



City of Arts & Innovation

Number: 01.021.00

City of Riverside Administrative Manual

Effective Date: 12/22/14
Review Date: 12/22/15
Prepared By: City Manager Department

Approved:


City Manager

SUBJECT:

Naming of City-owned Land, Buildings and Facilities

PURPOSE:

The public has expressed interest periodically in the naming of City-owned land, buildings and facilities in honor of a resident or well known personality. Therefore, it is timely to consider policy, process and guiding criteria to ensure that the culture and heritage of Riverside, as well as the function of the building or facility under consideration for naming, will be considered.

POLICY:

This policy establishes formal guidelines and procedures for considering naming requests by the public for City-owned land, buildings and facilities or portions thereof.

Policy and Priorities

In determining the names to be given to City-owned land, buildings and facilities, the City Council may receive recommendations from the public and related advisory bodies such as the Park and Recreation Commission and Board of Library Trustees.

Guidelines

In naming public land, buildings and facilities, the City Council and its advisory bodies shall consider the following criteria:

- Incorporating "Riverside" in the name where it is important for a building or facility to be identified with the City;
- Recognizing neighborhood or geographic identification, topographic features or historical or cultural significance associated with Riverside;
- Commemorating individuals who have served the City in an exceptional manner with such honor bestowed posthumously, except in cases deemed extraordinary. The person must be an outstanding, long-time City leader or a person of national prominence or historic

interest who has supported or contributed to the development or betterment of the community;

- o The request should describe specific contributions to the City and approval by next of kin to be honored.
- Commemorating individuals or organizations that have made significant land and/or monetary contribution. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the facility, typically not less than 50 percent of the value of the property or improvements; and
- Avoiding recognition of those whose contribution has been appropriately recognized in other City venues or by other means.

1. Naming of Parks, Recreational Areas and Facilities

- a. A request for naming of a park, recreational area or facility shall be submitted in writing to the City Clerk for processing by the Parks, Recreation and Community Services Department (PRCSD).
- b. Those submitting a naming request should show how the proposed name is consistent with this Policy. When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- c. PRCSD staff will review the proposal for adherence to the stated guidelines and authentication of statements relative to contributions in the case of an individual before forwarding to the Park and Recreation Commission.
- d. The Park and Recreation Commission will offer the opportunity for public input on the proposed naming.
- e. The Park and Recreation Commission shall forward their recommendation to name Parks, Recreational Areas and/or Facilities to the City Council for final decision.
- f. In the absence of any public naming requests, the Park and Recreation Commission shall consider names which adhere to the Policy guidelines set forth.
- g. At a minimum, each park and community buildings will be designated a name. Naming of specific areas within a park (garden, swimming pool, lake, ballfield, etc.) is acceptable but should be kept to a minimum to avoid confusion. No park shall be given a name which might be perceived as controversial by the community. All names selected shall be acceptable and meaningful to a majority of the neighborhood/community where the park or recreation facility is located.
- h. All parks shall have an entrance sign and buildings will have a plaque for name identification.

2. Renaming of Parks, Recreational Areas and Facilities

Renaming of parks, recreational areas and facilities carries with it a much greater review of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this Policy, but meeting all criteria does not ensure renaming.

- a. A request for renaming of a park, recreational area or facility shall be submitted in writing to the City Clerk for processing by the Parks, Recreation and Community Services Department (PRCSD).
- b. The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with this Policy. When renaming after a person or persons, the application will describe the contributions to the City. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal.

- c. PRCSO staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Park and Recreation Commission.
- d. The Park and Recreation Commission will offer the opportunity for public input on the proposed renaming.
- e. The Park and Recreation Commission shall forward their recommendation to rename parks, recreational areas and/or facilities to the Community Services and Youth subcommittee for review and approval to move forward to City Council for final decision.
- f. A park, recreational area or facility which has previously been named in honor of an individual will not be renamed after another individual.

