

Memorandum



City of Tempe

Date: May 2, 2012
To: Mayor and Council
From: Chad Heinrich, Government Relations Coordinator
Through: Charlie Meyer, City Manager
Jeff Kulaga, Assistant City Manager
Subject: Naming City Facilities

The attached Draft Procedure for Naming City Facilities has been revised following Mayor and Council's discussion and input during the November 2, 2011 Issue Review Session.

The following document establishes a process for naming a City facility in recognition of an individual. This recommended procedure also includes suggested naming guidelines one should consider when completing a naming request.

The procedure excludes the naming of city streets and alleys as these City facilities are formally named through City ordinance found in Chapter 25 Article III of Tempe City Code. New street names are approved by the development review commission before such streets are officially named. Further, Mayor and Council may change, rename, or name an existing or newly established street at any time upon recommendation of the development review commission. This action is accomplished by City Council Resolution.

In keeping consistent with this existing street naming policy, staff recommends that final approval by City Council Resolution should accomplish the naming of any other City facility as well.

In addition to revising the procedure based on Mayor and Council's input, one added item is included in this draft. Staff recommends that proof of an individual's consent to the proposed naming be included with any naming request. This requirement has been added as number five in the section listing information that must be included in any City facility naming request.

As always, if I can be of any additional assistance, just let me know.

Draft Procedure for Naming of City Facilities

Purpose:

This document establishes a process for naming a City facility in recognition of an individual. This document includes suggested naming guidelines to consider when completing a naming request.

Definitions:

- “City facility,” any building, structure or property owned by the City of Tempe and any City right-of-way excluding the naming of City streets and alleys as governed by Chapter 25 Article III of Tempe City Code;
- “Individual,” a natural person whose name is submitted as part of, or in whole, as a proposed facility name;
- “Felony,” an offense for which a sentence to a term of imprisonment in the custody of any state within the United States or the Federal Bureau of Prisons is authorized by a law of any state, or the United States.
- “Naming guidelines,” suggested information to include in any City facility naming request;
- “Naming request,” the City facility naming request and all supporting documentation;
- “Proposed facility name,” the City facility name that the requesting entity proposes be adopted by the City Council;
- “Requesting entity,” the individual, entity, or group that is initiating the naming request;
- “Supporting documentation,” any documents used to support the naming guidelines.

The following information must be included in any City facility naming request:

- 1) Current City facility name and street address;
- 2) Requesting entity and contact information;
- 3) Proposed facility name;
- 4) A written summary that includes information about the individual in the proposed facility name. The summary should explain how the individual’s contribution relates to any one or more of the naming guidelines;
- 5) Proof of consent to the proposed facility name by the individual for whom the City facility is to be named.

The following naming guidelines should be considered when preparing the naming request:

- 1) The requesting entity should not be the same as the proposed facility name;
- 2) The proposed facility name should not be similar to any existing City facility name;
- 3) The connection between the contribution of the individual and the City facility should be thoroughly explained;
- 4) The naming request should contain information supporting the affiliation between the individual and the City;
- 5) The naming request should summarize the individual’s contributions through community service, involvement, or dedication beyond an ordinary interest level that clearly resulted in tangible benefits to the City.

Examples of tangible benefits to the City may include:

- a. An enhanced well-being and quality of life for City residents;
 - b. Preservation of the City’s history;
 - c. Contributions toward the acquisition, development, or conveyance of land, buildings, structures or other amenities to the City or community;
 - d. Local, state or national recognition for work in public service that directly impacted the City;
 - e. An act of heroism;
 - f. Any other contribution that resulted in tangible benefits to the City or City residents.
- 6) The naming request shall not include a proposed facility name for an individual who has been convicted of a felony.

Procedure

The requesting entity shall deliver the naming request with the City Manager. The City Manager shall determine if the naming request is complete and, if so, appoint a Review Committee. The Review Committee shall consist of 5 members who shall be current members of any board or commission within the City. The Review Committee shall review the naming request and report its recommended action to the City Manager. If the Review Committee recommends approval of the naming request, the City Manager shall submit the naming request to the City Council for consideration. If the Review Committee recommends denial of the naming request, the City Manager shall notify the requesting entity and the City Council of the recommendation.

Approval by City Council Resolution shall accomplish the naming of the City facility.