

# Memorandum



---

## City Attorney

DATE: December 1, 2016

TO: Mayor and Council

FROM: Andrew B. Ching, City Manager (Ext. 8575)  
Judi Baumann, City Attorney (Ext. 8779)

SUBJECT: Procedure for Naming of City Facilities

Staff is proposing taking some time for consideration of improvements to the current Procedures for Naming City Facilities in order to more closely align with the City Council's Strategic Priorities. During this period of time there would effectively be a moratorium imposed on the application and processing of naming requests under the current Procedures. Recommendations, including proposed guidelines, would be brought back to the City Council for your consideration.

In 2012, the City Council approved procedures and guidelines for the processing of requests to name City facilities. (Resolution No. 2012.30 attached.) Council may wish to consider amendments in keeping with the Council's stated goals of: enhancing the quality of life for all Tempe residents; maintaining financial stability and vitality; developing and maintaining strong community connections; implementing sustainable growth and development; and ensuring safe and secure communities.

RESOLUTION NO. 2012.130

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF TEMPE, ARIZONA, APPROVING PROCEDURES FOR  
NAMING OF CITY FACILITIES.**

WHEREAS, the City Council of Tempe wishes to adopt written procedures for naming of City facilities, including parks, buildings, structures and rights of way (except for streets and alleys); and

WHEREAS, the City of Tempe desires to establish fair and consistent procedures for naming of City facilities;

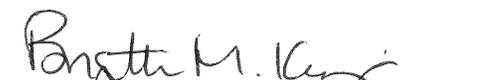
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, as follows:

1. That the procedures for naming of City facilities as set forth on *Exhibit A*, attached hereto and incorporated herein by this reference, is hereby approved and adopted.
2. That should the need arise, the Mayor or his designee is hereby authorized to execute any documents that may be necessary to carry out the purpose of this resolution.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, THIS 13th day of December, 2012.

  
Mark W. Mitchell, Mayor

ATTEST:

  
Brigitta M. Kuiper, City Clerk

APPROVED AS TO FORM:

  
Andrew B. Ching, City Attorney

## EXHIBIT A

### Procedure for Naming of City Facilities

#### **Purpose:**

This document establishes a process for naming a City facility in recognition of an individual, and includes procedures to follow 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 the 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 guidelines listed in the following section;

- 5) Proof of consent to the proposed facility name by the individual for whom the City facility is to be named or, in the case of a deceased individual, proof of consent of a family or legal representative.

**The following guidelines apply to any 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.

**Re-Naming:**

The City Council reserves the right to re-name any City facility previously named, if it is determined that it is in the best interest of the community that the facility should no longer bear its current name. The City Manager shall remove the name from any City facility if the person for whom the facility was named has been subsequently convicted of a felony. If a name is removed from a facility, it shall immediately revert to its previous name, until the City Council approves a new name.

**Procedure:**

The requesting entity shall deliver the naming request to the City Clerk. The City Clerk shall determine if the naming request is complete and, if so, shall submit the naming request to the Mayor for assignment to the appropriate Board, Commission, or Committee. The Board, Commission, or Committee so assigned shall review the naming request and report its recommended action to the City Council.

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