

RESOLUTION NO. 99-10

A RESOLUTION OF THE CITY OF VENICE, FLORIDA, ADOPTING POLICIES APPROVED BY CITY COUNCIL AND RESCINDING RESOLUTION NO. 92-10 AND RESOLUTION NO. 93-1, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, from time to time, in connection with the day to day business of the City, Council has established policies to be carried out by staff; and

WHEREAS, the following policies have been in effect for some time but not all have been adopted by resolution; and

WHEREAS, it is the desire of Council to have these policies adopted by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, as follows:

SECTION 1. The policies in Exhibit A attached hereto are hereby adopted by the City Council of the City of Venice, Florida.

SECTION 2. Resolution No. 92-10 and Resolution No. 93-1 are hereby rescinded.

SECTION 3. This Resolution shall take effect immediately upon adoption as provided by law.


Dean Calamaras, Mayor, City of Venice

ADOPTED AT A MEETING OF THE VENICE CITY COUNCIL HELD ON THE 10TH DAY OF AUGUST, 1999.

I, Lori Stelzer, CMC/AAE, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of a Resolution duly adopted by the City of Venice Council at a meeting thereof duly convened and held on the 10th day of August, 1999, a quorum being present.

WITNESS my hand and the official seal of the said city this 11th day of August, 1999.

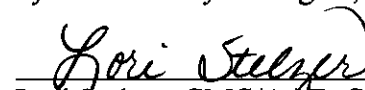

Lori Stelzer, CMC/AAE, City Clerk

EXHIBIT A

Advertising:

Five days notice is a reasonable amount of time for advertising when no other notice requirement is mandated by law.

Affirmative Action Program: See Attachment 1

Airport:

Short term leases may be entered into by staff without the approval of City Council (3/12/96).

Annexation:

Enclaves: See Resolution No. 96-12

Banners:

No banners shall be hung along or over West Venice Avenue (2/13/90).

Benches:

Benches with advertising thereon will not be allowed in the City of Venice (7/24/90).

Bid Items:

Staff will not be required to ask City Council for approval to go out for bid on items that have been approved in the budget (8/11/87).

City Attorney:

Every contract which requires the approval of City Council shall be reviewed by the City Attorney prior to its consideration by the City of Venice. (4/13/99)

City Buildings:

- A. Art work displays, other than those designated by the Art Committee or approved by City Council, will not be exhibited at City Hall (8-13-91).
- B. Religious services are not to be conducted in any municipal building (5/9/67).
- C. No solicitation shall be permitted in City Hall (1/10/89).

City Clerk:

- A. City Clerk shall create an orientation package to be presented to all new council members.

City Council:

- A. Copies of all correspondence requested by a council member shall be given to each council member (12-13-94).
- B. The Mayor, Vice Mayor or another member of City Council should be in attendance at every Agenda Committee meeting (3-26-96).
- C. New board appointees will be invited to attend the meetings at which their appointments are being considered by City Council (5-14-96).
- D. Department heads should be present at City Council meetings as requested by City

Council through the City Manager (2-9-93).

- E. A uniformed police officer shall be in attendance during all City Council meetings. (4-27-99)

Code Of Ordinances:

A copy of the Code of Ordinances shall be given to the Venice Public Library, Jacaranda Public Library, Sarasota County Clerk of Circuit Court, Public Defender and State Attorney. A copy shall be available in the City Clerk's office and a copy shall be provided at cost to anyone who requests it. (8/24/82)

Data Processing:

- A. Computer Software Use - The City of Venice and its employees will comply with all applicable legal requirements concerning the reproduction and use of computer software.

U.S. Copyright Law allows software to be copied for backup purposes only. Reproduction of software for any other reason constitutes a violation of title 17 of the Copyright Act of 1976 as amended by the Computer Software Protection Act of 1980 and can not be tolerated by the City.

Making copies of computer software and/or personal projects at home or to share with others is strictly prohibited.

Software purchased for and in use on one computer may not be used on a second computer simultaneously. If there is a valid business need for additional copies of the software, they will be purchased through established procurement channels.

Computers, software and/or associated documentation may not be removed from city property without prior approval of the Department Director.

