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Mayor
Nancy Berry
Mayor Pro Tem
Dave Ruesink
City Manager
David Neeley

Council members
Blanche Brick
Jess Fields
Karl Mooney
Katy-Marie Lyles
Julie Schultz

Agenda
College Station City Council
Workshop Meeting
Thursday, April 26, 2012, 5:00 p.m.
City Hall Council Chambers, 1101 Texas Avenue
College Station, Texas

1. Call meeting to order.
2. Executive Session will be held in the Administrative Conference Room.
Consultation with Attorney {Gov't Code Section 551.071}; possible action. The City Council may seek advice from its attorney regarding a pending or contemplated litigation subject or settlement offer or attorney-client privileged information. Litigation is an ongoing process and questions may arise as to a litigation tactic or settlement offer, which needs to be discussed with the City Council. Upon occasion the City Council may need information from its attorney as to the status of a pending or contemplated litigation subject or settlement offer or attorney-client privileged information. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

Litigation

- a. City of Bryan's application with TCEQ for water & sewer permits in Westside/Highway 60 area, near Brushy Water Supply Corporation to decertify City of College Station and certify City of Bryan
- b. Chavers et al v. Tyrone Morrow et al, No. 10-20792; Chavers v. Randall Hall et al, Case No. 10 CV-3922
- c. College Station v. Star Insurance Co., Civil Action No. 4:11-CV-02023
- d. Shirley Maguire and Holly Maguire vs. City of College Station, Cause No. 11-002516-CV-272, In the 272nd District Court of Brazos County, Texas

Real Estate {Gov't Code Section 551.072}; possible action The City Council may deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

- a. Property located generally southwest of the intersection of Dartmouth Street and Holleman Drive in College Station

City Council Workshop Meeting

Thursday, April 26, 2012

Competitive Matters {Gov't Code Section 551.086}; possible action: The City Council may deliberate, vote, or take final action on a competitive matter as that term is defined in Gov't Code Section 552.133 in closed session. The following is a general representation of the subject matter to be considered:

- a. Power Supply
3. Take action, if any, on Executive Session.

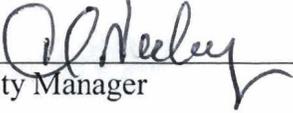
6:00 PM

4. Presentation, possible action, and discussion on items listed on the consent agenda.
5. Presentation, possible action and discussion regarding approval to use Hotel Occupancy Tax funds for Phase I of the Wayfinding Program implemented by the Bryan-College Station Convention and Visitor's Bureau
6. Presentation, possible action, and discussion regarding current development activities in the Northgate area.
7. Presentation, possible action and discussion regarding a recommendation for revision to the Naming Policy for City Facilities and Sub-facilities.
8. Council Calendar

April 27	Retirement Reception - Assistant Chief Larry Johnson at Central Baptist Church - Family Life Center - 1991 FM158, 3:00 p.m.
May 3	P&Z Workshop/Meeting in Council Chambers at 6:00 p.m. (Blanche Brick, Liaison)
May 10	2012 Hospitality Celebration "Hometown Heroes" at Christopher's World Grill, 11:30 a.m.
May 14	City Council Executive/Workshop/Regular Meeting at 5:00, 6:00 and 7:00 p.m.
May 15	Ribbon Cutting Ceremony - Reclaimed Water Program, 3:00 p.m.
9. Presentation, possible action, and discussion on future agenda items and review of standing list of Council generated agenda items: A Council Member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.
10. Discussion, review and possible action regarding the following meetings: Animal Shelter Board, Arts Council of the Brazos Valley, Arts Council Sub-committee, Audit Committee, Bicycle, Pedestrian, and Greenways Advisory Board, Brazos County Health Dept., Brazos Valley Council of Governments, Brazos Valley Wide Area Communications Task Force, BVSWMA, BVWACS, Cemetery Committee, Code Review Committee, Convention & Visitors Bureau, Design Review Board, Historic Preservation Committee, Interfaith Dialogue Association, Intergovernmental Committee, Joint Neighborhood Parking Taskforce, Joint Relief Funding Review Committee, Landmark Commission, Library Board, Metropolitan Planning Organization, National League of Cities, Outside Agency Funding Review, Parks and Recreation Board, Planning and Zoning Commission, Research Valley Partnership, Regional Transportation Committee for Council of Governments, Signature Event Task Force, Sister City Association, TAMU Student Senate, Texas Municipal League, Transportation Committee, Youth Advisory Council, Zoning Board of Adjustments, (Notice of Agendas posted on City Hall bulletin board).

