Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name and Title:** Bernard “Bo” Cox, Building Official
2. **Department:** Development Services
3. **Meeting Date:** Tuesday, November 17, 2026
4. **Requested Action:**
   Discussion and direction regarding Planning Services.
5. **Cost & Funding Source:**
   To be determined.
6. **Justification of Request:**
   Levy County has experienced ongoing challenges in recruiting and retaining a qualified Planner. In an effort to address the County's planning needs, staff recently issued a Request for Proposals (RFP) for contracted planning services. However, the proposals received did not identify a candidate or firm that staff believes would be an appropriate fit for the County, both operationally and professionally.

   Staff is requesting direction from the Board of County Commissioners regarding the preferred approach to meeting the County's planning needs. Options for consideration include:

   Reissue the RFP: Solicit additional proposals from qualified firms or individuals to provide contracted planning services.

   Increase the Planner Position Salary: Evaluate the current salary range and consider an adjustment to attract qualified candidates for a full-time County Planner position.

   Combine Planning and Economic Development Responsibilities: Consider expanding the position to include Economic Development responsibilities, creating a dual-purpose position that supports both planning functions and the County's economic development initiatives.

   If the Board is interested in combining Planning and Economic Development responsibilities, the County could explore utilizing some or all of the $30,000 grant funding available through CareerSource for Economic Development to help offset the cost of the position, subject to applicable grant requirements and approval.

   Staff is seeking the Board's input on these options and any other ideas the Board may have to determine the most appropriate approach for securing qualified planning services while considering the County's operational needs, financial resources, and long-term economic development goals.