|  |  |
| --- | --- |
|  PUBLIC WORKS – UTILITIESADMINISTRATIVE PROCEDURE  |  PW-UT\_-\_ Category: Facilities |
|  |
| **TITLE:**Signage and Posters at City Facilities | Approved:Director:Date: |

A. Purpose

 The purpose of this procedure is to define standards for signage and placement of posters at City facilities and to identify the responsibility of departments in the administration of this procedure. The appearance of City buildings and grounds is important because people tend to judge the City based upon their observations of how the City is maintained. A proliferation of various styles of signage and temporary posters displayed at random locations throughout various buildings conveys a poor public image.

B. Permanent Signage

1. The Facilities division of the Public Works - Utilities Department shall be responsible for assuring signage in City buildings and grounds are consistent in appearance and convey a positive image of the City.

2. When additional signage is to be added to a building or site, the proposed signage shall be reviewed and approved by Facilities.

3. Park site and trail signage determination shall be the responsibility of the Parks division of the Community Services Department.

C. Temporary Posters

1. Posters used to notify employees of special events, fund raisers, training, or other such occasions shall not be posted in public areas of City buildings.

2. Each department shall designate an area for the placement of posters describing special events, fundraisers, or other such occasions within the department area. In the case where a department has more than one site, a designated area for employee-related or other information shall be provided at each site. The Public Works - Utilities Director shall be responsible for ensuring that all posters comply with this procedure.

3. From time to time, posters relating to public business or outside events may be required. At the discretion and approval of the Public Works – Utilities Director, one poster may be posted at each public entrance in a designated location.

4. Nothing in this procedure is intended to mitigate any requirements of the City Clerk to post notices in accordance with State law.

5. Nothing in this procedure is intended to mitigate any requirements of the Human Resources Department to post legal notices.

6. This procedure is not intended to abridge First Amendment “free speech rights”.