



Council Meeting: December 4, 2012

SUBJECT: Discussion and Possible Action on Naming of Streets or Public Facilities after Fallen Officers

REPORT IN BRIEF

Since 1962, five Sunnyvale public safety officers have lost their lives in the line of duty. This report presents a proposal to commemorate the lives of these officers by naming new streets, fire stations or other public facilities in their honor.

BACKGROUND

On August 28, 2012, Councilmember Davis sponsored, and Councilmember Griffith co-sponsored, a study issue on naming new streets to honor Sunnyvale's five public safety officers who have died in the line of action. The City Manager indicated that the issue could be evaluated at a staff level and that a study issue was not necessary. Following the Council meeting, staff met with Councilmember Davis and discussed expanding the study to explore the option of naming fire stations after the fallen officers. This report explores honoring the memory of these officers by naming new streets, public facilities or fire stations after them.

EXISTING POLICY

Street Naming System: The City's current system for naming new streets was adopted in 1962. The city is divided into areas with naming themes (Attachment A). Street names are roughly alphabetical from north to south and from west to east. There is a list of pre-approved names for new streets; however other names may be considered, but must first be reviewed by other agencies (Department of Public Safety, County of Santa Clara Communications Department, and U. S. Post Office) to determine if there are potential conflicts or confusion with existing street names. The system does not specifically address alternative names, including naming streets after significant or historic individuals in Sunnyvale; however there is no prohibition from the Council from adding the names of individuals to the pre-approved street list.

Council Policy 1.1.14, Public and Private Street Rename Process and Criteria: This Policy, adopted in 2002, establishes the procedures and criteria for evaluating street renaming requests (Attachment B). The procedures for renaming a public street require a two-step process: the first step is City Council initiation of a study and the second step is processing a formal

application, study and Council public hearing and action. The staff review includes coordination with the agencies described above as well as outreach to property owners and tenants in the vicinity. The Policy does not include criteria for renaming streets after individuals.

Council Policy 7.3.23, Naming/Renaming Parks & Recreation Facilities:

This Policy addresses naming or renaming City Parks and Recreation Facilities. (Attachment C). Greatest consideration is to be given to a name that has historical significance to the City, or is in some other way associated with a Sunnyvale event, historical feature, or other community-related action. The Policy also delineates criteria for naming parks after individuals. Individual names are only to be considered if the person has made a significant contribution to the City of Sunnyvale. The names of individuals or families of living persons may be considered, but must be supported by compelling reasons. The Parks and Recreation Commission reviews any proposed name or rename and forwards a recommendation to the City Council for final decision.

Council Policy 7.3.20, Council Recognition of Individuals, Organizations

and/or Events: This Policy is designed to establish consistent criteria and procedures for official Council recognition of individuals, organizations, and/or events and to recognize the contributions and donations to the City from individuals, groups and organizations (Attachment D). This Policy does not address naming public facilities (e.g. fire stations) in recognition of the contribution of individuals, but a reference is made to above Policy 7.3.20 for this purpose.

DISCUSSION

Five Fallen Officers

Since 1962 the City of Sunnyvale has lost five public safety officers who died in the line of duty while serving the community:

PSO Gary Larson, a 23-year old two-year veteran, was shot and killed January 28, 1962, while attempting to arrest two robbery suspects.

PSO Charles Morris, a 34-year old three-year veteran, was shot and killed September 23, 1972, at the scene of a commercial burglary.

PSO Charles Fraker, a 25-year old two-year veteran died August 1, 1976, while fighting a fire when the heat of a flashover hit him.

PSO Ed Roth, a 44-year old 16-year veteran, died while fighting a commercial structure fire on North Pastoria on November 29, 1980.

PSO Manuel "Manny" Lopez, a 29-year old eight-year veteran, was killed on March 3, 1987 when his patrol car was struck by a train as he was responding to a burglary alarm.

Existing Memorials

There are two existing memorials dedicated to the memories of the five fallen officers, both located at Sunnyvale's Public Safety Building. The most recent is a granite memorial top stone which reads: "*In everlasting tribute and honor to those killed in the line of duty while faithfully serving their community*". The memorial is engraved with officers' names, hire date and E.O.W (End of Watch) date, and is located in the garden area just outside the entrance to the building. The other memorial is located in the lobby of the building and consists of a display with a separate plaque and photo dedicated to each of the five officers.

New Street Naming

The Community Development Director is responsible for administering the Street Naming System. The city's street naming convention is based on themes by neighborhood such as Spanish saints, trees, artists, southwest cities etc., and does not specifically address naming streets after significant or historic individuals in Sunnyvale. For new subdivisions, developers usually submit the proposed street name and may confer with planning staff in advance. Staff works with the developer to select an appropriate name that falls within the relevant neighborhood theme and also has a pre-approved list of theme names that the developer may pick from. Although the Street Naming System does not include criteria for naming new streets after individuals, nothing prohibits the Council from adding the five fallen officers' names to the pre-approved list.

If the Council chooses to add the officers' names to the pre-approved street list, staff would work with the Public Safety Officers Association (PSOA) to formalize the exact names to be used for street signage, for example family name only, first and last, title included, etc. (None of the officers' names duplicate current street names in Sunnyvale). The names would then be cleared with Sunnyvale Public Safety, Santa Clara County and the U.S. Post Office to make sure they will not be confused with any similar street names. Once deemed acceptable by these agencies, the names would be added to the pre-approved street name list and staff would encourage each developer proposing a new subdivision to consider naming one or more of their streets after the officers.

