

ADMINISTRATIVE POLICIES - CITY MANAGER

Airport:

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

Finance Department:

Financing Guidelines for Conduit Bonds (see attachment CM-1)

Uniforms and Taxability of Clothing (see attachment CM-2)

Fire Department:

Use of 1926 American LaFrance (Old Betsy) (see attachment CM-3)

Flag Donation Program (see attachment CM-4)

Grants:

No staff member is authorized to apply for a grant without prior approval of the city manager. This ensures that, where applicable, coordination can be employed in determining if and when specific grant applications should be submitted.

No city employee is authorized to sign a grant application without the specific authorization of the city manager, regardless of what the grant rules state with regard to applicant signatures.

As grant awards typically elevate the city's budget expense total for a given year, all grant proposals must be approved in advance of applying by the city council. In rare circumstances the city manager may approve the submission of a grant application due to unforeseen scheduling challenges. This is not to suggest that poor timing and poor planning on the part of the applicant justifies avoiding pre-submission for city council review and approval.

In those exceptional cases where the city manager approves an application prior to city council review, the grant, with all applicable conditions, including the reason for the pre-approval submission, must be presented for city council approval prior to accepting the grant award.

In most cases, grant applications require the signature of the chief executive officer, chief elected official, or chief administrative officer. In such case the signature of the city manager or mayor will be required, in addition to other required signatures.

Staff members are not permitted to approach elected officials directly (mayor or city council members) to seek approval or signature for grant applications.

Memorial Program (Benches and Picnic Tables) (see attachment CM-5)

Negotiations: City manager will be lead negotiator for the city, city attorney to review all agreements as to legal form and content.

Newspaper Vending Machines (Informal Newsrack) (see attachment CM-6)

Review, Approval and Execution of Written Documents (See attachment CM-7)

**FINANCING GUIDELINES
FOR CONDUIT BONDS
ISSUED BY THE CITY OF VENICE, FLORIDA**

I. General

A. Scope of Guidelines

These guidelines are promulgated by the City Council for the information and convenience of applicants intending to finance projects pursuant to conduit bonds issued through the City of Venice, Florida hereinafter referred to as the ("Issuer"). The City Council reserves the right to require additional information be supplied with the provisions of these financing guidelines or additional obligations be undertaken by an applicant as a condition to seek approval of the application for conduit financing. These financing guidelines serve only as a supplement to the various authorizing statutes under Florida law and the Charter of the City and are intended to be fully consistent with them. Conduit bonds issued by the Issuer do not constitute a debt, liability, or obligation of the City of Venice, or the State of Florida, or any political subdivision or agency thereof, and bond holders shall never have the power to compel the exercise of ad valorem taxation for their payment. Instead, the bonds shall only be paid from the revenues of the applicant's project or other funds of the applicant in connection with the applicant's properties, assets, and operations, and the Issuer shall never be compelled or required to expend any of its own funds for such purpose. The obligation to repay the bonds may be secured by the assets of the applicant pursuant to mortgages, trust indentures or other security agreements.

B. Nature and Purpose of Bonds Issue

The authority of the Issuer to issue the conduit bonds shall be derived from state or federal law, the Venice City Charter and/or ordinances and resolutions of the City of Venice.

C. General Policy of Financing Projects

The Issuer recognizes that capital projects covered by these financing guidelines should be financed in the most efficient and economical manner without jeopardizing the reputation and credit rating of the City of Venice. The Issuer intends to facilitate the financing of such projects to the extent that such projects are consistent with the needs of the residents of the City of Venice and sound municipal finance principles. Such determination shall be made in the sole discretion of the City and shall be final in all cases.

II. Organization

A. Officers

The City is governed by a Mayor and Council with Charter Officers appointed by the Mayor and Council. Seven Council Members including the Mayor are elected for three (3) year over-lapping terms. The Mayor and Council appoint the City Manager, City Finance Director, City Clerk and City Attorney.

B. Meetings and Minutes

The City Council meets regularly; the second and fourth Tuesday of each month. All meetings of the Council are public and a notice of each meeting is posted in advance on the bulletin board designated by the City Council in City Hall. The City Clerk is the custodian of the records and all documents and minutes of the City which are open for public inspection in accordance with applicable state law. The coordination and scheduling of conduit financing matters presented to the City Council shall be the responsibility of the City Finance Director.

III. City Bond Financing Team, Application Fee

A. The Issuer will utilize the City's bond financing team in all conduit financing for consistency purposes. The bond financing team consists of the City Attorney, City Finance Director, the City's Financial Advisor and the City's Bond Counsel. Applicants are advised to contact the City's Finance Director early in the process to determine the total amount of the fees to be charged. The amount of the fee will vary depending upon the size and complexity of the proposed bond issue. All fees and expenses will be paid by the applicant. This does not restrain or inhibit the applicant from retaining other consultants such as financial advisors, legal counsel, underwriters, engineers and other consultants, subject to the approval of the Issuer. The fees and expenses of all such consultants shall be the responsibility of the applicant.

