

RESOLUTION NO. 03-162

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO ADOPTING POLICIES AND PROCEDURES FOR THE NAMING OF CITY FACILITIES AND FOR RECOGNIZING DONORS

WHEREAS, the City Council has determined that there is a need for policies and procedures for the naming of city facilities and for recognizing financial donors;

NOW, THEREFORE, BE IT RESOLVED:

1. That the following policies and procedures are hereby adopted.

City of Cupertino The Naming of City Facilities and Recognition of Donors Policy and Procedure

Purpose

The purpose of this document is to define the policies, procedures, and responsibilities associated with the naming of city facilities, portions thereof, structures, equipment and furnishings thereof and to provide a process for the recognition of private donations and in-kind contributions to the city.

Policy Guidelines

1) Naming Policy

City buildings and facilities should be named in a manner that will provide an easy and recognizable reference.

City buildings, facilities or portions thereof, structures, equipment and furnishings may be named:

- a) For their geographical location, e.g., neighborhood, major street regional area or the city itself.
- b) To honor or recognize individuals, including but not limited to, retired elected officials or community volunteers, who have made extraordinary non-monetary contributions to the City of Cupertino, the region, or to the general public.

2) Procedure for Naming:

- a) The naming of any city building, facility or portion thereof,

structure, equipment or furnishing, based upon the above described guidelines, is subject to the approval of the city council, upon recommendation of the city manager and after the conduct of at least one public hearing.

- b) The city council may refer a particular naming issue to an appropriate commission for the purpose of making a recommendation to the council.
- c) The city council may remove a name from a city building, facility or portion thereof, structure, equipment or furnishings when deemed by the city council to be in the best interests of the city.

3) Recognition of Financial Donations and In-Kind Contributions

- a) No city building, facility or portion thereof, structure, equipment or furnishing shall be named after an individual, group, organization or business as a result of a financial donation or in-kind contribution to the city.
- b) A donation or in-kind contribution which is accepted by the city council may be recognized by a plaque affixed to the appropriate city building, facility or portion thereof, structure, equipment or furnishings which shall read as follows:

This [identification of facility] was made possible in part by the generous contribution of _____ and his/her family; or

This [identification of facility] was made possible in part by the generous contribution of _____ [business or organization] ; or

This [identification of facility] was made possible in part by the generous contribution of _____ in the name of _____;

or similar language.

- c) The size, type and location of the plaque shall be determined, on a case by case basis, by the city council upon recommendation of the city manager.
- d) The city council may also cause to be designed a plaque or other object to be affixed to the city building, facility, or portion thereof,

structure, equipment or furnishings which recognizes a group of donors and contributors to the city.

- e) A copy of these guidelines will be given to any donor or contributor prior to submission of the donation or contribution to the city council for acceptance unless these guidelines are amended by the city council. The acceptance by the city council of any donation or in-kind contribution is expressly conditioned upon adherence to these guidelines.

4) Recommendation by City Manager for acceptance of a gift

- a) Prior to acceptance by the city council, a donation or in-kind contribution shall first be submitted to the city manager for recommendation to the city council.

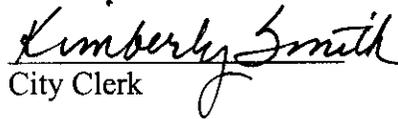
5) Maintenance of recognition plaque, tree or other gift

- a) The city will make reasonable efforts to preserve any recognition plaque or other dedicated object. If necessary, due to repair of surrounding areas, construction or redesign of a building or facility, the plaque may be relocated. If the plaque or other dedication object cannot continue to be reasonably maintained, it may be removed by order of the city council
- b) If the dedication includes a gift of a plant or tree, the city will provide its regular standard of landscape care for the plant or tree. If the plant or tree does not survive, the city is not obligated to provide a replacement. If the dedication includes the gift of an object such as a bench, picnic table, play equipment, etc., the city will provide its regular standard of care and maintenance for the object.
- c) Any plant, tree, or object donated to the city and any plaque recognizing the donation may be removed at the discretion of the city council when it deems that such removal would be in the best interests of the city.

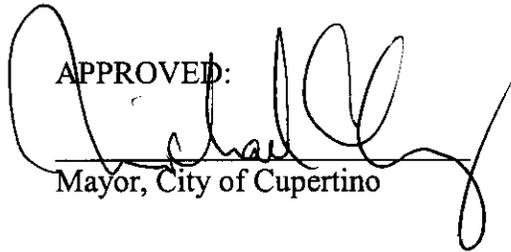
PASSED AND ADOPTED at a special meeting of the City Council of the City of Cupertino on the 2nd day of September 2003, by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
AYES:	Chang, James, Kwok, Sandoval, Lowenthal
NOES:	None
ABSENT:	None
ABSTAIN:	None

ATTEST:


City Clerk

APPROVED:


Mayor, City of Cupertino