

	<b>ADMINISTRATIVE POLICIES</b>	<b>RESOLUTION NO.</b> 2023-134	<b>PAGE 1 of 3</b>
		<b>REVISION</b>	<b>SUPERSEDES</b>
<b>SUBJECT</b> Naming and Renaming of City Parks, Recreational Facilities, and Amenities Policy		<b>EFFECTIVE DATE</b> August 16, 2023	

## A. PURPOSE

This policy establishes guidelines and a process for considering requests to name or rename City-owned and operated parks, recreational facilities, and amenities.

## B. DEFINITION OF TERMS

1. Park - an officially recognized parcel of land dedicated to the City or owned and managed by the City and used for public recreation purposes.
2. Recreational Facility - a City-owned structure used for public recreation purposes. Examples include, but are not limited to, community centers, aquatic centers, and amphitheaters.
3. Amenity - a smaller, support facility that is located within or is part of a recreational facility. Examples include, but are not limited to, picnic pavilions, ball fields, playgrounds, monuments, walkways, or gardens.

## C. POLICY

1. The Mayor and City Council shall have the final authority to name and rename parks, recreational facilities, and amenities.
2. The Mayor and City Council shall also have the final authority to revoke the current name of any park, recreational facility, and amenity.
3. Applications may be submitted by community groups, individuals, City staff, or elected officials by submitting a City of San Bernardino Application for Naming and Renaming Parks, Recreational Facilities, and Amenities to the Director of Parks, Recreation, and Community Services Department.
4. The application period will be open annually beginning January 1 through January 31.
5. Applications shall be submitted in writing and shall be given equal consideration without regard to the source of the nomination.
6. Applicants must clearly articulate in writing on the standard application how the proposed name meets the criteria set forth in this policy. Evidence to support the justification may be required.
7. To show substantial community support, the application form shall be accompanied by a petition with a minimum of 100 signatures of support from residents of the City of San Bernardino.
  - a. Petitions must include the names and addresses of all residents who sign the petition.
8. Applications will undergo a review process by one or more City commissions before being referred to the Mayor and City Council.

9. The naming of any City park, recreational facility, and amenity is intended to be an act in perpetuity.
  - a. Sites which already bear the name of an individual, group, or organization shall not be considered for renaming to uphold the original intent of honor and respect unless substantial evidence supports the findings that the individual, group, or organization was falsely credited with the honor for which the facility was named or that the name now tarnishes the reputation of and brings harm to the City.
  - b. Any such cause for renaming shall be referred by the Parks, Recreation, and Community Services Department to the Arts and Historical Preservation Commission where such evidence shall be evaluated and thoroughly studied before the request is referred to the Parks, Recreation, and Community Services Commission.
  - c. The application shall first be considered at a publicly noticed meeting of the Parks, Recreation, and Community Services Commission. The Commission shall refer its recommendation to the Mayor and City Council, who shall exercise final authority regarding the naming.

#### **D. SELECTION CRITERIA**

1. The selection of a name for any City park, recreational facility, or amenity must meet one or more of the following criteria:
  - a. Is of an identifiable geographic location or a name that provides a link to City, County, State, or National heritage or development.
  - b. Is appropriate to the park, recreational facility, or amenity to reflect native wildlife, history, geographic area, or natural geologic features related to the City of San Bernardino.
  - c. Is of a significant historical event, a local landmark, or for a historical figure.
  - d. Represents the City's ethnic and cultural diversity.
2. The following criteria will be used in evaluating the use of names of persons, either living or deceased:
  - a. The name of an individual has a longstanding affiliation with the City of no less than 20 years of significant community service, involvement, and/or contributions beyond the ordinary interest level whose efforts. The individual's efforts have:
    - i. enhanced the quality of life and well-being of City residents;
    - ii. contributed to the preservation of the City's history or culture; or
    - iii. made exemplary or meritorious contributions to the City or its residents; or
  - b. The individual must be identified as a City of San Bernardino resident, a member of a San Bernardino service organization, or employed within the city during his/her community or public service.
3. The name of an individual, organization or business may be used if there has been a significant contribution towards the acquisition of the site either by donation of land or the cost of providing the facility.

- a. "Significant" is defined as providing the amount of land required to complete the development of the site, funding for the total cost of the facility to be named or providing funding for that portion of the total cost which would not have been available from any other source (such as federal/state loans or appropriations, bond issues, etc.).
    - i. In such circumstances, the contribution and the naming of the facility may be recognized through a formal agreement approved by the Mayor and City Council.
  - b. Property or open space that is dedicated to the City as a condition of development shall not be named based on payment or cost but may be named pursuant to any other provision of this policy.
4. The name of a City employee may be used, regardless of length of City service, if performance of City service caused, or significantly contributed to the death, serious illness, or disability of said employee; or if said employee performed pioneering, breakthrough, or lifesaving measures on behalf of the City.
  5. The City of San Bernardino shall not name any facility in honor of an individual or organization which promotes, supports, or produces products which may be detrimental to the public health, safety, or well-being, or which are not intended for consumption or use by minors.

## **E. PROCESS**

1. Requests for naming or renaming parks, recreational facilities, or amenities shall be submitted in writing to the City's Parks, Recreation, and Community Services Department on the standard Naming and Renaming City Parks, Recreational Facilities, and Amenities application form.
2. Applications will be reviewed for completeness using the naming criteria in this policy by the department Director or designated department staff.
3. Completed applications will be forwarded to the Parks, Recreation, and Community Services Commission for review, public comment, and discussion at a regularly scheduled public meeting.
4. If the nomination involves renaming a park, recreational facility, or amenity, the request must first be referred to the City's Arts and Historical Preservation Commission for review and evaluation before the request is forwarded to the Parks, Recreation, and Community Services Commission.
5. After the Parks, Recreation, and Community Services Commission has considered the request, the Parks, Recreation, and Community Services Commission will then make a recommendation. If more than one completed application is received for the same site, the Commission will consider all petitions before making a final recommendation.
6. City staff shall submit the recommendation to the City Attorney's Office to undergo a legal review and staff will prepare the necessary documents (resolution, staff report, etc.) to present the recommendation to the Mayor and City Council for final approval. A cost analysis must also be prepared if expenditures associated with the recommendation are anticipated.
7. If a recommended name is rejected by a majority of the City Council, the process shall be referred to the originating Parks, Recreation, and Community Services Commission for reconsideration.