

City Mgr. Rpt.

April 22, 2014

MEMO: City Council

Attached is a copy of internal guidelines that is used by Public Works.
This is for information purposes only.



Edward F. Lavalley
City Manager
City of Venice

Guideline
Regarding Items Installed or Constructed
Within City Parks, City Rights-of-Way and Other City-Owned Property

1. Scope

- a. This guideline is applicable to all property owned by the city including dedicated and designated parks; rights-of-way, whether owned or easements; property owned by various enterprise funds; and any other real property owned by the City and acquired through purchase, gift, dedication, trade or other means.
- b. This guideline is applicable to any city property operated and/or maintained by a third party through permit, Inter-local Agreement or other arrangement.

2. Definitions

- a. Where used in this document the term "City Property" is defined as in 1. a., above.
- b. Where used in the document the term City Parks is defined as all dedicated or designated city parks as listed in Chapter 46 of the City Code.

3. Items Donated to the City

- a. All items donated to the City for the use and pleasure of the City's residents, businesses and visitors that will be installed or constructed on City Property shall be required to be accepted by majority vote of the City Council with one exception as contained in 3. b., below
- b. Items small and temporary in nature which can easily be removed or secured in the event of serious weather threats and other emergencies are exempt from a formal City Council approval, provided such items are first approved by the City Manager or his designee.
- c. In the case of items described in 3. a., above, and installed or constructed within City Parks or in median strips, a review and recommendation by the Parks and Recreation Advisory Board shall precede City Council action.
- d. For all such items described in 3. a., above, the requestor shall be required to procure any permits or other approvals required by the City Code as well as complying with all state and federal government requirements.
- e. For any items described in 3. a., above, that the requestor intends to operate and maintain, the requestor shall provide to the city assurances that sufficient liability insurance is in place to cover the activities of the requestor and his/her agents.

4. Items For Private Use

- a. For items which are installed or constructed for private use or constructed such that they do not comply with City Standard Details, the requestor shall comply with all City Code requirements (including special Architectural District

guidelines), obtain required right-of-way permits and enter into such agreements as may be required by the City in addition to complying with all state and federal government requirements. Some examples of these items include outdoor dining, balconies over sidewalks, sidewalk paver sections, utility system installations and communications equipment installations.

5. Designated Liaison

- a. The City Manager shall designate a liaison to be the City's official point of contact for all installations described in this guideline, such person to be known as the "Designated Liaison".
- b. After receiving a Proposal Form from the requestor, the Designated Liaison shall coordinate an initial internal review to identify the specific information needed and process to be followed to approve the request.
- c. The Designated Liaison shall provide the requestor with a document outlining the steps and information requirements.
- d. The Designated Liaison shall assist in identifying stakeholders.
- e. The Designated Liaison shall assist the requestor throughout the process by answering questions and providing assistance.

Guide

For Installing or Constructing Facilities Within City Parks, Rights-of-Way or Other City-Owned Property

Scope

This document lays out the steps to be followed in order to gain approval to install or construct a facility within any City of Venice property. For the purpose of this guide a facility is any physical thing proposed to be installed or constructed in, on or under public property: for example buildings, gardens, statues, signs, piping, playing fields, picnic shelters, etc. The steps may vary depending on the type of facility requested, the location of the facility, whether the facility is public, private or limited in some way, and who is proposed to operate and/or maintain the facility. In some cases the approval will be administrative. In others the city council and other boards, commissions or committees may be involved.

Stakeholders

In order to make the process run smoothly, one critical step is to identify potential stakeholders and attempt to inform them and obtain their support for the concept as early as possible. City staff is always available to assist in identifying and providing contact information for these stakeholders. The City Manager shall designate a city staff member as the city's official liaison for this process. This person will be referred to hereafter as the "Designated Liaison".

Approvals

There are several items which are governed by the City Code, most notably sidewalk dining, constructed items requiring a building permit and installations requiring a right-of-way permit. Permanent items within parks and median strips generally require a recommendation by the Parks and Recreation Advisory Board and approval of the City Council. Items donated to and maintained by the city need to be accepted by the City Council. Items maintained by private interests may need a license agreement.

Proposal Form

The first step in the process is to submit a request on the attached Proposal Form. The Proposal Form requires a description of the item to be provided, the location where the item will be placed or constructed, who or what organization will be responsible for the maintenance and operation of the item, financial information, and finally, any known standards or specifications that will be used in designing the item. There is also space for contact information: name of the requesting company/ organization/ individual, address, phone number, email, contact persons and other relevant information.

Designated Liaison

The Proposal Form shall be submitted to the Designated Liaison. The Designated Liaison shall coordinate an initial internal review to identify the specific information needed and process to be followed in order to receive approval for the request. The Designated Liaison shall assist in identifying stakeholders. The Designated Liaison shall provide the requestor with a document outlining the steps of the process and information requirements. The Designated Liaison shall assist the requestor throughout the process by answering questions and providing assistance.

Proposal Form

For Facilities Installed or Constructed within City Parks, Rights-of-Way or Other City-Owned Property

(Use back of sheet or additional sheets to provide more information)

Description of Item(s) to be Donated*: _____

Location(s)*: _____

Entity Responsible for Operation*: _____

Entity Responsible for Maintenance*: _____

Approx. Value*: _____

Funding Source(s) *: _____

Schedule*: _____

Standards or Specifications Used:

Requestor Information

Name of Company/Organization/Individual*: _____

Address*: _____

Phone*: _____ Email: _____

Contact Person(s): _____

* Required

Submit form to:

Public Works Director
221 S. Seaboard Avenue
Venice, FL 34295

Phone: (941) 486-2422

Fax: (941) 486-2625

Email: PublicWorksApp@venicegov.com