



## City Council Policy # 12

### *Naming of City Facilities*

Date Approved: September 15, 2003

Dates Amended: December 17, 2018

The success and vitality of the City depends on contributions and support from the citizens, volunteers, financial donors, community leaders and officials. The City welcomes the opportunity to honor those who have demonstrated outstanding services and enhanced the community of Kirksville. The number of sites and facilities owned by the City is finite, and available resources limited. This policy will allow the City to work with the community to share resources to enhance City facilities to meet existing needs through a variety of partnerships.

#### **I. DEFINITIONS**

Accessory - rooms, walkways, gardens, trees, walls, waterways and bodies of water, etc.

Candidates - individuals, groups, companies or corporations nominated for the purpose of naming a facility

Facility - buildings excluding City Hall, parks, playgrounds, playing fields and accessories.

Gifts - a monetary payment, grant, donation or bequest to the City for a specific purpose

In-kind Gifts - a non-monetary contribution of time, equipment and expertise given to the City for a specific purpose

Ongoing - a measure of support that will occur no less than one time per calendar year

Organization - an existing organization that has been in place for a period of at least one year, with an established organizational goal and membership guidelines

#### **II. NAMING CRITERIA**

##### NAMING OF NEW FACILITIES –

- A. A facility may be named if the City receives a gift that represents approximately one-third of the capital cost of a new facility, but not less than \$10,000 for a facility. The Mayor and Council shall determine what qualifies as an acceptable gift during the planning stages of a facility design and the name determined before the start of construction.

##### NAMING OF EXISTING FACILITIES

- A. An existing facility may be named during a renovation that exceeds \$10,000 in costs, and if the City receives a gift that represents approximately one-third of the cost of the renovation, but not less than \$10,000

##### NAMING AN ACCESSORY may be named if one of the following qualifies -

- A. The candidate gives an appropriate gift to the City designated for the specific accessory; or

- B. The candidate has made a substantial and/or long-term contribution to the life and spirit of the community of Kirksville.

### **III. PROCEDURES**

Any group or individual may nominate a candidate by submitting a formal written request to the City. The nomination shall be supported by accompanying documentation that provides evidence of the outstanding contributions made by the candidate. Nominators shall at least address the following questions in their preparation of the nomination:

- A. What is the candidate's outstanding contribution(s) to the community in terms of activities or gifts? How did the candidate enhance the community?
- B. How will the candidate's contributions be recognized in the future?
- C. The candidate's contributions have the greatest impact on whom?
- D. How does the candidate relate to the facility proposed for naming?
- E. Are funds available to purchase and install identification plaques?

Within thirty (30) days of receiving a nomination, the City Council shall make a determination as to whether or not the nomination should be approved. If approved, the resolution shall identify the candidate, the facility to be named and justification for such naming, based on the established policy. The candidate should not be nominated for the naming of any other accessory or facility for so long as the candidate's name remains on a facility or accessory previously named. The City will work in good faith with the group or individual whose request has been approved to develop an agreement that will outline expectations and commitments on the part of both parties.

### **IV. MISCELLANEOUS PROVISIONS**

To respect the candidates, the City Council shall conduct the review discretely to avoid unnecessary public attention. Public meetings, media attention and competition among candidates should be avoided. Exposure and competition may embarrass those the City is considering honoring.

All costs to purchase and install identification plaques shall be secured by the person or group nominating the candidate, unless otherwise specified by the City Council. The City administration shall have the complete and sole authority to approve the size, content, location and material of identification plaques.

This policy shall apply to the majority of situations and is intended to maintain fairness and consistency. The City recognizes that there may be unique circumstances or events that may

warrant departure from this policy for the overall good of the City. The City Council shall consider such matters and shall identify any special considerations and the justification in the resolution adopted by the City Council.

**V. USE OF OFFICIAL NAMES**

Official names of parks, sites and facilities shall be used in City communications, maps, plans, documents and other communications.