



## Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name and Title:** Mary-Ellen Harper
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 RESOLUTION NUMBER 2025-3: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA, AUTHORIZING THE CREATION AND MAINTENANCE OF A COUNTY ADMINISTRATIVE CODE; AND PROVIDING AN EFFECTIVE DATE.

5. **Cost & Funding Source:**  
There is no cost associated with this Resolution.

6. **Justification of Request:**

The County Manager, and designee(s), are authorized to create a County Administrative Code for the purpose of codifying the administrative policies adopted by the Board and the administrative procedures adopted by the County Manager. The Administrative Code shall contain all such administrative policies and procedures adopted on and after the date of this Resolution, with continuous updates as new policies and procedures are adopted. In addition, the County Manager, and designee(s), shall endeavor to locate previously adopted administrative policies and procedures that are still in effect and have not expired or been rescinded, and include those in the County Administrative Code. The County Administrative Code shall be maintained in a publicly accessible format and location, such as on the County's website and/or available for viewing in the Board Office.