B. City will charge a non-refundable application fee of \$2,500 to process the application.

IV. Criteria for Financing

A. Community Need

The primary criterion for financing any project will be a degree to which the community needs or benefits from the proposed capital improvement. The Issuer will require the presentation of all pertinent data and information, both objective and subjective, with respect to community needs before considering any project. In order to provide community need a project shall make a significant contribution to the economic growth of the City of Venice: shall provide or preserve gainful employment; shall protect the environment; or shall

serve a public purpose by advancing the economic prosperity, health, education or welfare of the City of Venice and its people.

B. Financial Feasibility

The applicant will be required to show to the satisfaction of the Issuer that the project and the revenues generated by it, or the revenues otherwise available for debt service, are sufficient to make the financing feasible. The degree of proof of financial feasibility will depend on the circumstances of each project. The Issuer, at its discretion, shall have the authority to require a financial feasibility study to be completed by an independent feasibility consultant of recognized competence. In each case, however, the Issuer will require the applicant's creditworthiness to be evaluated by an entity that, in the judgment of the Issuer is competent to perform such analysis.

C. Security

In addition to financial feasibility, the applicant will be required to secure the payment of debt service in a manner satisfactory to the Issuer. Depending on the circumstances, the applicant may be required to provide mortgages, security interests in related personal property, assignments of accounts, corporate or personal guaranties, letters or lines of credit, bond insurance or other security for the debt. In addition, the bonds must meet at least one of the following criteria at the time of marketing the bonds:

1. The bonds shall be rated in one of the highest four ratings by a nationally recognized rating service.
2. The bonds shall be privately placed with or otherwise sold to accredited investors in \$100,000 increments and \$5,000 thereafter to each investor.
3. The bonds shall be backed by a letter of credit from a bank, savings and loan association, or other creditworthy guarantor, or bond insurance guaranteeing payment of principal and interest on bonds.

In all cases, a trustee will be named to act on behalf of the bond holders during the time the bonds are outstanding.

D. Risk and Manner of Sale

If the applicant's proposed bond issue does not meet 1 or 3 above, but because of unusual circumstances, the financial soundness of the proposed project, as shown by the financial feasibility study and/or proposed security as described above, is sufficient to reduce the risk involved in the project to a level acceptable to the Issuer, the bond issue involved may, in the Issuer's sole discretion, be offered through underwriters to the general public.

The applicant is advised that this alternative is rarely used and difficult to obtain.

E. Management of Project

In all cases, the Issuer must be shown that the project will be managed in an efficient, economical, and competent manner. Proof of competent management may vary in form, depending of the circumstances of the project.

F. Commitment of City

For every project, the Issuer may refuse to finance the project at any time up to the execution by the Issuer of a bond purchase agreement or other instrument similarly binding the Issuer to sale and delivery of bonds. Before then, any decision by the Issuer to refuse financing for a project creates no liability whatsoever from the Issuer to the applicant, and the applicant shall not be entitled to rely, as against the Issuer, on any official action before the execution of such an instrument. The applicant will bear all costs incurred by the Issuer during the processing of any application, including the non-refundable fees described below, and is required to enter into an Expense and Indemnity Agreement at the time of the filing of the application.

V. Procedures for Conduit Financing

A. Applications

Any applicant desiring financing assistance from the Issuer must submit three (3) original fully executed application forms with all required attachments and five (5) copies of the application form with attachments. The application form is attached to these financing guidelines. Application forms may be obtained from the City of Venice's Finance Director. Completed forms should be submitted to the City's Finance Director. Copies of any feasibility studies, consultant's reports, engineering studies, etc., either preliminary or final, existing at the time of the application, must be submitted with the application. The application fee described in V.-D. hereof must accompany the application submitted. Also, a fully executed Expense and Indemnity Agreement, attached to these guidelines, must be submitted with the application.

B. Initial Review and Approval

Upon receipt of an application, the City's bond financing team shall determine whether the application is complete. No further processing of an incomplete application shall be done until the application is determined to be complete.

Once the application is determined to be complete, a copy of the application will be provided to the City's financial advisor to review on a preliminary basis for the purpose of

determining if the financial feasibility of the proposed project is materially defective. If, in the opinion of the City's financial advisor, or its Finance Director, there is a need for legal advice on the basic structure of the proposed transaction, the City Attorney, or his designee, will provide such service and render a preliminary decision.

A preliminary meeting with the applicant will be scheduled before the City's bond financing team, at which time, they may decide whether the applicant may make a presentation. At the meeting, the bond financing team may decide to recommend one of the following to the City Council at its next scheduled meeting.

- (i) Recommend the project for further consideration, contingent upon the applicant fulfilling all statutory requirements, the requirements of these financing guidelines, and any other requirements which the Issuer may deem appropriate depending on the circumstances,
- (ii) reject the project, or
- (iii) take such other action, including the adoption of inducement or bond resolutions of the Issuer which the Issuer deems appropriate.