No unauthorized computer software may be used on city owned computers, including games. The user of such software would be reported to the Computer Committee and disciplinary action could be taken. Spot checks on computers will be taken periodically. (11/20/89 and 10/2/91)

- B. Internet Access - See Attachment 2

Development Review Committee: See Attachment 3

Elections:

During the period of qualifying candidates for election, the City Clerk may notify the candidate or candidates whose seat is affected by the withdrawal or non-qualifying of a candidate only after the time for qualifying has closed. If, however, someone inquires of the Clerk before qualifying has closed as to who has qualified, who has withdrawn or who has not qualified, the Clerk shall respond as dictated by law. (11/24/98)

Finance:

- A. Financing Guidelines for Conduit Bonds - See Attachment 4
- B. A capital/salary item cannot be over expended or the budget increased by more than \$5,000.00 without Council approval. (9/22/98).

Fire Department:

Guidelines for Use of "Old Betsy" antique fire truck: See Attachment 5 (2/9/93)

Garage Sales:

Yard sales, garage sales, estate sales and the like are permissible accessory uses in residential districts, provided they only take place twice a year and for not more than two days each time (4/23/97).

Gifts:

No gifts may be kept. If it is not returnable, it should be given to charity (12/5/96).

Insurance:

The city pays for dependent health insurance for charter officers (12/9/86).

Legal Requests:

A request for a legal opinion from the City Attorney should be channeled through either the City Manager, the City Clerk, Finance Director, Mayor or City Council for approval before being forwarded to the City Attorney. Legal staff is only authorized to incur bills for the City when requested by the Mayor, City Council, City Manager, Finance Director or City Clerk, and the City is not billed unless the request comes from one of them. The attorneys will return council members' phone calls and discuss matters, but not do a lot of research without a legal request.

Lot Mowing: See Attachment 6 (4/8/97)

Mailings for Organizations:

If a department head or supervisor serves on the board of a job related organization, and such membership has been approved in the budget, the City of Venice will provide postage and mailing supplies for occasional mailings for the organization. This policy only applies to mailings of a business nature and do not include such items as Christmas cards or social mailings. (4/29/99)

Marriages:

The City Clerk is allowed to perform marriages free of charge on city time at City Hall (10/13/81).

Meeting Rooms: See Resolution No. 99-1

Newspaper Vending Machines: See Attachment 7 (1/86)

Parks and Recreation:

Naming and renaming parks for people and organizations - See Attachment 8 (8/21/95)

Personnel:

- A. Council Approval is required to hire an individual at higher than step 2 of the grade prescribed for the position (8/10/93).
- B. (1) Where uniforms and work shoes/boots are provided for line (AFSCME) employees, it is required they be worn as a matter of both appearance and safety. (5/19/93)
(2) Wearing shorts is allowed on a year-round basis (10/12/98)

C. **Benefits Increase:**

Group Life insurance will be equal to the employee's annual salary rounded up to the next, not the nearest, \$1,000. Also, three days of accrued sick leave may be used for

the necessary care (as a result of an injury or illness) of a "dependent" (IRS definition) or an immediate family member living with you. (10/10/97)

- D. Personnel records of all employees are to be maintained by the personnel department in City Hall (4-22-75).
- E. Infectious/Disabling Diseases in the Workplace - See Attachment 9 (1/8/92)
- F. Family and Medical Leave Policy - See Attachment 10 (3/1/97)
- G. Drug Free Workplace Policy: See Attachment 11
- H. Light Duty/Early Return to Work Program: See Attachment 12
- I. Employee Recognition Award Program Rules and Regulations: See Attachment 13
- J. Short-term Disability Plan: See Attachment 14
- K. Equal Employment Opportunity: See Attachment 20
- L. Affirmative Action Program: See Attachment 1

Plaques:

Names of current Council members to be used on plaques for building projects (4/10/90).

Police Department:

No preferential treatment should be shown to city employees when it comes to traffic violations, however, a follow up should be made to the employee's direct supervisor (2/27/95).

Public Records:

- A. Public Records: See Attachment 15 (4/99)
- B. The City Manager may give discretionary authority to approve certain records being removed from City Hall for work purposes (4-13-76).

Shipments (Receiving):

Confirm shipment visually. If receptionist is too busy, call the department for which the package(s) are intended. If delivery is for the warehouse or a department outside city hall, call Purchasing for processing.

Showmobile/Special Events: See Attachment 16 (6/26/95)

Sidewalks and Shade Trees: See Attachment 17 (4/99)

Smoking:

No smoking policy adopted for all city buildings and in city pool motor vehicles.

