



City of Arts & Innovation

Number: 01.021.00

# City of Riverside Administrative Manual

Effective Date: 12/22/14  
Review Date: 12/22/15  
Prepared By: City Manager Department

Approved:

  
City Manager

## **SUBJECT:**

**Naming of City-owned Land, Buildings and Facilities**

## **PURPOSE:**

The public has expressed interest periodically in the naming of City-owned land, buildings and facilities in honor of a resident or well known personality. Therefore, it is timely to consider policy, process and guiding criteria to ensure that the culture and heritage of Riverside, as well as the function of the building or facility under consideration for naming, will be considered.

## **POLICY:**

This policy establishes formal guidelines and procedures for considering naming requests by the public for City-owned land, buildings and facilities or portions thereof.

### **Policy and Priorities**

In determining the names to be given to City-owned land, buildings and facilities, the City Council may receive recommendations from the public and related advisory bodies such as the Park and Recreation Commission and Board of Library Trustees.

### **Guidelines**

In naming public land, buildings and facilities, the City Council and its advisory bodies shall consider the following criteria:

- Incorporating "Riverside" in the name where it is important for a building or facility to be identified with the City;
- Recognizing neighborhood or geographic identification, topographic features or historical or cultural significance associated with Riverside;
- Commemorating individuals who have served the City in an exceptional manner with such honor bestowed posthumously, except in cases deemed extraordinary. The person must be an outstanding, long-time City leader or a person of national prominence or historic

interest who has supported or contributed to the development or betterment of the community;

- o The request should describe specific contributions to the City and approval by next of kin to be honored.
- Commemorating individuals or organizations that have made significant land and/or monetary contribution. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the facility, typically not less than 50 percent of the value of the property or improvements; and
- Avoiding recognition of those whose contribution has been appropriately recognized in other City venues or by other means.

#### 1. Naming of Parks, Recreational Areas and Facilities

- a. A request for naming of a park, recreational area or facility shall be submitted in writing to the City Clerk for processing by the Parks, Recreation and Community Services Department (PRCSD).
- b. Those submitting a naming request should show how the proposed name is consistent with this Policy. When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- c. PRCSD staff will review the proposal for adherence to the stated guidelines and authentication of statements relative to contributions in the case of an individual before forwarding to the Park and Recreation Commission.
- d. The Park and Recreation Commission will offer the opportunity for public input on the proposed naming.
- e. The Park and Recreation Commission shall forward their recommendation to name Parks, Recreational Areas and/or Facilities to the City Council for final decision.
- f. In the absence of any public naming requests, the Park and Recreation Commission shall consider names which adhere to the Policy guidelines set forth.
- g. At a minimum, each park and community buildings will be designated a name. Naming of specific areas within a park (garden, swimming pool, lake, ballfield, etc.) is acceptable but should be kept to a minimum to avoid confusion. No park shall be given a name which might be perceived as controversial by the community. All names selected shall be acceptable and meaningful to a majority of the neighborhood/community where the park or recreation facility is located.
- h. All parks shall have an entrance sign and buildings will have a plaque for name identification.

#### 2. Renaming of Parks, Recreational Areas and Facilities

Renaming of parks, recreational areas and facilities carries with it a much greater review of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this Policy, but meeting all criteria does not ensure renaming.

- a. A request for renaming of a park, recreational area or facility shall be submitted in writing to the City Clerk for processing by the Parks, Recreation and Community Services Department (PRCSD).
- b. The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with this Policy. When renaming after a person or persons, the application will describe the contributions to the City. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal.

- c. PRCSD staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Park and Recreation Commission.
- d. The Park and Recreation Commission will offer the opportunity for public input on the proposed renaming.
- e. The Park and Recreation Commission shall forward their recommendation to rename parks, recreational areas and/or facilities to the Community Services and Youth subcommittee for review and approval to move forward to City Council for final decision.
- f. A park, recreational area or facility which has previously been named in honor of an individual will not be renamed after another individual.

### 3. Naming of Library Facilities

- a. A request for naming of a library facility shall be submitted in writing to the City Clerk for processing by the Library Department.
- b. Those submitting a naming request should show how the proposed name is consistent with this Policy. When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- c. Library Department staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Board of Library Trustees.
- d. The Board of Library Trustees will offer the opportunity for public input on the proposed naming.
- e. The Board of Library Trustees shall forward their recommendation to name library facilities to the City Council for final decision.
- f. In the absence of any public naming requests, the Board of Library Trustees shall consider names which adhere to the Policy guidelines set forth.
- g. All libraries shall have an entrance sign and plaque with the designated name located on the building following approval of the formal name.

### 4. Renaming of Library Facilities

Renaming of library facilities carries with it a much greater review of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this Policy, but meeting all criteria does not ensure renaming.

- a. A request for renaming of a library facility shall be submitted in writing to the City Clerk for processing by the Library Department.
- b. The request shall include the proposed name change, the purpose of the change and how the proposed name change is consistent with this Policy. When renaming after a person or persons, the application will describe the contributions to the City. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- c. Library Department staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Board of Library Trustees.
- d. The Board of Library Trustees will offer the opportunity for public input on the proposed renaming.
- e. The Board of Library Trustees shall forward their recommendation to rename library facilities to the City Council for final decision.

**5. Naming/Renaming of City Land, Buildings and Facilities (Non-Park, Recreational or Library)**

- a. A request for naming/renaming of City land, buildings or facilities shall be submitted in writing to the City Clerk for processing by the City Manager's Office.
- b. Those submitting a naming/renaming request should show how the proposed name is consistent with this Policy. When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- c. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the City Manager.
- d. The City Manager may assign the request for naming/renaming of non-park, recreational or library to a review board or committee for community input and review.
- e. The City Manager shall forward any recommendation to name/rename City-owned land, buildings and facilities to the City Council for final decision.

Public requests for naming of City-owned land, buildings and facilities may be submitted to the City Clerk's Office or Department having jurisdiction in writing, accompanied by a justification for the recommended name(s). All requests will be referred to the appropriate Board(s) or Commission(s) for deliberation. The related advisory bodies will evaluate the recommended name within six months following receipt of a request with their recommendation forwarded to the City Council for consideration.

The City Council will make its determination as to the naming or renaming of City-owned land, buildings and facilities at a regularly scheduled meeting of the Council at which representatives of advisory bodies and civic organizations and the general public may offer testimony.

**Recognition**

Naming may be recognized by the installation of a plaque or appropriate signage, installation of a marker or artwork as appropriate for the subject public land, building and/or facility. Manner of recognition will be determined by the advisory body and conveyed as part of their naming recommendation to the City Council.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Requesting Individual or Group:	Completes form and submits request for naming/renaming of City owned land, buildings or facility to appropriate City agency per policy guidelines.
City Clerk Staff:	Receives naming/renaming request and forwards to appropriate Department for processing.
Department Staff:	Reviews request for completeness and accuracy and adherence to policy guidelines. Refers completed naming/renaming request to appropriate Commission(s) or Board(s) for review.

Commission/Review Body:

Reviews application and receives community input, as appropriate, per policy guidelines. If a recommendation is made to name/rename a facility, that recommendation shall be forwarded to the City Council for final approval. The Commission/Review Body may, however, choose not to move a request forward.

ATTACHMENT: City-owned Land, Buildings and Facilities Naming/Renaming Application



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Nominated By: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit Application to: City Clerk, 3900 Main Street, Riverside, CA 92522