



Levy County Board of County Commissioners
 PO Box 310, Bronson, Florida, 32621
 310 School Street, Bronson, Florida, 32621
 Phone: 352.486.5218

1. Human Resources

Name of Department	Human Resources
Name of Department Head	Jacqueline Martin
Department Mission	Providing centralized personnel services for all County Departments.

Department Staffing

	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Number of Budgeted Full-Time Employees	3				
Number of Actual Full-Time Employees	3				
Number of Budgeted Part-Time Employees	0				
Number of Actual Part-Time Employees	0				

Department Deliverables

Deliverable <i>(To be determined by the Department Head)</i>	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Salary Survey	Phase 1 completed				
Update Length of Service Recognition	Kickoff Meeting for				



Commissioners

Charlie Kennedy, District 1
 Rock Meeks, District 2
 Desiree Mills, Chair, District 3
 Tim Hodge, Vice Chair, District 4
 Johnny Hiers, District 5

Deliverable <i>(To be determined by the Department Head)</i>	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Rewards Program	Committee on Fri., 1/17/2025				
Launch Fundraising Committee	Kickoff Meeting for Committee on Mon., 1/13/2025				
Employee Policies & Procedures Manual Updates	Updated Meal Break Policy and amended County Manager title throughout document.				

Highlights

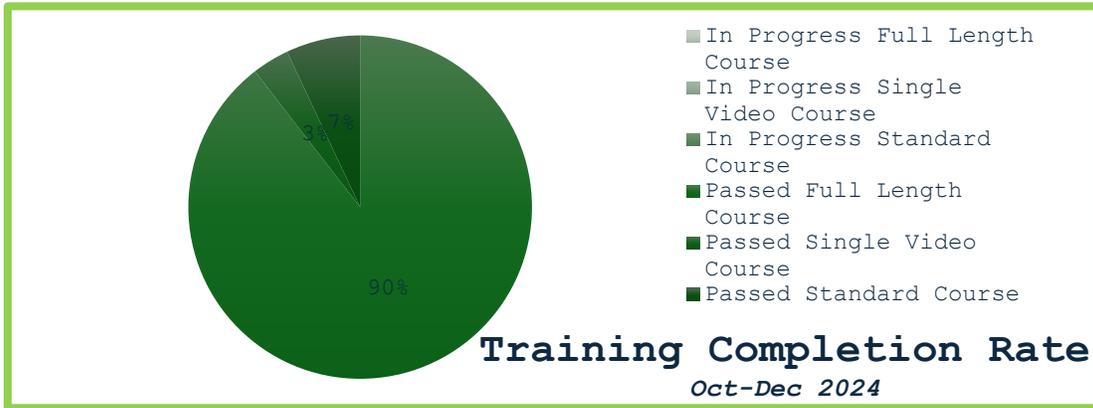
Promoted Elizabeth Vigorito to Assistant Human Resource Manager

Created a new Length of Service Recognition Committee to update our Length of Service recognition program.

