

FACILITIES AD HOC COMMITTEE MEETING

BEGINS WITH A DREAM.

CareerSource Central Florida | 8/25/25

CareerSourceCentralFlorida.com

8/25/25 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: Facilities Ad Hoc Committee Meeting

When: Monday, August 25, 2025

11:00 a.m. – 12:00 p.m.

Where: Orange Community Hub

Valencia College East Campus

701 N. Econlockhatchee Trail

Building 4, Room 100B

Orlando, FL 32825

Zoom Link: https://careersourcecf.zoom.us/j/81418833323?pwd=wgQfxaawtSXUtVohGiTUCepmCb16lm.1

Dial In: 1 (929) 205-6099 / Meeting ID: 814 1883 3323 / Passcode: 037281

8/25/25 FACILITIES AD HOC COMMITTEE MEETING DETAILS

Mooting Dot	oile	Agenda Item #"	Topic	Presenter	Action Item
Meeting Details		1.	Welcome	Matt Walton	
Meeting Age	enda	2.	Roll Call / Establishment of Quorum	Kaz Kasal	
Welcome		3.	Public Comment		
Roll Call		4.	Approval of Minutes A. 3/7/25 Facilities Ad Hoc Committee Meeting	Matt Walton	X
Public Comr	ment	5.	Information / Discussion / Action Items	Committee Review/Discussion	
Approval of			A. <u>Lease Updates</u>AdministrationValencia College		
Information/ Discussion/			 Seminole State College 		
Action Items			 Lake-Sumter State College 		
Other Busin	ess		B. Facility Lease Schedule - Review/Recommendations		X
Adjournmen	it	6.	Other Business		
		7.	Adjournment		



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WELCOME



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ROLLCAL



Meeting Agenda

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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 Friday, March 7, 2025, 8:30 a.m.

MINUTES

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

Leo Alvarez, Pam Nabors, Tadar Muhammad, Lance Willingham, Sean Masherella, Vince Bruno and Kaz Kasal STAFF PRESENT:

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Committee Chair, called the meeting to order at 8:30 a.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None offered.	
4	Approval of Minutes Reviewed draft minutes from 8/28/24 Facilities Ad Hoc Committee Meeting.	Mr. Albu made a motion to approve the minutes from the 8/28/24 Facilities Ad Hoc Committee Meeting. Dr. Kostenbauder seconded; motion passed unanimously.
5	Information and Discussion Review Facility Lease Schedule Reviewed lease schedule of all CSCF locations (attachment).	
	Reviewed below lease updates (attachments): Administration Reviewed proposed office space reduction and lease terms at current location. Broker attained market data from 14 office locations within 1 mile radius of current Admin office; rental rates ranged between \$29 to \$38 per sq. ft. Once lease renewal is finalized at current location, it should remain about \$30 per sq. ft. Seminole State College Reviewed 500 sq. ft. space CSCF to utilize located within Seminole State College/Sanford location – expected launch date 4/1/25. Also includes large space area that can be reserved for events – i.e. job fairs. Valencia College Reviewed 750 sq. ft. space CSCF to utilize located within Valencia College East Campus – expected launch date 4/1/25.	

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	- Lake-Sumter State College o With lease renewal, looking to reduce 20-30% of space • Ms. Nabors, CEO, relayed about 70% of individuals visiting the career centers come as a requirement of reemployment or cash assistance benefits. To strategically reach those specifically seeking career support and upskilling, CSCF will continue to search for organizations, like colleges, that attract career seekers; where CSCF can co-locate to provide career support. This will also help to provide CSCF more flexibility, especially if there is a reduction in funds, as well as reduce brick & mortar costs.
6	Other Business Committee concurred to have next meeting scheduled in late May 2025.
7	Adjournment Meeting adjourned at 9:23 a.m.

