



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: July 22, 2025
Subject: Quarterly Reports: Third Quarter of Fiscal Year 2025

Quarterly Reports Introduction

The Third Quarter of Fiscal Year 2025 reports illustrate the many accomplishments of the BoCC Staff in April, May and June of this year.

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

Iron sharpens iron. I am impressed with how our team has come together to support each other and to find new and different ways to serve our community.

Team Levy is making good things happen!



Commissioners

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



County Manager

Department Information

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

Department Staffing

	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025	First Quarter FY 2026
Number of Budgeted Full- Time Employees	3	5	5		
Number of Actual Full- Time Employees	3	5	5		
Number of Budgeted Part- Time Employees	0	0	0		
Number of Actual Part- Time Employees	0	0	0		
Comment	One employee is on maternity leave; a temporary employee is in place	Two existing employees transitioned into the BoCC Office following organizational changes.	The BoCC is pleased to welcome Tacia Guthrie as our new Administrative Assistant 1.		

Department Deliverables

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

Department Highlights

- The BoCC held its annual Flag Day Ceremony on Friday, June 13, 2025, in recognition of the Nation's flag and the values that it represents. The ceremony included a program of guest speakers and student essay winners and was attended by almost 100 people.
- Ryan Asmus from North Florida Professional Services is now our contract County Engineer. Ryan is managing a multitude of projects and working with many of our departments to help with storm damages, FEMA and insurance reimbursements, facility design and improvements, infrastructure projects including roads and the rock mine, and a variety of other projects. Ryan has proven to be a tremendous asset to Levy County and has already helped the county to save thousands of dollars in just the few short months he has served in this capacity.
- Tisha Whitehurst has been selected as Levy County's new Division Director of Economic Development and Tourism. She is already actively engaged in a number of economic development projects and has been met with very positive reactions by prospective developers as well as other economic development partners. The Tourism Manager Position has been posted to fill the position that was vacated by Tisha.

- Jessie Durrance has submitted a letter of retirement. Jessie has served the county faithfully for 41 years. His last day in the office will be October 31st and his last day with the county will be January 5, 2026. The Road and Bridge Division Director position has been posted to fill the position that will be vacated by Jessie. The goal is to have someone in place on or before October 1, 2025 to allow for a month of transition.
- The process of updating the Fire, EMS, Solid Waste and Road Assessments has been completed. This was the first time that staff from each of those departments was directly involved in the process. The work was a heavy lift this time but the process should be more streamlined going forward.
- Florida Rural Water Association has completed rate studies of both the Manatee and University Oaks Water Systems. This process was labor-intensive because the county had not conducted these evaluations in many years. These evaluations should be conducted annually and will become more efficient in the future.
- Phase II of the Take Home Vehicle Evaluation has been completed. The remaining departments to be evaluated are the Landfill and Road Department.
- The performance evaluation policy has been updated. All new employees now receive evaluations after three and six months of employment. All employees who have finished probation are evaluated on or before July 1 of every year. All current employees were evaluated on or before July 1, 2025 unless specific extensions were granted by Human Resources.
- The progressive discipline policy has been updated to reduce the number of steps from six to three. Under the new system, after an employee is warned about an infraction they (1) receive a written reprimand, (2) receive an unpaid suspension and then (3) may be terminated.

Grants – Legislative Coordinator

Table 1: Grants Coordinator Dollar Amounts-Quarter 3 (\$49,772,272.00 Total)

