



CITY OF IOWA CITY MEMORANDUM

Date: February 1, 2010
To: All Support Staff to Boards/Commissions/Affiliated Foundations
From: Dale Helling, Interim City Manager
Re: 1. Gifts/Naming Policy 2. Scheduling Special Events

The City Council is considering the following broad policy guideline with regard to the naming of public facilities.

1. No public structure or any part thereof, public feature, or other public facility may be named strictly in recognition of, or in exchange for, a monetary donation or other gift made toward the funding of said facility by an individual, organization, business or corporation, or other entity. Appropriate recognition for a philanthropic act may be made in the form of a plaque, engraving, or other suitable form of recognition in acknowledgement and appreciation of a specific gift.
2. Public facilities, with the exception of buildings, may be named after an individual of historic significance ten years or more after the individual's death.
3. All City Boards and Commissions, Departments and other City entities shall take into account these policy guidelines when conducting fund raising campaigns, naming facilities, or making naming recommendations to the City Council.

As you or a member of your staff is staff liaison to a City Board/Commission/Affiliated Foundation, please arrange to inform and discuss the above with that body. I would like feedback from each by March 31. The policy will then go back to Council for further discussion and formal consideration.

A second matter relates to the scheduling of special events or forums, town meetings, etc. that Council members may be invited to or otherwise expected to attend or in which some will likely wish to participate. Many of these are created and/or sponsored by boards or commissions. Council requests that, to the greatest extent possible, these not be scheduled opposite City Council meetings. Council meeting schedules are available on the City web site.

Please call me if you have any questions or need additional information.

cc. Department Directors