

## COUNCIL POLICY

SUBJECT: NAMING OF CITY ASSETS

POLICY NO.:

EFFECTIVE DATE:

### BACKGROUND

The City, through its departments, and advisory boards and commissions, has followed a number of processes/policies for *naming* or *renaming* its parks, libraries and other *City Assets*. Generally, these policies provide for the *naming* or *renaming* requests based on (1) the location of the *City Asset*, (2) the identity of an individual of historical significance to the local area, or (3) the identity of an individual or entity whose contributions to the City and/or the community supports the request. From time to time, the City has also named *City Assets* after a person or entity who has provided significant financial support for the *City Asset* being named.

The City wishes to replace any existing *naming* or *renaming* policies with one comprehensive citywide policy, as follows;

### PURPOSE

The purpose of this policy is to establish uniform guidelines for *naming* and *renaming* of *City Assets*.

This policy outlines the criteria, conditions, and procedures that govern *naming* and *renaming* of *City Assets* in order to maintain their integrity, to encourage philanthropic giving while acknowledging public investments, and to safeguard against unwanted commercialization of *City Assets*.

This policy does not apply to:

1. Marketing Partnerships entered into under Council Policy 000-40, except that consideration should be given to Guiding Principles, Section C (Funding Criteria) below in regards to them;
2. The *naming* of public streets addressed in Chapter 12, Article 5, Division 11 of the San Diego Municipal Code (SDMC);
3. Artworks, which are exempt from this Council Policy. Artworks are defined and governed by San Diego Municipal Code 26.0701 et seq.;
4. Public safety-related assets;

5. Council Policy 100-02 (Donation Acceptance);
6. *Donor Acknowledgement*; and,
7. Council Policy 200-10 (Honorary Street Names).

## DEFINITIONS

For the purpose of this policy, the following definitions apply:

**Board:** Board as recognized by the San Diego Municipal Code (SDMC) and/or City Charter;

**City Assets:** Tangible or intangible items of value that are owned or created by the City, including but not limited to both *City facilities* and leaseholds that do not exceed 35 years and/or that confer ownership rights by agreement. This definition does not include Artworks, which are city assets under San Diego Municipal Code 26.0701 et seq.

**City Facility (included in City Assets):** Any part of real property or structure owned by the City or for which *naming* rights are conferred by agreement, including, but not limited to parks, libraries, *Recreational Facilities* buildings, parking facilities, interior or ancillary features that are a part of, or within, a larger facility and other City facilities.

**City Sponsored or Recognized Support Group:** May include, but is not limited to: recreation councils, “friends of” organizations, Community Planning Groups, town councils, or similar entities;

**Commission:** Commission as recognized by the SDMC and/or City Charter;

**Department Director:** Appointed director of the department that owns the *City Asset* eligible for *naming* or *renaming*. The director may assign this responsibility to other department staff within their delegation of authority.

**Donation or gift:** A monetary (cash) contribution, endowments, personal property, real property, financial securities, equipment, in-kind goods or services, or any other *City Asset* that the City has accepted and for which the *donor* has not received any goods or services in return. For purposes of this Council Policy, the terms “donation” and “gift” shall be synonymous.

**Donor:** A person or other legal entity that proposes or provides a *donation* to the City.

**Donor Acknowledgement:** Excluding *naming*, donor acknowledgement is permanent writing on plaques, walls, stone carvings, pavers, bricks, electronic display, or interpretive signs that are temporary or permanent and are used to recognize the financial contribution of a *donor*.

**Funding:** Financial or in-kind resource to provide funding that might result in *naming* or *renaming*.

**Funding Source:** The source of *funding* which can include individuals, nonprofit organizations, and for-profit entities.

**Naming:** The selection and approval by the City for the initial *naming* of a *City Asset* other than streets within the public right of way.

**Non-profit Organization:** A corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

**Recreational Facility (included in City Assets):** major structures such as community centers, aquatic facilities, picnic shelters/pavilions, athletic courts, and fields.

**Renaming:** The selection and approval by the City for a new name of an existing *City Asset* other than streets within the public right of way.

## POLICY

The policy of the City is to reserve *naming* or *renaming* of *City Assets* for circumstances that will best serve the City's interests and ensure a worthy and enduring legacy for the City. To this end, the City supports *naming* or *renaming* requests within the following broad categories:

1. **Location.** As a general policy, a name should assist the public in identifying its location. The City shall first consider the name of the community area, the names of nearby geographic features, and the names of adjacent schools and streets when it is considering a *naming/renaming* request.
2. **Historic Events, People, and Places.** The history of a major event, place, or person may play an important role to preserve and honor a community's history, landmarks, or prominent geographical features. The City may name a *City Asset* for a major event, place, or person of historical significance to the local area when the *City Asset* is associated with or located near the events, people, or places of historic, cultural, or social significance. The relationship of the event, person, or place to the *City Asset* must be demonstrated through research and documentation.
3. **Outstanding Individuals.** This category is designed to acknowledge individuals who have made substantial contributions to benefit the City, local community, park and recreation system, or public library. *Naming* or *renaming* a *City Asset* for an outstanding individual is encouraged for those person's whose significance and good reputation have been accepted in the community, City and or State/National history. If it is not appropriate to name the larger *City Asset* after an individual, then *naming* or *renaming* can be subordinate to the name of the larger *City Asset* or the City may name an area or portion of the *City Asset* after an individual, including but not limited to a meeting room, structure, fountain, garden, or collection.