Respectfully submitted,

Kaz Kasal Executive Board Coordinator







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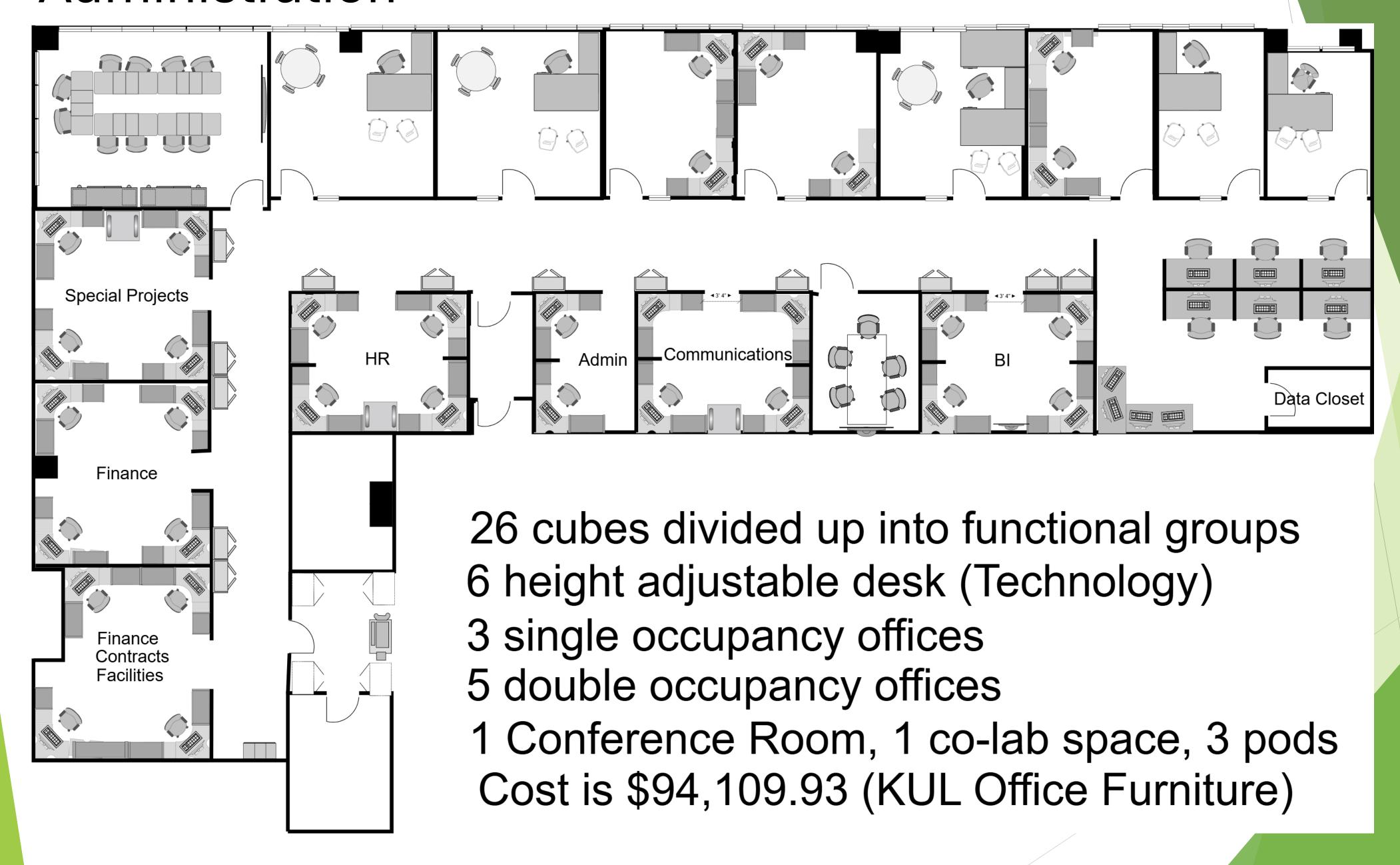
Adjournment

INFORMATION/ DISCUSSION/ ACTION ITEMS

Lease Updates



Administration



Administrative office new lease terms

1. Contraction of Space

- o 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. CSCF will save appox.
 \$92,965 in base rent based on early give back (original lease end date: 07/31/26)
- 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

Tenant will agree to lease forty (40) un-reserved parking spaces at the rate of \$125 per space.

