



PARKS & RECREATION COMMISSION

POLICY & PROCEDURE

PARK FACILITY NAMING

I. PURPOSE

To outline the criteria and procedures for official naming of Park & Recreation Facilities in the City under management and control of the Parks & Recreation Commission.

II. PROCEDURE

1. The Parks and Recreation Commission at any regularly scheduled meeting will accept whether a new, renovated or existing facility should be named based on a submitted application. This will be decided by a majority of the commissioners present. Suggestions for names may be solicited from neighborhood organizations, individuals, and citywide groups, and all suggestions, solicited or not, will be acknowledged and recorded for consideration by the Parks & Recreation Commission.
2. Individuals, organizations, and citywide groups must provide such historical or other supportive information as appropriate to justify the recommendation in 500 words or less. Complete verification and substantiation of any claims made by a petitioning group is required. The Parks Administration, for accuracy, will review this verification. Particular attention should be directed to the “outstanding volunteer efforts” section of number 5 of this policy.
3. The names brought before the Parks & Recreation Commission at a regularly scheduled meeting which meet procedure #2 will be heard by the Parks & Recreation Commission at its next scheduled meeting.
4. The Parks & Recreation Commission will notify through the media for one month the proposed naming of a facility and will receive comment on such names.
5. The full Parks & Recreation Commission will vote at a regular scheduled meeting to decide the naming of a Parks & Recreation Facility from the name or names submitted to it that have followed all procedures and meet the criteria set forth. The Parks and Recreation Commission must have a 2/3 vote of its members to name or change the name of a facility.

III. POLICY

1. The naming of parks, recreation areas and facilities should be approached with caution, patience and deliberation, and with awareness that these actions will exert influence upon the total community for future generations.
2. To avoid duplication, confusing similarity or inappropriateness, the Commission in considering name suggestions shall review existing facility names in the park system.
3. Consideration in naming parks facilities shall be given to geographical location, historical or cultural significance, or natural and/or geological features.
4. Community Centers shall be named, wherever possible, for the geographic location that gives identity to the community.
5. No facility shall be named for a living person. Exceptions may be considered when a significant contribution of land or money is made and the donor stipulates naming of the facility as a consideration of the donation., OR WHEN EXCEPTIONALLY OUTSTANDING VOLUNTEER EFFORTS WHICH DIRECTLY BENEFIT PARKS DEPARTMENT FACILITIES AND/OR PARKS AND RECREATION PROGRAMS WOULD SO JUSTIFY.
6. There shall be a time lapse of no more than three (3) months between the receipt or a name proposal and the final recommendation on its adoption unless extenuating circumstances or the request is submitted during the Summer.
7. Portions of a facility may have a name other than that of the entire facility. (I.E., a softball field may be names within and existing Park)
8. Timing is of the essence in naming facilities since temporary designations tend to be retained. In the development of facilities requiring naming, a name shall be designated whenever possible prior to construction of the improvements.
9. A name once adopted, should be bestowed with intention that it will be permanent, and changes should be strongly resisted.
10. The policy may be amended by a two-thirds vote of the Parks & Recreation Commission.
11. Parks & Recreation Commission and all appropriate Public Officials should be invited to Dedication Ceremonies.

IV. PARKS AND RECREATION COMMISSION APPROVAL RECORD

1. Clarification on Policy #5 voted 7-0 on 1/21/99.
2. Clarification on Procedure #1, first line, #2 last line, and #6 last line were voted 7-0 on 6/1/99.
3. Clarification on Procedure #1 first line voted 6-0 on 11/18/99.
4. Voided Policy #11 voted 6-0 on 11/18/99.
5. This was policy was reviewed and approved by the Parks and Recreation Commission on February 16, 2012.
6. This policy was reviewed, updated, and approved by the Parks and Recreation Commission on May 25, 2023, with a vote of 5-0.

HUMAN RIGHTS COMMISSION POLICY STATEMENT

It is the policy of the city to assure that every individual shall have equal access to and benefit from all public services, to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, status, sexual orientation, disability or source of income undermines civil order and deprives person of the benefits of a free and open society. Nothing in this ordinance shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this ordinance that all persons be treated fairly and equally and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination and the disorder occasioned thereby.