

**CITY OF BONNER SPRINGS
POLICY MEMORANDUM**

Type of Policy	Administrative
Policy #	A-20-02

Subject	Military Tribute Banner Program Policy
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Date Adopted	June 16, 2020
Prepared By	Amber McCullough, Assistant City Manager
Approved By	Sean Pederson, City Manager
Purpose	To establish a policy outlining procedures and eligibility for the military banner program.

The Military Tribute Banner Program is to be used to recognize those who are currently serving or who have served in the United States Armed Forces to pay tribute to our veterans and active duty military. The purpose of this policy is to articulate regulations pertaining to the circumstances, character, location and other standards under which the City will permit the use of City owned streetlight poles to display Military Tribute Banners. The display of the Military Tribute Banners will contribute to the community's quality of life which lends a special character to the City of Bonner Springs.

The City Manager or his/her designee shall manage the Military Tribute Banner Program and have sole authority to approve the installation of banners meeting the requirements as stated in this policy. The City's decision to install any banner will be based on the availability of City staff and resources for installation and removal, as well as the banners' compliance with the banner program, including fulfillment of the criteria described under "Eligibility" and "Banner Specifications." By enactment and administration of the Military Tribute Banner Program, the City does not intend to designate City light poles for expressive activity or render City light poles into a public forum for expressive activity.

There are a limited number of poles in downtown Bonner Springs. We are offering this program on a first-come, first-served basis with first priority given to Bonner Springs residents and businesses, and second priority to Bonner Springs-Edwardsville School District residents. At the City's discretion, pole banners may be relocated to other areas of Bonner Springs.

A. Eligibility:

1. Honorees must meet the following requirements:
 - a. Supply verification of Military Status (Military ID or DD 214 form).

To verify military status, please visit:

 - o Department of Defense website: <http://www.defense.gov/>
 - o Veterans Service Records: <http://www.archives.gov/veterans/military-service-records/>
2. Current Bonner Springs resident, or business, Bonner Springs-Edwardsville school district resident or alumni, or an immediate family member of a Bonner Springs resident or Bonner Springs-Edwardsville school district resident or alumni. Immediate family would include a parent, sibling, spouse, child, grandchild, son-in-law or daughter-in-law. Residency subject to verification with the school district, State issued identification, utility bill, or any other method requested.

B. *Banner Specifications:*

1. Banner measures 18-by-36 inches and features a full-color, double-sided design with sponsor name, service member's name, military branch and photo (provided by sponsor) on one side of the banner.
2. Photograph Requirements: Sponsor must provide a high-resolution military photograph (digital file or photograph) of service member in military uniform. Photo should be portrait orientation and at least 300 DPI for a standard 3"x5" photo. Smaller photos should be submitted at a higher resolution. If photo submitted online does not meet this requirement, sponsor may be asked to bring it to the Community Development Office at 200 E. Third Street, Bonner Springs, Kansas 66012, where a staff member will scan and return the photo.
3. Banner information, including military branch and spelling of service member's name and sponsor name, will be taken directly from the application.
4. Due to space limitations, some information submitted may not be printed on the banner.

C. *Installation:*

1. One season constitutes banner display for a minimum of one week around each of the following holidays:
 - a. Memorial Day – last Monday in May
 - b. Independence Day – July 4
 - c. Veterans' Day – November 11
2. Banners will be installed on Oak Street and Front Street
3. Requests for specific locations or light poles will not be accepted.
4. The number of seasons the banner will be displayed will depend on the package option purchased.

D. *After Installation:*

1. Once produced and installed, banners shall remain the property of the City until removed and given back to the banner sponsor.
2. The City will conduct periodic inspections; however, the City shall not be responsible for banners that may be damaged or lost due to extreme weather elements, vandalism, or other unforeseen events, but will endeavor to repair and rehang banners as time and condition permits.
3. At the end of the display period, City staff will contact the sponsor to arrange for pick up from the City within 30 days of banner removal. Any banners unclaimed after this time will become the property of the City and/or be disposed of and the pole availability will be released.

E. *Replacement:*

Replacement banners are available at a reduced price of \$100 as long as the replacement takes place within the purchased banner package period. This would apply to banners being replaced due to severe damage from extreme weather elements and/or change in military status such as Active, Veteran, and Memorial.

F. *Pricing Structure:*

1. Banner packages include design, printing, installation, and removal of banner. Make checks payable to: City of Bonner Springs. A portion of the proceeds will support the Bonner Springs Public Works Department for sustainability of the program.
2. Available options include:
 - a. **One Season – \$150:** Banner will be installed for one season then given to the sponsor.

- b. **Two Seasons – \$250:** Banner will be installed for two seasons then given to the sponsor.
- c. **Renewal – \$150:** Banner will be installed for an additional two seasons. If renewing a Two Season package, renewal includes one banner disposal and replacement if banner becomes tattered or faded over time. Banners lost or damaged due to extreme weather or other unforeseen events will not be replaced by the City.
- d. **Additional Banner(s) – \$100:**
 - Must purchase a seasonal or renewal package to order additional banners
 - Additional banner(s) will not be installed and will be given directly to the banner sponsor once received.