C. Processing, Validation, Sale and Closing

1. The processing of every application will vary, depending on circumstances such as whether (i) the applicant is not-for-profit corporation or not, (ii) the proposed bond issue is to be tax-exempt or taxable, (iii) the type of project, (iv) the project is a new financing or supplemental to previous financing, (v) the type and manner of sale, (vi) the degree of further information and assurances required by the Issuer. The process generally, will occur as follows:

All bond documents, including appropriate resolutions, loan agreements, trust indenture, guaranty agreement and such other instruments as shall be necessary, shall be prepared by bond counsel. Counsel to the applicant and the City Attorney shall assist bond counsel in the preparation of documents.

The Issuer may require that the bonds be validated. Bond Counsel shall prepare all pleadings and documents and otherwise handle the bond validation proceedings. Counsel to the applicant and the City Attorney shall assist bond counsel in bond validation proceedings.

Public hearings as may be required by the City under Section 147(f) of the Internal Revenue Code of 1986 and any other applicable state or federal law, will be scheduled at the convenience of the Issuer after appropriate public notice.

After the validation appeal period has expired, if applicable, and all required public hearings have been held, the Issuer may adopt ordinances or resolutions with respect to the sale of the bonds, whether pursuant to bid or by negotiated sale. It shall be the responsibility of the applicant to arrange for a purchaser for the Bonds. In the event the applicant engages an investment banking firm, such firm must be acceptable to the City in its sole discretion.

D. Reimbursement of Fees and Costs

1. Fees

The applicant must attach to its application a check payable to the City of Venice, Florida in an amount determined from time to time by the Issuer as its application fee. The application fee shall be non-refundable in the event that the proposed bond issue does not close for any reason. The application fee is intended to cover the preliminary expenses of the City and its consultants associated with the review of the application. The initial application fee is established upon the adoption of these financing guidelines as \$2,500.00.

In addition to the application fee, a financing fee is required to be paid from the proceeds of the bonds at closing of the bond issue in an amount equal to one-tenth of one percent (1/10 of 1%) of the principal amount of the bonds actually issued, or \$5,000.00, whichever is greater, provided that the maximum financing fee shall be \$50,000.00.

2. Expenses

The applicant shall also pay to the City of Venice, Florida, an amount equal to all reasonable costs incurred by the City in issuing the bonds. These costs shall include fees and expenses incurred by the City with its financial advisor, bond counsel, City attorney, special counsel, and consultants, if employed, and all travel and lodging expenses, telephone expenses, postage and courier expenses due to them. These expenses may be deferred and collected from the proceeds of sale, provided that same shall not reduce the applicant's liability to pay the expenses in the event that no closing occurs. There may be unusual circumstances where certain expenses are required to be paid prior to closing of the bond issue, such as, hiring special counsel

or consultants. If this situation occurs, the applicant will be notified by the City prior to incurring the expense.

3. Execution of Expense and Indemnity Agreement

The applicant shall execute an Expense and Indemnity Agreement in the form attached to these financing guidelines and shall submit same with its application. The application will be considered incomplete if the agreement is not provided.

E. No Endorsement or Recommendation.

The procedures set forth herein, or otherwise observed by the City, shall be solely for the benefit of the City in exercising its governmental and legislative discretion in its decision to issue obligations of the City. No approval or issuance of Bonds by the City shall be deemed or treated by any person or investor as a recommendation, endorsement or other indication by the City that the Bonds will be repaid or that the interest on the Bonds is tax exempt.

CITY OF VENICE, FLORIDA**Application for Conduit Financing**

(Submit three original fully executed application forms with all required attachments and five copies of the form with attachments and the application fee to the City Finance Director, 401 W. Venice Avenue, Venice, Florida 34285)

I. APPLICANT

A. Corporate Name: _____

State of Incorporation: _____

Business Address: _____

Telephone: (____) _____

B. Applicant's Agency (if any)

Name: _____

Business Address: _____

Telephone: (____) _____

C. Applicant's Legal Counsel: _____

Telephone: (____) _____

Contact Person: _____

D. Management of Project (if other than Applicant):

E. Applicant shall attach copies of items 1-6 below:

1. Names and business addresses of officers and directors
2. Articles of Incorporation
3. By-Laws
4. If applicant is a non-profit corporation, evidence that applicant is an organization covered under Section 501©(3) of the Internal Revenue Code.
5. Audited financial statements of the applicant for the preceding three (3) years.
6. If applicant is a public company under the Securities and Exchange Act of 1934, a copy of Form 10-K for the last three (3) years.

II. PROJECT

A. Brief Description: _____

B. Address community needs and benefits: _____

C. Location: _____

D. Real property to be acquired, if any (attach legal description, if available): _____

- E. Description of equipment or other personal property to be acquired (attach list, if appropriate):

- F. If the project is a health care project for which a Certificate of Need is required, has Certificate of Need been obtained:

_____ Yes _____ No Date: _____

If yes, attach copy and give CON number: _____

If no, give date of application(s): _____

If no Certificate of Need is necessary, explain why: _____

- G. Estimated total cost of project: \$ _____

Land Acquisition: \$ _____

Design and construction: \$ _____

Acquisition of existing structures: \$ _____

Equipment purchase: \$ _____

Other (explain): \$ _____

- H. Has any feasibility study been performed?

