

CITY OF VENICE

Office of the City Manager

TO: Mayor and City Council
FROM: Ed Lavallee
DATE: 7-12-2013
RE: Creation of a Master Parks Plan

Background

The City of Venice has been examining current and potential future uses of publicly owned properties, including: parks, passive and active recreation areas, and sites used to support various governmental services. The examination of current sites has revealed that demands for various uses exceed the currently defined available public space capacity. The development of a comprehensive strategic plan should be initiated that incorporates space needs for current and future planned governmental service delivery uses, current and future needs for sports, active and passive open space, various forms of individual and family recreation, and related community uses of public property.

The initiative incorporates two phases:

- Creation of a citywide parks plan. The plan would include an inventory of existing parks, recreation areas, ball fields and related public space. The plan would also include an initiative to develop a strategic model that includes identification of current and future space and amenity needs related to use of public sites for sports, recreation and related activities.
- Proposal to the Sarasota County Board of Commissioners to collaborate with Venice in the creation of a county-wide Master Parks Plan. This initiative would incorporate an identification of current and future sports and recreation needs on a countywide basis and potentially facilitate collaboration in the development of and use of publicly owned sites for sports, recreation, open space active and passive public uses, and overall balanced decision making in the development and use of public property.

Further, in support of efficient use of public resources, the inclusion of a countywide effort to produce the same strategic product of open space needs and uses could result in a number of direct public benefits including the creation of shared public spaces, coordinated capital planning and investment and shared maintenance and operational plans.

Recommendations:

1. Approve the creation and codification of a Master Parks Plan. Given the numerous current and potential uses of public space, the initiative should engage staff and stakeholders in the community that benefit from, rely on, use, maintain, and support public parks, recreation areas, and other public lands used for governmental service delivery. Broad-based stakeholder representation will provide needed perspective and ideas for creation of a comprehensive a strategic public property use model.
2. Propose to coordinate with Sarasota County policy makers and staff in the creation of a Countywide Master Parks Plan. Following the completion a local inventory, needs assessment and citywide concept, advance the strategic planning model to a countywide effort with goals; including the identification of opportunities for shared resource development and public space utilization.



SARASOTA COUNTY

"Dedicated to Quality Service"

February 7, 2014

Edward F. Lavallee
City Manager
City of Venice
400 West Venice Avenue
Venice, FL 34285

Dear Mr. Lavallee:

Sarasota County Parks and Recreation is in the beginning stages of preparing a scope of services for a Parks and Recreation Master Plan. The existing Sarasota County Parks and Recreation Master Plan was developed in 2006. To ensure that the evolving needs of our community are being met, as well as to plan for future needs, the Master Plan needs to be updated.

In developing the scope of services for the Request for Proposals (RFP), staff will require the selected company to coordinate their efforts with all the municipalities, including the scheduling of public meetings, obtaining input from the appropriate city staffs on the county's plan, and reviewing current and proposed city plans for parks and recreation facilities.

While the county's master plan process will provide for input and coordination with the municipalities, there may be an opportunity for a more comprehensive approach. At the January 29, 2014, meeting of the Board of County Commissioners, there was a discussion about extending an offer to the municipalities within Sarasota County to join us in the RFP process to develop and/or update their own parks and recreation master plans in conjunction with ours. One of the benefits of this process would be the identification of potential joint use sites and facilities. In addition, the joint planning effort could result in more efficient location of future facilities for both the county and participating cities.

The proposed approach would be to first determine those cities which would like to participate in updating and/or developing their parks and recreation master plan. County and city staff would then work with the municipalities, County Procurement and the Office of the County Attorney to develop an RFP or similar process to obtain proposals for development of the county and city master plans.

Upon selection of the vendor, each city would be responsible for contracting with, and overseeing, the development of their master plan. This would allow each city and the county to proceed with development of their own contract and supervision of the scope of work at a pace and in a manner that is appropriate for each community while coordinating efforts through the use of the same firm.

