



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, May 13, 2025

4. **Requested Action:**

Requesting the Levy County Board of County Commissioners receive and accept the Professional Services Committee ranking of the firms for RFP2025-008 Acting County Zoning Official, and direct the County Manager to negotiate with the proposers in ranked order, and authorize the Chair to sign the agreement, subject to approval by the County Attorney as to form and legal sufficiency.

5. **Cost & Funding Source:**

The fee structures are included in the responses to the Request for Proposal. Funding for this service will be paid out of the Planning and Zoning Department Budget.

6. **Justification of Request:**

Planning and Zoning Director Tara Howell submitted her resignation letter on Friday, May 2, 2025. Her last day of work for the Board of County Commissioners (BoCC) is Friday, May 16, 2025. To ensure the uninterrupted operations of the Planning and Zoning Department, county staff issued a Request for Proposal for an Acting Planning and Zoning Official.