



FACILITIES

AD HOC COMMITTEE MEETING

CareerSource Central Florida | 3/30/26

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ISHMENT
BEGINS WITH A DREAM.



3/30/26 FACILITIES AD HOC COMMITTEE MEETING DETAILS**Meeting Details**

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information/
Discussion

Other Business

Adjournment

What: Facilities Ad Hoc Committee Meeting

When: Monday, March 30, 2026
12:00 p.m. – 1:00 p.m.

Where: Seminole Community Hub
East Coast Dream Center
3053 W. State Road 426
Oviedo, FL 32765

Zoom Link: <https://careersourcecf.zoom.us/j/88436928463?pwd=h5Dnw1NT4dwZoyCWU3wNUllbzwRBX7.1>

Dial In: (305) 224-1968 / Meeting ID: 884 3692 8463 / Passcode: 034065

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Agenda Item #	Topic	Presenter	Action Item
1.	Welcome	Matt Walton	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes A. 8/25/25 Facilities Ad Hoc Committee Meeting	Matt Walton	X
5.	Information / Discussion A. Lease Updates 1) Seminole Office 2) Southeast Orange Office 3) Community Hubs B. Facility Lease Schedule - Review C. Three-Year Lease Analysis	Committee Review/Discussion	
6.	Other Business		
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
Monday, August 25, 2025, 11:00 a.m.

MINUTES

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

STAFF PRESENT: Leo Alvarez, Lance Willingham, Sean Masherella, 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 11:00 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 3/7/25 Facilities Ad Hoc Committee Meeting. 	Mr. Abu made a motion to approve the minutes from the 3/7/25 Facilities Ad Hoc Committee Meeting. Dr. Kostenbauder seconded; motion passed unanimously.
5	Information / Discussion / Action Items <u>Lease Updates</u> <ul style="list-style-type: none"> • Reviewed updated layouts and lease terms on following locations (attachment) <ul style="list-style-type: none"> - Administration - Valencia College: Community Hub launched on 4/10/25 - Seminole State College: Community Hub launched on 4/28/25 - Lake-Sumter State College <u>Facility Lease Schedule: Review/Recommendations</u> <ul style="list-style-type: none"> • Reviewed overall lease schedules of CSCF's centers, admin and community hubs (attachments). CSCF anticipates an overall savings of more than \$800,000, and to have 6 Community Hubs by 6/30/26. 	Dr. Kostenbauder made a motion for Board's final approval to allow staff to notify Seminole and Southeast offices landlords of CSCF's intent to not renew the respective leases beyond the current term. Mr. Abu seconded; motion passed unanimously.
6	<u>Other Business</u> None offered.	
7	Adjournment Meeting adjourned at 11:48 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

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INFORMATION/ DISCUSSION/ ACTION ITEMS



LEASE UPDATES

- Seminole County Office
- Southeast Orange County Office
- Community Hubs



SEMINOLE OFFICE CLOSURE (95% COMPLETE)

- **Project Status: 95% complete**
- **Final Walkthrough: April 30, 2026**
- **Staff Move-Out: April 31, 2026 (scheduled)**
- **Signage Removal: Scheduled**
- **Furniture Pickup: Scheduled**
- **Lease/Building Turnover Deadline: June 30, 2026**



SOUTHEAST OFFICE CLOSURE UPDATE

3/30/2026

Southeast Office Closure (Initial Phase)

- Project Timeline: April – September 2026
- Current Status: Initiation phase (0% complete)



April 1, 2026 (Project Begins - Planning & Alignment)

- Finalize staff identified for relocation
- Confirm relocation placements and assignments

May 2026 (Operational Transition)

- Redirect team services to designated hubs
- Begin transition planning for service continuity

June 2026 (Execution Phase)

- Staff move-out completed by June 30, 2026
- Signage removal scheduled
- Furniture and equipment pickup scheduled
- Teams fully redistributed to hub locations

September 2026 (Project Closeout)