It is difficult to predict how long it would take for all the officers' names to be selected, however Building staff estimates that over the past ten years an average of five to ten new streets have been added to Sunnyvale annually. If this trend holds in the future, and most developers opt to pick one or more of the officers' names, streets named after all five officer's names may be completed in several years.

Public Facilities/Plaza del Sol/Fire Stations

Another option is naming public facilities after the officers. Public facilities are broadly defined as City buildings and structures, including overpasses, bridges

and viaducts, and real property, including open spaces and parks. Sunnyvale has a policy addressing public facilities; however it is focused on parks and recreation facilities (Council Policy 7.3.23). The policy does include the option of naming parks and public facilities after individuals who have made a significant contribution to Sunnyvale. The Council may wish to clarify this policy to explicitly allow naming public facilities after City employees who have lost their lives in the line of service. A draft revised 7.3.23 policy (and a minor revision to Policy 7.3.20 to include a reference to 7.3.23) is attached for possible referral to the Parks and Recreation Commission for review and recommendation (Attachments E and F).

Plaza del Sol Phase II

In 2005, Council reviewed a conceptual design for Phase II improvements at Plaza del Sol in downtown Sunnyvale. The Phase II discussions included the possibility of erecting a memorial dedicated to Sunnyvale residents and employees who have given their lives in service to the City and country. However, Phase II is currently an unfunded project.

Fire Stations

Another option is naming fire stations after the fallen officers. Reasons that could support this option include: 1) they have a high community profile, 2) are geographical dispersed throughout Sunnyvale, and 3) are directly related to Public Safety. Sunnyvale has six stations, referred to as Fire Stations 1, 2, 3, 4, 5, and 6. The Council may wish to consider assigning the honorary name of each officer after five of these stations without changing the official numerical designation of each station.

If the Council elects to direct that the fire stations carry the honorary names of the officers while retaining the stations' official numerical designations, approval of the attached resolution is sufficient Council action to direct this result (Attachment G). The resolution also states that a memorial plaque or other appropriate signage be installed at each station.

FISCAL IMPACT

New Street Naming

Naming new streets after the fallen officers has no fiscal impact, as the cost of new street signage is the responsibility of developers.

Fire Stations Naming

Five memorial plaques, exterior name signage and installation costs for public facilities or fire stations is estimated at \$10,000. Potential funding sources include the General Fund, Sunnyvale employee associations, or possibly benevolent foundations. Staff invited all employee associations to comment on possible funding sources. The Communications Officers Association suggested that it is appropriate for City funds to be used to honor the officers. PSOA said that it could not pledge any contributions to funding at this time, as this

decision would be subject to its formal decision making process. The other associations did not comment about potential funding. A budget modification may be necessary if City funds are required.

PUBLIC CONTACT

Sunnyvale Employee Associations

Staff invited input from all Sunnyvale employee associations: The Communication Officers Association, Sunnyvale Management Association, Sunnyvale Employees Association, Sunnyvale Employees International Union, Public Safety Management Association (PSMA) and the Public Safety Officers Association (PSOA). All employee associations were supportive of naming public facilities and streets after the fallen officers. However, the PSMA and PSOA expressed reservations about specifically naming the fire stations after the fallen officers.

The PSMA said fire stations are their third preference, (after public facilities, second; and streets, first). PSMA is not opposed to the fire stations, but listed them third because of some potential for awkwardness. They indicated that the symbolism of naming the fire stations after the officers is appropriate, but because there are five officers and six stations, the sixth “unnamed” station may be subtly perceived by some as a placeholder for a future fallen officer. Also, since some of the officers lost their lives in police actions not related to firefighting, it may be more appropriate to name non-fire related facilities after them.

The PSOA also expressed concern about the implication of the sixth “unnamed” fire station. While PSOA generally supports naming new streets after the officers, they mentioned that the signs should be immediately replaced or cleaned if they are tagged with graffiti.

The Sunnyvale Management Association suggested that the City consider a broader policy that would recognize all employees outside of Public Safety should a future unfortunate event occur resulting in an employee losing his/her life in the line of duty. To date, no other City of Sunnyvale employee, outside of the five fallen Public Safety Officers, has died in the line of service. However in 2002, the Council did honor the memory of the former Sunnyvale Director of Parks and Recreation by renaming the Hetch Hetchy Greenbelt, the John W. Christian Greenbelt.

Developers

Staff also contacted three developers who have done business with the City to ask their informal opinion about adding the five public safety officers’ names to Sunnyvale’s pre-approved street name list. All three developers said that they would be open to naming new streets after the officers and also thought other developers would be receptive to this option. One developer was especially enthusiastic emphasizing that it is a good idea and fitting tribute. Another

developer commented that Sunnyvale's current Street Naming System should be more flexible to allow streets to be named after long-term property owners as a way of honoring them and their connection to the local area.

Other Public Contact

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

ALTERNATIVES

1. Direct staff to submit the names of Sunnyvale's five fallen public safety officers to relevant agencies for review, in adherence with Sunnyvale's Street Naming System, add these names to the City's list of possible street names and request each developer with a new street(s) to consider naming it after a fallen officer.
2. Direct staff to amend Council Policy 7.3.23, Naming/Renaming Parks & Recreation Facilities, to clarify that it applies to other public facilities and structures and to allow naming public facilities after fallen City employees; and amend Council Policy 7.3.20, Council Recognition of Individuals, Organizations and/or Events, to include a reference to Policy 7.3.23 (Attachments E and F).
3. Approve the attached resolution designating that five fire stations carry the honorary names of Sunnyvale's five fallen officers (one name for each station) and memorialize this designation by a plaque or other signage at each station (Attachment G). Direct staff to process a budget modification once the City cost has been determined.
4. Take no action.

