

**Bisner, Art**

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**From:** Marie Lovett <mlovett@sumterpa.com>  
**Sent:** Wednesday, May 30, 2012 3:05 PM  
**To:** Arnold, Bradley  
**Cc:** Bisner, Art  
**Subject:** BOCC Budget Percentage

The Board's percentage of the 2012-13 Property Appraiser's budget will be 97.231%.

Revised 6/21/12

DR-484, R. xx/11  
Rule 12D-16.002, eff. x/11

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

Sumter

COUNTY

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)	1,283,647	1,340,537	636,281	1,215,046 *	(125,491)	-9.4%			
OPERATING EXPENSES (Sch. II)	102,038	173,136	90,271	159,689	(13,447)	-7.8%			
OPERATING CAPITAL OUTLAY (Sch. III)	116,322	100,816	1,334	67,668	(33,148)	-32.9%			
NON-OPERATING (Sch. IV)		0		0	0	—			
TOTAL EXPENDITURES	\$1,502,007	\$1,614,489	\$727,886	\$1,442,403 *	(\$172,086)	-10.7%			
NUMBER OF POSITIONS						—			
					COL (5) - (3)	COL (6) / (3)			





Revised 6/21/12

DETAIL OF PERSONNEL SERVICES

SCHEDULE IA

OBJECT CODE	ACTUAL	APPROVED	ACTUAL	REQUEST	INCREASE/(DECREASE)		AMOUNT
	EXPENDITURES	BUDGET	EXPENDITURES		AMOUNT	%	
(1)	2010-11	2011-12	9/30/12	2012-13	(6)	(6a)	2012-13
(1)	(2)	(3)	(4)	(5)	(6)	(6a)	(7)
<b>PERSONAL SERVICES:</b>							
11 OFFICIAL	113,562	113,070	56,524	113,070	0	0.0%	
12 EMPLOYEES (REGULAR)	844,768	903,780	450,403	936,317	32,537	3.6%	
13 EMPLOYEES (TEMPORARY)	0	0	0	0	0	---	
14 OVERTIME	0	0	0	0	0	---	
15 SPECIAL PAY	6,973	8,975	0	8,987	12	0.1%	
21 FICA					0		
2152 REGULAR	56,569	63,174	29,668	65,436 *	2,262	3.6%	
2153 OTHER	13,256	14,882	6,938	15,346	464	3.1%	
22 RETIREMENT					0		
2251 OFFICIAL	1,261	1,255	483	14,043	12,788	1019.0%	
2252 EMPLOYEE	63,213	37,355	13,165	40,370	3,015	8.1%	
2253 SMS/SES	7,812	5,732	1,567	6,080	348	6.1%	
2254 DROP	9,728	8,290	2,344	9,989	1,699	20.5%	
23 LIFE & HEALTH INSURANCE	165,116	179,480	74,825	500	(178,980)	-99.7%	
24 WORKER'S COMPENSATION	1,389	4,544	364	4,908	364	8.0%	
25 UNEMPLOYMENT COMP.	0	0	0	0	0	---	
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,283,647</b>	<b>\$1,340,537</b>	<b>\$636,281</b>	<b>\$1,215,046 *</b>	<b>(125,491)</b>	<b>-9.4%</b>	

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

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

Post this total to  
Col. (4) Ex. A

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

Col. (5) - (3)

Col. (6) / (3)

**DETAIL OF OPERATING EXPENSES**

**SCHEDULE II**

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)
<b>OPERATING EXPENSES:</b>							
<b>31 PROFESSIONAL SERVICES</b>							
3151 E.D.P.	2,632	3,900	3,900	0	-3900	-100%	
3152 APPRAISAL					0	----	
3153 MAPPING	3,200	3,200	3,200	2,665	-535	-17%	
3154 LEGAL	323	5,000	1,332	5,000	0	0%	
3159 OTHER					0	----	
<b>32 ACCOUNTING &amp; AUDITING</b>							
<b>33 COURT REPORTER</b>							
34 OTHER CONTRACTUAL	14,736	32,800	17,381	31,800	-1000	-3%	
40 TRAVEL	13,482	13,160	7,374	14,131	971	7%	
41 COMMUNICATIONS	9,114	12,334	3,700	8,000	-4334	-35%	
<b>42 TRANSPORTATION</b>							
4251 POSTAGE	15,217	22,184	14,988	23,857	1673	8%	
4252 FREIGHT					0	----	
<b>43 UTILITIES</b>							
<b>44 RENTALS &amp; LEASES</b>							
4451 OFFICE EQUIPMENT					0	----	
4452 VEHICLES					0	----	
4453 OFFICE SPACE					0	----	
4454 E.D.P.					0	----	
45 INSURANCE & SURETY	2,213	2,213	1,676	1,680	-533	-24%	