Edward F. Lavallee
February 7, 2014
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We invite the City of Venice to participate in this process. We ask that you confirm your level of interest to us in writing February 28 or sooner.

Sincerely,



Thomas A. Harmer
Interim County Administrator

c: Lee Ann Lowery, Assistant County Administrator
Carolyn Brown, Parks and Recreation Director



CITY OF VENICE

FLORIDA

401 W. Venice Avenue • Venice, Florida 34285

Edward F. Lavallee
City Manager

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May 19, 2014

Mayor and Members of the City Council:

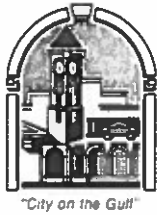
In 2013, the staff proposed and the Council approved an initiative to create a Master Parks Plan for Venice. Having understood that the County was also discussing a similar process, our staff contacted members of the County administration to determine if they would be interested in a joint venture to create a multi-jurisdictional plan. The County staff was receptive and subsequently, the County expanded the concept to explore creation of a county-wide Master Parks Plan.

In February, 2014, the County Administrator solicited interest among Sarasota County communities to participate in the development of a Master Parks Plan. Attached is a proposed *Letter of Understanding* soliciting the City's engagement in a Master Parks Plan Project. The document was developed by County staff and reviewed by Venice staff. The agreement initiates the creation of a Master Parks Plan through a nine-step process articulated on page 1. Staff recommends approval and execution of the document.

Respectfully,

A handwritten signature in cursive script, appearing to read "E. Lavallee", is positioned above the typed name.

Edward L. Lavallee
City Manager
City of Venice



Memorandum

To: Edward Lavalley, City Manager

From: John Veneziano, Public Works Director

Date: May 16, 2014

Subject: Parks Master Plan – Letter of Understanding

The attached Letter of Understanding provides the terms of an agreement between Sarasota County and the three cities within the county for jointly participating in a process to develop Parks Master Plans for the county and each municipality that consider the unique relationships and overlaps of service areas between the jurisdictions for various recreation functions. The product of this effort will meet the code requirement of Venice to have a Parks Master Plan, as well as being a coordinated effort to work jointly with the county to develop new or expanded facilities as dictated by the needs of the community.

The agreement does not commit the city financially. The four jurisdictions will participate in the RFP process and use one consultant to assist in master plan preparation. Each jurisdiction will negotiate separate contracts with the consultant.

The Letter of Understanding must be approved by the City Council on May 27, 2014, in order to keep the overall process on schedule.

LETTER OF UNDERSTANDING

This Letter of Understanding is entered into on this 27th day of May, 2014, by and between Sarasota County, Florida, a political subdivision of the State of Florida (the "County") and the City of Sarasota, a municipal corporation of the State of Florida ("Sarasota"), the City of Venice, a municipal corporation of the State of Florida ("Venice"), and the City of North Port, a municipal corporation of the State of Florida ("North Port") (collectively referred to as the "Municipalities").

A. Objective

Sarasota County wishes to participate with the three municipalities of North Port, Sarasota and Venice to develop a unified county-wide strategy for the development of a comprehensive Parks, Recreation and Open Space System Master Plan that includes the park resources of both the county and the municipalities (the "Parks Master Plan"). The County will be preparing a Request for Proposal for the solicitation of professional planning services for the preparation of the County-wide Parks Master Plan. While it is understood that each of the jurisdictional entities will ultimately prepare their own individualized park standards, plans and implementation steps, there would also be several important advantages to having a unified planning process with a single consultant managing it.

