



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, September 8, 2026
4. **Requested Action:**
Approve a License Agreement for Use of County Office Space – State Senator.
5. **Cost & Funding Source:**
The County is making this office available to Senator McClain's staff rent-free. Senator McClain's Office will pay a prorated amount of the monthly utilities.
6. **Justification of Request:**
On March 3, 2026, the BoCC directed staff to develop an agreement for the use of an office at the Government Center Complex by Senator McClain and his staff. Providing this space will allow Levy County residents to meet with Senator McClain and his staff without having to leave Levy County.