



## 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 16, 2025
- 4. **Requested Action:**

Requesting the Levy County Board of County Commissioners to declare 930 square feet of office space at 375 Garner Street Suite D as surplus and directing the County Manager to negotiate a lease with CareerSource Citrus|Levy|Marion.

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.



Should the BoCC approve this item, the County Manager will put the surplus resolution and lease agreement on the next BoCC Agenda for the Board’s consideration.