



SARASOTA COUNTY
"Dedicated to Quality Service"

February 12, 2016

Edward F. Lavalley, City Manager
City of Venice
401 West Venice Avenue
Venice, FL 34285

Dear Mr. Lavalley:

Re: Lease of Hamilton Building for Temporary Library Operations

As you know, the County is interested in partnering with the City to establish a temporary public library operation in the City-owned Hamilton Building that will minimize disruption of library services in the City. Noting that such an arrangement will require considerable renovation, with the attention to cost and time, to make the building suitable for use as a temporary library, I am writing this letter to summarize the terms upon which I would recommend that the Board of County Commissioners approve a lease arrangement:

1. **Agreement to Timely Develop a Lease:** Both parties agree to work expeditiously to secure an acceptable lease no later than March 8, 2016.
2. **Description of Lease Premises:** Hamilton Commercial Condominium units A, B, C1, C2, D, E, and F comprised of approximately 9,475 square feet and the common area identified in Condo Book 27 Page 7A.
3. **Lease Term:** The initial term of the lease shall be for a period of Three years (3) from the date of the execution of the lease by both parties. Should the County need to extend the lease period, the County may have Two (2) – One (1) year options.
4. **Annual Base Rent:** The annual rent amount shall be Ten Dollars per annum, and there will be no security deposit.
5. **County Improvements:** All interior modifications and improvements will be designed and made at County's sole discretion. County will be responsible for cost of the construction of the interior of the building. In addition, County will be responsible to paint and sign the exterior of the building.
6. **City Improvements:** City will be responsible for the repair and/or replacement of the roof and any air conditioning units, including associated duct work, that are identified as needing to be replaced prior to the County's occupancy.

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7. **Internet Access:** County will be responsible for providing internet access to the building.
8. **Utilities and Maintenance:** County shall pay for all utilities including water, sewer, electric, telephone services, and internet service fees. County will be responsible for all routine maintenance within the building, including janitorial services.
9. **Building Systems and Exterior:** Building systems and capital improvements are the financial responsibility of the City. These systems include, but are not limited to, the roof, electrical and plumbing service to the building, air conditioning systems and damage to the building caused by natural hazards. The maintenance and upkeep of the entire exterior are the responsibility of the City.
10. **Access to the property:** City will provide way finding signs and a safe lawful ingress/egress to the property, and, if necessary, remove the knee wall that may block site distance at the south entrance.
11. **Parking:** City will allow County and its library patrons to utilize the parking on the City owned lot located south of the building as well as the grass area under the US 41 bridge adjacent to the site. Additionally, if the City determines a need to construct or install a barrier or buffer between the parking and the current bike trail that runs parallel to the building, the City will be responsible for the cost.
12. **Signage:** County may affix signage to the exterior of the building and install monument signage.
13. **Venice Area Beautification Building Conference Room:** The County may use the VAB Building conference room, when available, and agrees to coordinate the booking of the room with both VAB and the designated individuals.
14. **Mold, Lead Paint, and Asbestos:** City agrees to provide County copies of all investigative reports it has including but not limited to: mold, lead paint and asbestos.
15. **Construction Permits:** To the extent possible, the City will agree to expedite the processing of all permit applications in connection with the renovations to the Premises.

The County hopes that this will be another successful partnership between the City and the County. I look forward to hearing from you as soon as possible so we can proceed in preparing a formal lease document for our respective Board's review and approval.

Sincerely,



Thomas A. Harmer, ICMA – CM
County Administrator

- C: Steve Botelho, Assistant County Administrator
Mark Cunningham, Assistant County Administrator
Isaac Brownman, Director, Public Works
Sarabeth Kalajian, Director, Libraries and Historical Resources
Jeff Lowdermilk, Manager, Facilities and Fleet
Lin Kurant, Manager, Real Estate Services