



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, January 27, 2026
- 4. Requested Action:**

Requesting Levy County Board of County Commissioners approval of an Amendment to Commercial Office Space Lease with the City of Williston, Florida and authorization for the Chair to execute the Amendment.

On or about September 18, 2019 Levy County leased the Lease of City Hall Annex located at 607 SW 1st Street, Williston, Florida (hereinafter referred to as the "Premises") from the City for a ten (10) year term.

The County no longer needs the Premises and desires to relocate the staff currently housed there to the main Board of County Commissioners office space. The City has already approved the lease amendment. The City Resolution No. 2026-01-06 and the proposed Lease Amendment are attached.

5. Cost & Funding Source:

There is no cost associated with this item.

6. Justification of Request:

Over the past 12 months, utility costs for the Economic Development and Tourism Office in Williston totaled \$4,260 for electric, water, and garbage services, with an additional \$647.76 spent on phone and internet service.

By relocating these offices to the Government Center, the county will eliminate approximately \$4,907.76 in annual operating costs. The move will also utilize existing vacant office space for which the county is already paying utilities, avoiding additional expenses. In addition, co-locating Economic Development and Tourism with other Board of County Commissioners offices will improve customer convenience, coordination, and service efficiency.