



## 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 2, 2024
4. **Requested Motion/Action:**

As directed by the Board at its March 5<sup>th</sup> Regular Meeting, requesting the Board: (1) receive the Memorandum from County Staff regarding the options for County FY24-25 Budget Preparation, and (2) select one of the four options presented, or develop alternative options, to meet its obligations to prepare and adopt a balanced FY24-25 County Budget in accordance with the statutory timeframes.

If the Board selects Option 1 (Clerk hire a Budget Officer) or Option 2 (Existing Clerk Finance staff to prepare Budget, supplemented by outside assistance), provide that direction to the Clerk of the Circuit Court and County Staff.

If the Board selects Option 4b (Board hire a temporary employee to serve as County Budget Officer), then (a) adopt Resolution Number 2024-13, (b) approve the Temporary Employment Agreement, and (c) direct County staff to work with the Clerk on necessary areas of cooperation (such as files needed and ADG access) to ensure timely preparation of the FY24-25 County Budget.

5. **Agenda Presentation:** Yes  No  N/A
6. **Time Requested:** 5 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)**

The Board will need to select one of the four options presented, or develop its own alternative options, to meet its obligations to prepare and adopt a balanced FY24-25 County Budget in accordance with the statutory timeframes. The back-up documents to this agenda item consist of: (1) Memorandum from County Staff dated March 26, 2024; (2) Resolution Number 2024-13 County Budget Officer and County Budget Policy; (3) Temporary Employment Agreement for a County Budget Officer; and (4) FY2025 County Budget Process Calendar adopted by the Board on March 18.



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

### 10. Recommended Approval

- |                         |                              |                             |   |
|-------------------------|------------------------------|-----------------------------|---|
| a. Department Director: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/>            |
| b. County Attorney:     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| c. County Coordinator:  | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| d. Other:               | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/>            |