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. Represents savings of approx. \$35,130.

6. Free Rent

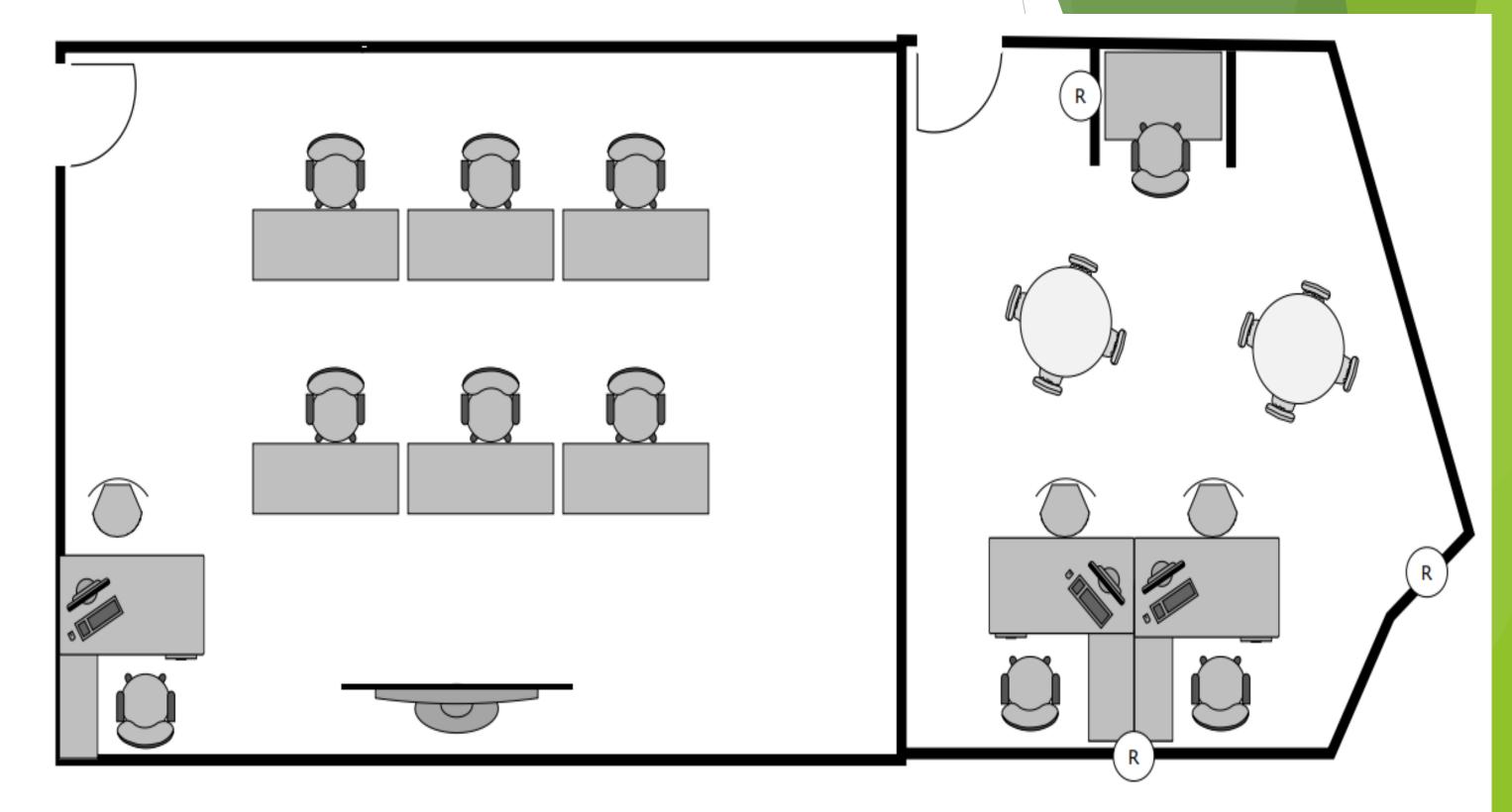
The landlord will provide two (2) months of free rent for months January and February 2026. Represents savings of approx. \$39,814.

