


BUDGET REQUEST FOR PROPERTY APPRAISERS

I, Randall Rutter, the Assistant Property Appraiser of Levy County, Florida, certify the proposed budget for the period of October 1, 2022, through September 30, 2023, contains information that is an accurate presentation of our work program during this period and expenditures during prior periods (section 195.087, F.S.).



Property Appraiser Signature

5-31-2022

Date

**BUDGET REQUEST FOR PROPERTY APPRAISERS
SUMMARY OF THE 2022-23 BUDGET BY APPROPRIATION CATEGORY**

LEVY	COUNTY	EXHIBIT A										
		APPROPRIATION CATEGORY (1)	ACTUAL EXPENDITURES 2020-21 (2)	APPROVED BUDGET 2021-22 (3)	ACTUAL EXPENDITURES 3/31/22 (4)	REQUEST 2022-23 (5)	(INCREASE/DECREASE)		(INCREASE/DECREASE)			
						AMOUNT	%	AMOUNT	%	AMOUNT APPROVED 2022-23 (7)	AMOUNT (8)	% (8a)
		PERSONNEL SERVICES (Sch. 1-1A)	787,834	887,661	317,283	996,881	109,220	12.30%				
		OPERATING EXPENSES (Sch. II)	125,351	163,743	87,365	171,959	8,216	5.02%				
		OPERATING CAPITAL OUTLAY (Sch. III)	3,996	66,672			(66,672)	-100.00%				
		NON-OPERATING (Sch. IV)		15,000		95,013	80,013	533.42%				
		TOTAL EXPENDITURES	\$917,181	\$1,133,076	\$404,648	\$1,263,853	\$130,777	11.54%				
		NUMBER OF POSITIONS		11		11						
							COL (5) - (3)	COL (6) / (3)				

DETAIL OF PERSONNEL SERVICES

SCHEDULE IA

LEVY

OBJECT CODE (1)	ACTUAL EXPENDITURES 2020-21 (2)	APPROVED BUDGET 2021-22 (3)	ACTUAL EXPENDITURES 3/31/22 (4)	REQUEST 2022-23 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2022-23 (7)
					AMOUNT (6)	% (6a)	
PERSONNEL SERVICES:							
11 OFFICIAL	106,898	117,773		117,773			
12 EMPLOYEES (REGULAR)	431,173	462,583	224,542	529,255	66,672	14.41%	
13 EMPLOYEES (TEMPORARY)						-----	
14 OVERTIME						-----	
15 SPECIAL PAY	6,000	7,000	3,000	6,000	(1,000)	-14.29%	
21 FICA							
2152 REGULAR	36,913	49,957	15,197	56,078	6,121	12.25%	
2153 OTHER						-----	
22 RETIREMENT							
2251 OFFICIAL	53,123	60,559		67,131	6,572	10.85%	
2252 EMPLOYEE	36,271	49,120	20,223	62,469	13,349	27.18%	
2253 SMS/SES	22,603	23,580	11,790	28,652	5,072	21.51%	
2254 DROP						-----	
23 LIFE & HEALTH INSURANCE	90,598	112,589	42,387	124,974	12,385	11.00%	
24 WORKER'S COMPENSATION	4,256	4,500		4,550	50	1.11%	
25 UNEMPLOYMENT COMP.			145			-----	
TOTAL PERSONNEL SERVICES	\$787,834	\$887,661	\$317,283	\$996,881	\$109,220	12.30%	

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

LEVY

SCHEDULE II

OBJECT CODE (1)	ACTUAL EXPENDITURES 2020-21 (2)	APPROVED BUDGET 2021-22 (3)	ACTUAL EXPENDITURES 3/31/22 (4)	REQUEST 2022-23 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2022-23 (7)
					AMOUNT (6)	% (6a)	
OPERATING EXPENSES:							
31 PROFESSIONAL SERVICES							
3151 E.D.P.	1,034	4,500	300	4,500			
3152 APPRAISAL	18,250	17,500		18,250	750	4.29%	
3153 MAPPING	370	1,250		1,250			
3154 LEGAL	658	4,007	51	4,007			
3159 OTHER							
32 ACCOUNTING & AUDITING	11,825	11,000	4,350	11,825	825	7.50%	
33 COURT REPORTER							
34 OTHER CONTRACTUAL	4,187	9,100	3,800	10,650	1,550	17.03%	
40 TRAVEL	2,227	6,954	350	6,954			
41 COMMUNICATIONS	1,519	1,200	275	1,200			
42 TRANSPORTATION							
4251 POSTAGE	5,108	6,129	4,530	7,252	1,123	18.32%	
4252 FREIGHT							
43 UTILITIES							
44 RENTALS & LEASES							
4451 OFFICE EQUIPMENT	985	1,000	635	1,200	200	20.00%	
4452 VEHICLES							
4453 OFFICE SPACE							
4454 E.D.P.		2,400	1,125	2,400			
45 INSURANCE & SURETY							

