



FACILITIES

AD HOC COMMITTEE MEETING

CareerSource Central Florida | 3/7/25

CareerSourceCentralFlorida.com

3/7/25 FACILITIES AD HOC COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/

Discussion/

Action Items

Other Business

Adjournment

What: Finance Committee Virtual Meeting

When: Friday, March 7, 2025
8:30 a.m. – 9:30 a.m.

Where: Virtual

Zoom Link: <https://careersourcecf.zoom.us/j/87907142700?pwd=w3RVZGUMwQ8dEXKvry0l29AtlvWhWI.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 879 0714 2700 / Passcode: 304437

3/7/25 FACILITIES AD HOC COMMITTEE MEETING DETAILS

Meeting Details	Agenda Item #"	Topic	Presenter	Action Item
Meeting Agenda	1.	Welcome	Matt Walton	
Welcome	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Roll Call	3.	Public Comment		
Public Comment	4.	Approval of Minutes A. 8/28/24 Facilities Ad Hoc Committee Meeting	Matt Walton	X
Approval of Minutes	5.	Information / Discussion / Action Items A. Review Facility Lease Schedule B. Lease Updates	Committee Review/Discussion	
Information/ Discussion/ Action Items		<ul style="list-style-type: none"> • Administration • Valencia College • Seminole State College • Lake-Sumter State College 		
Other Business	6.	Other Business		
Adjournment	7.	Adjournment		



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WELCOME



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ROLL CALL



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PUBLIC COMMENT



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APPROVAL OF MINUTES



DRAFT
Facilities Ad Hoc Committee Meeting
Thursday, August 28, 2024, 11:00 a.m.

MINUTES

MEMBERS PRESENT: Matt Walton, Andrew Abu and Dr. Molly Kostenbauder

STAFF PRESENT: Leo Alvarez, Lance Willingham, Sean Masherella, Vince Bruno and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome <ul style="list-style-type: none"> Mr. Walton, Committee Chair, called the meeting to order at 11:09 a.m. Mr. Walton welcomed Dr. Molly Kostenbauder, who is a new member serving on this Committee. 	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes <ul style="list-style-type: none"> Reviewed draft minutes from 4/4/24 Facilities Ad Hoc Committee Meeting. 	Mr. Abu made a motion to approve the minutes <u>from</u> the 4/4/24 Facilities Ad Hoc Committee Meeting. Dr. Kostenbauder seconded; motion passed unanimously.
5	Information and Discussion Review Facility Lease Schedule <ul style="list-style-type: none"> Reviewed lease schedule of all CSCF locations (attachment). Preliminary Discussion of Two-Year Space Plan <ul style="list-style-type: none"> Reviewed the overall objective to optimize space, reduce overhead costs and strategically utilize technology while not reducing service delivery (attachment). Space Options by County <ul style="list-style-type: none"> Discussed each current CSCF location regarding lease renewal or other possible options. 	<i>Staff to schedule <u>next</u> meeting to occur in about six months.</i>
6	Other Business None offered.	
7	Adjournment Meeting adjourned at 12:09 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

RETURN TO AGENDA



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INFORMATION/ DISCUSSION/ ACTION ITEMS

Review Facility Lease Schedule



	Center Lease Information	Price per Sq.Ft (CURRENT)	Sq.Ft.	Expires	Current Rate	Annual CAM & OH Cost	Total Annual Cost	Annual Rent Escalation	Renewal Options
(1)	CSCF (Sumter/Lake) 9909 US Highway 441, Building M29, Leesburg, FL 34748	\$17.00	10,525	1/25/2025 (see renew options)	\$178,925 per year, (Full Service)	\$6,482	\$185,407	3%	Five 1-year options, with 3 months notice prior lease expiration
(2)	CSCF (Seminole) 1209 West Airport Boulevard, Sanford, FL 32773	\$17.87	10,031	6/30/2026	\$179,230 per year, (NNN lease)	\$66,634	\$245,864	3%	One 5-year option, with 6 months written notice prior to lease expiration
(3)	CSCF (West Orange) 9401 West Colonial Drive, Suite 403, Ocoee, Florida 34761	\$27.10 1 st renewal base rent will be \$17.00 w/2.5% per year	12,041	7/31/2026	Currently \$326,160 per year, (NNN lease) 1 st renewal would be \$204,697	\$42,513	\$368,673	2.50%	Two 5-year options, no earlier the 12 and no later then 6 months before end of lease
		Includes T&I cost							
(4)	CSCF (Osceola) 1800 Denn John Lane Bldg. CIT Suite 300 Kissimmee, FL 34744	\$16.00 starting 1/1/2025	12,731	12/31/2029	\$203,396 per year, (Full Service)	\$119,245	\$322,671	2%	One more 5-year option, with 3 months notice prior to lease expiration
(5)	CSCF (Administration) 390 N Orange Avenue, Suite 700 Orlando, FL 32801	\$30.83	11,792	7/31/2026	\$363,549, (Full Service)	\$17,463	\$381,012	3%	One 5-year option, no earlier than 18 (1/25) and no later than 12 (7/25) months before end of lease
(6)	CSCF (Southeast Orange) 5784 S. Semoran Boulevard, Orlando, FL 32822	\$18.00	12,363	9/30/2026	\$227,196 per year, (NNN lease)	\$79,666	\$306,862	5.5%	2 year lease 1 st year 18.00 2 nd year 19.00

