

**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	Code Enforcement
Name of Department Head	Dave Banton
Department Mission	Provide fair and impartial enforcement of codes and ordinances enacted by the county.

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	4	4	4		
Number of Actual Full- Time Employees	4	4	4		
Number of Budgeted Part- Time Employees	0	0	0		
Number of Actual Part- Time Employees	0	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
Open Cases	33	50	53		
Closed Cases	13	9	10		
Special Magistrate Cases	4	6	4		
Lien Searches	146	252	238		

Citations	0	1	3		
FOIA Req		3	3		
Vehicles	3 assigned 3 operational	3 assigned 3 operational	3 assigned 3 operational		
Comment					

- **Case Breakdown**
 - **23 cases in violation of Sec 34-40,- Prohibited Generally (open storage and accumulation of junk, trash, abandoned property)**
 - **10 Cases in violation of Sec 34-41,- Keeping unserviceable vehicles prohibited**
 - **15 cases in violation of Sec 50-718,- Temporary uses (Living in RVs)**
 - **14 Cases in violation of Appendix B-Schedule of Fees, Rates and Charges Development Department Note 3, A separate building permit is required for each building, structure, or improvement of existing buildings, even when located on the same lot, tract, or parcel.**
 - **4 Cases in violation of Sec 50-413,- Prohibited Signs**
 - **1 Case in violation of Sec 50-700, - General; use table (Any use that is not listed as permitted, conditional or special exception and is not an accessory use (refer to subdivision 3 of this division) or a temporary use (refer to subdivision 4 of this division) is a prohibited use in that zoning district.)**
- **Coordinated with Levy County Sheriff's Office on 3 cases:**
 - **Animal Abuse case with junk and unserviceable vehicles on the property**
 - **Unauthorized event; open to the public entertainment event on residential property.**
 - **Individual living in RV on residential lot, junk openly stored throughout property.**
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