In considering the *naming* or *renaming* of a *City Asset* after an individual, priority will be given to those who made a sustained and lasting contribution to:

- a. The City of San Diego
  - b. The State of California
  - c. The United States of America
4. *Major Donations*. The City has benefited from the generosity of residents, organizations, and businesses. The significance of *funding* may warrant acknowledging the *Funding Source* through *naming* or *renaming*.
- a. The threshold for *naming* or *renaming* a *City Asset* for an individual, organization, or business when *funding* is involved should include a *donation* agreement and one or more of the following:
    - i. A significant contribution towards the capital construction costs of the structure;
    - ii. A deed to the City of land for the majority of the *City Asset* by the *donor*; and/or
    - iii. A twenty-year endowment for the continued maintenance and operations of the *City Asset*.
  - b. *Donors* seeking *naming* or *renaming* rights for major *donations* with respect to an individual should use the guidelines for Outstanding Individuals above.

## GUIDING PRINCIPLES

### A. General Provisions

1. In considering proposals for the *naming* or *renaming* of a *City Asset*, the City will consider whether the proposed name will:
  - a. Engender a strong positive image consistent with the City's goals and values;
  - b. Be appropriate relative to the *City Asset*'s location and/or history;
  - c. Incorporate the assigned historic name if the *City Asset* is a designated historical resource listed on the local, State, or National Register of historic resources.
  - d. Have historical, cultural, or social significance for future generations;
  - e. Commemorate places, people, or events that are of continued importance to the City, community, region, or state;
  - f. Have symbolic value that transcends its ordinary meaning or use and enhances the character and identity of the *City Asset*;
  - g. Have broad public support; and
  - h. Not result in the excessive commercialization of the *City Asset*.
2. The City will not permit corporate logos, insignias, or advertising slogans in a permanent *naming* or *renaming* of a City facility.

3. A park or library's official documented name should not include the name of a corporation or business. If an organization or foundation's name consists of one or more individuals' names, then the guidelines for Outstanding Individual *naming* can be utilized.
4. When considering the *naming* or *renaming* of a *City Asset* (excluding official documented names of parks and libraries) that includes a business name, *naming* or *renaming* must be for a defined contractual period of time with regard to the life of the *City Asset*.
5. All related signage shall comply with the City's sign regulations contained in the SDMC §142.1201-142.1292, referred to herein as the "Sign Ordinance."
6. The City shall retain full editorial control over all related signage subject to the City's sign regulations and adhere to the below criteria.
  - a. Any physical form of on-site recognition shall not interfere with visitor use or routine operations.
  - b. The form of any on-site recognition shall:
    - i. Be of appropriate size and color within the design scheme of the facility;
    - ii. Not dominate the sign in terms of scale or color;
    - iii. Not detract from surroundings or any interpretive messages; and
    - iv. Be subject to review and approval by the *Department Director*.

B. Funding Acceptance Criteria. The City may not accept *funding* as part of a *naming* or *renaming* proposal that would create a conflict of interest. The following principles form the basis of the City's consideration of *naming* or *renaming* proposals based on *funding* of a *City Asset*:

1. The mission of a *Funding Source* must not compete, impair or conflict with the policies, goals or operations of the City;
2. The *Funding Source* must provide a desirable association;
3. Benefits offered are commensurate with the relative value of the *funding*; and,
4. *Funding* cannot be made conditional on the City's performance.

## PROCEDURES

### A. *Naming or Renaming Application Process*

1. Applicants and proposers (including *City Sponsored* and/or *City Recognized Support Groups*) shall submit their request for *naming* or *renaming* to the *Department Director* depending on asset type.
2. If applicant's proposed asset *naming* or *renaming* follows the intent of this Council Policy, the *Department Director* shall make a request in writing for *naming* or *renaming* of a *City Asset* as follows:
  - a. For library facilities, the *Department Director* will make the request to the Board of Library Commissioners.
  - b. For parks and *recreational facilities*, the *Department Director* will make the request to the Park and Recreation Board.
  - c. For other *City assets*, the *Department Director* will make the request to the appropriate Deputy Chief Operating Officer for the City Facility for which the *naming* or *renaming* is proposed.
  - d. Other City staff may review and provide input on the proposal for *naming* or *renaming*.
3. Written requests must, at a minimum, include the following information:
  - a. The proposed name;
  - b. Reasons for the proposed name, including a discussion of the criteria identified in this policy;
  - c. The amount of the *donation* or *funding* provided for the *City Asset*, if applicable;
  - d. Written documentation outlining community support for the proposed name; and,
  - e. If proposing to *rename* a *City Asset*, justification for changing an established name.

