



FACILITIES AD HOC COMMITTEE

CareerSource Central Florida | 8/28/24

CareerSourceCentralFlorida.com

ISHMENT
BEGINS WITH A DREAM.



8/28/24 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: Facilities Ad Hoc Committee Meeting

When: Wednesday, August 28, 2024
11:00 a.m. – 12:00 p.m.

Where: CSCF Seminole Career Center
1209 W. Airport Blvd., Sanford FL 32773

or

Virtual Option via Zoom:

Link: <https://careersourcecf.zoom.us/j/83018177709?pwd=gRTOQP6p99alzrDLqXU7AxCssEtSCP.1>

Dial In: 1 (929) 205-6099 / Meeting ID: 830 1817 7709 / Passcode: 653419

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Agenda Item #"	Topic	Presenter	Action Item
1.	Welcome <ul style="list-style-type: none"> • Introduction of New Committee Member: Dr. Molly Kostenbauder 	Matt Walton	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes A. 4/4/24 Facilities Ad Hoc Committee Meeting	Matt Walton	X
5.	Information / Discussion / Action Items A. Review Facility Lease Schedule B. Preliminary Discussion of Two-Year Space Plan C. Space Options by County: <ul style="list-style-type: none"> - Lake - Seminole - Orange (SE) - Admin 	Committee Discussion	
6.	Other Business		
7.	Adjournment		



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WELCOME

FACILITIES AD HOC COMMITTEE WELCOME!



Welcome to:

Dr. Molly Kostenbauder

Associate VP for School of Business,
Health, and Public Safety





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ROLL CALL / ESTABLISHMENT OF QUORUM



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PUBLIC COMMENT



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APPROVAL OF MINUTES



DRAFT
 Facilities Ad Hoc Committee Meeting
 Thursday, April 4, 2024, 11:15 a.m.
 MINUTES

MEMBERS PRESENT: Matt Walton and Andrew Albu

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

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Committee Chair, called meeting to order at 11:16 a.m.	
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 10/24/23 Facilities Ad Hoc Committee Meeting. 	Mr. Albu made a motion to approve the minutes from the 10/24/23 Facilities Ad Hoc Committee Meeting. Mr. Walton seconded; motion passed unanimously.
5	<p>Information and Discussion</p> <p><u>Review Facility Lease Schedule</u></p> <ul style="list-style-type: none"> • Reviewed lease schedule of all CSCF locations (attachment). <p><u>CSCF Southeast Orange Career Center and Osceola Career Center Lease Renewals</u></p> <ul style="list-style-type: none"> • Committee reviewed Southeast Orange career center as well as Osceola career center's lease renewal options, in comparison to alternative locations in vicinity of current respective career centers. Committee noted that the costs of the alternative locations were considerably higher than current location rates. (attachment). <ul style="list-style-type: none"> - Committee concurred for staff to move forward and extend both Southeast Orange career center and Osceola career center to 2 years only (vs. a longer lease). During these 2 years staff will review options and work out a game plan in conjunction with the other locations and determine how much overall space is needed. <p><u>Spaced Design Planner Recommendation for Admin Location</u></p> <ul style="list-style-type: none"> • Committee had preliminary discussion on space design planning at Admin office. At <u>next</u> meeting, staff will provide architect's input on space planning. 	<p>Mr. Albu made a motion to approve for Board's final approval:</p> <ol style="list-style-type: none"> 1) Extend current lease at Southeast Orange career center for 2 years. 2) Extend current lease at Osceola career center for 2 years. <p>Mr. Walton seconded; motion passed unanimously.</p>



6	<u>Other Business</u> None offered.	
7	Adjournment Meeting adjourned at 12:00 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator



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INFORMATION / DISCUSSION / ACTION ITEMS