**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)
<b>46 REPAIR &amp; MAINTENANCE</b>							
4651 OFFICE EQUIPMENT	538	1,500	512	1,500	0	0%	
4652 VEHICLES	1,266	1,200	568	1,200	0	0%	
4653 OFFICE SPACE					0	-----	
4654 E.D.P.	15,688	40,688	15,688	40,688	0	0%	
<b>47 PRINTING &amp; BINDING</b>	7,536	8,300	8,177	8,321	21	0%	
<b>49 OTHER CURRENT CHARGES</b>							
4951 LEGAL ADVERTISEMENTS					0	-----	
4952 AERIAL PHOTOS					0	-----	
4959 OTHER	286	150	163	300	150	100%	
51 OFFICE SUPPLIES	3,899	3,000	1,638	3,000	0	0%	
52 OPERATING SUPPLIES	5,495	17,685	9,594	12,000	(5,685)	-32%	
<b>54 BOOKS &amp; PUBLICATIONS</b>							
5451 BOOKS					0	-----	
5452 SUBSCRIPTIONS					0	-----	
5453 EDUCATION	1,865	1,275	300	1,000	(275)	-22%	
5454 DUES/MEMBERSHIPS	4,548	4,547	80	4,547	0	0%	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$102,038</b>	<b>\$173,136</b>	<b>\$90,271</b>	<b>\$159,689</b>	<b>(13,447)</b>	<b>-8%</b>	

Post this total to  
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Post this total to  
Col. (4) Ex. A

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

Col. (5) - (3)

Col. (6) / (3)

**DETAIL OF OPERATING CAPITAL OUTLAY**

SCHEDULE III

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)
<b>CAPITAL OUTLAY:</b>							
<b>64 MACHINERY &amp; EQUIPMENT</b>							
6451 E.D.P.	65,000	65,000	0	65,000	0	0.0%	
6452 OFFICE FURNITURE					0	-----	
6453 OFFICE EQUIPMENT	51,322	35,816	1,334	2,668	(33,148)	-92.6%	
6454 VEHICLES					0	-----	
66 BOOKS							
68 INTANGIBLE ASSETS					0	-----	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$116,322</b>	<b>\$100,816</b>	<b>\$1,334</b>	<b>\$67,668</b>	<b>(33,148)</b>	<b>-32.9%</b>	

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

Col. (5) - (3)

Col. (6) / (3)

**JUSTIFICATION SHEET**

OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
NUMBER	NAME			
15	Special Pay	1A	12	% of sick time pd to DROP employees based on sal increase
2251	Official Retirement	1A	12788	Former Official in DROP & retiring - new PA to start 1/13
2252	Retirement	1A	3015	Based on Salaries & Figures provided by Div of Ret
2253	Retirement SMS	1A	348	" " " " " " " " " " "
2254	Retirement DROP	1A	1699	" " " " " " " " " " "
2300	Health Insurance	1A	-2280	As per rates provided by BOCC
2400	Workers Comp	1A	364	As per rates provided by BOCC
3153	Mapping	II	-535	As per ESRI Quote
3151	EDP	II	-3900	Not going to renew
34	Other Contractual	II	-1000	As per IT Dept with conversion
41	Communications	II	-4334	Phone billing decreased from BOCC
45	Insurance	II	-533	Billing decreased last year
47	Printing & Binding	II	21	Amount quoted to print HX & AG renewals
4959	Other	II	150	Spent more than budget last fiscal year
5200	Operating Supplies	II	-5685	Purchased new computer equip last fiscal year
6453	Office Equipment	III	-33148	Purchased new servers last fiscal year
<b>GRAND TOTAL</b>			<b>(\$33,018)</b>	



## TRAVEL WORKSHEET

### 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/ # at Flat Rate	TOTAL
5		5	7	3800	0.445	7200	\$8,891

**ADMINISTRATIVE TRAVEL:**

Number of Adm. Personnel	Office Owned Vehicles	County Owned Vehicles	Personal Vehicles	Total Miles for Per. Vehicles	Mileage Allowance	Flat Rate/ # at Flat Rate	TOTAL
1			1	4800	0.445		\$2,136

