

NAMING POLICY FOR CITY PROPERTIES, FACILITIES, PARKS, SITES, AND OTHER AREAS

The City of Boerne has the sole authority to safeguard City owned properties, facilities, parks, sites, and structures. The City of Boerne has the authority to name a property, facility, park, site or structure upon its own initiative.

General:

From time to time the City of Boerne receives a request for the naming/renaming of a City building, facility, park site or other area of City owned properties. It is important that suitable names be chosen. The purpose of this policy is to:

- Establish the process for insuring consistency and fairness in addressing naming and renaming requests;
- Allow an opportunity for staff, City Council and others to perform due diligence/research;
- Evaluate any economic or other hardships that may result;
- Allow the public an opportunity to participate when appropriate; and
- Minimize the emotional situation that can be created.

Policy:

As a general policy, City owned properties, facilities and structures shall be named/renamed in accordance with geographical, cultural, historical or ecological features indigenous to the site or to the immediate vicinity of the site. Properties, facilities and other structures may be named/renamed for an individual or corporation under the following conditions.

- Where the individual or corporation has made a significant gift of land or money to the City; or
- Where the individual or a corporation has provided outstanding sustained and noteworthy personal service or other nonmonetary resource contributions to the City of Boerne

Recreational facilities or designated sites within a park, (i.e. trails, bridges, etc.) may be named for a corporation, organization or an individual, living or deceased, who

- Has made a significant contribution to the protection and/or enrichment of a natural, cultural, educational, or horticultural resources of the City of Boerne, or
- Has substantially contributed to the advancement of commensurate types of recreational opportunity with the City of Boerne, or
- Has made a significant contribution to the betterment of a specific park, consistent with currently accepted best management practices and standards for the individual property in question.

Requests:

Requests to name or rename City owned properties, facilities, structures, sites or other areas shall be made to the Office of the City Secretary. An application form shall be completed by the requestor. Requests should include the name, address, and contact information of the individual/organization proposing the naming of a property, facility or structure.

The person submitting the request shall provide:

- The suggested name for the property, facility or structure;
- Background information and the rationale behind the request, including biographical information (if to be named after a person);
- A minimum of three letters of support from appropriate organizations and individuals, which provide evidence of substantial local support for the proposal.

All costs associated with the naming/renaming, including the cost of any signage shall be paid by the person(s) organization, and/or corporation submitting the request. This cost may be subsidized or waived by the City Council, at their discretion. A request for naming/renaming must meet the requirements of this policy, but meeting all requirements of this policy does not ensure the naming/renaming request.

Site amenities, furniture and equipment may be named or labeled and donor plaques may be installed at facilities without adhering to the procedures of this policy.

Process:

Upon the receipt of a completed application, the City Secretary shall forward the request for review, to the appropriate City of Boerne department head. Within 60 days of the date the completed application has been received the assigned staff, applicable board or Council appointed committee will review the application for accuracy, conflicts, history of any naming or individual information associated with the application.

Staff, an applicable board, or a City Council appointed committee must make recommendation of any recommended naming of a property, facility, park site or other areas. With the approval of both the Mayor and City Manager the request with the recommendation shall be presented to the City Council.

The City Council shall take public comment on the proposed naming/ renaming, during a City Council meeting. The City Council may take action on the request. Approval of a naming/renaming request shall be done in the form of a resolution.

NAMING OF CITY OWNED PROPERTIES, FACILITIES, PARKS, SITES AND STRUCTURES

Applicants General Information

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Does the applicant represent an organization ☐ Yes ☐ No

If Yes, Name of organization: _____

Nature of Naming Opportunity:

☐	Park	☐	Building	☐	Entrance
☐	Athletic Field	☐	Trail	☐	Bridge
☐	Interpretive Feature	☐	Facility	☐	Overlook
☐	Landscaped Area	☐	Park Structure	☐	Playground
☐	Other				

Address of Location _____

Proposed Name: _____

Naming Justification:

☐	Geographical Feature	☐	Ecological Feature	☐	Significant Contribution
☐	Historical Feature	☐	Monetary Gift	☐	Land Gift
☐	Cultural	☐	Other	☐	

Note: See policies for the definition of Significant Contribution

Please attach justification for naming, and any additional supporting justification, along with a minimum of three letters of support.

To be completed by the City Secretary	Notes:	City Council Review Date
		Approved:
		Disapproved: