



**SPACE/LEASE
COMMITTEE MEETING
AGENDA**

Wednesday, August 31, 2016 at 2:30 pm.
6800 N. Dale Mabry, Suite 158
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification

II. PUBLIC COMMENT I

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

III. CONSENT AGENDA (Pg. 4-15)

The "consent agenda" is a single agenda item typically addressed first after convening the board meeting and establishing that a quorum is present. The consent agenda encompasses all the routine, pro forma and noncontroversial items that the Board needs to vote on.

IV. OLD BUSINESS

V. ACTION ITEMS

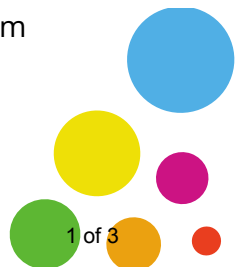
VI. DISCUSSION ITEMS

- A. ELCHC Training Space
 - 1. All Leases Inventory

VII. ADJOURNMENT

UPCOMING MEETINGS & EVENTS

Board Workshop (Topic: Board Orientation) – Monday, September 12, 2016 @ 5:30 pm
Board of Directors Meeting – Monday, October 10, 2016 @ 5:30 pm
Executive/Finance Committee Meeting – Monday, November 7, 2016 @ 4:00 pm
Board of Directors Meeting (Board Retreat) - Monday, November 14, 2016 at 9:00 am



ISSUE: IECP Lease

Currently, the Coalition has two training spaces, the Dale Mabry office and the Professional Development office off US Highway 301. These offices hold up to 20-30 training participants, respectively. These training spaces are used by the ELCHC, partner agencies, and stakeholders both locally and statewide. The number of trainings offered weekly range from three to ten, with an average of six conducted. The lease for the Professional Development office expires 01/31/2017.

Criteria for office space search:

- Office space for staff
- Allows for dedicated space of LiveScan services
- Provide space for provider services to include
 - Lending Library/Resource Center
 - Business Center
 - Fulfills need for training/meeting space
- Ability to consolidate/collocate admin offices and professional development offices

6800 North Dale Mabry Highway, Suite 100

- Meets all of the office space search criteria
 - Square footage is 11,800
 - Requires no build out.
- Landlord has offered 2 proposals with terms to begin 1/31/17
 - 3 months free rent with extension of all current leases for 1 year.
 - Saves \$54,427 in lease costs in current fiscal year.
 - Obligates the Coalition to stay in current space for 1 add'l year
 - 6 months free rent with extension of all current leases for 2 years.
 - Saves \$108,855 in lease costs in current fiscal year.
 - Obligates the Coalition to stay in current space for 2 add'l years

Current Coalition offices

		Term of Lease	Sq Ft	\$/sq ft	Annual Cost	Comment
Interstate Business Park, Laurel Fair Circle, Suite 100	8413	1/31/2017	6,014	\$12.79	\$76,919	Professional Development, Training, VPK Satellite
Dale Mabry, 6800 North Dale Mabry Highway, Suite 158		10/31/2019	7,887	\$18.45	\$138,315	Provider Services, Family Services, Financial Services

Proposed

Dale Mabry, 6800 North Dale Mabry Highway, Suite 100			11,800	\$18.45	\$205,710	If colocation is the goal, this location is best. Easily accessible, provides ample space for training, large scale workshops, board meetings, and mini conferences for both the ELCHC and stockholding partners.
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