



FACILITIES

AD HOC COMMITTEE MEETING

CareerSource Central Florida | 4/4/24

CareerSourceCentralFlorida.com

4/4/24 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: Finance Committee Virtual Meeting

When: Thursday, April 4, 2024
11:00 a.m. – 12:00 p.m.

Where: CareerSource Central Florida West Orange County Career Center at West Oaks Mall,
9401 West Colonial Drive, Ocoee, FL 34761

4/4/24 FACILITIES AD HOC COMMITTEE MEETING DETAILS

	Agenda Item #"	Topic	Presenter	Action Item
Meeting Details	1.	Welcome	Matt Walton	
Meeting Agenda	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Welcome	3.	Public Comment		
Roll Call	4.	Approval of Minutes A. 10/24/23 Facilities Ad Hoc Committee Meeting	Matt Walton	X
Public Comment	5.	Information / Discussion / Action Items A. Review Facility Lease Schedule B. CSCF Southeast Orange Career Center Lease Renewal C. Space Design Planner Recommendation for 390 N. Orange Ave., Orlando (Admin Office)	Committee Review/Discussion	X
Approval of Minutes	6.	Other Business		
Information/ Discussion/ Action Items	7.	Adjournment		
Other Business				
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
 Tuesday, October 24, 2023
 10:00 a.m.

MINUTES

MEMBERS PRESENT: Matt Walton and Andrew Albu

STAFF PRESENT: Leo Alvarez, Lance Willingham, Fabia Diaz and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Committee Chair, called meeting to order at 10:00 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 11/16/22 Facilities Ad Hoc Committee Meeting. 	Mr. Albu made a motion to approve the minutes from the 11/16/22 Facilities Ad Hoc Committee Meeting. Mr. Walton seconded; motion passed unanimously.
5	Information and Discussion <u>CSCF Lake-Sumter Career Center Lease Renewal</u> <ul style="list-style-type: none"> Reviewed market data of 4 other properties within <u>5 to 10-mile</u> radius of current career center location in Lake County (attachment). The comparison data showed the current location to be the cheapest, well below market value (attachment). Additionally, the current location is cheapest compared to other CSCF center locations (attachment). <p><u>CSCF Lease Renewals Expiring 2024</u> The Committee reviewed other lease expirations in 2024: Southeast and Osceola locations(attachment) and will discuss further at next meeting.</p>	Mr. Albu made a motion to approve for Board's final approval: <ol style="list-style-type: none"> 1) Renew with five (5), 1-year lease renewal options at 3% escalation, 2) Reduce lease square footage by 1,000 and 3) Accept rate of \$17 per square foot. Mr. Walton seconded; <u>motion</u> passed unanimously. <p><i>Mr. Alvarez to send 90-day notification to Lake-Sumter State College that CSCF would like to renew based on <u>above</u> vote.</i></p> <p><i>Ms. Kasal to schedule next <u>meeting</u> in March/April 2024.</i></p>



6	<u>Other Business</u> None offered.	
7	Adjournment Meeting adjourned at 10:26 a.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator



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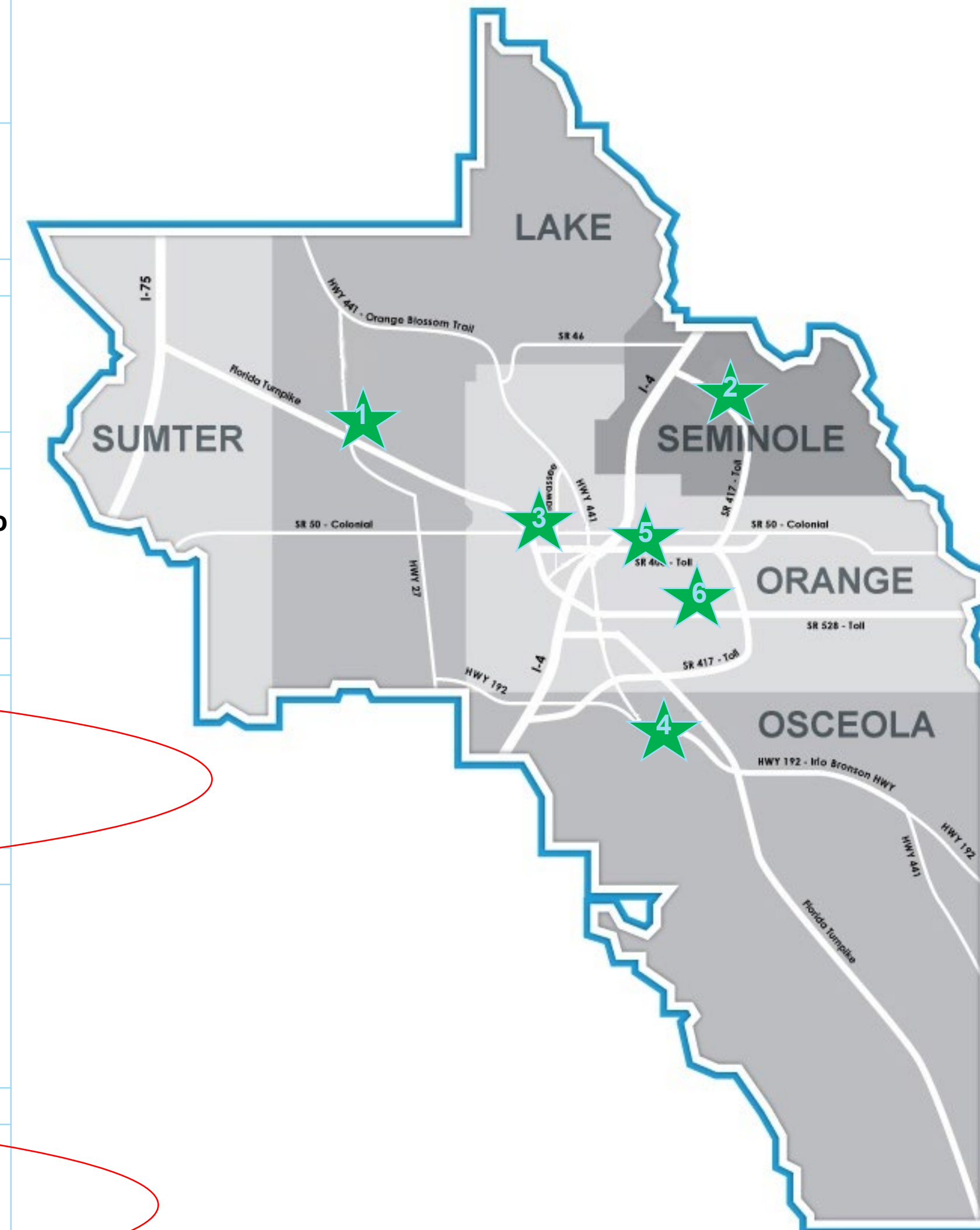
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INFORMATION/ DISCUSSION/ ACTION ITEMS

	Center Lease Information	Price per Sq.Ft (CURRENT)	Sq.Ft.	Expires	Current Rate	Annual Rent Escalation	Annual Maintenance Expenses	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%	\$4,939.00	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%	\$34,964.00	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	12,041	7/31/2026	\$326,160 per year, (NNN lease)	2.50%	\$50,539.00	Two 5-year options, no earlier the 6 and no later then 12 months before end of lease
		Includes T&I cost						
(4)	CSCF (Osceola) 1800 Denn John Lane Bldg. CIT Suite 300 Kissimmee, FL 34744	\$15.12	12,731	12/31/2024	\$190,965 per year, (Full Service)	2%	\$3,438.00	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%	\$9,882.00	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	Pending \$18.00	12,363	Pending 9/30/2026	Pending \$227,196 per year, (NNN lease)	Proposed 5.5%	\$45,581.00	2 year lease 1 st year 18.00 2 nd year 19.00