City Council Workshop Meeting
Thursday, April 26, 2012
11. Adjourn.

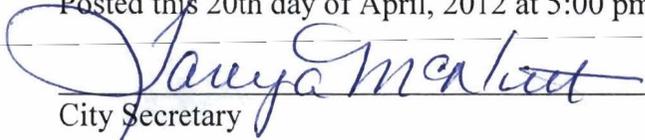
APPROVED:



City Manager

Notice is hereby given that an Executive Session and Workshop Meeting of the City Council of the City of College Station, Texas will be held on the 26th day of April, 2012 at 5:00 p.m. and 6:00 pm respectively in the City Hall Council Chambers, 1101 Texas Avenue, College Station, Texas. The following subjects will be discussed, to wit: See Agenda

Posted this 20th day of April, 2012 at 5:00 pm



City Secretary

I, the undersigned, do hereby certify that the above Notice of Meeting of the Governing Body of the City of College Station, Texas, is a true and correct copy of said Notice and that I posted a true and correct copy of said notice on the bulletin board at City Hall, 1101 Texas Avenue, in College Station, Texas, and the City's website, www.cstx.gov . The Agenda and Notice are readily accessible to the general public at all times. Said Notice and Agenda were posted on April 20, 2012 at 5:00 pm and remained so posted continuously for at least 72 hours proceeding the scheduled time of said meeting.

This public notice was removed from the official board at the College Station City Hall on the following date and time: _____ by _____

Dated this _____ day of _____, 2012.

CITY OF COLLEGE STATION, TEXAS

By _____

Subscribed and sworn to before me on this the _____ day of _____, 2012.

Notary Public – Brazos County, Texas My commission expires: _____

This building is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive service must be made 48 hours before the meeting. To make arrangements call (979) 764-3517 or (TDD) 1-800-735-2989. Agendas may be viewed on www.cstx.gov. Council meetings are broadcast live on Cable Access Channel 19.

April 26, 2012
Workshop Agenda Item No. 5
Approval to Use Hotel Occupancy Tax Funds
for Way Finding Program

To: David Neeley, City Manager

From: Frank Simpson, Deputy City Manager

Relationship to Strategic Goals: Diverse and Growing Economy

Agenda Caption: Presentation, possible action and discussion regarding approval to use Hotel Occupancy Tax funds for Phase I of the Wayfinding Program implemented by the Bryan-College Station Convention and Visitor's Bureau

Recommendation(s): Staff recommends approval of College Station's prorated share of \$256,000 of hotel occupancy tax fund balance in the current FY2012 budget.

Summary: In 2005, the BCSCVB along with the Cities of Bryan and College Station began to develop a "wayfinding" program targeted at providing an easy to follow signage system throughout the Bryan/ College Station community to assist visitors in finding area attractions, Texas A&M University facilities, districts, and other local destinations. At that time, the BCSCVB hired Corbin Design to develop the plan, design the signs, and identify the locations for the signs. Corbin's final submittal was in the Fall of 2008 but the project was eventually put on hold due to cost and scope overruns, as well as a lack of urgency at the time.

