

**EXECUTIVE COMMITTEE MEETING**

**January 18, 2018**

4:00 P.M. until business is concluded  
2536 Countryside Blvd, Suite 500  
Clearwater, FL 33763

**PROPOSED AGENDA**

**I. CALL TO ORDER**

- A. Approval of January 18, 2017 Agenda
- B. Approval of November 16, 2017 Executive Committee Minutes

**II. DISCUSSION**

- A. Clearwater Office Relocation

**III. ACTION ITEM**

- A. Clearwater Office Lease      18.01.01E

**IV. PUBLIC COMMENT**

In accordance with the Florida Government in the Sunshine, all meetings of the Early Learning Coalition of Pinellas County, Inc. and its committees are open to the public. Those in attendance who wish to address the Coalition must submit a public comment card to the recorder prior to addressing the Coalition.

**V. ADJOURNMENT**

Next scheduled Executive Committee meeting:  
**Thursday, March 15, 2018 at 4:00 p.m.**  
ELC, Countryside Towers  
2536 Countryside Blvd. Suite 500  
Clearwater, FL 33763

*\*This meeting may be recorded for the purpose of composing meeting minutes.*



## EXECUTIVE COMMITTEE MEETING

Minutes – UNAPPROVED

November 16, 2017

4:00 P.M.

2536 Countryside Blvd, Suite 500  
Clearwater, FL 33763

**In attendance:** Phillip Russell, Yvonne Malague, Jack Geller and Elliott Stern

**Absent:** Craig Phillips, Erica Bolline and Lounell Britt

**Coalition Staff:** Lindsay Carson, Merita Kafexhiu and Eva Stoddard

### I. CALL TO ORDER

Vice Chair Phillip Russell called the meeting to order at 4:20p.m.

- A. Vice Chair Phillip Russell called for approval of the agenda for the November 16, 2017 Executive Committee Meeting.

A motion was made by Yvonne Malague and seconded by Elliott Stern to:

*Approve the November 16, 2017 Agenda.*

The motion passed unanimously.

- B. Vice Chair Phillip Russell called for approval of the Minutes of the July 20, 2017 Executive Committee Meeting.

A motion was made by Elliott Stern and seconded by Yvonne Malague to:

*Approve the July 20, 2017 Minutes.*

The motion passed unanimously.

### II. DISCUSSION

#### A. CEO Evaluation

The Committee discussed and evaluated the CEO's performance based on Board evaluations from members not on the Committee and from their own experience. Elliott Stern remarked that with so few Board evaluations submitted and all remarks checked outstanding, there needs to be more Board input 'as there are always areas of improvement'. Jack Geller added that the importance of the Board's input needs to be stressed and suggested that ongoing feedback submitted in writing needs to be

encouraged and would be of greater assistance to the Committee than the annual survey as being done now.

A motion was made by Jack Geller and seconded by Elliott Stern to:

*Conclude the formal CEO Evaluation by the Executive Committee and renew Lindsay Carson's contract as CEO for the Early Learning Coalition of Pinellas County, Inc. for another year with the same benefits.*

The motion passed unanimously.

**III. PUBLIC COMMENT**

In accordance with the Florida Government in the Sunshine, all meetings of the Early Learning Coalition of Pinellas County, Inc. and its committees are open to the public. Those in attendance who wish to address the Coalition must submit a public comment card to the recorder prior to addressing the Coalition.

**IV. ADJOURNMENT:** The meeting adjourned at 5:00pm

Next Scheduled Executive Meeting: Thursday, January 18, 2018  
Countryside Towers  
2536 Countryside Blvd., Suite 500  
Clearwater, FL 33763

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Chair Signature

Date

**Cost Analysis  
Estimated Rental Expenses**

<b>Countryside Towers (CT)</b>	<b>\$/SF*</b>	
8/1/2018 - 7/31/2019	\$18.04	\$367,384.60
8/1/2019 – 7/31/2020	\$18.58	\$378,381.70
8/1/2020 - 7/31/2021	\$19.14	\$389,786.10
8/1/2021 – 7/31/2022	\$19.71	\$401,394.15
8/1/2022 - 7/31/2023	\$20.30	\$413,409.50
Space	20365	\$1,950,356.05

