



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: April 8, 2025
Subject: Quarterly Reports: First Quarter of Fiscal Year 2025

Quarterly Reports Introduction

I am extremely excited to present the Second Quarter of Fiscal Year 2025 reports!

The responsibilities of the Levy County Board of County Commissioners (BoCC) staff members are many and varied. These reports provide a snapshot of the many challenges our staff face as they work each day to provide excellent service throughout our rural county while being good stewards of the resources they are entrusted to manage.

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.

While the first two quarters of this fiscal year have brought change to the BoCC's operations and staffing, our team has exhibited incredible flexibility and a willingness to work together, think outside the box, and bring new ideas to the table.

The future is bright for Levy County!

Table of Contents

QUARTERLY REPORTS INTRODUCTION	1
1. COUNTY MANAGER	3
GRANTS-LEGISLATIVE LIAISON	8
2. ANIMALS AND NATURAL RESOURCES	11
ANIMAL SERVICES	11
MOSQUITO CONTROL	16
PARKS AND RECREATION	18
3. COMMUNITY SERVICES	22
HOUSING/LIBRARY SERVICES/TRANSIT/VETERANS SERVICES.....	22
4. DEVELOPMENT SERVICES	30
BUILDING DEPARTMENT	30
CODE ENFORCEMENT.....	32
PLANNING AND ZONING	34
5. ECONOMIC DEVELOPMENT AND TOURISM.....	37
VISITORS BUREAU – TOURIST DEVELOPMENT	37
6. EMERGENCY MANAGEMENT	43
7. ENGINEERING	46
8. FLEET MANAGEMENT.....	47
9. HUMAN RESOURCES	50
10. MAINTENANCE AND UTILITIES.....	56
SOLID WASTE	56
CONSTRUCTION & MAINTENANCE/WATER DEPARTMENT.....	57
11. DEPARTMENT OF PUBLIC SAFETY	59
12. ROAD / BRIDGE DEPARTMENT	61
13. SOIL AND WATER CONSERVATION	64
14. UF/ IFAS EXTENSION	66

1. 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 FY 2026
Number of Budgeted Full- Time Employees	3	5			
Number of Actual Full- Time Employees	3	5			
Number of Budgeted Part- Time Employees	0	0			
Number of Actual Part- Time Employees	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.			

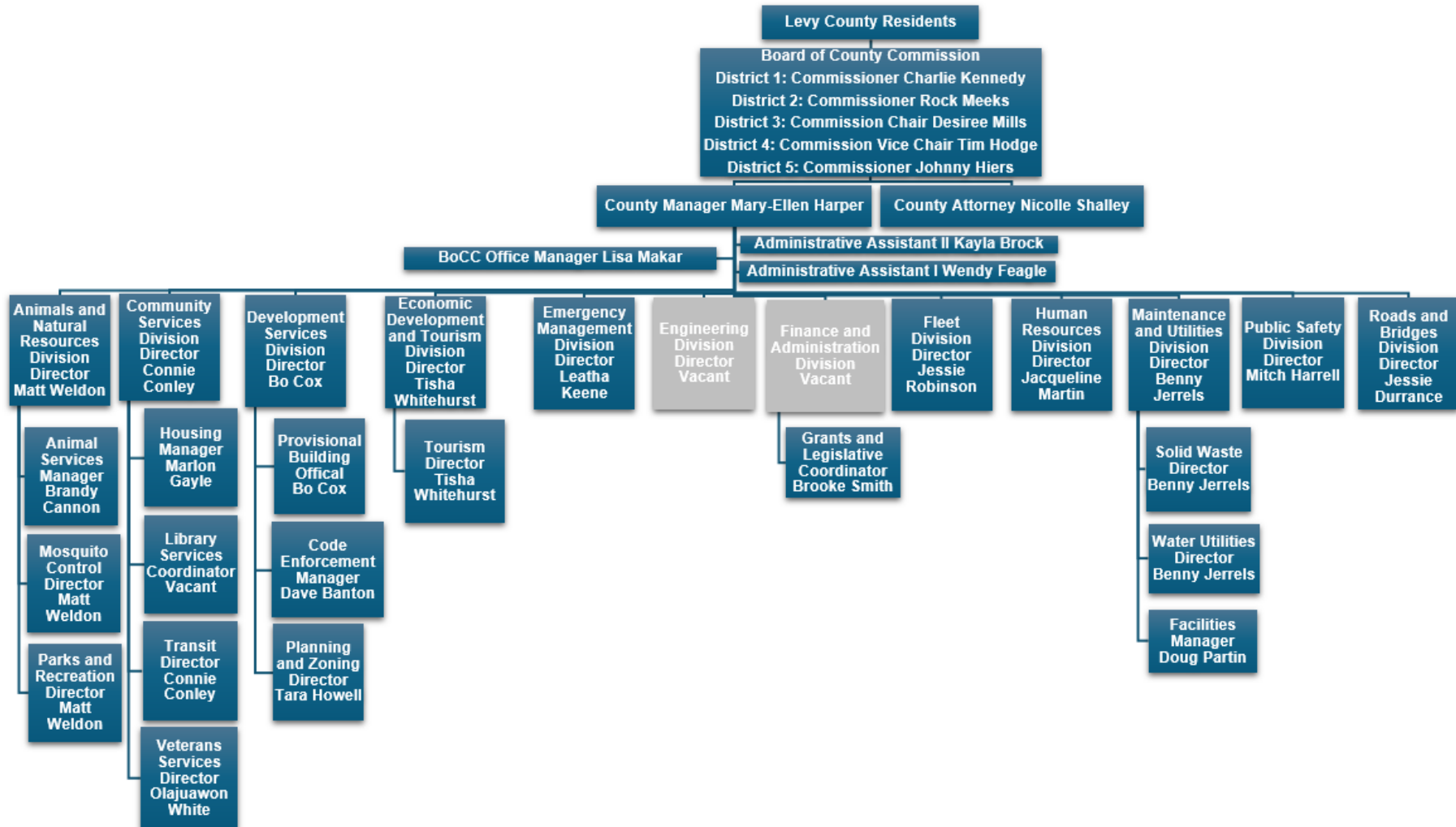
Department Deliverables

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			
Management Team Meetings	3	3			
Public Information Requests and Associated Messages	524	547			
Press Releases	18	21			
Followers	7,736	7,617			
Comment					

Department Highlights

- The County Manager facilitated the development of the BoCC's 2025 Legislative Priorities. County staff continues to collaborate with the BoCC's Legislative Delegation and the BoCC's lobbying firm, Liberty Partners, to support the BoCC's adopted priorities.
- Following the BoCC's approval of the new organizational structure on February 4, 2025, the County Manager worked with the Human Resources Division to implement an updated organizational structure. Benefits of this new organizational structure include the following, and are already starting to benefit the county:
 - **Enhanced Accountability:** The County Manager's Span of Control is reduced from 19 Department Directors to now 10 Division Directors. Each Division Director has a span of control of four or fewer Departments, thus allowing for increased supervision.
 - **Improved Efficiency:** Departments are grouped into Divisions to facilitate improved communication and increased efficiency due to inter-departmental collaboration.
 - **Updated Structure to Meet Current Needs:** The proposed new structure creates a Fleet Division with a more forward-facing county-wide role in acquiring, managing, and repairing all county vehicles.

Board of County Commissioners Organizational Structure



Updated April 15, 2025

- RESOLUTION NUMBER 2025-3: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA, AUTHORIZING THE CREATION AND MAINTENANCE OF A COUNTY ADMINISTRATIVE CODE; AND PROVIDING AN EFFECTIVE DATE was approved by the BoCC on February 4, 2025.

This resolution provides for the County Manager to adopt administrative procedures that are consistent with and provide further detail and direction to carry out the Board policies; to adopt administrative procedures that provide guidance to County staff working under the direction and supervision of the County Manager; and fosters public transparency and is helpful to the Board and County staff for the Board policies and the County Manager procedures to be maintained in a County Administrative Code.

The County Manager and BoCC Departments have begun to issue new and updated policies and procedures. All of these new policies and procedures are included in the Administrative Code and are available on the BoCC Website. Departments are working to systematically pull existing policies and procedures into the Administrative Code so all references are readily available in one location.

- The County Manager is working with staff and Kimley-Horn and Associates to finalize the design plans to provide handicapped parking and an accessible ramp into the Government Center.
- The County Manager is working with staff and Aclarian, which is the BoCC's contracted Budget Officer, to develop the FY 2026 Budget. This year's budget is being developed in a new software system and includes much more staff input than in previous years. A formal budget book will be compiled and made available to the public as part of this process.
- ORDINANCE NUMBER 2025-1 AN ORDINANCE OF LEVY COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES OF LEVY COUNTY, FLORIDA TO DESIGNATE AN OFFICIAL COUNTY SEAL AND PROVIDE FOR ITS USAGE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING DIRECTIONS TO THE CLERK AND AN EFFECTIVE DATE was approved by the BoCC on March 18, 2025. Section 165.043, Florida Statutes, authorizes the County Commission to designate an official County seal by adoption of an ordinance for that purpose. The Levy County Commission has generally used a particular county seal for many years; however, County staff could not find record of that seal being officially designated.
- The County Manager continues to work with staff and continuing services contractors to recover from Hurricanes Debbie, Helene, and Milton. Active projects include:
 - Bridge No. 4: The Army Corps of Engineers has approved a request for Emergency Authorization for this project. Staff is working with the contract engineer on plans to permanently repair the boat ramp, fishing pier, and parking lot.
 - Big Dock: The State of Florida Department of Emergency Management has stepped in to expedite this project, including the Big Dock and most of the railing on Dock Street. Staff is working with the state's contractor to facilitate these repairs.

- Shellmound: The dredging of Shellmound is on hold until the repairs to Bridge No. 4 are complete to avoid having both out of service simultaneously. Staff is working with a contract engineer to determine if any temporary fixes can render the campground safe before a permanent fix.
- Following an evaluation of the County's Procurement Department, the County Manager decentralized purchasing and eliminated the position of Procurement Coordinator. The salary and benefits associated with the Procurement Coordinator Position are \$104,000 per year. The functions of the Procurement Department have been re-distributed among the County's contracted Budget Officer, contracted Information Technology vendor, Grants-Legislative Coordinator, and the County Manager's Office. This arrangement eliminates single points of failure by ensuring multiple people have access, authorization, and knowledge to move mission-critical tasks forward instead of relying on only one person.

The County Manager is working with staff and Aclarian to update and simplify the purchasing processes, hold department heads accountable, and protect the county's best interests. The proposed changes will be presented to the BoCC in the coming weeks.

- The County Manager and staff continue actively working with the county's consultant to update the Assessments for Fire, Emergency Medical Services, Solid Waste, and Roads. These rates have not been updated since 2018. The Preliminary Assessment Updates will be presented to the BoCC on June 3, 2025.

Grants-Legislative Liaison

Department Information

Name of Department	Grants-Legislative Liaison
Name of Department Head	Brooke Smith
Department Mission	To strategically secure and manage grant funding while fostering strong legislative relationships that advance the county's priorities by serving as a critical bridge between divisional needs, funding opportunities, and policy initiatives—ensuring transparent, compliant, and impactful outcomes championed through innovation, accountability, and collaboration to deliver resources that support long-term growth and resilience.