RECOMMENDATION

Staff recommends alternatives 1 and 2 above.

Alternative 1. Naming new streets in honor of the officers provides a permanent local neighborhood marker, memorialized on area maps, to commemorate their names for future generations.

Alternative 2. Amending Council Policy 7.3.23, Naming/Renaming Parks and Recreation Facilities, to refer to all public facilities, and revising Council Policy 7.3.20 which makes one reference to 7.3.23, clarifies the Council's policy on naming new public facilities or renaming existing ones.

Alternative 3. Staff has no recommendation on this alternative, but could pursue further if directed by the Council.

Reviewed by:

Hanson Hom, Director, Community Development Department
Prepared by: Terilyn Anderson, Project Assistant

Reviewed by,

Chief Frank Grgurina, Director, Public Safety Department

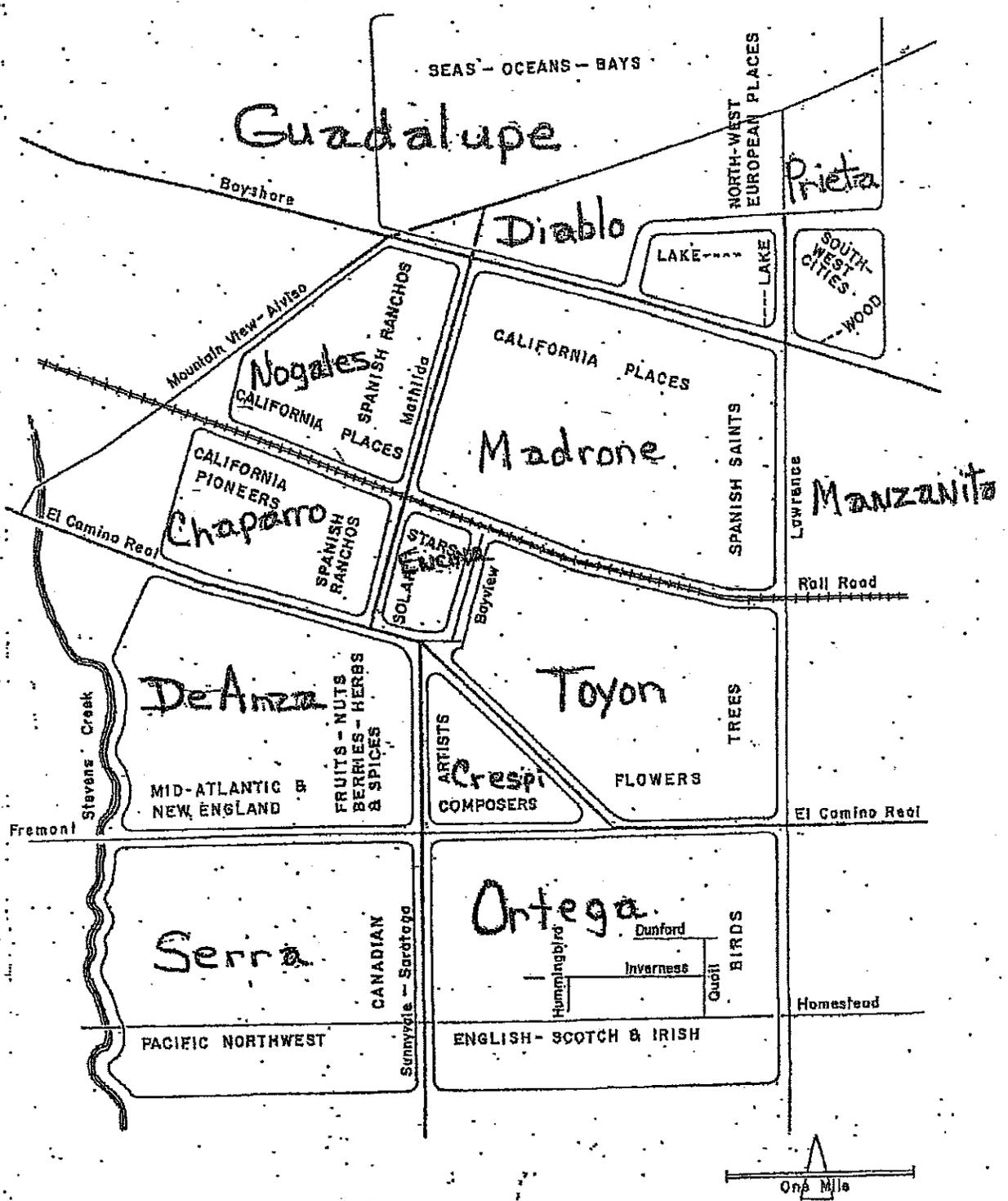
Approved by:

Gary M. Luebbers
City Manager

Attachments

- A. Sunnyvale Street Name System
- B. Council Policy 1.1.14 – Public and Private Street Rename Process and Criteria
- C. Council Policy 7.3.23 – Naming/Renaming Parks & Recreation Facilities
- D. Council Policy 7.3.20 – Council Recognition of Individuals, Organizations and/or Events
- E. Revised Council Policy 7.3.23 – Naming/Renaming Parks & Recreation Facilities
- F. Revised Council Policy 7.3.20 – Council Recognition of Individuals Organizations and/or Events
- G. Resolution

Attachment A



SUNNYVALE STREET NAME SYSTEM

NAMES OF MINOR STREETS IN EACH AREA ARE IN ALPHABETICAL ORDER FROM NORTH TO SOUTH & FROM WEST TO EAST. FOR EXAMPLE: INVERNESS WAY RUNS IN AN EAST-WEST DIRECTION & IS LOCATED SOUTH OF DUNFORD WAY. QUAIL AVENUE RUNS IN A NORTH-SOUTH DIRECTION & IS LOCATED EAST OF HUMMINGBIRD LANE. MAJOR STREETS SUCH AS FREMONT & MARY AVE. DON'T FIT THE NAME PATTERN BECAUSE THEY ARE LOCATED IN MORE THAN ONE AREA. THIS NAME PATTERN WAS STARTED IN THE MID-1950's; MOST STREETS NAMED BEFORE THEN DON'T FIT THE PATTERN.

