



DATE: December 13, 2016

CATEGORY: Consent

DEPT.: City Manager's Office/ Council
Procedures Committee

TITLE: **Recommendation from the Council
Procedures Committee**

RECOMMENDATION

Approve the Council Procedures Committee recommendation to add an addendum to the City Council Policy for the naming of City parks and other City facilities (Council Policy K-17) to have plaques recognize both the "authorizing" Council and the Council at the time of the dedication.

BACKGROUND

The Council Procedures Committee (CPC) is a standing Council Committee that meets on an as-needed basis to discuss issues relating to City Council policies and/or procedures.

As part of the CPC's work plan for this fiscal year, the Committee requested that staff analyze different options for dedication plaques; in particular, that staff research the option of including both the names of the Councilmembers who authorized the project, as well as the Councilmembers seated at the time of dedication.

The Committee met on February 23, 2016, to discuss the options for dedication plaques and provided the direction that is recommend in this report. At the same meeting, the CPC also discussed updates and modifications to the City Council Policy Governing Expenses Policy (Council Policy A-2). The updates to Council Policy A-2 will be considered for adoption in early 2017.

ANALYSIS

Current City practice for dedication plaques is dictated by standing ad-hoc procedures, rather than a formal policy. The City Manager or his designee first reviews the names and text on the dedication plaque before the plaque is cast. Then the Public Works

Department orders the plaques and has them installed. The naming convention has traditionally included the names of the City Council seated at the time of the dedication, the City Manager, the applicable department director(s), the architect, and contractor. This current process has no provision for recognizing the prior Council (though it was done for the Downtown Parking Structure), or other key staff who contributed to the project's completion.

Dedication plaques are typically installed for larger (\$1 million or greater) City facilities, parks, and trails. There are logistical considerations for plaque installation in terms of size and installation location. Costs are based primarily on the amount of materials used. On average, under past practices, the cost of City plaques ranges from \$1,500 to \$2,000, not including installation costs.

To identify possible Best Practices for naming and size conventions, staff conducted a survey of surrounding agencies as part of the analysis. The agencies surveyed were the cities of Los Altos, Palo Alto, Sunnyvale, and Santa Clara, and the County of Santa Clara.

After reviewing the survey and a report by staff, the CPC recommended (motion carried 3-0) the following (Attachment 2):

- Dedication plaques will contain the seated City Council at the time of the facility's dedication and the seated City Council authorizing of the construction funding.
- Plaques will include consultants and key staff at the discretion of the department head(s) for the project.
- Staff will use one plaque or two plaques, dependent upon the suitability of the site in question.
- If two plaques are used, City Councilmembers will be on one plaque and staff will use discretion as to which persons are included on a separate plaque.

Attached is a sample of a typical plaque, as well as the "nonstandard" plaque at the California/Bryant Parking Structure, which is the only instance of previous Councilmembers being recognized on a dedication plaque (Attachment 3). For the new Heritage Park, staff used the intent of the above-recommended guidelines with the standard plaque and a second smaller plaque that listed the former Councilmembers and additional staff (Attachment 4).

FISCAL IMPACT

There are no significant budgetary impacts to this recommendation as the nominal increase can be absorbed in project budgets. .

ALTERNATIVE

The City Council can modify or decline to accept the CPC recommendations.

PUBLIC NOTICING – Agenda posting.

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KST/7/CAM
609-12-13-16CR-E

- Attachments: 1. [Council Policy K17 – Naming of City Parks and Other City Facilities](#)
2. CPC Item 5.3 – February 23, 2016
3. Examples of City Dedication Plaques
4. Heritage Park Dedication Plaques