In June 2011, the BCSCVB Board conducted the Destination Development Report (a.k.a. the INDIGO Report) that listed a number of strategic projects for implementation, including resurrecting the Wayfinding Program. Following Texas A&M's Southeastern Conference (SEC) realignment announcement, College Station and the BCSCVB Board recognized the opportunity to implement an effective wayfinding signage program for the thousands of new SEC visitors and fans coming to Bryan/College Station for Aggie football games in Fall of 2012.

In November 2011, the BCSCVB Board appointed a Wayfinding Subcommittee of representatives from the cities of Bryan and College Station, and Texas A&M University. BCSCVB staff held a number of meetings with the Wayfinding Subcommittee to review previous plans and develop a more feasible program. At College Station City Council's Strategic Planning Session On January 20, 2012, City Staff presented an update for possible use of hotel occupancy tax funds including working with the CVB to move forward with implementing a wayfinding program.

The Subcommittee determined that an initial Phase One project needed to focus on uniform signage to guide visitors to the following general destinations in the Bryan/ College Station area:

- Texas A&M University (CS)
- Bryan Regional Athletic Park (Bryan)
- George Bush Presidential Library and Museum (CS)
- Northgate Entertainment District (CS)

- Brazos County Expo Complex (Bryan)
- Historic Downtown Bryan (Bryan)
- Veterans Athletic Park (CS)
- Wolf Pen Creek District (CS)
- Central Park (CS)
- Bryan College Station Visitor Center (CS)
- Blinn College (Bryan)

On February 13, 2012, the Subcommittee issued a request for proposals (RFP) from sign companies with expertise in wayfinding, signage, and community branding. Several proposals were received, two companies were interviewed, and the Subcommittee selected National Sign Plazas (NSP) to begin negotiating a Phase One project scope. BCSCVB proposes to contract with NSP to oversee the development, installation and maintenance of approximately 150 wayfinding signs throughout Bryan/ College Station. NSP proposes to use the original Corbin sign designs with a few color and material modifications. Phase One implementation and sign installation is proposed to be complete by September this year (2012). Therefore, BCSCVB must receive budget approval from each city for use of current fiscal year funds, in order to enter into a contract and complete the project this year.

The proposed budget for the Phase One Wayfinding Program is \$400,000.00. The funding is proposed to come proportionately from each city's hotel occupancy tax (HOT) funds. The funding split will be determined by the number of destinations in each city to which the wayfinding signs will direct visitors. There are seven (7) destinations proposed in College Station and four (4) destinations proposed in Bryan. Therefore, the proposed funding split is as follows:

College Station portion:	\$256,000 (64 percent of total number of destinations)
Bryan portion:	<u>\$144,000</u> (36 percent of total number of destinations)
Total Budget:	\$400,000

BCSCVB is currently negotiating terms with NSP for how the signs will be monitored, maintained or replaced. At this time, it is estimated that annual maintenance for the entire program would be \$20,000.00 per year. Using the proportionate method of city funding above, College Station's estimated 64 percent of that annual cost would be \$12,800 per year.

Budget & Financial Summary: College Station's proposed share of this phase of the Wayfinding Program would be a not-to-exceed amount of \$256,000 from Fiscal Year 2012 hotel occupancy tax fund balance. If City Council approves this request, a FY2012 budget amendment will be brought back to the City Council for approval.

Attachments: N/A

April 26, 2012
Workshop Agenda Item No. 6
Northgate Area Development Activities Update

To: David Neeley, City Manager

From: Bob Cowell, AICP, CNU-A, Executive Director of Planning & Development Services

Agenda Caption: Presentation, possible action, and discussion regarding current development activities in the Northgate area.

Relationship to Strategic Goals: Financially Sustainable City, Core Services and Infrastructure, Improving Mobility and Diverse Growing Economy

Summary: A significant amount of private development activity has recently been announced in the Northgate area. The purpose of this agenda item is to update Council on the details, benefits, and service implications of these projects.

