



Levy County Board of County Commissioners
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To: Levy County Board of County Commissioners
From: Mary-Ellen L. Harper, County Manager
Date: October 21, 2025
Subject: Quarterly Reports: Fourth Quarter of Fiscal Year 2025

Quarterly Reports Introduction

The Fourth Quarter of Fiscal Year 2025 reports illustrate the strong work put forth by BoCC Staff in July, August, and September of this year.

One Division Director will be invited to each of the upcoming Board of County Commissioners (BoCC) Meetings to present their report and provide an opportunity for the Board to discuss their Division's operations.

Great things are being accomplished for Levy County!



Commissioners

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

County Manager

Department Information

Name of Department	County Manager
Name of Department Head	Mary-Ellen Harper
Department Mission	The purpose of this division is to authorize a form of county administration that best assures an adequate and efficient provision of services to county residents; provides for coordinated administration of county departments to better protect the health, welfare, safety, and quality of life of county residents; and places in the hands of a county manager the multitude of details which necessarily arise from the operation of a county as a unit of local government and, thus, enables the board of county commissioners to perform freely, without unnecessary interruption, its fundamental intended purpose of making policies within the framework of applicable law. Further, the purpose of this division is to provide a structure for the economic and efficient conduct of county affairs by making the county manager responsible for the handling of all matters necessary to accomplish and bring to fruition the policies established by the board.

Department Staffing

	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025	First Quarter 2026
Number of Budgeted Full-Time Employees	3	5	5	4	
Number of Actual Full-Time Employees	3	5	5	4	
Number of Budgeted Part-Time Employees	0	0	0	0	
Number of Actual Part-Time Employees	0	0	0	0	
Comment	One employee is on maternity leave; a temporary employee is in place	Two existing employees transitioned into the BoCC Office following organizational changes.	The BoCC is pleased to welcome Tacia Guthrie as our new Administrative Assistant 1.	With the hiring of a Director of Finance and Administration, the Grants and Legislative Coordinator has been transferred back to that Division. The BoCC is please to welcome Savannah Lamica as our new Administrative Assistant I.	

Department Deliverables

Deliverable (To be determined by the Department Head)	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025	First Quarter FY 2026
BoCC Meeting Agendas	11	10	13	12	
Management Team Meetings	3	3	3	3	
Public Information Requests and Associated Messages	524	547	641	710	
Press Releases	18	21	35	30	
Followers	7,736	7,617	7,891	8315	
Comment					

Department Highlights

- The county has been successful in filling a number of critical positions. We now have on staff a Director of Finance and Administration, a Veterinarian and three Planners. The county has made offers to a new Director of Roads and a new Emergency Management Coordinator. Both will begin work for the County later this month.
- Catrina Sistrunk has been promoted to the position of Tourism Manager. Catrina is a Levy County Resident who previously served the county as an Administrative Assistant in the Tourism Department. Her knowledge and experience with the department and the laws related to the funding of this specialized department have allowed her to literally hit the ground running in her new position.
- Wayne Moore has been promoted to the position of Veteran Services Manager. Wayne has served the County as the Veteran Service's Officer and Interim Manager. He is a Levy County Resident and brings many new ideas to the table. Wayne is already collaborating with other county departments to serve Levy County's veterans in new and improved ways.
- Katie Holder has accepted a transfer to become to the new Office Manager of Development Services. Katie previously served the County as the Fleet Division Office Manager. Katie is a Levy County Resident. Her organization and management skills will serve the busy Development Division very well.

- The number of Take Home Vehicles assigned to County Employees has been reduced from 43 to 23. The Director of Solid Waste and the Fleet Director are both evaluating their department for potential reductions in Take Home Vehicles. I will be addressing the Road Department's Take Home Vehicles in advance of the new Road Director starting work.
- The Levy County Board of County Commissioners has taken a significant step forward in supporting the County's firefighters, paramedics, and emergency medical technicians by approving a three-year contract with the Levy County Professional Paramedic and EMT, IAFF Local #4069. The agreement introduces a new 24 hours on / 72 hours off work schedule, reducing the average firefighter workweek from 56 hours to 42 hours, in alignment with Florida's new House Bill 929, effective July 1, 2025.

While the schedule change is not mandated by the state, Levy County is proactively enhancing the well-being of its first responders while improving community safety through:

Stronger Emergency Response: Shorter, more balanced shifts help first responders stay well-rested, reducing fatigue and improving decision-making during emergencies.

Healthier Workforce: Prioritizing physical and mental health helps reduce burnout and turnover, fostering a more sustainable and reliable workforce.

Improved Recruitment & Retention: Levy County will be among the first in the region to implement this schedule, strengthening its ability to attract and retain qualified first responders during a time of nationwide shortages.

Cost-Conscious Improvements: While additional staffing is required, employees have agreed to concessions that save taxpayer dollars, including adjustments to leave accrual, overtime calculations, and holiday pay. These adjustments will result in hundreds of thousands of dollars in savings to the county annually. Employees will now receive 100% County-paid health insurance as well as a \$1,000 pay raise.

- Several key service departments - Parks, Recreation, Mosquito Control, Maintenance, and the Water Department have been merged into one comprehensive entity - the Public Works Division. This strategic restructuring aims to improve service efficiency, streamline operations and better serve the community under a unified leadership model. By aligning these departments under one umbrella, the county aims to better manage resources, eliminate redundancies and provide more responsive and coordinated services. These services are all now under the direction of a single department head – Public Works Director Matt Weldon.

- The Building and Planning Departments have been merged into the Levy County Development Department to more quickly and more efficiently serve county residents.

This means the Development Department will oversee building permits, construction inspections, zoning regulations, and long-term planning. The merger will allow for smoother communication between departments, faster permit processing, and a more cohesive vision for the county's growth.

Key benefits of the merger include:

Streamlined Services: Residents and developers will benefit from quicker permit processing and simplified applications through a one-stop shop for all building and planning needs.

Improved Coordination: A unified department will allow for better communication and fewer conflicts between building regulations and planning policies.

Cost Savings: The consolidation of resources will reduce administrative overhead, allowing Levy County to allocate resources more efficiently.

Enhanced Customer Experience: The merger will provide more transparent, consistent, and accessible services for the public.

Smart, Sustainable Growth: With planning and permitting under one roof, the county will be better positioned to support long-term community development goals while maintaining a high quality of life for its residents.

These departments have been merged under the direction of a single department head – Development Services Director Bo Cox – and have been relocated to the Government Center, 310 School Street, Bronson. This will allow the BoCC to better serve the public by having all of the Development Services consolidated under one roof.

- On July 23, 2025, the BoCC launched its new online records request portal. The online portal allows BoCC Staff to track records requests and answer them in the order in which they are received. The portal will make available to the public all previous records requests and responsive documents, thus eliminating the need for BoCC staff to retrieve documents that were previously requested by another requestor.