_____ Yes _____ No (If yes, attach copy)

- I. Timetable: Attached as detailed a timetable as is available for the project.

III. FINANCING

Note: If this data has not yet been obtained by the applicant, leave this part blank, and the City's bond financing team will assist in structuring the transaction and selecting underwriters, feasibility consultants and other professionals.

- A. Amount Of Tax-Exempt Bond or Note Issued: \$ _____
- Amount of Taxable Bond or Note Issued: \$ _____
- Total project Costs: \$ _____
- Costs of issuance: \$ _____
- Monies available from other sources
(attached explanation): \$ _____
- B. Sources of debt service payments: _____
- _____
- _____
- C. Additional security or guaranties: _____
- _____
- _____
- D. Credit Enhancement (Letter of Credit, Bond Insurance, Surety Bond, Guarantees, etc.
Provider: _____
- _____
- _____
- E. Final Maturity: _____

F. Are the proposed bonds to be junior in status to any other obligations of Applicant?

_____ Yes (explain)

_____ No

G. Purchaser or Bonds
(Underwriter, Bank, etc.):

Business Address:

Telephone:

()

Contact Person:

H. Purchaser's Counsel:

Business Address:

Telephone:

()

Contact Person:

I. Feasibility Consultants:

Business Address:

Telephone:

()

Contact Person: _____

Attach any feasibility studies available

J. Other consultants, contractors or agents, if any:

IV. REFUNDING ISSUES

If the proposed bond issue is for purposes of refunding previous debt, attached an official statement for the refunded bonds and all other "refunding documents", and a summary of the debt to be refunded.

V. DATE OF APPLICATION _____, _____

Applicant acknowledges receipt of a copy of the "Financing Guidelines for Conduit Bonds Issued by the City of Venice", which is incorporated in this application by reference and understands that this application will be processed according to its provisions. Applicant also submits herewith an executed "Expenses and Indemnity Agreement" as required by the Guidelines.

For the Applicant:

Its: _____

Attest:

(CORPORATE SEAL)

Its: _____

EXPENSES AND INDEMNITY AGREEMENT

City of Venice
Mayor
401 W. Venice Avenue
Venice, Florida 34285

Re: Proposed Bond Issue for _____

Ladies and Gentlemen:

The undersigned parties, jointly and severally (the "Corporation") has requested you to consider its application to have you issue the bonds referred to above (the "Bonds") for the benefit of the Corporation and, as an inducement to such consideration, hereby agrees with you as follows:

Section 1. Payment of Expenses. Whether or not the Bonds are offered, sold or issued, the corporation agrees to pay and be liable for, and to hold you harmless against the payment of, any and all expenses relating to the Bond issue, including without limitation the fees and disbursements of your financial advisor, city attorney, special counsel and bond counsel, your administrative charges and out-of-pocket expenses, recording charges, expenses of printing offering circulars, official statements, and the Bonds, legal advertising and the expenses of registering the Bonds with the securities commission of any state.

Section 2. Indemnity. Whether or not the Bonds are offered, sold or issued, the Corporation agrees to indemnify you, and each of your councilmembers, officers, agents, attorneys, advisors, and employees against any and all claims and liability of whatsoever nature arising out of or relating directly or indirectly to the Bond issue, whether caused by you or the Corporation or otherwise, misrepresentation, fraud or other tortious conduct, breach of contractual relationships, or violation of law or administrative rule, whether predicted upon federal or state statutes, common law, principles of equity or otherwise, excepting only claims based upon willful misfeasance or nonfeasance. In furtherance of the foregoing, the Corporation agrees to pay any and all attorneys' fees and court costs incurred in the defense of any such claims upon your written demand therefor. It is further understood and agreed that you or any of the persons hereinabove indemnified shall be entitled to retain counsel acceptable to you or them to defend any such claim, but that neither you nor any such person will enter into any settlement of the same without the prior written approval of the Corporation; provided that no such approval shall be required in the event the Corporation shall fail to promptly provide an indemnity or surety bond satisfactory to you and such other persons upon request to the Corporation therefor.

Section 3. Survival of Agreement. This Agreement shall survive the closing of the Bond issue and shall not merge into or be superseded by any other agreement other than by a written amendment

hereto specifically denominated as such and executed by you and the Corporation.

If the foregoing is acceptable to you, please indicate your acceptance in the space provided below, whereupon this Agreement shall become a binding contract between us.

Dated: _____

NAME OF CORPORATION: _____

By: _____

Its: _____

Accepted and Agreed to as of the date above written:

City of Venice

By: Mayor

Attest:

By: City Clerk

Approved as to form and correctness:

By: City Attorney

Policy on Uniforms and Taxability of Clothing

General

To enhance coordination and to ensure consistent and proper treatment of clothing and/or uniforms provided to employees of the City, this policy has been developed and is intended to be used by all City departments. For clarification the following definitions will apply throughout this document:

- **Uniforms** include any City-issued clothing, accessories, footwear, or safety equipment worn by City employees in the performance of their duties.
- **Uniformed Employee** means any employee required to wear City issued shirts, pants and/or other articles of clothing, footwear, safety equipment, or other accessories. The Director will provide justification for which job titles are required to wear specific items, based on their individual job duties, in the Uniform Memo.
- **Non-uniformed Employee** means an employee whose job duties do not necessitate wearing a uniform or safety equipment.

