

**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.

<b>Quarter</b>	<b>Period</b>	<b>Quarterly Report Due to the County Manager</b>	<b>Quarterly Report Included in the BoCC Agenda</b>
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

<b>Name of Department</b>	<b>BUILDING DEPARTMENT</b>
<b>Name of Department Head</b>	<b>BERNARD (BO) COX</b>
<b>Department Mission</b>	<b>PROVIDE THE BEST SERVICE FOR THE RESIDENTS AND CONTRACTORS DURNING THE PERMIITING AND BUILDING PROCESS.</b>

### Department Staffing

	<b>First Quarter FY 2025</b>	<b>Second Quarter FY 2025</b>	<b>Third Quarter FY 2025</b>	<b>Fourth Quarter FY 2025</b>	<b>First Quarter FY 2026</b>
<b>Number of Budgeted Full- Time Employees</b>	<b>8</b>	<b>10</b>	<b>10</b>		
<b>Number of Actual Full- Time Employees</b>	<b>7</b>	<b>7</b>	<b>8</b>		
<b>Number of Budgeted Part- Time Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>		
<b>Number of Actual Part- Time Employees</b>	<b>1</b>	<b>1</b>	<b>0</b>		
<b>Comment</b>					

### Department Deliverables

<b>Deliverable</b> <i>(To be determined by the Department Head)</i>	<b>First Quarter FY 2025</b>	<b>Second Quarter FY 2025</b>	<b>Third Quarter FY 2025</b>	<b>Fourth Quarter FY 2025</b>	<b>First Quarter FY 2026</b>
<b>PERMITS ISSUED</b>	<b>596</b>	<b>647</b>	<b>783 APPLIED 575 ISSUED</b>		
<b>NEW RESIDENCES PERMITS</b>	<b>85 TOTAL</b>	<b>88 TOTAL</b>	<b>120 TOTAL</b>		

<b>SITE BUILT HOMES</b>	<b>34</b>	<b>35</b>	<b>55</b>		
<b>MANUFACTURED HOMES</b>	<b>51</b>	<b>53</b>	<b>65</b>		
<b>Comment</b>					

### **Department Highlights**

The department had its part time inspector fully retire and we were able to fill that position with a full time inspector. We had some turn over with the staff at the front counter. We are down to two staff members at the front counter and the two that are there working have stepped up and have really went out of their way to keep the department running as smooth as possible. As you can see our intake numbers are up and staff is still processing and issuing permits usually within 2 to 2 ½ weeks. This is a huge since most of the staff at the front only started with us in this quarter. We are still making progress and getting close to relocating to the main complex, getting the entrance paved, and the roof completed on the entire building. We continue to track statues that will impact how the department functions and are making necessary changes to stay compliant and to help better serve the citizens of the County. We are hoping to have our new permitting system up and running by the end of the next quarter.