009 St. Commercial Appraiser James Finlayson 1998 Tangible Personal Property Appraiser William Tyler Henderson 2014 Residential Appraiser Brandon Ellison 2016 Residential Appraiser Brandon Ellison 2016 Residential Appraiser Brandon Ellison 2016 Tangible Personal Property Appraiser Timothy Scott Lynn 2016 Residential Appraiser Brandon Ellison 2016 The property Appraiser Emptoyze Name Date Amount Amou	29	Deed Abstractor/Sales Qualification Analyst	Anna Garner	2008	
35 Commercial Appraiser 37 Sr. Customer Service & Exemptions Spec 38 Residential Appraiser 28 Residential Appraiser 29 Brandon Ellison 2016 21 Residential Appraiser 2016 2016 2016 2016 2016 2017 2016 2017 2016 2017 2016 2017 2016 2017 2018	30	Supervisor, Commercial & TPP Dept.	H. Mack Busbee	2004	
37 Sr. Customer Service & Exemptions Spec 39 Tangible Personal Property Appraiser 39 Residential Appraiser 30 Residential Appraiser 31 Residential Appraiser 32 Residential Appraiser 33 Residential Appraiser 34 Residential Appraiser 35 Residential Appraiser 36 Residential Appraiser 37 Residential Appraiser 38 Residential Appraiser 39 Residential Appraiser 30 Commercial Appraiser 31 Residential Appraiser 32 Residential Appraiser 33 Residential Appraiser 34 Residential Appraiser 35 Residential Appraiser 36 Residential Appraiser 37 Residential Appraiser 38 Residential Appraiser 39 Residential Appraiser 30 Residential Appraiser 31 Residential Appraiser 32 Residential Appraiser 33 Residential Appraiser 34 Residential Appraiser 35 Residential Appraiser 36 Residential Appraiser 37 Residential Appraiser 38 Residential Appr	33	Residential Appraiser	Ernest Goodhart, Jr.	2009	
Tangible Personal Property Appraiser Residential Appraiser Timothy Scott Lynn 2016 Property Appraiser Brandon Ellison Transition Brandon Ellison Drat Current Designations W Designations 2016-17 POS. NO. POSITION TITLE Cody Schanbeck Residential Appraiser Cody Schanbeck Residential Appraiser Charles B. Smith School	35	Commercial Appraiser	James Finlayson	1998	
Residential Appraiser Timothy Scott Lynn 2016 Prandon Ellison Date Pros. NO. POSITION TITLE Cody Schanbeck Residential Appraiser Cody Schanbeck Residential Appraiser Cody Schanbeck Scharles B. Smith Scharles B.	37	Sr. Customer Service & Exemptions Spec	Barbara Commander	2009	
21 Residential Appraiser Brandon Ellison 2016 DTAL CURRENT DESIGNATIONS W DESIGNATIONS 2016-17 POS. NO. POSITION TITLE EMPLOYEE NAME DATE AMOUN 20 Commercial Appraiser Cody Schanbeck \$2,000 6 Residential Appraiser Charles B. Smith \$2,000 42 Customer Service & Exemption Investigator Darlene Drury \$2,000	39	Tangible Personal Property Appraiser	William Tyler Henderson	2014	
TAL CURRENT DESIGNATIONS W DESIGNATIONS 2016-17 POS. NO. POSITION TITLE EMPLOYEE NAME DATE AMOUN 20 Commercial Appraiser Cody Schanbeck \$2,000 42 Customer Service & Exemption Investigator Darlene Drury \$2,000	28	Residential Appraiser	Timothy Scott Lynn	2016	
TAL CURRENT DESIGNATIONS W DESIGNATIONS 2016-17 POS. NO. POSITION TITLE EMPLOYEE NAME DATE AMOUN 20 Commercial Appraiser Cody Schanbeck \$2,000 42 Customer Service & Exemption Investigator Darlene Drury \$2,000	21	Residential Appraiser	Brandon Ellison	2016	
W DESIGNATIONS 2016-17 POS. NO. POSITION TITLE EMPLOYEE NAME DATE AMOUN Commercial Appraiser Cody Schanbeck \$2,000 Residential Appraiser Charles B. Smith \$2,000 Customer Service & Exemption Investigator Darlene Drury \$2,000					
POS. NO. POSITION TITLE EMPLOYEE NAME DATE AMOUN Commercial Appraiser Cody Schanbeck Residential Appraiser Charles B. Smith Customer Service & Exemption Investigator Darlene Drury \$2,000					
NO. POSITION TITLE EMPLOYEE NAME DATE AMOUNT 20 Commercial Appraiser Cody Schanbeck \$2,000 6 Residential Appraiser Charles B. Smith \$2,000 42 Customer Service & Exemption Investigator Darlene Drury \$2,000		JIGNATIONS 2010-17			PRORATEI
20 Commercial Appraiser Cody Schanbeck \$2,000 6 Residential Appraiser Charles B. Smith \$2,000 42 Customer Service & Exemption Investigator Darlene Drury \$2,000		POSITION TITLE	EMPLOYEE NAME	DATE	AMOUNT
6 Residential Appraiser Charles B. Smith \$2,000 42 Customer Service & Exemption Investigator Darlene Drury \$2,000	20	Commercial Appraiser	Cody Schanbeck		\$2,000
42 Customer Service & Exemption Investigator Darlene Drury \$2,000					
OTAL NEW DESIGNATIONS \$6,000					
TAL NEW DESIGNATIONS \$6,000					
TAL NEW DESIGNATIONS \$6,000					
	TAL N	IEW DESIGNATIONS			\$6,000
TAL CURRENT AND NEW DESIGNATIONS \$6,000					

