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5 **RESOLUTION**
6 **NUMBER 2025-3**
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8 **A RESOLUTION OF THE BOARD OF COUNTY**
9 **COMMISSIONERS OF LEVY COUNTY, FLORIDA,**
10 **AUTHORIZING THE CREATION AND MAINTENANCE OF**
11 **A COUNTY ADMINISTRATIVE CODE; AND PROVIDING**
12 **AN EFFECTIVE DATE.**
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15 **WHEREAS**, the Levy County Board of County Commissioners (“Board”) has the
16 powers of self-government as provided in Article VIII, Section 1(f) of the Florida
17 Constitution and Chapter 125, Florida Statutes;
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19 **WHEREAS**, the powers and duties of the Board as set forth in Chapter 125, Florida
20 Statutes, recognize that the Board is the policy setting governing body of the County;
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22 **WHEREAS**, the powers and duties of the County Manager as set forth in Section
23 125.74, Florida Statutes, and Secs. 2-63 and 2-65 of the County Code of Ordinances
24 recognize that the County Manager is the administrative head of the County;
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26 **WHEREAS**, from time to time, the Board adopts (by Resolution in accordance with
27 Section 166.041, Florida Statutes) governing policies concerning matters of
28 administration;
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30 **WHEREAS**, the Board recognizes that it is then often prudent and/or necessary
31 for the County Manager to adopt administrative procedures that are consistent with and
32 provide further detail and direction to carry out the Board policies;
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34 **WHEREAS**, the Board recognizes that, from time to time, it is prudent and/or
35 necessary for the County Manager to adopt administrative procedures that provide
36 guidance to County staff working under the direction and supervision of the County
37 Manager; and
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39 **WHEREAS**, the Board recognizes that it would foster public transparency and
40 would be helpful to the Board and County staff for the Board policies and the County
41 Manager procedures to be maintained in a County Administrative Code.
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43 **NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners,
44 of Levy County, Florida, that:
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1 **Section 1. Creation and Maintenance of County Administrative Code.** The County
2 Manager, and designee(s), are authorized to create a County Administrative Code for the
3 purpose of codifying the administrative policies adopted by the Board and the
4 administrative procedures adopted by the County Manager. The Administrative Code
5 shall contain all such administrative policies and procedures adopted on and after the
6 date of this Resolution, with continuous updates as new policies and procedures are
7 adopted. In addition, the County Manager, and designee(s), shall endeavor to locate
8 previously adopted administrative policies and procedures that are still in effect and have
9 not expired or been rescinded, and include those in the County Administrative Code. The
10 County Administrative Code shall be maintained in a publicly accessible format and
11 location, such as on the County's website and/or available for viewing in the Board Office.
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13 **Section 2. Effective Date.** This Resolution shall become effective upon adoption.
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15 **PASSED AND DULY ADOPTED** on February 4, 2025.
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18 **BOARD OF COUNTY COMMISSIONERS**
19 **OF LEVY COUNTY, FLORIDA**
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21 _____
22 Desiree Mills, Chair
23

24 ATTEST: Clerk of the Circuit Court and
25 Ex-officio Clerk to the Board of County
26 Commissioners
27

28 _____
29 Matt Brooks, Clerk
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31 Approved as to form and legal sufficiency
32

33 _____
34 Nicolle M. Shalley, County Attorney