



NOTICE OF INTENT TO RENEW LEASE

Date: April 3, 2026,

Dixie County Board of County Commissioners
Address: 214 NE Hwy 351, Cross City, FL 32628

Tenant: North Central Florida Workforce Development Board
d/b/a CareerSource North Central Florida
Address: 1112 N Main Street, Gainesville, FL 32601

Premises: 405 SE 22nd Avenue, Cross City, FL 32628

Dear Lessor,

On behalf of North Central Florida Workforce Development Board, doing business as CareerSource North Central Florida, this letter serves as formal written notice of our intent to exercise the renewal option under the current lease agreement for the above-referenced premises.

The existing lease agreement, dated October 1, 2025, is scheduled to expire on September 30, 2026. In accordance with the renewal provisions set forth in the lease, the Board hereby elects to renew the lease for an additional term of one (1) year, commencing on October 1, 2026 and ending on September 30, 2027, under the same terms and conditions unless otherwise amended in writing.

Continued occupancy of this location is essential to ensure uninterrupted delivery of workforce services under the Workforce Innovation and Opportunity Act (WIOA) and to maintain accessibility for job seekers, employers, and partner agencies within our service area.



Please provide written confirmation of this renewal, along with any required documentation or lease amendment necessary to finalize the renewal process. Should there be any proposed changes to lease terms, we request that such information be provided for review and approval in accordance with Board procurement and contracting policies.

We appreciate your continued partnership and support in facilitating workforce services to the community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Phyllis Marty".

Phyllis Marty
Chief Executive Officer
North Central Florida Workforce Development Board
d/b/a CareerSource North Central Florida
352.681.3320
pmarty@careersourcencfl.com