



Levy County Board of County Commissioners

PO Box 310, Bronson, Florida, 32621

310 School Street, Bronson, Florida, 32621

Phone: 352.486.5218

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

All Levy County Departments will now submit 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.

As Quarterly Reports are new to the Levy County BoCC, I will present the County Manager's report during the January 21, 2025 meeting to start the process of presenting Quarterly Reports. This quarter, 21 Departments submitted Quarterly Reports. In order to allow the Board the opportunity to learn more about the activities of each Department and to ask questions of the Department Head, 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, there will instead be 12 Division Reports submitted for the Second Quarter of 2025. Should the Proposed Organizational Structure be approved, 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.

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. As you can see from the following reports, our staff worked as a team and have gone above and beyond the call of duty to serve our residents and maintain continuity of operations while constantly looking for 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.



Commissioners

Charlie Kennedy, District 1

Rock Meeks, District 2

Desiree Mills, Chair, District 3

Tim Hodge, Vice Chair, District 4

Johnny Hiers, District 5



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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				
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				

Department Deliverables

Deliverable <i>(To be determined by the Department Head)</i>	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025	First Quarter FY 2026
BoCC Meeting Agendas	11				
Management Team Meetings	3				
Public Information Requests and Associated Messages	524				
Press Releases	18				
Followers	7,736				
Comment					

Department 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).
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.



2. Animal Services

Name of Department	Animal Services
Name of Department Head	Matt Weldon
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				
Number of Actual Full-Time Employees	7				
Number of Budgeted Part-Time Employees	2				
Number of Actual Part-Time Employees	2				
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
Replace the outdated software system that does not fully capture basic animal data and does not provide for efficient recording of					

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
	daily tasks – Installed ShelterLuv completely – done by 12/3/2024 Developed a system for written policies and procedures – done by 12/4/2024 Develop a policy to comply with Ponce’s Law for hours of operation – Done 11/20/2024 Develop a written procedure for euthanization – Done 10/29/2024				
Comment					

Department Highlights

- While the animal services department had a rough start to the quarter with the change of our shelter director, the condemnation of our office building by the health department, and a total of 64 dogs in our facility in need of adoption or rescue, we have been able to make great strides to improve shelter standards for anyone who enters the facility.

- Since Matt Weldon took over the interim Animal Services Director position and Brandy Cannon took on the interim Animal Service Manager position we have moved into a temporary office facility on the premises to ensure our office space is safe for staff and visitors alike, which has also given us the chance to make room for an additional kennel technician and animal control officer. We also took this set back as a chance to reevaluate our shelter policies, procedures, and relationships with shelter partners to ensure the best possible outcome for all animals that enter our facility. We were lucky enough to be able to collaborate with the University of Florida's Shelter Medicine program to revamp our intake and outtake procedures for all animals, and find ways to ensure lost animals find their way home as quickly as possible, ideally without having to enter the shelter facility in the process.
- In working with the University of Florida's Shelter Medicine program, we were able to establish a set of 17 written policies and procedures, including written guidelines on expectations for the members of the department, and strict protocols that prioritize the safety and wellness of all animals in the facility. These policies have helped decrease the chance of disease spread, and helped establish a deworming protocol that is helping keep our facility and play yards cleaner for all dogs that enter it.
- As we worked to evaluate all the dogs in our care and determine the best possible outcomes for them, a rescue plea was publicized to help get our dogs with problematic behaviors into facilities where they had more resources for training, behavior modification, and environmental control to work on stressors and decompression from the shelter environment. This helped move 8 long-term residents into rescues, all of which who are now excelling in their new foster homes.
- In addition to moving our long-term residents who had begun to mentally deteriorate, we were able to find homes for 47 other dogs in our facility, and find rescue commitment for 13 other dogs. We have also had 10 cats adopted from our facility, and 19 cats pulled into rescues. We have been able to restore, establish, and promote rescue partnership, and have worked closely with Williston Animal Group, Operation Catnip, Citrus County Animal Services, Humane Society of North Central Florida, Must Love Pitties, Poochies Pet Rescue, K9s for Warriors, and we have now been accepted as a fellow shelter by Jacksonville Humane Society, FL Leaders Lifesaving Initiative. Building and restoring relationships with other shelters and rescues allows us to improve the positive outcome for shelter pets entrusted to our care, and has helped us maintain a low intake of animals into our kennels. This has allowed us more time and freedom to be able to provide services to our community.

- Thanks to our partnerships, we have already been able to make positive changes for not only the dogs within our shelter, but our cats, too. Halifax Humane Society was kind enough to donate some new stainless steel cat cages to our facility, with installment of plastic portals to maximize the amount of clean space our cats have access to during their time in the shelter, which will only allow us to maintain a healthier cat population.
- In an effort to further improve upon our shelter policies and public perception, a public strategic planning workshop was held, and we had over 60 people turnout to participate and have their voices heard! We were able to hear from public citizens, local rescues, animal services staff, and county commissioners to provide multiple perspectives when determining the future goals of our shelter.
- In response to the public demand for a social media presence by Animal Control, we were able to set up our own Facebook page to market the animals that are currently adoptable at our shelter. We can easily post when an animal does make its way into the shelter, share these posts to all local lost and found pages, and garner interest from the public to get them adopted in case their owner does not come forward!
- We have now implemented a new software that allows us to receive cashless donations, as well as efficiently process animals from their intake, all medical history, and adoptions with ease. We have been able to stay on top of all vetting for the animals in our care, which means our dogs are adoptable as soon as their stray hold is over for same-day adoptions, and ensuring our adoption process is an easy, seamless one.
- The animal services department was also able to maintain free adoptions for all animals in our care, which has helped make adopting a fully-vetted pet more accessible to all members of our community. It has also helped us decrease our overhead costs for animal care, as more animals adopted out requires less food, resources, and labor from the shelter staff. This has allowed us to run more play groups for our dogs, and allows for more time to walk and interact with the dogs in our care so they are less likely to mentally deteriorate in the stress of the kennel environment.
- Finally, our Kennel Technician Supervisor Tammy Goss was able to attend a 4 day refresher seminar with Dogs Playing For Life, a program that works to enhance the quality of life of shelter dogs by allowing for them to get out of their kennels, partake in natural play behavior, and allow for mental enrichment beyond the toys, food, and treats given to them within their kennels. This has also allowed us to better market our adoptable animals on Pet Finder with full biographies, as by spending more time interacting with the animals outside of a kennel we can best represent them and how we predict they will act in a home!



