

Prepared by: City Clerk

**RESOLUTION NO. 2021-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, ADOPTING POLICIES; TRANSFERRING RESPONSIBILITY TO CHARTER OFFICERS FOR CERTAIN POLICIES; RESCINDING RESOLUTION NO. 99-10 AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, city council has created and approved various policies over the years which were codified in Resolution No. 99-10; and

**WHEREAS**, many of these policies are outdated, conflict with existing policies, personnel procedures and rules, and/or state and federal laws; and

**WHEREAS**, staff determined several of these policies are better served as administrative policies under any one of the three charter officers – city manager, city attorney and city clerk; and

**WHEREAS**, city council wishes to adopt those remaining policies by resolution.

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

**SECTION 1.** The whereas clauses above are ratified and confirmed as true and correct.

**SECTION 2.** Resolution No. 99-10 is rescinded in its entirety.

**SECTION 3.** The city manager is administratively responsible for the following policies and revisions to these policies do not require city council approval: 1) Airport-short-term leases; 2) Financing Guidelines for Conduit Bonds; 3) Uniforms and Taxability of Clothing; 4) Use of 1926 American LaFrance (Old Betsy); 5) Flag Donation Program; 6) Grants; 7) Memorial Program (Benches and Picnic Tables); 8) Negotiations; 9) Newspaper Vending Machines (Informal Newsracks); and 10) Review, Approval and Execution of Written Documents.

**SECTION 4.** The city clerk is administratively responsible for the following policies and revisions to these policies do not require city council approval: 1) Advertising; 2) Mail; 3) Notary Public Services; 4) Orientation Packets; 5) Public Records Requests; 6) Vacation of a Utility Easement; and 7) Vacation of a Road or Portion of Road.

**SECTION 5.** The city attorney is administratively responsible for the following policies and revisions to these policies do not require city council approval: 1) Legal Requests and 2) Procedure for Subpoena/Summons.

**SECTION 6.** The following policies are hereby affirmed and adopted:

**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)

**City Council:**

- 1) Copies of all correspondence requested by a council member shall be given to each council member. (12-13-94) All councilmembers to be copied with correspondence by e-mail rather than hard copies unless specifically requested otherwise. (5/23/01)
- 2) The Mayor, Vice Mayor or another member of City Council should be in attendance at every agenda review meeting. (3/26/96)
- 3) New board appointees will be invited to attend the meetings at which their appointments are being considered by City Council. (5/14/96)
- 4) Department heads should be present at City Council meetings as requested by City Council through the City Manager. (2/9/93)
- 5) A uniformed police officer shall be in attendance during all City Council meetings. (4/27/99)
- 6) Mayor Holic's list be used as standards for excused absences which include city business, sickness, family emergency/death in the family, and acts of God and terrorism with a start date of January 1, 2016. (2/10/15)
- 7) Mayor to send letters to the legislature when requested and provide a copy to city council. (4/14/15)
- 8) Council members will not "reply all" or copy other council members in emails with the exception of the procedural acknowledgement by the mayor. (2/9/16)
- 9) Staff may schedule city council special meetings or workshops with as few as five council members, if needed. (3/14/17)

**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)

**Endorsing State or Federal Issues:** Consult with Capital City Consulting (lobbyist) prior to endorsing city initiatives (3/18/21)

**Logos:** (see attachment VCC-1)

**Marriages:**

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

**Parks and Recreation:**

Sidewalks and Shade Trees: (see attachment VCC-2) (4/99)


**Public Property:**

Installation or Construction of Items Within City Parks, City Right-of-Ways and Other City-Owned Property (see attachment VCC-3)

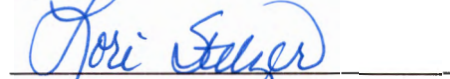
**SECTION 7. EFFECTIVE DATE**

This resolution shall take effect immediately upon approval and adoption as provided by law.

**APPROVED AND ADOPTED AT A REGULAR MEETING OF THE VENICE CITY COUNCIL HELD ON THE 26TH DAY OF OCTOBER, 2021.**

  
\_\_\_\_\_  
Ron Feinsod, Mayor, City of Venice

ATTEST:

  
\_\_\_\_\_  
Lori Stelzer, MMC, City Clerk


I, Lori Stelzer, MMC, 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 Council of the City of Venice, Florida, at a meeting thereof duly convened and held on the 26<sup>th</sup> day of October 2021, a quorum being present.

WITNESS my hand and official seal of said City this 26<sup>th</sup> day of October 2021.

  
\_\_\_\_\_  
Lori Stelzer, MMC, City Clerk

(S E A L)

Approved as to form:

  
\_\_\_\_\_  
Kelly Fernandez, City Attorney



# Use of Logos Policy for the City of Venice

Approved July 24, 2012



This logo, depicting Venice City Hall, is currently used on the north and south bridge towers.