7. Market Data

o 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.

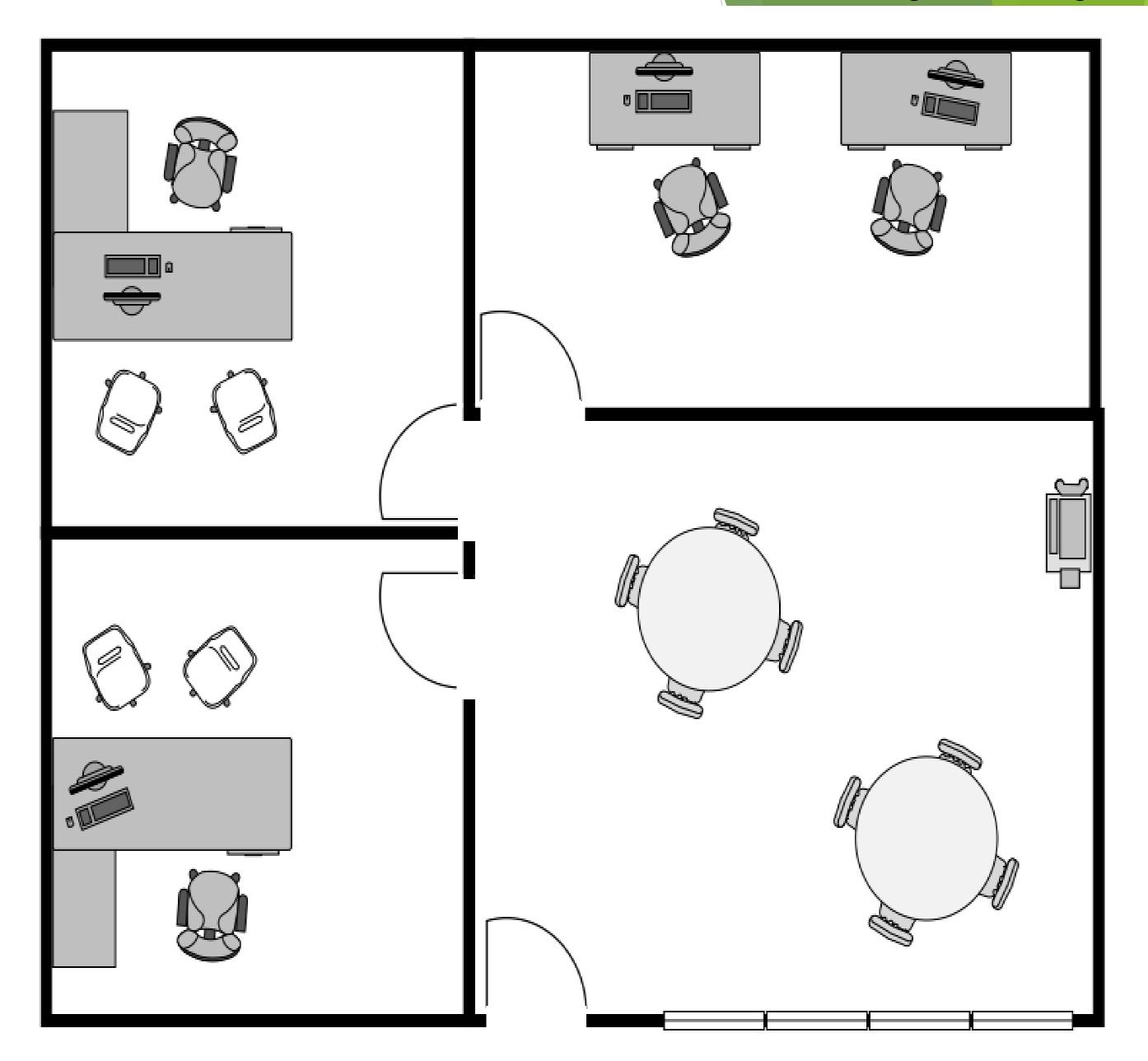
Valencia Community Hub

- Expected launch date 04/01/25, actual launch date 4/10/2025
- > 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 communications, and facilities 's.
- ▶ The total space for that area is 725 gross square feet
- ► Valencia will waive the lease payment for the remainder of this current fiscal year and only collect CAM
- ▶ License Year 1 5 \$15 per GSF/year (\$10,875/year)
- License Year 6 –10 \$16 per GSF/year (first renewal option) (\$11,600/year)
- License Year 11-15 \$17 per GSF/year (second renewal option) (\$12,325/year)