DETAIL OF OPERATING EXPENSES

LEVY

SCHEDULE II

OBJECT CODE (1)	ACTUAL EXPENDITURES 2020-21 (2)	APPROVED BUDGET 2021-22 (3)	ACTUAL EXPENDITURES 3/31/22 (4)	REQUEST 2022-23 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2022-23 (7)
					AMOUNT (6)	% (6a)	
46 REPAIR & MAINTENANCE							
4651 OFFICE EQUIPMENT		1,772			(1,772)	-100.00%	
4652 VEHICLES	10,813	9,000	3,126	13,500	4,500	50.00%	
4653 OFFICE SPACE						-----	
4654 E.D.P.	53,652	69,731	60,710	70,211	480	0.69%	
47 PRINTING & BINDING		1,000	40	1,000			
49 OTHER CURRENT CHARGES							
4951 LEGAL ADVERTISEMENTS		2,000		2,000			
4952 AERIAL PHOTOS						-----	
4959 OTHER	1,646	1,000	580	1,560	560	56.00%	
51 OFFICE SUPPLIES	6,377	5,500	2,577	5,500			
52 OPERATING SUPPLIES						-----	
54 BOOKS & PUBLICATIONS							
5451 BOOKS						-----	
5452 SUBSCRIPTIONS	1,515	500		500			
5453 EDUCATION	1,145	3,200	805	3,200			
5454 DUES/MEMBERSHIPS	4,042	5,000	4,112	5,000			
TOTAL OPERATING EXPENSES	\$125,351	\$163,743	\$87,365	\$171,959	\$8,216	5.02%	

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 CAPITAL OUTLAY

SCHEDULE III

LEVY

OBJECT CODE (1)	ACTUAL EXPENDITURES 2020-21 (2)	APPROVED BUDGET 2021-22 (3)	ACTUAL EXPENDITURES 3/31/22 (4)	REQUEST 2022-23 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2022-23 (7)
					AMOUNT (6)	% (6a)	
CAPITAL OUTLAY:							
64 MACHINERY & EQUIPMENT							
6451 E.D.P.							
6452 OFFICE FURNITURE							
6453 OFFICE EQUIPMENT	3,996						
6454 VEHICLES		66,672			(66,672)	-100.00%	
66 BOOKS							
68 INTANGIBLE ASSETS							
TOTAL CAPITAL OUTLAY	\$3,996	\$66,672			(\$66,672)	-100.00%	

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 NON-OPERATING

SCHEDULE IV

LEVY

OBJECT CODE	ACTUAL EXPENDITURES 2020-21 (2)	APPROVED BUDGET 2021-22 (3)	ACTUAL EXPENDITURES 3/31/22 (4)	REQUEST 2022-23 (5)	INCREASE/(DECREASE)		AMOUNT APPROVED 2022-23 (7)
					AMOUNT (6)	% (6a)	
NON-OPERATING:							
91 E.D.P. CONTRACT RESERVE							
92 OTHER CONTRACT RESERVE							
93 SPECIAL CONTINGENCY				80,013	80,013		
94 EMERGENCY CONTINGENCY		15,000		15,000			
TOTAL NON-OPERATING		\$15,000		\$95,013	\$80,013	533.42%	

Post this total to

Col. (3) Ex. A

Post this total to

Col. (5) Ex. A

Col. (5) - (3)

Col. (6) / (3)

JUSTIFICATION SHEET

FY 2022-2023

LEVY

NUMBER	OBJECT CODE		SCHEDULE	AMOUNT OF INCREASE (DECREASE)	JUSTIFICATION
	OBJECT CODE	NAME			
12	EMPLOYEES (REGULAR)		IA	\$66,672	Approved amount for 2021/2022 budget before budget transfers for vehicle purchases during 21/22 year.
93	SPECIAL CONTINGENCY		IV	\$80,013	Based on BOCC pay increases if approved.
15	SPECIAL PAY		IA	(\$1,000)	Decrease due to number of employees certified decreased by 1 employee.
2152	FICA (REGULAR)		IA	\$6,121	Increase based on BOCC pay increases being approved.
2251	OFFICIAL RETIREMENT		IA	\$6,572	Based on rate to be voted on by state.
2252	EMPLOYEE RETIREMENT		IA	\$13,349	Based on rate to be voted on by state.
2253	SMS/SES RETIREMENT		IA	\$5,072	Based on rate to be voted on by state.
23	LIFE & HEALTH INSURANCE		IA	\$12,385	Based on anticipated insurance increases from the BOCC
24	WORKERS COMPENSATION		IA	\$50	Based on current year (2021-2022) payment due.
3152	PROFESSIONAL SVCS: APPRAIS		II	\$750	Due to increase with usage of appraisal service provider.
32	ACCOUNTING & AUDITING		II	\$825	Due to rate increase from accounting and audit providers.
34	OTHER CONTRACTUAL		II	\$1,550	Due to increase in contract from mail service provider.
4251	POSTAGE		II	\$1,123	Due to increase in postage rates from USPS.
4451	OFFICE EQUIPMENT - RENTALS		II	\$200	Due to increase in copier usage charges.
4651	OFFICE EQUIPMENT-REPAIR		II	(\$1,772)	Due to equipment rental & coverage by rental company.
4652	VEHICLES		II	\$4,500	Due to increase in fuel cost.
4654	E.D.P.		II	\$480	Due to increase in server maintenance contract.
4959	OTHER		II	\$560	Due to increase in water cooler rental.
6454	VEHICLES		III	(\$66,672)	No purchase of vehicles planned.
GRAND TOTAL				\$130,778	

