

**CITY OF NEW BERN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMISTRATIVE ORDER 5.2
DECORATIVE LAMP POST BANNER PROGRAM
To All City Employees
From Mark Stephens, City Manager
Maintained By Public Works
Date December 2016
Update to September 12, 2013 Policy

Purpose

The City of New Bern Decorative Lamp Post Banner Program is designed to allow eligible applicants the opportunity to place banners on the City's decorative light posts to promote activities, fundraising efforts, or other various educational, historical, cultural, or celebratory events. The goal is to enhance the community aesthetics and promote public/private partnerships that support the activities and events of the City

Eligibility

To be eligible for Decorative Lamp Post Banner Program, the applicant must meet one of the following criteria

1. Representing an event that is considered to be City-sponsored*
2. A neighborhood wishing to promote their neighborhood name that has eligible decorative lamps.
3. The Annual Pepsi Shareholders Conference
4. The annual Arts Council Unity Through the Arts Program
5. Non-profit organizations receiving funding through special appropriations*

*Note: The City-sponsored events that qualify are outlined Section 66-85 of the New Bern Code of Ordinances. Special Appropriations change from year to year and are considering during the budget process by the Board of Aldermen.

Funding

All materials related to this program are the responsibility of the agency, applicant, or sponsor making the request. The City of New Bern will provide in-kind labor for the installation of the banners only

Scope of Work

The scope of work must be submitted to the City for approval and shall include details of the program, concept design, and other pertinent information related to the proposed banners to be installed. Authorization of the scope of work may be obtained through the City Manager or his designee. The City reserves the right to remove the banners at any time or for any reason.

Application Process

The Decorative Lamp Post Banner Program request is initiated by an eligible applicant and follows the following steps for implementation.

1. A Letter of Interest from an eligible applicant is submitted to the Public Works Department outlining the reason for the request, scope of work, expected completion date of banners, desired display timeframe, and locations where banners are to be installed.
2. Applicant will meet with the Director of Public Works to discuss the request in detail and go over responsibilities of each party.
3. If applicant is eligible and all requirements of this administrative order are met, the applicant should complete and sign the City of New Bern Decorative Lamp Post Banner Application (Page 3 of this policy).
4. A letter notifying applicant of approval/denial is mailed to the applicant. Additionally, times when banners are to be installed and removed shall be outlined. The City Manager or his designee has the discretion to approve or deny any request.
5. If approved, applicant shall have banners manufactured to meet the minimum specifications as determined by the Director of Public Works and receive all banners to be installed.
6. Upon receipt of banners, applicant shall notify the Public Works Department that banners are available for pickup/delivery and make arrangements accordingly.
7. City shall install/remove banners according to the approved application.

Contact Information

Applicants interested in the Banner Program should contact the City of New Bern's Public Works Department at (252) 639-7501 or email the Director of Public Works at montanyem@newbern-nc.org.



Mark A. Stephens
City Manager

12/21/16
Date

CITY OF NEW BERN DECORATIVE LAMP POST BANNER PROGRAM APPLICATION

Please type or print in ink.

Applicant Contact Name: _____

Applicant Contact Address: _____

Phone Number: _____

Reason for Banners to be installed (Additional sheets may be attached if necessary)

Street(s) and Block(s) where banners are to be installed (Additional sheets may be attached if necessary).

Description of proposed banner design (Attached summary and/or concepts if needed).

Date Banners should be installed: _____

Date banners should be removed: _____

Note: Dates of install and removal are not guaranteed. The Director of Public Works will discuss available times and locations for installation given the requests received throughout the year and other City events.

I understand the City of New Bern Decorative Lamp Post Banner Program Application must be reviewed by the Director of Public Works and City Manager prior to commencement of work. I understand that failure to comply with the approved application may result in the forfeiture of City assistance with the program. Additionally, all expenses incurred by the applicant due to failure of compliance with the administrative order will be the responsibility of the applicant.

Applicant Signature: _____ Date: _____

Director of Public Works Signature: _____ Date: _____

City Manager Signature: _____ Date: _____