3. Building Department

Name of Department	Levy County Building Department
Name of Department Head	Bernard (Bo) Cox
Department Mission	To Provide the best service for the residents and contractors during the permitting 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				
Number of Actual Full-Time Employees	7				
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
PERMITS ISSUED	596				
NEW RESIDENCES PERMITS	85 TOTAL				
SITE BUILT HOMES	34				
MANUFACTURED HOMES	51				
Comment					



Department Highlights

DURING THIS QUARTER THE DEPARTMENT HAD A TRANSITION OF BUILDING OFFICIALS. DURING THAT TRANSITION THE DEPARTMENT WAS SHORT A PLANS REVIEWER, WHICH WAS ABLE TO BE FILLED AT THE END OF DECEMBER WITH THE HIRING OF A DEPUTY BUILDING OFFICIAL. THE DEPARTMENT CONTINUES ITS READINESS FOR GROWTH IN THE COUNTY AND CHANGING STATE STATUES THAT EFFECT THE DEPARTMENT.

4. Code Enforcement

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				
Number of Actual Full-Time Employees	4				
Number of Budgeted Part-Time Employees	0				
Number of Actual Part-Time Employees	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				
Closed Cases	13				
Special Magistrate Cases	4				
Lien Searches	146				
Citations	0				
Vehicles	3 assigned 3 operational				
Comment					



Department Highlights

- Hired 1 additional Code Enforcement Officer and 1 Administration Support. Allows for three active Code Enforcement Officers on the road.
- Initiated Quarterly Code Enforcement Initiatives (Signs). Initiatives will be a quarterly focus on overlooked or unchecked violations throughout the County. The initiatives are to make Levy County residence aware of certain Ordinances and get the community engaged with Code Enforcement in-order to help our office help them clean-up our County.
- Adding County Citations back as an option for enforcement. Will continue to utilize both the Special Magistrate and County Citations to gain compliance.

5. 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				
Number of Actual Full Time Employees	1.5				
Number of Budgeted Part Time Employees	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%				
Solid Waste	11%				
Parks	9%				
Roads	10%				
BMAP	9%				
Administration	10%				



Building	1%				
Flood Management	2%				
Maintenance	1%				
Public Safety	2%				
Transit	1%				
Comment	% of time				

6. Emergency Management

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				
Number of Actual Full-Time Employees	2				
Number of Budgeted Part-Time Employees	0				
Number of Actual Part-Time Employees	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				
Response	Deployed State/FEMA Damage and Needs Assessment Teams				

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
Recovery	Held community partners meeting to assist in recovery				
Mitigation	Provided information and assistance for mitigation programs				
Comment					

Department Highlights

- Emergency Management was activated for 62 days from September 24th- November 24th, operating between monitoring (level 3), partial (level 2), and full-scale activation (level 1) to respond to and assist in the recovery from Hurricane Helene and Hurricane Milton. The department requested, supported, and managed 35 Hurricane Milton missions and 189 Hurricane Helene missions, including but not limited to generators, shower and laundry units, contractual staff support, and the Florida Army National Guard.
- The department supported the communities by:
- Established Coastal Community Comfort Stations to support life sustaining items (water, food, tarps, blankets, etc....)
- Organized the 53 State Donated Travel Trailers Program for the victims of Hurricane Helene.
- Requested the Inglis Community Center Disaster Recovery Center (DRC)/Cedar Key Mobile Recovery Center, and the FEMA Disaster Survival Assistance Team.
- Requested and supported the FEMA Farmer Recovery Assistance Center, providing farmers face-to-face conversation for financial assistance.
- Assisted Yankeetown and Cedar Key with the application process for the Hazard Mitigation Grant Program (HMGP) for Hurricane Idalia; Yankeetown-12 house elevations and Cedar Key 8 house elevations and 1 reconstruction applications).

7. Housing

Name of Department	Housing
Name of Department Head	Marlon Gayle
Department Mission	To Promote and Preserve Affordable Housing within 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	2				
Number of Actual Full-Time Employees	2				
Number of Budgeted Part-Time Employees	0				
Number of Actual Part-Time Employees	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
Community Engagement/ Enquires (Telephone Calls)	123 *				
Site Visits/Inspections	12				
Affordable Housing Advisory Committee (AHAC) Meetings	2				
Hurricane Housing Recovery Program (HHRP)- Idalia	5 meetings				
Board Appointments/ Engagements/ Meetings (CFCAA)	6				
Affordable Housing Training (Workshop/Webinars)	9				

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
SHIP Projects	9				
Comment	*A large portion of the task undertaken by this department are not easily quantifiable in terms of tangible numbers or result. Several hours are spent interacting with the public via phone calls or walk in office visits. These in the vast majority of the cases are not logged or recorded, which in many instances yields no tangible results beside a contented resident.				

Department Highlights

- Community Engagement:** For the 1st quarter of FY 2025, the Housing Department responded to 123 telephone enquiries regarding affordable housing. These calls were from a wide array of clients such as potential applicants, applicant’s lenders, real estate agents and contractors. The topics included but were not limited to 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 also pointed in the right direction when the resources needed were outside of the scope of the department.
- Site Visits/Inspections:** Site visits are conducted during the various phases of each SHIP project. Such as a pre-bid site visit, an in progress site visit and a close out/ final inspection. The amount of visits varies depending on each project and its associated project scope. For the reporting period, the Department conducted twelve (12) site visits related to four (4) SHIP Rehabilitation Projects at varying stages of completion.
- SHIP Projects:** For the reporting period there were at Four (4) Projects completed. Three (3) Rehabilitation Projects totaling \$80,477 and One (1) Purchase Assistance Project totaling \$30,000. The Department also received Five (5) new applications for housing assistance completed the review and approved/income certification of Three (3) applications and denied/ income certified One (1) application.
- Affordable Housing Training (Workshop/Webinars):** Department Staff attended/ participated in several training sessions throughout the reporting period. These training were centered around various legislative changes affecting the implementation of the various State affordable housing initiatives and programs and how they are implemented. Eleven (11) different training sessions were attended via half day in person workshops and webinars with an average duration of 1.5 hours. Topics included:
 - Closing the Gap Webinar Series Part 1: Preventing Homeownership Loss
 - Serving Lower Incomes through the Live Local Act.
 - Income and HOTMA Workshop
 - Live Local's Land Use Mandate for Affordable Housing



- **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 CFCCA to be increased in Levy County. To this end during the reporting period I have attended/ participated in Six (6) CFCAA related meeting/ projects such as the CFCAA Annual Partner of the Year Function.
- **Affordable Housing Advisory Committee (AHAC):** During the reporting period Staff participated/ spearheaded two (2) AHAC meetings. Staff also drafted the Affordable Housing Incentive Strategies' Report for the year and made presentation to the Levy County BOCC and subsequent submitted the report to the State as per the statutory requirement of the SHIP Program.
- **Hurricane Housing Recovery Program (HHRP)-Idalia:** Attended numerous meetings with HHRP Idalia Consultants. Review progress of program implementation and make recommendations as needed. Review applications/ client files. Process invoices for payment.

8. Human Resources

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

Department Staffing

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

Department Deliverables

Deliverable <i>(To be determined by the Department Head)</i>	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Salary Survey	Phase 1 completed				
Update Length of Service Recognition Rewards Program	Kickoff Meeting for Committee on Fri., 1/17/2025				
Launch Fundraising Committee	Kickoff Meeting for Committee on Mon., 1/13/2025				
Employee Policies & Procedures	Updated Meal Break Policy and amended				

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
Manual Updates	County Manager title throughout document.				