- Lease/Building Turnover: September 30, 2026



CAREER HUB OFFICE LOCATIONS

AS OF 3/30/2026

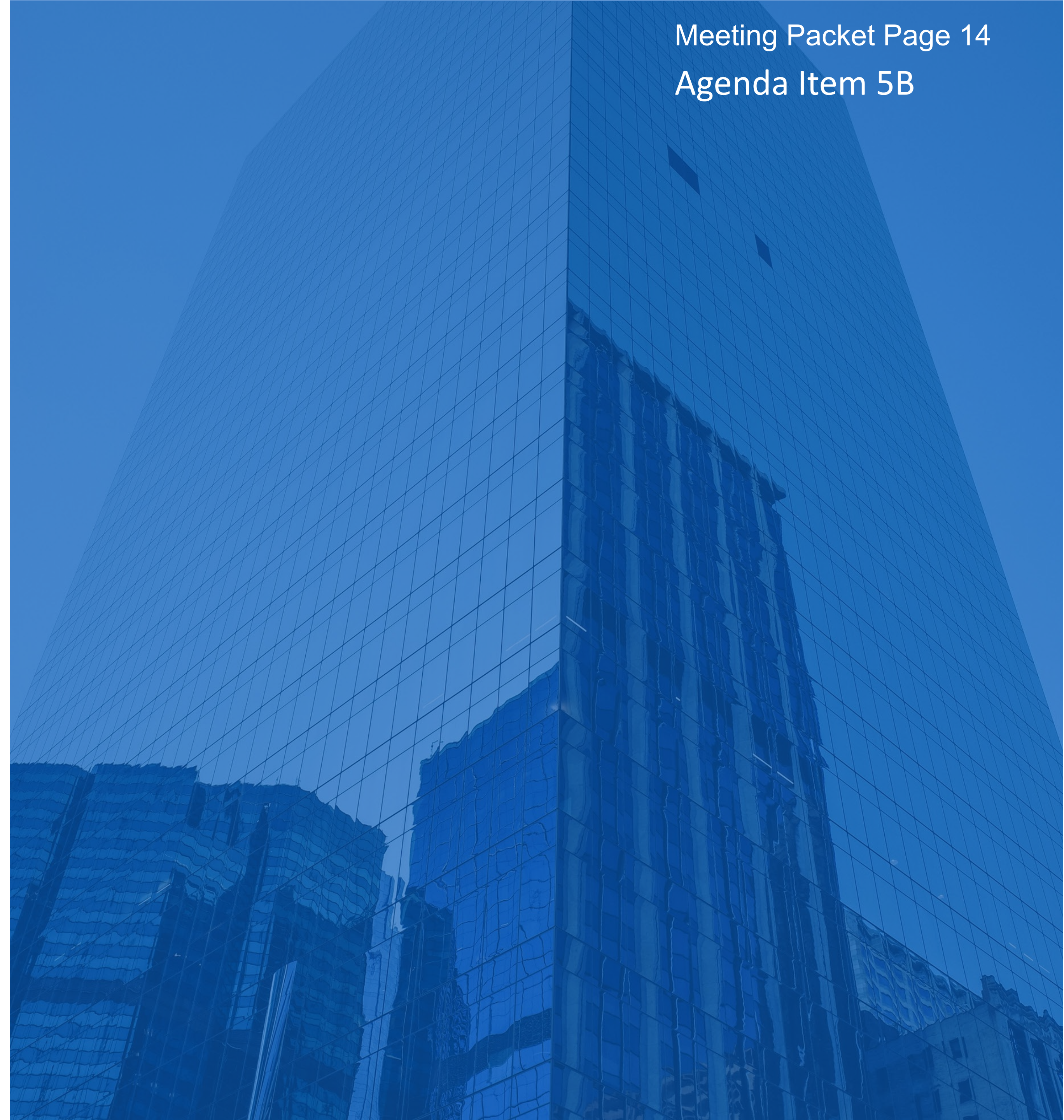
Goal: Operating in 6 Career Hub offices by 06/30/26

