



# City of Santa Clara

## Meeting Agenda

### Governance and Ethics Committee

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Monday, June 2, 2025

10:00 AM

City Hall – Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

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The City of Santa Clara is conducting Governance and Ethics Committee meetings in-person and continues to have methods for the public to participate remotely or in-person.

- Via Zoom: <https://santaclaraca.zoom.us/j/98559951444>
- Webinar ID: 985 5995 1444
- By phone: +1 669 444 9171

To submit written public comment before meeting:

Send email to [mayorandcouncil@santaclaraca.gov](mailto:mayorandcouncil@santaclaraca.gov) by 10 a.m. one day before the date of the meeting. Emails will be forwarded to Committee members and will be uploaded as supplemental meeting material.

Note: Emails received as public comment will not be read aloud during the meeting.

#### CALL TO ORDER AND ROLL CALL

#### CONSENT CALENDAR

- 1.A 25-645 [Approval of the May 1, 2025 Governance and Ethics Committee Special Meeting Minutes](#)

**Recommendation:** Approve the minutes of the May 1, 2025 Governance and Ethics Committee Special Meeting

#### PUBLIC PRESENTATIONS

*[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]*

#### GENERAL BUSINESS

2.     **25-218**     [Review and Approval on Amendments to Council Policy 035 \("Naming of Facilities"\) to Proposed Council Policy 035 \("Naming of City Streets, Parks and Other Facilities"\)](#)

***Recommendation:*** Approve amendments, if any, to Council Policy 035 ("Naming of Facilities") to Proposed Council Policy 035 ("Naming of City Streets, Parks and Other Facilities") to be brought forth to the City Council for consideration and approval.

**STAFF REPORT**

**COMMITTEE MEMBER REPORTS / FUTURE REFERRALS FOR CONSIDERATION**

**ADJOURNMENT**

**MEETING DISCLOSURES**

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

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Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



## Agenda Report

25-645

Agenda Date: 6/2/2025

### **REPORT TO GOVERNANCE AND ETHICS COMMITTEE**

#### **SUBJECT**

Approval of the May 1, 2025 Governance and Ethics Committee Special Meeting Minutes

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

#### **FISCAL IMPACT**

There is no fiscal impact to the City other than administrative staff time.

#### **PUBLIC CONTACT**

Public contact was made by posting the Governance and Ethics Committee agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

#### **RECOMMENDATION**

Approve the minutes of the May 1, 2025 Governance and Ethics Committee Special Meeting

Reviewed by: Maria Le, Assistant to the City Manager, City Manager’s Office

Approved by: Jovan D. Grogan, City Manager

#### **ATTACHMENTS**

1. DRAFT May 1, 2025 Governance and Ethics Committee Meeting Minutes



# City of Santa Clara

## Meeting Minutes

### Governance and Ethics Committee

05/01/2025

10:00 AM

City Hall – Council Chambers  
1500 Warburton Avenue  
Santa Clara, CA 95050

#### Special Meeting

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- Via Zoom: <https://santaclaraca.zoom.us/j/98559951444>
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**Present** 2 - Member Suds Jain, and Member Kevin Park

**Excused** 1 - Chair Raj Chahal

#### CALL TO ORDER AND ROLL CALL

Chair Jain called the meeting to order at 10:03 a.m.

A motion was made by Committee Member Park and seconded by Chair Jain to excuse Committee Member Chahal for an excused absence due to traveling back from the NCPA Conference for City business.

**Aye:** 2 - Member Jain, and Member Park

**Excused:** 1 - Chair Chahal

#### CONSENT CALENDAR

- 1.A. [25-523](#) Approval of the March 3, 2025 Governance and Ethics Committee Meeting Minutes

**Recommendation:** Approve the minutes of the March 3, 2025 Governance and Ethics Committee Meeting

**A motion was made by Committee Member Park and seconded by Chair Jain to approve the minutes of the Governance and Ethics Committee meeting from March 3, 2025.**

**Aye:** 2 - Member Jain, and Member Park

**Excused:** 1 - Chair Chahal

### **PUBLIC PRESENTATIONS**

None.

### **GENERAL BUSINESS**

2. [25-468](#) Discussion and Request for Direction on a Comprehensive City Charter Update Process for Presentation to the City Council (DEFERRED FROM MARCH 3, 2025)

**Recommendation:** Review, discuss and provide direction on the proposed process for a Comprehensive City Charter Update for presentation to the City Council.