Attachment B

COUNCIL POLICY MANUAL

Policy 1.1.14 Public and Private Street Rename Process and Criteria

POLICY PURPOSE:

This policy establishes a process for consideration of a request by a member of the public to rename a public or private street located within the city limits. This policy does not alter the existing street naming policy system. The policy also includes criteria to be used in consideration of requests to rename public or private streets.

POLICY STATEMENT:

It is the policy of the City to provide a process for consideration of the renaming of public and private streets located within the City limits. The following provides a procedural and processing format to accomplish the City's policy.

Process for a Public Street Rename Study

The street rename process for public streets shall consist of two steps; consideration of the initial request for a street rename study followed by processing of the formal application.

1. Initial request for a public street rename study:
 - A. A public street rename request shall be initiated in writing by one or more resident(s), business owner(s) or tenant(s), or by a home owners association or similar common ownership organization within the City of Sunnyvale, submitted to the Director of Community Development.
 - B. The written request must state the reason the change is being proposed, which street or streets are requested for consideration of a street name change and any proposed new name(s). A street map shall also be provided showing the location of the proposed street name change.
 - C. The Director of Community Development will schedule City Council consideration of the proposed requested street rename. The Director of Community Development shall prepare a staff report providing a brief analysis of the request.
 - D. At a public hearing, Council will, in its sole discretion, determine whether to allow the filing, with fee, of a street rename study.
2. Review of Public Street Formal Application:
 - A. If the request for a street rename study is approved by Council, consideration of the proposed street rename shall be initiated by the filing of a public hearing application (on a form provided by the Director of Community Development) along with payment of the required fee.

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- B. The required fee shall be the currently applicable Legislative Actions/General Plan Amendments fee at the time the application is filed.
- C. The application filing shall include a statement as to the reason the change is being proposed, which street or streets are requested for consideration of a street name change and any proposed new name. A street map shall be provided showing the location of the proposed street name change.
- D. The Community Development Department shall process the application, and shall be authorized to determine, on a case by case basis, the appropriate scope of public outreach, public notice and neighborhood workshops that a given application may require.
- E. Community Development Department analysis of the rename request will include, at a minimum, consultation with the City's Department of Public Safety, the County of Santa Clara, Communications Department - Technical Services Division and the United States Postal Service.
- F. The Director of Community Development shall prepare a staff report providing a detailed analysis of the request including alternatives.
- G. At a public hearing, Council will approve the requested rename if it can make the finding that it is in the public interest of the City. Council action shall be by resolution.

Process for a Private Street Rename Study

The street rename process for private streets shall consist of the filing and processing of a Miscellaneous Plan Permit.

- A. A private street rename request shall be initiated by the filing of a Miscellaneous Plan Permit Application and fee by at least 50% of property owners (or by a home owners association or similar common ownership organization) whose property is addressed on the private street under consideration to the Director of Community Development.
- B. The required fee shall be the currently applicable Administrative Request/Extension of Time fee at the time of application filing.
- C. The Miscellaneous Plan Permit Application shall include a written project description stating the reason the change is being proposed, which street or streets are requested for consideration of a street name change and any proposed new name. A street map shall be provided showing the location of the proposed street name change.
- D. The Director of Community Development shall process the Miscellaneous Plan Permit Application consistent with Chapter 19.82 of the Sunnyvale Municipal Code.
- E. Appeal of the action taken by the Director of Community Development shall be considered by the City Council.

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Street Rename Criteria

The following criteria shall be used in consideration of public and private street rename requests.

1. Number of Businesses/Residents Directly Affected
 - A. Directly affected: Consideration in this category would focus on the number of properties directly affected; the fewer properties the better.
 - B. Indirectly affected: Properties indirectly affected by the renaming of a street include those which take their address from a street that is accessed or served by the street under consideration. Consideration in this category would focus on the number of properties affected; however, the number of affected properties may be quite large due to the relationship of the street circulation grid.
2. Compatibility with Existing Street Naming System

Consideration of this criteria would include compatibility with the City's existing street naming system.
3. Appropriateness Given Types of Uses Along Subject Street

Consideration of this criterion would insure reasonable compatibility between land use and street name.
4. Recognition of Community Diversity

Consideration of this criterion would endorse evolving community diversity.
5. Recognition of Historical Significance

Consideration of this criterion recognizes the historical significance of existing street names and the importance in recognizing the potential future historical importance to current events and developments.
6. Impacts on Emergency Services

Consideration of this criterion will ensure that replacement names for existing streets will not result in confusion related to efficient access for emergency purposes.
7. Costs

Consideration of this criteria will evaluate fiscal impacts to the City and affected community, and to consider which costs the applicant should bear.
8. Precedent

Consideration of this criteria will determine whether an action to rename a street might establish a desirable or undesirable precedent.

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9. Continuity and Stability

Consideration of this criterion will evaluate the affect of a rename request on the public's general connection with the existing name.