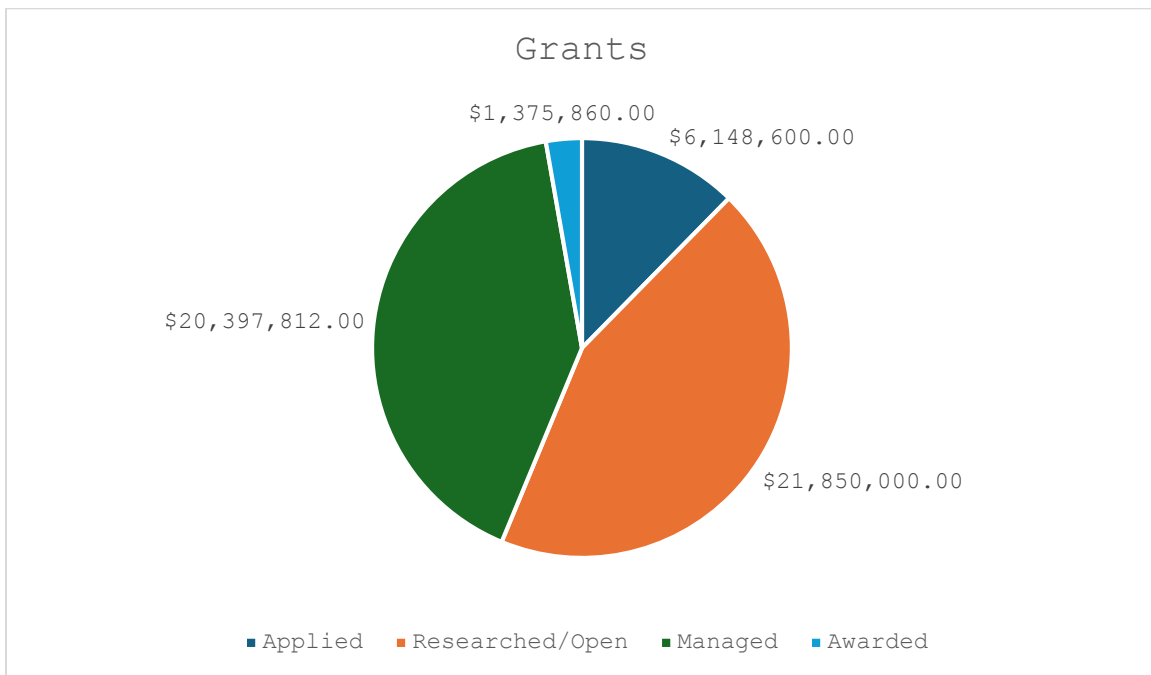


Table 2: Grants and Legislation Coordinator Departmental Collaborations

Division(s)	Task(s)
Community Services	<ul style="list-style-type: none"> Housing Outreach: Habitat for Humanity Citrus, Habitat Florida, Florida Commerce, Tri-County Resource, Florida Housing Coalition, & Secured Free Admission to Affordable Housing Conference in August Veterans Outreach: Opioid Settlement, CORE Network, Volusia Values Veterans, Meridian, Veterans Grant Opportunities, & New Legislation Library Services: Ribbon Cuttings for Yankeetown & Cedar Key, Printables for Seniors, and Programming: FL Health, FL National History Museum, FL State Parks Virtual Jr. Ranger Program, Santa Fe Zoo, CLSPreads, PBS, & Sunshine State Readers
Grants and Legislation	<ul style="list-style-type: none"> Cybersecurity Leadership and Strategy Certification with Florida International University, Grant Certification Eligibility and Exam, Grant Spreadsheet Creation by Month, Attended Weekly Liberty Partner Calls, Tracked and Analyzed Bills, Followed Weekly Legislative Podcasts, Highlighted Key Portions of New Laws, and Informed Divisions/Departments
Economic Development and Tourism	<ul style="list-style-type: none"> Joined Main Street America and Smart Growth, Economic Development Promotionals, UF/IFAS collaboration for marketing, and Economic Data Resource Spreadsheet
Constitutionals	<ul style="list-style-type: none"> Credentials for Grants.gov
Public Safety	<ul style="list-style-type: none"> Community Paramedicine Funding & Trainings (CareerSource & Law Enforcement)
Animals and Landfill	<ul style="list-style-type: none"> Animal Services: Secured 2 Adoption Grants with Bissell Empty the Shelters, Free microchips, & Shelter Data Implementation Solid Waste: Wrote narrative for potential state Hazardous Waste Grant with FL DEP
Emergency Management	<ul style="list-style-type: none"> Attended all FEMA training courses with certifications