

CITY MANAGER ORDER 2025-003

Issued: September 18, 2025

CITY HALL EXTERIOR LIGHTING POLICY

In 2025, City Hall's exterior lighting was upgraded making it easier for staff to illuminate City Hall in celebration of holidays and special events. In anticipation of requests coming from both City leadership and external partners, staff have developed the following City Hall External Lighting Policy & Procedure to manage City Hall's exterior lighting program.

This City Hall Exterior Lighting Policy establishes operational procedures for:

- a centralized coordination structure;
- special lighting request permissions and restrictions;
- conflicting requests resolution;
- maintenance of correlating webpage and calendar.

1. City Hall Exterior Lighting Webpage

1.1 The Office of Marketing and Communications will maintain a webpage on the City's website to inform the public regarding City Hall's exterior lighting program. This page will include:

- a. the *City Hall Annual Lighting Calendar* (see *Appendix A*);
- b. announcements regarding approved and scheduled special lighting events;
- c. the process and form for requesting a special lighting of the building.

2. City Hall Annual Lighting Calendar

2.1 City Hall's exterior lighting will first be scheduled according to an annual calendar that includes national and City holidays (see *Appendix A: City Hall Annual Lighting Calendar*).

2.2 The Annual Calendar includes specific days and months the lighting system will be pre-programmed for, including the colors for those dates.

2.3 Calendar will be published on the City Hall Exterior Lighting Webpage.

3. Special Lighting Requests (see *Appendix D: Workflow Chart*)

3.1 Savannah-based nonprofit organizations, for-profit organizations, and City Council members are eligible to submit requests (individuals and families

are not eligible)

- 3.2 Requesters are limited to one approved request per calendar year
- 3.3 Organizations whose requests are approved will be required to pay the following fees to finalize their requests:
 - a. Nonprofit organizations: \$100.00 for 1-4 night events
 - b. For-profit organizations: \$500.00 for 1-2 night events; \$1,000.00 for 3-4 night events
 - c. Collected fees will be deposited in the City Hall Restoration Fund to help support the ongoing care and maintenance of Savannah's historic City Hall building
- 3.4 Requests will be reviewed and evaluated in the order in which they were received
- 3.5 Requests must be submitted per the deadlines indicated on the *City Hall Lighting Request Submission & Review Calendar* (see *Appendix B*)
- 3.6 All requests must be submitted through the online request form (see *Appendix C* for *City Hall Exterior Lighting Request Form*) available on the City Hall Exterior Lighting Webpage
- 3.7 All requests must include (see *Appendix C*):
 - a. Requesting organization
 - b. Primary contact information
 - c. Title of lighting event
 - d. Starting date of lighting event
 - e. How many nights requested (maximum 4 nights)
 - f. Color/s requested
 - g. Supporting information including significance to Savannah Community
- 3.8 Per the *City Hall Lighting Request Submission & Review Calendar* (see *Appendix B*), requests will be reviewed monthly by the Information & Public Affairs Office (IPA) and a recommendation will be forwarded to the City Manager for final determination. IPA staff will review each request for the following:
 - a. Adherence to City Hall Exterior Lighting Policy
 - b. Conflicts with *City Hall Annual Lighting Calendar*
 - c. Overlap between requests
 - d. Sufficient spacing between lighting events to ensure exterior lighting

events remain special

- 3.9 Once approved by the City Manager, IPA will notify the requester, the Communications Office, and Facilities Maintenance of the scheduled lighting.
- 3.10 All approved special lightings requested by an organization will be presented in all communications as “City of Savannah in partnership with [name of organization]”
- 3.11 If multiple organizations request to light City Hall for the same event, if the event is approved, the City will determine if the first requester or all the requesters are listed as the partner in communications
- 3.12 Requesting organizations will be required to provide draft press releases to the City’s Communication Office prior to release
- 3.13 The Communications Office will update the City Hall Exterior Lighting Webpage monthly with the approved special lighting events for the upcoming month, and release press releases and social media posts in advance of each special lighting event
- 3.14 The Facilities Maintenance Department will ensure the exterior lighting system is programmed to reflect the approved special lighting events

The City Manager, or his/her designee, reserves the right to modify any of the provisions as circumstances may warrant.

The new City Hall Exterior Lighting Policy is now in effect.



September 23, 2025 | 2:12 PM EDT

Ordered By Signature of City Manager Joseph A. Melder

Date

Appendix A: City Hall Annual Lighting Calendar

- January, 3rd Monday, Martin Luther King Day: Red, Black and Green
- February, 3rd Monday, President's Day: Red, White and Blue
- February 14, Valentine's Day: Pink
- March 17, St. Patrick's Day: Green
- May, 1st Sunday, National Firefighters Memorial Service Day: Red
- May 15, Peace Officers Memorial Day: Blue
- May, first week, Public Service Recognition Week: Dark Blue and White
- May, last Monday, Memorial Day: Red, White and Blue
- June 1st, Pride Month: Rainbow (or Pink, White, Light Blue, and then Red, Orange, Yellow, Green, Blue, Purple)
- June 14, Flag Day: Red, White and Blue
- June 19, Juneteenth: Red, Black and Green
- July 4, Independence Day: Red, White and Blue
- September 1st Monday, Labor Day: Red, White and Blue
- September 11, Patriot Day (National Day of Service and Remembrance): Blue
- October 31, Halloween: Orange and Green
- November 11, Veterans Day: Red, White and Blue
- November, 4th Thursday, Thanksgiving: Yellow, Orange, and Brown
- Determine each year, Hanukkah: Blue and White
- December 24-25, Christmas: Red and Green (or Red, White and Green)
- December 31-January 1, New Years Eve: Multi-color