Implemented HR Performance Metrics System

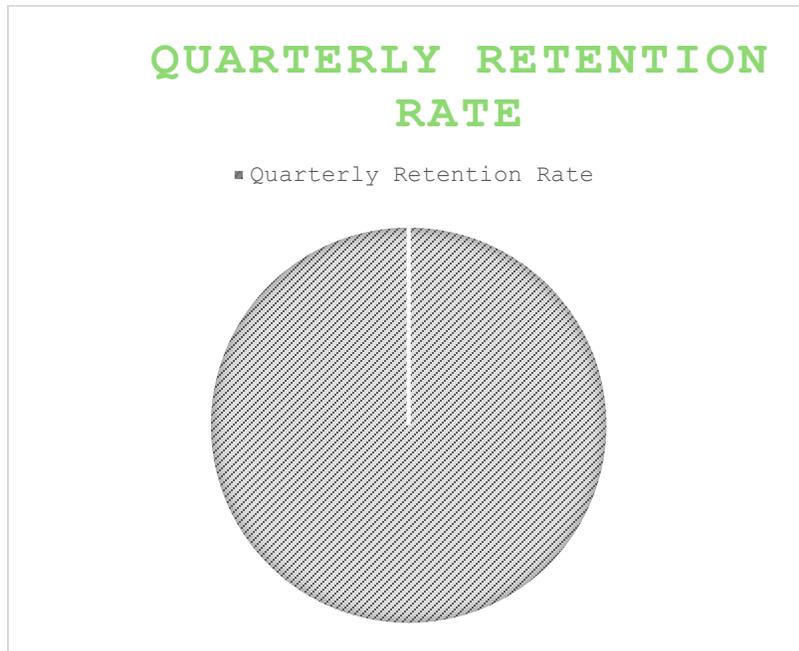
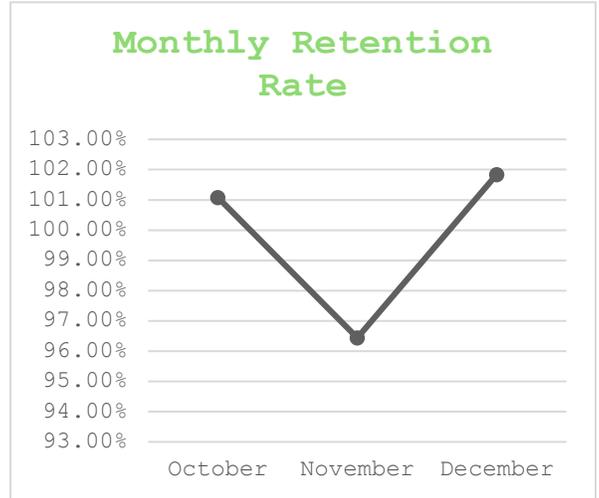
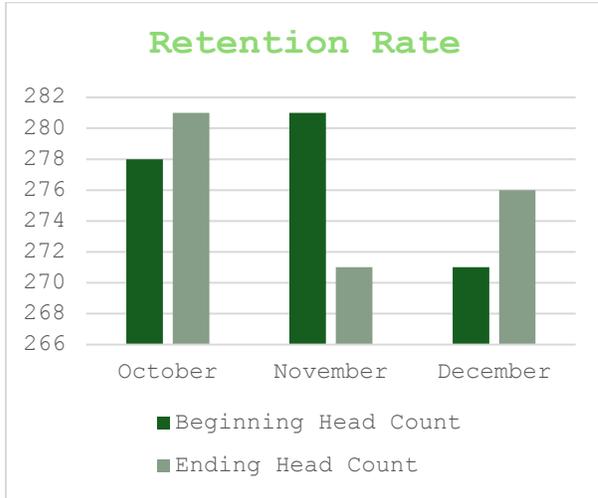
Created a new Fundraising Committee to assist Employees impacted by Hurricanes, extreme home damages, or severe medical crisis.

Updated Policies & Procedures Manual



Month	Beginning Head Count	Ending Head Count	Monthly Retention Rate
October	278	281	100%
November	281	271	96.44%
December	271	276	100%

Quarterly HR Performance Metrics	
Quarterly Retention Rate	99.28%
Total New Hires	16
Total Retirements, Resignations and Terminations	18
Turnover Rate	6.47 %
Retention Rate	99.28%



2. Landfill

Name of Department	Solid Waste
Name of Department Head	Benny Jerrels
Department Mission	Levy County operates a Class III landfill wherein items, which do not require a lined cell, may be disposed of. They also operate a transfer station wherein all items requiring lined cells are transported to a permanent waste site out of the County. In addition, to these services, they also accept and dispose of waste tires, white goods (old appliances), construction and demolition debris, used oil, limbs, and brush.

Department Staffing

	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Number of Budgeted Full-Time Employees	21	23			
Number of Actual Full-Time Employees	22	22			
Number of Budgeted Part-Time Employees	3	3			
Number of Actual Part-Time Employees	3	3			
Comment					