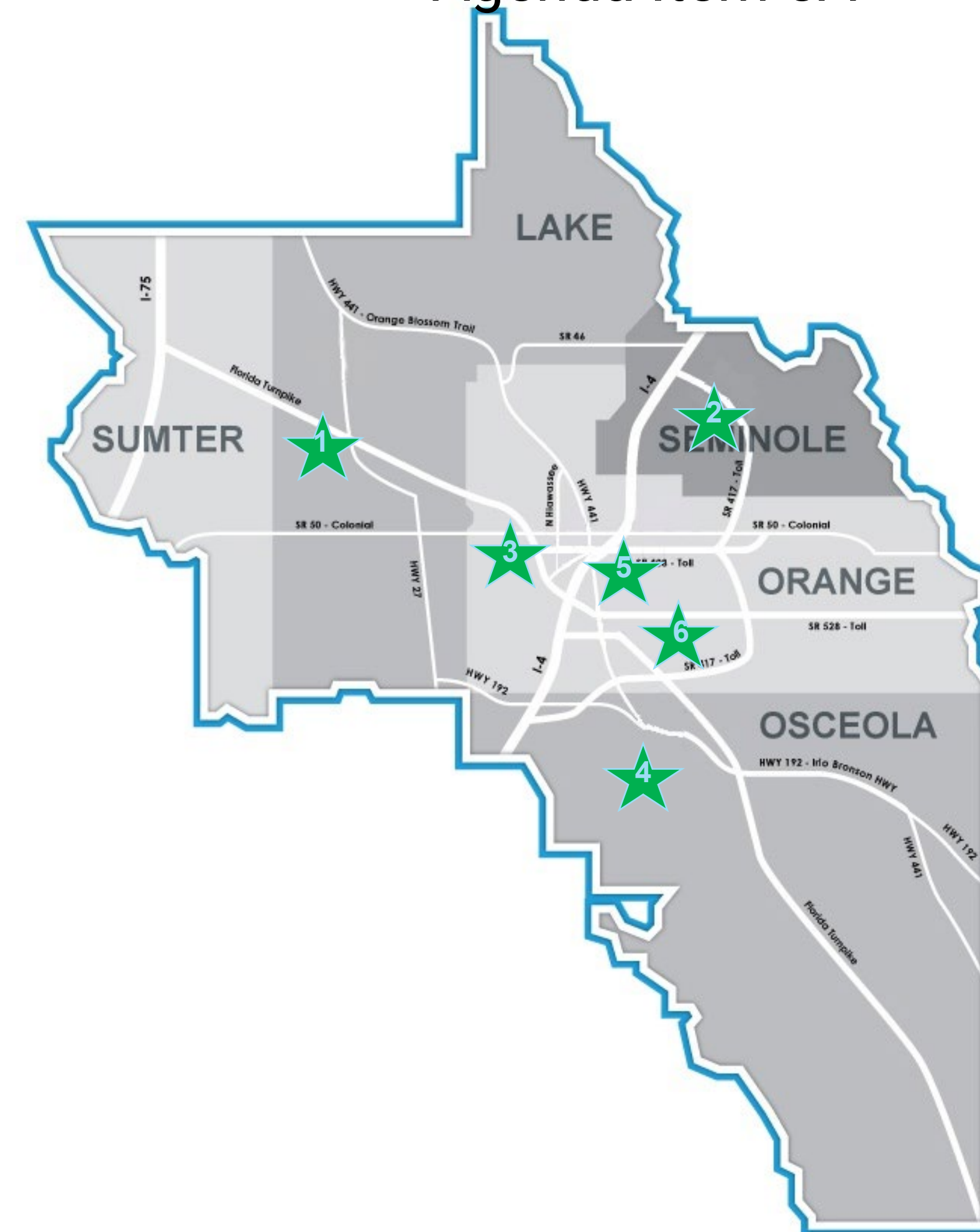
CareerSource Central Florida Space Optimization Plan

CareerSource Central Florida's strategy is to reduce office footprint and rental expense over the next two years. The objective is to achieve significant cost savings while maintaining a high level of service delivery and employee productivity.



Current Office Landscape and Rental Costs

	Center Lease Information	Price per Sq.Ft (CURRENT)	Sq.Ft.	Expires	Current Rate	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)	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)	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 Includes T&I cost	12,041	7/31/2026	Currently \$326,160 per year, (NNN lease) 1 st renewal would be \$204,697	2.50%	Two 5-year options, no earlier the 12 and no later then 6 months before end of lease
(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)	2%	Two 5-year options, 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)	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)	5.5%	2 year lease 1 st year 18.00 2 nd year 19.00



[RETURN TO AGENDA](#)



OBJECTIVES: REDUCING OFFICE LOCATIONS AND RENTAL EXPENSES

Agenda Item 5B

Reduce Office Locations

The plan aims to reduce the number of physical office locations

Reduce Rental Expense

A 35% reduction in annual rental expense is targeted, resulting in a projected \$500,000 in savings annually.

Maintain Service Levels

The space optimization plan will ensure that service delivery levels are maintained or even improved by leveraging community partnerships and virtual service technology.



LAKE COUNTY



SEMINOLE COUNTY



ORANGE COUNTY



DOWNTOWN ORLANDO





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ADJOURNMENT



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