



**THROUGH CHARTER OFFICER:** Edward Lavalley, City Manager      **E-SIGN:**  
**FROM:** James R. Clinch, Assistant City Manager  
**DEPARTMENT:** City Manager

**DATE:** June 3, 2024

**MEETING DATE:** June 11, 2024

**SUBJECT / TOPIC:**      Use Agreement – Downtown Digital Kiosk  
                                 Venice Main Street, Inc. (VMS)

**BACKGROUND INFORMATION:**

The City of Venice budgeted as a capital project in FY24 for the purchase and installation of an interactive digital kiosk, to be placed in the downtown Centennial Park and operated by Venice Main Street, Inc. (VMS). This interactive digital kiosk will be installed at the end of June and will serve as an information hub for residents and visitors. The new kiosk will be located near the existing visitor kiosk in Centennial Park as shown on the attached location map.

The attached Use Agreement with VMS is intended to address the operational and maintenance requirements for the kiosk. It includes the following provisions:

1. The intent of the digital kiosk is to provide interactive public information that supports the public in navigating the downtown business district, including both public and private destinations and the City as a whole.
2. The City will purchase, install, own, and insure the kiosk which will be located on City property, within Centennial Park.
3. The City will pay for monthly electrical charges and the initial hardware purchase of the mobile connectivity hardware.
4. The City will insure the kiosk from damage, but is not obligated to replace the kiosk in the event of catastrophic damage, vandalism, or end of lifespan for the unit.
5. VMS will be responsible for the operation and maintenance costs of the kiosk including software licensure fees, mobile connectivity subscription costs, hardware maintenance costs and service calls, and any content development costs.
6. VMS will be authorized to use the unit for wayfinding and marketing purposes and is entitled to any revenue generated from said use.
7. VMS will be responsible for all content management and will be required to include an updated City public meeting schedule, special event schedule, educational content on the City history, and any other relevant City announcements at the City's discretion.
8. In the event of an emergency situation, City may use the unit (content priority) for the release of public information.

**ATTACHMENTS:**

- 1) Use Agreement
- 2) Location Map

**SUPPORTS STRATEGIC PLAN:** Goal Five: Encourage and Support a Robust and Diverse Economy

**COUNCIL ACTION REQUESTED:** Approval of Use Agreement for the Downtown Digital Kiosk

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Yes    N/A

- |                                     |                                     |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Document(s) Reviewed for ADA compliance <small>(required if for agenda posting)</small> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | City Attorney Reviewed/Approval   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Risk Management Review  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Finance Department Review/Approval  |
|                                     |                                     | Funds Availability (account number): Park Impact Fees                                   |