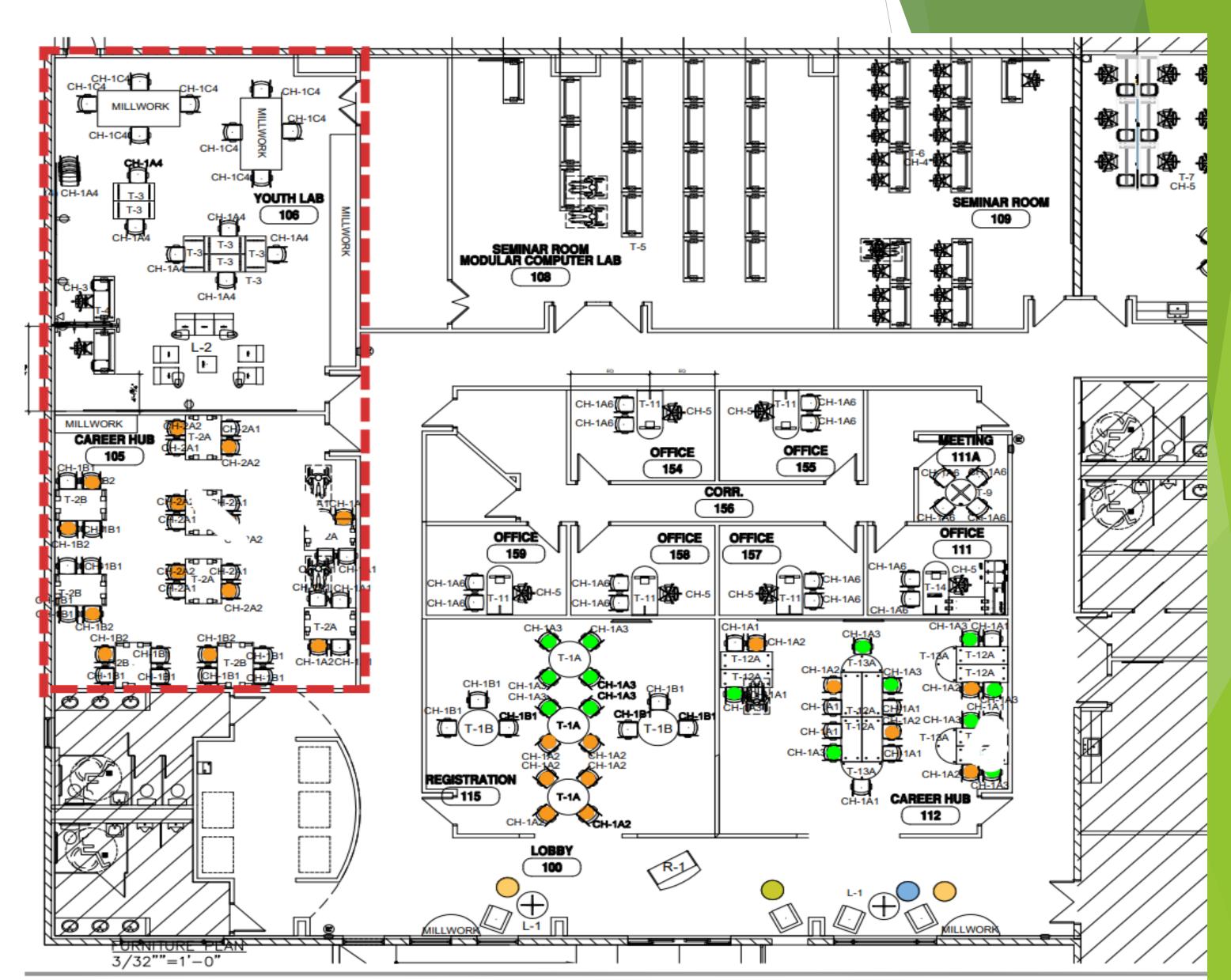
Seminole State Community Hub

- > Expected launch date 04/01/25, Actual launch date 4/28/2025
- > 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
- > 588 GSF, \$18 per GSF/year (\$10,875/year) plus \$11,240/year for use of shared large meeting space



Lake Sumter State College

- Proposed give back of 1980 sq.ft., accepted by LSSC)
- New sq.ft. is 8465 at \$17, (\$143,905/year)
- Saving of \$33,660/year
- ► Effective date 7/1/2025



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Facility Lease Schedule Review/Recommendations



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
CSCF (Sumter/Lake) 9909 US Highway 441, Building M29, Leesburg, FL 34748		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)		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 the 12 and no later then 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		

Career Hub Office Locations

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 plus \$11,240 for use of meeting space
Lake-Sumter State College, 1405 County Road 526A, Clark Maxwell Library, Sumterville, FL 33585	\$17.00	120, billed at 60Sq.Ft.	\$1,020
East Coast Dream Center, 3053 W State Road 426, Oviedo, FL 32765	\$0.00	120 Sq.Ft.	\$0.00

Note: Goal is to have 6 Career Hub offices operating by 06/30/26.

Lease Schedule – Two Year Comparison

