

## Attachment A

### City Council Policy – Naming of City Facilities (Lands, Streets, Parks and Other Property)

#### 1 PURPOSE

The purpose of this policy is to establish a standard set of criteria and processes for the official naming and renaming of City Lands, Streets, Parks or portions thereof and other personal Property, such as benches, play structures, monuments, etc., (collectively “City Facilities”) in the City of Vallejo.

City Facilities are important to the fabric of the community. City Facilities create a sense of place by contributing to the identity, culture, health and wellbeing, and overall value of the City. The names of City Facilities provide opportunities to honor the City’s history and its extraordinary citizens and groups who have served to better the community for future generations.

The City of Vallejo Council Policy Manual (hereinafter referred to as "Council Policy Manual") sets forth policies and procedures by which the City Council shall conduct City Council business and activities.

##### 1.1 Objectives

1. Establish a standard set of criteria and processes for the official naming of City Facilities.
2. Ensure that City Facilities are easily identified and located.
3. Encourage public participation in the naming of City Facilities.
4. Ensure that City Facilities create a sense of place for the community.
5. Ensure that City Facilities recognize and honor the City’s history and its extraordinary citizens and groups who have served to better the community for future generations.
6. Ensure that the naming or renaming of any City street does not negatively impact existing residents and businesses on that street.

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## 2 POLICY

### 2.1 GENERAL GUIDELINES

- A. The City Council shall have the final authority to name and rename all City Facilities.
- B. The City Council shall have the final authority to designate commemorative City Facilities names and plaques.
- C. Under extraordinary circumstances, the City Council may revoke the current name of any City Facility.
- D. It is the intent of this policy to prohibit the changing of street names that have existing homes or businesses using the street name in their address, except under extraordinary circumstances.
- E. No City Facilities shall be named after a currently (at the time of the naming action) seated elected or appointed official.

### 2.2 CRITERIA FOR NAMING CITY FACILITIES

Recommended names may be considered if they meet one or more of the following criteria:

- A. Geographic location and/or prominent geographic feature or local reference point
- B. Individual, group, event, culture, or place of historical significance
- C. Specific Plan Name
- D. Development Name (i.e. Subdivision, School, etc. not including developer name)
- E. An individual or group recognized as a Contributor to the community:

a. Contributors must meet the following criteria:

- i. Record of outstanding citizenship or service.
- ii. Made a positive impact on the residents of the community.

*And, one of the following:*

- iii. Extensive service and/or support for the betterment of the community.
- iv. Extensive contributions to City Facilities without which the land or facility may not exist.
- v. Extensive contributions to the establishment of lands or facilities for public use.

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- vi. Extensive contributions to the community, its history, resources, environment, culture, diversity, development or economy.
  - b. Recognition of individuals who meet the above criteria must have been deceased two or more years.
- F. An individual or group recognized by the community as a Donor:
- a. Donors must meet the following criteria:
    - i. Record of outstanding citizenship.
    - ii. Made a positive impact on the residents of the community.
    - iii. The request for a specific name is made at the time of donation.
- And, one of the following:*
- iv. The capital or material exceeds 51% of the acquisition or development costs of the facility.
  - v. Have provided land for public use.
- b. Conditions of donation that specify the name of City Facilities as part of an agreement or deed must be approved by the City Council, after review and recommendation by the City Attorney.

### 2.3 EXCLUSIONS

Recommended names of City Facilities shall not:

- A. Be or be perceived to be discriminatory against or derogatory of race, color, ethnic origin, gender identity or expression, sex, sexual orientation, creed, political affiliation, disability or other social factors;
- B. Result in inappropriate abbreviations or acronyms;
- C. Duplicate another named City Facility;
- D. Unduly detract from the character, or aesthetic quality of the Facility or unreasonably interfere with the enjoyment or use of the Facility;
- E. Place the City in conflict with any agreements established in the acquisition or management of the property; and
- F. Make a direct or indirect reference to recent events or recently deceased individuals, except as deemed appropriate under the “historical”, “contributor” or “donor” criteria sections.

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#### 2.4 PROCESS FOR NAMING CITY FACILITIES

The City Council of the City of Vallejo is the responsible approval body for the naming of City Facilities. Recommendations for names may be presented to the City Council for consideration by one of the following processes:

- A. City Council Recommendation - The City Council may recommend and approve a name as the City's governing body.
- B. Committee Recommendation – The City Council may establish an ad-hoc committee to recommend a name to the City Manager for consideration by the City Council.
- C. City Staff Recommendation - The City Council may direct the City Manager to have City Staff conduct outreach to get community input on recommending a name to the City Manager for consideration by the City Council.
- D. Community Recommendation - Community members, businesses, organizations, and City boards and commissions may submit recommendations to the City Manager for consideration by the City Council.
- E. Contributor/Donor Recommendation – A Contributor, Donor, or friends, family, or associates of a Contributor or Donor may submit recommendations to the City Manager for consideration by the City Council.