Department Staffing

	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Number of Budgeted Full- Time Employees			1		
Number of Actual Full- Time Employees			1		
Number of Budgeted Part- Time Employees			0		
Number of Actual Part- Time Employees			0		
Comment					

Department Deliverables

Deliverable	Second Quarter 2025
Resilient Florida	The Resilient Florida Vulnerability Assessment (VA) Grant and Resilient Florida Adaptation Grant, awarded through the Florida Department of Environmental Protection, totaled \$608,350.00. Full management and implementation of the VA Grant were successfully executed through project closeout, with all deliverables confirmed and submitted as required. The successful completion and full execution of the VA Grant—achieved through extensive collaboration with Dewberry Engineers—directly supported and enabled the award of the subsequent Adaptation Grant, as well as positioning the jurisdiction competitively for any future grant opportunities offered through the Resilient Florida Program.
RESTORE Act	Engaged with multiple entities to build rapport and establish strong working relationships in support of the RESTORE Act initiatives. This included coordination with federal reporting agencies, the local House Representative, the RESTORE Advisory Committee, and key invested stakeholders such as the Oystermen’s Association, Florida Fish and Wildlife Conservation Commission (FWC), Balmoral Group, the School Board, and the Gulf Coast Consortium. Efforts focused on ensuring the viability and alignment of proposed projects, including the release of a \$2 million Request for Proposals (RFP) for competitive oyster restoration initiatives. Additionally, a monthly newsletter was developed to enhance transparency, stakeholder engagement, and ongoing communication.
Solid Waste Collaboration	Amended the State of Florida Small Consolidated Grant to secure a total award of \$111,153.27. Established a strong working relationship with the state’s solid waste program contact, which led to securing the next funding opportunity—\$100,000.00 for a Hazardous Waste Grant. Prepared and submitted the requested draft proposal for the hazardous waste initiative. Additionally, applied for a \$150,000 Recycling Partnership grant, based in Washington, D.C., to support the upgrade of local recycling equipment. Provided assistance with the competitive bidding process for improvements to the facility’s tipping floor.
Animal Services Collaboration	Researched and identified potential funding opportunities to support the county’s strategic plan and future projects. Proactively established a network of supportive organizations to strengthen collaborative efforts and resource sharing. Nominated Animal Services for the Lowe’s Hometown Grant to enhance visibility and funding potential. Actively advocated for Animal Services across multiple platforms, including efforts to secure a new facility location and contribute to the development of an improved, purpose-driven design.
Library Services Collaboration	Developed an innovative forward-looking proposal for the Library Services Department aimed at addressing community needs and equipping citizens for success in the 21st century. Requested \$3,000 in funding through a Florida Humanities grant to support an engaging and educational summer program. Sought to expand access by requesting Free Little Libraries for placement throughout the county. Joined the Collaborative Summer Library Program (CSLP) to access high-quality materials for the summer program and to foster future partnership opportunities. Additionally, submitted a \$150,000 grant application to establish makerspaces within county libraries—designed

Deliverable	Second Quarter 2025
	to boost community engagement, increase attendance, and address a current service gap in creative and technology-based programming.
Housing Department Collaboration	Actively attended and supported the Affordable Housing Advisory Committee (AHAC), contributing to ongoing planning efforts. Initiated the application process for a \$750,000 Community Development Block Grant (CDBG), including the preparation of public notices and required documentation. Engaged with representatives from the U.S. Department of Housing and Urban Development (HUD) and successfully established a working relationship to support future opportunities through Florida Commerce grants administered via HUD.
Parks and Recreation Collaboration	Prepared and submitted a \$50,000 grant proposal to replace and revitalize the Bronson Blue Springs Playground, with a focus on achieving ADA compliance and ensuring the design complements the surrounding natural environment. Secured six letters of support from a diverse group of county stakeholders, demonstrating strong community backing and alignment with local priorities.
Budget	Established a strong working relationship with Aclarian to support the transition to a new budgeting format and software system, incorporating task and grant management applications customized to meet the county's operational needs. Gained comprehensive knowledge of the DemandStar platform to effectively manage competitive bids, quotes, services, and proposals. Successfully facilitated bid openings and scoring meetings to ensure transparency, compliance, and alignment with procurement best practices.
Legislation	Actively participated in Liberty Partners meetings and monitored priority legislation to remain informed on key bills impacting the county. Conducted in-depth research on relevant legislation to support strategic decision-making. Successfully secured a \$750 grant to support participation in Rural County Days. Prepared comprehensive travel folders for County Commissioners and attended the event, engaging in discussions and representing county interests. Established rapport with key contacts and conducted follow-up to strengthen relationships and explore future collaboration opportunities.
General	Completed the 2024 State of the County program by conducting individual meetings with each department to gain a comprehensive understanding of their roles, assess future needs, and identify potential opportunities. Created a centralized database and conducted extensive research to identify future funding opportunities aligned with departmental priorities. Evaluated the county's current grant management software, AmpliFund, by gathering feedback from departments—ultimately determining it was not beneficial to the county, resulting in a cost savings of \$15,000. Additionally, assisted in the planning and execution of Levy County's birthday celebration and developed a variety of promotional materials to support Board of County Commissioners (BoCC) initiatives and outreach efforts.
Comment	Generated: \$2,835,770.00 Pending: \$1,008,000.00 Future Savings: \$15,000.00

2. Animals and Natural Resources

Animal Services

Name of Department	Levy County Animal Services
Name of Department Head	Brandy Cannon
Department Mission	Through collaboration with community partners, Levy County Animal Services will ensure a safe environment for the public, dogs, and cats in Levy County through education, enforcement of state and local laws, providing temporary care, and uniting animals with loving homes.

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	7	6			
Number of Actual Full-Time Employees	7	6			
Number of Budgeted Part-Time Employees	2	2			
Number of Actual Part-Time Employees	2	2			
Comment					

Department Deliverables

Deliverable (To be determined by the Department Head)	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
	Adopted 47 dogs. Rescued 21 dogs. Adopted out 10 cats. 19 cats went to rescue.	Total animals in our facility this quarter adopted out to public – 22. Rescued 136 dogs. 17 cats went to rescue. 35 returned to owner.			

Department Highlights

The animal services department is proud to announce we have had more positive changes in our second quarter! We had a strong start by setting up a partnership with the Second Chance Animal Rehabilitation program at Cross City Correctional Facility at the beginning of January, which partners inmates at Cross City Correctional Facility with adoptable dogs for a 12 week training program. During this time, the dogs learn basic obedience and manners to help them become as adoptable as possible, and hopefully allows them to network to a broader audience to help them find their forever home! We were able to send two of our longest residents (Trigger and Ruger) to the SCARs program at the beginning of January, and they will be our first graduates of the program on Friday, April 4th! What's better? Both dogs already have loving homes lined up after they graduate, and we already are set up for 9 more dogs to start their training before the quarter is up!

However, our advancements in animal welfare and care did not stop with this partnership. Candace from the Humane Society of North Central Florida came to our facility to train our animal care team in dog behavior as well as cat and kitten handling. This will help us identify signs of stress in our dogs earlier, and have the ability to intervene and network them prior to significant kennel decompensation. In addition, our animal care team is now more comfortable with handling both tame and scared cats that enter our facility to ensure we are helping them appropriately decompress from the second they enter our doors. We also welcomed a new Kennel technician, Tammy Reed, to help give the dogs and cats more opportunities for socialization and play groups outside of the kennels, and once again working to minimize stress while in the facility.

In order to help some of our longest residents get more time outside of the kennels, two long-term residents Lola and Liberty got to take a "dog day out" with Tammy Goss and Tammy Reed, helping them socialize with people outside the facility, go for a ride, and pick out treats or toys at Tractor Supply. Allowing for enriching experiences like these help dogs become more adoptable, and helps ensure they are prepared for life outside of the kennel once they are adopted. It also helps give us more insight on how a dog behaves outside of the shelter environment so we can best market them and find positive resources to ensure they find adopters quickly! We are happy to say that both of these dogs have since been networked to outside shelters, and have gone on to be adopted into their new homes.



As we have had an increase in the number of animals at our facility since the quarter, we were able to upgrade our data processing system at no cost to ShelterLuv, which helps us stay connected to other shelters and rescues through an internet-based system, and allows us to access the data from anywhere our animal care staff may be working - including when they are at other facilities for continuing education! This has only helped us network the dogs and cats in our care in a more efficient manner, and allows animal control officers to look up and input information even while on scene for a call. Our partnership with the Jacksonville Humane Society allowed this data processing transition to be very smooth, too, by sending out members of their team to help with onboarding and proper input of information into the system.

As our animal control officers have been able to access our new data processing system in the field, we have been able to return several dogs to their owners by having the ability to lookup microchips as soon as they are scanned. This has allowed us to decrease the number of animals that find their way to our shelter in the first place, and prevents people from having to make time to pick up their dogs from the shelter in the first place. This allows us to save time, energy, and resources caring for animals that are in need instead of on those that have simply wandered too far from their homes.

As we look to our community for further resources for our shelter dogs, we have partnered with Blue Pear Farms to set up newly adopted dogs for success! Blue Pear Farms is offering newly adopted dogs and their families to eat for free following the adoption of an LCAS dog, and is even offering free dog food to adoptive families to take the financial stress off adopters as they acclimate their new canine companion into their home. We are hoping with this added incentive, more people will be willing to adopt, and more dogs will win over loving new families!

As we stay on top of ensuring all animals in our facility are fully vetted as quickly as possible, allowing for same day adoptions of our adoptable dogs, we have used our veterinary resources to help with several cat hoarding cases to allow TNR opportunities for those providing for feral cat colonies. While this has been a very limited opportunity, we are proud to help decrease the number of community colony cats that are actively breeding and contributing to the feral cat overpopulation problem in Levy County. We hope to be able to continue to provide services like these in the months to come!



As we continue to improve our live outcome numbers with our new administration, we have been working tirelessly to build new rescue and shelter resources for our adoptable dogs. To date, we have had 88 dogs and 18 cats transferred out to partner organizations this quarter. Our partnerships have included Citrus County Animal Services, SPCA Florida, Faithful Friends Pet Rescue and Rehoming, Williston Animal Group, Operation Catnip, the Jacksonville Humane Society, and SPCA Brevard. These partnerships have been crucial to networking the dogs that enter our facility, and have been especially helpful as we have had four cruelty cases brought in during this quarter alone. Luckily, we have already gotten conclusions to two of those cases, and have closed a third cruelty case that had been open since May of 2024. This has allowed us to get these dogs fully vetted and available to find new homes with loving, caring families, while minimizing the number of dogs needing care within our facility.

Another partnership we have established this quarter has been one with the Veterinary Community Outreach Program at the University of Florida, which allows us to get more animals vetted outside our facility, and use our part-time veterinarian for maintaining the health and medical wellbeing of urgent dogs brought into our care. This has helped us keep up with monthly deworming, routine vaccination and booster schedules, and treatment of the many conditions our cruelty case dogs came in with. We have also utilized vetting resources from Dr. Victoria Caccavone with Morriston Veterinary Services and Dr. Broadhursts and their veterinary team with Jacksonville Humane Society to ensure all cruelty case dogs can receive prompt veterinary care even when our part time veterinarian is not within the facility.

As the number of cruelty cases that we have investigated with the Levy County Sheriff's Department has increased over this quarter, so has the need for updated training of our animal control officers. To help assist in this matter, the Jacksonville Humane Society set up a task force training with the LCAS & LCSO to ensure all our officers are able to correctly process an animal cruelty case, and ensure all necessary evidence is secured. This will only help ensure that animals within the community are being provided with adequate care, and allowing us to be more prepared for animal cruelty cases in the future.