Center Lease Information	Expires	Current Year Cost	Next Year Cost	Difference	Comments
CSCF (Sumter/Lake) 9909 US Highway 441, Building M29, Leesburg, FL 34748	1/25/2025	\$185,407	\$150,387	(\$35,387)	Decrease represents 20% give back of space.
CSCF (Seminole) 1209 West Airport Boulevard, Sanford, FL 32773	6/30/2026	\$245,864	\$0	(\$245,864)	Not Renewing Lease
CSCF (West Orange) 9401 West Colonial Drive, Suite 403, Ocoee, Florida 34761	7/31/2026	\$368,673	\$204,697	(\$163,976)	Decrease represents TI Cost fully paid off.
CSCF (Osceola) 1800 Denn John Lane Bldg. CIT Suite 300 Kissimmee, FL 34744	12/31/2029	\$322,671	\$329,124	\$6,453	Increase represents 2% annual rent escalation
CSCF (Administration) 390 N Orange Avenue, Suite 700 Orlando, FL 32801	7/31/2026	\$398,916	\$238,884	(\$160,032)	Decrease represents 40% give back of space
CSCF (Southeast Orange) 5784 S. Semoran Boulevard, Orlando, FL 32822	9/30/2026	\$306,862	\$78,641	(\$228,221)	Not Renewing Lease. Cost represents 3 months of lease cost.
TOTALS		\$1,828,393	\$1,001,733	(\$826,660)	Represents Approx Decrease of 45.2% in rental expense

Action Item 1: Staff recommends that the Facilities Ad-Hoc Committee approve to move forward to allow staff to notify the Seminole and Southeast office landlord of CSCF's intent to not renew the leases beyond the current term.