Procedures

The United States Internal Revenue Service (IRS) has guidelines to determine whether items and services received by an employee from an employer are considered a taxable benefit to the employee. Leased items are not taxable. The determination of taxability is dependent on certain conditions.

To be non-taxable, *all* of the following conditions must be met:

- (a) The employee must wear the uniform as a condition of employment;
- (b) The employee must be prohibited from wearing the uniform off duty;
- (c) The clothing must have a readily distinguishable logo; and
- (d) The clothing must *not* be suitable for everyday wear or taking the place of regular clothing.

According to IRS rulings reflective stripes do not make clothing tax exempt.

Police and Fire Departments

Uniform policies are currently in place for the Fire and Police Departments. For clarity there have been rulings made by the IRS on casual clothing with insignia of these 2 issuing departments; the items will be considered tax exempt if the department prohibits off-duty wear. If the police or fire department prohibit off-duty wear, then the clothes/hats are not suitable for ordinary wear and the second prong of Rev. Rule 40-474 will be met. This pertains to Fire Fighters / Paramedics and Sworn Police Personnel.

Other Departments Requiring Uniforms

All other departments who wear clothing provided by the city with or without the City of Venice insignia shall be subject to Income Tax, Social Security and Medicare taxes in accordance with IRS guidelines, unless the clothing has been determined to be *Personal Protective Equipment* as defined on pages 3 and 4 of this policy.

Guidelines:

- Each director will provide the Finance Director with a Uniform Memo justifying what their department considers Protective Clothing by job title.
- All orders for Protective Clothing will be indicated on the spreadsheet (Attachment A). Only items outlined in the Director's memo should be marked as Protective Clothing.
- The first time uniforms are issued to an employee they will sign an agreement that they will return all items issued to them upon their termination of work with the City (Attachment B).
- Items should be purchased with PCards when possible.
- Each department should designate one admin PCard to be used for clothing purchases.
- Purchases should be coded to Fund-Dept/Div-Exp-52.46 *Uniforms/Clothing*.
- If not paid with PCard, a DPR should be filled out coding to the same account number.
- If there is a dollar limit to an item and the employee chooses to purchase the item at a higher amount they must pay for the item themselves and a DPR should be submitted for reimbursement to the employee. For instance, if an employee wanted a pair of safety work boots and the cost is \$165, the employee would purchase the boots and submit a DPR for reimbursement. The City allows boots up to \$150.

The Department heads are responsible for providing the Finance Department with the amount of items purchased and distributed to each employee (see Attachment A). Such amounts shall be provided electronically to the Junior Accountant (Michelle Newman) and Senior Accountant (Robin Williams) in the Finance Department by the 10th of each **month**, on the provided form, with applicable values for clothing provided. The City will pay the FICA and Medicare taxes for both the employee and employer on the Quarterly IRS Form 941. The employee's W-2 will reflect the department reported uniform amount, FICA and Medicare taxes paid.

As an example:

\$500.00 – Uniform cost reported by department.

\$541.42 – Taxable benefit: Uniforms reported as issued to employee plus FICA and Medicare taxes. This will be added to W-2 boxes 1, 3, 5 and 14.

\$ 41.42 – Employee's portion of FICA (6.2%) and Medicare (1.45%) Tax calculated on uniforms. This will be added in W-2 boxes 4 and 6.

The City of Venice requires certain employees to wear the issued official uniform while working. Departments issue approved uniforms to all such employees. Personnel shall not wear their issued official uniform while off-duty unless in an official capacity approved by the Department Director or his authorized designee.

1. The purpose of this policy shall be to maximize safe working conditions, reflect good appearance and to provide ease of recognition, and/or identification of City employees by the public.
2. Identified employees shall be required to report to work and perform their work in department-approved uniforms specified by the Director or his authorized designee.
3. All protective clothing and/or accessories necessary to insure the safety and wellbeing of employees will be provided by the department and is to be considered a part of the employee's uniform.
4. Uniforms shall consist but are not limited to shirts, pants, raingear, jackets, safety vests, hats and steel-toed shoes in styles and colors authorized by the Director or his authorized designee.

5. Replacement uniforms will be issued on an as needed basis pending available funds within the department's uniform budget. In order to receive a replacement uniform, the employee must return the old uniform.
6. Upon separation of employment, the employee will return all uniforms/equipment issued to them during their employment to their supervisor. The employee's final paycheck will be held until all uniforms/equipment are returned.
7. At no time shall a department-issued uniform item be worn while off-duty, other than traveling directly to or from work or attending an authorized department function.

Non Uniformed Employees

Employees that voluntarily use casual wear with the City insignia, have the option to purchase their own clothing in order to avoid taxation. Otherwise, they can order clothing through the department and the employee will pay the tax when filing his/her taxes. The city will not gross up these employee's wages.

