



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:** Tuesday, August 4, 2026
4. **Requested Action:**

Approve a noncompetitive procurement pursuant to Section 2-204(b) of the Levy County Code of Ordinances and authorize the County Manager to enter into an agreement with Stuart McElhaney to provide interim Budget Officer consulting services at an hourly rate of \$145.00, on an as-needed basis, with compensation limited to actual hours worked. The contractor shall report directly to and be managed by the County Manager.

5. Cost & Funding Source:

Funding will be provided from the existing Director of Finance and Administration Salary Account. Because the services are being procured on a part-time, as-needed basis and do not include employee benefits or other associated personnel costs, the total cost of the contract is expected to be less than the cost of employing a full-time Director of Finance and Administration during the same period.

6. Justification of Request:

The recent resignation of the County's Director of Finance and Administration occurred during the preparation of the Fiscal Year 2026-2027 budget, creating an immediate need for experienced budget expertise to ensure the County continues to meet its statutory budget and TRIM deadlines.

Mr. Stuart McElhaney has over 20 years of county government executive experience, including service as a department head and Assistant County Administrator for Marion County. Since his retirement from county government, he has provided financial analysis and budget consulting services to numerous local governments and public safety agencies throughout Florida and North America. His extensive experience with Florida county budgeting and financial management makes him uniquely qualified to assist Levy County during this critical transition.

Mr. McElhaney has submitted a proposal to provide interim Budget Officer consulting services on an as-needed basis at an hourly rate of \$145.00. Services will be provided primarily remotely. He is available to begin immediately and anticipates being able to provide approximately 20 hours per week, or more as necessary, following a previously scheduled vacation.

The contractor will serve under the direction of the County Manager, and payment will be made only for actual hours worked. This arrangement provides the County with specialized expertise while avoiding the costs associated with a full-time position and allowing flexibility as workload demands change.

JUSTIFICATION FOR NONCOMPETITIVE PROCUREMENT:

Section 2-204(b) of the Levy County Code authorizes the Board of County Commissioners to approve a noncompetitive procurement when the County Manager provides written documentation demonstrating the advantages of declaring the procurement noncompetitive based upon the existence of one reasonable and practicable source, uniqueness of vendor qualifications, timeliness of the procurement, or other extenuating circumstances.

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The County Manager finds that a noncompetitive procurement is justified for the following reasons:

- The resignation of the Director of Finance and Administration occurred during the County's annual budget process, creating an immediate operational need that requires specialized financial and budget expertise.
- The County must continue meeting statutory budget preparation and TRIM deadlines, making timely procurement essential.
- Mr. McElhaney possesses unique qualifications, including extensive executive-level county government budgeting experience, direct knowledge of Florida local government finance, and specialized expertise in public sector financial analysis.
- Mr. McElhaney is immediately available to begin providing services, minimizing disruption to the County's budget process.
- Procuring these services through a competitive solicitation would delay the County's ability to obtain the expertise necessary to complete the Fiscal Year 2026-2027 budget in a timely manner.
- The agreement is structured on an hourly, as-needed basis, ensuring the County pays only for services actually performed and providing flexibility to terminate the engagement when the services are no longer required.

Based upon the timeliness of the procurement, Mr. McElhaney's unique qualifications, and the extenuating circumstances created by the unexpected vacancy during the budget process, the County Manager recommends that the Board approve this procurement pursuant to Section 2-204(b) of the Levy County Code.

FISCAL IMPACT:

Consulting services will be billed at \$145.00 per hour on an as-needed basis. Compensation shall be limited to actual hours worked and will be paid from existing budgeted appropriations for financial administration.

ATTACHMENTS:

1. Proposal from Stuart McElhaney
2. Professional Biography
3. Summary of Relevant Florida Government Projects