**City Attorney Glen Gogins** provided a presentation to the Committee on a comprehensive City Charter amendment process. City Attorney Gogins presented the City Charter history, reasons to consider a comprehensive charter update process and examples of provisions for possible modification. The Committee discussed the need for the process and the composition of the Charter Review Committee.

**A motion was made by Committee Member Park and seconded by Chair Jain to recommend to the City Council to initiate a Charter review process, including potentially having a workshop as part of the recruitment process for the Charter Review Committee, and present options on the composition of the Charter Review Committee.**

**Aye:** 2 - Member Jain, and Member Park

**Excused:** 1 - Chair Chahal

3. [25-469](#) Discuss and Provide direction to Staff on a potential Council Policy that provides Guidance on the scheduled start times for City Council meetings (DEFERRED FROM MARCH 3, 2025)

**Recommendation:** Discuss and Provide direction to Staff on a potential Council Policy that Provides Guidance on the scheduled Start times for City Council meetings, if any, for consideration by the City Council.

**City Manager Jovan Grogan** presented an item for discussion and Committee direction for a potential Council Policy that provides guidance on the scheduled start times for City Council meetings. The policy would potentially include flexibility for start times of meetings, efforts to poll for meetings, and when meetings are scheduled. Committee members discussed the potential start times, number of meetings, availability, and the scheduling process. The Committee confirmed staff should proceed with developing a policy with options to consider to bring back to the Committee.

4. [25-470](#) Review and Action on the 2025 Governance and Ethics Committee Workplan (DEFERRED FROM MARCH 3, 2025)

**Recommendation:** Approve the 2025 Governance and Ethics Committee Workplan with any additional amendments.

**City Manager Grogan** presented on the preliminary workplan items for the Committee. The City Manager noted some items are scheduled to return to the Committee including the review and finalization of Ethics documents, the development of the Ethics Commission work efforts, updating City Council policies and developing a comprehensive Council Policy manual.

Committee members discussed the workplan items. Committee members recognized the need for a comprehensive Council Policy manual, text message retention policy, and also reviewing sufficient budget for City Commissioner trainings.

**A motion was made by Chair Jain and seconded by Committee Member Park to approve the workplan.**

**Aye:** 2 - Member Jain, and Member Park

**Excused:** 1 - Chair Chahal

## **STAFF REPORT**

## **COMMITTEE MEMBER REPORTS / FUTURE REFERRALS FOR CONSIDERATION**

**ADJOURNMENT**

Chair Jain adjourned the meeting at 12:20 p.m.

**MEETING DISCLOSURES**



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## Agenda Report

25-218

Agenda Date: 6/2/2025

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### REPORT TO GOVERNANCE AND ETHICS COMMITTEE

#### **SUBJECT**

Review and Approval on Amendments to Council Policy 035 ("Naming of Facilities") to Proposed Council Policy 035 ("Naming of City Streets, Parks and Other Facilities")

#### **BACKGROUND**

The purpose of Council Policy 035 ("Naming of Facilities") is to establish the criteria and procedures for the naming of City of Santa Clara (City) facilities. The policy's objectives are to establish and maintain a system to ensure that decisions on naming opportunities are made in an equitable and consistent manner and that the naming actions maintain alignment with the City's Mission Statement and Code of Ethics and Values.

The Governance and Ethics Committee was established by Council action on February 5, 2019, to consolidate the Governance Committee, Ethics Committee, and the Facilities Naming and Honorary Recognition Ad Hoc Committee. The Committee focuses on the refinement or establishment of policies and procedures regarding City Council operations and general good government practices, as well as the further implementation of the City's Code of Ethics & Values program. This Committee is also responsible for reviewing requests for facility naming and honorary recognitions.

The current Council Policy 035 ("Naming of Facilities") (Attachment 1) was last reviewed by the Governance and Ethics Committee on March 13, 2023, with amendments brought forth by the Task Force on Diversity, Equity and Inclusion. The revised policy was brought forth to the City Council for final review and approved on October 10, 2023, by adopted Resolution No. 23-9270.

In an effort to further define criteria and provide consistent and clear procedures for naming proposals for City streets, parks and other facilities, staff will present proposed amendments to the Governance and Ethics Committee for consideration at the June 2, 2025 meeting.

