



Agenda Report

Fullerton City Council

MEETING DATE: APRIL 1, 2025

TO: CITY COUNCIL

SUBMITTED BY: ERIC LEVITT, CITY MANAGER

PREPARED BY: ERIC LEVITT, CITY MANAGER

SUBJECT: PROPOSED CITY COUNCIL POLICY REGARDING MATERIALS DISPLAY AND DISTRIBUTION IN CITY FACILITIES

SUMMARY

City Council directed staff to draft a policy regarding materials display and distribution in City-owned facilities . The proposed policy provides guidelines for the type, location and process to approve informational materials to ensure designated public areas remain orderly while reinforcing the non-public forum status of these spaces.

PROPOSED MOTION

Adopt Resolution No. 2025-XXX.

RESOLUTION NO. 22025-XXX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA ADOPTING A CITY COUNCIL POLICY REGARDING MATERIALS DISPLAY AND DISTRIBUTION IN CITY FACILITIES

ALTERNATIVE OPTIONS

- Approve the Proposed Motion
- Provide modifications or alternative direction to staff
- Defer action and request further review or revisions
- Other options brought by City Council.

STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

CITY MANAGER REMARKS

The proposed policy will provide equitable treatment for all requests for display and distribution of news sources and other materials.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

This item does not generate fiscal impact.

BACKGROUND AND DISCUSSION

City Council requested staff prepare this policy update to clarify and formalize standards for use of public areas in City facilities to display and distribute informational materials. The City of Fullerton maintains multiple public facilities including City Hall, libraries, police and fire stations, community centers and recreation sites primarily for governmental use. The City has an interest in ensuring these locations do not transform into public forums through unmanaged private or non-governmental materials distribution.

Staff prepared a viewpoint-neutral policy to address this concern and clarify expectations. The policy defines allowable materials, establishes designated distribution areas and outlines a clear approval and appeal process. The policy permits only materials from City departments, government agencies, public utilities serving Fullerton and select educational institutions in facility lobbies, foyers and other public areas with exceptions allowed for non-governmental materials on the Main Library community corkboard, subject to space and time limitations. Materials in the library must comply with the Library material selection and deselection policy.

Materials must meet specific format requirements (e.g., brochures or flyers no larger than 8.5-inch by 14-inch) and clearly identify the governmental or qualifying agency responsible for the content. The Public Information Officer or Library Director must approve all materials, depending on the facility. The City Manager would hear appeals of any denial.

The policy emphasizes that all City facilities remain non-public forums. Staff may remove materials placed without authorization or in violation of this policy without notice. The City bears no liability for loss or damage to such materials.

This policy reflects best practices and consistency with legal standards governing municipal facilities. It reinforces the City's role as a neutral public services provider while preserving the integrity and order of government-operated spaces.

Attachment:

- Attachment 1 – Draft Resolution

cc: City Manager Eric J. Levitt