**PERMANENT POSITION JUSTIFICATION
FY 2022-2023**

LEVY

POSITION DATA: POSITION NO.(S) _____
POSITION TITLE _____ FULL-TIME PART-TIME
ANNUAL RATE _____ SALARY FUNDING _____
Primary functions to be performed:

LOCATION: Position to be assigned to: _____ Main or Satellite Office: _____
Department or Section: _____

WORKLOAD: Current direct workload in this unit:

of positions currently performing this function:
Full-Time _____ Mon. Hrs. _____
Part-Time _____ Mon. Hrs. _____
Temporary _____ Mon. Hrs. _____ # of Months: _____
Direct Overtime _____ Mon. Hrs. _____

Current direct workload per position:

Estimated increased workload:

NEED: Describe the need for the position. This explanation should include, but not be limited to, why alternatives such as reorganization or shifting of responsibilities within your current framework, additional temporary employment or contract services cannot be considered as viable solutions.

TOTAL CURRENT VACANCIES _____

EMPLOYEE CERTIFICATION WORKSHEET

FY 2022-2023

LEVY

CURRENT DESIGNATIONS 2022-23

POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	ANNUAL AMOUNT
8	TPP Coordinator/GIS Mapping	Hardee, Alston	1/1/2001	\$1,000
10	Comm/Residential Appr. Supervisor	Jones, Brian	1/1/2006	\$1,000
16	Assistant Property Appraiser	Rutter, Randall	1/1/1999	\$1,000
17	Residential Appraiser	Whistler, Jason	1/1/2006	\$1,000
14	Administrative Assistant II	Shipp, Lisa	11/1/2011	\$1,000
12	Deed/GIS Supervisor	Irizarry, Roberto	10/1/2015	\$1,000

TOTAL CURRENT DESIGNATIONS				\$6,000
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NEW DESIGNATIONS 2022-23

POS. NO.	POSITION TITLE	EMPLOYEE NAME	DATE	PRORATED AMOUNT

TOTAL NEW DESIGNATIONS				
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TOTAL CURRENT AND NEW DESIGNATIONS				\$6,000
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CONTRACT WORKSHEET
FY 2022-2023

LEVY

OBJECT CODE	VENDOR NAME	PURPOSE OF CONTRACT	ANNUAL AMOUNT
34	LEXIS NEXIS	EXEMPTION INVESTIGATIVE TOOL	\$1,500
34	DIRECT MAIL SYSTEMS	MAIL SERVICE PROVIDER	\$5,150
34	Q PUBLIC WEB HOSTING	WEBSITE	\$4,000
4654	AUMENTUM TECHNOLOGIES	CAMA SYSTEM PROVIDER	\$45,431
4654	LEVY COUNTY TAX COLLECTOR	INTERNET COST SHARING	\$4,000
4654	NEW RIVER TECHNOLOGY LLC	SERVER MAINTENANCE	\$10,080
4654	E.S.R.I	GIS MAPPING SOFTWARE MAINTENANCE	\$10,700
3152	ROBINSON ACCOUNTING & TAX SERVICE	TANGIBLE PERSONAL PROPERTY CONTRACTOR	\$17,500
4451	SISSINES	COPIER LEASE	\$1,000
GRAND TOTAL			\$99,361

TRAVEL WORKSHEET

FY 2022-2023

LEVY

LOCAL TRAVEL FOR FIELD WORK & ADMINISTRATIVE DUTIES

FIELD TRAVEL:

Number of Field Employees	Mileage Reimbursement Rate	Total miles per employee	Total Field Travel	Employees Reimb. At Flat Rate	Flat Rate Amount per Employee	Total Flat Rate Reimb.
4						

ADMINISTRATIVE TRAVEL:

Number of Administrative Employees	Mileage Reimbursement Rate	Total miles per employee	Total Administrative Travel	Employees Reimb. At Flat Rate	Flat Rate Amount per Employee	Total Flat Rate Reimb.