10. Length of Street

Consideration of this criterion will review the alternative of renaming sections of the proposed street (as opposed to renaming the entire street) and how the length of such street sections may affect the continuity of the street.

(Adopted: RTC 02-147 (4/30/2002); Amended: RTC 02-206 (6/4/02); Clerical correction to original policy adoption date and RTC # (5/6/11))

Lead Department: Community Development

Attachment C

COUNCIL POLICY MANUAL

Policy 7.3.23 Naming/Renaming Parks & Recreation Facilities

POLICY PURPOSE:

The purpose of this policy is to provide the process and responsibility for naming or renaming City Parks and Recreation facilities.

POLICY STATEMENT:

Naming Parks and Recreation facilities shall be the responsibility of the City Council. Any name considerations will first be reviewed by the Parks and Recreation Commission who will make a recommendation to the City Council for naming or renaming any park and recreation facility. The following criteria will be utilized in naming Parks and Recreation facilities:

The majority of City parks presently have the name of the planning district in which they are located. Any new parks should follow the same pattern, if possible. Where this is not possible, the following criteria will be given consideration in naming a park or facility within a park:

1. Greatest consideration should be given to a name that has historical significance to the City of Sunnyvale or is in some other way associated with a Sunnyvale event, historical feature, or other community-related action.
2. Where open space has been purchased that was formerly school property or adjoined a school, and the name of the school has community significance or community recognition, consideration of the school name should be given in naming the park.
3. Naming a park for a specific individual will only be considered if that individual has made a significant contribution to the City of Sunnyvale. Names honoring individuals or families of living persons must be supported by compelling reasons.
4. Other name considerations will only be considered if one of the three above criteria does not provide a suitable name.
5. Facilities within a park which have not otherwise been named by Council may be provided identification signs by staff, limited to either the word "Sunnyvale" or the Park's official name, followed by a generic description of the facility. (e.g. "Las Palmas Dog Park" or "Sunnyvale Skatepark").

(Adopted: RTC 83-295 (7/5/1983); (Amended: RTC 05-284 (10/18/2005); (Clerical/clarity update, Policy Update Project 11/2005))

Lead Department: Department of Parks and Recreation

Attachment D

COUNCIL POLICY MANUAL

Policy 7.3.20 Council Recognition of Individuals, Organizations and/or Events

POLICY PURPOSE:

This policy is designed to establish consistent criteria and procedures for official Council recognition of individuals, organizations, and/or events and to recognize the contributions and donations to the City from individuals, groups and organizations.

POLICY STATEMENT:

It is the policy of the City to recognize noteworthy contributions, donations and achievements of individuals and organizations through resolutions, proclamations, certificates, letters, and plaques in accordance with the criteria contained in this policy, and at the discretion of the Mayor or the City Council where noted. These forms of recognition are not intended for partisan, commercial or narrow individual purposes; as such purposes are inconsistent with the overall policies of the City Council.

1. Formal Resolutions

A formal Resolution of recognition or appreciation is the highest Council honor reserved for individuals and organizations that have made extraordinary, lasting, and significant contributions to the community.

All requests for Resolutions should be directed to the Mayor's office for review. Formal resolutions are approved only by action of the City Council at a Council meeting in the following manner: In the form of a motion, the City Council will direct the City Attorney to prepare a formal Resolution Approved Resolutions will be numbered, logged, signed by the Mayor and the City Clerk, with a copy maintained in the City Clerk's records.

At the discretion of the Mayor and Council, the Resolution may be prepared for signature by all members of the City Council for presentation to the honored individual or organization. The Mayor shall determine whether the presentation should be made at a Council meeting. If presented at a Council meeting, the Mayor and/or his/her designee shall make the presentation under "Special Orders of the Day."

2. Proclamations (Ceremonial Resolutions)

Proclamations are also reserved for accomplishments and/or events of significant importance to the Sunnyvale community. Proclamations (Ceremonial Resolutions) are less formal than official Resolutions of the City Council. They do not require formal vote or action by the Council at a Council meeting, are prepared by the Executive Admin to Council, not by the City Attorney, and are not numbered and filed by the City Clerk. Proclamations are used for various forms of recognition, including:

- A. Recognition of individuals and organizations whose contributions and achievements have community-wide significance;

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- B. Recognition of Sunnyvale residents on the occasion of their 100th birthday;
- C. To call public attention to a significant community event, service or program;
- D. To highlight a special period of observance, celebration, or recognition for community, regional, state, or national occasions.

All requests for Proclamations or Resolutions should be directed to the Mayor's office for review. Proclamations will be issued at the discretion of the Mayor, but may be requested by individual Councilmembers through the Mayor. A copy of each Proclamation is maintained by the Executive Assistant to Council.

The Mayor shall determine whether a proclamation is signed by only the Mayor, or by the entire Council, and whether or not it is appropriate to present the proclamation at a Council meeting or other venue. If presented at a Council meeting, the Mayor and/or his/her designee shall make the presentation under "Special Orders of the Day." If no venue is designated, a Proclamation may be mailed to the recipient.

3. Certificates of Recognition

A Certificate of Recognition is similar in appearance to a proclamation, but is less formal. Certificates of Recognition are used to acknowledge individual or group achievement or contributions to the community, or to recognize a noteworthy event or occasion. Certificates of Recognition also are prepared for outgoing members of City Boards and Commissions, and for Sunnyvale residents on the occasion of their 90th and 95th birthdays. All certificates are signed by the Mayor only.