CLOTHING AND ATTIRE:

UNIFORM STANDARDS

Shirts: The Director will determine the type of uniform shirts the employees may wear. Work shirts provided by the City will have a high-visibility reflective safety material embedded into the shirt. Shirts will also include the City logo and department identification.

Pants: The Director will determine the type of pants the employees may wear. Pants/shorts provided by the City will have a high-visibility reflective safety material embedded into the pants/shorts.

Outerwear. The Director will determine the type of jackets, or other foul weather gear, needed by the employees for their individual working conditions. Outerwear provided by the City will have a high-visibility reflective safety material embedded into the items. All such outerwear will include a City logo and department identification.

Footwear: As part of the issued uniform, employees may be required to purchase steel-toed work boots. The maximum allowed amount is \$150 per pair per year. If the employee chooses to purchase the item at a higher amount they must pay for the item themselves and a DPR should be submitted for reimbursement to the employee.

Personal Protective Equipment (PPE)

The Occupational Safety and Health Administration (OSHA) requires that employers protect you from workplace hazards that can cause injury or illness. Personal protective equipment (PPE) is equipment worn to minimize exposure to a variety of hazards. Examples include items such as gloves, foot and eye protection, protective hearing protections, hard hats, and respirators. OSHA 2008 rule requires employers to pay for PPE with a few exceptions to comply with OSHA standards. The few exceptions are as follows:

1. Non-specialty safety-toe protective footwear (including steel-toe shoes or boots) and non-specialty prescription eyewear provided that the employer permits such items to be worn off the job site.
2. Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots.

3. Ordinary clothing, skin creams, or other items, used solely for protections from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.

In such an instance where protective clothing is purchased each department Director will have identified and justified in their memo to the Finance Director the specific items of clothing that are required for the safety of the employee in performing their job. It is not enough that the clothing is distinctive in nature and low cost, it must serve as a matter of employee protection and safety under OSHA rules to qualify as tax exempt. Examples of such clothing might include face masks, heat resistant gloves, hard hats, or steel-toed work boots. Clothing may not be supplied as a basic living requirement and must be related to the specific employment functions and duties of the job. Said clothing when purchased shall be made in a cost effective manner.

Attachment A

UNIFORM TRACKING											
EXPENDITURE ACCOUNT: 52.46											
MONTH:											
DEPT/DIV	DATE	EMPLOYEE LASTNAME, FIRSTNAME	# SHIRTS ISSUED	ORIGINAL COST PER SHIRT	Protective	# PANTS ISSUED	ORIGINAL COST PER PANTS	Protective	# HATS ISSUED	ORIGINAL COST PER HAT	Protective
0401	1/1/2020	Doe, John	5	\$ 21.99		5	\$ 36.74		1	\$ 10.42	

OTHER DESCRIPTION	OTHER COST	Protective	GRAND TOTAL	PCARD HOLDER
Safety Glasses	\$ 14.16	X	\$ 318.23	Pam Halpert
			\$ -	
			\$ -	
			\$ -	

Attachment B***Uniforms***

By signing below, I acknowledge that I have received uniforms purchased by the City of Venice. I also agree all uniforms will be turned in shall my employment with the City of Venice terminate. If I fail to turn any item in, my final paycheck can be held until all items are returned. I also agree that all uniforms are for work purposes only and the property of the City of Venice.

Employee Signature

Print Employee Name

Date

Witness Signature

Print Witness Name

Date

GUIDELINES FOR USE OF THE 1926 AMERICAN LAFRANCE "OLD BETSY" ANTIQUE FIRE TRUCK

Venice Fire Department Unit 165 commonly referred to as "Old Betsy", is a retired piece of fire apparatus used in public events representing the history of the Venice Fire Department. It is considered a float and must be driven with care, especially with regard to speed and the number and placement of persons riding on the vehicle.

APPROVED USES DEFINITION

- "Old Betsy" can be used on a "one day, return that same day" basis only. Overnight travel must be approved by City Council.
- "Old Betsy" can be used as a static display or as a mobile float in processions or parades.
- No fares are to be charged and the carrying of passengers for a fee is prohibited.
- Carrying of passengers is allowed as part of a planned parade. Rides to the public will be permitted through approval by the fire chief or his designee.
- It is recommended that no more than eight persons (including the operator) ride on "Old Betsy".
- All passengers riding in "Old Betsy" shall be positioned to allow for safe operation of the vehicle. No passenger should be allowed to ride on the running boards or tailboard of the vehicle.
- No banners, signs or other displays that are political or commercial in nature shall be placed or attached on "Old Betsy" at any time.

APPROVED DRIVERS DEFINED

- All operators of "Old Betsy" (including drivers of vehicles pulling or towing same) must have a valid Florida driver's license and be approved through the Venice Fire Department.
- All operators shall submit requested documents that will be subject to background search, including but not limited to, criminal and driver's history search.
- All operators of "Old Betsy" (including drivers of vehicles pulling or towing same) shall be trained in safe operating procedures.
- All operators of "Old Betsy" must be made aware the special hazards associated with this vehicle. "Old Betsy" has a high center of gravity, extended stopping distance and braking capabilities, no roll bar and no seat belts. This vehicle should be operated with extreme caution.