Special Events: See Showmobile

Temporary Buildings:

Staff is allowed to permit/restrict buildings used on a temporary basis in conjunction with a temporary use permit. These applications are reviewed by the Development Review Committee and Planning Commission which may add restrictions to the project. These permits have a designated termination period and surety is provided to insure restoration of the parcel to original condition or better. (5/11/99)

Travel:

- A. Out of State Travel - No employee may travel out of state at City expense without express approval of City Manager (11/5/96).
- B. Permission to Travel - Any member of Council wishing to attend a meeting not included in the budget must inform Council and get prior permission to attend. If there is an emergency and insufficient time to request permission, the City Council shall consider the request after the fact.

Vacation of a Utility Easement - see Attachment 18

Vacation of Road or Portion of Road - See Attachment 19

Vehicles:

No city vehicles taken home are to be used for personal use, with the exception of the City Manager or as determined necessary by the City Manager (2/25/86).

Water:

- A. Purchase of Bulk Water - Purchaser must register at Water Production office. This will include company name, address and phone number. They must check in at the office before getting water. After getting water, they must come back in the office and write the date, amount of water purchased and initial the Bulk Water Consumption sheet. At the end of each month they will be sent a bill for that month's consumption. If the bill gets 30 days past due, the company will no longer be allowed to purchase bulk water. (4/7/98)
- B. Charge for potable water for lawn spraying companies - \$5.00 per 500 gallons. Anything over 500 gallons - \$10.00.

West Blalock Park:

The continued use of West Blalock Park is recommended for community and cultural events. However, there should be limitations on its uses, provisions for such uses and a more time efficient method of obtaining approval. The goal of this section is to provide Council with prudent and necessary guidelines.

Event Types: Any event held in the park should be non-profit in nature, open to the public and in the public interest. There are two types of events that may be held: "intense events" which are events that last over five hours, and shorter "non-intense events." There should be no more than three "intense events" annually with sixty days between each "intense event." "Non-intense events" should not be held with unreasonable frequency.

Responsibility and Approval:

- A. The preliminary plan for the use of the Park shall be submitted to the City Manager within thirty days prior to the date of the scheduled event, and no less than fourteen days prior to the scheduled event, the group will submit a final usage plan for the park and the list of vendors and exhibitors.
- B. Before and after the event, the Public Works Department will have a representative survey the area and/or premise for a fair estimation of the conditions of the park. Any excessive damage will be the responsibility of the event holder to repair as determined by the City.

EXHIBIT A

Advertising: *(included in City Clerk Administrative Policy)*

Five days' notice is a reasonable amount of time for advertising when no other notice requirement is mandated by law.

Affirmative Action Program: See Attachment 1 *(delete – covered in Sec. 1.1, P&R)*

Airport:

Short-term leases may be entered into by staff without the approval of City Council. (3/12/96) *(included in City Manager Administrative Policy)*

Annexation: Enclaves: See Resolution No. 96-12 *(delete – no longer applicable; established reduced fees, finding fees and refunds)*

Bid Items:

Staff will not be required to ask City Council for approval to go out for bid on items that have been approved in the budget. (8/11/87) *(delete – covered in procurement process/ordinance)*

City Attorney:

Every contract which requires the approval of City Council shall be reviewed by the City Attorney prior to its consideration by the City of Venice. (4/13/99) *(included in City Manager Administrative Policy – rewritten as Procedure for Review, Approval & Execution of Written Documents)*

City Buildings:

- A. Art work displays, other than those designated by the Art Committee or approved by City Council, will not be exhibited at City Hall. (8-13-91) *(delete – covered by Public Art Advisory Board)*
- B. Religious services are not to be conducted in any municipal building. (S/9/67) *(delete – covered in meeting room resolution)*
- c. No solicitation shall be permitted in City Hall. (1/10/89) *(delete – covered by state law)*

City Clerk: *(included in City Clerk Administrative Policy)*

- A. City Clerk shall create an orientation package to be presented to all new council members.

Code of Ordinances: *(delete – no longer necessary due to internet access and purchases are made through Municipal Code Corporation)*

A copy of the Code of Ordinances shall be given to the Venice Public Library, Jacaranda Public Library, Sarasota County Clerk of Circuit Court, Public Defender and State Attorney.