Certificates of Recognition on behalf of the entire Council do not require Council approval and are issued at the discretion of the Mayor. Individual Councilmembers may request through the Mayor that Certificates be prepared and issued. Certificates will be prepared and filed by the Executive Assistant to Council, with the following exception: Certificates of Recognition for outgoing members of City Boards and Commissions are prepared and filed by the City Clerk.

At the discretion of the Mayor, Mayoral letters of commendation, appreciation, congratulation, recognition, support, or greeting may be prepared on behalf of the entire Council as an alternative to Certificates of Recognition. Such letters may be used for inclusion in community event programs such as sports tournaments, service club or business organization events, and conferences held in the community. Letters shall be signed by the Mayor only, and the Mayor shall determine whether it is appropriate to present a Certificate of Recognition at a Council meeting or other venue. (Nothing in this policy shall prohibit individual Councilmembers from preparing individual notes of appreciation or congratulations to others. In this case, however, no staff support shall be provided and no presentation shall be made at a Council meeting). If presented at a Council meeting, the Mayor and/or his/her designee shall make the presentation under "Special Orders of the Day." If no venue is designated, the Certificate may be mailed to the recipient.

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4. Letters of Memoriam

A Letter of Memoriam is a short personal note approved by the Mayor, prepared by the City Clerk, and signed by the full City Council in memoriam of an individual who has made a significant contribution to the Sunnyside community. The Mayor shall determine whether it is appropriate to present a Letter of Memoriam at a Council meeting. It is customary that Council meetings closed in honor of deceased community members be accompanied by letters of memoriam. Following the Council meeting, the letter of memoriam is delivered to family surviving the deceased community member, and a copy is filed with the Clerk's Office.

5. Recognition Plaques

Frequently, requests are made to have plaques placed on buildings, sidewalks, benches, trees, or other public places for various reasons (e.g., in memoriam). City policy is to recognize donations of items and contributions to the Community by individuals or groups with a plaque or other appropriate permanent identification based on the following tiered approach:

Donation	Award
\$1 — \$5,000 Donation	A letter from the City Department Director in receipt of the donated gift.
\$5,001 — \$10,000 Donation	A certificate of appreciation from the Mayor recognizing the donation to the City.
\$10,001 — \$20,000 Donation	A plaque (approximately 8x10 inches in size) from the City to the donor recognizing the donation.
Donations of \$20,001 and above, and significant contributions of volunteer time to the Community	The citizen or group offering a donation of more than \$20,000; and the significant contribution of volunteer time by an individual, group or organization will be recognized with a plaque or other suitable recognition in an appropriate location, if desired.

In addition to the above, the City Manager has the discretion to publicly recognize smaller donations (such as park benches) with an appropriately sized and located plaque. This would be for cases where there is a discrete item donated that lends itself to a small plaque or marker. In these cases, the plaque or marker would be no larger than 3x5 inches and would simply include the name, occasion and date. The Library's program in which bookplates are inserted into books donated in honor or memory of people in the community is an example of this policy. The full cost of any such recognition is to be borne by the donor.

For those donations (\$20,001 and above), and other significant contributions to the Community qualifying for plaques or recognition staff would present a report to the Council suggesting the size, placement and wording of any commemorative plaque, with input from the relevant board or commission. The donor and/or requesting organization

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or group would be consulted as part of the staff recommendation. It is possible that something other than a simple plaque, such as a donor wall, could be an appropriate recognition. A “donor wall” would be a way to recognize multiple contributions of more than \$20,000 for a related donation on one plaque or display.

If the item donated and/or the recognition of an individual’s or group’s contributions to the Community does not fall within the jurisdiction of a board or commission, staff would make a recommendation straight to the Council. The City Council has the final authority on all plaques or permanent recognition on public property valued at more than \$20,000.

The cost for designing, producing, installing and maintaining a plaque or other recognition qualifying at the \$20,001 and above level, including the recognition of an individual’s or group’s contributions to the Community would be the responsibility of the beneficiary department. If a plaque or recognition is for something that is no longer in use (for example, a bench that has been destroyed or a building demolished), the department would not be responsible for replacing or maintaining the recognition item in perpetuity. Council will have the discretion to give additional appropriate recognition for extraordinarily large or serial donations.

6. Naming Facilities or Components of Facilities in Recognition of the Contributions of an Individual, Group or Organization shall be the responsibility of the City Council as provided by Council policy addressing the naming/renaming of Parks and Recreation facilities.

[Section 1-4: Adopted: RTC 91-111 (3/19/1991); (Clerical/clarity update, Policy Update Project 10/2005)]

[Section 5: 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) – incorporated from Council Policy 7.3.22)]

[Section 6: Adopted: RTC 06-259 (8/8/2006)]

Lead Department: Office of the City Manager

Attachment E

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Policy 7.3.23 Naming/Renaming ~~Parks & Recreation Facilities~~ Public Facilities

POLICY PURPOSE:

The purpose of this policy is to provide the process and responsibility for naming or renaming ~~City Parks and Recreation facilities~~ City public facilities.

DEFINITION

Public facilities are buildings and structures, including overpasses, bridges and viaducts, and real property, including open spaces and parks.