Lease Updates



Proposed Administrative office space reduction



Functional Areas (FTE ~45):

- Executive/Support : 8
- Finance: 8
- IT: 8
- HR: 4
- BI: 4
- Communications: 4
- Strategic Partnerships: 2
- Drop-In: 7

Administrative office proposed terms

1. Contraction of Space

- Careersource will give back approximately 5,000+/- square feet (sf) within 60 days after the lease amendment is fully executed.
- The 5,000+/- sf to be returned will be located on the east side of the building, providing the landlord with the most desirable/leasable portion of the space to expedite re-leasing efforts. Please find the referenced area separately attached.

2. Rate

- Careersource will pay rent on all current space through the end of 2025, with the contraction space taking effect on January 1, 2026.
- The lease term will be extended for an additional 62 months from the current expiration date of July 31, 2026, resulting in a new expiration date of September 30, 2031.
- The existing rental rent schedule to remain with three percent (3%) annual escalations through September 30, 2031.

3. Operating Expenses

- The landlord shall provide a 2026 Base Year for Operating Expenses.

4. Parking

- The same parking ratio will be maintained at the existing rate.

5. Tenant Improvement Allowance

- A tenant improvement allowance of \$5 per sf will be provided for refreshing paint and carpet within the remaining leased space.
- Landlord shall be responsible for all demising costs related to the space.

6. Free Rent

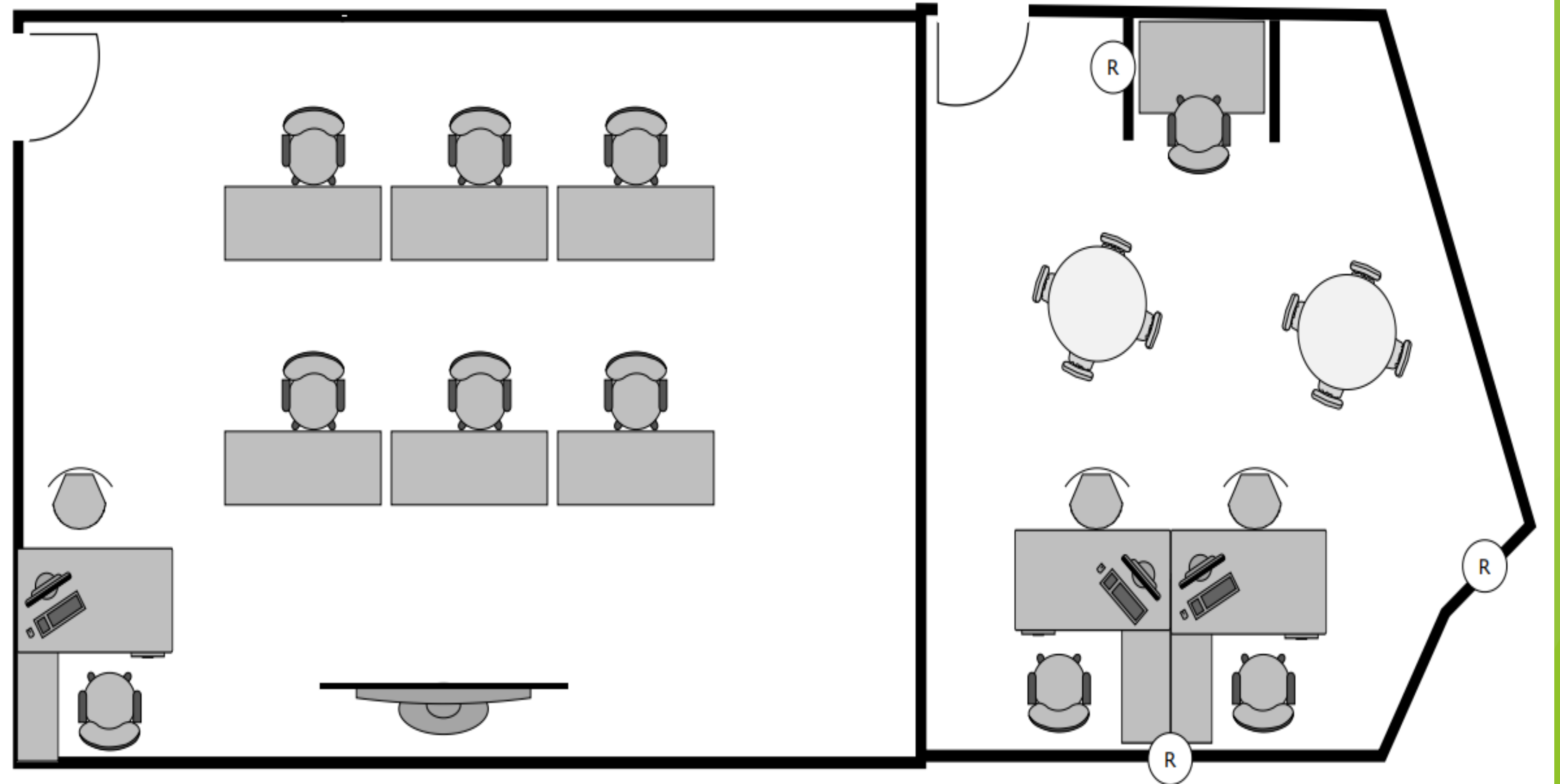
- The landlord will provide two (2) months of free rent for months January and February 2026.