CONTRACT WORKSHEET FY 2016-2017

OBJECT CODE	VENDOR NAME	PURPOSE OF CONTRACT	ANNUAL AMOUNT
	ACS	CAMA Contract	\$39,963
	Qpublic	Web Hosting	\$10,000
	Net South	AS 400 Off-site Backup	\$6,000
	Cox Communications	Cable Service in Lobby area - North & South Offices	\$680
	Verizon Wireless	2 iPhones, 1 Tablet, 13 Wi-Fi connections for field staff	\$8,580
	Pitney Bowes	Lease of Postage Machine-South Office	\$1,920
	Pitney Bowes	Lease of Postage Machine-North Office	\$708
	Copy Products	Maintenance for Copiers	\$1,800
	Net South	AS 400 Operating System Upgrades & Support	\$2,400
	ACS	Imaging Maintenance & Support (AppXtender)	\$7,82
	Net South	IBM AS 400 Annual Hardware Maint & Software Subscription	\$3,850
4654		Warranty/Support - 3 Switches	\$814
4654		Warranty/Support - Firewall	\$48
4654		Warranty/Support - Dell Servers	\$2,882
4654		Warranty/Support - Dell EQL Storage	\$2,13
4654		Warranty/Support - 2 Dell Switches	\$529
4654		Warranty/Support - VMWare on Server	\$4,332
	Sage	Software Support for Business Works	\$1,200
4654	CDW-G/Schneider Electric	Warranty for APC Back-UPS in server room	\$245
	Lexis Nexis	Accurint Subscriptions - 10 Users @ \$86 each	\$10,320
			,,-
GRAND TO	TAL		\$106,66