APPROVED OPERATIONS DEFINED

Streets and Roads

- When applicable, "Old Betsy" must be followed by a separate vehicle for safety and back-up, except when on a trailer.
- Speed should never exceed 35 miles per hour or the posted speed limit (whichever is lower) and extra caution should be taken while making turns.
- Always maintain a safe following distance from other vehicles.

On Open Highway

- "Old Betsy" should never be driven on the open highways where minimum speeds exceed the maximum approved speed of 35 miles per hour.
- "Old Betsy" may be towed on open highways if and when a trailer is available.

As Static Display

- When leaving "Old Betsy" unattended, driver must remove the key and chock the wheels.
- "Old Betsy" shall not be used as a static display that is political or commercial in nature.

Backing

- "Old Betsy" has a high profile and has many rear area blind spots. Backing situations should be avoided by planning routes including parking. Always place "Old Betsy" in a location where forward movement is permissible.
- If backing is unavoidable, an individual should be immediately behind "Old Betsy" during backing operations.

General

- "Old Betsy" will be inspected before and after each use.
- Radius of Operation - Approximately 50 miles one way (100 miles round trip) maximum, unless otherwise approved by City Council.
- Inspection - Any maintenance or repairs needed must be directed and coordinated through the Venice Fire Department.
- Return in Sound Condition - Persons using "Old Betsy" will be responsible for the city vehicle to the extent outlined in the City of Venice Rules and Regulations. Every effort must be made to return the vehicle in acceptable condition. Special Event holders will be held responsible by contract.
- All requests for use or display of "Old Betsy" shall be coordinated, in advance of event, for approval through the fire chief or his designee.

Flag Donation Program

The City of Venice has a proud heritage of patriotism. The community is rich in organizations and individuals that contribute time and energy to events recognizing the legacy of the courageous development and growth of our Country, State, County, and City. One of the most identifiable symbols of patriotism is the flag. At all levels of government we define our civic commitment to the principles of freedom and democracy by proudly flying our flags. Government institutions lead the way in displaying our patriotic colors, and we are proud at ceremonial events to give prominence to this symbol of the sacrifices and achievements of historic and modern day patriotic heroes.

As a feature of ceremonial events, especially memorial ceremonies, often an American flag is presented to groups or individual in recognition of patriotic service. Recipients of these ceremonial flags typically store them away as keepsakes. While there is sentiment attached to receiving the gift in most cases the flags will not again see the light of day, nor fly proudly from a vaulted site.

The City of Venice is instituting a flag donation program to provide an opportunity for those proud symbols of patriotism to once again fly in honor of our Country and those whose courageous acts stand for a free United States of America. The City will accept as donations American flags that citizens have received as memorial gifts, or others that individuals or organizations may wish to donate in recognition or memory of a person or institution. The City will accept the flags with the expressed purpose of flying them on public grounds. The donor will receive a commemorative letter of appreciation from the Mayor and City Council. With their permission, donors will also be publicly recognized by the City Council for their civic contribution.

This program provides mutual benefit to donors and our City. Donors are given the opportunity to enjoy the public display of their donated flag. The City is privileged to participate in the recognition of patriots and patriotic events that stand for our liberty and freedom. Together all celebrate a partnership in displaying our collective tribute to America the beautiful

City of Venice

MEMORIAL PROGRAM

The City of Venice takes pride in offering our residents and guests the opportunity to purchase a memorial item to be placed within a City park or public open space. The City's memorial options consist of public benches, trees, and picnic tables. All memorials shall be limited to the recognition of individuals; groups, pets or inanimate objects are not eligible. City staff has predetermined locations which are available for the placement of memorial items within City parks and open space. Staff will work with you directly to find the best location available for your memorial item.

The following policies and procedures will apply to each memorial item type as described below and as required by City Resolution No. 2014-30. Please note, all donations of memorial items are non-refundable and the memorial item will remain the property of the City of Venice through the life of the item.

If interested in the purchase and placement of a memorial item, please contact the **City of Venice Public Works Department at (941) 882-7362**.

Memorial Benches:

The City offers the two styles of memorial benches as shown below. Available locations will vary within each park and location approval will be required from the Parks Supervisor. Not all City parks will have space available for additional memorial benches. Once a location is selected, the memorial bench and plaque will be installed by the City. The Donor will order and provide the memorial plaque to the City prior to placement. Please refer to the plaque requirements below for specifications.

Composite Bench



Memorial Cost:

\$700.00 + Plaque provided by Donor

*Additional \$400.00 if Concrete Pad Required

Memorial Term: 10 Years

Location: City Parks & Open Space

*South Jetty (Humphris Park) shall require this style bench

Cunningham – Premium Bench



Memorial Cost:

\$1,700.00 + Plaque provided by Donor

*See special Downtown Pricing below

*Additional \$400.00 if Concrete Pad Required

Memorial Term: 10 Years

Location: Parks & Open Space

*Downtown District shall require this style bench

Downtown Pricing - While space is available, memorial plaques may be placed on the existing premium benches within the downtown district of Tampa, Miami and Venice Ave. at the reduced rate of \$700.00. The lifecycle for these benches will be 10-years from the date of installation (March 1st, 2019). Premium Bench memorials at all other City locations, and any new locations downtown, will be available at the standard price of \$1,700.