Our partnership with the Jacksonville Humane Society has also allowed us to send our Department Manager Brandy Cannon and Administrative Assistant Amie Skinner to go to Jacksonville Humane Society for a three day shelter administration training. This has helped our shelter better market our adoptable animals, and helps us make new partnerships for our shelter.



As we finish up our quarter, we have also set up new office hours to help prioritize animal care, while still making us more accessible to the public. We now open at 10:00 AM during the week to allow our animal care team adequate time to feed the animals and keep our facility clean, ensuring our animals are healthier, cleaner, and get plenty of attention on top of it. It also allows us to give each person that comes to adopt an animal our full attention, as the animal care team is not trying to care for the animals while also assisting with adoptions. We also have extended our Thursday hours to 5:30 PM to ensure people have a day of the week they can stop by after work to see all our dogs, and even pick up their pets that may have strayed away from home!

We are so motivated by all the positive changes that have happened this quarter, despite the high number of dogs that have been brought into our facility due to cruelty cases, stray intakes, and more. We are hopeful that with continued partnerships and networking, our numbers will continue to remain manageable, and our animals will continue have the best possible chance of a live outcome from our facility.

Mosquito Control

Department Information

Name of Department	Mosquito Control
Name of Department Head	Matt Weldon
Department Mission	The mission of the Mosquito Control Department is to effectively control mosquitos in our county by reducing the maturation of larvae into adulthood to provide a source of control of the mosquito numbers.

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	4	4			
Number of Actual Full- Time Employees	4	4			
Number of Budgeted Part- Time Employees	0	0			
Number of Actual Part- Time Employees	0	0			
Comment	A new hire arrived D/T one of our Operators will be leaving soon.	1 Mobile Operator has departed from the County in March.			

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
Comment					

Department Highlights

- Passed our annual Droplet test
- Prepared trucks for Spray Season
- Rebuilt backpack sprayer
- The Mosquito Control team also played a vital role in supporting the Parks Department with maintenance efforts in preparation during the off season. Their assistance helped ensure that all necessary tasks were completed efficiently, contributing to a smooth and successful season kickoff.
- In January the Department attended CEU courses in Gainesville, provided by Florida Mosquito Control Association.

Parks and Recreation

Department Information

Name of Department	Parks & Recreation
Name of Department Head	Matt Weldon
Department Mission	The mission of this department is to maintain and improve the facilities of the parks thus providing adequate sites for the recreation and enjoyment of county residents and visitors.

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	2	2			
Number of Actual Full- Time Employees	2	2			
Number of Budgeted Part- Time Employees	4	7			
Number of Actual Part- Time Employees	4	7			
Comment		Hired Park Attendants Blue Springs (3) & Henry Beck (1)			

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
	Grant of FWC dredging of Shellmound provided by FBIP.	Waccasassa Bay Channel Markers Replacement bid is complete, Agreement Contract with Live Flyer Inc. in the amount \$96,457. (FEMA)			
	Contractor Approved Shore Builders out of Newberry - Hwy 40 Grant	FEMA Inspections completed for storm damage from Hurricane Helene.			
Comment					

Department Highlights

Blue Springs

- Repaired sidewalk by pavilion #8 between sidewalk and boardwalk.
- Installed 4 new grills at pavilions #2, 3, 4, 5.
- Picked up 4 new picnic tables and delivered to park. (Purchased by Tourism Development Dept.)
- Grass maintenance – Leveled out and reworked tier beach in the kiddy area.
- Pressure washed entire Park including all buildings, fence, decks, steps, and top of seawall.
- Repainted the ramp area for the men’s bathroom with non-slip grey paint.
- Completed minor repairs and upgrades in the office including a new window ac unit.
- Repainted all 10 pavilions fascia and gable ends and the entire roof of pavilion #6.
- Replenished sand on beach, playground, and volleyball court.
- Prep and repainted outlook.
- Trimmed all low hanging limbs around park.
- Replaced non-slip runners in walkways.

Henry Beck Park

- Repaired BBQ grill in the Big Pavilion
- Removed and replaced existing concrete stairs at beach entrance by Big Pavilion.
- Pressure washed all concrete sidewalks, office building, basketball court, all picnic tables, playground, and pavilions.
- Installed 3 new grills at pavilions.
- Weather sealed wood on all pavilions, bridge, and tables in Big Pavilion.
- Picked up and distributed 4 new picnic tables around the park. (Purchased by Tourism Development Dept.)
- Repainted office building, bathroom and hand railings of steps and bridge.
- Replenished beach area and volleyball court with sand.
- Trimmed all low hanging limbs around park.
- Replaced non-slip carpet runners for walkways.
- Replace barrier rope with floats in river.

Shellmound Park

- Replaced broken dock board and back filled with lime rock from wash-outs.
- Straightened out the flag pole and applied concrete to the base.
- Picked up and distributed 4 new picnic tables around the park. (Purchased by Tourism Development Dept.)

Waccasassa Boat Ramp

- Repaired a leak in a pipe in the pump shed.

Bird Creek Park

- Repair gate due to vandalism.
- Remove existing pavilion roofs and storm debris that were damaged due to Hurricane Helene.

Hwy 40 Boat Ramp

- Repaired the garbage can holders.
- Replaced broken water boards on the dock.
- Replaced all piling caps that were damaged on the dock.
- Replaced/repared a stop sign, manatee sign, and fixed garbage can holder due to vandalism. (With the help of the Road Dept. Signs)

Devil's Hammock

- Installed new hiking trail marker signs to replace old ones.
- Brought lime rock to fill deep holes in the road and raked smooth.
- Locked gate on 339A and posted "Hunting in progress" signs for March Turkey Season.

All Parks/MC Crew

All Parks/MC crew are responsible for mowing as needed, safety inspections daily, repairs (if any), and empty trash dispensers and replace liners twice a week to ensure cleanliness and maintain a pleasant environment for park visitors as well as picking up litter along the road side daily at all the locations listed below:

1. Peaceful Boat Ramp
2. Hwy 40 Boat Ramp
3. Bird Creek Beach
4. Waccasassa Boat Ramp
5. #4 Fishing Pier
6. Fowler's Bluff Boat Ramp
7. Camp Azalea Boat Ramp
8. Clays Landing Boat Ramp
9. Little Blue Springs
10. Shell Mound Campground/Boat Ramp
11. Blue Springs Park
12. Henry Beck Park
13. Devil's Hammock WMA

3. Community Services

Housing/Library Services/Transit/Veterans Services

Department Information

Name of Department	Community Services Division
Name of Department Head	Connie Conley
Department Mission	Providing management and leadership with the best interests of the Board of County Commissioners, the County Manager, and the residents of Levy County.

Department Staffing

	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Number of Budgeted Full- Time Employees		Library – 2 Housing – 2 VA Services – 2 Transit - 11			
Number of Actual Full- Time Employees		Library – 2 Housing – 2 VA Services – 2 Transit - 10			
Number of Budgeted Part- Time Employees		Library – 10 Housing – 0 VA Services – 0 Transit - 2			
Number of Actual Part- Time Employees		Library – 10 Housing – 0 VA Services – 0 Transit - 0			
Comment		Transit - Mechanic position currently posted			

Department Deliverables

Deliverable <i>(To be determined by the Department Head)</i>	First Quarter 2025				
Library	See Charts Below				
Housing	Community Engagement/Calls 453	Site Visits/Inspections 4 Dept. Vehicle down for repairs	AHAC Meetings 3	Hurricane Idalia Recovery Program 10	Board Appt/Meetings CFCAA 2
(Continued)	Affordable Housing Workshops 32	SHIP Projects 34			
Veteran Services	Client Interaction In-person/Calls 335	Applications/Forms/Documents Submitted 123	Veteran/Community Organization Outreach 12	Veteran Service Officer Training 7 hours	
Transit	Quarterly Report Attached				
Comment					

Department Highlights

Library

Events Provided: 54 programs were completed during this quarter, between the 3 libraries currently open. The different programs presented included: Toddler times, story times, technology assistance, author events, pop up libraries, book club meetings, teens read down on fines and fire safety, UF Free mobile clinic, AARP (Free tax help), hosted Fair Housing event, attended the Kimberly Morales Snow party.

Neflin Focus Group training: Attended by Layce Hallman and Savannah Lamica

Library Coordinator: As of March 28th, Darlene Slattery has been moved into the full time position at the Building Department. Connie Conley, as the Community Services Division Director, will be overseeing the department in lieu of filling that position.

Yankeetown: Dates are scheduled with maintenance and IT for the week of April 21, to complete install of shelving, internet lines and setting up computers, phone lines, and shelving of books. Plans will be made for a re-grand opening the first week of May.

Cedar Key: To be decided.

Library Head Quarters: Layce Hallman and Savannah Lamica, will be moved during the next few months or sooner, from the current location into the Bronson library, where they can better serve all library branches. There is a room available that is currently being used for miscellaneous items. Those items will be moved to the current location of the library storage. Phone lines and internet lines will need to be put into place, prior to the move.

Bronson Public Library Stats 2 nd Quarter 2025			
	January	February	March
Patrons using library	607	603	626
Free shelf usage	56	71	92
Patrons using computers	327	266	222
Reference Questions	30	24	44
Patrons receiving staff help	25	36	69

Luther Callaway Public Library Stats 2 nd Quarter			
	January	February	March
Patrons using library	1,142	1,005	1,057
Free shelf usage	158	181	190
Patrons using computers	244	198	255
Reference Questions	75	115	78
Patrons receiving staff help	30	35	25

Williston Public Library Stats 2 nd Quarter			
	January	February	March
Patrons using library	731	818	980
Free shelf usage	95	103	112
Patrons using computers	137	99	141
Reference Questions	29	49	54
Patrons receiving staff help	24	11	21

Housing

Community Engagement:

For the 2nd quarter on FY 2025, the Housing Department responded to 453 telephone enquiries regarding affordable. These calls were from a wide array of clients including potential applicants, residents looking for housing related assistance or otherwise, applicant's lenders, real estate agents and contractors. The topics included but were not limited SHIP Program parameters, available funding, available community resources, available housing resources, and project implementation/update and status. Callers were provided with the requested information over the phone and in many instances via emails. They were directed to other resources to address their needs that were outside of the scope of the department.

SHIP Projects:

For the reporting period there were Four (4) Project completed. Two (2) Rehabilitation Projects totaling \$60,000; one (1) Purchase Assistance Project totaling \$30,000 and one (1) Purchase Assistance Rehabilitation Project for \$5,000. A total of \$95,000 was expended the Housing Department. The Department also received Six (6) new application for housing assistance while we completed the review and approved/income certification of Nine (9) applications.

The Department also completed 19 Satisfaction of Mortgages officially closing out those SHIP files.

**Affordable Housing Training (Workshop/Webinars):**

Department Staff attended/ participated in 32 training sessions throughout the reporting period. These training were centered on various legislative changes affecting the implementation of the various State affordable housing initiatives and programs and how they are implemented. The average time for each training session is 1.5 hours. Throughout the reporting period, there was one full day (8 hr.) training and one half-day (4hr.) training session. Topics included:

- Funding Sources and Partnerships to Serve Vulnerable Populations (Resources)
- Using SHIP for Manufactured Housing
- Preparing your Housing Program for Hurricane Season
- Overcoming NIMBY Opposition
- Sadowski Affiliates Weekly Webinar

Approximately 55 hours of training were attended throughout this quarter.