Highlights

Promoted Elizabeth Vigorito to Assistant Human Resource Manager

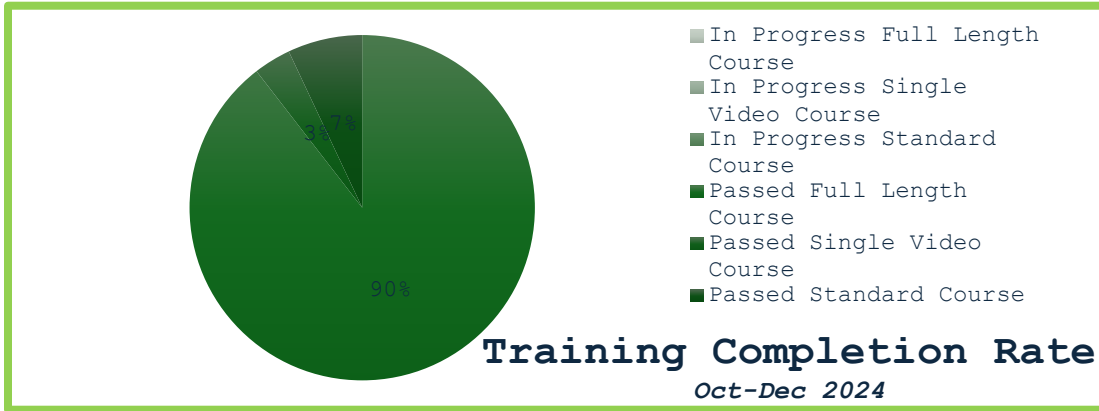
Created a new Length of Service Recognition Committee to update our Length of Service recognition program.

Implemented HR Performance Metrics System

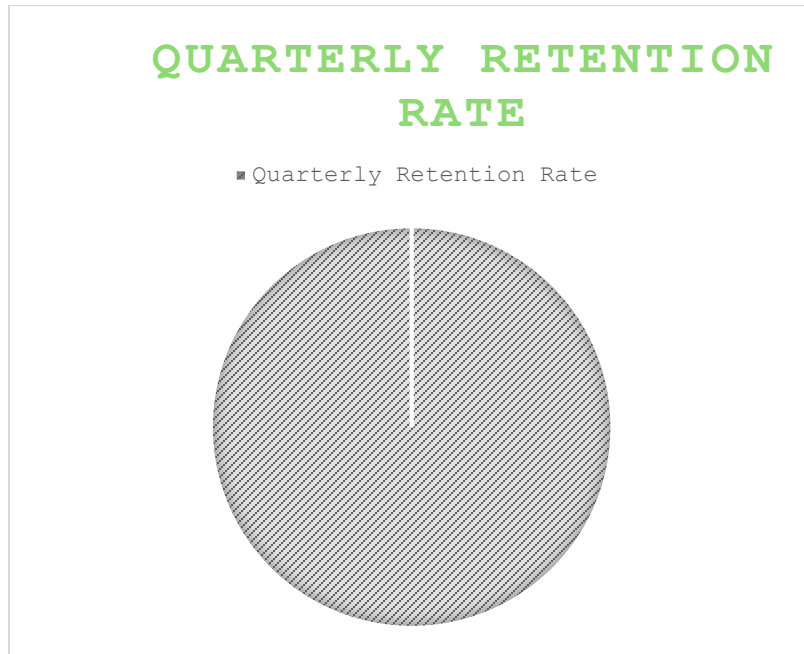
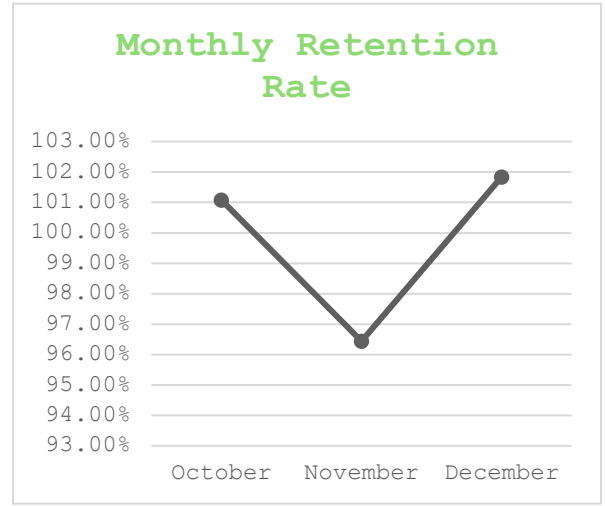
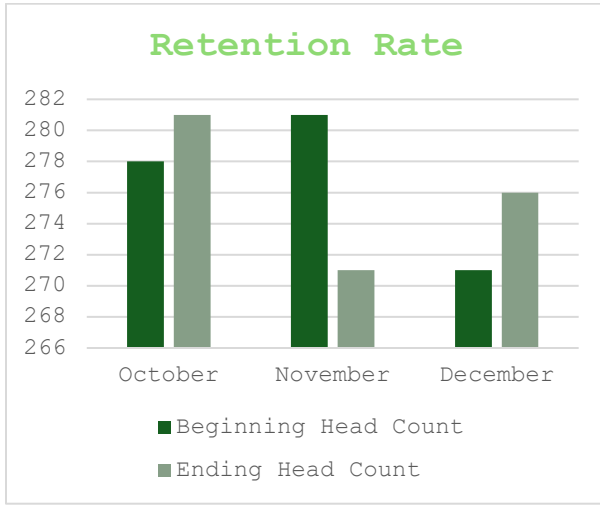
Created a new Fundraising Committee to assist Employees impacted by Hurricanes, extreme home damages, or severe medical crisis.

Updated Policies & Procedures Manual

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



Month	Beginning Head Count	Ending Head Count	Monthly Retention Rate
October	278	281	100%
November	281	271	96.44%
December	271	276	100%
Quarterly Retention Rate			99.28%



9. Landfill

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

Department Staffing

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



Solid Waste Reduction Report

PN98017 1/8/2025 FOR THE PERIOD OF 10/1/24 THRU 12/31/24

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



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

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

82 Operational days in 4th. Quarter

Due to storms

Waste Processed per Operational Day (Tons/day) 267.01

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



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

Satellite Station Breakdown

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

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

4th Quarter FY 2024 Jul -Sept

Construction Debris 2,637 Tons

Garbage 7,337 tons

Furniture 186 tons

Brush & Limb 7,023 tons

1st Quarter FY 2025 Oct-Dec

Storm Debris / Construction materials 10,741 tons

Garbage 7,843 tons

Furniture 220 tons

Brush & Limb (storm debris) 2,896 tons

Tire Amnesty day 1,387 tires brought in by 91 residents on Dec 7th 2024

Our staff work various hours and shifts during Hurricane's Helene and Milton due to Governor DeSantis requiring landfills to be open 24/7 Oct-Nov



10. Library System

Name of Department	Levy County Public Library System
Name of Department Head	Darlene M. Slattery
Department Mission	The mission of the Levy County Public Library System is to provide access to quality information, resources and services in a variety of formats and technologies to enrich the lives of all the members of the communities that it serves.