#### 2.5 PROCESS FOR RENAMING FACILITIES

The renaming of existing City Facilities shall occur only under extraordinary circumstances and after thorough review and public input. It is the policy of the City to retain long-standing names of City Facilities to preserve names that are historical to the community. Renaming may only take place if one of the following criteria have been met:

- A. **Redevelopment:** A City Facility is redeveloped or repurposed.
- B. **New Capital or Material Contribution:** Donor individual, group, or private company has made a substantial contribution to the City for the acquisition, improvement, upkeep, or operation of the Facility, meeting or exceeding a 51% contribution requirement.
- C. **Honorary:** Renaming of an existing Facility in honor of a Contributor is considered appropriate and warranted based on extraordinary circumstances as determined by the City Council.
- D. **Unsuitability:** A name is in conflict with the naming policy and/or is deemed inappropriate by the City Council.

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#### 2.5.1 General Renaming Process Notes

The renaming of City Facilities must adhere to the criteria and processes outlined in this policy. Consideration shall be given to issues of confusion, impact on the community, level of contribution by Contributor or Donor.

#### 2.6 PROCESS FOR NAMING AND RENAMING CITY SMALL AMENITIES

The City Council may develop fundraising opportunities to solicit donations towards City-owned amenities in exchange for recognition (e.g., bricks in a park, tree planting and signage, fountains, memorial benches, etc.).

The naming of City Small Amenities are subject to this policy and are subject to City Manager approval. The City Manager shall provide 14-days notice to the City Council of a proposed naming of a small amenity. Any City Council Member may within said 14 day period request that such proposed naming of a small amenity be forwarded to the City Council for action.

If the City Manager is unsure if a specific feature qualifies as a City Small Amenity, the City Manager shall seek direction from City Council.

### **3 DEFINITIONS**

“City Facilities” – Includes land, structures, open spaces, natural features, and “portions” thereof, including, but not limited to, streets, buildings, wings of buildings, indoor or outdoor auditoriums, interior rooms of buildings, pavilions, gardens, parks, tree groves, gardens, plazas, trails, and the like, that are owned and operated by the City.

“City Small Amenities” – Include benches, picnic tables, playgrounds, fountains, statues, pergolas, gazebos, and the like, owned and/or operated by the City.

“Portions” – Include specific features within City Facilities such as a trail, garden, tree grove, pavilion, auditoriums, and the like, that are owned and/or operated by the City. For example, a park may carry an overall name, but a trail, playground, or other feature of that park may carry another name.

“Contributors” – An individual or group who is recognized by the City Council as having contributed significant service for the betterment of the community.

“Donors” – An individual or group who is recognized by the City Council as having contributed significant capital, material, and land for the betterment of the community.



Council Policy No. xxx  
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**4 MATERIALS**

- 4.1 Naming Recommendation Application Form- City-Owned and Operated Facilities (including Small Amenities)

**City-Owned and Operated Facilities (including Small Amenities)**

**Naming Recommendation Application Form**

Applicant Name: \_\_\_\_\_

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

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

Location of Facility, (Describe address or other identifying feature and character of Facility – eg: street, land, building, bench, park, playground, etc.): \_\_\_\_\_

Portion of Facility (if applicable): \_\_\_\_\_

Individual or Group to be Recognized: \_\_\_\_\_

Recommended Name: \_\_\_\_\_

Recommended names may be considered if they meet one or more of the naming criteria: *(check applicable boxes)*

- Geographic location and/or prominent geographic feature or local reference point
- Individual, group, event, culture or place of historical significance
- Specific Plan Name
- Development Name (i.e. Subdivision, School, etc. not including developer name)
- An individual or group recognized by the community as a Contributor:

Contributors must meet the following criteria: *(check applicable boxes)*

- Record of outstanding citizenship.
- Made a positive impact on the residents of the community.  
And, one of the following:
- Extensive service and/or support for the betterment of the community.
- Extensive contributions to City Facilities without which the Facility may not exist.
- Extensive contributions to the establishment of Facilities for public use.
- Extensive contributions to the community, its history, resources, environment, culture, diversity, development or economy.

For individual Contributors,

- Recognition of individuals who meet the above criteria must have been deceased two or more years.
- An individual or group recognized by the community as a Donor:

Donors must meet the following criteria: *(check applicable boxes)*

- Record of outstanding citizenship.
- Made a positive impact on the residents of the community.
- The request for a specific name is made at the time of donation.

And, one of the following:

- The capital or material exceeds 51% of the acquisition or development costs of the facility.
- Have provided land for public use.

Conditions of donations that specify the name of City-owned Facilities as part of an agreement or deed must be approved by the City Council, after review and recommendation by the City Attorney.

Additional Required Information

Biographical Information:

Civic Involvement:

Connection to Facility (or portion):

Reason for Nomination:

Additional Comments: (additional information may be attached)