

**Topics Tentatively Scheduled for Study Session Discussion
and
Topics Requested for Action at Future Business Meetings of the Twenty-Ninth
Town Council of Highland**

**Monday, February 3, 2020 : Presidents Day
Study Session 6:30 p.m.
Plenary Meeting room**

1. *Banners in Downtown.* Continue to discuss and work on establishing formally a program providing certain honorific banner displays on public light poles on Kennedy Avenue, Jewett Street and Highway Avenue. (See sample policies attached for guidance.)

II.

• **Plenary Business Meeting of Monday, February 24, 2020 Likely matters**

- X. Accounts payable vouchers Docket for the period of February 11, 2020 to February 24, 2020 in the amount of \$ _____.
- X. Payroll Dockets for the payday of January 31, 2020 in the amount of \$ _____.
- X. Minutes of the Meeting of Monday February 10, 2020.
- X. Appointments for Boards and Commissions remaining (if ready)
- X. Public hearing to consider proposed additional appropriations in the municipal cumulative capital development (MCCD) fund and the Information Communications Technology (ICT) fund.
- X. Public Hearing on Proposed Additional appropriations in the municipal cumulative capital development fund in the amount of \$7,560; for Municipal elections, **\$36,803.01.** and \$50,000 amount in the ICT Fund for Copiers.
- X. Introduced Ordinance No. 1712 by Councilor Black at the meeting of January 27.
- X. Disability Awareness Month for Proclamation or next month.



CITY OF DOUGLAS POLE BANNER POLICY

TITLE: DISPLAY OF BANNERS ON STREET LIGHT POLES FOR COMMUNITY EVENTS, AWARENESS PURPOSES, CLUBS & ORGANIZATIONS, BUSINESS, INDUSTRY, EDUCATION AND HEALTHCARE AFFILIATES

PURPOSE: The Historic Commercial and Main Street District of Douglas is the focal point for many Community Events and Awareness Initiatives held throughout the year, which help promote the City and offer a variety of entertainment and activities for the community. Most of the Community Events and Awareness Initiatives are coordinated by local civic and community service organizations, with the support and cooperation of the City of Douglas and the Douglas business community. The City of Douglas wants to continue its support and cooperation, and expand the services provided, by offering the possible display of banners in the downtown area promoting these Community Events and Awareness Initiatives, and secondarily to identify the respective sponsors.

DESCRIPTION

The City of Douglas will install and remove banners for approved Community Events and Awareness Initiatives on the City owned decorative lamp posts in the Main Street District, on a “first come – first served” basis. Banners are to be provided by and maintained by the event/awareness organizer and/or chairperson. Banners will be installed by the City on or about the first day of the month 30 days preceding the scheduled event (e.g. if an event is scheduled for March 15, a banner can be installed on or about February 15.) Banners will be removed by the City on or about the first day of the month following the Community Event or Awareness Initiative.

PARTICIPATION

Participation and placement of banners is limited to Community Events and Awareness Initiatives that have been recognized and approved by the City of Douglas to be held in the Main Street District of Douglas. Banners for events to be held outside of the Main Street District may be considered by the Mayor and City Commission. Banners may not be displayed that include typical advertisement themes (such as but not limited to, “Sale”, “Open for Business”, “Grand Opening”, etc.).

DESIGN OF BANNERS

Banners should be designed to reflect the unique nature of each Community Event or Awareness Initiative and to promote the purpose and benefits to the community. The design and text of the banner cannot include any corporate advertisements, other than the approved Community Event or Awareness Initiative corporate sponsor(s). The City encourages unique designs and bright

colors that can add to the overall appearance of the downtown area. The City of Douglas Mayor and City Commission shall have the right of final approval for the design of any banner to be installed under this policy. Such identification shall be restricted to the bottom 20% or less of the banner and can include only the name and/or logo of the corporate sponsor.

Specifications: The banner size must meet the following specifications. If there are any questions, please contact the Main Street office PRIOR to ordering banners.

- Banners must be 18 inches in width and 36 inches in length (18" x 36").
- 2 rod pockets are required; 1 at the top and 1 at the bottom.
- Rod pockets opening must be 3" from fold to closest stitch.
- Rod pockets must be double stitched with a 1.5" hem at the top rod pocket and a 1.5" hem at the bottom of the rod pocket.
- Banners can be vinyl or fabric.
- Banners are to be double-sided and identical on both sides.

Placement: The City has approximately 60 decorative lamp posts where banners can be installed. The City reserves the right to limit the number of banners used for any Community Event or Awareness Initiative. The minimum amount of banners that can be displayed is 15 and the maximum amount is 60, pending on approval from the Mayor and City Commission. Suggested quantity of banners upon ordering would be 15, 30, and 60. The City reserves the right to adjust the actual location site if other banners are currently installed. Anyone requesting installation at a specific location(s) should indicate both a first choice and also a second choice for the placement of their banner(s).

