



CITY COUNCIL ACTION REPORT

August 11, 2009

TO: Honorable Mayor and City Council

FROM: John Szerlag, City Manager
John M. Lamerato, Assistant City Manager/Finance and Administration
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Revisions to Policy for Naming Public Places Specific to Parks and Recreation
Park Naming – Section 36 Park

Background:

- The City has several parcels of park land that are unnamed.
- It is anticipated that these parks will be named as they are developed.
- Development of Section 36 (Milverton) park land has begun.
- At the November 20, 2008 Parks and Recreation Advisory Board meeting, the Board recommended that the process for naming the park be initiated.
- Naming the park will bring visibility and distinctiveness to the site.
- The request to begin the park naming of Section 36 park was presented at the January 26, 2009 meeting.
- No action was taken at the January 26, 2009 meeting as the request was made to clarify and simplify the policy.
- At the May 21, 2009 Parks and Recreation Advisory Board meeting, the Board recommended to City Council adoption of the revised policy.
- After that meeting, the city attorney reviewed the policy and suggested language regarding the renaming of an amenity. The revisions have been included.

Financial Considerations:

- There are no financial considerations.

Legal Considerations:

- There are no legal considerations.

Policy Considerations:

- Adopting the revised Policy For Naming Public Places Specific to Parks and Recreation will allow the process for naming Section 36 park to commence. (Outcome Statement II).

Options:

- City management recommends adoption of the revised Policy For Naming Public Places Specific to Parks and Recreation.
- City management recommends City Council direct staff to initiate the process for naming the park by following the procedure as outlined in the Policy For Naming Public Places Specific To Parks and Recreation.

Approved as to Form and Legality:

Lori Grigg Bluhm, City Attorney

CKA

POLICY FOR NAMING PUBLIC PLACES SPECIFIC TO PARKS AND RECREATION

The following criteria are established for proposed names of parks and/or public places.

1. Parks and recreational facilities can be named for any of the following: a deceased person, a group, the function of the park or facility, neighborhood, location or other appropriate name.
2. All Troy Parks and Recreational facilities should ultimately be named. The City Council of the City of Troy reserves unto itself the authority and responsibility of naming public places including, but not limited to, public grounds and buildings.
3. Park names are permanent and shall not be changed unless the name is deemed inappropriate or reflects poorly on the image of the City.
4. Parks shall carry the name of the original property owner, if such was specified in the deed or purchase agreement.
5. Parks shall not be referred to as “Memorial” in that such term generally becomes the common name and therefore would detract from the intent of naming the park after the individual being honored.
6. Naming a park after a group or organization may be considered if that group contributes 60% or more of the cost of development of that park and demonstrates significant dedication and/or contributes to the improvement, advancement and furtherance of the facility and/or the Troy community.
7. Parks may be named for the neighborhood, abutting streets, schools or other well-known landmark.
8. Names featuring, representing or including alcohol or tobacco products, or other places or products deemed unsuitable shall be rejected.

Procedure for Naming Parks

The City of Troy will publicly post a request for Troy citizens to name parks and recreational facilities as the need arises. This public request for names should reach as many Troy citizens as possible and be made through multiple forms of communication. A special effort should be made to notify those neighborhoods or citizens that would most likely use the park or facility.

Names will be submitted to the Parks and Recreation department and submissions will be accepted for a minimum of sixty (60) days.

Persons or groups recommending a park name shall follow this procedure:

1. Submit a letter outlining the request and reasons for the name.
 - a. If the name proposed is for an individual, any or all of the following should be submitted: a biographical sketch, proof of significant contribution to Parks and Recreation or the Troy community, photo journal of family, projects, community contributions, awards, media articles, testimonial letters, etc. Parks may be named after a person (and only after death) when such person has made an outstanding, generally recognized contribution to the community.
 - b. Organizations/Groups recommending a park name must submit excerpts of organization's minutes approving the request and an assurance that they would pay at least 60% of the park development costs. Communications suggesting an organizational name must be accompanied by background information on the organization, its affiliation with the community, its contributions to the community and evidence of same including its charter, and any other appropriate information.
 - c. Proposed names for the neighborhood, landmark, streets, school, etc. should be submitted in writing by any resident with reasons the name is appropriate.

The City Council shall follow the procedure below:

1. Upon receipt of a request and accompanying background information the City Council will cause same to be on display and available for public inspection at public places selected by the city council for not less than 60 days during which time the public will be given the opportunity to submit written comments regarding the proposed name.
 - a. During its consideration, the City Council shall refer the request, all supporting material and public comments to the Parks and Recreation Advisory Board.