Attachments: N/A

April 26, 2012
Workshop Agenda Item No. 7
Naming Policy for City Facilities and Sub-facilities

To: David Neeley, City Manager

From: David Schmitz, Director, Parks and Recreation Department

Relationship to Strategic Goal: Providing Core Services and Infrastructure

Agenda Caption: Presentation, possible action and discussion regarding a recommendation for revision to the Naming Policy for City Facilities and Sub-facilities.

Recommendation(s): Staff recommends approval of the revisions to the Naming Policy for City Facilities and Sub-facilities.

Summary: The revisions to the existing guidelines more accurately detail the criteria and procedures for "naming" city facilities. Several cities were studied and the proposed revisions are an integration of the current City of College Station guidelines and those cities. The revised guidelines most closely follow the guidelines from the City of Sugarland.

The revised guidelines include definitions of facilities and sub-facilities, naming criteria and guidelines, restrictions on the naming of facilities, procedures for the naming process, guidelines for the renaming process, and addresses plaques, markers and memorials.

Budget & Financial Summary: N/A

Attachments:

1. College Station Guidelines for the Naming of Public Facilities (April 8, 2004).
2. Revised Draft Naming Policy for City Facilities and Sub-facilities
3. Draft Guidelines for City Dedication Plaque Policy
4. Draft Policy and Procedures for Personal Memorials on City Property

City of College Station, Texas
GUIDELINES FOR THE NAMING OF PUBLIC FACILITIES

Approved April 8, 2004 - Agenda Item 10.10

Purpose

The purpose of these guidelines is to establish a systematic and consistent approach for the official naming of public facilities in the City of College Station, including parks, facilities, recreational areas, streets, and municipal buildings.

Objectives

- Ensure that parks, facilities, recreational areas, and municipal buildings are easily identified and located.
- Ensure that given names to parks, facilities, recreational areas, and municipal buildings are consistent with the values and character of the area or neighborhood served.
- Encourage public participation in the naming, renaming, and dedication of parks, facilities, recreational areas, and municipal buildings.
- Encourage the dedication of lands, facilities, or donations by individuals and/or groups.
- Advance the reputation of the City as well as increase the understanding and public support for its programs.

Criteria

The practice of the City of College Station is to name parks, recreation areas, facilities, and municipal buildings through an adopted process utilizing the above objectives, emphasizing community values and character, local and national history, geography, the environment, civics, and service to the City of College Station. Therefore, the following criteria shall be used in determining the appropriateness of the naming designation:

- Neighborhood, geographic, or common usage identification;
- A historical figure, place, event, or other instance of historical or cultural significance;
- National and state historical leaders or heroes, both past and present;
- An individual, living or deceased [a] who has made a significant land and/or monetary contribution to the park, recreation area, facility, or municipal building, or [b] who has had the contribution made "In Memoriam" and when the name has been stipulated as a condition of the donation;
- An individual, living or deceased, who has contributed outstanding civic service to the City;
- Predominant plant materials; or
- Streams, rivers, lakes, and creeks.

Facilities or specialized areas may have a name different from that of the larger park, recreation area, facility, or municipal building.

When feasible, the process to name parks, recreation areas, facilities, and municipal buildings should begin within twelve (12) months after the City has acquired title to the land and/or formally accepted the dedication.

Names that are similar to existing parks, recreation areas, facilities, and municipal buildings should not be considered in order to minimize confusion.

Renaming

The City reserves the right to change the name of a park, recreation area, facility or municipal building to maintain consistency with these guidelines. However, renaming carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each request to rename must meet the criteria of this policy, but meeting all criteria does not ensure renaming.

Procedures

Upon approval of these guidelines by Council, procedures consistent with the guidelines will be developed. It is anticipated that naming/renaming requests will be submitted to the City Manager. The Manager will then forward the request through an appropriate board, committee, or organization or directly to the City Council for approval. (For example, if the naming or renaming request is for a parks facility, the City Manager will submit the request to the Parks and Recreation Advisory Board who will review and make a recommendation. The City Manager will review that recommendation and then submit it to Council for approval.)

