



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS COMMISSIONERS

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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	DEVELOPMENT SERVICES
Name of Department Head	BERNARD (BO) COX
Department Mission	PROVIDE THE BEST SERVICE FOR THE RESIDENTS AND CONTRACTORS DURNING THE PLANNING, PERMIT, AND BUILDING PROCESS.

Department Staffing

	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Number of Budgeted Full-Time Employees	8	10	10	13	
Number of Actual Full-Time Employees	7	7	8	11	
Number of Budgeted Part-Time Employees	1	1	1	1	
Number of Actual Part-Time Employees	1	1	0	0	
Comment					

Department Deliverables

Deliverable <i>(To be determined by the Department Head)</i>	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026

PERMITS ISSUED	596	647	783 APPLIED 575 ISSUED	800 APPLIED 623 ISSUED	
NEW RESIDENCES PERMITS	85 TOTAL	88 TOTAL	120 TOTAL	106 TOTAL	
SITE BUILT HOMES	34	35	55	50	
MANUFACTURED HOMES	51	53	65	56	
ZONING FORMS				210 TOTAL	

Department Highlights

The department had its big move to the Government Complex. The Building Department and Planning & Zoning also merged under one roof and director, to help better service the public. Both still function as separate units but now the functions work together to help the public. The planning side was able to add 3 new planners. This allowed the County to take over the planning and zoning and place it back in house for the day to day functions. The department was able to get the re-roof bid out and awarded to finish the renovations of the building. The parking lot plan was at the 90% complete stage and should be completed and ready to be started this next quarter.