2. A public hearing shall be held by the Parks and Recreation Advisory Board prior to any recommendation. The Parks and Recreation Advisory Board will review proposed names and public comments, and recommend a name to the City Council, together with reasons for the recommendation.
3. After expiration of the 60 day period for public review and comment, the City Council will reserve an additional 30 days for public review of comments received after which time the matter will be available for consideration by the City Council.
4. The City Council may approve the name or, at its discretion, postpone a final decision.
5. All records, documents, photographs and papers emanating from this process shall be forever retained in the records of the City of Troy and its archives.

Naming Park Amenities

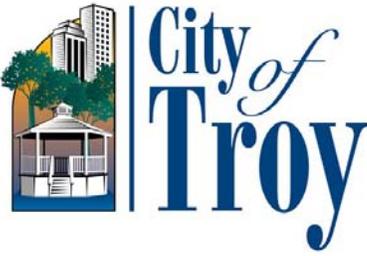
A facility, amenity or section of a park within an existing park may be named after an individual, group or organization, if the purchase and installation of the facility, amenity or equipment proposed for the section of the park is fully funded. Any request of this type shall be submitted to the Parks and Recreation Advisory Board. The board will determine if the proposed facility conforms to or meets the intentions of the master park plan as defined by the Parks and Recreation department.

Once an official naming has occurred, a name can only be changed pursuant to criteria set forth herein for naming a park.

The Parks and Recreation Advisory Board may rename a facility, amenity or section within an existing park (regardless of the time period since its previous naming) that carries the name of an individual, group, or organization which has become linked to criminal activity or bad behavior to a degree that justifies, in the judgment of the Board, such renaming.

The names will be reviewed by the Parks and Recreation Advisory Board after five years. Should the effort and contribution of the group and the conditions of the amenity be satisfactory, the name will be renewed.

Any amenity/facility donated by a group, organization or individual may have a recognition sign, funded by the group/organization. All signs must conform to the City of Troy's sign ordinance. City management will approve signage location, size and type, etc.



CITY COUNCIL ACTION REPORT

January 6, 2009

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance and Administration
Carol K. Anderson, Parks and Recreation Director

SUBJECT: Park Naming of Section 36 Park Land

Background:

- The City has several parcels of park land that are unnamed.
- It is anticipated that these parks will be named as they are developed.
- Development of Section 36 (Milverton) park land has begun.
- At the November 20, 2008 Parks and Recreation Advisory Board meeting, the Board recommended that the process for naming the park be initiated.
- Naming the park will bring visibility and distinctiveness to the site.

Financial Considerations:

- There are no financial considerations.

Legal Considerations:

- There are no legal considerations.

Policy Considerations:

- The City Council adopted a policy for naming public places specific to Parks and Recreation (attached).
- Implementing the policy for naming this site enhances the value to properties through maintenance or upgrades of infrastructure and quality of life venues. (Outcome Statement 1)

Options:

- City management recommends City Council direct staff to initiate the process for naming the park by following the procedure as outlined in the Policy For Naming Public Places Specific To Parks And Recreation.

December 10, 2008

To: Phillip L. Nelson, City Manager
From: John M. Lamerato, Assistant City Manager/Finance and Administration
Carol K. Anderson, Parks and Recreation Director
Subject: Parks and Recreation Advisory Board Recommendation

At the November 20, 2008 meeting of the Parks and Recreation Advisory Board the following action was taken.

Resolution # PR – 2008 – 11 -12
Moved by Redpath
Seconded by Kovacs

RESOLVED, that the Parks and Recreation Advisory Board recommends to City Council that the process for naming what is now known as Section 36 park be initiated.

Yes: All

MOTION CARRIED

POLICY FOR NAMING PUBLIC PLACES SPECIFIC TO PARKS AND RECREATION

Criteria Overview

The following criteria is established for proposed names of parks and/or public places.

1. The City Council must be satisfied that the proposed names are or have been:

A. A deceased, one time resident of the City of Troy

OR

B. A group or organization located in Troy

AND

That the group or individual has demonstrated significant dedication and/or contribution to the improvement, advancement and furtherance of the facility and/or the Troy community.

2. All Troy Parks and Recreational facilities should ultimately be named. The City Council of the City of Troy reserves unto itself the authority and responsibility of naming public places including, but not limited to, public grounds and buildings.