The City Council may, upon its own initiative, name or rename a City facility without following these guidelines. An individual council member may submit a naming suggestion to the City Manager, who will then apply the guidelines and procedures.

CITY OF COLLEGE STATION

DRAFT - NAMING OF CITY FACILITIES AND SUB-FACILITIES

PURPOSE

To establish uniform procedures and criteria for the naming of City-owned facilities and sub-facilities located in the City of College Station.

DEFINITIONS

Facility: Major City-owned buildings, parks and trails built for permanent use.

Sub-Facility: Minor City-owned structures within a Major Facility, including but not limited to: swimming pools, pavilions, tennis courts, large water features, trail sections or meeting rooms.

POLICY

The City Council shall have the authority to name City-owned facilities and sub-facilities according to the procedures and criteria established below.

General Naming Criteria and Guidelines.

In order to be considered a qualifying name, the proposed name for a facility or sub-facility must satisfy one of the following criteria:

- A. Be descriptive of a geographic location or a significant natural feature in or near the facility, or an adjoining subdivision, street, or school.
- B. Commemorate historical events, groups or individuals that remain of continued importance to the City, region, State, and/or Nation.
- C. Commemorate individuals who are deceased and have a history of exceptional community service or contributions to the facility's best interests and purposes, such as:
 - a. Involvement in a leadership role in civic organizations that are devoted to community improvement;
 - b. Assistance to the underprivileged, as well as people with physical or intellectual disabilities;
 - c. Active promotion of effective programs for youth or senior citizens within the community;
 - d. Active promotion of and organizing community events and activities that have enriched the quality of life within the community;
 - e. Active promotion of and directed efforts to improve the aesthetic appearance and environmental quality of the community; or

- f. Leading efforts to collect, promote and retain the historical heritage of the community.
- D. Commemorate individuals who made significant contributions to the City's acquisition or development of the facility.
- a. If a facility is named to commemorate or honor an individual or group, the relative importance of the facility to be named after the individual or group should match the respective stature, characteristics and contributions. The following circumstances may be considered in naming of a facility after a donor, benefactor or group:
 - i. Land for the majority of the facility was deeded to the City;
 - ii. Contribution of a minimum of 50% of the capital construction costs associated with developing the facility; or
 - iii. Provision of an endowment for at least 50% of a facility's estimated useful life for the continued maintenance and/or programming of the facility.
 - b. The City Council may alter these guidelines if deemed necessary.
 - c. The City reserves the right to utilize criminal background checks as part of the vetting process in order to ascertain an honoree's good character.
- E. Recognize organizations involved in a public-private partnership with the City that have made significant financial or capital contributions to the acquisition or development of the facility. This includes any Naming Rights Agreement approved by City Council.
- F. Have historical, cultural, or social significance for future generations.
- G. Research indicates that the area around the facility, or the facility itself, has been commonly named in an unofficial capacity by residents.

Restrictions on the Naming of Public Facilities and Sub-Facilities.

- A. No duplication of other facility's or sub-facility's names To minimize confusion, facilities will not be subdivided beyond the level of sub-facilities for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways.
- B. Facility names that might be considered discriminatory or derogatory will not be considered.
- C. Facility names will not advocate for or promote a current political figure, political affiliation, ideology or religion.

