

**RESOLUTION NO. 2008-204**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE ADOPTING  
THE CITY OF ELK GROVE FACILITY NAMING POLICY**

**WHEREAS**, it is important that the City of Elk Grove create a city-wide policy for the naming of City facilities; and

**WHEREAS**, it shall be the policy of the City of Elk Grove to name facilities in a manner that will provide an easy and recognizable reference to the City's residents and visitors; and

**WHEREAS**, the City of Elk Grove Facility Naming Policy, Attachment A of this resolution, outlines all the necessary elements and steps of the policy and determines that the City Council shall authorize naming of all City facilities within its jurisdiction by a majority vote.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Elk Grove hereby adopts the City of Elk Grove Facility Naming Policy.


**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 27th day of August 2008.

  
\_\_\_\_\_  
GARY DAVIS, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

  
\_\_\_\_\_  
SUSAN J. BLACKSTON, CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
SUSAN COCHRAN, CITY ATTORNEY

**TITLE**

**City of Elk Grove Facility Naming Policy**

**PURPOSE**

To establish a formal and uniform policy regarding the naming of City facilities; subject to the approval of the City Council.

**POLICY**

The policy of the City of Elk Grove is to name facilities in a manner that will provide an easy and recognizable reference to the City's residents and visitors.

**CITY FACILITIES**

Public facilities included in this policy are as follows:

- A. **Buildings:** City-owned buildings used for City administration or other City related business or service provided to Elk Grove residents. Such facilities include, without limitation, City Hall, Police Station, Teen Center, Library, and any new or future buildings.
- B. **Support Facilities:** City-owned facilities that support field operations. Support facilities include, without limitation, the corporation yard, pump stations, roads, bridges, and any new or future facilities.
- C. **Land:** City-owned land that supports services or functions of the City. Land includes, without limitation, open-space, creeks and channels, trails, parks, and any new or future land.

**GUIDELINES**

In determining the names to be given to City owned or leased facilities, the City Council will give particular consideration to the following policy guidelines:

Names will provide easy and recognizable references for City residents, corporate citizens and other visitors.

Names shall represent broad community principles, which enhance the values and heritage of Elk Grove and will be compatible with community interest.

Names shall have timeless qualities and shall make a statement of significance to future generations.

Names shall recognize geographic, topographic or historical attributes of Elk Grove.

Names shall incorporate the words "ELK GROVE" or "CITY OF ELK GROVE" where deemed important for civic or other reasons for a facility to be identified with the City.

Facilities may be named in honor of persons who have served the nation, the State of California and/or the City of Elk Grove in an exceptional and distinguished manner and where such action is warranted by a contribution of service which is deemed to be of major significance.

Facilities will not normally be named after living persons unless it is deemed appropriate to take such action on the basis of a significant contribution, monetary or otherwise, which warrants a deviation from these policy guidelines.

The naming of facilities in honor of deceased persons shall not take place until two years after their deaths. This particular policy guideline is not intended in any way to reflect on the merits of any deceased individual who may have been a prominent civic leader. However, it is felt appropriate to establish such a waiting period to ensure that an individual's accomplishments or contributions will stand the test of time and that decisions shall not be made on an emotional basis immediately following a person's death.

Facilities may be named after individuals, families, businesses or agencies who have donated the land, building, facility or funds for a significant capital project, particularly if such naming is set forth as a condition of the donation.

All names shall be specific so they are not confused with similarly named individuals. Generally, a name shall not be considered if it is already popularly in use and assigned to facilities within the City or elsewhere.

Naming, renaming, and removing of names shall be the responsibility of the City Council. However, places within City-owned facilities such as a room or area, which does not require formal dedication by the City Council, may be named by the City Manager or his/her designee.

#### **PROCEDURE AND CITY COUNCIL ACTION**

Names will be considered whether submitted by Council Offices, City Commissions / Committees, staff, civic organizations and/or general public. The selection process may include, where deemed appropriate, a contest or competition, if it is felt that such an alternative would promote greater community-wide interest and participation.

All proposed names will be forwarded to the appropriate project manager or to the City Manager's Office. The City Manager will informally consult with the City Council to determine if naming is appropriate. The City is under no obligation to name a City owned facility even when names are submitted.

The City Manager or City Council may, at their discretion, request creation of a Council Ad Hoc Facilities Naming Committee, which shall consist of two City Council Members appointed by vote of the Council, and the City Manager. The Ad Hoc Committee may bring forth screened, evaluated and prioritized selections to the full City Council.

Upon direction from the City Ad-Hoc Committee or the City Manager, City staff will present a formal naming resolution to the City Council for consideration.

The City Council shall authorize naming all City facilities within its jurisdiction by a majority vote.

#### **FOLLOW-UP TO SELECTION OF NAME**

Subsequent to approval by the City Council, the new name for the City-owned facility shall be conveyed to the Department of Public Works for incorporation in official City maps and plans.

#### **REMOVAL**

Existing place names are deemed to have historic recognition. City policy is not to change the name of any existing facility, particularly one whose name has City or regional significance, unless there are compelling reasons to do so. Further, the City will consider renaming to commemorate a person or persons only when the person or persons have made major, overriding contributions to the City and whose distinctions are as yet unrecognized.

#### **MONETARY CONTRIBUTIONS / DONATIONS**

Where a facility or unit is to be named in consideration of a financial contribution, the money or other property shall be transferred to the City, or its future transfer shall be legally assured, before a naming action shall be taken. All monetary contributions or donations will be earmarked for applicable facility's purchase, improvements, repairs or maintenance at the direction of the City Manager and Finance Director.

#### **GOVERNMENT PARTNERSHIPS**

If the City is working in partnership with another government agency on a particular facility, the Council, at their discretion, may partner in the naming of said facility. Each entity will create a two person Ad Hoc Committee to screen, evaluate, and prioritize names. The full Ad Hoc Committee will select a top contending name for the facility which will need to be ratified by each governing body. This policy shall be the standard for all Government partnerships unless there is a specific signed document already outlining a facility naming policy.


Unless supported by compelling reasons, the final facility name shall comply with all guidelines established in this policy.

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2008-204**

**STATE OF CALIFORNIA            )**  
**COUNTY OF SACRAMENTO        )**     **ss**  
**CITY OF ELK GROVE             )**

***I, Susan J. Blackston, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on August 27, 2008 by the following vote:***

**AYES :            COUNCILMEMBERS:        *Davis, Hume, Scherman, Cooper, Leary***  
**NOES:            COUNCILMEMBERS:        *None***  
**ABSTAIN :        COUNCILMEMBERS:        *None***  
**ABSENT:         COUNCILMEMBERS:        *None***

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**Susan J. Blackston, City Clerk  
City of Elk Grove, California**