

In Loxahatchee Groves, Florida, hiring for a position not originally included in the town's budget involves a structured process to ensure fiscal responsibility and compliance with municipal policies.

Budget Amendment Process

When the need arises to fill an unbudgeted position, the town follows these steps:

1. ****Identification of Need****: The Town Manager or relevant department identifies the necessity for a new position due to operational demands or unforeseen circumstances.
2. ****Proposal Development****: A proposal is prepared outlining the role, responsibilities, and justification for the position, including how it aligns with the town's strategic goals.
3. ****Budget Amendment****: Since the position is unbudgeted, a budget amendment is required. This involves reallocating funds or identifying new revenue sources to cover the associated costs. For instance, Resolution No. 2024-29 demonstrates the town's procedure for amending its budget to accommodate new financial requirements. ([loxgroveswcd.org][1])
4. ****Town Council Approval****: The proposed budget amendment is presented to the Town Council for review and approval. This step ensures transparency and adherence to fiscal policies.
5. ****Conditional Hiring****: Employment offers for such positions are typically made contingent upon the successful approval of the budget amendment and inclusion in the upcoming fiscal year's budget.

Oversight and Compliance

The Town Manager, serving as the administrative head of the municipal government, oversees this process under the direction and supervision of the Town Council. This structure ensures that any additions to staffing are made judiciously, maintaining the town's commitment to fiscal responsibility.

For more detailed information or specific inquiries, you may contact the Town Clerk's Office or the Human Resources Department through the town's official website: [Loxahatchee Groves Official Website](https://www.loxahatcheegrovesfl.gov/).

[1]: https://loxgroveswcd.org/wp-content/uploads/2024/08/Resolution-No-2024-29-signed.pdf?utm_source=chatgpt.com "[PDF] town of loxahatchee groves - resolution no. 2024-29"