POLICY STATEMENT:

All Public Facilities

Naming public facilities ~~Parks and Recreation facilities~~ shall be the responsibility of the City Council. Any name considerations will first be reviewed by the relevant Parks and Recreation Commission who will make a recommendation to the City Council for naming or renaming any public park and recreation facility. The following criteria will be utilized in naming public facilities: ~~Parks and Recreation facilities~~:

~~The majority of City parks presently have the name of the planning district in which they are located. Any new parks should follow the same pattern, if possible. Where this is not possible, the following criteria will be given consideration in naming a park or facility within a park:~~

1. Greatest consideration should be given to a name that has historical significance to the City of Sunnyvale or is in some other way associated with a Sunnyvale event, historical feature, or other community-related action.
- ~~2. Where open space has been purchased that was formerly school property or adjoined a school, and the name of the school has community significance or community recognition, consideration of the school name should be given in naming the park.~~
- ~~23.~~ Naming aa public facility ~~park~~ for a specific individual will only be considered if that individual has made a significant contribution to the City of Sunnyvale. Naming a public facility after an employee who lost their life in the line of service could also be considered. Names honoring individuals or families of living persons must be supported by compelling reasons.
- ~~4.3.~~ Other name considerations will only be considered if ~~one of the three above~~ the criteria delineated in this policy does not provide a suitable name.
- ~~5.~~ ~~Facilities within a park which have not otherwise been named by Council may be provided identification signs by staff, limited to either the word "Sunnyvale" or the Park's official name, followed by a generic description of the facility. (e.g. "Las Palmas Dog Park" or "Sunnyvale Skatepark").~~

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Parks and Recreation Facilities

- A. The majority of City parks presently have the name of the planning district in which they are located. Any new parks should follow the same pattern, if possible.
- B. Where open space has been purchased that was formerly school property or adjoined a school, and the name of the school has community significance or community recognition, consideration of the school name should be given in naming the park.
- C. ~~5.~~ Facilities within a park which have not otherwise been named by Council may be provided identification signs by staff, limited to either the word “Sunnyvale” or the Park’s official name, followed by a generic description of the facility. (e.g. “Las Palmas Dog Park” or “Sunnyvale Skatepark”).

(Adopted: RTC 83-295 (7/5/1983); (Amended: RTC 05-284 (10/18/2005); (Clerical/clarity update, Policy Update Project 11/2005))

Lead Department: ~~Department of Parks and Recreation~~ Office of the City Manager

Attachment F

COUNCIL POLICY MANUAL

Policy 7.3.20 Council Recognition of Individuals, Organizations and/or Events

POLICY PURPOSE:

This policy is designed to establish consistent criteria and procedures for official Council recognition of individuals, organizations, and/or events and to recognize the contributions and donations to the City from individuals, groups and organizations.

POLICY STATEMENT:

It is the policy of the City to recognize noteworthy contributions, donations and achievements of individuals and organizations through resolutions, proclamations, certificates, letters, and plaques in accordance with the criteria contained in this policy, and at the discretion of the Mayor or the City Council where noted. These forms of recognition are not intended for partisan, commercial or narrow individual purposes; as such purposes are inconsistent with the overall policies of the City Council.

1. Formal Resolutions

A formal Resolution of recognition or appreciation is the highest Council honor reserved for individuals and organizations that have made extraordinary, lasting, and significant contributions to the community.

All requests for Resolutions should be directed to the Mayor's office for review. Formal resolutions are approved only by action of the City Council at a Council meeting in the following manner: In the form of a motion, the City Council will direct the City Attorney to prepare a formal Resolution Approved Resolutions will be numbered, logged, signed by the Mayor and the City Clerk, with a copy maintained in the City Clerk's records.

At the discretion of the Mayor and Council, the Resolution may be prepared for signature by all members of the City Council for presentation to the honored individual or organization. The Mayor shall determine whether the presentation should be made at a Council meeting. If presented at a Council meeting, the Mayor and/or his/her designee shall make the presentation under "Special Orders of the Day."

2. Proclamations (Ceremonial Resolutions)

Proclamations are also reserved for accomplishments and/or events of significant importance to the Sunnyvale community. Proclamations (Ceremonial Resolutions) are less formal than official Resolutions of the City Council. They do not require formal vote or action by the Council at a Council meeting, are prepared by the Executive Admin to Council, not by the City Attorney, and are not numbered and filed by the City Clerk. Proclamations are used for various forms of recognition, including:

- A. Recognition of individuals and organizations whose contributions and achievements have community-wide significance;
- B. Recognition of Sunnyvale residents on the occasion of their 100th birthday;

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- C. To call public attention to a significant community event, service or program;
- D. To highlight a special period of observance, celebration, or recognition for community, regional, state, or national occasions.

All requests for Proclamations or Resolutions should be directed to the Mayor's office for review. Proclamations will be issued at the discretion of the Mayor, but may be requested by individual Councilmembers through the Mayor. A copy of each Proclamation is maintained by the Executive Assistant to Council.

The Mayor shall determine whether a proclamation is signed by only the Mayor, or by the entire Council, and whether or not it is appropriate to present the proclamation at a Council meeting or other venue. If presented at a Council meeting, the Mayor and/or his/her designee shall make the presentation under "Special Orders of the Day." If no venue is designated, a Proclamation may be mailed to the recipient.

3. Certificates of Recognition

A Certificate of Recognition is similar in appearance to a proclamation, but is less formal. Certificates of Recognition are used to acknowledge individual or group achievement or contributions to the community, or to recognize a noteworthy event or occasion. Certificates of Recognition also are prepared for outgoing members of City Boards and Commissions, and for Sunnyvale residents on the occasion of their 90th and 95th birthdays. All certificates are signed by the Mayor only.

Certificates of Recognition on behalf of the entire Council do not require Council approval and are issued at the discretion of the Mayor. Individual Councilmembers may request through the Mayor that Certificates be prepared and issued. Certificates will be prepared and filed by the Executive Assistant to Council, with the following exception: Certificates of Recognition for outgoing members of City Boards and Commissions are prepared and filed by the City Clerk.