Affordable Housing Advisory Committee (AHAC):

During the reporting period, Staff participated/ spearheaded three (3) AHAC meetings. Staff was able to guide the AHAC in formulating a definition for Affordable Housing to satisfy a directive from the BOCC. This definition will be presented to the BOCC in April.

Hurricane Housing Recovery Program (HHRP)-Idalia:

Staff attended weekly meetings with HHRP-Idalia Consultants (Rebuilding Together NCF). Staff also reviewed the progress of program implementation and made recommendations as needed. Additionally, Applications/ client files were reviewed.

Board Appointments/ Engagements/ Meetings (CFCAA):

As the Levy County Public Sector representative on the Board of Directors for Central Florida Community Action Agency (CFCAA) I also serve as the CFCAA Board Secretary. I therefore advocate for funds to be expended and services undertaken by CFCAA to be increased in Levy County. For the reporting period I attended two (2) meetings.

Community Development Block Grant (CDBG):

Assisted the Levy County Grants-Legislative Liaison in preparing the County's Application for the CDBG grant.

Neighborhood Stabilization Program (NSP 3):

Coordinated and provided the documentation for a request made by Florida Commerce regarding the monitoring of the NSP 3 Program that was implemented by the County in 2012.

Veteran Services

Client Interaction/Utilization: Following the seasonal lull in the first quarter of FY 2025, Veteran Services has returned to a normal client utilization level, recording 335 interactions, including scheduled appointments, telephone inquiries/consultations, walk-ins and outreach. Our office continued to provide expert assistance and benefit counseling, guiding Veterans and their families through the complexities of the VA benefits system. During this period, we focused on claim preparation and detailed medical record review, ensuring accuracy and proper supporting documentation for successful submissions. Additionally, we provided updated benefit information, including recent changes to the presumptive listing for claimable conditions.

- **Applications/Forms/Documents Submitted:** Our office submitted a total of 123 applications, forms, and supporting documents to assist clients with their VA benefit applications and filings. These submissions were essential in ensuring Veterans and their families received the necessary support and benefits they are entitled to.
- **Veteran/Community Organization Outreach:** Our office actively participated in and attended 12 Veteran and Community Organization Outreach events this quarter. These engagements provided valuable opportunities to connect with Veterans, their families, and community, ensuring they receive critical information and support regarding available benefits and services. Through these outreach efforts, we reinforced our commitment to advocacy, education, and collaboration in serving our Veteran population.

- Veteran Service Officer Training (Workshop/Webinars):** During this reporting period, department staff participated in several workshops and webinar training sessions. These training courses are essential for maintaining accreditation and ensuring that we remain well-versed in advocating for Veterans and effectively presenting claims to the Department of Veterans Affairs (VA). Continuous professional development through these workshops enhances staff expertise, keeping us updated on policy changes, procedural updates, and best practices in Veteran advocacy. This commitment to ongoing education ensures that our department provides the highest level of service to Veterans and their families. Additionally, Director White successfully completed training to become a Certified Military and Veteran Housing Specialist.

Interactions	
Phone:	131
Email:	80
In Person:	110
Fax:	0
Mail:	2
Unspecified	0
Post Outreach	12
Total	335

Transit

Training: Attended a 3 day Substance Abuse Management Program Compliance Training in Tampa. As the Transit Drug & Alcohol Program Manager (DAPM), I attend these trainings about every 5 years, as a refresher training.

Applications for service: 68 received and account created or updated – Combination of new and renewal. Current rider applications must be renewed with all required documentation every two years.

Maintenance Bay & Parking Lot Project: Met with Team Locklear Engineering on Maintenance Bay & Parking lot projects.

Grant: Prepared the 2025 2026 Shirley Conroy Rural Area Capital Assistance grant application. Requesting a new vehicle, that will replace a 2016.

Interviews: Held interviews for three Driver 1, applicants. Will be filling two part-time positions.

Quarterly Reports: Reports completed for the Local Coordinating Board for the Transportation Disadvantaged, FDOT-Charter report, DBE report, Vehicle mileage report, and TD Commission-review of information to include updated mileage for all RCAP vehicles.

Levy County Transit: Continues to provide a safe, clean, and reliable transportation to the residents of the county. The employees at Levy County Transit are to be applauded for their dedication to the residents that depend on the transportation services provided.

Quarterly Reports: Attached



LEVY COUNTY

LEVY COUNTY SERVICE COMPLAINTS/COMMENDATIONS JANUARY 2025 - MARCH 2025

TYPE OF COMPLAINT	TOTAL	Resolved
Vehicle Condition		-
Driver's Behavior		-
Client Behavior		-
Tardiness - Late pickup		-
Tardiness - Late dropoff		-
No Show by Operator		-
Dispatch/Scheduling		-
Service Denial		-
Other		-
TOTAL	0	0
COMMENDATIONS	2	0

Source: Levy County Transit

LEVY COUNTY UNMET TRANSPORTATION NEEDS JANUARY 2025 - MARCH 2025

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	0
Insufficient Advance Notice	0
After Hours Trip Request	0
Weekend Trip Request	0
Other - Hurricane Milton	0
TOTALS	0



QUARTERLY OPERATING REPORT LEVY COUNTY TRANSIT LEVY COUNTY JANUARY 2025 - MARCH 2025		QUARTERLY OPERATING REPORT LEVY COUNTY TRANSIT LEVY COUNTY JANUARY 2024 - MARCH 2024	
OPERATING DATA	LEVY COUNTY TRANSIT	OPERATING DATA	LEVY COUNTY TRANSIT
NUMBER OF INVOICED TRIPS	4,367	NUMBER OF INVOICED TRIPS	4,662
Florida Commission for the Transportation Disadvantaged	1,617	Florida Commission for the Transportation Disadvantaged	1,326
Florida Managed Medical Assistance Program	0	Florida Managed Medical Assistance Program	0
Florida Department of Elder Affairs	16	Florida Department of Elder Affairs	11
Levy County ARC	597	Levy County ARC	610
Other	2,137	Other	2,715
TOTAL VEHICLE MILES	85,324	TOTAL VEHICLE MILES	77,037
TOTAL REVENUE VEHICLE MILES	70,704	TOTAL REVENUE VEHICLE MILES	63,746
TOTAL VEHICLE HOURS	2,819	TOTAL VEHICLE HOURS	2,661
TOTAL DOLLARS INVOICED	\$111,139.16	TOTAL DOLLARS INVOICED	\$92,814.93
Florida Commission for the Transportation Disadvantaged	\$90,006.00	Florida Commission for the Transportation Disadvantaged	\$72,414.64
Florida Managed Medical Assistance Program	\$0.00	Florida Managed Medical Assistance Program	\$0.00
Florida Department of Elder Affairs	\$281.12	Florida Department of Elder Affairs	\$193.27
Levy County ARC	\$9,518.04	Levy County ARC	\$8,966.02
Other (Private Pay and Schools)	\$11,334.00	Other (Private Pay and Schools)	\$11,241.00
AVERAGE COST PER TRIP	\$25.45	AVERAGE COST PER TRIP	\$19.91
Florida Commission for the Transportation Disadvantaged	\$55.66	Florida Commission for the Transportation Disadvantaged	\$54.61
Florida Managed Medical Assistance Program	\$0.00	Florida Managed Medical Assistance Program	\$0.00
Florida Department of Elder Affairs	\$17.57	Florida Department of Elder Affairs	\$17.57
Levy County ARC	\$15.94	Levy County ARC	\$14.70
Other	\$5.30	Other	\$4.14
AVERAGE COST PER VEHICLE MILE	\$1.30	AVERAGE COST PER VEHICLE MILE	\$1.20
AVERAGE COST PER REVENUE VEHICLE MILE	\$1.57	AVERAGE COST PER REVENUE VEHICLE MILE	\$1.46
AVERAGE COST PER VEHICLE HOUR	\$39.43	AVERAGE COST PER VEHICLE HOUR	\$34.88
TRIP PURPOSE*		TRIP PURPOSE*	
Medical	1,698	Medical	1,351
Employment	0	Employment	0
Education/Training	2,154	Education/Training	3,033
Shopping	237	Shopping	166
Meal Site	16	Meal Site	11
Recreation	26	Recreation	24
Other (Social, Legal, Escorts)	236	Other (Social, Legal, Escorts)	77
NUMBER OF TRIPS DENIED	0	NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	4,367	NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	4,662
PERCENT OF SINGLE PASSENGER TRIPS	100%	PERCENT OF SINGLE PASSENGER TRIPS	100%
NUMBER OF ACCIDENTS	0	NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	6	NUMBER OF VEHICLES	6
AVERAGE NUMBER OF TRIPS PER VEHICLE	728	AVERAGE NUMBER OF TRIPS PER VEHICLE	777
AVERAGE MILES PER TRIP	20	AVERAGE MILES PER TRIP	17
NUMBER OF ROADCALLS - Tire & Lift	2	NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	42,662	MILES BETWEEN ROADCALLS	0

Source: Levy County Transit

Source: Levy County Transit

Community Services Division Director Report

Director: Accepted Community Services Division Director position, as of February 27.

Department Meetings: Initial meetings with each department and county manager were attended the first week of March. Additional meetings have been attended with the Library and Housing departments. At least once a week, a brief meeting has taken place with Mary-Ellen to review and discuss any concerns within the departments under community services. I feel we are moving in the right direction. There have been some changes in the departments and additional changes may be necessary as we see fit, to enhance the departments.

I have attended an Affordable Housing meeting and CDBG workshop. I will be in attendance for as many future meetings as I feel necessary, to get a better understanding of the Housing Department.

Activities:

Library:

Vehicle that Darlene was driving to and from work, was returned to the library department, for library use only.

Moved the Library Coordinator, Darlene Slattery to the Housing Department, full-time.

Scheduled and attended numerous meetings with the library office staff prior to and after moving Darlene to the Housing department to discuss each library branch and what may need attention. I am currently looking at library hours to make sure we are providing the best hours of service to our library patrons. A survey will be completed to ask patrons what hours they currently visit and would opening earlier than 10:00 be beneficial.



Plans to move library staff out of Library Headquarters to Bronson library. Visited the Bronson branch to look at the area available to move the office staff into.

Had the locks changed on Yankeetown library, with permission from the president of the Woman's Club, to control who has access to the building. There were FOL that would enter the building, at their discretion. The keys to this lock cannot be duplicated at the hardware store.

Verified internet services at all branches. All branches are pre-registered if and when Fiber by Central Florida becomes available.

Library Staff meeting is set for April 10 at 8:00 a.m. This will be a mandatory meeting for all employees. I will introduce myself to staff, discuss any concerns that employees may have, new procedures for collection of fees and deposits, hours currently being worked by part-time employees, possible hour changes, clocking in & out, punctuality, dress code, and updated job descriptions and titles.

On Friday, April 4 at 9:00, I met with the Friends of the Library at the Yankeetown library to discuss concerns of changes that I would like to see in that branch, as well as the plan for reopening of the library. The meeting was productive and there will be some compromises from both sides. All is well.

Additional changes may become effective as needed, as we move forward.

Veterans Services:

Discussed with Ollie, the need to keep the Veteran Services office open during all county hours of operation. In the past this office has been closed when he and Wayne are off or at a required training. Ms. Sheila from the Housing department, will cover days when otherwise the office would be closed.

Requested access from Ollie to his Outlook calendar, so I am aware when he or Wayne are out of the office. I received his invite and now have access to his calendar.

Additional changes may become effective as needed, as we move forward.