Chub Lease Information	Price per Sq.Ft (CURRENT)	Sq.Ft.	Current Rate
Valencia College East Campus, 701 N. Econlockhatchee Trail, Building 4, Room100B, Orlando, FL 32825	\$15.00	725 Sq.Ft.	\$10,875
Seminole State College of Florida, 100 Weldon Blvd, Building C, Room C103, Sanford, FL 32773	\$18.00	588 Sq.Ft.	\$10,584
Altamonte Springs Library, 281 Maitland Ave, Altamonte, FL 32701	\$0.00	300 Sq.Ft.	\$12,000
East Coast Dream Center, 3053 W State Road 426, Oviedo, FL 32765	\$0.00	120 Sq.Ft.	\$0.00

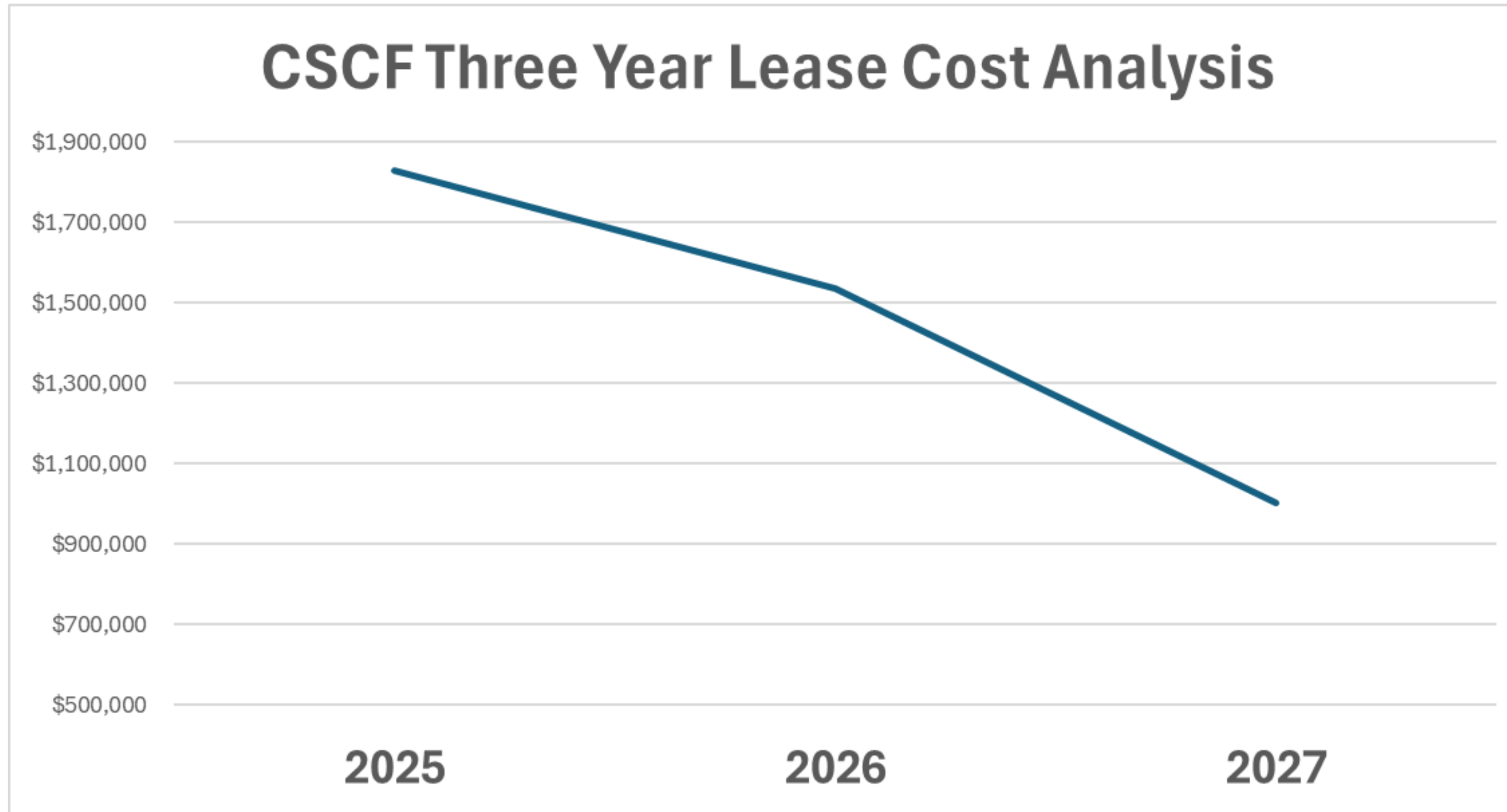
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Facility Lease Schedule Review