A copy shall be available in the City Clerk's office and a copy shall be provided at cost to anyone who requests it. (8/24/82)

Data Processing: *(delete – covered by Information Technology Policy adopted by Res. 2009-04)*

- A. Computer Software Use - The City of Venice and its employees will comply with all applicable legal requirements concerning the reproduction and use of computer software.

U.S. Copyright Law allows software to be copied for backup purposes only. Reproduction of software for any other reason constitutes a violation of title 17 of the Copyright Act of 1976 as amended by the Computer Software Protection Act of 1980 and cannot be tolerated by the City.

Making copies of computer software and/or personal projects at home or to share with others is strictly prohibited.

Software purchased for and in use on one computer may not be used on a second computer simultaneously. If there is a valid business need for additional copies of the software, they will be purchased through established procurement channels.

Computers, software and/or associated documentation may not be removed from city property without prior approval of the Department Director.

No unauthorized computer software may be used on city owned computers, including games. The user of such software would be reported to the Computer Committee and disciplinary action could be taken. Spot checks on computers will be taken periodically. (11/11/89 and 10/2/91)

- B. Internet Access – See Attachment 2

Development Review Committee: See Attachment 3 *(delete – covered in ordinance – technical review committee)*

Finance:

- A. Financing Guidelines for Conduit Bonds – See Attachment 4 *(included in City Manager Administrative Policy)*
- B. A capital/salary item cannot be over expended or the budget increased by more than \$5,000.00 without Council approval. (9/22/98) *(delete – covered in purchasing ordinance)*

Fire Department:

- A. Guidelines for Use of “Old Betsy” antique fire truck: See Attachment 5 (2/9/93) *(included in City Manager Administrative Policy)*

Gifts: ***(delete – covered by state law)***

No gifts may be kept. If it is not returnable, it should be given to charity. (12/5/96)

Insurance: ***(delete – no longer applicable)***

The city pays for dependent health insurance for charter officers. (12/9/86)

Legal Requests: ***(included in City Attorney Administrative Policy)***

A request for a legal opinion from the City Attorney should be channeled through either the City Manager, the City Clerk, Finance Director, Mayor or City Council for approval before being forwarded to the City Attorney. Legal staff is only authorized to incur bills for the City when requested by the Mayor, City Council, City Manager, Finance Director or City Clerk, and the City is not billed unless the request comes from one of them. The attorneys will return council members' phone calls and discuss matters, but not do a lot of research without a legal request.

Lot Mowing: See Attachment 6 (4/8/97) ***(delete – covered in sec. 34-81 of Code)***

Mailings for Organizations: ***(delete – mail policy only allows mailings for city business)***

If a department head or supervisor serves on the board of a job related organization, and such membership has been approved in the budget, the City of Venice will provide postage and mailing supplies for occasional mailings for the organization. This policy only applies to mailings of a business nature and do not include such items as Christmas cards or social mailings. (4/29/99)

Meeting Rooms: See Resolutions No. 99-1 ***(delete – covered in Res. 2016-02)***

Newspaper Vending Machines: See Attachment 7 (1/86) ***(included in City Manager Administrative Policy)***

Parks and Recreation: ***delete – covered in Sec. 46-5 of the Code; adopted by Ord. 2018-29***

Naming and renaming parks for people and organizations: See Attachment 8 (8/21/95)

Personnel: ***(delete all)***

A. Council Approval is required to hire an individual at higher than step 2 of the grade prescribed for the position. (8/10/93) ***(conflicts with Procedures & Rules (P&R) and AFSCME contract and step plan in FOP/IAFF)***

B. (1) Where uniforms and work shoes/boots are provided for line (AFSCME) employees, it is required they be worn as a matter of both appearance and safety. (5/19/93) ***(Sec. 1.42, P&R)***

(2) Wearing shorts is allowed on a year-round basis. (20/12/98) ***(covered by collective bargaining and P&R)***

C. Benefits Increase:

Group Life Insurance will be equal to the employee's annual salary rounded up to the next, not the nearest, \$1,000. Also three days of accrued sick leave may be used for the necessary care (as a result of an injury or illness) of a "dependent" (IRS definition) or an immediate family member living with you. (10/10/97) ***(covered by collective bargaining and P&R)***