### B. *Naming and Renaming Review Process*

1. Upon receipt of a *naming* or *renaming* request for any *City Asset*, the *Department Director* reviewing the *naming* or *renaming* request shall consider the following items in the review, including but not limited to, the following:
  - a. Submit the request to appropriate City historical staff to review the California Historic Resources Inventory Database (CHRID) to determine if the *City Asset* is a Designated Historical Resources with an assigned historic name;
  - b. Ensure that supporting information has been authenticated;
  - c. If the *City Asset* is a Designated Historical resource listed on the local, State or National Register of Historic Places, any on-site recognition shall comply with

the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties.

- d. Ensure compliance with Charter section 225 (Mandatory Disclosure of Business Interests);
  - e. Consider the impact of the *naming* or *renaming* to the community; and
  - f. Consider the cost of implementation and signage, and identify the *funding* to cover such costs.
2. The *Department Director* will submit the request to the City Attorney's Office for legal review of:
    - a. Ownership rights, by agreement or by law; and
    - b. Adherence to City policies, such as the San Diego Charter and SDMC, as well as any local, state, or federal regulation
  3. For all *City Assets* other than a library or park, the *Department Director* will submit a recommendation to the Assistant Chief Operating Officer, Chief Financial Officer, or Deputy Chief Operating Officer as appropriate for review. The *Department Director* will submit the proposal for final approval of *naming* or *renaming* to the Chief Operating Officer. Prior to approval, City staff will notify the applicable Council District and publish a notice with 30 days for comments by the public that will be taken into consideration by the Department Director following the process outlined herein.

If a *naming* or *renaming* request is for a library or park and does not involve *funding*, then the *Department Director* will advise the applicable board or commission and invite comments from relevant community groups or associations.

C. The City, in its sole discretion, may:

1. Reject *naming* or *renaming* proposals or remove existing *naming* that portray or include depictions, words, or phrases that the City reasonably deems to be harmful, controversial or otherwise do not support the guiding principles stated in this policy; and
2. Reserve the right to rename any *City Asset* for any reason, for instance if the resident, organization, or business for which it is named turns out to be disreputable or becomes disreputable.

## **FUNDRAISING GUIDELINES**

*City Sponsored or Recognized Support Groups* intending to fundraise (excluding *Donor Acknowledgement* programs) for multiple *naming* rights or major projects must take the following steps:

1. From time to time, the City may receive offers for outside support groups to identify donors to fundraise for specific *City Assets* in exchange for *naming*

- rights.
2. In the case of *City Sponsored or Recognized Support Groups* fundraising on behalf of the City, the support group will develop recommendations for *naming* opportunities with gift levels prior to receiving gifts and offering *naming* rights to prospective donors.
  3. The support groups will draft and submit recommended naming opportunities with gift levels to the *Department Director* for review.
  4. Upon receipt of recommended naming opportunities with gift levels, the *Department Director* reviewing the *recommendation* will consider the following items in the review, including but not limited to, the following:
    - a. Submit the request to appropriate City historical staff to review the City's CHRID to determine if the *City Asset* is a Designated Historical Resource with an assigned historic name;
    - b. Ensure that supporting information has been authenticated;
    - c. If the *City Asset* is a Designated Historical Resource listed on the local, State or National Register of Historic Places, any on-site recognition shall comply with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties .
    - d. Ensure compliance with Charter section 225 (Mandatory Disclosure of Business Interests);
    - e. Consider the community impact;
    - f. Consider the impact of the *donation* or *funding* to the completion of a project, if applicable; and
    - g. Consider the cost of implementation and signage, and identify the *funding* to cover such costs.
  5. The request will be submitted to the City Attorney's Office for legal review of:
    - a. Ownership rights, by agreement or by law; and
    - b. Adherence to City policies, such as the San Diego Charter and SDMC, as well as any local, state, or federal regulation
  6. Upon completion of the above steps, the *Department Director* will prepare a draft agreement with the support group.
  7. Upon approval by the *Department Director*, the support groups will submit the recommended *naming* or *renaming* opportunities with gift levels and draft agreement to the corresponding board or commission.
  8. Upon approval by the board or commission, the *Department Director* will submit the final draft recommendation on the *naming* or *renaming* opportunities with gift levels along with the draft agreement to the City Council for final approval. Only after City Council approval may the *City Sponsored or Recognized Support Groups* begin soliciting and accepting donations for *naming* or *renaming* rights.



10. No final commitment to name a City Asset or portion thereof shall be made to a potential donor without the final approval by the *Department Director* and Assistant Chief Operating Officer or Chief Operating Officer.