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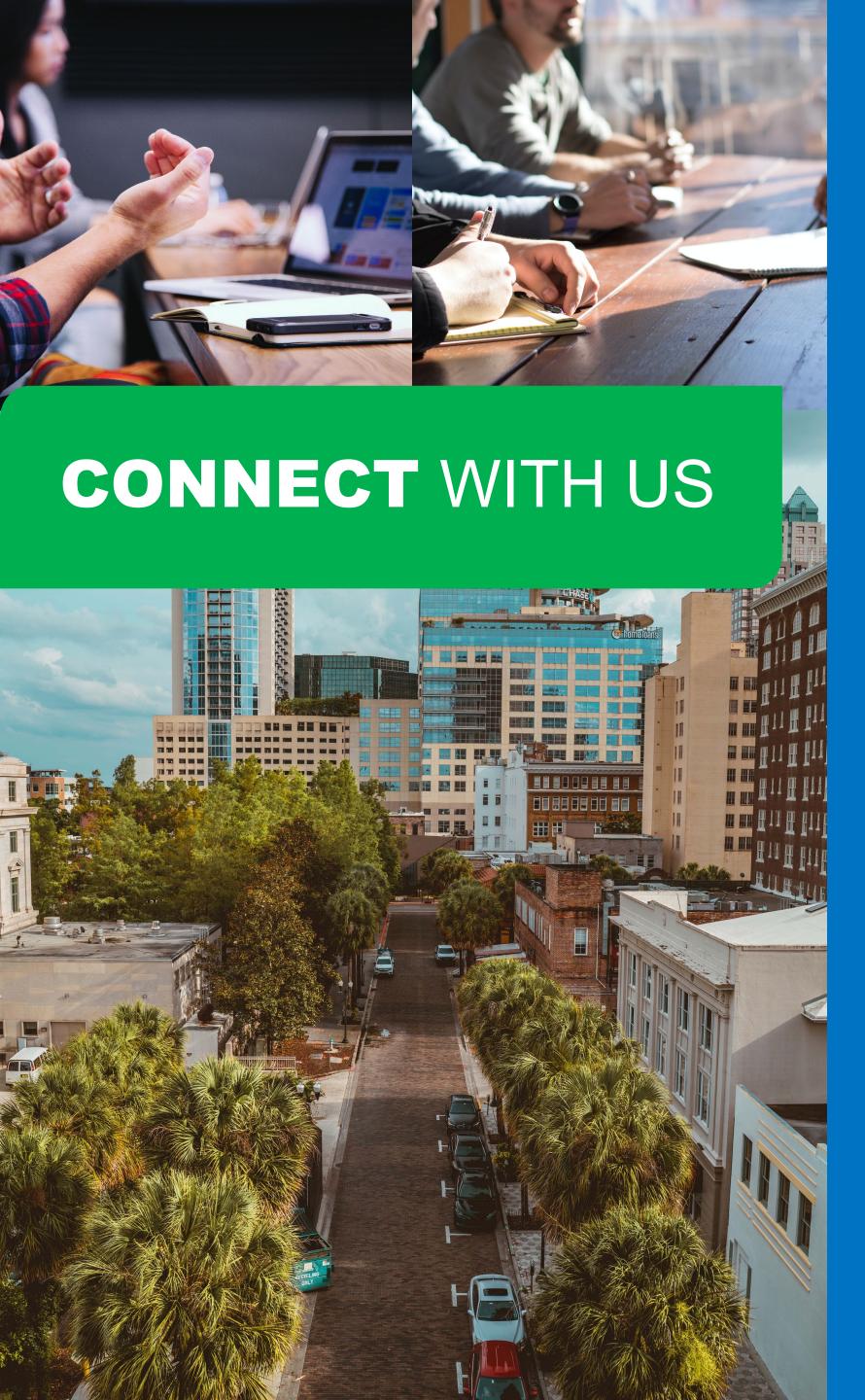
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ADJOURNMENT





or in person by appointment, in your place of business or at one of our Career Centers.







THANKYOU

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