<b>Harbourside</b>	<b>\$/SF*</b>	<b>Total Cost</b>	<b>Increase from CT</b>	<b>\$/SF</b>	<b>Total Cost</b>	<b>Increase from CT</b>
8/1/2018 - 7/31/2019	\$22.00	\$562,518.00	\$195,133.40	\$24.00	\$613,656.00	\$246,271.40
8/1/2019 – 7/31/2020	\$22.66	\$579,393.54	\$201,011.84	\$24.72	\$632,065.68	\$253,683.98
8/1/2020 - 7/31/2021	\$23.34	\$596,775.35	\$206,989.25	\$25.46	\$651,027.65	\$261,241.55
8/1/2021 – 7/31/2022	\$24.04	\$614,678.61	\$213,284.46	\$26.23	\$670,558.48	\$269,164.33
8/1/2022 - 7/31/2023	\$24.76	\$633,118.96	\$219,709.46	\$27.01	\$690,675.23	\$277,265.73
Space	25569	\$2,986,484.46	<b>\$1,036,128.41</b>		\$3,257,983.04	<b>\$1,307,626.99</b>

<b>Bayside Concourse</b>	<b>\$/SF*</b>	<b>Total Cost</b>	<b>Increase from CT</b>	<b>\$/SF*</b>	<b>Total Cost</b>	<b>Increase from CT</b>
8/1/2018 - 7/31/2019	\$22.00	\$539,308.00	\$171,923.40	\$24.00	\$588,336.00	\$220,951.40
8/1/2019 – 7/31/2020	\$22.66	\$555,487.24	\$177,105.54	\$24.72	\$605,986.08	\$227,604.38
8/1/2020 - 7/31/2021	\$23.34	\$572,151.86	\$182,365.76	\$25.46	\$624,165.66	\$234,379.56
8/1/2021 – 7/31/2022	\$24.04	\$589,316.41	\$187,922.26	\$26.23	\$642,890.63	\$241,496.48
8/1/2022 - 7/31/2023	\$24.76	\$606,995.91	\$193,586.41	\$27.01	\$662,177.35	\$248,767.85
Space	24514	\$2,863,259.42	<b>\$912,903.37</b>		\$3,123,555.73	<b>\$1,173,199.68</b>

\*Assumption: 3% annual escalation

**Cost Analysis  
Related Moving Expenses**

**Additional considerations**

Moving	30,000	<i>(estimate includes moving all furniture &amp; fixtures, copiers, postage meter, mail box etc.)</i>
Marketing/Printing	5,000	<i>(estimate includes Phonevite to providers plus cost of printing new envelopes, signage etc.)</i>
Wiring	35,000	<i>(estimate includes computer and telephone connections)</i>
Server Move	10,000	<i>(estimate includes server move)</i>
Buildout (server, training)	15,000	<i>(estimate to remove and reinstall training room equipment at new location)</i>
Cubicles	50,000	<i>(estimate includes removing and reinstalling cubicles at new location)</i>
Other		
	<b><u>145,000</u></b>	

**Early Learning Coalition of Pinellas County, Inc.  
January 18, 2018**

**Subject:** Clearwater Office Lease

**BACKGROUND**

The Clearwater office of the Early Learning Coalition, currently owned by Wilder Corporation is under contract to sell. The Coalition's lease ends July 31, 2023. The contracted buyers have approached the Coalition about terminating our lease. Coalition staff have explored alternative location options. The real estate market has changed considerably since entering into the current lease. Comparable spaces range from \$22-\$24 per square foot full service with 3% annual escalation. Coalition staff have identified 2 potential alternative spaces to for comparison purposes only. Below is an analysis of the *estimated* fiscal impact of relocating August 1, 2018.

Additional Rental Costs:

	Total Rent 8/1/2018-7/31/2023	Increased Rental Expense
Countryside Towers	\$1,950,356	
Harbourside	\$2,986,424-\$3,257,983	\$1,036,128-\$1,307,627
Bayside Concourse	\$2,863,259-\$3,123,556	\$912,903-\$1,173,200

Estimated related moving expenses: \$145,000

**Total Estimated Fiscal Impact:  
\$1,057,953- \$1,452,627**

**Supporting Documentation Attached: Cost Analysis**

**PROPOSED COALITION ACTION**

To immediately, authorize the CEO to negotiate a lease settlement agreement, no less than \$\_\_\_\_\_, subject to legal review and procurement of alternative space.

Approval	
_____ Chair Signature	
_____ Date	