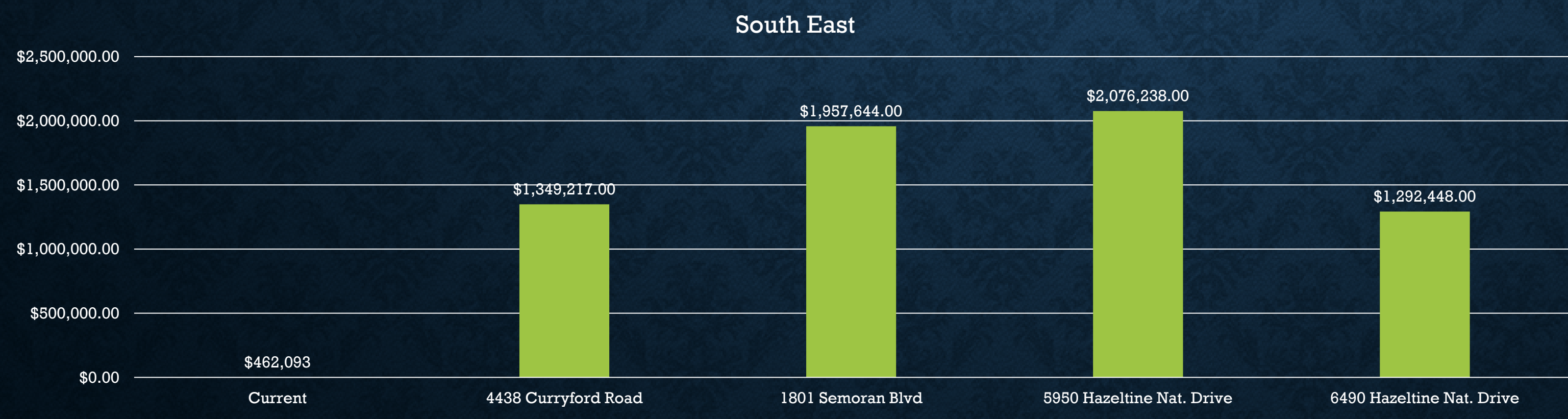
Rent / Related cost for maintaining locations represents approximately 6.2% of total rent

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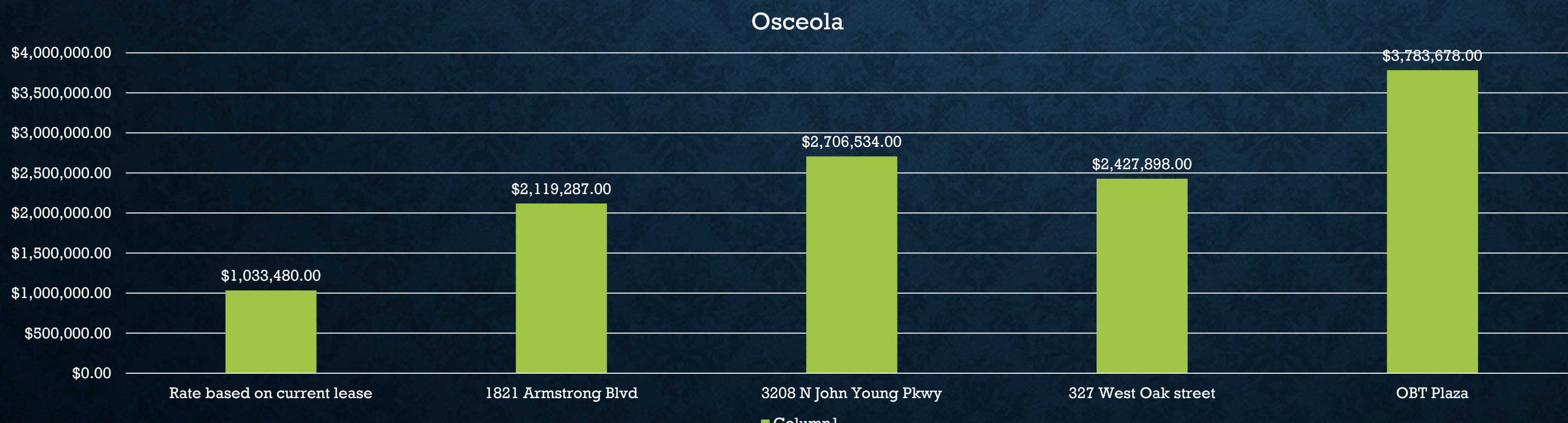
SOUTH/EAST ORANGE UP FOR RENEWAL BY 9/24