At the discretion of the Mayor, Mayoral letters of commendation, appreciation, congratulation, recognition, support, or greeting may be prepared on behalf of the entire Council as an alternative to Certificates of Recognition. Such letters may be used for inclusion in community event programs such as sports tournaments, service club or business organization events, and conferences held in the community. Letters shall be signed by the Mayor only, and the Mayor shall determine whether it is appropriate to present a Certificate of Recognition at a Council meeting or other venue. (Nothing in this policy shall prohibit individual Councilmembers from preparing individual notes of appreciation or congratulations to others. In this case, however, no staff support shall be provided and no presentation shall be made at a Council meeting). If presented at a Council meeting, the Mayor and/or his/her designee shall make the presentation under "Special Orders of the Day." If no venue is designated, the Certificate may be mailed to the recipient.

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4. Letters of Memoriam

A Letter of Memoriam is a short personal note approved by the Mayor, prepared by the City Clerk, and signed by the full City Council in memoriam of an individual who has made a significant contribution to the Sunnysvale community. The Mayor shall determine whether it is appropriate to present a Letter of Memoriam at a Council meeting. It is customary that Council meetings closed in honor of deceased community members be accompanied by letters of memoriam. Following the Council meeting, the letter of memoriam is delivered to family surviving the deceased community member, and a copy is filed with the Clerk's Office.

5. Recognition Plaques

Frequently, requests are made to have plaques placed on buildings, sidewalks, benches, trees, or other public places for various reasons (e.g., in memoriam). City policy is to recognize donations of items and contributions to the Community by individuals or groups with a plaque or other appropriate permanent identification based on the following tiered approach:

Donation	Award
\$1 — \$5,000 Donation	A letter from the City Department Director in receipt of the donated gift.
\$5,001 — \$10,000 Donation	A certificate of appreciation from the Mayor recognizing the donation to the City.
\$10,001 — \$20,000 Donation	A plaque (approximately 8x10 inches in size) from the City to the donor recognizing the donation.
Donations of \$20,001 and above, and significant contributions of volunteer time to the Community	The citizen or group offering a donation of more than \$20,000; and the significant contribution of volunteer time by an individual, group or organization will be recognized with a plaque or other suitable recognition in an appropriate location, if desired.

In addition to the above, the City Manager has the discretion to publicly recognize smaller donations (such as park benches) with an appropriately sized and located plaque. This would be for cases where there is a discrete item donated that lends itself to a small plaque or marker. In these cases, the plaque or marker would be no larger than 3x5 inches and would simply include the name, occasion and date. The Library's program in which bookplates are inserted into books donated in honor or memory of people in the community is an example of this policy. The full cost of any such recognition is to be borne by the donor.

For those donations (\$20,001 and above), and other significant contributions to the Community qualifying for plaques or recognition staff would present a report to the Council suggesting the size, placement and wording of any commemorative plaque, with input from the relevant board or commission. The donor and/or requesting organization or group would be consulted as part of the staff recommendation. It is possible that

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something other than a simple plaque, such as a donor wall, could be an appropriate recognition. A “donor wall” would be a way to recognize multiple contributions of more than \$20,000 for a related donation on one plaque or display.

If the item donated and/or the recognition of an individual’s or group’s contributions to the Community does not fall within the jurisdiction of a board or commission, staff would make a recommendation straight to the Council. The City Council has the final authority on all plaques or permanent recognition on public property valued at more than \$20,000.

The cost for designing, producing, installing and maintaining a plaque or other recognition qualifying at the \$20,001 and above level, including the recognition of an individual’s or group’s contributions to the Community would be the responsibility of the beneficiary department. If a plaque or recognition is for something that is no longer in use (for example, a bench that has been destroyed or a building demolished), the department would not be responsible for replacing or maintaining the recognition item in perpetuity. Council will have the discretion to give additional appropriate recognition for extraordinarily large or serial donations.

6. Naming Facilities or Components of Facilities in Recognition of the Contributions of an Individual, Group or Organization shall be the responsibility of the City Council as provided by Council policy addressing the naming/renaming of ~~Parks and Recreation~~ public facilities.

[Section 1-4: Adopted: RTC 91-111 (3/19/1991); (Clerical/clarity update, Policy Update Project 10/2005)]

[Section 5: 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) – incorporated from Council Policy 7.3.22)]

[Section 6: Adopted: RTC 06-259 (8/8/2006)]

Lead Department: Office of the City Manager

Attachment G

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE DESIGNATING FIRE STATIONS 1, 2, 3, 4 AND 5 TO CARRY THE HONORARY NAMES OF EACH OF SUNNYVALE’S FIVE FALLEN OFFICERS

Whereas, the City of Sunnyvale would like to honor the memory of each of Sunnyvale’s five fallen Public Safety officers; and

Whereas, the City has identified the fire stations as a symbolically relevant and high-profile community venue in order to commemorate the officers’ service to the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. In addition to their official numerical designations, five Fire Stations shall also carry the honorary names of each of Sunnyvale’s five fallen officers (one name for each station): PSO Gary Larson, PSO Charles Morris, PSO Charles Fraker, PSO Ed Roth and PSO Manuel “Manny” Lopez.

2. The fallen officers shall be memorialized by a plaque or other signage at each station.

Adopted by the City Council at a regular meeting held on December_____, 2012, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST:

APPROVED:

City Clerk
(SEAL)

Mayor

APPROVED AS TO FORM AND LEGALITY

Michael D. Martello, Interim City Attorney