



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name:** Nicolle Shalley
2. **Organization/Title/Telephone:** County Attorney/352-486-3389
3. **Meeting Date:** Tuesday, April 11, 2023

4. **Requested Motion/Action:**

Requesting the Board discuss the draft revised Board Rules and discuss interest in adopting a letterhead policy and an ordinance designating an official County Seal and/or County Logo(s).

5. **Agenda Presentation:** Yes No N/A

6. **Time Requested:** 3 minutes
(Request will be granted if Possible) allotted time not more than 15 minutes

7. **Is this Item Budgeted (If Applicable):** Yes No N/A

8. **If no, State Action Required:**

- a. **Budget Action:** EnterTextHere
b. **Financial Impact Summary Statement:** EnterTextHere
c. **Detailed Analysis Attached** EnterTextHere
d. **Budget Officer Approval:** EnterTextHere

If approved enter date: Click or tap to enter a date.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

County staff worked with Chairman Brooks to draft revised procedural rules for the Board's consideration. During that effort, discussion also arose regarding use of the County Seal and/or Logos and use of County letterhead. Staff would like Board input on those topics. Attached in the back-up are the current Board Rules, the draft revised Board Rules and examples from other counties of letterhead policy and seal/logo usage.

10. **Recommended Approval**

- a. **Department Director:** Yes No N/A
b. **County Attorney:** Yes No N/A
c. **County Coordinator:** Yes No N/A
d. **Other:** Yes No N/A