7. Market Data

- Broker provided market data for 14 spaces in downtown Orlando between 4,000 to 6,000 Sq.Ft. Rental Rates ranged between \$29.00 to \$38.00 per Sq. Ft.

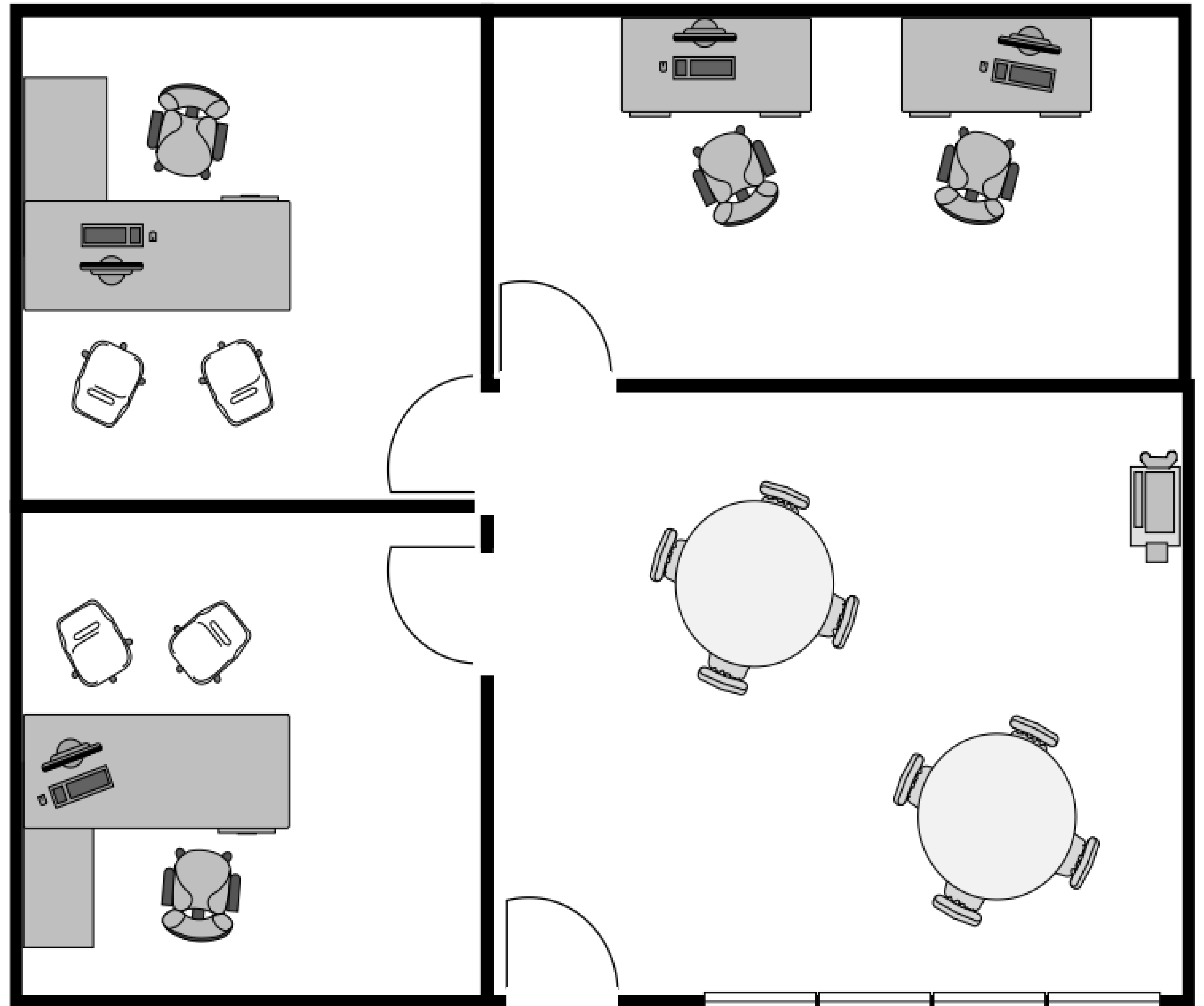
Valencia Community Hub

- ▶ Expected launch date 04/01/25
- ▶ 2 to 3 staff on site, M-Th 8am to 5pm.
- ▶ Space for training, testing, and one on ones.
- ▶ Furniture sourced from S/E and Lake
- ▶ Technology cost estimate at 10k, will need communication #'s, and facilities #'s.
- ▶ The total space for that area is 750 square feet
- ▶ Valencia will waive the lease payment for the remainder of this current fiscal year and only collect CAM