PROCEDURE

Guidelines for Naming Process

Naming of Major Facilities

- A. A permanent name for the facility should be finalized no later than the 50% completion mark in the construction or acquisition process.
 - a. Prior to the permanent naming of a facility, the location shall be referred to by its address or location designation until the facility is given an official name.
- B. The City will utilize a Council Facilities Task Force to facilitate the naming of facilities.
- C. The Council Facilities Task Force will proceed with the naming of a facility according to the following:
 - a. The facility naming process is initiated with the approval of the design, construction or acquisition of a facility.
 - b. The City Council may choose from a variety of sources for name recommendations (i.e. Council member, staff or donor recommendations, historical review of the site, recommendations from the Parks and Recreation Advisory Board, recommendations from previous owners, etc.). Names may be suggested by citizens and/or community groups by submission to the Mayor, City Council or City Manager.
 - c. Names may be submitted by the departmental owner of the facility, executive management, the Mayor or members of the City Council.
 - d. All names for City facilities will be approved by a majority City Council vote regardless of the source of the name's recommendation.

Naming of Sub-Facilities

- A. All requests for the naming or renaming of a sub-facility shall be made in writing to the Director of Parks and Recreation for parks sub-facilities or to the City Manager for all other sub-facilities. Written requests should at a minimum contain the following:
 - a. The proposed name;
 - b. Reasons for the proposed name;
 - c. Written documentation indicating community support for the proposed name (if applicable);
 - d. If proposing to name a facility within a park, include a description/map showing the location of the facility; and
 - e. If proposing to name a facility after an individual, group, donor or benefactor, include documentation of that person or group's significance and good reputation in the City's, State's, or Nation's history. Please refer to the commemorative naming conditions for an individual found in this policy.
- B. Upon receipt, the Director of Parks and Recreation or the City Manager will:

- a. Review the proposed request for its adherence to the policies of the City of College Station and
 - b. Ensure that supporting information has been authenticated, particularly when an individual's name is proposed as the facility's or sub-facility's name.
- C. When deemed appropriate, the City Manager will recommend the Facilities Task Force review sub-facility renaming suggestions.
- D. The Facilities Task Force will review the sub-facility naming request at a Facilities Task Force meeting and make a recommendation to the City Council. In all cases, the City Council will have the final authority in accepting or rejecting the naming proposal by majority.

Guidelines for Re-Naming Process.

- A. The renaming of facilities or sub-facilities is discouraged. It is recommended that efforts to change a name be subject to a critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
 - a. Parks or other facilities named by deed restriction shall not be considered for renaming.
 - b. Parks and facilities named after individuals shall not be renamed unless it is determined that the individual's personal character is or was such that the continued use of the name for a facility would not be in the best interest of the City or community. Exceptions may be considered in cases of changes in use of facilities or for facility demolitions.
- B. If it is decided by the City Manager that it is in the best interest of the City to rename a major or sub-facility, it may be renamed in accordance with the criteria and guidelines outlined in the procedures of this policy.

Plaques, Markers and Memorials.

- A. Plaques, markers and memorials may be incorporated into a facility or sub-facility during the design phase of the project. Plaques, markers, and memorials that are incorporated into the design of a facility will be subject to the same oversight and controls as applicable to the rest of the project.
- B. Plaques, markers, and memorials added to a facility or sub-facility after its completion and opening will be designed and installed according to the City's Dedication Plaque Policy.

CITY OF COLLEGE STATION

DRAFT - CITY DEDICATION PLAQUE POLICY

PURPOSE

The purpose of this policy is to establish uniform instructions and procedures for developing the design and content of dedication plaques for City facilities and sub-facilities.

DEFINITIONS

- Current: In office or in the City services at the time of construction completion/dedication.
- Dedication Plaque: A plaque recognizing the official City dedication of City facilities
- Former: In office or in City service at the time the design contract was approved by City Council.
- Major Facility: Major City-owned buildings and parks built for permanent use.
- Sub-Facility: Minor City-owned structures within a major facility, such as a swimming pool, pavilion, tennis court, large water feature, or meeting room.
- Department Head: Staff member responsible for the organizational area of the facility.

POLICY

Design and installation of dedication plaques in all major facilities or sub-facilities should follow the guidelines and procedures as outlined in the policy below.

PROCEDURE

Section 1. Dedication of Major Facilities.