Solid Waste Reduction Report

PN98017

1/8/2025

FOR THE PERIOD OF 10/1/24 THRU 12/31/24

Material Number	Material Type	Count (90 days)	Actual Weight (Tons/90 days)	Charge (\$/90 days)	Tipping Fee (\$/Tons)	Weight Used (Tons/90 days)
000	Garbage by Each	95,255	0	\$0.00	61	1786.07
001	Garbage	0	6057.32	\$164,099.76	61	6057.32
0011	Out of County Garbage	0	0	0	60	0
002	Tires	0	48.41	\$6,254.64	136	48.41
0021	Tires by Each	1839	0	\$968.00	136	7.12
0022	Comm. Tires	0	16.84	\$2,836.75	175	16.21
0023	Off Road Tires	0	0.15	\$0.00	275	0
003	Appliances	0	23.33	\$88.40		23.33
004	Furniture	0	220.7	\$12,867.34	61	220.7
005	Brush & Limb	0	2896.79	\$62,749.72	34	2896.79
006	Construction Debris	0	10741.14	\$361,042.60	34	10741.14
008	Incoming Recyclables	0	86.11	\$0.00		86.11
009	Asbestos	0	6.22	\$1,268.88	204	6.22
010	Special/Mixed Loads	0	5.01	\$940.44	204	5.01
011	Florescent. tubes 4' <	10	0	\$0.00		
012	Florescent. tubes 4' >	0	0	\$0.00		
013	HID lamps	0	0	\$0.00		
016	Ferrous Metals	0	14.66	\$0.00		
501	Out Going MSW	0	6,683.05	\$0.00		
701	Newspaper	0	0	\$0.00		



702	Glass	0	0	\$0.00
703	Aluminum Cans	0	0	\$0.00
704	Plastic Bottles	0	0	\$0.00
707	Appliances	0	0	\$0.00
708	Tires	0	73.46	\$0.00
7081	Tires out by ea.	0	0	\$0.00
709	Other Plastics	0	0	\$0.00
710	Nonferrous Metals	0	0	\$0.00
711	Ferrous Metals	0	143.07	\$0.00
712	Cardboard	0	0	\$0.00
713	Used Oil	1098	0	\$0.00
714	Other Paper	0	0	\$0.00
715	Lead Acid Batteries	0	0.59	\$0.00
719	Electronics		0	\$0.00
	Calculated Processed Total			21894.43
	Report Total	98202	11185.39	\$613,116.53

Landfill hours Monday through Friday 9AM to 6PM, Saturday 9AM to 5PM Saturday 8am to 5pm

82 Operational days in 4th. Quarter

Due to storms

Waste Processed per Operational Day (Tons/day) 267.01

Material Type	Actual Weight (Tons/90 days)	Material Recovered (Tons/Week)
Paper (News & Other)	0	0.00



Ferrous Metals	143.07	11.13		
Aluminum	0	0.00		
Glass	0	0.00		
Nonferrous Metals	0	0.00		
Plastics (bottles negligible)			0	0.00
Brush and Limb	2896.79	225.31		
Cardboard	0	0.00		
Tires	73.46	5.71		

Satellite Station Breakdown

SITE/ F/Y	EMPLOYEES		GARBAGE	BRUSH & LIMB	FERROUS METALS	RECYCLYABLES	APPLIANCES		
BUTLER RD 2019/2020	5 EMPLOYEES since Opened	Total Tons	183,320	4,800	57,340	22,120	6,280		
2020/2021		Total Tons	697,580	N/A	204,860	124,860	N/A		
2021/2022		Total Tons	1,302,620	N/A	215,960	101,240	N/A		
2022/2023		Total Tons	978,660	N/A	96,360	138,020	20,400		
2023/2024		Total Tons	870,400	14,580	139,720	97,720	N/A	TO DATE	
Butler car count currently is Daily count: 292 / Total Count: 1754 (266 increased to 292 within a month)									
8 MILE 2019/2020		3 EMPLOYEES since Opened	Total Tons	337,460	31,320	133,060	14,880	20,120	
2020/2021	Total Tons		480,220	N/A	126,940	37,800	N/A		
2021/2022	Total Tons		427,480	N/A	112,100	33,800	N/A		

SITE/ F/Y	EMPLOYEES		GARBAGE	BRUSH & LIMB	FERROUS METALS	RECYCLYABLES	APPLIANCES	
2022/2023		Total Tons	464,700	N/A	50,460	47,100	28,520	
2023/2024		Total Tons	359,400	6,020	69,580	N/A	N/A	TO DATE
8 mile car count currently is Daily count: 75 /Total count: 455 (53 increased to 75 within a month)								
MANATEE 2020/2021	5 EMPLOYEES since Opened	Total Tons	143,440	N/A	48120	9840	N/A	
2021/2022		Total Tons	764,000	N/A	185020	48140	N/A	
2022/2023		Total Tons	1,514,180	N/A	165380	102360	N/A	
2023/2024		Total Tons	1,198,400	16,820	146980	183620	10880	TO DATE
Manatee car count currently is Daily count: 296 / Total count 1781 (270 increased to 296 within a month)								
<i>This has been the Employee Change over at the sites. Each of our sites are continuing to increase yearly.</i>								