Department Staffing

	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Number of Budgeted Full-Time Employees	3				
Number of Actual Full-Time Employees	3				
Number of Budgeted Part-Time Employees	10				
Number of Actual Part-Time Employees	10				
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
Programs	33				
Books & DVD's circulated	6,000+				
Patron Attendance	9,457				
Comment					

Department Highlights

- The Yankeetown Library is owned by the Y/I Women’s Club and all the renovations are being done by them. The building was cleared of all damaged materials and then cleared of any possible mold spores, the carpet was removed and replaced with a clear epoxy covering. The flood damaged drywall was removed/replaced and painted. The entrance desk will need to be replaced and the shelving will need to be cleaned and/or replaced when we are given the all clear for entrance to the building. I have been in constant contact with the Y/I Women’s Club President, Crystal Hunt regarding these ongoing issues.
- The Cedar Key Library building is owned by the City of Cedar Key. I have been in contact with the Cedar Key Maintenance Supervisor, Jamie McCain regarding the extensive repairs at the Cedar Key Library. The books are in safe storage at the Library Headquarters, The shelving that had just been purchased after the Idalia Hurricane were removed when Hurricanes Helene And Milton hit the island and placed at a Levy County location for safe keeping these will be examined for safety purposes, cleaned and painted if necessary prior to placement at the library once clearance is given by the City of Cedar Key.
- The Library Directors for the Putnam/Alachua/Levy County Libraries meet quarterly to discuss what the libraries in the tri-county area are doing that benefit the patrons. This helps us as Directors to see if any of the events/programs could be utilized to better serve the public attending our local libraries.
- The Library Headquarters Staff are constantly putting together programs for each library that will benefit the patrons at that location. These programs vary due to the patrons that frequent those locations. Currently we are looking at doing a mobile library that could benefit the local Senior Living Facilities, RV Parks and/or the libraries currently out of commission.
- Library Headquarters Staff will be conducting the Annual Summer Programs during the month of June. The programs will be advertised on the Library Facebook Page and at all Library locations, once the programs are set a sign up link will be posted.
- The Library Staff hosts the Williston Christian Academy at the Williston Library every other Wednesday, weather & school schedule permitting, for a book reading session.
- The Library Staff hosts a book club at Bronson Library every other Tuesday evening after regular library hours, sign up is required.
- The Library System offers a “Teens Read down on Fines” program one Saturday a month at all library locations.
- Every Monday at the Bronson Library the Staff holds Toddler time from 11am to 12pm. The Staff reads a book to them and then assists at the various play & learn games in the Library.
- The Library Staff attended the Williston Winter Wonderland event in Williston on Dec 7th, 2024.
- Library Staff held the Levy County Library System information session at the College of Central Florida in Chiefland on October 29th, 2024.



11. Maintenance

Department Information

Name of Department	Construction Maintenance
Name of Department Head	Doug Partin
Department Mission	Provide a safe and clean work environment for the employees and citizens of Levy 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	13				
Number of Actual Full-Time Employees	13				
Number of Budgeted Part-Time Employees	0				
Number of Actual Part-Time Employees	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
	150 Completed Work Orders				
Comment					



Department Highlights

October 2024-December 2024 Maintenance Department:

- States Attorney office renovation due to Hurricane damage.
- Temporary office space remodel for States Attorney. Quonset Hut cleaned out, starting the demo process.
- Building and Zoning office remodel.
- Property line clean up around football field.
- Animal Control floor/AC, cat room, surgery room, building issues.
- Cedar Key library shelves.
- Auditorium remodel.
- Cedar Key Airport damages from Hurricane.

Water Department:

- Tank Inspection Completed and passed at Manatee.

12. Mosquito Control

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	3				
Number of Actual Full-Time Employees	4				
Number of Budgeted Part-Time Employees	0				
Number of Actual Part-Time Employees	0				
Comment	A new hire arrived D/T one of our Operators will be leaving soon.				

Department Highlights

- We added Julian Bonnell to the Team D/T one of our Operators will be leaving soon.
- We winterized our mosquito trucks to keep the Foggers in good working order until the season kicks back up.

Note- (Winterizing) the flushing of chemical from the ULV pumps and lines to keep from crystalizing and creating damage.



- On 10/25/2024 information from the State notified us of a case of Chikungunya/Dengue fever.
- On 11/04/2024 a possible West Nile case was originally suspected but was later confirmed a Zika case determined by the Health Dept. on 12/04/2024.
Actions taken; Home inspection of residents. Mosquito traps, Larviciding, and barrier spray treatments at the residents and immediate area. Levy County partners with the County Health Department and the State to keep the public's safety/health as our number one concern.
- There were 45 calls this quarter.
- Total Acres Adulticided for this Quarter (Acres sprayed- 9319.860)
- Total Acres Larvicided for this Quarter (8 acres treated)

13. 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	3				
Number of Actual Full-Time Employees	3				
Number of Budgeted Part-Time Employees	4				
Number of Actual Part-Time Employees	4				
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
Grant of FWC dredging					
Contractor Approved Shore Builders out of Newberry - Hwy 40 Grant					
Comment					

Department Highlights

Blue Springs

- Total Attendance is 58,825. 4,462 Children under 5, 14,394 children over 5, 37,195 Adults, 2,457 seniors. Total Deposit was \$105,627.
- We made upgrades to the restrooms such as installed new sinks and faucets. Also, installed new ceiling fans to both bathrooms. We painted both restrooms and redone the floors.
- Painted tin roofs on Park pavilions.
- We also collaborated with the Levy County Tourist Dept. to acquire 4 new grills to replace old ones. These grills have been ordered, delivered and installed. Another upgrade made possible from the Tourist Dept. is acquiring 4 new picnic tables for the Park.

Henry Beck Park

- Total Attendance is 7,014. 509 Children under 5, 782 children over 5, 2,120 adults, 225 seniors. Pavilions brought in \$650. Total deposit \$12,815.
- Big pavilion side will receive a new set of steps. Old set of steps have been dug out and all timbers have been removed. Steps have been formed and the concrete pour date is 1/14/2025. Both restrooms have been prepped for painting.
- Soon we will be adding 4 new grills and 4 new picnic tables made possible by the Levy County Tourist Dept.