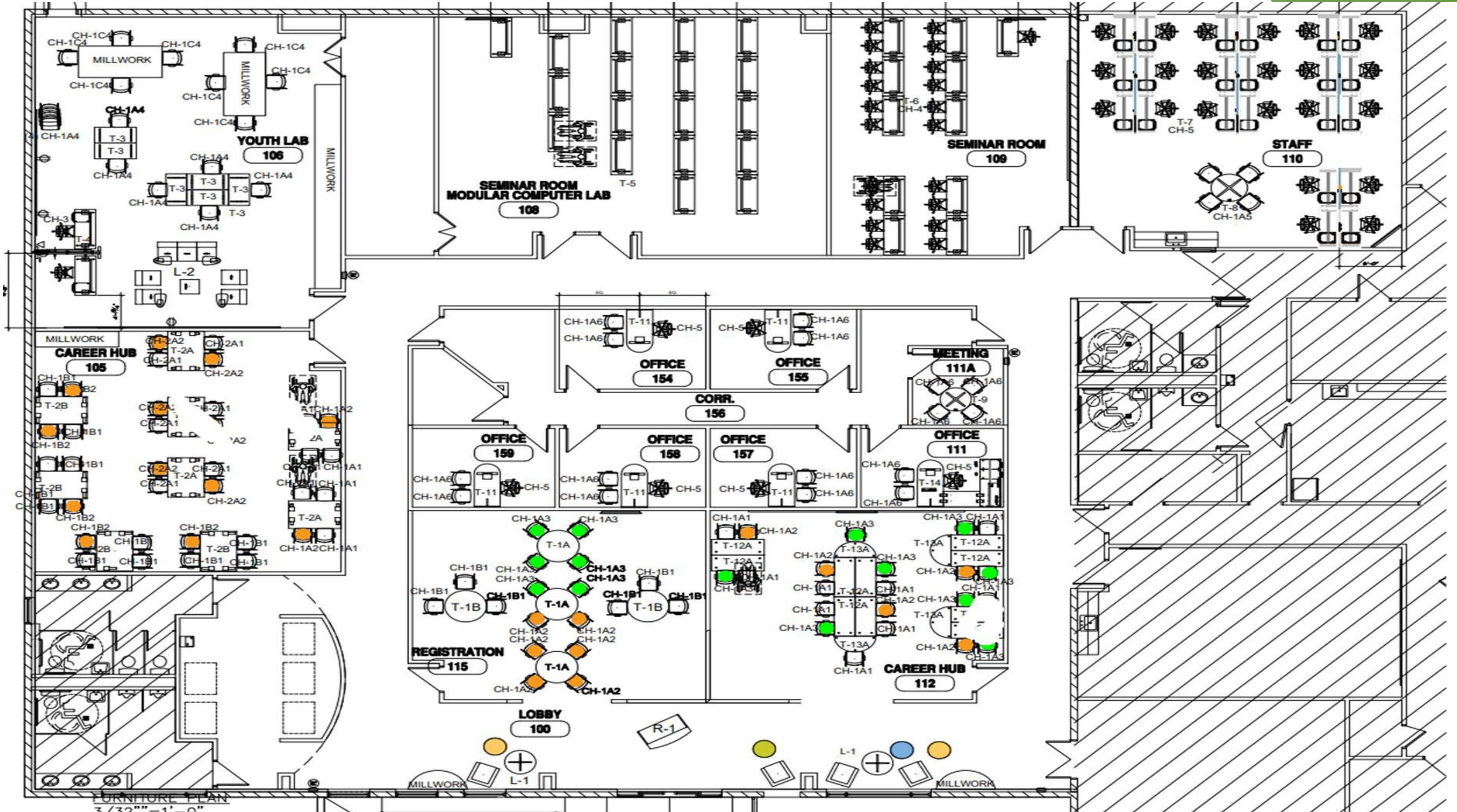


Seminole State Community Hub

- ▶ Expected launch date 04/01/25
- ▶ 2 to 3 staff on site, M-Th 8am to 5pm.
- ▶ Space for testing, and one on ones.
- ▶ 2 existing desks in offices are staying
- ▶ Furniture sourced from Seminole and Lake
- ▶ Waiting on receipt of facility use agreement, for terms



