

SUBJECT: CONSIDERATION OF ESTABLISHING A POLICY REGARDING DEDICATION PLAQUES FOR CITY FACILITIES

SOURCE: City Manager

COMMENT: Former City Councilmember Shelton requested, and the City Council approved, the consideration of establishing a policy regarding dedication plaques for City facilities.

The construction or major renovation/expansion of a City facility or major infrastructure project is a significant undertaking, involving extensive effort on the part of the City Council and City staff in the areas of educating the community regarding the need for the project, funding efforts, design review and contracts approvals, and monitoring of project completion. Although no codified policy currently exists regarding dedication plaques, the City's past practice for dedication plaques has been to include the City Seal, the name of the facility, names and appointed titles of the City Council Members in office at the time of dedication, names of City Council Members in office during any phase of funding and construction, names of the pertinent City staff (City Manager, Department Director, City Engineer, etc) involved during any phase of funding and construction, name of architectural firm(s) responsible for the design and oversight of the construction process, name of the contractor responsible for construction of the facility, and year of occupancy or use of the newly-constructed or major renovation/expansion of the facility. The dedication plaque is then generally situated near the front entrance of the facility or at a location most conveniently and safely viewed by the public.

The City will soon be dedicating both a new City facility (Fallen Heroes Park) and a major infrastructure project (Plano Street Bridge Expansion) within the next couple of months, so any additional direction by the City Council in regards to the establishment of a policy (written or otherwise) would be of immediate and timely significance.

RECOMMENDATION: That the City Council consider establishing a policy regarding dedication plaques for City facilities, and provide direction as appropriate.

ATTACHMENTS: 1. Sample Building Dedication Policy  
2. City of Reno: Dedication Plaques on New City Facilities  
3. City of Sunnyvale: Dedication Plaques for Public Buildings

C/M 

## SAMPLE BUILDING DEDICATION POLICY

The policy regarding building plaques is as follows:

### New Facilities Construction

The names of the Board members taking action to award the construction contract and those of the City Manager/City Administrator, the architect and general contractor shall be engraved on a permanent plaque affixed to the facility.

### Facilities Acquisitions

The names of the Board members taking action to approve the acquisition, and that of the City Manager/City Administrator are to be included on the plaque. If renovation of said facility occurs prior to the City's occupying the facility then, in addition to the names of the Board members taking action to approve the acquisition and the name of the City Manager/City Administrator, the architect and general contractor's names are also to be included on the plaque affixed to the facility.

### Extensive Renovation of an Existing Facility

The names of the Board members taking action to award the construction contract for the renovation project, the names of the City Manager/City Administrator, the architect and general contractor are to be included on the plaque. The plaque will identify the project as a renovation or remodel, and the plaque will be placed next to or close in proximity to, the original dedication plaque.

<b>MANAGEMENT POLICIES AND PROCEDURES</b>	
<b>Placing Dedication Plaques on New City Facilities</b>	<b>Number: 210</b>
<b>Approved by:</b>	<b>Effective Date: August, 29, 2007</b>
<b>Charles McNeely, City Manager</b>	<b>Page 1 of 2</b>

## **I. PURPOSE**

The purpose of this policy is to provide uniform guidelines as to what may be included on a dedication plaque for City-owned facilities and to outline the process for approval.

## **II. REVISION AND HISTORY**

6-11-2007 New document

8-29-2007 Adopted

## **III. REFERENCES**

Not applicable.

## **IV. PERSONS AFFECTED**

All city employees who are responsible for dedication plaques.

## **V. POLICY**

Dedication plaques are primarily used to recognize those responsible for the construction of a facility.

## **VI. DEFINITIONS**

Dedication plaques are typically cast or etched bronze plaques made for outdoor conditions to withstand elements of nature.

## **VII. RESPONSIBILITIES**

The public works department is responsible for oversight of this policy to ensure it is consistently applied.

## **VIII. PROCEDURES**

- a. The Public Works Director must approve all dedication plaques prior to commissioning the plaque. Requests for approval shall be made during the design phase (prior to advertising for construction). The request will include, at a minimum: a conceptual design of the plaque, including proposed names; a

schematic plan showing the proposed location; material/medium; and the funding source.

- b. Only the following information will appear on the plaque:
  - i. City logo
  - ii. Date of dedication (year only)
  - iii. Facility name (as approved by City Council)
  - iv. City Council members (list those sitting at time of construction award as well as those sitting at time of dedication)
  - v. City Manager (sitting at time dedication)
  - vi. General Contractor
  - vii. Architect
- c. The City Council shall approve all requests for exception to this policy as well as the final draft of the dedication plaque.

## **Policy 7.3.22 Dedication Plaques for Public Buildings**

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### **POLICY PURPOSE:**

The purpose of this policy is to establish guidelines on the layout of plaques for the dedication of buildings on City property.

### **POLICY STATEMENT:**

#### **Dedication Plaques for Public Buildings**

When buildings are dedicated or remodeled through the use of public funds, it is traditional practice to have a plaque installed dedicating the building. When such plaques are desired, the inscription on such plaques shall be limited to:

1. Facility name;
2. An inscription of dedication, if appropriate;
3. The date of dedication;
4. The names of seven Councilmembers in office at the time of dedication, plus the names of the Councilmembers in office since the project was budgeted<sup>1</sup>;
5. The title of the Mayor and Vice Mayor at the time of dedication;
6. The name of the City Manager;
7. The name of the appropriate Department Director. If the plaque is for the dedication of major remodeling or expansion of a facility and a previous plaque(s) existed, those plaques will be retained and appropriately displayed in the facility.

(Adopted: RTC 85-362 (7/16/1985); Amended: RTC 00-142 (5/16/2000); (Clerical/clarity update, Policy Update Project 7/2005); Amended: RTC 06-259 (8/8/2006); Administrative update (March 2012))

Lead Department: Department of Library and Community Services

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<sup>1</sup> In this context budgeted means the Council which approved the one-year budget which officially commences a project, even though it may have been planned earlier in the 10-year Resource Allocation Plan.