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
CSCF (Sumter/Lake) 9909 US Highway 441, Building M29, Leesburg, FL 34748	\$17.00	Old sq.ft 10,525, New sq.ft. 8465	1/25/2025	Old \$178,925 per year, (Full Service) New \$143,905 per year, (Full Service)	\$6,482	Old: \$185,407 New: \$150,387	3%	Five 1-year options, with 3 months notice prior lease expiration
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
CSCF (West Orange) 9401 West Colonial Drive, Suite 403, Ocoee, Florida 34761	\$27.10 1st renewal base rent will be \$17.00 w/2.5% per year	12,041	7/31/2026	\$326,160 per year, (NNN lease)	\$42,513	Old: \$368,673 New: 204,697	2.50%	Two 5-year options, no earlier than 12 and no later than 6 months before end of lease
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	Old: \$322,671	2%	One more 5-year option, with 3 months notice prior to lease expiration
CSCF (Administration) 390 N Orange Avenue, Suite 700 Orlando, FL 32801	\$31.75	11,792	7/31/2026	\$381,453, (Full Service)	\$17,463	Old: \$398,916 New: 238,884	3%	One 5-year option, no earlier than 18 (1/25) and no later than 12 (7/25) months before end of lease
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 1st year 18.00 2nd year 19.00
TOTALS				1,496,360	332,003	1,828,393	<u>RETURN TO AGENDA</u>	



	<u>2025</u>	<u>2026</u>	<u>2027</u>
\$	1,828,393	\$ 1,534,826	\$ 1,001,733

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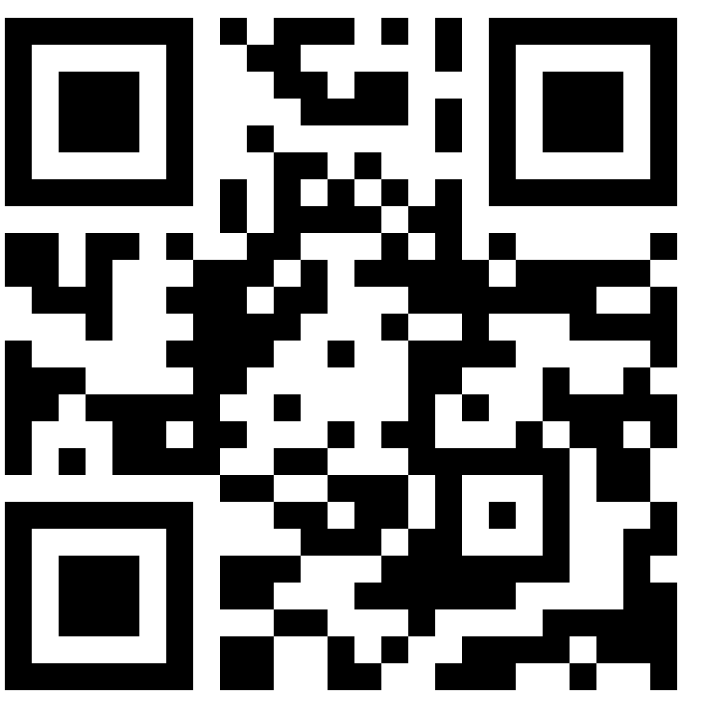
Other Business

▶ **Adjournment**

ADJOURNMENT



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