Fees: The fee for use of city poles is \$10 per pole for new banner and \$5 per pole for existing design/banner, which covers installation and removal of new and existing banners. Applicants are responsible for all costs related to the design, production, and delivery. Applicants are responsible for maintenance and storage of banners prior to and after installation. At the aforementioned cost, banners will be displayed for four weeks prior to the event or for 30 days during specific Awareness Initiatives. A \$100 deposit is required to hold space once applicant is approved. Additional weeks may be available for an additional fee, depending on availability. All fees must be paid in full to the City of Douglas Main Street two weeks prior to installation.

Request for Participation: Requests for participation in this service offered by the City shall be submitted to the Department of Public Information. Requests may be submitted using the attached form/application or submitted in writing to the City.

Application Timeline:

- One year maximum and 6 months minimum prior to event or awareness date, application and banner design proposal must be submitted to the City of Douglas Main Street office.
- The Public Information Director or representative will then present the application and design before the Mayor and City Commission at a scheduled City Commission meeting.
- Thirty (30) days following the submission of application and design, City of Douglas Main Street Coordinator will contact the applicant with approval, rejection, or amendments to the application.
- Six (6) weeks prior to event or awareness date, applicant produces banners according to design specifications and delivers banners to the Main Street office.
- Two (2) weeks prior to banners being installed the balance of the fees are to be paid.

- Four (4) weeks before event, banners installed.
- Within one (1) to three (3) days banners are taken down and delivered back to Main Street office.
- Pick up and storage of banners after removal is required by the applicant. No banners will be stored at the Main Street office longer than five (5) business days.

**PRIOR APPROVAL FOR THE DESIGN AND INSTALLATION
OF BANNERS IS REQUIRED FROM THE CITY OF
DOUGLAS. DO NOT ORDER ANY BANNERS WITHOUT
FIRST OBTAINING CITY APPROVAL.**

**APPLICATION FOR DISPLAY OF BANNERS
FOR COMMUNITY EVENTS OR AWARENESS INITIATIVE**

The following request is made for the following organization to provide banners to then be installed and removed by the City on decorative lamp posts in the Main Street District of downtown Douglas.

NAME OF COMMUNITY EVENT: _____

NAME OF AWARENESS INITIATIVE: _____

REQUESTED NUMBER OF BANNERS TO BE DISPLAYED: _____

REQUESTED DATES OF BANNER DISPLAY: _____

BANNER DESIGN: Attach art work, photo, banner material (fabric or vinyl) or sample of proposed banners

PREFERRED LOCATIONS: Please list preference location for placement of the banners (e.g. one banner per intersection, 2 banners per intersection, all banners to be displayed along Peterson or Madison Avenue, etc.) If no preference is indicated, the City shall select the locations for the placement of the banners.

PREFERRED LOCATION #1: _____

PREFERRED LOCATION #2: _____

ORGANIZER CONTACT INFORMATION:

