



Policy for the Naming of Public Buildings, Parks & Facilities

Policy for the Naming of Public Buildings, Parks & Facilities

- City Council directed staff to review & revise current policy



Proposed changes to Current Policy

Proposed Procedure – New Parks and Recreation Facilities

1. The Parks and Community Services Commission shall hold a public meeting that allows for community input and will generally follow a process for naming parks and recreational facilities that includes:
 - a. The Parks and Recreation Director shall receive a naming request from a developer, resident or other interested groups for a new park or new recreational facility.
 - b. The Commission shall schedule a regular or special meeting to screen, review, evaluate and prioritize the requests submitted by residents and other interested groups such as developers, the West Side Pioneers, Chamber of Commerce, etc.,. ~~by the standing sub-committee.~~
 - c. ~~The sub-committee will bring forth screen, evaluated and prioritized selections to full~~ Commission shall approve the screened, evaluated and prioritized selection and ~~for authorization to forward to City Council for final approval.~~
2. Depending on the special nature, size or location of a park, the Commission may also consider the following ideas for park naming:
 - a. Development of a community-based naming process such as a contest.
 - b. Receive input from an adjacent homeowner's association; receive input from future facility user group as identified through design process.



Proposed changes to Current Policy

Proposed Procedure for Renaming Existing of Public Buildings, Parks and Recreational Facilities.

The intent of naming is for permanent recognition. The renaming of public buildings, parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Public buildings, parks and facilities named for subjects, other than individuals, may be changed in name only if the current name is inappropriate or the park/recreational facility does not have a name and is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

The proposed process for renaming an existing of a public building, named park or facility shall be as follows:

1. A request to rename a public building, park or facility may be initiated by one (1) or more City resident(s), business owner(s), property owner(s), or City staff using the City of Tracy's Parks & Recreation Departments Nomination for Naming of Public Buildings, Parks and Facilities Application, which shall be submitted to the Parks and Recreation Director. The Application shall include letters of support, articles, documents, and other evidence demonstrating broad-based community support for the application.



Proposed changes to Current Policy

2. The application shall identify the City public building, park or facility, state the reason(s) for the proposed name change, and specify the proposed new name(s), if any.
3. The Director and City staff will review the application and determine if it is consistent with this Policy. If consistent, the application will be forwarded with a staff report to the Parks and Community Services Commission for review and consideration.
4. Applications that are determined by the Director to be incomplete, without sufficient support, or that are otherwise inconsistent with this Policy will be returned to the applicant together with a written explanation for the return. The applicant may resubmit the application at any time with new or additional information to correct the insufficiencies identified by the Director.
5. The Parks and Community Services Commission shall review the application and staff report submitted by the Director and shall make a recommendation to the City Council to approve, modify, or deny the application together with the reasons therefor.
6. All decisions with respect to the renaming of a City public building, park or facility will be at the discretion of the City Council, which shall determine whether a City park or recreation facility or portion thereof should be renamed.



Proposed changes to Current Policy

Proposed addition to add Definitions to the revised Policy:

1. “Public Buildings” are City-owned facilities that house employees or are otherwise used to conduct City business. Buildings may include, but are not limited to, the Civic Center, City Council Chambers, and Police facility. This also includes “Support Facilities” that are City-owned facilities that are used to support field operations. Support facilities may include, but are not limited to, the corporation yard and pump stations.
2. “Parks & Recreation Facilities” are all City parks, community buildings and grounds, athletic facilities, open space areas and other grounds and facilities owned or operated by the City for park, recreation or open space purposes.



Application for Current Policy

Exhibit A

CITY OF TRACY
PARKS & RECREATION DEPARTMENT
NOMINATION FOR NAMING PUBLIC BUILDINGS, PARKS AND FACILITIES

DATE OF NOMINATION _____

NOMINATOR _____

ADDRESS _____

PHONE _____

RECOMMENDED NAME _____

LOCATION _____

MINI PARK NEIGHBORHOOD PARK
 COMMUNITY PARK PUBLIC BUILDING
 PUBLIC FACILITY OTHER

IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP? _____

The policy for naming public buildings, parks and facilities is attached. The City of Tracy requests that the nominator review the attached policy and prepare a 1-2 page summary of how the recommended name meets one or more of the considerations listed in items #1-#7 attached. Please be as **complete as possible**.

Example:

- Involvement and Commitment to Community
- Local Clubs and Organizations Served
- Schools Attended
- Significance to City of Tracy
- Why nominating the person

Submit this form and summary to:

Parks & Recreation Department
Parks and Community Services Commission Park Naming Subcommittee
333 Civic Center Plaza
Tracy, CA 95376
(209) 831-4200





Think Inside the Triangle™

Commission Discussion & Action

1. Does the Commission want to have a renaming process?
2. Does the Commission want to establish a Naming Reserved List?
3. What are your thoughts/recommendations to the proposed changes?

