



NAMING OF FACILITIES

PURPOSE

To establish the criteria and procedures for the naming of City of Santa Clara buildings and facilities.

POLICY

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

- Individuals, living or deceased, who have made outstanding contributions to the City of Santa Clara or Santa Clara community
- Individuals, living or deceased, who have made contributions of local, state, national, or worldwide significance
- The geographic area in which the municipal building/facility is located Geographic location, or prominent environmental feature(s), or historical significance, of the area that the building/facility is located

For the purpose of this Policy, the term “facility” shall mean property, other than streets, owned by the City of Santa Clara, portions thereof, and amenities or appurtenances thereto. Examples of a “facility” include: a City park, a meeting room within a City building, a trail, or a park bench.

The renaming of existing municipal buildings/facilities shall be discouraged and shall occur only under extraordinary circumstances, after thorough study. A proposal for the renaming of an existing building or facility shall be subject to the same procedure as set forth below for the original naming of the building or facility.

~~This policy does not change the existing procedures for Facility Naming recommendations from City Commissions. Under current practice, Parks and Recreation Commission, Youth Commission, Board of Library Trustees, and Cultural Advisory Commission make recommendations to the City Council for names of facilities relating to their respective Commissions. In addition, the Historical and Landmarks Commission, is responsible for recommendations on naming of streets and historical facilities.~~

PROCEDURE

1. Proposals for naming of municipal buildings or facilities shall be referred to the responsible Department Head for the facility, detailing consistency with the policy criteria for naming of facilities, Council Ad Hoc Facilities Naming Committee, which shall consist of three City Council Members appointed by vote of the Council, and the City



NAMING OF FACILITIES

~~Manager. Meetings of the Ad Hoc Committee shall be open to the public.~~

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 in accordance with at least one of the following criteria as outlined in this policy:
 - a. An individual, living or deceased, who has made outstanding contributions to the City of Santa Clara or Santa Clara community
 - b. An individual, living or deceased, who has made contributions of local, state, national, or worldwide significance
 - c. Geographic location, prominent environmental feature(s), or historical significance, of the area that the building/facility is located

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 responsible for acting in an advisory capacity to the City Council for the building or facility at issue (e.g., a naming proposal for a park facility shall be referred by the Director of Parks and Recreation to the Parks and Recreation Commission).

If the naming or renaming proposal is not reflective of at least one of the criteria, after conferring with the City Manager's Office, the Department Head will explain respect appreciation of input regarding the naming proposal to the proposer and explain the City's policy and the City's decision to decline the proposal. ~~regarding naming of facilities.~~

3. After the Department Head forwards the proposal, ~~t~~The Ad Hoc Committee ~~City Board, Commission, or Committee,~~ shall review all naming proposals at a publicly noticed meeting, with the exception of naming proposals from the Parks and Recreation Commission and the Historical and Landmarks Commission, and make a recommendation to the City Council, Governance and Ethics Committee which shall consist of three City Council Members 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 deny the recommendation or make a recommendation to the City Council for



NAMING OF FACILITIES

final approval.

5. The City Council shall consider the naming recommendation at a publicly noticed meeting and will have final approval of all naming recommendations.

3. In the event the City Council denies a naming proposal, the City Manager's Office will express appreciation regarding the naming proposal to the proposer and explain the City's policy, and the City's decision to decline the proposal.

The City Council shall have the sole discretion to decide the naming of a facility.

Naming proposals from the Parks and Recreation Commission and the Historical and Landmarks Commission shall go directly to the City Council. The City Council at its discretion can choose to refer these naming proposals to the Ad Hoc Committee.

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.

Reference: City Council-approved policy dated August 2003