

Subject: Naming/Dedication of City Facilities	Policy No: 50-1	Date: October 27, 2020
	Resolution No: 2020-134	Page 1 of 2

PURPOSE

To define the policies, responsibilities, and procedures associated with the naming and dedication of City facilities.

DEFINITIONS

1. "Buildings" are City-owned facilities that house employees or are otherwise used to conduct City business. They may include, but are not limited to, City Hall, the Civic Center, Senior Center, Municipal Service Center, and Police Department.
2. "Facilities" consist of Buildings, Park Sites, Recreation Facilities and Amenities, and Support Facilities.
3. "Park Sites" are City-owned parks, open space, and trails. They include, but are not limited to, developed and undeveloped park areas and designated open space areas.
4. "Recreation Facilities and Amenities" include, but not limited to, athletic fields, tennis/basketball courts, recreation centers, gazebos, and meeting rooms.
5. "Support Facilities" are City-owned facilities that are used to support field operations. They may include, but are not limited to, the Corporation Yard and pump stations.

POLICY

A. Naming

1. *General.* It is the policy of the City to name Facilities in a manner that will provide an easy and recognizable reference for the City's residents. Therefore, naming options will always consider a name based on the facility's geographic location. However, the Policy also establishes conditions for the consideration of naming options based on other factors.
2. *Geographic Location.* Whenever possible, Facilities will be named for their geographic location. The geographic location may be based on the identification of the facility with a specific place, neighborhood, major street, regional area of the City, or the City itself if the facility is deemed to serve the entire community.
3. *Other Considerations.* Consideration of facility names may also include, but is not limited to, a prominent form of topography; a prominent plant, bush or tree; individuals, groups, or organizations; or historical precedent.
4. *Process.*
 - a. Park Sites and Recreation Facilities and Amenities.
 - i. New Park Sites and Recreation Facilities and Amenities
 1. Unless otherwise determined by the City Council, the Park and Recreation Commission will initiate the naming of new Park Sites and Recreation Facilities and Amenities.
 2. The City Council will be asked to confirm the names of new Park Sites and Recreation Facilities and Amenities.
 - ii. Existing Park Sites and Recreation Facilities and Amenities.
 1. The City Council may, in its sole discretion, refer the naming or renaming of existing Park Sites and Recreation Facilities and Amenities to the Parks and Recreation Commission for recommendation.
 - b. Buildings and Support Facilities
 - i. New Buildings and Support Facilities

1. Unless otherwise determined by the City Council, the City Manager or designee will initiate the naming of new Buildings and Support Facilities.
 2. The City Council will be asked to confirm the names of the new Buildings and Support Facilities.
- ii. Existing Buildings and Support Facilities
1. The City Council may, in its sole discretion, refer the naming or renaming of existing Buildings and Support Facilities to the City Manager or designee for recommendation.

B. Dedications:

1. *General* Facilities or portions thereof, may be dedicated in the memory or in honor of, individuals, groups, or organizations. Dedications are encouraged, but not required, to be in the form of facility improvements or enhancements. The dedication may take the form of a ceremony, testimonial, or plaque in honor of the subject person, group, or organization.
2. *Types of Dedications*
 - a. Dedications may be in recognition of an outstanding service(s), a donation, or contribution to the facility or community.
 - b. Dedications may be in memory of someone who has contributed to the facility or community.
 - c. Dedications may be initiated by the City or by private parties.
3. *Installation and Maintenance*
 - a. Dedication plaques may not be placed in or on Facilities without written City approval, which may be withheld in the City's sole discretion.
 - b. The Park and Recreation Commission will, on behalf of the City Council, oversee the dedication process for Park Sites and Recreation Facilities and Amenities, unless initiated by the City, in which case the City Council will retain dedication authority that may be delegated to the Parks and Recreation Commission or City staff.
 - c. The City Manager or designee will, on behalf of the City Council, oversee the dedication process for Buildings and Support Facilities.
 - d. The Parks and Recreation Commission and City Manager or designee will, on a regular basis, inform the City Council of their respective dedication related activities.
 - e. Any private party sponsoring a dedication must provide sufficient funds, as determined by the City Manager or designee, to purchase, install, and maintain any plaque or other form of label associated with the recognition.
 - f. The City will make every effort to preserve any dedication plaque or dedication object, but reserves, in its sole discretion, the right to relocate the plaque or dedication object. If the plaque or dedication object cannot continue to be reasonably maintained, or after a period of ten years, it may be removed by the City.
 - g. If the dedication includes the gift of a tree or other plant, the City will provide its regular standard of landscape care for the tree or other plant. If the tree or other plant does not survive, the City is not obligated to provide a replacement.
 - h. If the dedication includes the gift of an object (e.g. bench, picnic table, or play equipment), the City will provide its regular standard of care and maintenance for the object.
 - i. The City will not be responsible for upkeep, repair, or replacement of any dedication plaque whose placement was not sponsored by the City.