NAME: _____

MAILING ADDRESS: _____

DAYTIME PHONE NUMBER: _____

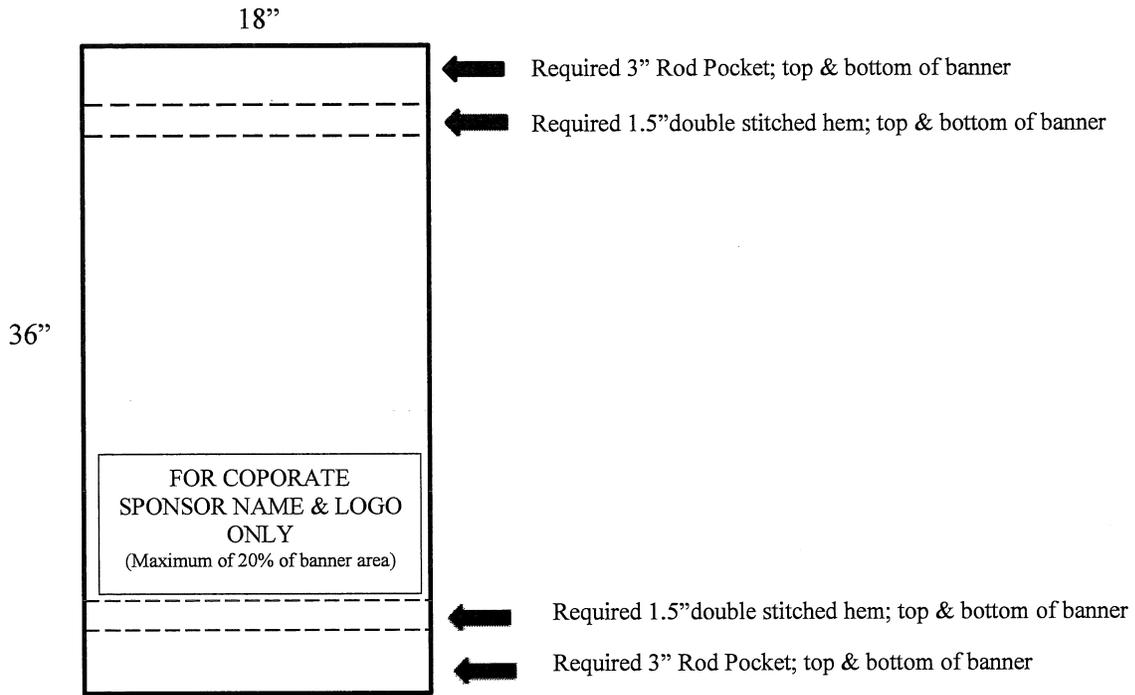
EMAIL ADDRESS: _____

DATE SUBMITTED: _____ DATE APPROVED: _____

ORGANIZER SIGNATURE: _____

Applications can be submitted at the Public Information Department, located at 211 S. Gaskin Avenue, Douglas, Georgia, 31533.

Banner Sample and Specifications





DANIEL HORRIGAN, MAYOR

City of Akron Street Pole Banner Guidelines

Street pole banners are a unique way of promoting an event or activity which assists in the aesthetic improvements of downtown Akron. Through the use of the Street Pole Banner Program we hope to accomplish the following:

ADD COLOR AND EXCITEMENT
DEVELOP A UNIFIED APPEARANCE
AID IN THE PROMOTION OF CULTURAL AND CIVIC EVENTS

Banner program participants must represent or promote a nonprofit cultural or community activity of general public interest. Banners may NOT be used for commercial or political parties, issues or candidates.

Banners cannot be used to advertise or promote any type of service or sales.

Banner placement and reservation are designated by the City of Akron Recreation and Parks Division and are subject to change depending on pole availability. Every organization wishing to promote their event or activity must submit an application with the City of Akron Recreation and Parks Division at least six weeks prior to hanging dates. **If your application is not received six weeks prior it will not be accepted or processed.**

All banners must hang for a minimum of two (2) weeks and a maximum of thirty (30) days. Longer hanging periods require special approval.

Banner applications are accepted on a first-come, first-served basis. Priority will be given to organizations that have previously participated in the program.

During periods of heavy banner bookings, the maximum exposure time may be limited in an effort to give everyone equal exposure time. If scheduling conflicts occur, the City of Akron Recreation Bureau reserves the right to reschedule the time and/or locations of an organization's banners. No rescheduling or changes will be made without prior notification to the organization.

A sketch or photograph of the banner design must be included with the banner application. All banner designs must be approved before the production of the banners.

All banners must be double sided and made of a durable material (double canvas, vinyl, or high quality acrylic fabric), 31 inches wide by 94 inches long, with wind slits. Grommets must be placed in all four corners but must not interfere with the banner pockets. Pockets must measure at least 1 9/16" minimum on the inside when folded flat. The poles that will go into the banner pockets measure 1" in diameter.

Two banners will hang per pole. For example: 5 poles = 10 banners, 20 poles = 40 banners.

The sponsoring organization will be responsible for all costs related to the production, printing, and upkeep of the banners. The sponsoring organization is also responsible for the design and artwork for the banners.

Storage and liability for the banners is the responsibility of the sponsoring organization. The City of Akron will not be held liable for any damages done to the banner while being displayed.

The City of Akron Office of Integrated Development Recreation and Parks will schedule the installation and removal of all banners with the Street Cleaning Division. All banners must be delivered to the Recreation and Parks offices before your scheduled hang date. Please deliver to the address below. You will be able to pick your banners up from the same location. Office hours are Monday – Friday 8:00am – 4:30pm.

**City of Akron
Office of Integrated Development
Recreation and Parks
Community Events Division
220 S. Balch Street, 2nd floor
Akron, Ohio 44302**

Any requests for banner repairs will go through the City of Akron Recreation and Parks Division.

For additional information about the City of Akron Banner Program, please contact Recreation and Parks, Community Events Division at 330-375-2835.

RETURN COMPLETED BANNER APPLICATION TO:

City of Akron
Office of Integrated Development
Recreation and Parks
Community Events Division
220 S. Balch Street
Akron, Ohio 44302



DANIEL HARRIGAN, MAYOR

**City of Akron
Street Pole Banner Program
Application**

Name of Organization _____

Address _____ City _____ Zip _____

Contact Person _____ Phone _____

(If billing address is different from above, please indicate below):

E-mail _____

Occasion for Banners _____

Date(s) of Event _____ To _____

Dates of Banner Hanging _____ To _____

(30 day period only)

Number of Banners _____

Number of Poles (2 banners per pole) _____

Preferred Locations _____

Check One:

_____ I will be using a previous banner design

_____ I will be using a new banner design
(Please submit a sketch or photograph of the new design)

Signature _____ Date _____

Return Application To:

**Office of Integrated Development
Recreation and Parks
Community Events (Banners)
220 S. Balch St.
Akron, OH 44302
Phone (330) 375-2835**