		Orlando International Business Center (Current)			4438 - 4446 Curry Ford Road - Conway Plaza			1801 S Semoran Blvd.			5950 Hazeltine National Drive			6490 Hazeltine National Drive - Lee Vista Flex		
		2.5 Year Term			5 Year Term			5 Year Term			5 Year Term					
Year		Square	Cost	Aggregate	Square	Cost	Aggregate	Square	Cost	Aggregate	Square	Cost	Aggregate	Square	Cost	Aggregate
Beg.	Year	Footage	PSF	Cost	Footage	PSF	Cost	Footage	PSF	Cost	Footage	PSF	Cost	Footage	PSF	Cost
22-Mar	1	12,363	\$16.00	\$197,808												
23-Mar	2	12,363	\$16.48	\$203,742												
	6 month	12,363	\$16.97	\$104,900												
Year 1	1	12,363	\$18.00	\$227,196	8,410	\$30.80	\$259,028	10,560	\$35.50	\$374,880	10,127	\$38.50	\$389,890	8,019	\$30.94	\$248,108
Year 2	2	12,363	\$19.00	\$234,897	8,410	\$31.42	\$264,276	10,560	\$36.27	\$382,958	10,127	\$39.72	\$402,194	8,019	\$31.57	\$253,145
	3	12,363	TBD	TBD	8,410	\$32.07	\$269,681	10,560	\$37.05	\$391,279	10,127	\$40.97	\$414,867	8,019	\$32.22	\$258,334
	4	12,363	TBD	TBD	8,410	\$32.73	\$275,249	10,560	\$37.86	\$399,850	10,127	\$42.26	\$427,921	8,019	\$32.88	\$263,678
	5	12,363	TBD	TBD	8,410	\$33.41	\$280,983	10,560	\$38.70	\$408,677	10,127	\$43.58	\$441,366	8,019	\$33.57	\$269,183
				\$462,093			\$1,349,217			\$1,957,644			\$2,076,238			\$1,292,448



OSCEOLA UP FOR RENEWAL 12/24

		Valencia College Osceola Campus			1821 Armstrong Blvd.			3208 N John Young Pkwy - The Loop			327-337 W Oak Street			Orange Blossom Plaza - Bldg 200		
		7/18/2023			1/1/2025			1/1/2025			1/1/2025			1/1/2025		
		5 Year Term			5 Year Term			5 Year Term			5 Year Term			5 Year Term		
Year Beg.	Year	Square Footage	Cost PSF	Aggregate Cost	Square Footage	Cost PSF	Aggregate Cost	Square Footage	Cost PSF	Aggregate Cost	Square Footage	Cost PSF	Aggregate Cost	Square Footage	Cost PSF	Aggregate Cost
1/20/2019	1	12,731	\$15.00	\$190,965												
1/21/2020	2	12,731	\$15.00	\$190,965												
1/22/2021	3	12,731	\$15.00	\$190,965												
1/23/2022	4	12,731	\$15.00	\$190,965												
1/24/2023	5	12,731	\$15.00	\$190,965												
				\$954,825												
1/25/2024	1	12,731	\$16.00	\$206,696	10,000	\$40.50	\$405,000	10,751	\$48.00	\$516,048	10,781	\$43.00	\$463,583	10,571	\$68.00	\$718,828
1/25/2025	2	12,731	\$16.00	\$206,696	10,000	\$41.42	\$414,150	10,751	\$49.14	\$528,304	10,781	\$43.99	\$474,256	10,571	\$69.74	\$737,222
1/25/2026	3	12,731	\$16.00	\$206,696	10,000	\$42.36	\$423,575	10,751	\$50.31	\$540,928	10,781	\$45.01	\$485,250	10,571	\$71.53	\$756,167
1/25/2027	4	12,731	\$16.00	\$206,696	10,000	\$43.33	\$433,282	10,751	\$51.52	\$553,931	10,781	\$46.06	\$496,573	10,571	\$73.38	\$775,681
1/25/2028	5	12,731	\$16.00	\$206,696	10,000	\$44.33	\$443,280	10,751	\$52.77	\$567,323	10,781	\$47.14	\$508,236	10,571	\$75.28	\$795,780
				\$1,033,480			\$2,119,287			\$2,706,534			\$2,427,898			\$3,783,678



