



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name and Title:** Mary-Ellen Harper, County Manager
2. **Department:** Board of County Commissioners
3. **Meeting Date:** Tuesday, February 3, 2026
4. **Requested Action:**

Requesting the Levy County Board of County Commissioners to adopt Resolution 2026-4: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA, DECLARING CERTAIN PROPERTY AS SURPLUS; PROVIDING CERTAIN FINDINGS; AUTHORIZING DISPOSITION OF SAID SURPLUS PROPERTY; AND PROVIDING AN EFFECTIVE DATE.

5. **Cost & Funding Source:**

There is no cost associated with this item.

6. **Justification of Request:**

CareerSource Citrus|Levy|Marion assists local job seekers and employers by providing free job search assistance, career counseling, workforce training, recruitment services, and other resources tailored to local workforce needs. The Board of County Commissioners currently has vacant space within the Government Center. By surplussing and leasing this space to CareerSource, the County can generate revenue and receive valuable in-kind services while bringing critical workforce assistance directly to the Government Center.

Additionally, with the recent relocation of the Economic Development Office to the Government Center, co-locating CareerSource alongside Development Services and Economic Development will create a centralized, convenient hub that supports business growth, workforce readiness, and future economic development opportunities for Levy County.

CareerSource will pay:

1. Rent in the amount of \$200 per month during the term of this Lease.
2. Utility fees of \$200.00 per month during the term of the Lease to compensate Lessor for water, sewer, and electricity costs for the Leased Premises.
3. Cleaning fees of \$375 per month during the term of the Lease to compensate Lessor for janitorial services for the Leased Premises.
4. In kind contribution: CareerSource will provide an additional \$10,000 in customized staff training tailored to the needs of the Levy County Board of County Commissioners.