



# Venice Community Center Management Changeover

Assistant City Manager Roger Omenhiser  
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## Background Information



- New parks interlocal agreement transitions the Venice Community Center (VCC) from Sarasota County to Venice on October 1, 2026
- Sarasota County is **not scheduling or preparing events** beyond September 30, 2026
- To get the most effective and cost-efficient management of the VCC, Venice issued a Request for Proposal (RFP)
- Venice Institute for Performing Arts Management, Inc (VIPACM) – the local 501(c)(3) non-profit that currently manages the Venice Performing Arts Center – was selected to negotiate a management agreement

# The Proposed Agreement



## Contract Highlights

- Transition Period: Contract execution – Sept. 30, 2026
- Management Term: Oct. 2026 – Sept. 2031 (5 years)
  - Full turnkey management; City oversight only
- Renewal Options: Two additional 24-month extensions
- Termination: 30 days with cause; 270 days without cause (either party)
- Existing Reservations Honored: All first-year bookings will be maintained, supporting local nonprofits and ensuring continuity during the transition.

## Transition Services Needed



- **131 reservation requests** already pending for events beginning Oct. 1, 2026
- Sarasota County is only recording requests; no planning or coordination is underway
- To ensure a successful Day 1 launch, VIPACM will:
  - Implement reservation and invoicing systems
  - Finalize existing bookings and renter communications
  - Recruit and train staff
  - Prepare vendors, SOPs, reporting, and grant activities
- **Proposed Cost: \$70,000** (FY26 Public Works budget)

# Staffing & Operations



- Staffed during business hours and all event hours
- **Manager on Duty** onsite for scheduled events; emergency contact available 24/7
- Staffing scaled based on event size and complexity
- Team will include employees, apprentices, volunteers, and subcontractors
- Most events conclude by **10 PM**; later hours allowed with City approval

# Management Services – Key Provisions



- **Rules:** Parking, drones, fireworks, signage, outdoor music, event hours, and Code of Conduct
- **Protections:** Security coordination with VPD, insurance requirements, and performance bond
- **Compliance:** Manager responsible for required licenses and permits
- **City Access:** Free use of VCC for routine City meetings
- **Emergency Use:** City retains access during declared emergencies

## Management Services – Maintenance & Reporting



- **City** will be responsible for major repairs and capital improvements (permit-required or over \$5,000)
- **Manager** will be responsible for routine maintenance, janitorial services, event turnover, utilities, and service contracts Must use City-approved contractors for City-owned systems
- **Manager** will provide monthly facility condition reports and quarterly financial reports to the City

## Management Services - Financial Structure



- Management Fee: City pays Manager **\$280,000 annually** (\$70,000 quarterly)
- Manager establishes two reserve funds:
  - Working Capital & Subsidy Fund (WCSF): Operating reserve and deficit buffer (Manager seeds with \$20,000)
  - Capital Improvement Fund (CIF): Funds approved facility improvements
- Deficit Sharing:
  - Up to \$20K: WCSF covers 100%
  - \$20K–\$100K: WCSF 25% / City 75%
  - Over \$100K: City 100%
- Operating surplus funds WCSF and CIF up to **\$100K each**
- Additional surplus split **50/50**:
  - 50% reinvested in VCC by Manager/50% credited to City's next-year management fee



# Management Services – Funding Example

- **Manager’s 5-year estimate of revenue allocation:**
  - This example *doesn’t* factor in Manager’s initial WCSF injection of \$20K in Year 1

|                                    |                   |            | DISTRIBUTION OF SURPLUS                             |  |                          |                             |
|------------------------------------|-------------------|------------|---|--|--------------------------|-----------------------------|
| Rentals                            | Projected Surplus | Cumulative | Working Capital and Subsidy fund Total (1st \$100k) | Capital Improvements Fund Total (2nd \$100k) | Surplus Share to COV 50% | Surplus Share to VIPACM 50% |
| Net Operating Results @ Target YR1 | (5,175)           | (5,175)    | (5,175)   |  |                          |                             |
| Net Operating Results @ Target YR2 | 30,560            | 25,385     | 25,385  |  |                          |                             |
| Net Operating Results @ Target YR3 | 78,490            | 103,875    | 100,000   | 3,875  |                          |                             |
| Net Operating Results @ Target YR4 | 110,237           | 214,112    | 100,000   | 100,000                                      | 7,056                    | 7,056                       |
| Net Operating Results @ Target YR5 | 124,446           | 338,558    | 100,000   | 100,000                                      | 62,223                   | 62,223                      |

## Recommendations and Conclusion



- VIPACM has proven management experience through operation of the Venice Performing Arts Center under Sarasota County Schools
- Partnership balances community use with professional event center management
- Enables immediate confirmation of all reservations for the upcoming year
- Preserves community access while improving operational and revenue performance
- Staff recommends approval of the management agreement for the Venice Community Center (VCC)