Shellmound Park

- Total deposit \$49,702
- Due to the Hurricanes through the area, Shellmound did get a significant storm surge. With that amount of water it submerged our electrical sites to the campsites. An estimate of \$80K to repair the electrical system at the camp ground. The County is going to bid the project out.
- Boat Ramp is operational.
- County received funding from FBIP in the amount \$869,460 for dredging Phase II.
- 12/16/2024- Improvements were made starting with a roof addition to the fish cleaning station located in the back of the park near the boat ramp. This addition will prevent buzzards perching where visitors clean their fish.
- 12/20/2024- A big tree was removed from Shellmound Boat Ramp by Parks and MC crew and the help of Levy County Road Dept. with a grapple truck.
- Our Parks employees keep the restrooms clean and inspect the campground for any repairs or safety hazards.

#4 Fishing Pier and Boat Ramp

- Closed due to Storm Helene Damage
- Access has been closed off to the public, all hazards have been mitigated and we are working with an engineer. Hope to have all repairs done and open back up by the end of summer.

Cedar Key Big Dock

- Closed due to storm damages to dock and the handicap access. Will remain closed until repairs can be completed.

Waccasassa Boat Ramp

- On 10/23/2024 the bottom of metal doors entering the men's restroom has been sanded down and primed and applied 2 coats of paint.
- Boat Ramp staff keeps both restrooms cleaned and also cleans up the grounds daily and inspects for repairs or any safety hazards.

Bird Creek Park

- Bird Creek Park is closed due to the damages received from Hurricane Helene.
- 10/21/2024 the door to the restrooms was framed out and covered with ply-wood to keep the public safe.
- The high winds of Hurricane Helene caused damage to the pavilions. Also, due to the storm surge this pushed a lot of sand into the parking lot. Parks crew contacted Levy County Road Dept. to help break down and clean-up the aftermath of the storm.
- Parks crew is planning to rebuild the fence that was tore down.

Hwy 40 Boat Ramp

- We have Bill Menadier Engineer to install observation decks on the south side of hwy40 overlooking the river, this project we anticipate to be complete in the end of June.
- Hwy 40 Boat ramp is open to the public. Parks crew is responsible for all repairs at the boat ramp and safety checks. They also pull the garbage and pick-up of all loose trash.

Devil's Hammock

- Helene clean-up on River Camp Road, Parker Road, Long Branch, Andrews Road, and also Cabbage Head Road.
- Mowing and Garbage is maintained by our Parks crew.

Little Blue open to the public.



All Park Crew

All Parks crew are responsible for mowing, safety inspections, repairs, removal from the garbage cans and pick up litter along the road side.

- Peaceful Boat Ramp
- Hwy 40 Boat Ramp
- Bird Creek Beach
- Waccasassa Boat Ramp
- #4 Fishing Pier
- Fowler's Bluff Boat Ramp
- Camp Azalea Boat Ramp
- Clays Landing Boat Ramp
- Little Blue Springs
- Andrews Rd Pavilion and fishing hole
- Hunter's Check Station

14. Planning and Zoning

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

	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				
Number of Actual Full-Time Employees	3 until 10-31 2 after 10-31				
Number of Budgeted Part-Time Employees	0				
Number of Actual Part-Time Employees	0				
Comment	Department has a position for Planner posted now for applicants.				

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
Applications processed	Zoning Compliance- 169 Lot Splits – 8 Unity of Title – 15 Commercial Site Plan – 10 Special Exceptions – 1 Conditional Use – 2 Total - 205				
A/R	\$27,900				
A/P	\$8,152.81 (payroll not included)				
Walk-Ins	382				
Phone inquiries	1,450				
Comment					

Department Highlights

- The Planning and Zoning Department is committed to delivering exemplary customer service. We strive to ensure that all current and prospective residents, as well as developers, receive the highest standard of support. To improve accessibility, we’ve made applications more user-friendly and available on the Levy County website, along with zoning information like setback requirements and flood data. We are also creating and implementing Standard Operating Procedures for all application reviews to ensure applications are processed in a timely and organized fashion.
- Additionally, the department has commenced the requisite Data and Analysis project for the Evaluation and Appraisal Report (EAR) amendments and Comprehensive Plan update. This project is being undertaken in collaboration with I.C.E., a private consulting firm based in Tampa, and is funded by a CPTA grant awarded by Florida Commerce.
- We are committed to promoting a transparent and efficient planning process that serves our community's best interests. The insights and feedback from community members, county staff, Planning Commission and the Board of County Commissioners are crucial to our department, and we actively encourage open communication. Our goal is to ensure that Levy County grows and prospers in a sustainable and thoughtfully planned way.

15. Procurement

Name of Department	Procurement
Name of Department Head	Alicia Tretheway
Department Mission	The mission of the Procurement Department is, to provide any and all goods and services of appropriate quality and quantity as may be required by County government, in a timely manner, at the least overall cost to the taxpayers.

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	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 <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
Purchase Orders Pulled/Value	PO's: 442 Value: \$19,308,413.28				
PO Buyer Statistics	PO's Work On: 513				
Sale of Surplus Materials	\$10,875.00				
Sale of Fixed Assets	\$0.00				

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
Bid Activity	7 solicitations aired, 3 active (still open will close next quarter), 1 awarded, 1 cancelled, 2 completed				
Number of Suppliers Broadcasted to	756				
Number of Planholders	96				
Bid Award Amounts	\$448,340				
Comment	<p>Purchase orders pulled in the first quarter are the initial PO's pulled at the beginning of the year for all County Departments.</p> <p>Purchase Orders worked on are a total amount of the PO's Procurement worked on along with increases/decreases or liquidations completed in the quarter.</p> <p>The total broadcast history is the amount of vendors that received the initial solicitation. The number of Planholders are the amount of people who downloaded all documents or just the initial document.</p>				

Department Highlights

- Bid Postings on County Website & DemandStar.
- Bird Creek Boat Ramp Phase II Bid Open and Closed – Awarded to: Shore Builders
- Veterinarian Services RFP Open and Closed – Received no bids.
- Two Sole Source Projects Advertised for DPS – Closed in December Awarded to Sole Source Vendor
- Development Department Renovations Substantially Completed in December
- Assisted Animal Services with ShelterLuv Software Agreement
- Procured Office Trailer for Animal Services
- Canceled ADA Site Compliance Agreement – Cost Savings to County
- Purchased new software for Development, Code Enforcement, Planning & Zoning
- Purchased new Budget Software for County
- Worked on Various Projects that are currently in Progress in various Stages of Development:
 - Auditorium Project
 - Transit FDOT Projects – 1 Bid Document Completed (Design/Build for Maintenance Bay) with County Engineer for Review/Preliminary Design of Addition
 - Tipping Floor – Out for Bid
 - Big Dock Evaluation with Engineer to determine bid procedure
 - Airport Fence Repairs Bid – Out for Bid
 - EOC Design RFQ – Out for Bid
 - University Oaks Bid Documents – With Engineering Firm for Review
 - Shellmound Electrical Issues – In progress
 - Bridge No. 4 – In progress
 - CR346 – Bid Documents Completed, Department Reviewing
 - Oystermans Project with County Attorney for Review
 - Waccassasa Bay – Staff evaluated all channel markers to confirm what needed to be replaced, will work next quarter to finalize bid documents.