Memorial Term - At the end of the memorial term, the memorial item will be available for renewal based upon the then current fee schedule, with the first right of refusal given to the original donor. If the original donor chooses not to renew, the donated plaque will be removed and returned to the donor.

Installation & Maintenance - Memorial benches will remain the property of The City of Venice. The City will install and maintain the bench for the duration of the memorial term at no additional cost to the donor.

Plaque Requirements - The memorial plaques shall be bronze in color and the size shall be 10" long, 2" wide, and ¼ "thick. Maximum of one plaque per bench. The cost and ordering of the plaque is the responsibility of the donor. The City will install the plaque at no additional charge.

Memorial Trees:

The City offers the ability to plant memorial trees within a City Park or Open Space, if the location is available and appropriate. Available locations will vary within each park and not all parks will have space available for memorial trees. Location and tree species approval will be required from the Parks Supervisor.



Memorial Cost: \$200.00 + Tree, Installation and Plaque provided by Donor

Memorial Term: Life of the Tree

Location: Approved location within City parks and open space

Memorial Term – Memorial trees shall have a memorial term of the life of the tree. The tree may have to be removed and, if possible, relocated in the future, if impacted by a City project. Public Works will work with the donor to find another suitable location in that situation.

Installation & Maintenance - The donor will be responsible for the purchase and installation of the memorial tree. Donor will coordinate with the local nursery and Public Works for timing and placement of the tree. The City will own and maintain the tree for the duration of the memorial term at no additional cost to the donor.

Plaque Requirements - The memorial plaque shall be bronze in color. Maximum of one plaque per tree. The cost and ordering of the plaque is the responsibility of the donor. The City will install the plaque at no additional charge.

INFORMAL NEWSRACK POLICY

The following is the policy of the City of Venice with respect to the placement and operation of newsracks on city property and on public rights-of-way within the City of Venice. The term “newsrack” shall mean any self-service or coin-operated box, container, storage unit or other dispenser installed, used or maintained for the display and sale of newspapers, news periodicals, pamphlets, booklets, circulars, or other printed or reproduced material, regardless of the subject matter thereof.

This policy is informal and will require the reasonable voluntary cooperation of the owners and operators of newsracks. The inability to resolve problems with newsracks by voluntary cooperation will make it necessary for the City of Venice to adopt and enforce ordinances relating to newsracks. It is anticipated that reasonable mutual cooperation will be more beneficial and effective than ordinance adoption and enforcement.

1. Newsracks will not be located on sidewalks except in areas where there is an improved pedestrian travelway wider than five (5) feet (such as in certain business areas along West Venice Avenue) and the newsrack can be so located as to not unreasonably interfere with the free flow of pedestrian and vehicular traffic.
2. Newsracks shall not be located at street corners, intersections or other areas where the use of the newsrack would unreasonably interfere with pedestrian or traffic flow or otherwise create a danger to persons or property.
3. Newsracks shall not be chained, bolted or otherwise attached to any fixture located in a public right-of-way or public area except to other newsracks.
4. No newsrack shall be used for advertising signs or publicity purposes other than that dealing with the display, sale or purchase of the material being sold or distributed by the newsrack.
5. Each newsrack shall have affixed to it, in a readily visible place so as to be seen by anyone using the newsrack, a notice setting forth the name, address and telephone number of the distributor.
6. Each newsrack shall be maintained in a neat and clean condition and in good repair at all times. Without limiting the generality of the foregoing, each newsrack shall be serviced and maintained so that it is reasonably free of dirt, peeling paint and rust in the visible areas thereon.
7. The city shall notify the owners of newsracks of any policy violations or problems with the newsracks and the owners shall promptly correct any such violations or problems. It is anticipated that five (5) days should normally be sufficient time to move a newsrack or correct a problem.

**PROCEDURE FOR THE REVIEW, APPROVAL AND
EXECUTION OF WRITTEN DOCUMENTS**

1. Allow at least one week for the city attorney to review the document and provide his comments, recommendations and required revisions. If changes are made to the document, the changed document must be re-submitted.*
2. Allow at least one week for the risk manager to review the document and provide his comments, recommendations and required revisions. If changes are made to the document, the changed document must be re-submitted. *
3. Transmit the document to the city manager with a cover memo stating the purpose of the document, that the document has been approved by the city attorney and the risk manager and that the director submitting the document recommends its approval.
4. If the document requires city council approval, the city manager shall request that it be placed upon an upcoming agenda for consideration.
5. Upon approval, the mayor shall execute the document on behalf of the city.
6. If council approval is not required, the city manager will submit the document with the proper backup to the City Clerk's office to obtain the appropriate signatures.
7. Upon execution, the city clerk shall distribute copies of the document to all appropriate individuals. Original copy of signed agreement forwarded to Records.

Note: The only person authorized to execute contracts, leases and agreements is the mayor.

**May be done simultaneously.*

9/18/13