



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. Name and Title:** Mary-Ellen Harper, County Manager
- 2. Department:** Board of County Commissioners
- 3. Meeting Date:** Monday, November 24, 2025
- 4. Requested Action:**

To set a date for commissioners to provide written feedback to the County Manager as to services to be included in the solicitation for a County Attorney or to set a date for a Workshop for all commissioners to work together to reach consensus on solicitation terms.

5. Cost & Funding Source:
County Attorney Services are funded in the County Attorney Budget.

6. Justification of Request:
The BoCC terminated the employment of the County Attorney on October 21, 2025.

During the November 4, 2025, Meeting, the BoCC directed the County Manager to commence the process of both recruiting for a full-time employee to serve as County Manager and to prepare a solicitation for a Legal Firm to serve as the County Attorney.

Attached are three recent solicitations for County Attorney Services in Florida that can serve as examples. Commissioners may also wish to research other counties. As the County Attorney serves at the pleasure of the BoCC, I am asking for the BoCC to specify exactly what services are desired or not desired to be included in the solicitation. This will ensure that the BoCC receives proposals for its desired level of service.

Suggested actions are that all Commissioners could review the attached solicitations and do other research, and then provide written feedback to the County Manager by a certain date, with all feedback being merged into a draft solicitation for the BoCC's review; or the BoCC could schedule a workshop for all commissioners to work together to reach consensus on solicitation terms.