Housing:

Discussed needs of the department. Marlon has a request for an additional full time employee, to help administer grants and other office duties. Marlon created a job description for an administrative position that I will be reviewing. At this time, I am not sure an additional staff person is justified. My decision is based on the fact that several departments, including Transit, write and administer all grants without an administrative position. This request will be revisited periodically.

Moving all community services departments into the same location was discussed. This lead to budget discussions. There is a need for a large printer that can and will be utilized by both the Housing Department and Veteran Services.

I met with Doug and Bo to discuss locations that these two departments could eventually be moved to. The plan is once Planning & Zoning move, then Housing and Veteran Services will move into the current Planning & Zoning department. There may need to be some minor renovations to accommodate these two departments. The storage of library equipment, will need to be moved into this area.

Additional changes may become effective as needed, as we move forward.

4. Development Services

Building Department

Department Information

Name of Department	BUILDING DEPARTMENT
Name of Department Head	BERNARD (B0) COX
Department Mission	PROVIDE THE BEST SERVICE FOR THE RESIDENTS AND CONTRACTORS DURNING THE PERMIITING AND BUILDING PROCESS.

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	8	10			
Number of Actual Full- Time Employees	7	7			
Number of Budgeted Part- Time Employees	1	1			
Number of Actual Part- Time Employees	1	1			
Comment					

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
PERMITS ISSUED	596	647			
NEW RESIDENCES PERMITS	85 TOTAL	88 TOTAL			
SITE BUILT HOMES	34	35			
MANUFACTURED HOMES	51	53			
Comment					

Department Highlights

THIS QUARTER OUR PERMIT APPLICATIONS AND FORMS WERE ADDED TO THE COUNTY WEBSITE. AS WELL THE COUNTY'S PRIVATE PROVIDER NOTICE HAS BEEN ADDED TO THE COUNTY WEBSITE AS REQUIRED BY STATE STATUTE. THE DEPARTMENT HAD FILLED 1 OF THE 2 NEW POSITIONS ADDED IN THIS QUARTER. THE FILLED POSITION WAS THE ADDITION OF A FORTH PERMIT TECH. THE OTHER POSITION IS TO ADD ANOTHER FULL TIME INSPECTOR AND AT THIS TIME THE POSITION IS STILL OPEN. WITH THE LAST PART OF THIS QUARTER THE DEPARTMENT LOST 2 PERMIT TECHS ONE OF WHICH WAS THE LONGEST TENURED PERMIT TECH. I WANT EVERYONE TO KNOW THAT THE STAFF IN THIS DEPARTMENT DIDN'T COMPLAIN ABOUT THE EXTRA WORK LOAD THAT FELL ON THEM AND THAT THE STAFF STEPPED INTO OTHER AREAS THAT THEY HAD LESS EXPERIENCE IN TO HELP FILL IN AND TO MAKE SURE THERE WERE NO DELAYS IN PROCESSING AND ISSUING PERMITS. THE COUNTY HAS WORKED TIRELESSLY TO REDUCE THE TIME A PERMIT IS IN PROCESS. THE AVERAGE TIME ON A PERMIT FROM DROP OFF DATE TROUGH PLAN REVIEW IS AROUND 8 TO 10 BUSINESS DAYS. THE DEPARTMENT WILL CONTINUE TO LOOK AT WAYS TO HELP REDUCE PAPER WASTE AND IMPROVE TIME MANAGEMENT.



Code Enforcement

Department Information

Name of Department	Code Enforcement
Name of Department Head	Dave Banton
Department Mission	Provide fair and impartial enforcement of codes and ordinances enacted by the county.

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	4	4			
Number of Actual Full- Time Employees	4	4			
Number of Budgeted Part- Time Employees	0	0			
Number of Actual Part- Time Employees	0	0			
Comment					

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
Open Cases	33	50			
Closed Cases	13	9			
Special Magistrate Cases	4	6			
Lien Searches	146	252			
Citations	0	1			
FOIA Req		3			
Vehicles	3 assigned 3 operational	3 assigned 3 operational			
Comment					

Department Highlights

- Started correspondence with Bullock Law Firm on strategies for foreclosing on unpaid liens from previous Special Magistrate cases that remain unpaid/non-compliant.
- Worked with Grants Coordinator on preparing a Code Enforcement Grant to help remove unsafe and/or abandoned home sites throughout Levy County.
- Worked five Code Enforcement cases with alleged zoning issues; three cases are working the application process to get uses added or zone changes made in-order to gain compliance and get current with the County's Land Development Regulations. Two cases operating legally.
- Transitioned to a sector approach for Code Enforcement Officers and cases. Reduced road time for case management, builds better rapport with both complainants/violators and creates more consistency on compliance plan enforcement.

Planning and Zoning

Department Information

Name of Department	Planning and Zoning
Name of Department Head	Tara Howell
Department Mission	To promote and manage sustainable growth and development that enhances the agricultural heritage and safeguards the environmental integrity of Levy County.

Department Staffing

	1st Quarter FY 2025	2nd Quarter FY 2025	3rd Quarter FY 2025	4th Quarter FY 2025	1st Quarter FY 2026
Budgeted Full-Time Employees	4	4			
Actual Full-Time Employees	3 until 10-31 2 after 10-31	2			
Budgeted Part-Time Employees	0				
Actual Part-Time Employees	0	1 intern			
Comment	Department has a position for Planner posted now for applicants.	1 full-time to start May 2025.			

Department Deliverables

Applications/Customer Service activity	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Zoning Compliance	169	228			
Lot Splits	8	4			
Unity of Title	15	37			
Commercial Site Plan	10	3			
Special Exceptions	1	2			
Conditional Use	2	3			
Plats		4			
Text Amendment		2			
Zoning Change		3			
FLU Change		3			
PUD		1 Amendment			
Ordinance	2	1			
Total	207	291			
Phone inquiries	1,450	2,386			
Walk-Ins	382	650			
Email Inquiries	195	302			
Total	2,027	3,338			

Department Highlights

EAR Amendments Non-Compliance: The CPTA grant requirements have been fulfilled. The Data and Analysis report, along with the necessary updates to the EAR amendments, has been completed. The revised EAR amendments will be presented to the BOCC for adoption and subsequently sent to the state land planning agency to comply with the current Stipulation Agreement with DOAH. This will bring Levy County into compliance with our Comprehensive Plan.

Ordinance 25-02: The Planning department has successfully drafted and secured approval from the BOCC to increase the maximum allowed ISR for both commercial and industrial lands. This change aims to enhance the county's ability to promote the development of services on these properties.

Development Pre-Application: The Planning department held meetings with several prospective commercial and industrial developers to provide guidance on their project development plans.

Staffing: Several interviews were conducted with numerous qualified applicants for the vacant Planner position. A candidate has been selected and is currently completing the necessary onboarding steps with the Human Resources Department. The new employee is scheduled to join the planning department in May 2025.

2024 Western Water Supply Plan: The planning department is working to develop the required Water Supply Plan status progress report for the University Oaks water supply project.

2050 Comprehensive Plan: The Planning Department has created a proposed schedule and submitted it to the County Manager. Additionally, staff showcased two "Idea Boards" at Levy County's 180th Birthday Celebration. The feedback collected from these boards initiates the Visioning process for the future Comprehensive Plan. The boards were filled with input from Levy County citizens on the following topics:

- "My Big, Bold Idea for the Future of Levy County is..."
- "What is your favorite thing about Levy?"
- "What brought you to Levy County?"
- "What keeps you in Levy County?"



5. Economic Development and Tourism

Visitors Bureau – Tourist Development

Name of Department	Levy County Visitors Bureau (LCVB)- Tourist Development (TD)
Name of Department Head	Tisha Whitehurst
Department Mission	LCVB oversees the development and marketing of Levy County as a vacation and tourism destination. The goal of the LCVB is to generate visitation to Levy County and thereby generate tax revenues for the county, including but not limited to, sales tax, tourist development tax, and fuel taxes.

Department Staffing

	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Number of Budgeted Full Time Employees	2	2			
Number of Actual Full Time Employees	2	2			
Number of Budgeted Part Time Employees	0	0			
Number of Actual Part Time Employees	0	0			
Comment					

Department Deliverables

Deliverable (To be determined by the Department Head)	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Cedar Key Clam Trail	6 Fiberglass Clams; Delivered and painting; not open to the public yet	5 Clams are completed and open to the public; new promotional materials will continue to be added; the 6th clam is nearing completion by CKHS Art Department			
Website Enhancements	Completed; we are always updating as the need arises	Staff continue to update the website as information changes; updated “look” coming soon, this is in the draft stage			
Newsletters	Publish a monthly newsletter with a theme for each month- paused one month during the recovery while we developed our recovery message	Continuing to publish newsletters, signups are available on the website as well			
Recovery Campaign	Working with VF to develop a destination related recovery campaign to highlight effort from the storms	Continues to air, campaign with VF will be completed in late Spring, value remains \$160,000			

Deliverable (To be determined by the Department Head)	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
North Florida Trails Project (Map and Website) Featuring: Dixie, Gilchrist, Levy and Taylor County		Trail Map is in final stage, Taylor County joined and require a few additional revisions. Website is in final stage as well.			
Watermelon Trail Chiefland, FL		Designing 6 fiberglass watermelons; site selection continuing in Chiefland with the help of the City. Working to select local artist for the project			
Levy County Travel Guide		Levy County staff are developing a Travel Guide featuring areas of interest for 2025-in the draft stage			
Florida HUDDLE 2025-WEC		Attended daily 2/3-5/2025; The networking event educated DMO's on new ideas, opportunity to meet with tour operators and guides, as well as other hosts; VF funded the opportunity to Levy County for 1 staff to attend			
Visit Natural North Florida-The Original		Levy County hosted the "Task Force" on February 20, 2025 in Bronson; REMI			

Deliverable <i>(To be determined by the Department Head)</i>	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Florida Tourism Task Force		Training/Information offered at this meeting to attendees			
Parks and Recreation Enhancements 2025		Working with Parks staff to enhance amenities at Blue, Beck and Shell Mound-grills and tables			
Parks and Recreation Kiosk Project		Working with Parks staff to purchase information kiosks for Devils Hammock, Blue, Beck and Shell Mound			
Training-Economic Impact and Development		Staff are currently completing training to better understand the changing economic impacts on Rural areas			
Rural County Day- 2025		Staff hosted a booth at Rural County Day on March 20, 2025 in Tallahassee; Meet with elected officials, agency officials and other rural counties			



VF-VISIT Florida

CKHS- Cedar Key High School

DMO-Destination Marketing Organization

REMI-Regional Economic Models, Inc.

Department Highlights

- The LCVB staff continuously work to develop marketing and promotions that are unique to Levy County. Attached are some of the advertising efforts completed in the 1st Quarter of 2025. These ads will run through the summer of 2025
- LCVB staff is working to complete trainings that cover information on Economic Development and Economic Impacts to assist in future develop opportunities in Levy County
- Levy County Adventure Maps are available at several County office locations, local parks, or upon request; Updated version coming in Spring 2025
- The Levy County Visitors Bureau updated the website, www.visitlevy.com page to include the Adventure Map and additional tabs.
- Ads submitted for marketing and promotions:
 - VISIT Florida Visitors Guide 1/3 page
 - VISIT Florida Visitors Guide 1/6 page VNNF Co-Op Ad
 - VISIT Florida Visitors Guide Photo Listing
 - Kalkomey-Saltwater Fishing Guide
 - American Road-Fall Edition
 - AGS Strawberry Fields Brochure
 - AGS Williston Crossings Brochure
 - Hardison Ink Advertising
 - Hidden Coast Magazine
 - Fishing Lowdown
 - USA Today Winter Edition “Go Escape”
 - Levy FYI- Fall Edition



Publications

- 2024 American Road (Fall Ad)
- 2025 (February) FYI
- 2025 Undiscovered Florida
- 2025 USA Today
- 2025 VF VNNF (One Sixth Page)
- 2025 Visit Florida (One Third Page Ad)
- 2025 (January) Fishing Lowdown
- 2025 (January) Hidden Coast
- 2025 (February) Hidden Coast
- Levy County, Florida Spread

6. Emergency Management

Department Information

Name of Department	Emergency Management
Name of Department Head	Leatha Keene
Department Mission	Commit to protect the communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from disasters.