16. Public Safety

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				
Number of Actual Full-Time Employees	67				
Number of Budgeted Part-Time Employees	Not established – PT work PRN				
Number of Actual Part-Time Employees	23				
Comment	7 of the 23 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				
EMS Calls	2,401				
EMS Transports	1,582 (65.9%)				
Comment					



Department Highlights

- Captain Cody Basham was awarded 2024 LCDPS Employee of the Year as voted by the Department.
- On 12/20/2024 the FL DOH completed a site visit regarding our ALS Transport license and reported 100% compliance with no deficiencies.



17. 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				
Number of Actual Full-Time Employees	60				
Number of Budgeted Part-Time Employees	1				
Number of Actual Part-Time Employees	1				
Comment	Finish Grader(retired) Equipment OPII(retired)				

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
Miles of maintained roads (graded)	@207 miles				
Miles of maintained roads (mowed)	@769 miles				
Yards of Hurricane	@29,115				

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
vegetative debris hauled					
Final Driveways issued	62				
Sign Dept.- Maint. Signs Replaced Signs	215 maint 46 replaced				
Fleet Maint. workorders	521vechiles/equip @467 hours				
Comment					

Department Highlights

- During the 4th quarter our department was not at our normal operations as we were cleaning up Hurricane Helene debris. During the month of December we made the choice to take over and finish the debris operations due to complications with the contractor. Also during this quarter, we had weather conditions that was very dry and slowed down the maintenance of our road right of ways. We did our best by filling in sand beds with loads of limerock and minimal grading to save the base of our roads. We did get a lot of mowing completed even with pulling employees to help with the debris operations.
- We passed our inspection at the George T Lewis Airport in Cedar Key and had our maintenance crew go out and clean up the garbage off the airport, mow and put some fill in around areas that the inspector found that needed attention. We are currently working with Procurement in getting the fencing project out to bid and then will be working with our engineer, Passero on the lighting and vault project to submit to Procurement.
- Construction has begun on our SCRAP CR 345 project in December and we are looking forward to SCRAP CR 341 kicking off during the school’s winter break.



18. Transit

Name of Department	Levy County Transit
Name of Department Head	Connie Conley
Department Mission	Providing a Safe and Efficient, Non-Emergency, Door to Door Transportation Service to the residents of Levy 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	11				
Number of Actual Full-Time Employees	10				
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
Quarterly Reports	October-December 2024				
Comment	The quarterly reports presented show the same time period, a year ago for comparison.				

Department Highlights

- Beginning to order and receive some equipment under the board approved grant for shop equipment.
- Work is being done by Jessie Robinson, in his down time from his maintenance job, on refurbishing the offices on the east side of the building. 3 offices have been painted and trimmed, flooring and ceiling tiles will be replaced in the next few months. The goal is to move the director and office manager into 2 of those offices, while the 3rd office is the mechanics office. There is an open area behind the offices that I would like to eventually have closed in for a conference room. This conference room could then be utilized for transit meetings, audits, and available for other meetings, as needed. The scheduler and dispatcher will be moved into the vacated offices of the office manager and director. The fence that is currently between the front doors of the building, will be removed so the public can access either door. Signage will be put up once this move is completed, notifying the public where to go for applications and information, scheduling/cancelling trips, or purchasing tickets for trips. This is a work in progress and has no urgent schedule.
- The county employees at the transit department are some of the best employees this county has. The commitment that the employees have for their jobs, is amazing. The drivers continue to safely drive thousands of miles each year and have not had an at fault accident in over 20 years. There is something to be said for that kind of record.

**UNMET TRANSPORTATION NEEDS
OCTOBER 2024 - DECEMBER 2024**

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	33
TOTALS	33



**SERVICE COMPLAINTS/COMMENDATIONS
OCTOBER 2024 - DECEMBER 2024**

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	1	0



OCTOBER 2024 - DECEMBER 2024

OPERATING DATA	LEVY COUNTY TRANSIT
NUMBER OF INVOICED TRIPS	4,399
Florida Commission for the Transportation Disadvantaged	1,549
Florida Managed Medical Assistance Program	0
Florida Department of Elder Affairs	0
Levy County ARC	555
Other	2,295
TOTAL VEHICLE MILES	81,265
TOTAL REVENUE VEHICLE MILES	71,571
TOTAL VEHICLE HOURS	2,852
TOTAL DOLLARS INVOICED	\$117,539.81
Florida Commission for the Transportation Disadvantaged	\$90,006.00
Florida Managed Medical Assistance Program	\$0.00
Florida Department of Elder Affairs	\$0.00
Levy County ARC	\$9,301.79
Other (Private Pay and Schools)	\$18,232.02
AVERAGE COST PER TRIP	\$26.72
Florida Commission for the Transportation Disadvantaged	\$58.11
Florida Managed Medical Assistance Program	\$0.00
Florida Department of Elder Affairs	\$0.00
Levy County ARC	\$16.76
Other	\$7.94
AVERAGE COST PER VEHICLE MILE	\$1.45
AVERAGE COST PER REVENUE VEHICLE MILE	\$1.64
AVERAGE COST PER VEHICLE HOUR	\$41.21
TRIP PURPOSE*	
Medical	1,630
Employment	2
Education/Training	2,239
Shopping	214
Meal Site	0
Recreation	28
Other (Social, Legal, Escorts)	286
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	4,399



LEVY COUNTY

PERCENT OF SINGLE PASSENGER TRIPS	100%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	6
AVERAGE NUMBER OF TRIPS PER VEHICLE	733
AVERAGE MILES PER TRIP	18
NUMBER OF ROADCALLS	2
MILES BETWEEN ROADCALLS	40,633

OCTOBER 2023 - DECEMBER 2023

OPERATING DATA	LEVY COUNTY TRANSIT
NUMBER OF INVOICED TRIPS	4,981
Florida Commission for the Transportation Disadvantaged	1,415
Florida Managed Medical Assistance Program	0
Florida Department of Elder Affairs	54
Levy County ARC	689
Other	2,823
TOTAL VEHICLE MILES	66,096
TOTAL REVENUE VEHICLE MILES	57,907
TOTAL VEHICLE HOURS	2,725
TOTAL DOLLARS INVOICED	\$101,574.06
Florida Commission for the Transportation Disadvantaged	\$77,518.54
Florida Managed Medical Assistance Program	\$0.00
Florida Department of Elder Affairs	\$948.78
Levy County ARC	\$9,694.74
Other (Private Pay and Schools)	\$13,412.00
AVERAGE COST PER TRIP	\$20.39
Florida Commission for the Transportation Disadvantaged	\$54.78
Florida Managed Medical Assistance Program	\$0.00
Florida Department of Elder Affairs	\$17.57
Levy County ARC	\$14.07
Other	\$4.75
AVERAGE COST PER VEHICLE MILE	\$1.54
AVERAGE COST PER REVENUE VEHICLE MILE	\$1.75
AVERAGE COST PER VEHICLE HOUR	\$37.27



LEVY COUNTY

TRIP PURPOSE*	
Medical	1,608
Employment	6
Education/Training	3,088
Shopping	142
Meal Site	54
Recreation	18
Other (Social, Legal, Escorts)	65
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	4,981
PERCENT OF SINGLE PASSENGER TRIPS	100%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	6
AVERAGE NUMBER OF TRIPS PER VEHICLE	830
AVERAGE MILES PER TRIP	13
NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	0



19. University of Florida / Institute of Food and Agricultural Sciences Extension Office

Name of Department	UF/ IFAS Extension, Levy County
Name of Department Head	Mark Warren
Department Mission	UF/IFAS Extension partners with communities to provide quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy.