In consideration of their mutual commitment to the Parks Master Plan, the County and the Municipalities agree to the following:

B. The Parks Master Plan Planning Process

1. Project Organization
2. Data Inventory
3. Data Analysis
4. Project Goals and Objectives Formation
5. Level of Service Standards / Needs Assessment
6. Plan Development and Phasing
7. Implementation Strategies
8. Plan Review and Approvals
9. Plan Documentation

C. Joint Participation

1. The development of the Request for Proposal content and selection procedures
 - a. Shared development of the Scope of Services

- b. Shared development of the Request for Proposal based on Sarasota County Procurement Code for submittals and consultant selection
 - c. Production and administration of Request for Proposal to be borne by Sarasota County
 - d. Members of the submittal review and ranking team to be as follows:
 - i. Two City of North Port representative (one of which is an alternate)
 - ii. Two City of Sarasota representative (one of which is an alternate)
 - iii. Two City of Venice representative (one of which is an alternate)
 - iv. Four Sarasota County representatives:
 - 1. Parks and Recreation Director
 - 2. Park Planner
 - 3. Long Range Planner from Planning and Development Services
 - 4. Parks and Recreation Business and Partnership Services Manager
 - e. Shared development of a Contract for Services
 - f. Each jurisdiction will prepare their own scope of work within the Contract for Services with the selected consultant.
2. The development of a unified public involvement process for the project - shared participation in scheduling, hosting and facilitating the public involvement process and meetings
 3. The design of a unified park system data base
 4. Series of staff strategic planning sessions
 - a. Combined staff participation in the project management team - periodic staff meetings with the jurisdictional representatives to coordinate the project schedule, public meetings, data collection scope and geography.
 5. Dedicated staff person from each jurisdiction for data collection coordination and consultant communication.
 - a. Development of unified data structure and GIS formatting.
 - b. Base mapping scales and graphic system
 6. Development of a unified Parks Master Plan summary graphic document that includes each jurisdiction's plan volume
 7. Project cost sharing- Each jurisdiction at its option will be responsible for contracting for and paying for their own defined scope of services with the Consultant.

D. Other

The parties shall use best efforts to develop a Parks Master Plan for the County and the Municipalities. The agreements set forth in this Letter of Understanding are subject to the parties mutually agreeing to specific terms in the final agreements. For purposes of

further negotiations and furtherance of the development of the Parks Master Plan, the terms set forth in this Letter of Understanding express the intent of the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Letter of Understanding to be executed by their duly authorized representative as of the day and year written below.

SIGNATORIES

WITNESS:


Print Name: Tonni L. Bartholmew

CITY OF VENICE, a municipal corporation

BY:


JOHN HOLIC, Mayor

May 27, 2014
Date

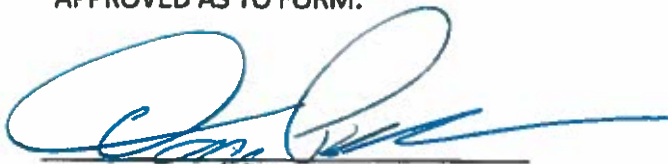
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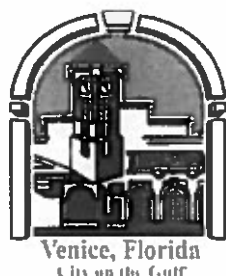

LORI STELZER, City Clerk

Approved By City Council

Date: May 27, 2014

APPROVED AS TO FORM:


DAVID P. PERSSON, City Attorney



CITY OF VENICE

FLORIDA

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February 26, 2014

Thomas Harmer
Sarasota County Administrator
1660 Ringling Blvd.
Sarasota, FL 34236

Dear Mr. Harmer:

On Tuesday, February 25, 2014, the Venice City Council voted to accept an offer from Sarasota County to engage in a collaborative project to update a Master Parks plan. It is understood that this joint effort will facilitate a comprehensive approach to updating the county-wide plan and offer a level of coordination and efficiency for each participating community to update their own respective plans.

Our point of contact will be Public Works Director John Veneziano. Please feel free to have your staff contact John as this project unfolds. Thank you for inviting Venice to participate in this project

Respectfully,

A handwritten signature in cursive script, appearing to read "Edward F. Lavalley".

Edward F. Lavalley
City Manager
Venice, FL