#### **DISCUSSION**

Staff reviewed several naming policies from other cities, including the cities of Alameda, Gilroy, Milpitas, Mountain View, San Jose, Saratoga, and Sunnyvale. As part of the benchmarking process, staff reviewed elements from the various naming policies. Staff proposes the following amended areas to Council Policy 035 as highlighted in yellow in the Proposed Council Policy 035 ("Naming of City Streets, Parks and Other Facilities") (Attachment 2).

#### **Proposed Amendments to Council Policy 035**

The following are proposed amendments to Council Policy 035 for consideration by the Governance and Ethics Committee:

1. **Title:** Revising title of policy to include the naming and process for City streets to be titled as:

Council Policy 035 (“Naming of City Streets, Parks and Other Facilities”).

2. **Role of Historical and Landmarks Commission (HLC):** The proposed policy includes language to include the HLC in the naming process for streets and also for other City facilities. Per the City Charter 2.120.110, the Historical and Landmarks Commission (HLC) acts in an advisory capacity to the City Council in all matters pertaining to historical landmarks, **names and renaming of streets**, museums and the establishment thereof in the City, and the marking and preservation of historical landmarks and places.
3. **Criteria for Commemorative Naming of Streets, Parks, and Facilities:** The Policy includes guidelines for naming recognition.

Existing Guidelines in Current Policy:

- a. Geographic location, demographic information, or prominent environmental feature(s) of the area that the building/facility is located shall be considered.
- b. Individuals living or deceased, who have made outstanding contributions to the City of Santa Clara community or of regional state or international significance.
- c. Honoring the important contributions and accomplishments of individuals from underrepresented communities
- d. Opportunities to foster a more welcoming, equitable, and inclusive environment as well as to reflect and connect with the City’s diverse community
- e. Naming Rights Agreement: Agreements may provide a financial benefit to the City with sponsorships or naming rights agreements for City-owned facilities which aligns with the City’s mission and values.

**Additional Proposed amendments for consideration:**

- f. Consideration of names with common or historical usage (e.g. clusters streets named after U.S. Presidents).
- g. The individual/organization must have demonstrated outstanding achievements, contributions, and/or enrichment of the City of Santa Clara community. The contribution of the person being honored must have been extraordinary, significant, and unique, setting this individual apart from others who contributed to the community. This may be evident by documented history of the individual’s contributions or receipt of recognitions and awards.
- h. The individual being honored by the dedication or naming has a direct and long-term association with the feature or facility such as:
  - i. Developer of the designated feature
  - ii. Donor of the land to the City of Santa Clara
  - iii. Person who played a large part in protecting the land or feature for public benefit
  - iv. Person who played a large part in providing community services through the feature or facility

Where applicable, permission will be sought from the honored individual's surviving family, preferably, next of kin.

- i. Donation/Deed of Land/Facility: If negotiated or otherwise required as a condition of property donation or deed, a naming requirement for a park or facility on such land shall be honored, although a geographic or characteristic name is preferred.
- j. Names that are similar to existing streets, parks, and facilities or properties in the area should be avoided in order to minimize confusion. The City should avoid changing street names along any continuous alignment.

**4. Procedural Amendments:** The proposed policy includes the following additional steps to clearly define the process for naming proposals.

- a. **Approved List of Names for City Facilities, Parks & Streets:** The Historical Landmarks Commission already maintains a list of approved names for streets. The proposed amendment would allow the list to be used for consideration of naming proposals for City facilities, parks and streets. Additional names not on the list may be considered. This list is updated and approved by the City Council on an annual basis or as needed.
- b. **Number of Options for Names:** The process will include all naming proposals to provide at least two and no more than three options for naming recommendations to the Governance and Ethics Committee.
- c. **Naming of new parks and recreation facilities:** The Parks and Recreation Commission will make the initial recommendation to the Governance and Ethics Committee regarding parks and recreation facilities. This process may include a community outreach process via the Parks & Recreation Commission to provide the public an opportunity for input.
- d. **Naming of Streets & Other City Facilities:**
  - i. **Streets:** As a current practice, the Historical and Landmarks Commission makes the final recommendation to the City Council regarding the naming of streets. The process may include a community outreach process via the Historical & Landmarks Commission, that provides the opportunity for public input.
  - ii. **Other Facilities:** The Historical and Landmarks Commission will make the initial recommendation to the Governance and Ethics Committee regarding the naming of other (non-Parks & Recreation) facilities. The process may include a community outreach process via the Historical & Landmarks Commission, that provides the opportunity for public input.
- e. **Role of Governance and Ethics Committee:** After considering any recommendations from the Parks and Recreation Commission or the Historical and Landmarks

Commission, the Governance and Ethics Committee will make final recommendation(s) on naming of all City parks/recreation and other City facilities to the City Council to be considered at a publicly noticed meeting.