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	3			
Number of Actual Full- Time Employees	2	3			
Number of Budgeted Part- Time Employees	0	0			
Number of Actual Part- Time Employees	0	0			
Comment	Job Posting in 2 nd Qtr. (3 rd employee)				

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
Preparedness	Attended community stakeholders meeting to gather information	Community Outreach & Education: Distributed emergency supply checklist, and engaged residents through local events			
Response	Deployed State/FEMA Damage and Needs Assessment Teams	Worked to support 2 residential fire victims by navigating the process for immediate assistance			
Recovery	Held community partners meeting to assist in recovery	Participated in regional training focused on disaster recovery			
Mitigation	Provided information and assistance for mitigation programs	Provided on-site assistance for Elevate Florida Program for residents			
Comment					



Department Highlights

2nd Quarter

During the 2nd quarter, Emergency Management made significant strides in enhancing community preparedness and response capabilities. The department successfully conducted a disaster needs assessment and coordinated with Florida, Division of Emergency Management before hurricane season. Additionally, staff participated in regional training focused on disaster recovery and FEMA eligibility. Public outreach efforts expanded through community events and home school families promoting readiness and distributing updated preparedness materials to residents across the county.

- Provided an informative question and answer session of the Elevate Florida program for residents to receive on-site assistance in Cedar Key, Bronson, and Inglis with their applications.

Elevate Florida is a first-of-its-kind, groundbreaking mitigation program to provide funding to homeowners in Florida by protecting their homes from future flood damage by elevating the structure, reconstructing it, or acquiring and demolishing it.

- Following a meeting and golf tour with FDEM and FEMA in Cedar Key on Tuesday, March 18th, we achieved a remarkable outcome. Director Guthrie, Florida Division of Emergency Management received permission from the Executive Office of the Governor (EOG) to repair the Cedar Key Fishing Pier, estimated at \$500,000.00.
- The West Central and Southwest Florida StormReady Advisory Board recognized Levy County as a StormReady County.

Levy County efforts, and those of our team, will better prepare Levy County to protect life and property from the onslaught of hazardous weather through better planning, education, and awareness. StormReady helps community leaders and emergency managers strengthen local safety programs. No community is storm proof, but StormReady can help save lives!

7. Engineering

Name of Department	ENGINEERING
Name of Department Head	Andrew Carswell
Department Mission	Provide engineering and surveying support for County Departments

Department Staffing

	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Number of Budgeted Full Time Employees	1.5	1.5			
Number of Actual Full Time Employees	1.5	1.5			
Number of Budgeted Part Time Employees	0	0			
Number of Actual Part Time Employees	0				
Comment					

Department Deliverables

Deliverable <i>(To be determined by the Department Head)</i>	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Planning	44%	27%			
Solid Waste	11%	28%			
Parks	9%	6%			
Roads	10%	10%			
BMAP	9%	1%			
Administration	10%	14%			

8. Fleet Management

Department Information

Name of Department	Fleet Management
Name of Department Head	Jessie Robinson
Department Mission	Ensure that all Levy County's vehicles, equipment, and fuel sites are held to the highest standard by providing efficient, safe and cost effective maintenance and operation.

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		9			
Number of Actual Full- Time Employees		9			
Number of Budgeted Part- Time Employees		1			
Number of Actual Part- Time Employees		1			
Comment					

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
Fuel Quantity Purchased		Gas- 30,625 Gal Diesel- 41,373 Gal			
Fuel quantity used		Gas- 30,217.10 Gal Diesel- 41,187.10 Gal			
Fuel quantity delivered by the Fleet Division fuel truck		Gas- 306 Gal Diesel- 10517.8 Gal			
New Vehicles/ Equipment purchased		2 Bush Hog Flex Wing Mowers – \$23,450.00 each			
Vehicles/Equipment retired		0			
Vehicles/Equipment sent to auction		0			
Preventative Maintenance		193.95 hours			
Unscheduled repairs		198 hours			
Road Service Call		45.5 hours			
Off duty call out assistance/repairs		12 hours			
Fabrication/ Weld repairs		99 hours			
Outside Labor costs		\$27,296.86			
Tows		2			
Outside Tows		0			
Comment					



Department Highlights

1. We are excited in welcoming new Fleet Division Director Jessie Robinson to our team. With his many years of experience in the automotive industry and commitment to operational efficiency, Jessie and the rest of the Fleet team will be instrumental in driving the success of our fleet operations.
2. Under the new Fleet Division we will be working closely with other department heads to ensure they have the necessary vehicles and equipment to continue their department's success.
3. We are in the process of collecting and processing data to make sure the Fleet is efficient, safe and compliant with all local and state standards.
4. We have met with Emergency Management Director Leatha Keene and are working on a plan for storm preparation within her department's fleet.



9. Human Resources

Department Information

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

Department Staffing

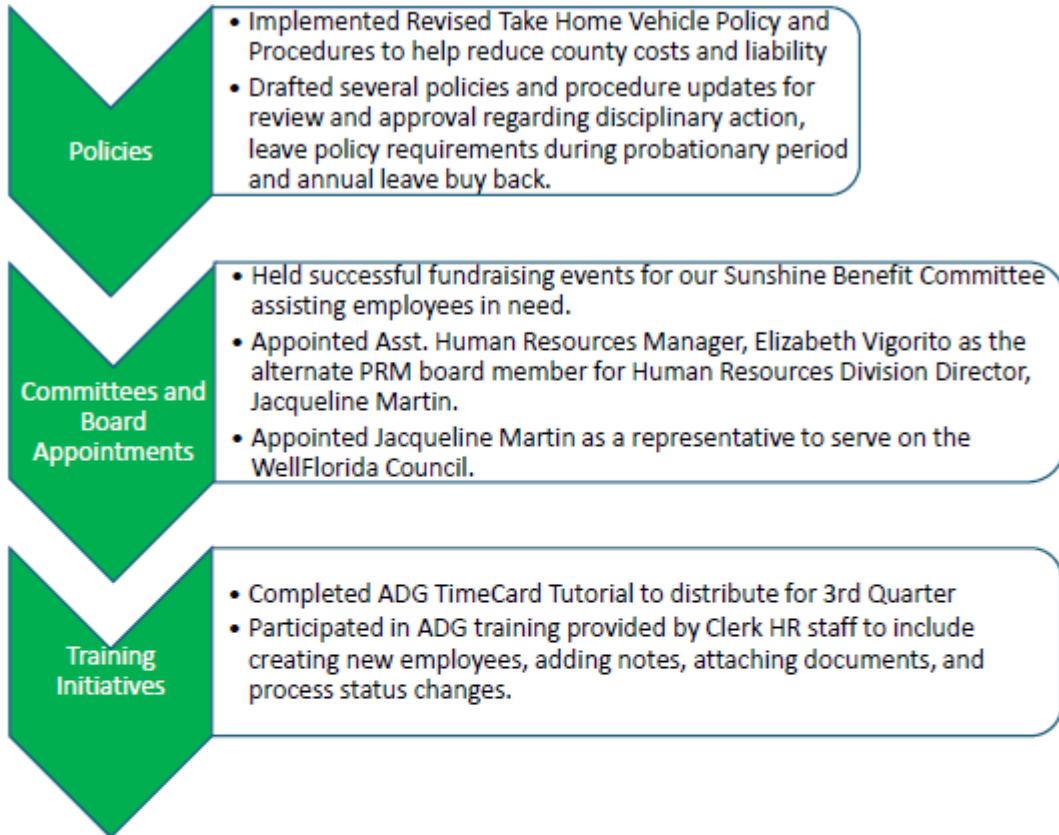
	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Number of Budgeted Full- Time Employees	3	3			
Number of Actual Full- Time Employees	3	3			
Number of Budgeted Part- Time Employees	0	0			
Number of Actual Part- Time Employees	0	0			

Department Deliverables

Deliverable (To be determined by the Department Head)	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Quarterly Metrics System	Created a metrics system to track new hires, turnover, retention rates and completed trainings.	Expanded HR performance metrics to include total number of promotions, transfers, retirements and total number of days it takes to fill a position.			
Salary Survey	Established relationships with other counties to exchange salary data.	<ul style="list-style-type: none"> Phase 1 completed to include Gilchrist County. Phase – addition of all staff positions for each department is 25% complete. Tasked with adding Columbia and Putnum County to survey on 4/8/25. 			
Update Length of Service Recognition Rewards Program	Successfully started committee with 5 new members!	Kick off Meeting held 2/10/2025 *Evaluating Policy and Budget for length of service incentives discussed.			
Launch Fundraising Committee	Successfully started committee with 8 new members!	Chili Lunch Event on 2/27 was successful. 2 nd Event - Spring Raffle			
Employee Policies & Procedures Manual Updates	Updated Meal Break Policy and amended County Manager title throughout document.	<ul style="list-style-type: none"> Updated Take Home Vehicle Policy and required forms. Processed 4 deletions from Take Home Vehicle list as a result of new policy. 			



Highlights



Month	Beginning Head Count	Ending Head Count	Monthly Retention Rate
January	276	279	101.08%
February	279	279	100%
March	279	277	99.28%
Total Quarterly Retention Rate			100%



LEVY COUNTY

Quarterly HR Performance Measures

Total New Hires	15
Total Terminations (3), Resignations (3) & Retirements (2)	8
Total Promotions	27
Total Transfers	2
Turnover Rate	2.89%
Retention Rate	100%

Comparison with 1st Quarter (Oct-Dec 2024)