Department Staffing

	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Number of Budgeted Full Time Employees	9				
Number of Actual Full Time Employees	9				
Number of Budgeted Part Time Employees	0				
Number of Actual Part Time Employees	0				
Comment	1 Grant Funded Family and Nutrition Program Educator				

Department Deliverables Detail by Program Area

4-H Program	# Clientele Reached
Walk-Ins	48
Phone	140
Emails	202
Volunteer Meetings	17

Shooting Sports	77
FL 4-H Public Speaking – County Contest	90
Youth County Council	126
Urban Horticulture/ Master Gardener	# Clientele Reached
Field Consultations	2
Walk-Ins/ Festivals/ Events	119
Group Learning Programs	130
Social media/ Web Based Learning	1463
Livestock and Forage Programming	# Clientele Reached
Walk-Ins	14
Phone	129
Emails	33
Field Consultations	29
Group Learning Programs	231
Row Crops/ Pesticide Trainings	# Clientele Reached
Walk-Ins	20
Phone	449
Email	74
Field Consultations	25
Group Learning Events (5 events)	257

Department Deliverables Summary


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
Client Contacts	3658				
Group Learning Events	23				
Comment					

Department Highlights

VOLUME 5 JANUARY 2025

QUARTERLY

LEVY BULLETIN



**UF/IFAS LEVY COUNTY
EXTENSION**

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

Pasture & livestock *Notebook*

by Micah Gallagher

Completed:
We have been busy with consultations around the county helping producers with agronomic weed identification and control. Recently I have contributed to multiple weed displays at field days covering herbicide usage and identification factors of varying common pasture weeds. The Winter/Fall Small Pasture Clinic went well and received great feedback. All participants were interested in further programming regarding forages.



In the Works:
We planted a Cool Season Forage Trial in Chiefland for local ruminant producers. The trial consists of Hancock Seed varieties including Buck Shot, Deer Greens, Killer Clover, Spring and Summer, and Winter Grazer. All plots will be rotationally grazed by male and female goats and will include exclusion cages to determine yield of each forage mix. We are hopeful that the weather will be in our favor for optimal growth.

Looking Forward to:
After the first of the year we will be hosting a Spring/Summer Small Pasture Clinic along with a demo day at the forage trial location to educate producers on cool season forage options.





From the Agent's Desk

What a whirlwind these last few months have been! Our staff and members have been involved in many different events and program areas.

I attended the National Association of Extension 4-H Youth Development Professionals conference where I spent time collaborating and learning from other 4-H professionals from across the nation. While attending, I was selected to present with Suwannee County's 4-H Agent and received two Southern Region awards in Excellence in Shooting Sports Programming and Excellence in Volunteerism.



In November our members enjoyed attending their monthly club meetings and participating in program areas that include archery, air rifle, shotgun, livestock judging and training for the new FL 4-H Food Challenge!



December included many festive get togethers. We held the county 4-H Public Speaking contest and had representatives from many of our Levy County schools compete. The Levy County 4-H Holiday bake-off took place in conjunction with our Youth County Council Meeting that was lead by our outstanding officer team!



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



From the ROOTS Up

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



Educational efforts this quarter include workshops, ISA Tree Risk Assessments and one-on-one interaction at plant clinics to coach residents on sustainable irrigation and nutrient management practices.

Plant Clinic @ Arts, Crafts & Seafood Festival, Yankeetown



Children exercised artistic muscle with an etching activity and learned about people-plant interaction.

Visitors asked what can grow here, when to plant and how to garden in sandhills, seasonally wet flatwoods and coastal soils. Residents asked how to submit soil samples and who to contact with pasture and 4-H questions (hint: Levy County Extension Center).



Master Gardener volunteers responded to dozens of inquiries during the two-day plant clinic at Yankeetown Arts, Crafts & Seafood Festival.

Master Gardeners share UF research-based resources at plant clinic.

Citrus & Fruit Workshop, Williston



Participants transplant persimmon at citrus and fruit workshop, November 2, 2024

Participants identified North Florida citrus and fruit based on University of Florida research. Participants root pruned citrus, transplanted persimmon and planted a citrus tree. Richard C. had never heard about correcting root defects before planting a tree. Joseph M. shared he now knows how to "plant trees at the right depth. For years I've [planted] too deep."

International Society of Arboriculture (ISA) Tree Risk Assessment



Quercus laevis 37.5" dbh with

A primary goal of ISAs Level 1 tree risk assessment is to provide information about the level of risk posed by a tree over a specific time and provide information to tree owners when making decisions that will promote resident safety, secure property and enhance tree benefits, health and longevity.



A group of Chieftan Middle School Ag students are spreading garden topsoil provided by FNP for their garden boxes. The students are excited to plant seeds provided by FNP for the spring and summer.

The Family Nutrition Program (FNP) has been engaged in several exciting and impactful projects. From classes covering cooking, gardening, and nutrition to establishing school gardens, FNP is making a significant impact in Levy County. Since September, FNP has installed three new school gardens and completed 79 classes, reaching students from Pre-K to middle school across the county. It's safe to say that FNP has been buzzing with activity and stirring up success! It is a consensus that students within Levy County are excited to grow their own food, rather than buying it from a store or just preparing what's been provided to them through FNP's nutrition classes.



A group of students from Joyce Bullock Elementary are enjoying the experience of creating their own snacks, which they can potentially make at home.

