RESOLUTION NO. 2012-04
RESOLUTION OF THE CITY OF ALBANY CITY COUNCIL ESTABLISHING A FACILITY NAMING POLICY

PURPOSE:

To provide guidance and procedures for the naming of new or existing City parks, facilities, and facility components in recognition or memorial of individuals, families, or organizations. All naming in recognition of an honoree must be consistent with the City's role as a public trust.

DEFINITIONS:

1. **Parks**: are owned and managed by the City, used for public recreation purposes and include developed and undeveloped park areas and designated open space areas.

2. **Facilities**: are City owned facilities used to conduct City business. Buildings may include but are not limited to City Hall, Fire and Police Stations, Maintenance Center, Senior Center, Child Care and Teen Centers, Recreation Center, and Community Center.

3. **Components**: are specific parts of City facilities or parks, and include but are not limited to playgrounds, rooms within buildings, and ballfields.

POLICY:

I. Criteria for naming a facility, park, or component after an individual, family, or charitable organization should include at least one of the following considerations:

1. The person or persons being recognized or memorialized has made exceptional contributions and provided distinguished service to the Albany Community.
2. A person being recognized for their service as an elected official, appointed official, or City employee, shall be retired or otherwise separated from City office or employment for at least two years.
3. If deceased, the person or persons being memorialized has been deceased for at least one year.
4. The person or persons being memorialized died in the line of duty serving the City of Albany or the United States of America, or while committing a heroic act.
5. The person, persons, or charitable organization being recognized or memorialized has made a significant financial donation to the City, which enabled the acquisition or improvement of a City facility or program.

II. Naming involving a gift:

1. When the naming involves a financial contribution towards a specific project, the gift shall constitute a significant portion of the total cost of the project to be named.
2. The eminence, reputation, integrity, and affiliation of the individual or entity whose name is proposed should be considered.
3. Corporate names may be used to designate components of facilities, such as rooms or playgrounds, but not to designate entire facilities or parks. The use of a corporate name requires additional due diligence so as to avoid any appearance of commercial influence or conflict of interest.
4. A naming conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition.

III. Renaming:

1. When a facility is named in recognition or an individual or entity, the name will be effective for the useful life of that facility.
2. When a facility has reached the end of its useful life and will be replaced or substantially renovated, the new facility may be renamed in recognition of another donor.
3. When a corporate entity no longer exists as a result of merger, acquisition, or bankruptcy, the name of the facility may be eliminated.
4. The city reserves the right to change the function of the named facility. When the function of a facility substantially changes, the City shall make a good faith effort to contact the family of the individual named or the parent entity in advance of City Council action.

IV. Changing of Street Names:

1. Names of streets with existing homes or businesses should not be renamed if at all possible.

V. Nomination and Naming Process:

1. Nominations for facilities may be submitted to the City Manager at any time. Submissions should be in written form, with an explanation for the nomination.
2. City Council shall by resolution approve the naming of any city facility
3. Processing of the request, depending on the facility, may take up to 180 days.
4. If a facility is to be renamed, the City shall make a good faith effort to contact the family of the individual named or the parent entity in advance of City Council action.

VI. Amendments and Exceptions:

1. Guidelines may be amended by the City Council to accommodate changing circumstances or extraordinary events.

Farid Javandel, Mayor

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RESOLUTION NO. 2012-4

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,

this 17th day of January, 2012, by the following votes:

AYES: Council Members Atkinson, Lieber, Thomsen, Wile and Mayor Javandel

NOES:

ABSENT:

ABSTAINED:

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this 18th

Day of January, 2012.

Eileen Harrington

Eileen Harrington
DEPUTY CITY CLERK