As noted, the Historical and Landmarks Commission will continue to make final recommendations on naming of all streets to the City Council to be considered at a publicly noticed meeting.

- f. Unique Instances for Facility Naming:** Under circumstances, where an expedited naming process is necessary or appropriate, nominations may be proposed by City staff or members of the public for City parks, facilities or streets to the City Manager's Office or by written request by City Councilmembers through Council Policy 030 ("Adding an Item to an Agenda"). Nominations in compliance with this policy will be recommended to the City Council to be considered at a publicly noticed meeting.

The updated policy also includes clean up language and corrections.

At the June 2, 2025 Governance and Ethics Committee meeting, staff will present background and proposed amendments to Council Policy 035 for discussion and review. If additional amendments are approved, staff will bring forward the revised policy and a resolution to the full City Council for their consideration and approval.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

### **FISCAL IMPACT**

There is no fiscal impact associated with the approval of the recommendation.

### **COORDINATION**

This report was coordinated by the City Manager's Office, Parks & Recreation Department, Community Development Department and the City Attorney's Office.

### **PUBLIC CONTACT**

Public contact was made by posting the Committee agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Approve amendments, if any, to Council Policy 035 ("Naming of Facilities") to Proposed Council Policy 035 ("Naming of City Streets, Parks and Other Facilities") to be brought forth to the City Council for consideration and approval.

Reviewed by: Maria Le, Assistant to the City Manager, City Manager's Office  
Approved by: Jovan D. Grogan, City Manager

**ATTACHMENTS**

1. Current Council Policy 035 ("Naming of Facilities")
2. Proposed Council Policy 035 ("Naming of City Streets, Parks and Other Facilities")



## **NAMING OF FACILITIES**

### **PURPOSE**

To establish the criteria and procedures for the naming of City of Santa Clara (City) buildings and facilities. The policy's overarching objectives are to establish and maintain a system to ensure that decisions on naming opportunities are made in an equitable and consistent manner and that the naming actions maintain current and future alignment with the City's Mission Statement and Code of Ethics and Values.

### **POLICY**

The City Council shall name municipal buildings/facilities in recognition and consideration of the following:

- Individuals, living or deceased, who have made outstanding contributions to the City or Santa Clara community
- Individuals, living or deceased, who have made contributions of local, state, national or worldwide significance
- Honoring the important contributions and accomplishments of individuals from underrepresented communities
- Opportunities to foster a more welcoming, equitable, and inclusive environment as well as to reflect and connect with the City's diverse community
- Geographic location, demographic information, or prominent environmental feature(s) of the area that the building/facility is located
- Naming Rights Agreement: Agreements may provide a financial benefit to the City with sponsorships or naming rights agreements for City-owned facilities which aligns with the City's mission and values.

Naming proposals will require thorough research to ensure alignment with this policy and with the City's Mission Statement and Code of Ethics and Values.

The renaming of existing municipal buildings/facilities shall be discouraged and shall occur only under extraordinary circumstances, after thorough study. The process of renaming may be done only after undertaking thorough and comprehensive research and deliberation. Individuals after whom buildings are named, and who later are found to violate the City's Code of Ethics and Values or Mission Statement may have their names removed from the buildings that bear their names.



## **NAMING OF FACILITIES**

### **Naming Proposals**

#### **PROCEDURE**

1. Proposals for naming of municipal buildings or facilities shall be referred to the responsible Department.
2. Upon receipt of a naming or renaming proposal of a City building or facility, the Department Head will review if the proposed name is reflective of at least one of the following criteria:
  - a. An individual, living or deceased, who has made outstanding contributions to the City or Santa Clara community
  - b. An individual, living or deceased, who has made contributions of local, state, national, or worldwide significance
  - c. Honors the most important contributions and accomplishments of individuals from communities underrepresented in the Named City Facilities List.
  - d. Presents an opportunity to foster a more welcoming, equitable, and inclusive environment as well as to reflect and connect with the City's diverse community
  - e. Geographic location and demographic information of the area that the building or facility is located
  - f. Prominent geographic or environmental feature(s) of the area that the building or facility is located

The City will maintain an inventory list of all Santa Clara facilities and buildings that have been named, including any available background of why the name was selected ("Named City Facilities List"). Any naming proposal will be reviewed against the Named City Facilities List to confirm that it is not duplicative of previously approved proposals.