Total New Hires: 16

Total Retirements, Resignations and Terminations: 18

Turnover Rate: 6.47%

Retention Rate: 99.28%

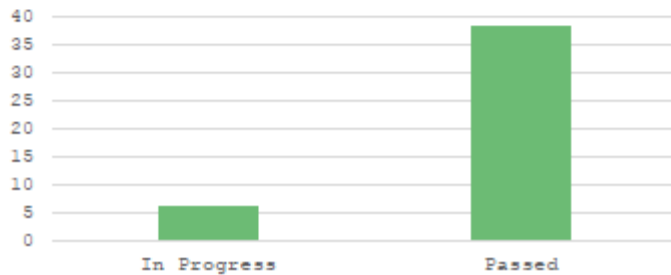


Training

Completion Status	Count of Completion Status
In Progress	6
Passed	38

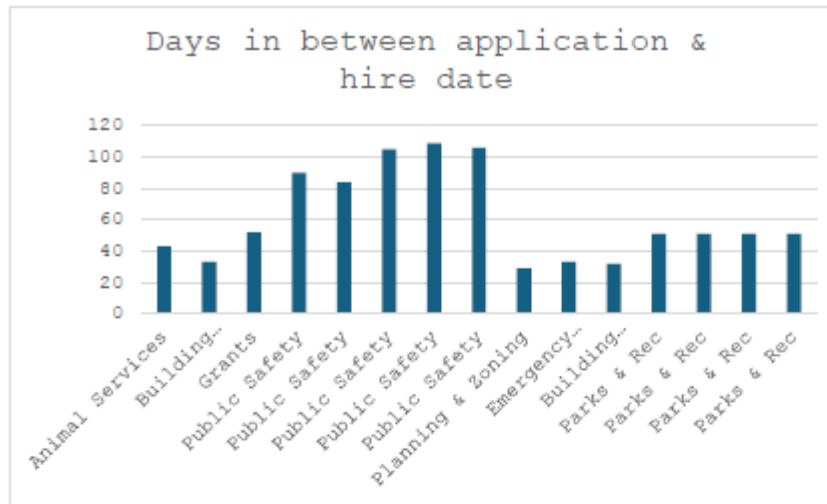


New Hire Training Courses Completed Jan-Mar 2025





AVERAGE HIRING TIME TO FILL THE POSITION						
Jan-Mar 2025						
Position	Dept	Job Post Closing Date	Date Applied	Interview	Date of Hire	Days in between application & hire date
Animal Control Officer	Animal Services	12/2/2024	11/24/2024	12/12/2024	1/6/2025	43
Permit I	Building Department	12/9/2024	11/22/2024	12/11/2024	1/13/2025	33
Grants Coordinator	Grants	11/25/2024	10/25/2024	*	1/13/2025	52
Support Responder	Public Safety	11/29/2024	11/7/2024	*	2/5/2025	90
Support Responder	Public Safety	11/29/2024	11/15/2024	*	2/7/2025	84
Support Responder	Public Safety	11/29/2024	10/30/2024	*	2/12/2025	105
Support Responder	Public Safety	11/29/2024	11/1/2024	*	2/18/2025	109
Support Responder	Public Safety	11/29/2024	10/29/2024	*	2/12/2025	106
Planning Intern	Planning & Zoning	2/6/2025	1/23/2025	1/30/2025	2/21/2025	29
Asst Director of Operations & Planning	Emergency Management	1/30/2025	1/29/2025	2/6/2025	3/3/2025	33
Permit I	Building Department	2/19/2025	2/13/2025	3/4/2025	3/17/2025	32
Park Attendant	Parks & Rec	2/10/2025	2/3/2025	seasonal-rehire	3/26/2025	51
Park Attendant	Parks & Rec	2/10/2025	2/3/2025	seasonal-rehire	3/26/2025	51
Park Attendant	Parks & Rec	2/10/2025	2/4/2025	seasonal-rehire	3/26/2025	51
Park Attendant	Parks & Rec	2/10/2025	2/3/2025	seasonal-rehire	3/26/2025	51
* Department of Public Safety interviews their applicants						TOTAL AVERAGE DAYS: 61.33



Factors to consider:

- Background check turnaround time for out of state applicants
- Employment verification: turnaround time varies verifying an applicant's work history depending on response time from former employers
- Duration of Post- posts have to be extended when there is a low number of qualified applicants or interviewees
- Seasonal Park Attendant Positions are posted far in advance until springs are open for the public
- Safety Sensitive positions that require drug screenings.
- Department of Public Safety independently verifies employment, interviews and hires their applicants, BOCC HR conducts background checks and onboarding. Public Safety applicants also have mandatory pre-employment physicals and screenings that take extra time.

Upcoming Projects for Third Quarter

- Existing Policies migrated over to new format and published on county website
 - Salary Study- Phase 2
 - Employee Engagement Surveys
-
- Quarterly Employee Training Sessions on topics such as applying for FMLA, Drug Free Workplace Policy, Customer Service, Worker's Compensation Program and Effective Performance Evaluations
 - Expand Quarterly Metrics to include Performance Evaluations

10. Maintenance and Utilities

Solid Waste

Department Information

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	19	20	20		
Number of Actual Full- Time Employees	20	20	20		
Number of Budgeted Part- Time Employees	3	3	3		
Number of Actual Part- Time Employees	3	3	3		
Comment					

Department Deliverables

Deliverable (To be determined by the Department Head)	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
		Loader 938			



Construction & Maintenance/Water Department

Department Information

Name of Department	Construction & Maintenance/ Water Dept
Name of Department Head	Benny Jerrels
Department Mission	

Department Staffing

	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Number of Budgeted Full- Time Employees			5		
Number of Actual Full- Time Employees			5		
Number of Budgeted Part- Time Employees					
Number of Actual Part- Time Employees					
Comment					

Department Deliverables

Deliverable (To be determined by the Department Head)	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Comment					



Department Highlights

2nd Quarter Highlights

Completed Work Orders

Maintenance -90

Water Dept. -52

- Water rates steady with the help of Florida Rural Water Assoc. for Manatee and University Oaks Water Departments.
- Gym Demolition in progress.
- State Attorney's office Renovation is complete and staff has moved back in.
- Fence put up around shooting area at Ag extension office for the youth program.
- Quonset hut demolished.
- Old Football field property lines cleaned up and trees removed for new chain-link fence to be put up.
- Courthouse security moved back to Clerk's end of the building.

11. Department of Public Safety

Department Information

Name of Department	Public Safety
Name of Department Head	Mitch Harrell
Department Mission	To preserve life and property, promote public safety, and foster economic growth through leadership, management, and actions as an all-risk life safety emergency response organization.

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	67	67			
Number of Actual Full-Time Employees	67	67			
Number of Budgeted Part-Time Employees	Not established – PT work PRN	Not established – PT work PRN			
Number of Actual Part-Time Employees	23	24			
Comment	7 of the 23 PT members are Support Responders (not paid hourly)	9 of the 24 PT members are Support Responders (not paid hourly)			

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
Fire Calls	295	359			
EMS Calls	2,401	2,568			
EMS Transports	1,582 (65.9%)	1,683 (65.5%)			
Comment					

Department Highlights

This quarter;

The BoCC approved moving forward with a new reporting system and we are expecting to go live with the new software May 1st, 2025. The new system will allow the Department easier access to data related to call/incident information which will further allow better overall system review to implement improvements in delivery.

The BoCC approved an Agreement with the Town of Bronson to relocate the EMS crew stationed in Bronson to the Bronson Fire Department. The crew was moved at the end of March, slightly ahead of schedule.

The Department submitted two (2) grant requests for EMS equipment. We expect to hear back by the end of June on award status.

The Department has continued to maintain full-time staffing levels, including Out of Class and Float positions to reduce overtime expenses.

Two current members have received training to become BLS instructors, two EMT members were cleared to work as Paramedics, two members have completed firefighter orientation, and two members are attending Firefighter II training – all improving the level of service we can provide.

12.Road / Bridge Department

Name of Department	Levy County Road/Bridge Department
Name of Department Head	Jessie Durrance, Superintendent
Department Mission	The County's Road/Bridge Department employees are committed to efficiently providing, operating, and maintaining the Road/Bridge infrastructure, facilities, and services to make everyday life as safe and convenient as possible for the public we serve.

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	62	53* separated fleet employees			
Number of Actual Full-Time Employees	60	50			
Number of Budgeted Part-Time Employees	1	0			
Number of Actual Part-Time Employees	1	0			
Comment	Finish Grader(retired) Equipment OPII(retired)	Equipment OP II-(promoted to finish grader) Equipment OP II-retired Equipment OP 1-retired			

Department Deliverables

Deliverable (To be determined by the Department Head)	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Miles of maintained roads (graded)	@207 miles	@ 286 miles			
# of dedicated roads graded		98 roads			

Deliverable (To be determined by the Department Head)	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
*Dedicated to the public					
Miles of maintained roads (mowed)	@769 miles	0			
Yards of Hurricane vegetative debris hailed	@29,115	0			
# Work Orders called in		314			
Tons of garbage picked up		9.42T garbage 171 tires 1.04T brush 7.49T C&D			
# of roads trimmed		73			
# of roads patched/driveway repair		137			
Final Driveways issued	62	110			
Sign Dept.- Maint. Signs Replaced Signs	215 maint. 46 replaced	206 maint. 193 replaced			
Fleet Maint. workorders	521vechiles/equip @467 hours				
Comment					

Department Highlights

- During our 2nd Quarter we focused on Garbage pickup and with the re-implementation of the prison work squad for our department and we have made a lot of headway. We added (2) four wheelers to the mowing fleet to pick up garbage ahead of the mowers.
- Our construction crews have begun hurricane repairs to #4 Cedar Key Boat Ramp parking lot/road but we have put it on hold until the repairs of the pier are complete. We did not want to take a chance to have new asphalt damaged by equipment coming in for repairs to the pier/boat ramp.
- Construction is near the end for our SCOP/SCRAP projects on C345 from Alt 27 to US 129 and C341 from SR 345 to US 19. According to the contractor, C347 from Alt 27 to US 19 will start in April.



13. Soil and Water Conservation

Department Information

Name of Department	Soil and Water Conservation District
Name of Department Head	Jacob Sache – Chairman, Tara Davis- Staff (Grant Tech Assistant II)
Department Mission	Preserve and enhance the quality of life in Levy County through implementation of conservation of it's natural resources.

Department Staffing

	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Number of Budgeted Full- Time Employees	1	1	1		
Number of Actual Full- Time Employees	1	1	1		
Number of Budgeted Part- Time Employees	0	0	0		
Number of Actual Part- Time Employees	0	0	0		
Comment	1 F/T Employee Serving Levy and Dixie Counties	1 F/T Employee Serving Levy and Dixie Counties	1 F/T Employee Serving Levy and Dixie Counties		

Department Deliverables

Deliverable (To be determined by the Department Head)	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Soil and Water Conservation	Facilitated Public Board	Facilitated Public Board	Facilitated Public Board Meeting		

District Board Activities	Meeting to address conservation needs within the county.	Meeting to address conservation needs within the county.	to address conservation needs within the county.		
FL Dept of Ag Office of Ag Water Policy Contractual Services	BMP Cost Share- FY24 Program Completion	Hurricane Disaster Response- Assessments Implementation	Hurricane Disaster Response- Implementation/ Reimbursements		
State of Florida Special District	Annual Financial Reporting Ethics Training Annual Compliance	Records Compliance	Prepare 2024 Audit and Annual Financial Reporting		
Education/ Community Outreach Programs	Equine Expo	Partnership with Marion SWCD Envirothon Contest	Local Working Group Meeting: NRCS, FDACS. Levy SWCD, UF/IFAS		
Comment					


Department Highlights

- State impacted by two natural disaster events during FY2025 Q1, including Hurricane Helene and Hurricane Milton, resulting in substantial damage to agricultural production operations throughout the state, including Levy County.
- Levy Soil and Water Conservation District administers Best Management Practices implementation programs to offer cost share services to agricultural producers within Levy County and surrounding areas. Due to damages incurred from hurricanes, the BMP Cost Share program contract was amended to include Disaster Recovery funding for center irrigation pivot systems, which were rendered inoperable.
- In partnership with the Florida Department of Agriculture, the District has served agricultural production operations to provide disaster recovery funding.
- Disaster recovery projects completed during the second quarter of 2025 Total \$194,504.34.
- Levy Soil and Water Conservation District hosted a Local Working Group meeting in partnership with the Natural Resource Conservation Service, Florida Department of Agriculture and Consumer Services and UF/IFAS. During the public local working group meeting, local natural resources concerns were discussed and prioritized for the 2026 state advisory committee.