Lake Sumter State College





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OTHER BUSINESS



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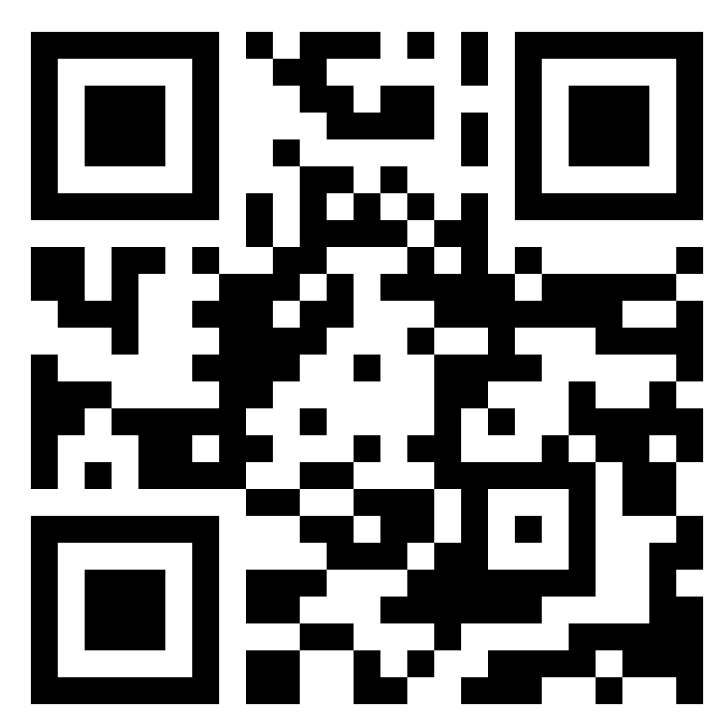
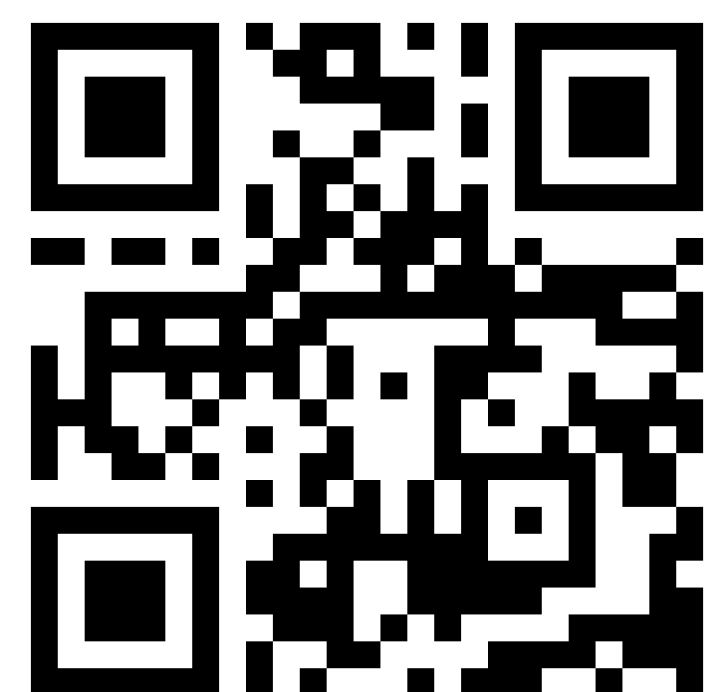
Other Business

▶ **Adjournment**

ADJOURNMENT



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