



MEMORANDUM

CITY MANAGER'S OFFICE

DATE: April 13, 2010

TO: Mayor & City Council

THROUGH: Kevin Burke, City Manager

FROM: Ben Fisk, Deputy City Manager

CC: Jim Wine, Deputy City Manager

RE: Facility Naming

City Council recently requested staff research a request to name a section of the Flagstaff Urban Trail System (FUTS) in memory of former Councilwomen, Karen Cooper. Staff has identified two locations; 1) The Fort Valley Trail that runs from Navajo Dr to Cheshire, 2) the trail that runs from Fort Valley Rd. along Shultz Pass Rd.

On October 2, 2001, City Council adopted Resolution No. 2001-73, a Resolution of the City of Flagstaff City Council Establishing a Policy for Naming or Changing the Name of City Facilities.

The Resolution provides a step by step process to be used for consideration of facility naming. Section 2 Paragraph 4 last sentence states; if the proposed name is that of an individual, the person must have been deceased for two years.

Any recommended changes to the existing resolution are to be in resolution form, approved by City Council. Those changes could include eliminating the two year wait period for naming a facility for an individual or a repeal of the existing resolution in its entirety.

We would recommend scheduling this item on Section 8 for discussion and direction at the April 20 City Council meeting.

RESOLUTION NO. 2001-73

A RESOLUTION OF THE CITY OF FLAGSTAFF CITY COUNCIL
ESTABLISHING A POLICY FOR NAMING OR CHANGING THE NAME
OF CITY FACILITIES.

WHEREAS, selecting a name for a public facility is an important aspect of defining a community; and

WHEREAS, the Mayor and Council wish to establish criteria by which City of Flagstaff facilities are named;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. The Mayor and Council of the City of Flagstaff authorize a resolution to establish a policy for naming City of Flagstaff facilities. "City facilities" include, but are not limited to, buildings, portions or rooms of buildings, parks, streets, and special areas owned by the City in fee or dedicated to or by the City for the public's use or benefit.

SECTION 2. The procedure for naming City facilities is as follows:

1. All recommendations for a facility name shall be forwarded to the appropriate Commission, i.e., library facilities to Library Commission, parks to Parks and Recreation Commission, streets to Traffic Commission as applicable.
2. A person or group wishing to submit a request for consideration of a proposed name shall submit a written request for consideration to the City Manager or designee who shall forward the request to the appropriate Commission staff liaison. The written request will include the reason for the

proposed name, indicate the level of community support for the proposed name, and provide additional written materials for justification and or clarification.

3. Staff members affiliated with facility development may initiate efforts to solicit input from the community for suggested facility names. This may be accomplished through various means, and may include naming contests, ballots, public workshops, and similar participation processes.
4. The naming of a facility shall normally be done in conjunction with the community or neighborhood that will be served by the facility.
5. A new facility shall be named as early as possible. Ideally the facility is named prior to the beginning of design for development so that the facility/area takes on an early identification and allows for proper tracking during development. At the latest, the naming of a newly constructed facility shall be done to coincide with the completion of construction and/or dedication ceremonies.
6. The appropriate Commission shall process naming proposals in a manner to provide thorough review. The Commission shall forward no more than three recommendations for each facility to the City Council. The City Council may accept the recommendations and shall make a final selection, or return the matter to the Commission for further review.

SECTION 3. Acceptable criteria for names for City facilities are as follows:

1. The proposed name describes the geographical area where the facility is located.
2. The proposed name describes something specifically unique to Flagstaff or Northern Arizona (flora, fauna, geology, Native American or other cultural descriptive terminology).
3. The proposed name acknowledges significant financial support received from either an individual or an organization that pays for the land, facility construction, and/or on-going operating and maintenance needs of the facility. Commercial names shall not be used for permanent naming.

4. The proposed name acknowledges significant non-monetary support received from either an individual or an organization that contributed in a definitive way to the betterment of the Flagstaff community and its citizens. The individual or organization must be accepted by the general public and/or the related professional field as a local, state, or national hero/contributor, or has had historical significance. If the proposed name is that of an individual, the person must have been deceased for two years.
5. Although not encouraged, facility names may be changed under extraordinary circumstances if justified and recommended by the Commission and approved by the City Council.

SECTION 4. The following topics, while related, are exempt from this policy:

1. Corporate Sponsorship. Financial sponsorship of a temporary nature will be addressed in a separate process.
2. Equipment Donations. A person or group may wish to donate a special piece of equipment to a facility. Plaque dedications, paid for by the donor in conjunction with the equipment, have traditionally been used and do not require formal naming considerations. The staff member with functional administrative responsibility for the respective facility, i.e. Library Director for library or Parks and Recreation Director for swimming pool, has the authority to determine the procedure for recognizing these contributions. The City of Flagstaff is not obligated to maintain donations of equipment in perpetuity.
3. Volunteer Labor and Beautification. A portion of a facility may be "adopted" by a person or group wishing to provide volunteer labor for maintenance and beautification of the facility. These facilities shall not be re-named for the individual or group; however, temporary signage may be installed to acknowledge the assistance of the individual or group.

PASSED AND ADOPTED by the Council and approved by the Mayor of the City of Flagstaff, this 2nd day of October, 2001.

MAYOR

ATTEST:

CITY CLERK

APPROVED TO AS FORM:

CITY ATTORNEY