← WHAT'S COMING UP →

4-H

January

- Shotgun – Every Thursday @ 4:30 PM
- 01.06 – Outdoor Explorers Rabbit Showmanship Clinic @ 5:30 PM
- 01.09 – 4-H Giant Watermelon Project Kick-off Workshop
- 01.24 – Air Rifle Practice @ 1:30 PM and 4:30 PM
- 01.25 – County Events @ 9 AM
- 01.27 – County Council @ 5:30 PM

February

- Shotgun – Every Thursday @ 4:30 PM
- 02.03 – Outdoor Explorers Poultry Showmanship Clinic @ 5:30 PM
- 02.04 – Volunteer Meeting @ 6 PM
- 02.07 – FL State Fair Livestock Judging Contest
- 02.15 – 4-H Giant Watermelon Project Workday @ 8 AM
- 02.17 – County Council @ 5:30 PM
- 02.28 – Air Rifle Practice @ 1:30 PM and 4:30 PM

March

- Suwannee River Fair (See Fair Schedule at mysrf.org)
- Shotgun – Every Thursday @ 4:30 PM
- 03.03 – Alachua County Fair Livestock Judging Contest
- 03.06 – 4-H Giant Watermelon Project @ 6 PM
- 03.08 – FL 4-H State Air Rifle Match
- 03.22 – FL 4-H State Shotgun Match
- 03.25 – FL 4-H Day at the Capitol
- 03.29 – FL 4-H Forest Ecology Contest

Master Gardeners

Master Gardener Class
January - April 2025 (Thursdays)

Garden Art Series
02.12-Fun with Pressed Plants
03.12-Kokedama
04.09-Spring Basket
05.14 & 5.21-Draped Hypertufa

Livestock

Spring 2025:
Cool Season Forage Demonstration
Spring/Summer Small Pasture Clinic

LEVY COUNTY EXTENSION STAFF



Mark Warren
CED, Extension Agent III
mwwarren@ufl.edu



Jessica Emerson
4-H Agent II
jessicasemerson@ufl.edu



Micah Gallagher
Livestock Agent I
micah.gallagher@ufl.edu



Ariane Horton
Office Manager
hortona@ufl.edu



Beth Cannon
Ag Tech
elizabeth.cannon@ufl.edu



Kristen Brault
Administrative Assistant II
kbrault@ufl.edu



Barbara Edmonds
Horticulture Program Assistant
savemygarden@ufl.edu



Jennifer Munden
Administrative Assistant I
mundenj@ufl.edu



Crystal Pruitt
4-H Assistant
c.pruitt@ufl.edu



Emily Quincey
FNP, Nutrition Educator
equincey@ufl.edu

UF IFAS Extension
UNIVERSITY of FLORIDA

<https://sfyl.ifas.ufl.edu/levy/>





20. 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				
Number of Actual Full Time Employees	2				
Number of Budgeted Part Time Employees	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
Cedar Key Clam Trail	6 Fiberglass Clams; Delivered and painting; not open to the public yet				
Website Enhancements	Completed; we are always updating as the need arises				
Newsletters	Publish a monthly newsletter with a theme for each month-paused one month during the recovery while we developed our recovery message				
Recovery Campaign	Working with VF to develop a destination related recovery campaign to highlight effort from the storms				
Comment					

Department Highlights

- The Cedar Key Clam Trail- a public art Clam Trail will be on display throughout Cedar Key. Six fiberglass clam sculptures, each about 4 feet tall arrived in July 2024. The Cedar Key Arts Center members painted 4 of the Clams, the University of Florida IFAS NCBS painted one and the Cedar Key School Art Department painted one. Each clam has a unique theme for the inside of the shell. The unveiling is pending recovery efforts. The unveiling was scheduled for 10/19/2024, but due to the Hurricane this item is rescheduled for a later date.
- 25 in 2025- Levy County Brochure printed and ready for distribution.
- Whimsical Map updated and reprinted for distribution.
- The Levy County Visitors Bureau and Team Levy are registered for Rural County Days 2025. This is a two-day networking event for Rural County to share the best of the county and what makes it unique.
- 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



21. Veteran Services

Name of Department	Veteran Services
Name of Department Head	Olajuwon White, HS-BCP
Department Mission	The Levy County Veterans Service Office assists Veterans, their survivors, and beneficiaries by providing expert guidance and advocacy in filing benefit claims through the Department of Veterans Affairs. As the primary resource for Veteran-related information, we proudly serve the citizens of Levy County with professionalism and accountability to the Board of County Commissioners.

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				
Number of Actual Full-Time Employees	2				
Number of Budgeted Part-Time Employees	0				
Number of Actual Part-Time Employees	0				
Comment	No staffing Concerns				

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
Clients Served:	145				
Community Outreach Events	4				
Training Hours	33				
Comment	None				



Department Highlights

- Director White attended The MLK Committee-Williston Annual Prayer Breakfast
- Director White attended the 2024 Veterans Appreciation Luncheon presented by the Greater Gainesville Chamber
- Director White completed Veterans Day, Office Service Reading Project: Joyce Bullock Elementary School 2nd Grade Class.
- Director White participated in Florida's Third Congressional District Veterans Concerns Round table.
- Director White attended the 2024 Veterans Appreciation Luncheon, hosted by Hospice and supported by local business in the Tri-County area.
- Director White participated in the 2024 Levy County Veterans Day parade hosted by the Town of Inglis
- Director White was honored guest speaker at Williston's Veteran's Day Celebration
- Levy County Veteran Service Office attended Bronson Elementary School Veterans Breakfast Program
- Director White completed outreach to Hospice to give an overview of Levy County Veteran Service Office program.
- Director White attended the Levy County Community Health Improvement Planning (CHIP) Meeting.
- Director White completed outreach to Williston Woman's Club to give an overview of Levy County Veteran Service Office program
- Director White attended the Florida Association of Counties Mid-Year Conference, and served as panelist for the Florida Association of County Human Service Administrators
- Director White attended the North Florida/South Georgia Veterans Health System stakeholder meeting.
- Veteran Service Officer Moore completed Office Service Reading Project: Williston Public Library: Williston Central Christian Academy
- Director White attended the Veteran Benefit Administration, Veteran Service Officer stakeholder meeting.
- Director White was honored guest speaker at Bronson Wreaths Across America Program



Additional Information

- The Florida Senate authorized the establishment of county Veteran Service Offices in 1946. The first County Service Office began operating on February 5, 1946
- The Levy County Veteran Service Office is a vital resource for over 4,000 veterans and their families, serving as the central point for veteran-related information and support. The office is committed to ensuring veterans, their survivors, and beneficiaries receive the benefits and recognition they deserve for their service, by providing personalized assistance with Department of Veterans Affairs (VA) claims and applications. Services include benefit counseling, strategic claim preparation and submittal to maximize potential success with a primary focus on the individuals served.
- Beyond individual support, the office strengthens Levy County through partnerships with agencies and community organizations, expanding the support network for veterans. The office enhances veterans' quality of life and contributes to community well-being. Its advocacy, public education campaigns, and outreach honor veterans' sacrifices and reinforce Levy County's commitment to those who served.
- *Nationally, three-quarters to 90% of Veteran claims submitted for VA benefits come through a County Veteran Service Office. Over the past few years, the job of a Veteran Service Officer has evolved into a more technical position with the updated understanding of airborne hazards and chemical exposures leading to more complex conditions/disabilities caused by military service. County Veteran Service Officers are sought after even more now to support the communities and advocate for Veterans' benefits. Unbeknownst to many, Veteran benefits are not automatically awarded. Service Officers are accredited and trained by VA and given the power to represent Veterans and their claims for their earned benefits. They are trained and certified to navigate a bureaucracy nearly as complex as a military campaign.*