If the naming or renaming proposal is reflective of at least one of the criteria, the Department Head will refer the proposal to the appropriate City Board, Commission, or Committee.

If the naming or renaming proposal is not reflective of at least one of the criteria, the Department head will extend appreciation of input to the proposer and explain City's policy regarding naming of facilities.

3. After the Department Head forwards the proposal, the City Board, Commission, or Committee, shall review all naming proposals at a





## **NAMING OF FACILITIES**

publicly noticed meeting and make a recommendation to the, Governance and Ethics Committee which shall consist of three City Councilmembers appointed by vote of the Council, and the City Manager.

4. The Governance and Ethics Committee shall review all naming recommendations at a publicly noticed meeting and make a recommendation to the City Council for final approval.
5. The City Council shall consider the naming recommendation(s) at a publicly noticed meeting and will have final approval of all naming recommendations.
6. Upon Council approval, the approved naming recommendation shall be added to the Named City Facilities List with all associated information.

### **Renaming Proposals**

The process for renaming existing municipal buildings/facilities will follow the same steps as outlined in this procedure. In addition, it will require the proposer to include any and all research supporting the claim that there has been a violation of the City's Code of Ethics and Values or Mission Statement.

### **References**

*8/2003 City Council approved Policy & Procedure 035 Naming of Facilities*  
*1/2010 Amended Policy & Procedure 035 Naming of Facilities*  
*6/10/2019 Amended and Adopted Resolution 19-8752*  
*10/10/23 Amended and Adopted Resolution 23-9270*



## NAMING OF **CITY STREETS, PARKS AND OTHER FACILITIES**

### **PURPOSE**

To establish the criteria and procedures for the naming of City of Santa Clara (City) **streets, parks,** and facilities. The policy's objectives are to establish and maintain a system to ensure that decisions on naming opportunities are made in an equitable and consistent manner and that the naming actions maintain current and future alignment with the City's Mission Statement and Code of Ethics and Values.

### **POLICY**

#### **Commemorative Naming of Facilities, Parks and Streets**

The City Council shall have the sole and final authority to approve names of City streets, parks, and other facilities.

The selection of commemorative names must be done in a manner that ensures that there is broad based support for the naming and general acknowledgement that the individual being honored has made extraordinary contributions to the community.

The naming of Santa Clara streets, parks and other facilities will be determined with consideration of the following criteria:

1. Geographic location, demographic information, or prominent environmental feature(s) of the area that the building/facility is located shall be considered.
2. Consideration of names with common or historical usage.
3. Individuals living or deceased, who have made outstanding contributions to the City of Santa Clara community or of regional state or international significance.
4. The contribution of the individual/organization being honored must have demonstrated outstanding achievements, contributions, and/or enrichment of the City of Santa Clara community. The contribution of the person being honored must have extraordinary, significant, and unique, setting this individual/organization apart from others who contributed to the community. This may be evident by documented history of the individual's contributions or receipt of recognitions and awards.
5. The individual being honored by the dedication or naming had a direct and long-term association with the feature or facility such as:
  - a. Developer of the designated feature
  - b. Donor of the land to the City of Santa Clara



## NAMING OF CITY STREETS, PARKS AND OTHER FACILITIES

- c. Person who played a large part in protecting the land or feature for public benefit
- d. Person who played a large part in providing community services through the feature or facility

Where applicable, permission will be sought from the honored individual's surviving family, preferably, next of kin.

6. Honoring the important contributions and accomplishments of individuals from underrepresented communities
7. Opportunities to foster a more welcoming, equitable, and inclusive environment as well as to reflect and connect with the City's diverse community
8. Naming Rights Agreement: Agreements may provide a financial benefit to the City with sponsorships or naming rights agreements for City-owned facilities which aligns with the City's mission and values.
9. If negotiated or otherwise required as a condition of property donation or deed, a naming requirement for a park on facility on such property shall be honored, although a geographic or characteristic name is preferred.
10. Names that are similar to existing streets, parks, and facilities or properties in the area should be avoided in order to minimize confusion.
11. The City should avoid changing street names along any continuous alignment.

**Approved List of Names for City Facilities, Parks & Streets:** The Historical Landmarks Commission already maintains a list of approved names for streets. The proposed amendment would allow the list to be used for consideration of naming proposals for City facilities, parks and streets. Additional names not on the list may be considered. This list is updated and approved by the City Council on an annual basis or as needed.

