



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. Name and Title:** Mary-Ellen Harper, County Manager
- 2. Department:** Board of County Commissioners
- 3. Meeting Date:** Tuesday, February 4, 2025

4. Requested Action:
Requesting the Levy County Board of County Commissioners' approval of a new Organizational Structure to include Division Directors.

5. Cost & Funding Source:
The current budget includes an appropriation of \$74,000 for a Public Information Officer. As the position is vacant, this funding can be reallocated to fund the proposed pay scale for the new organizational structure.

6. Justification of Request:
The proposed organizational structure offers:

- 1. Enhanced Accountability:** The County Manager's Span of Control is reduced from 19 Department Directors to 12 Division Directors. Each Division Director has a span of control of four or fewer Departments, thus allowing for increased supervision.
- 2. Improved Efficiency:** Departments are grouped into Divisions to facilitate improved communication and increased efficiency due to inter-departmental collaboration.
- 3. Clear Chain of Command:** This plan will identify a second and third person in charge in the absence of the County Manger.
- 4. Updated Structure to Meet Current Needs:** The proposed new structure creates a Fleet Division with a more forward-facing county-wide role in acquiring, managing, and repairing all county vehicles.
- 5. Cost Effective:** The current budget includes an appropriation of \$74,000 for a Public Information Officer (PIO). As the position is vacant, this funding can be reallocated to fund the proposed pay scale for the new organizational structure.