- D.** Personnel records of all employees are to be maintained by the personnel department in City Hall. (4-25-75) ***(not necessary)***
- E.** Infectious/Disabling Diseases in the Workplace – See Attachment 10 (1/8/92) ***(Sec. 1.28, P&R)***
- F.** Family and Medical Leave Policy – See Attachment 10 (3/1/97) ***(Sec. 1.29, P&R)***
- G.** Drug Free Workplace Policy: See Attachment 11 ***(Sec. 1.27, P&R)***
- H.** Light Duty/Early Return to Work Program: See Attachment 12 ***(Sec. 2.14, P&R)***
- I.** Employee Recognition Award Program Rules and Regulations: See Attachment 13 ***Employee Recognition Programs, Sec. 2.17, P&R)***
- J.** Short-term Disability Plan: See Attachment 14 ***(short-term dis. through ins. co.)***
- K.** Equal Employment Opportunity: See Attachment 20 ***(Sec. 1.1, P&R)***
- L.** Affirmative Action Program: See Attachment 1 ***(Sec. 1.1, P&R)***

Plaques: ***(delete – no longer necessary)***

Names of current Council members to be used on plaques for building projects. (4/10/90)

Police Department: ***(delete - no longer applicable)***

No preferential treatment should be shown to city employees when it comes to traffic violations, however, a follow up should be made to the employee's direct supervisor. (2/27/95)

Shipments (Receiving): ***(delete no longer necessary)***

Confirm shipment visually. If receptionist is too busy, call the department for which the package(s) are intended. If delivery is for the warehouse or a department outside city hall, call purchasing.

Showmobile/Special Events: See Attachment 16 (6/26/95) ***(deleted – policy obsolete; funding policy in Res. 2020-18 and showmobile sold)***

Smoking: ***(delete – in P&R and covered by F.S. 386.204)***

No smoking policy adopted for all city buildings and in city pool motor vehicles.

Special Events: See Showmobile/Special Events above.

Temporary Buildings: ***(delete – covered in Land Development Code)***

Staff is allowed to permit/restrict buildings used on a temporary basis in conjunction with a temporary use permit. These applications are review by the Development Review Committee and Planning Commission which may add restrictions to the project. These permits have a designated termination period and surety is provided to insure restoration of the parcel to original condition or better. (5/11/99)

Travel:

- A. Out of State Travel – No employee may travel out of state at City expense without express approval of City Manager. (11/5/96) *(delete – not necessary)*

Vacation of a Utility Easement – See Attachment 1. *(included in City Clerk Administrative Policy)*

Vacation of Road or Portion – See Attachment 19 *(included in City Clerk Administrative Policy)*

Vehicles: *(delete – covered in Motor Vehicle Policy, Res. No. 2011-25)*

No city vehicles taken home are to be used for personal use, with the exception of the City Manager or as determined necessary by the City Manager. (2/25/86)

Water: *(delete both – no longer applicable)*

- A. Purchase of Bulk Water Purchaser must register at Water Production office. This will include company name, address and phone number. They must check in at the office before getting water. After getting water, they must come back in the office and write the date, amount of water purchased and initial the Bulk Water Consumption sheet. At the end of each month they will be sent a bill for that month's consumption. If the bill gets 30 days past due, the company will no longer be allowed to purchase bulk water. (4/7/98)
- B. Charge for potable water for lawn spraying companies - \$5.00 per 500 gallons. Anything over 500 gallons - \$10.00.

West Blalock Park: (delete – Blalock Park is no longer an appropriate venue for large events)

The continued of West Blalock Park is recommended for community and cultural events. However, there should be limitations on its uses, provisions for such uses and a more time efficient method of obtaining approval. The goal of this section is to provide Council with prudent and necessary guidelines.

Event Types: Any event held in the park should be non-profit in nature, open to the public and in the public interest. There are two types of events that may be held: "intense events" which are events that last over five hours, and shorter "non-intense events." There should be no more than three "intense events" annually with sixty days between each "intense event." "Non-intense events" should not be held with unreasonable frequency.

Responsibility and Approval:

- 1) The preliminary plan for the use of the Park shall be submitted to the City Manager within

thirty days prior to the date of the scheduled event, and no less than fourteen days prior to the scheduled event, the group will submit a final usage plan for the park and the list of vendors and exhibitors.

2) Before and after the event, the Public Works Department will have a representative survey the area and/or premise for a fair estimation of the conditions of the park. Any excessive damage will be the responsibility of the event holder to repair as determined by the city.