

**CITY OF LEAVENWORTH – STUBBY PARK LED MONUMENT SIGN
GUIDELINES FOR UTILIZATION**

I. Introduction

The City of Leavenworth City Commission approved the installation of a 4' X 8' LED 2-sided message board on 4th Street in Stubby Park. The sign is designed to highlight, market and inform the general public about general information, emergencies and community events. A committee was formed to oversee the bid process and vendor interview/selection process. This committee consisted of the Assistant City Manager, Convention & Visitor Bureau Manager, Community Development Director, Parks and Recreation Director, and Parks & Community Activities Advisory Board President.

II. Purpose

The purpose of the Stubby Park monument sign is to inform the public by conveying information about events, organizations and news relevant to the citizens of Leavenworth.

III. Policy Guidelines. Publishing shall be limited to:

- A) City sponsored events such as parades, conferences, festivals, or ceremonies.
- B) Various announcements and notices of services/programs administered by the City of Leavenworth.
- C) Emergency information or declarations as required by Leavenworth Police Department, Leavenworth Fire Department, and the City Manager's Office.
- D) Other governmental agencies, non-profits or City sponsored organizations to promote open, public events deemed by the City to serve a general community purpose. The sign will not advertise nor promote business-related information or information related to events that are private in nature. Determination of eligibility and content will be at the sole discretion of the Parks and Recreation Director, and ultimately the City Manager. Determination will be based primarily on the extent the information is directly or substantially related to the interests of the residents of the City of Leavenworth. Entities eligible for submitting information, by application, include, but are not limited to: the Leavenworth Public Library, the Leavenworth Historic Society, the Leavenworth Farmers Market, Main Street, the Leavenworth Lansing Chamber of Commerce, the Leavenworth and Lansing Boards of Education, the Leavenworth County Port Authority, the Leavenworth County Development Corp., the Leavenworth County Board of County Commissioners and the State of Kansas.

IV. Requests for Sign Publishing

- A) All requests for publishing shall be submitted to the Parks and Recreation Director or designated representative for review and approval. Except in the case of emergency notifications, all requests must be received a minimum of seven days prior to the requested publish date. Disputes/questions regarding publishing eligibility shall be referred to the City Manager, or designee, for final approval.
- B) All publishing shall be conducted by City of Leavenworth Parks and Recreation trained staff.
- C) All publishing shall be concise as determined by publishing staff members.
- D) Messages must include all pertinent information such as time, date and location.