

M E M O R A N D U M

TO: Town Commission

FROM: Tom Harmer, Town Manager

REPORT DATE: January 17, 2023

MEETING DATE: January 23, 2023

SUBJECT: Next Steps Associated with the Proposed Sarasota County Library at the Longboat Key Town Center

Recommended Action

None, Informational only.

Background

Over the past several years the Town has been advocating for a community center/library as part of the Town Center Green development. At the Town and Sarasota County Joint Commissions meeting on April 27, 2022 a request was presented to the County Commission to support the construction of a new library on the island. During their fiscal year 2023 (FY23) Budget process, the County Commission approved \$1 million to advance the planning and design of the proposed library.

The County Administration and the Town Manager have been meeting to discuss next steps now that there is funding in place to advance the design of the new facility. As part of that discussion, the County Administrator offered to work with the Town to develop a "Principles of Agreement" document before the Town Manager transition since the current Town Manager has been working with the County staff on this project for the past several years. The County Administrator has requested that the Town Commission indicate their support of the Principles of Agreement that have been developed before he brings it to his Commission. On January 31, 2023 he will be updating the County Commission on the library proposal and will present the Principles of Agreement to them for their review and support going forward.

The Principles of Agreement document is attached and outlines general responsibilities for the County and the Town regarding a land lease, design, construction, operations/maintenance, programming, and funding of the project.

The County has indicated that as a County facility they would ultimately be responsible for the design, construction, operation and maintenance of the facility. In discussions with the County, the library would include the core library circulation component reading/meeting rooms, and a large multipurpose space. This approach is consistent with the libraries that have been developed over the past 5-10 years by Sarasota County. During the design process, if there are elements that the Town was interested in adding to the library/community center program, those items would be identified for further discussion with the Town on cost impacts and funding requirements to add them to the project.

The County would lead the input (planning and design) process for the new library and develop the design that would be reviewed with the Town. As part of design input phase, the concept would be presented it to the Town Commission for input during the process.

It assumes that the Town would provide a 50-year land lease to the County for the development of the proposed library. This is similar to the 99-year lease agreement with the City of Venice for the County library that was constructed on City property on Venice island. The land lease would obviously require a Town Commission approved formal agreement to be developed as the project advances as part of next steps.

The County would also create a construction project for funding consideration by the County Commission in their 5-year Capital Improvement Plan (CIP) budget process.

This informal Principles of Agreement is designed to lay out the basic understanding of how the project will advance.

This item is on the agenda to update the Commission on the discussions with Sarasota County including their approach to moving the project forward. No formal action is required at this time.

Staff Recommendation

None, informational only.

Attachment

Principles of Agreement for Future Longboat Key Library

**Principles of Agreement
Future Library - LBK**

TERM	Principles
Land	<ul style="list-style-type: none"> • 50-year Ground Lease from Town for the site footprint for the library facility • Extensions will be provided but will consider condition of the building (renovation vs. rebuild) • Improvements other than library facility will be covered by separate agreements
Design	<p><u>County</u></p> <ul style="list-style-type: none"> • County will procure and manage design contract • Community input/charettes with stakeholders will be held during preliminary design phase <ul style="list-style-type: none"> - In order to capture the most residents this would need to occur prior to March 2023 • Design will compliment Town’s architectural style • Provide periodic updates to Town of LBK through Town Manager <p><u>Town</u></p> <ul style="list-style-type: none"> • Town will recommend staff representative for selection committee for architect, subject to confirmation by the County Administrator • Town will have input into design aesthetic and spatial programming • Community input will be provided through design charette
Construction	<ul style="list-style-type: none"> • The library facility will have base specifications determined by the County based on operational needs and consistent with similar facilities throughout the system <ul style="list-style-type: none"> - Includes circulation space, public technology use, larger community space, conference rooms, reading room, collaboration spaces • Enhancements beyond the base specifications will be funded by 3rd parties <ul style="list-style-type: none"> - Ex: Additional meeting/classroom space; upsizing of public spaces; enhanced AV equipment • No taller than 2 stories per Town approved Town Center Concept Plan • A Capital Improvement Project (CIP) will be created for the facility, at the County Commission’s discretion, during their annual budget process.

Principles of Agreement Future Library - LBK

Operations/Management	<p><u>County</u></p> <ul style="list-style-type: none"> • County will be responsible for operating and managing the library facility • Use of public spaces will be governed by current library system policies and rules • Scheduling and oversight of public spaces will be managed by County staff • Parking considerations: there are 86 shared spaces for the larger Town Center property, and County will want to ensure access to overflow/additional parking for special events. • County Staff will have responsibility for management, scheduling, and maintenance of interior adjacent spaces (meeting/classrooms regardless of who funded it) • No additional oversight committee beyond current Sarasota County Library Advisory Board • Establishment of Friends of the LBK Library working with the existing private library volunteers • Security • Janitorial • Repair and Replacement for enhanced amenities – donations will need to cover capital and capital repair/replacement for enhancements over the baseline specifications
Programming	<p><u>County</u></p> <ul style="list-style-type: none"> • Programs and events will be scheduled and coordinated in accordance with current library system policies and procedures
Funding	<p><u>County</u></p> <ul style="list-style-type: none"> • Funding initial design and construction • Operation and maintenance • Future programmatic funding donations would be handled by County • Naming rights <p><u>Town</u></p> <ul style="list-style-type: none"> • Fundraising through LBK residents for enhancements/upgraded amenities coordinated by Town • All donations would be ultimately processed through the Sarasota County Library Foundation

End of Agenda Item