

TOWN OF WESTLAKE

RESOLUTION NO. 09-02

APPROVING THE NAMING POLICY FOR TOWN OWNED FACILITIES, RECREATION AREAS AND SPORTS FIELDS, HIKE AND BIKE TRAILS AND/OR MUNICIPAL BUILDINGS, ETC.; PROVIDING GUIDELINES AND CRITERIA FOR THE SUBMISSION OF INDIVIDUALS OR NAMES FOR CONSIDERATION.

WHEREAS, the Mayor and Town Council desires to encourage broad community support, enhancement and involvement in the Town and Academy through private donations, gifts and other private funding sources; and

WHEREAS, to ensure that recognition is afforded to those who have made extraordinary commitments, donations and achievements on behalf of the Town and/or Academy; and

WHEREAS, the need arose to provide a uniform policy for submitting naming requests to the Town Council for consideration; and

WHEREAS, We have developed a policy, attached as Exhibit "A", establishing the guidelines for name submission;

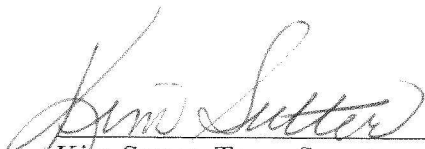
THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS:

SECTION 1. All matters stated in the Resolution above are found to be true and correct and are incorporated herein by reference as copied in their entirety.

SECTION 2. The Town Council of the Town of Westlake hereby approves the Policy for the Naming of Town Owned Facilities and Parks (**Exhibit "A"**).

PASSED AND APPROVED ON THIS 12 DAY OF JANUARY 2009.

ATTEST:



Kim Sutter, Town Secretary

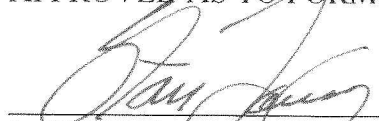


Laura Wheat, Mayor



Thomas E. Brymer, Town Manager

APPROVED AS TO FORM:



L. Stanton Lowry, Town Attorney



Town of Westlake

Town Council

POLICY FOR NAMING OF TOWN OWNED FACILITIES AND PARKS

Established by Resolution 09-02

09

POLICY FOR NAMING OF TOWN OWNED FACILITIES AND PARKS

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Purpose

The purpose of the naming guidelines is to establish the proper procedures to recognize the dedication, accomplishment or generosity of individuals and entities whose support is a valuable and integral component of the mission of the Town of Westlake and, by extension, Westlake Academy. The naming opportunities include Town owned facilities, parks, recreational areas and sports fields, hike and bike trails and/or municipal buildings -hereinafter referred to as “facilities”. In the future, additional naming opportunities may arise for brick pavers, theater seats, benches, tree plantings or other items not described above, which will also be submitted to the Council for review.

Objectives

- Encourage broad community support, enhancement and involvement in the Town and Academy through private donations, gifts and other private funding sources
- Ensure that recognition is afforded to those who have made extraordinary commitments, donations and achievements on behalf of the Town and/or Academy
- Provide a uniform policy for submitting naming requests to the Town Council for consideration and debate

Criteria

The Town Council may authorize the naming or renaming of the facilities under the following criteria:

Gift-Related Naming – occurs when a donor makes a significant monetary contribution to the Town and/or Academy

- A person or entity submitted for consideration shall have:
 - (a) Made a significant land and/or monetary donation to the Town or Academy
 - (b) Made an “In Memoriam” request as a consideration of the donation
- All requests and proposed donation amounts will be submitted to the Council for review and approval

Honorary Naming – may be submitted to recognize the dedication or meritorious contribution of a person or entity who has been instrumental in supporting the mission of the Town and/or Academy

- A person may be living or deceased and will have demonstrated a consistent or significant contribution to the citizens of the Town and/or to the students of Westlake Academy
- Naming may occur for a symbol or concept recognized as associated with the Town or Academy
- A local historical figure or leader, place, event or other instance of historical or cultural significance
- Predominant plant materials, streams, lakes, rivers and creeks

Components of the facilities or specialized areas of use may have a different name from the larger park, building, recreation area, hike and bike trail or municipal building.

Procedures

An application for a naming request of a facility should be submitted to the Town Manager who shall notify the Council of the receipt of the request.

The application must contain:

- A single recommendation or name for consideration
- A resume of the nominee
- A summation of the contributions or impact of the individual or entity on the mission of the Town and/or Academy.
- Identification of the facility for naming consideration (i.e. park space, classroom, laboratory, etc.)
- Name of the person or group making the request

Upon receipt, a review committee comprised of the Town Manager and the department head associated with the facility or park specified in the naming application will review the request and formulate a staff recommendation to the Council which will include the following:

- Current name of the facility (if applicable)
- Status or availability of the facility requested in the naming opportunity
- Estimate of the budgetary impact of signage or necessary plaque to commemorate the naming, stationary, legal fees, public notices or other costs and changes associated with the request

The application and staff recommendation will be presented to the Council for approval or rejection of the naming request.

Exceptions

In the event a gift-related naming request stipulates a condition which the Town is unable to maintain or fund, the Council retains the ability to decline the gift.

Names may be removed from consideration or from the facility if the individual is convicted of a felony or any crime involving moral turpitude, is convicted of a lesser included offense pursuant to a plea when the originally charged offense is a felony or if the individual accepts deferred adjudication for a felony or any crime involving moral turpitude.