



## Levy County Board of County Commissioners

PO Box 310, Bronson, Florida, 32621

310 School Street, Bronson, Florida, 32621

Phone: 352.486.5218

### 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.



### Commissioners

Charlie Kennedy, District 1

Rock Meeks, District 2

Desiree Mills, Chair, District 3

Tim Hodge, Vice Chair, District 4

Johnny Hiers, District 5



## Levy County Quarterly Department Report

### Department Information

Name of Department	Construction & Maintenance/ Water Dept
Name of Department Head	Benny Jerrels
Department Mission	

### Department Staffing

	Fourth Quarter 2024	First Quarter 2025	Second Quarter 2025	Third Quarter 2025	Fourth Quarter 2025
Number of Budgeted Full- Time Employees			10	10	
Number of Actual Full- Time Employees			10	10	
Number of Budgeted Part- Time Employees					
Number of Actual Part- Time Employees					
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
Work Order- Water			32	45	
Work Order- Maintenance			90	120	
Comment					



**LEVY COUNTY**



## Department Highlights

### 3<sup>rd</sup> Quarter Highlights:

- Remodeling new maintenance and water department office space.
- Remodeling new parks and rec/mosquito control office space.
- Renovating animal control office building.
- Installed new bookshelves in Yankeetown library and assisted getting building ready for reopening.
- Installed new bookshelves in cedar key library and delivered books.
- Remodeled/transformed a breakroom into an office space for St. Rep. office.
- Renovated two office spaces at the mechanic shop for new fleet manager and secretary.
- Cleaned out storage facility at EOC.
- Two old portable office buildings removed from property to prepare for new building dept. parking lot.
- New exit door and windows installed in courthouse foyer.
- Renovated elevator mechanical room.
- New flooring installed in CH breakroom.
- Water Rate study with Florida Rural Water completed.
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