		TRAVI	EL WORKS	HEET			
		F	Y 2016-2017				
OKALOOSA							
EIELD ED AVEL	LOCAL TRAV	EL FOR FIELL	WORK & A	DMINISTRATIV	E DUTIES		
FIELD TRAVEL:		1					
	Mileage				Employees	Flat Rate	
Number of Field Employees	Reimbursement Rate	Total miles	Total I	ield Travel	Reimb. At Flat Rate	Amount per	Total Flat Rate Reimb.
Number of Field Employees	Kate	per employee	1 Otal 1	ieiu iravei	riat Kate	Employee	Keimb.
ADMINISTRATIVE TRAVEL:	<u> </u>						
	Mileage				Employees	Flat Rate	
Number of Administrative	Reimbursement	Total miles			Reimb. At	Amount per	Total Flat Rate
Employees	Rate	per employee	Total Admi	nistrative Travel	Flat Rate	Employee	Reimb.
			TOTAL LOC	AL TRAVEL		Ī	
	SCI	HOOL, CONFE	RENCE OR C	THER TRAVEL			
SCHOOLS:		,					
		No. of		Total	Daily Room		
		Employees	No. of Days	Transportation	Cost per	Daily Per Diem	
Name	City	Traveling	Traveling	Cost per Event	Employee	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
TOTAL							Φ1 4 O 4 F
TOTAL							\$14,247
CONFERENCES:							
		No. of		Total	Daily Room		
	G.	Employees	No. of Days	Transportation	Cost per	Daily Per Diem	
Name	City	Traveling	Traveling	Cost per Event	Employee	per Employee	TOTAL
PAAF-Mid Winter	Tallahassee	5	4		\$150	\$41	\$2,865
PAAF-Armed	TBD TBD	5	4		\$150 \$150	\$41 \$41	\$2,865
PAAF Annual FIAAO Annual	Orlando	1 4	4		\$150 \$150	\$41 \$41	\$614 \$2,456
GIS SHRUG	Tallahassee	1	6		\$150 \$150	\$41 \$41	\$2,436 \$996
GIS-CAMA Tech Conf	TBD	2	6		\$150 \$150	\$41	\$1,992
TOTAL	100				Ψ100	ΨΙΙ	\$11,788
OTHER:							,,- 50
		No. of		Total	Daily Room		
		No. of Employees	No. of Days	Transportation	Cost per	Daily Per Diem	
Type of Trav	el	Traveling	Traveling	Cost per Event	Employee	per Employee	TOTAL
General	1	3	•	\$150	\$41	\$423	
General	3	4		\$150	\$41	\$1,842	
TOTAL							\$2,265
TOTAL SCHOOL, CONFERENCE OR OTHER TRAVEL							
			TOTAL TRA	VEL REQUEST			\$28,300

POSTAGE WORKSHEET FY 2016-2017

OKALOOSA

Type of Mail	Number of Items	Postage Rate	Total
MASS MAILINGS:		Ü	
Notices of Proposed Property Taxes*			
Personal Property Tax Returns*			
Agricultural Class of Lands*			
Final Notices			
Receipts			
EXEMPTIONS:			
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
OTHER: (Specify Type)			
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
TOTAL MAILINGS			\$12,032
GENERAL CORRESPONDENCE			
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
TOTAL GENERAL CORRESPONDENCE			\$3,697
TOTAL POSTAGE REQUEST			\$15,729

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.