Appendix B: City Hall Lighting Request Submission & Approval Calendar

To support sections 3.5 and 3.8, the following is an example of the calendar to be created, managed and maintained by IPA annually and published on the website per section 2.3.

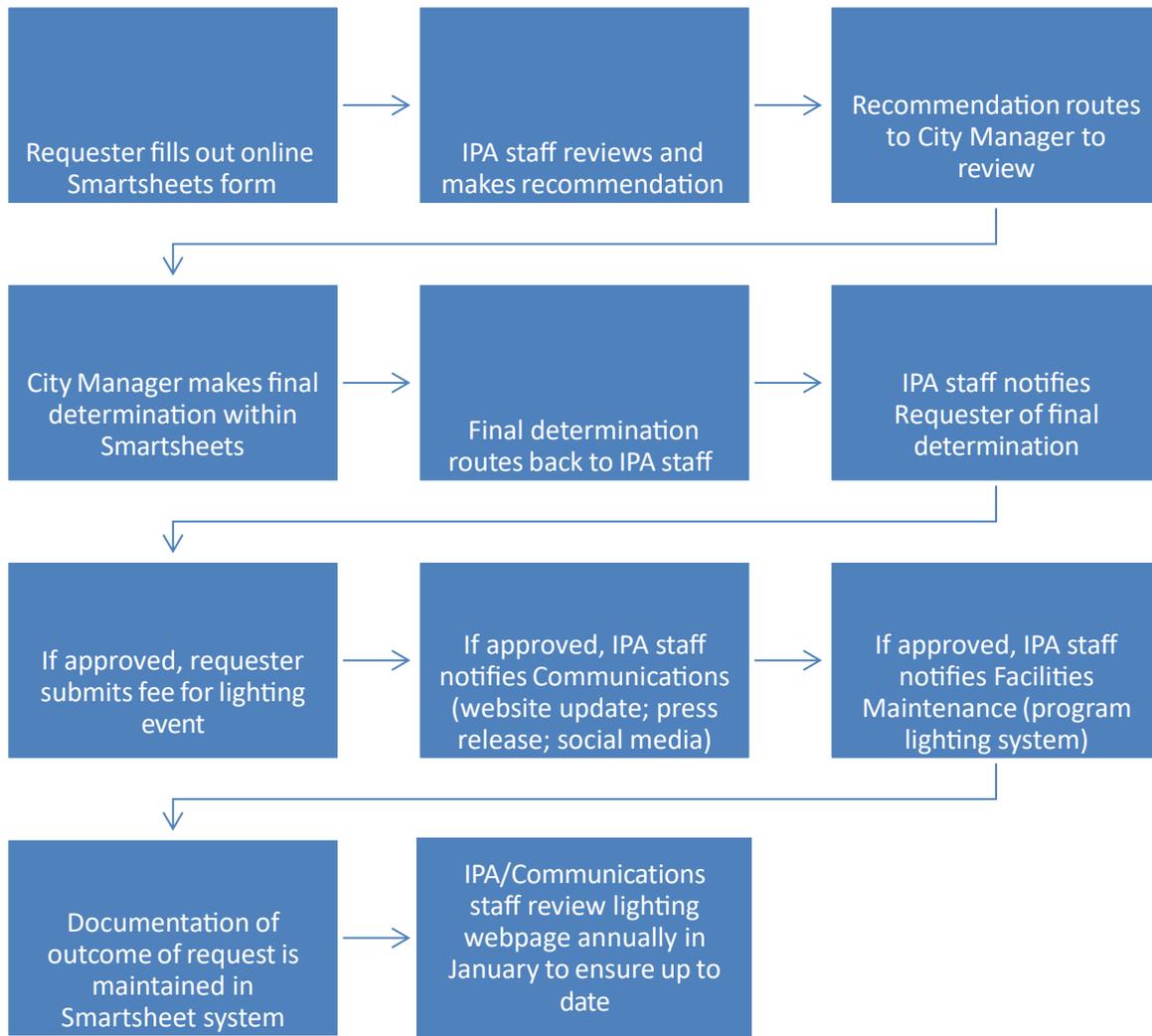
Month of Lighting	Deadline Submit Request Online	IPA Forward to City Manager	City Manager Make Final Determination	IPA Notify Requester, Comms, Facilities Maintenance	Website Updated, Comms Scheduled, System Programmed
January	3-Dec	8-Dec	13-Dec	15-Dec	21-Dec
February	5-Jan	10-Jan	15-Jan	18-Jan	23-Jan
March	5-Feb	10-Feb	15-Feb	18-Feb	23-Feb
April	5-Mar	10-Mar	15-Mar	18-Mar	23-Mar
May	5-Apr	10-Apr	15-Apr	18-Apr	23-Apr
June	5-May	10-May	15-May	18-May	23-May
July	5-Jun	10-Jun	15-Jun	18-Jun	23-Jun
August	5-Jul	10-Jul	15-Jul	18-Jul	23-Jul
September	5-Aug	10-Aug	15-Aug	18-Aug	23-Aug
October	5-Sep	10-Sep	15-Sep	18-Sep	23-Sep
November	5-Oct	10-Oct	15-Oct	18-Oct	23-Oct
December	5-Nov	10-Nov	15-Nov	18-Nov	23-Nov