### **Renaming Process for Streets, Parks and Facilities**

The renaming of existing municipal facilities shall be discouraged and shall occur only under extraordinary circumstances, after undertaking thorough and comprehensive research and deliberation. Individuals after whom buildings are named, and who later are found to violate the City's Code of



## **NAMING OF CITY STREETS, PARKS AND OTHER FACILITIES**

Ethics and Values or Mission Statement may have their names removed from the buildings that bear their names.

The process for renaming existing municipal facilities will follow the same steps as outlined in this procedure. Where a name is proposed to be removed or replaced the proposer should include any and all research supporting any claim that party whose name is to be removed or replaced has violated the City's Code of Ethics and Values or Mission Statement.

### **PROCEDURE**

#### **Naming Proposals**

Naming proposals will require thorough research to ensure alignment with this policy and with the City's Mission Statement and Code of Ethics and Values.

#### **In General**

1. All naming and/or renaming of a facility will be implemented by City Council Resolution.
2. Although the City will have final decision-making authority on any names selected, public input will be received, and other names may be proposed and requested to be considered by the City Council.
3. Should this policy or the implementation hereof conflict with any City Ordinance, Code, or other laws and regulations, the respective City Ordinance, Code, or other laws and regulations shall prevail.

#### **Naming of Parks & Recreation Facilities:**

The naming of new parks and recreation facilities may include a community outreach process via the Parks & Recreation Commission, that provides the opportunity for the public to provide suggestions and input based on the criteria outlined in the policy.

1. Nominations for names may be submitted to the Parks & Recreation Commission for review and recommendation by members of the public.
2. The Parks & Recreation Commission may refer to the approved HLC names inventory list.
3. The Parks & Recreation Commission will provide at least two and no more than three options for naming recommendations.
4. Names provided by the Parks & Recreation Commission will be considered for review and recommended to the Governance and Ethics Committee.



## NAMING OF CITY STREETS, PARKS AND OTHER FACILITIES

5. Choosing from the names recommended by the Parks & Recreation Commission, the Governance and Ethics Committee will make final recommendation(s) on naming of facilities to the City Council to be considered at a publicly noticed meeting.

### **Naming of Streets & Other City Facilities:**

The naming of new streets and other City facilities (non-Parks & Recreation) may include a community outreach process via the Historical & Landmarks Commission, that provides the opportunity for the public to provide suggestions and input based on the criteria outlined in the policy.

1. Nominations by the Historical & Landmarks Commission in compliance with this policy will be considered for review and recommended to the City Council.
2. The Commission may refer to the list of approved names from the HLC inventory list. The Commission will provide at least two and no more than three options for naming recommendations.
3. Nominations for names may be submitted to the Historical Landmarks Commission for review and recommendation by members of the public.
4. **Streets:** The Historical & Landmarks Commission will make recommendations for street names directly to the City Council to be considered at a publicly noticed meeting.
5. **Other Facilities:** Names provided by the Historical & Landmarks Commission for other facilities (will be considered for review and recommended to the Governance and Ethics Committee.
6. Choosing among the names recommended by the HLC, the Governance and Ethics Committee will make final recommendation(s) on naming of other facilities to the City Council to be considered at a publicly noticed meeting.

### **Unique Instances for Facility Naming:**

Under circumstances, where an expedited naming process is necessary or appropriate, nominations may be proposed by City staff or members of the public for City parks, facilities or streets to the City Manager's Office or by written request by City Councilmembers through Council Policy 030 ("Adding an Item to an Agenda"). Nominations in compliance with this policy will be recommended to the City Council to be considered at a publicly noticed meeting.



## NAMING OF **CITY STREETS, PARKS AND OTHER** FACILITIES

### Citywide Inventory List

The City will maintain an inventory list of all Santa Clara **streets, parks** and facilities that have been named, including any available background of why the name was selected ("Named City Facilities List"). Any naming proposal will be reviewed against the Named City Facilities List to confirm that it is not duplicative of previously approved proposals.

### **References**

- 8/2003      *City Council approved Policy & Procedure 035 Naming of Facilities*
- 1/2010      *Amended Policy & Procedure 035 Naming of Facilities*
- 6/10/2019 *Amended and Adopted Resolution 19-8752*
- 10/10/23 *Amended and Adopted Resolution 23-9270*