TOTAL LOCAL TRAVEL

SCHOOL, CONFERENCE OR OTHER TRAVEL

SCHOOLS:

Name	City	No. of Employees Traveling	No. of Days Traveling	Total Transportation Cost per Event	Daily Room Cost per Employee	Daily Per Diem per Employee	TOTAL
IAAO	TBD	2	5	\$450	\$150	\$36	\$2,010
TOTAL							\$2,010

CONFERENCES:

Name	City	No. of Employees Traveling	No. of Days Traveling	Total Transportation Cost per Event	Daily Room Cost per Employee	Daily Per Diem per Employee	TOTAL
PAAF MID WINTER	TBD	2	4	\$150	\$150	\$36	\$1,338
PAAF POST-LEG	TBD	2	4	\$150	\$150	\$36	\$1,338
PAAF ANNUAL	TBD	2	4	\$150	\$150	\$36	\$1,338
TOTAL							\$4,014

OTHER:

Type of Travel	No. of Employees Traveling	No. of Days Traveling	Total Transportation Cost per Event	Daily Room Cost per Employee	Daily Per Diem per Employee	TOTAL
MISCELLANEOUS EDUCATIONAL	1	5	\$150	\$150	\$36	\$930
TOTAL						\$930

TOTAL SCHOOL, CONFERENCE OR OTHER TRAVEL

TOTAL TRAVEL REQUEST

**POSTAGE WORKSHEET
FY 2022-2023**

LEVY

Type of Mail	Number of Items	Postage Rate	Total
MASS MAILINGS:			
Notices of Proposed Property Taxes*			
Personal Property Tax Returns	500	0.57	\$285
Agricultural Class of Lands			
Final Notices			
Receipts			
EXEMPTIONS:			
Renewal Applications for Homestead and Related Tax Exemptions			
Final Notices			
Receipts			
OTHER: (Specify Type)			
Exemption Postcards	12,000	0.44	\$5,280
TOTAL MAILINGS			\$5,565
GENERAL CORRESPONDENCE			
Certified Return Receipt	150	7.38	\$1,107
Miscellaneous	1,000	0.58	\$580
TOTAL GENERAL CORRESPONDENCE			\$1,687
TOTAL POSTAGE REQUEST			\$7,252

Explain the method you intend to use for the annual application for exemption(s) and the receipt(s) for the fiscal year 2022-23 (e.g., automatic homestead renewal - mailing of receipt, etc.).

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

EDUCATION WORKSHEET

FY 2022-2023

LEVY

SCHOOLS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
IAAO	TBD	\$400		2	\$800
TOTAL				2	\$800

WORKSHOPS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
PAAF MID WINTER	TBD	\$400		2	\$800
PAAF POST-LEG	TBD	\$400		2	\$800
PAAF ANNUAL	TBD	\$400		2	\$800
TOTAL				6	\$2,400

CONFERENCES AND SEMINARS

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
TOTAL					

Sponsor	City	Tuition	Texts	Number Attending	TOTAL
TOTAL					

OTHER EDUCATIONAL EXPENSES (SPECIFY)

TOTAL

TOTAL EDUCATION EXPENSES

\$3,200

**DATA PROCESSING PURCHASE
JUSTIFICATION
FY 2022-2023**

LEVY

ITEM REQUESTED	NUMBER REQUESTED	MAKE AND MODEL NUMBER	LENGTH OF PAYMENT SCHEDULE	COST FOR FISCAL YEAR 2022-23	FULL COST

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

HOW LONG WILL THIS PURCHASE FULFILL THOSE NEEDS?

ADDITIONAL COMMENTS OR PERTINENT INFORMATION

**SUMMARY OF
REDUCTIONS REQUEST**

PROPERTY APPRAISER
LEVY

APPROPRIATION CATEGORY	APPROVED BUDGET 2021-22	BUDGET REQUEST 2022-23	Reductions Requested by the COUNTY		Reductions Reflected in REQUEST	
			AMOUNT	%	AMOUNT	%
PERSONNEL SERVICES (Sch. 1-1A)	887,661	996,881			109,220	12.3%
OPERATING EXPENSES (Sch. II)	163,743	171,959			8,216	5.0%
OPERATING CAPITAL OUTLAY (Sch. III)	66,672				(66,672)	-100.0%
NON-OPERATING (Sch. IV)	15,000	95,013			80,013	533.4%
TOTAL EXPENDITURES	\$1,133,076	\$1,263,853			\$130,777	11.5%
NUMBER OF POSITIONS	11	11				

** 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.*

**SUMMARY OF REDUCTIONS REQUEST
JUSTIFICATION SHEET
FY 2022-2023**

LEVY

APPROPRIATION CATEGORY	AMOUNT OF VARIANCE	JUSTIFICATION
GRAND TOTAL	\$0	