

**RESOLUTION NO. R2017.96**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF TEMPE, ARIZONA, APPROVING REVISIONS TO THE  
PROCEDURES FOR NAMING OF CITY FACILITIES**

WHEREAS, the City Council of Tempe adopted written procedures for naming of City facilities, including parks, buildings, structures and rights of way (except for streets and alleys) in 2012 by Resolution No. 2012.130; and

WHEREAS, the City of Tempe desires to revise these procedures to further the establishing of fair and consistent procedures for naming of City facilities;

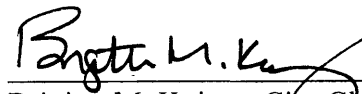
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, as follows:

1. That the procedures for naming of City facilities as set forth on *Exhibit A*, attached hereto and incorporated herein by this reference, is hereby approved and adopted.
2. That should the need arise, the Mayor or his designee is hereby authorized to execute any documents that may be necessary to carry out the purpose of this resolution.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, THIS 14th day of September, 2017.

  
Mark W. Mitchell, Mayor

ATTEST:

  
Brigitta M. Kuiper, City Clerk

APPROVED AS TO FORM:

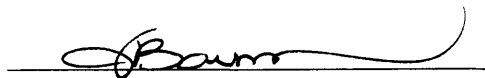
  
Judith R. Baumann, City Attorney

EXHIBIT A to Resolution No. R2017.96

**Procedure for Naming of City Facilities**

**Purpose:**

This document establishes a process for naming a City facility in recognition of an individual or organization, and includes procedures to follow when completing a naming request.

**Definitions:**

“City facility,” any building, structure or property owned by the City of Tempe and any City right-of-way excluding the naming of City streets and alleys (the naming of which is governed by Chapter 25, Article III of the Tempe City Code). City facility shall include City administrated programs;

“Individual,” a natural person whose name is submitted as part of, or in whole, as a proposed facility name;

“Organization,” a group or association of individuals who are joined together either formally or legally;

“Felony,” an offense involving moral turpitude for which a sentence to a term of imprisonment in the custody of any state within the United States or the Federal Bureau of Prisons is authorized by a law of any state, or the United States;

“Naming guidelines,” suggested information to include in any City facility naming request;

“Naming request,” the City facility naming request and all supporting documentation;

“Proposed facility name,” the City facility name that the requesting entity proposes be adopted by the City Council;

“Requesting entity,” the individual, entity, or group that is initiating the naming request;

“Supporting documentation,” any documents used to support the naming guidelines.

**The following information must be included in any City facility naming request:**

- 1) Current City facility name and street address;
- 2) Requesting entity and contact information;
- 3) Proposed facility name;

- 4) A written summary that includes information about the individual in the proposed facility name. The summary should explain how the individual's contribution relates to any one or more of the guidelines listed in the following section;
- 5) Proof of consent to the proposed facility name by the individual for whom the City facility is to be named or, in the case of a deceased individual, proof of consent of a family or legal representative.

**The following guidelines apply to any naming request:**

- 1) The requesting entity should not be the same as the proposed facility name;
- 2) The proposed facility name should not be similar to any existing City facility name;
- 3) The connection between the contribution of the individual and the City facility should be compelling and thoroughly explained;
- 4) The naming request should contain information supporting the affiliation between the individual and the City;
- 5) The naming request should summarize the individual's contributions through outstanding community service, involvement, or dedication beyond an ordinary interest level that clearly resulted in tangible benefits to the City. Examples of tangible benefits to the City may include:
  - a. An enhanced well-being and quality of life for City residents;
  - b. Preservation of the City's history;
  - c. Contributions toward the acquisition, development, or conveyance of land, buildings, structures or other amenities to the City or community;
  - d. Local, state or national recognition for work in public service that directly impacted the City;
  - e. An act of heroism;
  - f. Any other contribution that resulted in tangible benefits to the City or City residents.
- 6) The naming request shall not include a proposed facility name for an individual who has been convicted of a felony involving moral turpitude.
- 7) When submitting a naming request for a deceased individual, the individual must have been deceased at least 5 (five) years.

- 8) When submitting a naming request for a City of Tempe elected official or employee, it shall be after five (5) years of the end of that individual's service or employment.
- 9) Development or construction of improvements such as public art, living infrastructure, interpretive displays, monuments, etc. shall be considered separately from the naming request and must undergo the appropriate evaluation by the applicable City Department to ensure the suitable commitment of resources. Examples of evaluations include consideration in the annual budget, commission review, public outreach, ongoing maintenance costs, required permits and insurance, etc. The requesting entity must include enough detail in their submittal for thorough consideration, including detailed funding plans.
- 10) Excludes corporate sponsorships.

**Re-Naming:**

The City Council reserves the right to re-name any City facility previously named, if it is determined that it is in the best interest of the community that the facility should no longer bear its current name. The City Manager shall remove the name from any City facility if the person for whom the facility was named has been subsequently convicted of a felony. If a name is removed from a facility, it shall immediately revert to its previous name, until the City Council approves a new name.

**Procedure:**

The requesting entity shall deliver the naming request, in writing, to the City Clerk's Office. Naming requests are reviewed twice per calendar year with due dates of January 1 and July 1. The City Clerk shall determine if the naming request is complete and, if so, shall submit the naming request to the Mayor. The Mayor shall convene an ad hoc Naming Committee to review the naming request per the guidelines and report its recommended action to the City Council. The Naming Committee shall be made up of eleven (11) members, including the current chair, or their designee, of the 1) Tempe Arts and Culture Commission; 2) Library Advisory Board; 3) Neighborhood Advisory Commission; 4) Transportation Commission; 5) Parks, Recreation, Golf, and Double Butte Cemetery Advisory Board; 6) Tempe Human Relations Commission; 7) Tempe Historic Preservation Commission; 8) Mayor's Youth Advisory Commission; 9) city staff member; 10) member at large – teen; and, 11) member at large. The members at large will be selected by the Mayor and shall not be currently serving on a city board or commission. The Naming Committee shall be staffed by the City Manager or designee.

Naming requests recommended by the Naming Committee shall be forwarded to the City Council for consideration. Naming requests not recommended by the Naming Committee will be forwarded to the City Clerk's Office for notification of the applicant. Naming requests, specific to individuals or organizations, not recommended for approval by the Naming Committee or City Council shall not be resubmitted for a minimum of twenty-four (24) months.

~~The requesting entity shall deliver the naming request to the City Clerk. The City Clerk shall determine if the naming request is complete and, if so, shall submit the naming request to the Mayor for assignment to the appropriate Board, Commission or Committee. The Board, Commission, or Committee so assigned shall review the naming request and report its recommendation action to the City Council.~~

Approval by City Council Resolution shall accomplish the naming of the City facility.