



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name:** Alicia Tretheway
2. **Organization/Title/Telephone:** BOCC/Procurement Coordinator
3. **Meeting Date:** Tuesday, December 17, 2024

4. **Requested Motion/Action:**

Requesting the Levy County Board of County Commissioners' approval to (1) purchase OpenGov Software for the Building Department, Planning & Zoning and Code Enforcement, and (2) approval of the OpenGov Master Services Agreement and Statement of Work.

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

6. **Time Requested:** Click or tap to enter a date.
(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:** Budget Amendment is needed (next item)
- b. **Financial Impact Summary Statement:** Annual Reoccurring Costs will need to be added to next year's budget for Planning, Code, and Building department to maintain.
- c. **Detailed Analysis Attached** N/A
- d. **Budget Officer Approval:**

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)**

The total cost of the software/professional services is \$100,640.58 for the first year 1/1/2025-9/30/2025. The costs will be split between three departments (60% Building Department, 20% Planning & Zoning, and 20% Code Enforcement). First year cost breakdown is Planning & Zoning \$20,129, Code Enforcement \$20,129, and Building Department \$60,385. Annual cost for FY26 - \$53,654.10, Annual Cost for FY27 - 56,336.81.

10. **Recommended Approval**

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