In addition, it should be used on written items generated by the City of Venice for the purpose of doing city government work and on all official uniforms, except police, fire and airport that have logos of their own; or on those of departments that prefer to use the following logo depicting a seagull in the sunset.



The main visual component of this logo, depicting a seagull in the sunset, is used in entrance signs to the city, on the water towers, on city vehicles, on the website and the city newsletters.

This logo should be used for community branding and items that might involve the city but not necessarily generated by the city. Continue to use the logo on city vehicles, city t-shirts, and promotional collateral, including the website, newsletter and other such materials.



This logo, depicting an aircraft and sunset, should be used on Venice Municipal Airport stationery, shirts, vehicles and other miscellaneous items representing the airport.



This logo, depicting fire service, should be used on City of Venice Fire Department stationery, patches, uniform shirts and other items related to the Venice Fire Department.



This logo, depicting a Venice law enforcement badge, should be used for Venice Police Department stationery, patches, uniform shirts and other items related to the Venice Police Department.



This logo, representing the Florida Commission, is the Law Enforcement Accreditation logo, which is also included in Venice Police Department Letterhead.



These two patches are used on sleeves of uniforms to distinguish between sworn police officers and civilian employees.



## **SIDEWALK AND SHADE TREE POLICY**

It is the policy of the City of Venice to provide sidewalks and shade trees where applicable throughout the city.

The City shall have a sidewalk network, where applicable, throughout the City that will benefit the entire community. Sidewalks have a multi-purpose utilization in an urbanized community. They function as a socialization element, transport system for pedestrians and to aid recreational and health benefits. The primary purpose is to provide a safe means for people to move around the city without creating a hazard to themselves or vehicular traffic. Sidewalks provide access to parks, schools, library, churches, hospital/medical facilities, shopping centers, and/or business commercial areas.

Sidewalks are built and maintained for the safety and comfort of people and encourage more people to walk. Walking is the most popular form of recreation among active seniors. More people would walk if they could do so safely and comfortably. Walking in the heat of the day is extremely uncomfortable in the City of Venice many months of the year.

Therefore, shade is an essential component of a well-designed sidewalk, especially in this Southwest Florida climate. It is important to acknowledge that the purpose of trees on the City's sidewalks is to provide shade, helping to make the sidewalks safe and comfortable for the children and adults who use them. Sidewalk trees must be canopy trees where physically possible to install.

### ***Existing Developments:***

It is important that the City develop awareness and acceptance of the program. For the project to be successful, input from citizens is needed along with the project's flexibility of placement, considering circumstances of an existing developed area.

### ***When sidewalks and shade trees are planned to be installed, the following will occur:***

City staff will develop the scope of the project. The decision to provide dual sidewalks or one side of the street will be decided based on funding availability and/or essential conditions. If one side of the street is concluded, the selected side should minimize pedestrian/motorist conflicts, be appropriate for completing or complimenting the existing network and to provide the most efficient system.

City staff will decide where within the right-of-way to construct the sidewalk and to provide for shade trees. These will relate to construction techniques, landscaping, utilities, disability requirements, and any other associated problems which may occur before and during construction.

With the scope of the project proposed, staff will proceed with notification of adjoining property owners. Communications with adjoining property owners are essential in order to have a successful community project.

*When shade trees are planned to be installed due to presence of existing sidewalks, the following will occur:*

City staff will develop the scope of the project.

Shade trees will be planned if adequate space within the right-of-way exists. If adequate space exists, the implementation of cluster planting of palms or trees are to be considered. This will provide for scattered areas of shade.

The public-private partnerships consideration with trees planted on private property by agreements/easements in order to provide for shade tree planting is another alternative solution.

With project scope proposed, communications with adjoining property owners will commence.

***New Developments:***

Requirements and standards for construction of sidewalks on new roadways currently exist in the City codes.

The development of shade tree planting requirements for new roadways need to be incorporated in the City's code as revisions.

A successful street tree program is essential to have adequate planning, design and engineering in order to have trees complement sidewalks. Sidewalks must be designed with adequate space for trees that will provide shade. Sufficient rights-of-way and/or easements must be acquired to accommodate these trees on collector, arterial and residential streets.

However, until then it is the policy of the City to require new roadways to be designed with adequate space and to install shade trees as directed by the City.

If adequate space is not available, tree easements will be considered as an alternative.

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

1. Scope of Policy

- a. This policy 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 policy is applicable to any city property operated and/or maintained by a third party through permit, Interlocal Agreement or other arrangement.

2. Definitions

- a. Where used in this policy the term "City Property" is defined as in 1. a., above.
- b. Where used in this policy 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 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 policy, 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 outdoor 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 City Council. Items donated to and maintained by the city need to be accepted by 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](mailto:PublicWorksApp@venicegov.com)