3. Parks and recreational facility names can be that of a deceased person, a group, the function of the park or facility, or other appropriate name.

4. Park names are permanent and shall not be changed unless the name is deemed inappropriate or reflects poorly on the image of the City.

5. Park amenities/facilities within a park may be named after an individual, group or organization. If such, the names will be reviewed by the Parks and Recreation Advisory Board every five years. Should the effort and contribution of the individual/group and the condition of the amenity be satisfactory, the name will be renewed.

Guidelines For Naming Parks After Groups/Organizations

1. A new park may be named after a group (or organization) if that group contributes 60% or more of the cost of development of that park. Any such group requesting a park be named after it shall submit the request to the Parks and Recreation Advisory Board together with reasons supporting the proposed name and documentation of a financial commitment.

2. A facility, amenity or section of a park within an existing park may be named after a group/organization, if that group fully funds the purchase and installation of the facility, amenity or equipment proposed for the section of the park. Any group requesting a facility or section of a park be named after it shall submit the request to the Parks and Recreation Advisory Board. The board will determine if the proposed facility conforms to or meets the intentions of the master park plan as defined by the Parks and Recreation department.

If such, the names will be reviewed by the Parks and Recreation Advisory Board after five years. Should the effort and contribution of the group and the conditions of the amenity be satisfactory, the name will be renewed.

3. Names featuring, representing, or including alcohol or tobacco products, or other places or products deemed unsuitable shall be rejected.

4. Parks shall not be referred to as "Memorial" in that such term generally becomes the common name and therefore would detract from the intent of naming the park after the individual being honored.

Guidelines For Naming After A Person

1. Parks shall carry the name of the original property owner, if such was specified in the deed or purchase agreement.

2. Parks shall be named after deceased people only when such person has made an outstanding, generally recognized contribution to the community.

Other Guidelines

1. Neighborhood parks may be identified with the name of the neighborhood, abutting streets, schools or other well-known landmark.

2. Any amenity/facility donated by a group, organization or individual may have a recognition sign, funded by the group/organization. Signage, plaques, etc. for individuals will not have this requirement. All signs must conform to the City of Troy's sign ordinance. City management will approve signage location, size and type, etc.

Procedure

The City of Troy will publicly post a request for Troy citizens to name parks and recreational facilities as the need arises. This public request for names should reach as many Troy citizens as possible and be made through multiple forms of communication. A special effort should be made to notify those neighborhoods or citizens that would most likely use the park or facility. To aid in the name selection process, people submitting a name should be informed that they should include reasons that support the name submitted.

Persons or groups recommending a park name shall follow this procedure:

1. Submit a letter outlining the request and reasons for the name.

- a. If the name proposed is for an individual, any or all of the following should be submitted: a biographical sketch, proof of significant contribution to Parks and Recreation or the Troy community, photo journal of family, projects, community contributions, awards, media articles, testimonial letters, etc.

- b. Organizations/Groups recommending a park name must submit excerpts of organization's minutes approving the request and an assurance that they would pay at least 60% of the park development costs. Communications suggesting an organizational name must be accompanied by background information on the organization, its affiliation with the community, its contributions to the community and evidence of same including its charter, photographs of projects and photo copies of independent information sources (e.g. news articles, awards, etc.) confirming community efforts.

The City Council shall follow the procedure below:

1. Upon receipt of a request and accompanying background information the City Council will cause same to be on display and available for public inspection at public places selected by the city council for not less than 60 days during which time the public will be given the opportunity to submit written comments regarding the proposed name.
 - a. During its consideration, the City Council shall refer the request, all supporting material and public comments to the Parks and Recreation Advisory Board or any committee so designated by the City Council. Written comments will be forwarded to the Park Board or other advisory board involved in the naming process.
2. A public hearing shall be held by the Parks and Recreation Advisory Board or other committee prior to any recommendation. The Parks and Recreation Advisory Board or other committee will review proposed names and public comments, and recommend a name to the City Council, together with reasons for the recommendation.
3. After expiration of the 60 day period for public review and comment, the City Council will reserve an additional 30 days for public review of comments received after which time the matter will be available for consideration by the City Council.
4. The City Council may approve the name or, at its discretion, postpone a final decision.
5. All records, documents, photographs and papers emanating from this process shall be forever retained in the records of the City of Troy and its archives.

Revised 8-2003

Resolution #2003-08-417