14.UF/ IFAS Extension

VOLUME 6 APRIL 2025
QUARTERLY

LEVY BULLETIN



**UF/IFAS LEVY COUNTY
EXTENSION**

625 NORTH HATHAWAY
AVE
BRONSON, FL 32621
352-486-5131

🌱 Growing Giants: Levy 4-H Takes on the Giant Watermelon Challenge! 🍉

It's watermelon season in the Suwannee Valley, and six Levy 4-H teams are gearing up for the Giant Watermelon Contest at the Chiefland Watermelon Festival on June 7th! 🍉

These young growers are using real farming techniques like drip irrigation, controlled-release fertilizers, and pest management—just like our commercial producers. Each week, they'll track plant growth, scout for pests, and monitor nutrition, all leading up to the big weigh-in!

Stay tuned as they grow their giants and compete for bragging rights, community pride, and a whole lot of fun! 🍉

#Levy4H #GrowingGiants #WatermelonSeason #UFIFASExtension



Pasture & Livestock Notebook

by Micah Gallagher

Completed:
Our forage trial did not go as planned for spring of 2025. The weather did not cooperate and the forage plots had minimal germination. The goats did enjoy the few plants that germinated. I plan to plant this trial again in fall of 2025 and hope for better results.

In the Works:
I am partnering with adjacent county agents on a few programs. I am co-hosting a pasture basics class series named "Spring Pasture Series" with the Marion County Livestock Extension agent. The classes will be hosted at both Levy and Marion extension offices for smaller acreage producers and landowners on alternating dates. The Gilchrist County 4-H agent and I are involved in the Adopt-A-Cowboy program through UF/IFAS Extension. We will be filming two different ranchers in Levy County to create videos which local 4th grade students will watch prior to the cowboy meet and greet in April.

Looking Forward to:
The Spring Pasture Series will be a continued program that we will offer twice a year in spring and in fall. Adopt-A-Cowboy is something I hope to continue in Levy County to highlight different ranchers and environmental elements for additional local students. Another youth based program I am excited for is our 4-H agriculture summer camp in June. Mark Warren and I are planning a three day camp which will be centered around Levy County agriculture featuring local producers and their crops or livestock.

🍀 From the Agent's Desk

Spring has sprung and Levy County 4-H and our members have been hard at work in a variety of areas the past few months.

A large number of our members exhibited livestock and creative life skills at the FL State Fair and the local Suwannee River Fair. Levy County 4-H members placed top in many of the divisions, with a new belt buckle or two to proudly display.

Our office helped plan and implement the first Dairy Skill-a-thon for exhibitors during the non-sale animal week. We also worked with Gilchrist County 4-H to plan and implement the Ag-Life Contest which allowed exhibitors to test their knowledge of different agricultural practices.

Partnering with Levy County Extension Director, Mark Warren, we are excited to pilot the Levy County 4-H Giant Watermelon Project with a few of our members. These members are receiving an insight into watermelon farming through hands-on, scientific experiences while also being able to help give back to our community through the Giant Watermelon Auction at the Chiefland Watermelon Festival in June.

Summer is quickly approaching. With it comes our annual Levy County 4-H Summer Day Camps! Registration for these educational and fun camps designed for youth of varying ages will open on April 1. See our flyer to take a peek at this year's line-up!

UF | IFAS Extension
UNIVERSITY of FLORIDA
An Equal Opportunity Institution

Sincerely - **Jessica Emerson**
Levy County 4-H
Youth Development Agent



Week 1: June 9th - 12th
CLOVERBUD PALEONTOLOGIST CAMP
 Ages 5-7
 As of Sept. 1, 2024 8:30 AM- 3:30 PM

Join us for an exciting time as we explore the vast world of paleontology and dinosaurs! Campers will enjoy games, crafts, snacks, activities, and field trips that will teach them about paleontology and their favorite dinosaurs. Camp attendance is on a first-come, first-served basis and spots will NOT be reserved. Register now and let the wilderness be your playground!

SECURE YOUR SPOT TODAY!
<https://Cloverbud4HExplorationsCamp.4honline.com>



\$65

Levy County Extension
 Levy4H@ifas.ufl.edu
 (352)486-5131

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Week 2: June 16th- 18th
AGRICULTURE ADVENTURES CAMP
 Ages 8-13
 As of Sept. 1, 2024
 8:30 AM- 3:30 PM

Join us as we learn about local agriculture! Campers will enjoy farm tours, guest speakers, games, and other hands-on activities. Camp attendance is on a first-come, first-served basis and spots will NOT be reserved. Register Today!

SECURE YOUR SPOT TODAY!
<https://AgAdventuresCamp.4honline.com>



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Week 3: June 23rd- 24th
JUNIOR FISHING CAMP
 Ages 8-10
 As of Sept. 1, 2024
 8:30 AM- 3:30 PM

Join us as we dive into fresh water fishing! Campers will spend time at the UF Fisheries and fishing at local locations. We welcome anglers of any experience! Camp attendance is on a first-come, first-served basis and spots will NOT be reserved. Register Today!

Secure Your Spot Today!
<https://JrFishingCamp.4honline.com>



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Week 3: June 25th- 26th
INTERMEDIATE FISHING CAMP
 Ages 11-13
 As of Sept. 1, 2024
 8:30 AM- 3:30 PM

Join us as we dive into fresh water fishing! Campers will spend time at the UF Fisheries and fishing at local locations. We welcome anglers of any experience! Camp attendance is on a first-come, first-served basis and spots will NOT be reserved. Register Today!

Secure Your Spot Today!
<https://IntermediateFishingCamp.4honline.com>



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Week 4: July 7th- 10th
FUN WITH FOOD CAMP
 Ages 8-13
 As of Sept. 1, 2024
 8:30 AM- 3:30 PM

Join us as we cook, bake and grill up a storm! Campers will receive hands-on experience in each of the three areas as we spend a day each on cooking, baking and grilling. Campers will put to the ultimate test on the last day as they utilize surprise ingredients to create a dish! Camp attendance is on a first-come, first-served basis and spots will NOT be reserved. Register Today!

SECURE YOUR SPOT TODAY!
<https://FunWithFoodCamp.4honline.com>



\$80

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 Levy4H@ifas.ufl.edu
 (352)486-5131

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Week 5: July 14th- 17th
CLOVERBUD 4-H EXPLORATIONS CAMP
 Ages 5-7
 As of Sept. 1, 2024 8:30 AM- 3:30 PM

This week, we invite our Cloverbud aged youth to explore the diverse world of 4-H with us! Between games, snacks, crafts and plenty of fun activities, your youth will gain a better understanding of 4-H and all it has to offer. Camp attendance is on a first-come, first-served basis and spots will NOT be reserved. Register Today!

SECURE YOUR SPOT TODAY!
<https://Cloverbud4HExplorationsCamp.4honline.com>



\$65

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 Levy4H@ifas.ufl.edu
 (352)486-5131

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Week 6: July 21st- 24th
HUNTER SAFETY/ SHOOTING SPORTS CAMP
 Ages 10-18
 As of Sept. 1, 2024 8:30 AM- 3:30 PM

This week, we will be partnering with Florida Fish and Wildlife Conservation Commission (FWC) to hold a hunter safety camp. Campers will receive quality education and hands on experience at the range during this 4 day camp. Camp attendance is on a first-come, first-served basis and spots will NOT be reserved. Register Today!

SECURE YOUR SPOT TODAY!
<https://4HHunterSafetyCamp.4honline.com>



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Youth Activities Update

Livestock edition

by Micah Gallagher



Our Levy 4-H Livestock Judging teams and Junior Florida Cattlemen's Association (JFCA) Quiz Bowl teams have been busy practicing and competing!

Levy 4-H Livestock Judging teams over the last month have competed at the Florida State Fair, additional county fairs, and at the Suwannee River Fair.

The senior team placed 2nd and one of the junior teams also placed 2nd at the Suwannee River Fair. Nox Hobby placed high point individual overall.

Our senior 4-H Livestock Judging team will be competing April 12th in the state final competition at UF.



Photo rights belong to EB Photo & Design from the Suwannee River Fair



Our Levy JFCA Quiz Bowl teams competed April 5th with the senior team placing 1st and the junior team placing 2nd in their divisions.

If you see any of the students please be sure to congratulate them and wish them luck in the final contest! They proudly represent Levy County.



"This image was generated with the assistance of AI."



submitted by Barbara L. Edmonds, extension program assistant, master gardener coordinator and ISA arborist



Participants "click in" responses during class.

PESTICIDE SELECTION, USE & SAFETY:

Residents want to know how to use pesticides safely and effectively. Integrated pest management (IPM) is taught during the 13-week Master Gardener (MG) training. Participants learn to identify the pest with options for prevention and management. MG pre and post test results indicate a 10%-22% (n=19) knowledge gain in safe and responsible pesticide use.

"I learned how to calculate fertilizer," said D. Farmer, Master Gardener, class of 2023.



Master Gardeners discuss improvements to Levy Extension garden.

FERTILIZER:

Prior to taking the MG class, Henry O. said he didn't know the difference in water soluble, time release and organic fertilizer however, "now I read the fertilizer label."

In the past, Tina W., would usually "toss out fertilizer by the handfuls" but during MG class learned how to calculate the amount of fertilizer to apply to her lawn and garden.



Joyce Bullock Elementary School. Students are creating a My Plate placemat with the different food groups



The Family Nutrition Program (FNP) is an essential community initiative that helps facilitate access to nutrition education and resources for children and their families within the county. By offering hands-on cooking classes, FNP provides children with the opportunity to learn practical cooking skills while emphasizing the importance of balanced, nutritious meals. These classes focus on understanding the different food groups and how to incorporate them into daily meals, encouraging children to make healthier food choices. In addition to developing cooking skills, the program fosters an environment where families can explore creative ways to prepare healthy meals, making nutritious eating accessible to all. Through these efforts, FNP empowers children and families to establish lifelong habits that contribute to improved health and well-being.

***Joyce Bullock Elementary School.
Students are enjoying an orange juice
"cheers"***





WHAT'S COMING UP

4-H

April

- Shotgun - Every Thursday @ 4:30 PM
- 04.19 - 4-H County Council
- 04.25 - Air Rifle Practice @ 1:30 PM - 3:00PM

May

- Shotgun - Every Thursday @ 4:30 PM

June

- Shotgun - Every Thursday @ 4:30 PM

Master Gardeners

- April 05th - Cedar Key Art Show
- April 09th - Spring Basket
- May 14th & 21st - Draped Hypertufa
- May 03rd & 04th - Cedar Lakes, Woods & Garden Spring Festival, Williston

Livestock

- April 10 - Sparr Building & Farm Supply Horse and Pasture Management Event, Homestead Park @ 5:50PM
- April 16 - Spring Pasture Series for Smaller Acreage Producers and Landowners, Levy County Extension Office @ 9:00AM
- April 17 - Levy County Cattlemen's and Landowners Spring Meeting, Chiefland, FL @ 7:00PM
- April 23 - Spring Pasture Series Small Acreage Producers and Landowners, Marion County Extension Office @ 9:00AM
- April 21st & 22nd Adopt-A-Cowboy Program Meet and Greet, Levy County Schools
- May 7th, 8th & 9th - UF/IFAS Beef Cattle Short Course, Straughn Center, Gainesville, FL
- June 23rd - 27th - Florida Cattlemen's Association Convention, Marco Island, FL

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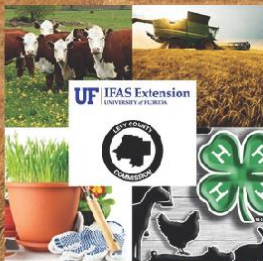
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