A. Inscription

1. When buildings are dedicated or remodeled through the use of public funds, the traditional practice is to have a plaque installed dedicating the facility. When use of plaques is desired, the inscription on such shall be limited to the following, when applicable:
 - a. Facility or sub-facility name,
 - b. The inscription "City of College Station" (if not included in the facility name),
 - c. Date of dedication (i.e. Dedicated Day Month Year),
 - d. The official City of College Station seal or logo,
 - e. Names of the current City Council
 - i. By name and title, the current Mayor, followed by the current City Council members by name and position in numerical order (see Exhibit A)

- f. Names of the former City Council
 - i. By name and title, the former Mayor(s), followed by all former City Council members, by name and listed by office, in numerical order, (see Exhibit A)
 - g. City Staff
 - i. By name and title, the current and, if applicable, former City Manager;
 - ii. By name and title, the current and, if applicable, former Assistant City Manager(s) responsible for the organizational area of the facility;
 - iii. By name and title, the current and, if applicable, former Department Head(s), and applicable staff responsible for the organizational area of the facility; and
 - iv. By name and title, the current and, if applicable, former staff project manager(s) responsible for managing the design and construction of the facility.
 - h. Project Team
 - i. By company name and title, the appropriate construction partners, such as Architect and General Contractor; and
 - ii. If applicable, a funding acknowledgement of any substantial contributions toward the project.
2. If the plaque is for the dedication of major remodeling or expansion of a facility and at the time of remodeling or expansion other plaques exist and are exhibited, the previously installed plaques will be retained and appropriately displayed in the remodeled facility.

B. Format

- 1. Building dedication plaques should be sized to complement the surroundings, at a minimum be 21" x 15" in size, and be made out of cast bronze with a leatherette dark bronze background and satin bronzed finish on all raised surfaces (such as lettering, borders, seal or logo), or other appropriate material, as determined with the appropriate executive team member approval.
- 2. The formatting of the inscriptions should follow the example in Exhibit A (attached).

C. Placement & Location

- 1. Building dedication plaques are to be affixed to the building at or near the main entrance.
- 2. Park dedication plaques are to be located at or near the main pedestrian entrance to the park, or placed in a prominent location within the park which is highly visible to the public as determined by the Parks and Recreation Department Head.

D. Design & Approval Process

1. The Project Manager responsible for the construction or rehabilitation of the facility is responsible for creating the dedication plaque, Exhibit A, proposing where it will be located, and routing it for approval.
2. Prior to purchase of and installation of the dedication plaque, its design and location must be approved and initiated by the appropriate executive team member or his/her designee, Exhibit C.
3. Request for plaque approval, along with attached design graphics, must be approved by the Department Head, City Secretary, and the appropriate Executive Team Member or his/her designee within ten (10) business days from the date of submittal. The approval process will allow the Department Head to verify and suggest appropriate staff, the City Secretary to verify correct former and current City Council Members, and allow oversight by the Executive Team Member responsible for the organizational area of the facility.

Section 2. Dedication of Sub-Facilities

- A. Occasionally, requests are made to have plaques installed on sub-facilities (e.g. when a donation is made or a sub-facility is named in memory of an individual). Small dedication plaques for occasions must be approved by the appropriate Department Head and installed according to the following guidelines:
 1. When a sub-facility is named in memory or honor of an individual or group, the sub-facility Department Head has the discretion to allow a commemorative plaque no larger than 10" x 12" in size, including the name, date (day, month and year), a brief statement(s) in memory or honor of the individual or group, and the City of College Station Logo to be affixed in the appropriate place. The full cost of the plaque, as well as its continued maintenance, will be the responsibility of the City.
 2. The Department Head also has the discretion to allow additional plaques for identification purposes, if needed. The additional plaques shall be no larger than 6" x 10" in size, include the name of the area named in honor of the individual or group, and be affixed in the appropriate places the plaques are identifying. The full cost of the plaques, as well as their continued maintenance, will be the responsibility of the City.

