



# Quarterly Reports

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COUNTY MANAGER



# Quarterly Reports

- ▶ The purpose of these reports is for the Department Heads to share the activities and accomplishments of their Department with the Board of County Commissioners and the Public.
- ▶ This first quarter under the County Manager Form of Government has been a time of transition while recovering from two named hurricanes in two months.
- ▶ Our staff worked as a team and has gone above and beyond the call of duty to serve our residents and maintain continuity of operations while constantly looking opportunities to improve service delivery.
- ▶ We have encountered a variety of challenges, but our team comes to work every single day looking to make things better in Levy County.
- ▶ I am proud of the work that Team Levy accomplished this quarter, and am excited about the work that is planned for the future.



# County Manager: Sec. 2-62. - Purpose

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.



# Staffing

	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025	First Quarter FY 2026
Number of Budgeted Full-Time Employees	3				
Number of Actual Full-Time Employees	3				
Number of Budgeted Part-Time Employees	0				
Number of Actual Part-Time Employees	0				
Comment	1 employee on maternity leave; temporary employee in place				





# Deliverables

<b>Deliverable</b> <i>(To be determined by the Department Head)</i>	<b>First Quarter 2025</b>	<b>Second Quarter 2025</b>	<b>Third Quarter 2025</b>	<b>Fourth Quarter 2025</b>	<b>First Quarter FY 2026</b>
<b>BoCC Meeting Agendas</b>	<b>11</b>				
<b>Management Team Meetings</b>	<b>3</b>				
<b>Comment</b>					



# Highlights

- ▶ The County was hit with two hurricanes during this quarter – Helene and Milton. These storms had significant impact on county operations before, during, and after the storm. Areas of focus included citizen assistance, debris removal, and damage to county infrastructure, among other priorities.
- ▶ Development and implementation of a County Manager Transition Plan to identify current conditions and anticipated future needs for all county departments.
- ▶ Introductory meetings with all Departments and Quasi-Departments (27 in total).



# Highlights

- ▶ Met with the Management Team and developed the proposed new Organizational Structure.
- ▶ Assisted in the development and selection of a New Grants / Legislative Coordinator Position.
- ▶ Oversaw two in-depth investigations resulting in the termination and resignation of a Director and a Manager.
- ▶ Appointed an Interim Animal Services Director and Interim Animal Services Manager.



# Highlights

- ▶ Assisted in the selection of a New Emergency Management Director.
- ▶ Appointed a Provisional Building Official.
- ▶ Continued to integrate Succession Planning into the Organizational Structure with the development of Human Resources Assistant Manager and Deputy Building Official Positions.
- ▶ Established and implemented the Quarterly Reports Program for all Departments to report on their activities to the BoCC.





# Highlights

- ▶ Facilitated the development and approval of new Branding Guidelines.
- ▶ Facilitated the development and approval of the Animal Services Strategic Plan.
- ▶ Assisted in the development of the new Levy County Website.
- ▶ Directed the update of the new website to include a link to all agenda packets including all supporting documentation.
- ▶ Transitioned all BoCC and Staff Email Addresses to “Intuitive Email Addresses” using the consistent format of [LastName-FirstName@LevyCounty.org](mailto:LastName-FirstName@LevyCounty.org).



# Highlights

- ▶ Worked with the BoCC Chair and County Attorney to update the BoCC Agenda, the process for staff to submit Agenda Items, and the Agenda Review Process.
- ▶ Facilitated and implemented contracting with Aclarian Enterprise Resource Planning to meet two of Levy County's immediate needs:
  - ▶ User-friendly software to create and manage budgets and budget processes that can be customized to export to or integrate with the Clerk of the Court's software system.
  - ▶ Contract Budget Director Services to assist Levy County in the management of the current budget and the development of the budget for Fiscal Year 2026.



# Highlights

- ▶ Initiated the process to update the Assessments for Fire, Emergency Medical Services, Solid Waste and Roads. These rates have not been updated since 2018.
- ▶ Directed Human Resources to begin the process of updating Personnel Policies and Procedures including the Take Home Vehicle Policy.
- ▶ Directed Human Resources to begin a pay study evaluation.



# Highlights

- ▶ Initiated the process of updating the agreement for Public Health Services between Levy County and the State of Florida.
- ▶ Commenced discussions with the North Florida Business Development Council to review and update the agreement for Economic Development Services.





# Highlights

- ▶ Initiated the process conducting a facilities evaluation in concert with the Maintenance Department including:
  - ▶ Working with the Building Department to relocate their office to the Government Complex including overcoming some construction-related challenges.
  - ▶ Relocating the staff in the Health Department Trailers to allow for paving of the new parking lot for the Building Department.
  - ▶ Temporarily relocating the State's Attorney's Office to the Government Complex following damage to their offices from the hurricanes.
  - ▶ Relocating the Public Safety Communications Department to spaces in the Emergency Operations Center and the Government Complex following damage to their offices from the hurricanes.
  - ▶ Converting the former County Coordinator's Office to a Conference Room for the BoCC.
  - ▶ Working with the Maintenance Department to finalize plans for the renovation to the BoCC Meeting Room.
  - ▶ Relocating Animal Services Staff into an office trailer after their office building was rendered unsafe by the Health Department.
  - ▶ Evaluating all facilities to co-locate departments for citizen convenience while accommodating staff space needs.



# Future Quarterly Report Presentations

- ▶ I recommend establishing a rotation (in alphabetical order) of inviting two Departments to present their Quarterly Reports at each meeting. This will allow the BoCC to hear from each Department every other quarter.
- ▶ If the BoCC approves the proposed Organizational Structure that is on the agenda for consideration at this meeting I would recommend that two Divisions be invited to present their Quarterly Report each meeting. This will allow the BoCC to hear from each Division every quarter.



Questions?