	F	TION WORKSH Y 2016-2017	EE1		
		SCHOOLS			
		m +++		Number	TOTAL
Sponsor	City	Tuition	Texts	Attending	TOTAL
IAAO	Various	375		16	\$6,000
				+	
				+	
TOTAL				16	\$6,000
	T.1.	ZODIJODO			
	W	ORKSHOPS		Number	
Sponsor	City	Tuition	Texts	Attending	TOTAL
IAAO-CEW	TBD	\$400	Texts	Attenung 1	\$400
IAAO-CEW	100	ψ 1 00		1	Ψ400
				+ +	
				+ +	
TOTAL				1	\$400
IUIAL				1	⊅4 00
	CONFEREN	CES AND SEM	INARS		
				Number	_
Sponsor	City	Tuition	Texts	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 TRRIAL I I	Seminole County	\$95/\$135		4	\$380
FCIAAO-TPP Workshop Gulf Power Symposium	Seminole County Miramar Beach	\$215 \$100		3	\$645 \$200
				2	
HR Seminar	Pensacola	\$230		2	\$690
ERISA/IAAO GIS Conference	TBD	\$500			\$1,000
ERISA/IAAO GIS/SHRUG TOTAL	TBD	\$130		1	\$130 \$4,470
TOTAL					⊅4,47 U
				Number	
Sponsor	City	Tuition	Texts	Attending	TOTAL
Knowledge Key Associates (IT Training Camp)	Orlando	\$5,000			\$5,000
(11 11mming County)	OHAHAU	ψΟ,ΟΟΟ		+ +	ΨΟ,ΟΟΟ
				+ +	
TOTAL					\$5,000
1011L					ΨΟ,000
THER EDUCATIONAL EXPENSES (SPECIFY)					TOTAL
	-	POTAL PDITO A TOTAL	ANI EVDENICEC	_	Ф1 Г О Г О
TOTAL EDUCATION EXPENSES					\$15,870

VEHICLE INVENTORY FORM FY 2016-2017

		Year Leased or		
Vehicle Make	Model	Purchased	Mileage	Assigned Work Unit
Ford (200513)	2003 F-150	2003	102,463	Appraisal
Mercury (200512)	2003 Mountaineer	2003	79,254	Appraisal
Mercury (225727)	2003 Sable	2004	99,453	Appraisal
Ford (135939)	2006 Ranger	2007	80,859	Appraisal
Ford (110874)	2006 F-150	2007	95,471	Appraisal
Dodge (110879)	2005 Ram	2010	97,987	Appraisal
Jeep (166236)	2008 Liberty	2010	80,256	Appraisal
Chevy (166234)	2012 Malibu	2012	33,637	Appraisal Appraisal
Chevy (TB9140)	2013 Malibu	2012	37,352	Appraisal Appraisal
Chevy (110869)	2014 Malibu	2014	11,913	Appraisal
Chevy (225726)	2014 Malibu	2014	19,987	Appraisal
Chevy (225724)	2014 Malibu	2014	8,297	Administrative
Chevy (871RXN)	2016 Traverse	2016	16,315	Administrative
Chevy (TD3428)	2016 Colorado	2016	814	Appraisal
Chevy (TC8862)	2016 Colorado	2016	1000	Appraisal

DATA PROCESSING PURCHASE JUSTIFICATION FY 2016-2017

ITEM	NUMBER	MAKE AND	LENGTH OF PAYMENT	COST FOR FISCAL			
REQUESTED	REQUESTED	MODEL NUMBER	SCHEDULE	YEAR 2016-17	FULL COST		
Notebooks for Field Use	10	10.4 GETAC V110		\$3,250	\$32,500		
STATEMENT OF NEED: 7	To include but not b	e limited to age, condition	ı, response time, e	etc. of existing ea	uipment.		
The notebooks will allow fie					<u>F</u>		
It will eliminate the cost of p			III tile ficiu.				
They will also allow the field	d staff to input parce	l data in the field minimiz	ing office time				
and allow efficiency.	<u> </u>						
HOW LONG WILL THIS F	URCHASE FULFIL	L THOSE NEEDS?					
HOW EONG WILL THIS I	OKCINISE I CEITE	E IIIOGE NEEDS.					
ADDITIONAL COMMENTS OR PERTINENT INFORMATION							
1							

SUMMARY OF REDUCTIONS REQUEST

PROPERTY APPRAISER

OKALOOSA

APPROPRIATION CATEGORY	APPROVED BUDGET	REQUEST the COUNTY		the COUNTY		Reductions Reflected in REQUEST	
	2015-16	2016-17	AMOUNT	%		AMOUNT	0/0
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					
TOTAL EXPENDITURES	\$3,561,652	\$3,640,425				\$78,773	2.2%
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.