**TOTAL LOCAL TRAVEL** \$11,027

### MISCELLANEOUS TRAVEL

**SCHOOLS:**

Sponsor	City	No. Attending/ No. Days Each	Personal Vehicles	Mileage	Room Allowance	Per Diem	TOTAL
IAAO	Orlando	2/5	1	110	525	360	\$995
<b>TOTAL</b>							<b>\$995</b>

**CONFERENCES:**

Sponsor	City	No. Attending/ No. Days Each	Personal Vehicles	Mileage	Room Allowance	Per Diem	TOTAL
FAPA	Tallahassee	1/3	1	300	285	108	\$693
<b>TOTAL</b>							<b>\$693</b>

**OTHER:**

TYPE OF TRAVEL	# of Trips	Mileage	Room Allowance	Per Diem	TOTAL
VISION WKSHOP	1	800	400	216	\$1,416
<b>TOTAL</b>					<b>\$1,416</b>

TOTAL MISCELLANEOUS TRAVEL \$3,104

MOTOR POOL CHARGES  

TOTAL TRAVEL REQUEST \$14,131

## POSTAGE WORKSHEET

Type of Mail	Number of Items	Postage Rate	Total
<b>MASS MAILINGS:</b>			
Notices of Proposed Property Taxes*	70,000	0.00	0
Personal Property Tax Returns	4,057	0.45	1,826
Agricultural Class of Lands	5,509	0.45	2,479
Final Notices			0
Receipts			0
<b>EXEMPTIONS:</b>			
Renewal Applications for Homestead and Related Tax Exemptions	35,587	0.45	16,014
	2,469	0.45	1,111
Final Notices			0
Receipts			0
<b>OTHER (Specify Type)</b>			
Homestead Denials (Certified)	40	5.54	222
Agricultural Class of Lands Denials	100	0.45	45
			0
			0
			0
			0
<b>TOTAL MAILINGS</b>			<b>\$21,697</b>
<b>GENERAL CORRESPONDENCE</b>			
HX & Ag letters to new owners	1,800	0.45	810
GENERAL CORRESPONDENCE	3,000	0.45	1,350
			0
			0
			0
			0
<b>TOTAL GENERAL CORRESPONDENCE</b>			<b>\$2,160</b>
<b>TOTAL POSTAGE REQUEST</b>			<b>\$23,857</b>

Explain the method you intend to utilize for the Annual Application for Exemption(s) and the Receipt(s) for the fiscal year 2012-13 (i.e. Automatic homestead renewal - mailing of receipt, etc.)

**\*NOTE:** If the mailing of the Notices of Proposed Property Taxes (TRIM) is included in the mass mailing calculation, include a letter from your Board of County Commissioners. This letter is needed since this mailing should be at the expense of the Board of County Commissioners as prescribed 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

### SCHOOLS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
IAAO	Orlando	350		2	\$700
<b>TOTAL</b>					<b>\$700</b>

### WORKSHOPS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
<b>TOTAL</b>					

### CONFERENCES AND SEMINARS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
FAPA	Tallahassee	300			\$300
<b>TOTAL</b>					<b>\$300</b>

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
<b>TOTAL</b>					

OTHER EDUCATIONAL EXPENSES (SPECIFY)

TOTAL EDUCATION EXPENSES

\$1,000



**DATA PROCESSING PURCHASE  
JUSTIFICATION**

ITEM REQUESTED	NUMBER REQUESTED	MAKE AND MODEL NUMBER	LENGTH OF PAYMENT SCHEDULE	COST FOR FISCAL YEAR 2012-13	FULL COST
Appraisal Vision CAMA System	1		6 yrs	65000	\$390,000

Check One Below:  
 REPLACEMENT OF EXISTING EQUIPMENT  X                      ADDITIONAL EQUIPMENT  \_\_\_\_\_

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

Year two of six year contract

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

**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. I-1A)	1,340,537	1,210,386	178,980	#DIV/0!		130,151	#DIV/0!
OPERATING EXPENSES (Sch. II)	173,136	159,689	0	#DIV/0!		13,447	#DIV/0!
OPERATING CAPITAL OUTLAY (Sch. III)	100,816	67,668	0	#DIV/0!		33,148	#DIV/0!
NON-OPERATING (Sch. IV)	0	0	0	#DIV/0!		0	#DIV/0!
<b>TOTAL EXPENDITURES</b>	<b>\$1,614,489</b>	<b>\$1,614,443</b>	<b>\$178,980</b>	<b>#DIV/0!</b>		<b>\$176,746</b>	<b>#DIV/0!</b>
<b>NUMBER OF POSITIONS</b>	<b>20</b>	<b>20</b>		<b>#DIV/0!</b>		<b>0</b>	<b>#DIV/0!</b>

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