SIGNATURES



INITIATING DEPARTMENT:

_____ DATE: _____

DEPARTMENT HEAD:

_____ DATE: _____

ASSISTANT
CITY MANAGER:

_____ DATE: _____

CITY MANAGER:

_____ DATE: _____

Policy Effective Date:

CITY OF COLLEGE STATION
PARKS AND RECREATION DEPARTMENT POLICY AND PROCEDURE

POLICY NUMBER:
EFFECTIVE DATE:

DRAFT ~ PERSONAL MEMORIALS IN CITY PARKS

PURPOSE

To establish and provide guidelines for personal memorials in city parks.

SCOPE

This policy and procedure shall apply to College Station individuals or groups whom wish to place memorials in city parks memorializing or honoring individuals. This policy is intended for individuals or groups that wish to have a tree or bench placed in a park to memorialize or honor a loved one and is not intended for large donations in memory of someone such as fountains, reflection pools, land, etc. These requests will be submitted to the Director of Parks and Recreation or his/her designee for consideration.

AUTHORITY

This policy and procedure is established, directed and authorized by the Parks and Recreation Director.

POLICY

This policy provides a means by which College Station residents or groups may dedicate a park bench or a tree to memorialize or honor a loved one. All requests for the dedication of a park bench or tree shall be referred to the Director of Parks and Recreation or his/her designee for review and consideration.

PROCEDURES

- A. All memorial requests must be submitted in writing to the Parks and Recreation Department. The request should include the park name, and the type of memorial. The request form is attached.
- B. The memorial shall consist of one of the following options:
 1. Park Bench - The style and type of bench to best withstand weather and vandalism and to conform to benches already installed in the Park and elsewhere shall be chosen by the City. Typically a 6' Victor Stanley Steel CR-196 bench. At the resident's request, the bench can have a plaque approximately 2" by 4" in size. The plaque must conform to the wording below. Benches will be installed adjacent to sidewalks or trails or near parking lots.

2. Tree – A 30 to 65 gallon tree, which will be selected by the Parks and Recreation Department to conform with surrounding park landscaping. At the resident’s request, the tree can have a bronze plaque approximately 4” by 8” in size encased in a concrete base and located at the base of the tree. Trees will be installed adjacent to sidewalks or trails or near parking lots and will only be installed where adequate irrigation is present.
- C. The resident may only select one of the following plaque wording options:
1. “In Memory of” (name) (date of birth and death or date of memorial dedication).
 2. “In Loving Memory of” (name) (date of birth and death or date of memorial dedication).
 3. “In Honor of” (name) (date of birth and death or date of memorial dedication)
 4. In the dog park only: “In Honor Of/In Memory of (dog’s name) Friend/Member of (name of individual, organization, or family). Multiple dogs may be included if the names of all of the dogs fit on one line without altering the standard font size.
- D. The Parks and Recreation Department will be responsible for the site selection and the selection and installation of the tree and plaque. The date of the planting and installation of the tree, bench and plaque cannot be guaranteed. Requests are processed in the order they are received. Trees are planted between November 1 and March 1. Benches may be installed at any time during the year.
- E. The requesting citizen will be responsible for the cost and installation of the tree, bench and/or plaque. The Parks and Recreation Department will provide the requesting citizen the cost of the memorial, with installation, and the citizen will be responsible for paying the city designated contractor or vendor directly.
- F. The City will maintain the memorial, however is not responsible for the repair or replacement of a memorial if it becomes damaged and defaced. Although the City makes every reasonable attempt to place a tree where irrigation is present, the City is not responsible for the replacement of trees if they die. In addition, if the memorial becomes a safety hazard or does not meet city standards it can be removed without replacement.

ENFORCEMENT: The Parks and Recreation Department shall be responsible for enforcing this policy.

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APPROVALS:

DIRECTOR OF PARKS & RECREATION:

DATE:

REVISED:

