

**LEVY COUNTY BOARD OF COUNTY COMMISSIONERS COMMISSIONERS****Government Serving Citizens****Charlie Kennedy, District 1****Rock Meeks, District 2****Desiree Mills, Chair, District 3****Tim Hodge, Vice Chair, District 4****Johnny Hiers, District 5****County Department Quarterly Report Process**

Levy County Department Heads shall be responsible for reporting on their department's activities every quarter beginning with the first quarter of Fiscal Year 2025.

Quarter	Period	Quarterly Report Due to the County Manager	Quarterly Report Included in the BoCC Agenda
First Quarter FY 2025	October-December	January 10, 2025	January 21, 2025
Second Quarter FY 2025	January-March	April 11, 2025	April 22, 2025
Third Quarter FY 2025	April-June	July 11, 2025	July 22, 2025
Fourth Quarter FY 2025	July-September	October 14, 2025	October 21, 2025
First Quarter FY 2026	October-December	January 14, 2026	January 20, 2026

All Levy County Departments shall use the following Quarterly Report Template.

Levy County Quarterly Department Report

Department Information

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

Department Staffing

	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Number of Budgeted Full- Time Employees		9	9		
Number of Actual Full- Time Employees		9	9		
Number of Budgeted Part- Time Employees		1	1		
Number of Actual Part- Time Employees		1	1		
Comment					

Department Deliverables

Deliverable <i>(To be determined by the Department Head)</i>	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Fuel Quantity Purchased		Gas- 30,625 Gal Diesel- 41,373 Gal	Gas- 33,672 Gal Diesel- 49,670 Gal		
Fuel quantity used		Gas- 30,217.10 Gal Diesel- 41,187.10 Gal	Gas- 34,023.10 Diesel- 39,642.95		
Fuel quantity delivered by the Fleet Division fuel truck		Gas- 306 Gal Diesel- 10517.8 Gal	Gas- 175.4 Gal Diesel- 8689 Gal		
New Vehicles/ Equipment purchased		2 Bush Hog Flex Wing Mowers – \$23,450.00 each	2 ATVs total cost - \$12,684.50		
Vehicles/Equipment retired		0	0		
Vehicles/Equipment sent to auction		0	0		
Preventative Maintenance		193.95 hours	282.15hours		
Unscheduled repairs		198 hours	579.3 hours		
Road Service Call		45.5 hours	47 incidents 95.3 hours		
Off duty call out assistance/repairs		12 hours	18 hours		
Fabrication/ Weld repairs		99 hours	164.5 hours		
Outside Labor costs		\$27,296.86	\$45,243.19		
Tows		2	1		
Outside Tows		0	0		

Comment					
---------	--	--	--	--	--

Department Highlights:

- We have completed our individual department meetings, including checking vehicles, trailers, and equipment inventory, determining department needs, and assessing vehicles and equipment ready for auction.
- Approximately 55 vehicles and pieces of equipment are scheduled to go to auction.
- We have completed a full inspection of the Emergency Management fleet. All outdated tires have been replaced, all lights have been repaired, and preventive maintenance has been completed on all axles and spindles.
- We have assisted departments in obtaining bids for vehicles and equipment.
- We acquired several spare vehicles and conducted full inspections. Three were reassigned to other departments to support critical upgrades, and three were identified for auction.
- We are now overseeing all generator-related responsibilities. We visually inspected all stationary generators, updated and compiled inventory lists, contacted Ring Power and Tri-County Generators to ensure all units are storm-ready, and verified fuel levels at each location.
- We collected mobile generators from Emergency Management, verified their operational status, completed all maintenance required and confirmed they are ready for deployment if needed.
- Finalized and placed a previously approved purchase order for a Chevy Tahoe.
- Finalized and placed a previously approved purchase order for a Ford Bronco.
- Purchased a new tire/mechanics truck for the fleet to replace an outdated and unsafe vehicle.
- Assisted Development Services in determining a fair market value for two Toyota Tundra's. Coordinated with the Road Department to help secure these vehicles as part of an effort to upgrade their current fleet.