Appendix C: City Hall Exterior Lighting Request Form

- The special request form is a Smartsheets form accessible on the City Hall Exterior Lighting Webpage that routes to the Special Projects Coordinator in the Information & Public Affairs Office (IPA) to begin the review process.
- To ensure continuity, the form will also route to the Archives & History Officer who will serve as backup when the Special Projects Coordinator is unavailable.
- The first step of the review process, managed by the Special Projects Coordinator, will allow for three responses:
 - “Recommend approval as requested”
 - “Recommend approval with adjustment-see staff notes”
 - “Recommend denial-see staff notes”
- The “Staff Notes” field will allow the Special Projects Coordinator to recommend approval with adjustment or conditions (for example, altering the requested date based on the annual calendar or recommending combining the request with another request for the same topic/event), or explain why they are recommending denial.

- Once all the requests for the month have been reviewed, the form will allow the Special Projects Coordinator to route them to the City Manager for final determination. The City Manager will have the following options:
 - Approval of staff recommendation
 - Override staff recommendation and approve request as submitted
 - Deny request
 - The City Manager will also have a “City Manager Notes” field for any added comments, including reasons for denial
- Once the City Manager has selected the final determination, the request will route back to the Special Projects Coordinator, and they will notify the requester of the outcome and the requester will be required to submit the fee to finalize the lighting event in the calendar.
- For approved requests, the Special Projects Coordinator will notify the Communications Office and Facilities Maintenance so they can implement the special lighting events.
- Form Fields:
 - Name of requesting organization
 - Organization website
 - Organization address
 - Primary contact name
 - Primary contact email
 - Primary contact telephone number
 - Title of lighting event
 - Starting date of lighting event
 - How many nights requested (maximum 4 nights)
 - Color/s requested
 - Please describe the significance of this lighting event to the Savannah community
 - Acknowledgment of required fee if request approved

Appendix D: Workflow Chart



Certificate Of Completion

Envelope Id: 34D70971-6294-4F3B-980C-9647A2B84890
 Subject: CM Order 2025-003 City Hall Exterior Lighting Policy (1).pdf
 Source Envelope:
 Document Pages: 7
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Midori Carpenter
 305 Fahm Street
 Savannah, GA 31401
 Midori.Carpenter@Savannahga.Gov
 IP Address: 198.217.18.5

Record Tracking

Status: Original
 9/23/2025 9:32:54 AM
 Holder: Midori Carpenter
 Midori.Carpenter@Savannahga.Gov
 Location: DocuSign

Signer Events

Jay Melder
 jay.melder@savannahga.gov
 City Manager
 Mayor and Aldermen of the City of Savannah
 Security Level: Email, Account Authentication (None)

Signature

Signature Adoption: Drawn on Device
 Using IP Address: 204.116.176.149

Timestamp

Sent: 9/23/2025 9:35:47 AM
 Viewed: 9/23/2025 2:12:14 PM
 Signed: 9/23/2025 2:12:26 PM

Electronic Record and Signature Disclosure:
 Accepted: 2/7/2022 4:05:25 PM
 ID: f57715c4-0a93-418b-a71f-8c66d444b20f

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Joe Shearouse
 jshearouse01@savannahga.gov
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 9/23/2025 9:35:47 AM
 Viewed: 9/23/2025 1:12:28 PM

Electronic Record and Signature Disclosure:
 Accepted: 9/4/2025 11:40:46 AM
 ID: d054a347-262d-4007-a7c4-21589e8a04d3

Myriam Baker
 Mbaker@Savannahga.Gov
 Special Project Coordinator
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 9/23/2025 9:35:48 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Natalie Railey
 Natalie.Railey@Savannahga.Gov
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 9/23/2025 9:35:48 AM
 Viewed: 9/23/2025 3:46:17 PM

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	9/23/2025 9:35:48 AM
Certified Delivered	Security Checked	9/23/2025 2:12:14 PM
Signing Complete	Security Checked	9/23/2025 2:12:26 PM
Completed	Security Checked	9/23/2025 2:12:26 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Savannah (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Savannah:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: wprice@savannahga.gov

To advise City of Savannah of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at wprice@savannahga.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Savannah

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to wprice@savannahga.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Savannah

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to wprice@savannahga.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Savannah as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Savannah during the course of your relationship with City of Savannah.