Next Steps:

1. Review & Approve recommended draft to Council
2. Staff will return to Council with the final draft for consideration.

Naming Public Buildings, Parks and Recreation Facilities
Policy Number: D-2
Amended by resolution Date: 9/19/17

1. When named for an individual family or person, strong consideration should be given to:
 - a. The level of involvement and commitment to the Tracy community over a span of years that are sufficient for accomplishments and contributions to have taken place;
 - b. Individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, multi-cultural events and organizations, elected/appointed positions, military service, church community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment (i.e., voluntary);
 - c. The local significance and relationship of this individual or family to the City of Tracy, or to the parks and recreation systems or programs.
2. Public building, park and facility names should reflect both the current and past heritage and historical significance of the community that is now serviced. Strong consideration should be given to:
 - a. Maintaining names that represent the current and past cultural diversity of the community.
 - b. Any relevant California history that is part of the Tracy community, such as the period covered by the Spanish land grants, Indian tribal history, etc.
3. Park names should reflect the geographical significance of the park site's topography or other natural amenities that exist in or near the park property. Strong consideration should be given to:
 - a. Vistas and view corridors.
 - b. Native plants or trees
 - c. Adjacencies to creeks, streams, open space, hills, etc.
4. Public building, park and facility names should incorporate the functionality of the building, park or facility by simply stating its purpose without further description (for example the "John Smith Community Center"), especially, when a specialized facility may be a part of the park such as sports fields, etc. Special features for the park should be considered in the park name.
5. Consideration should also be given to public building, park and facility names that reflect the geographic location or adjacencies to other City facilities or schools in order to avoid confusion about the geographic location of the building.
6. If a public building, park or facility improvement is acquired or constructed by means of a substantial gift, financial contribution or financial donation by an individual, family or corporation, consideration should be given to recognizing the contribution by incorporating the benefactor's name into the facility name.

7. Rooms within public buildings may be named for individuals who have made exceptional contributions to the community such as:
 - a. The individual must have made a significant contribution to the community which resulted in the improved well being of the citizens of Tracy.
 - b. The individual must have been involved in Tracy community affairs over a span of years that are sufficient for accomplishments and contributions to have taken place.
 - c. Individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, multicultural events and organizations, elected/appointed positions, military service, church community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment (i.e., voluntary).

8. If a public building that has previously been named is proposed to have its function be moved, or is proposed for relocation, or demolition, or is destroyed through a natural disaster or other act, the City Council shall be provided an opportunity to name the replacement building.

Procedure – **New** Parks and Recreation Facilities:

1. The Parks and Community Services Commission shall hold a public meeting that allows for community input and will generally follow a process for naming parks and recreational facilities that includes:
 - a. The Parks and Recreation Director shall receive a naming request from a developer, resident or other interested groups for a new park or new recreational facility.
 - b. The Commission shall schedule a regular or special meetings to screen, review, and evaluation evaluate and prioritize the ef-requests submitted by residents and other interested groups such as developers, the West Side Pioneers, Chamber of Commerce, etc.. ~~by the standing sub-committee.~~
 - c. The ~~sub-committee will bring forth screened, evaluated and prioritized selections to the~~ full Commission shall approve the screened, evaluated and prioritized selection and ~~for authorization to~~ forward to City Council for final approval.

2. Depending on the special nature, size or location of a park, the Commission may also consider the following ideas for park naming:
 - a. Development of a community-based naming process such as a contest.
 - b. Receive input from an adjacent homeowner's association; receive input from future facility user group as identified through design process.

Procedure - Public Buildings

1. The City Council will form a sub-committee to review and evaluate requests for naming public buildings from residents, interested groups and staff.

2. The sub-committee will bring forth screened, evaluated and recommended selections for authorization by the full City Council at a regularly scheduled Council meeting.

Proposed Procedure for Renaming Existing of Public Buildings, Parks and Recreational Facilities.

The intent of naming is for permanent recognition. The renaming of public buildings, parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Public buildings, parks and facilities named for subjects, other than individuals, may be changed in name only if the current name is inappropriate or the park/recreational facility does not have a name and is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

The proposed process for renaming an existing of a public building, named park or facility shall be as follows:

1. A request to rename a public building, park or facility may be initiated by one (1) or more City resident(s), business owner(s), property owner(s), or City staff using the City of Tracy's Parks & Recreation Departments Nomination for Naming of Public Buildings, Parks and Facilities Application, which shall be submitted to the Parks and Recreation Director. The Application shall include letters of support, articles, documents, and other evidence demonstrating broad-based community support for the application.
2. The application shall identify the City public building, park or facility, state the reason(s) for the proposed name change, and specify the proposed new name(s), if any.
3. The Director and City staff will review the application and determine if it is consistent with this Policy. If consistent, the application will be forwarded with a staff report to the Parks and Community Services Commission for review and consideration.
4. Applications that are determined by the Director to be incomplete, without sufficient support, or that are otherwise inconsistent with this Policy will be returned to the applicant together with a written explanation for the return. The applicant may resubmit the application at any time with new or additional information to correct the insufficiencies identified by the Director.
5. The Parks and Community Services Commission shall review the application and staff report submitted by the Director and shall make a recommendation to the City Council to approve, modify, or deny the application together with the reasons therefor.

6. All decisions with respect to the renaming of a City public building, park or facility will be at the discretion of the City Council, which shall determine whether a City park or recreation facility or portion thereof should be renamed.

Proposed addition to add Definitions to the revised Policy:

1. "Public Buildings" are City-owned facilities that house employees or are otherwise used to conduct City business. Buildings may include, but are not limited to, the Civic Center, City Council Chambers, and Police facility. This also includes "Support Facilities" that are City-owned facilities that are used to support field operations. Support facilities may include, but are not limited to, the corporation yard and pump stations.
2. "Parks & Recreation Facilities" are all City parks, community buildings and grounds, athletic facilities, open space areas and other grounds and facilities owned or operated by the City for park, recreation or open space purposes.