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DISCUSSION

SPACE PLANNER FOR ADMINISTRATIVE OFFICE

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OTHER BUSINESS



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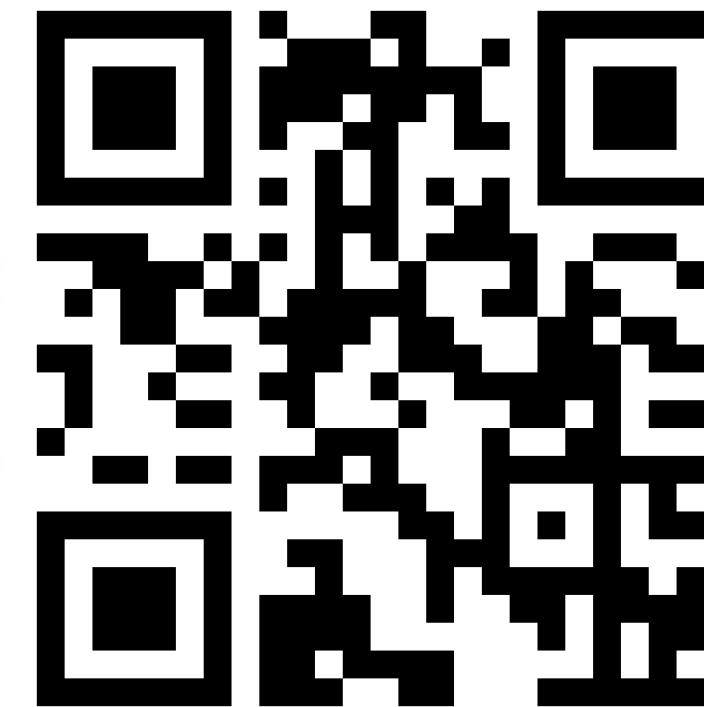
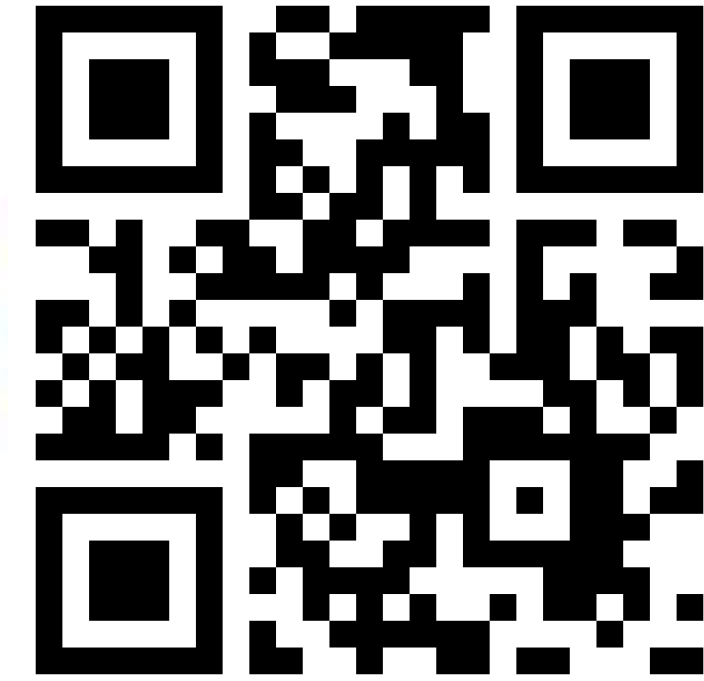
Other Business

▶ **Adjournment**

ADJOURNMENT



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