

MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: James Clinch, City Manager E-SIGN: Langes (James 12, 2025 14:50:47 EDIT)

FROM: Nicholas Dumas **DEPARTMENT**: Airport

DATE: 8/12/25 **MEETING DATE**: 8/26/25

SUBJECT / TOPIC: Requesting a City Council Resolution to Accept the New Prospectus

and Rules and Regulations for the Venice Municipal Mobile Home Park

BACKGROUND INFORMATION: Authorizing the City of Venice, Florida, to accept the new Prospectus and Rules and Regulations for the Venice Municipal Mobile Home Park (VMMHP) through a City Council Resolution. The last update to these documents was in 1997, and the information and policies are outdated. When Realty Capital Advisors, Inc. (RCA) was brought on board in January 2025 to help manage the VMMHP, they were also tasked with updating the Park's Prospectus. This task includes the Rules and Regulations, as they are an essential part of the Prospectus.

A Prospectus for a mobile home park is a document provided to every new tenant upon signing a lease agreement. It describes the property, services available, terms and conditions of using common areas, rules and regulations for tenancy, lot descriptions, Park layout, etc.

RCA is a well-respected industry expert in managing mobile home parks throughout Florida. Their experts and attorneys, in collaboration with the new VMMHP HOA, past members of the VMMHP HOA, City Attorneys, City Risk Management, and the Airport, created the new Prospectus that is being put in front of City Council for consideration and approval.

The resulting Prospectus updates the 1997 document to conform with the contemporary set of 2025 Florida Statutes Chapter 723.011 and societal norms. The most notable changes are to the pet and service animal rules. Before, no animals were allowed. Now, if the tenant has a doctor's note and the animal is certified by the State of Florida, the service animal is allowed to be in the Park.

The other significant discussion concerned the requirement for insurance. In the end, it was decided that the requirement would remain in place. It was agreed that the removal of the insurance requirement could potentially create a liability situation for the City.

The Prospectus does not address the lease rate adjustments. The rate adjustments will be addressed in the near future and will be presented to City Council for approval. RCA is currently conducting a market analysis. In due time, they will provide us with their recommendations on lease rates, justification, and the best approach for implementing initial rate changes. We have instructed RCA to create a lease rate policy that will initially rise to the market rate. It will then follow a five-year cycle, with years 1–4 adjusted according to the Consumer Price Index (CPI), and year 5 adjusted to a market rate appraisal. Thus, we will never have our lease rates lag again.

By approving these documents by resolution, the existing and new residents of the VMMHP will be provided with updated information about the Park and policies for residing on the grounds.

SUPPORTS STRATEGIC PLAN: Goal Six: Preserve the Venice Quality of Life through Proper Planning

COUNCIL ACTION REQUESTED: For Council Adoption by Motion

Yes	N/A		
103	11/7		
\boxtimes		Document(s) Reviewed for ADA comp	oliance (required if for agenda posting) Penny Clia
\boxtimes		City Attorney Reviewed/Approval	Roy David Jacks of
\boxtimes		Risk Management Review	Al Jun
	\boxtimes	Finance Department Review/Approva	al
		Funds Availability (account number):	

Ven	dor Name: Venice Municipal Mobile Home Park	
Doc	cument Date: 8/26/2025	
Ехр	iration Date: N/A (Note: If expiration date must be calculated go to Date Calculator: Add to	
or S	Subtract From a Date)	
Con	stract Type: Choose a type from List.	
Con	stract Term: N/A (Note: Initial term plus renewable # of times for length of term, fo	
exa	mple "3 Years + 2 x 1 Year")	
Is th	nis a Capital Improvement Contract? No	
Insurance Expiration 1 Click or tap to enter a date mm/dd/yyyy.		
Insu	urance Expiration 2 Click or tap to enter a date mm/dd/yyyy.	
ls C	ontract Renewable? No	
Con	itract Status Active	
<u>One</u>	e-time E-mail Notification: 30 days	
Not	ify Department 1: Airport	
Not	ify Department 2: City Manager	
Not	ify Department 3: Choose a department to be notified.	

(*F	or Record Retention Staff Completion Only*):	
Not	e: Complete the information below just prior to scanning. Then attach this document as	
the	last page of the contract to be scanned.	
Scal	nned by:	
	e scanned:	
	ginal returned to:	
	e returned:	

Memorandum to City Council for Approval of Mobile Home Park Prospectus

Final Audit Report 2025-08-12

Created: 2025-08-12

By: Nicholas Dumas (ndumas@venicefl.gov)

Status: Signed

Transaction ID: CBJCHBCAABAAO1V6l2p8TET9ZSH7lAnV7KYxm440JVIS

"Memorandum to City Council for Approval of Mobile Home Park Prospectus" History

- Document created by Nicholas Dumas (ndumas@venicefl.gov) 2025-08-12 2:09:39 PM GMT
- Document emailed to Penny Elie (pelie@venicefl.gov) for signature 2025-08-12 2:09:43 PM GMT
- Email viewed by Penny Elie (pelie@venicefl.gov) 2025-08-12 2:19:13 PM GMT
- Document e-signed by Penny Elie (pelie@venicefl.gov)
 Signature Date: 2025-08-12 2:19:25 PM GMT Time Source: server
- Document emailed to Alan Bullock (abullock@venicefl.gov) for signature 2025-08-12 2:19:27 PM GMT
- Email viewed by Alan Bullock (abullock@venicefl.gov) 2025-08-12 4:43:33 PM GMT
- Document e-signed by Alan Bullock (abullock@venicefl.gov)
 Signature Date: 2025-08-12 4:43:42 PM GMT Time Source: server
- Document emailed to David Jackson (djackson@flgovlaw.com) for signature 2025-08-12 4:43:45 PM GMT
- Email viewed by David Jackson (djackson@flgovlaw.com)
 2025-08-12 4:47:53 PM GMT
- Document e-signed by David Jackson (djackson@flgovlaw.com)
 Signature Date: 2025-08-12 4:49:16 PM GMT Time Source: server



- Document emailed to James Clinch (JClinch@venicefl.gov) for signature 2025-08-12 4:49:18 PM GMT
- Email viewed by James Clinch (JClinch@venicefl.gov) 2025-08-12 6:46:58 PM GMT
- Document e-signed by James Clinch (JClinch@venicefl.gov)
 Signature Date: 2025-08-12 6:50:47 PM GMT Time Source: server
- Agreement completed.
 2025-08-12 6:50:47 PM GMT