3. Naming of Library Facilities

- a. A request for naming of a library facility shall be submitted in writing to the City Clerk for processing by the Library Department.
- b. Those submitting a naming request should show how the proposed name is consistent with this Policy. When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- c. Library Department staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Board of Library Trustees.
- d. The Board of Library Trustees will offer the opportunity for public input on the proposed naming.
- e. The Board of Library Trustees shall forward their recommendation to name library facilities to the City Council for final decision.
- f. In the absence of any public naming requests, the Board of Library Trustees shall consider names which adhere to the Policy guidelines set forth.
- g. All libraries shall have an entrance sign and plaque with the designated name located on the building following approval of the formal name.

4. Renaming of Library Facilities

Renaming of library facilities carries with it a much greater review of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this Policy, but meeting all criteria does not ensure renaming.

- a. A request for renaming of a library facility shall be submitted in writing to the City Clerk for processing by the Library Department.
- b. The request shall include the proposed name change, the purpose of the change and how the proposed name change is consistent with this Policy. When renaming after a person or persons, the application will describe the contributions to the City. Written documentation approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- c. Library Department staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Board of Library Trustees.
- d. The Board of Library Trustees will offer the opportunity for public input on the proposed renaming.
- e. The Board of Library Trustees shall forward their recommendation to rename library facilities to the City Council for final decision.

5. Naming/Renaming of City Land, Buildings and Facilities (Non-Park, Recreational or Library)

- a. A request for naming/renaming of City land, buildings or facilities shall be submitted in writing to the City Clerk for processing by the City Manager's Office.
- b. Those submitting a naming/renaming request should show how the proposed name is consistent with this Policy. When naming after a person or persons, the application will describe the contributions to the City. Written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- c. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the City Manager.
- d. The City Manager may assign the request for naming/renaming of non-park, recreational or library to a review board or committee for community input and review.
- e. The City Manager shall forward any recommendation to name/rename City-owned land, buildings and facilities to the City Council for final decision.

Public requests for naming of City-owned land, buildings and facilities may be submitted to the City Clerk's Office or Department having jurisdiction in writing, accompanied by a justification for the recommended name(s). All requests will be referred to the appropriate Board(s) or Commission(s) for deliberation. The related advisory bodies will evaluate the recommended name within six months following receipt of a request with their recommendation forwarded to the City Council for consideration.

The City Council will make its determination as to the naming or renaming of City-owned land, buildings and facilities at a regularly scheduled meeting of the Council at which representatives of advisory bodies and civic organizations and the general public may offer testimony.

Recognition

Naming may be recognized by the installation of a plaque or appropriate signage, installation of a marker or artwork as appropriate for the subject public land, building and/or facility. Manner of recognition will be determined by the advisory body and conveyed as part of their naming recommendation to the City Council.

PROCEDURE:

Responsibility

Action

Requesting Individual or Group:

Completes form and submits request for naming/renaming of City owned land, buildings or facility to appropriate City agency per policy guidelines.

City Clerk Staff:

Receives naming/renaming request and forwards to appropriate Department for processing.

Department Staff:

Reviews request for completeness and accuracy and adherence to policy guidelines. Refers completed naming/renaming request to appropriate Commission(s) or Board(s) for review.

Commission/Review Body:

Reviews application and receives community input, as appropriate, per policy guidelines. If a recommendation is made to name/rename a facility, that recommendation shall be forwarded to the City Council for final approval. The Commission/Review Body may, however, choose not to move a request forward.

ATTACHMENT: City-owned Land, Buildings and Facilities Naming/Renaming Application

Explain significance in detail (attach additional sheets and backup documents such as resumes of individuals, minutes of agency meetings, next of kin endorsement as appropriate and as necessary):

Nominated By: _____

Address: _____

Phone: _____

E-mail: _____

Signature: _____ Date: _____

Submit Application to: City Clerk, 3900 Main Street, Riverside, CA 92522

CITY OF RIVERSIDE



CITY COUNCIL MEMORANDUM

HONORABLE MAYOR AND CITY COUNCIL

DATE: February 7, 1995

ITEM NO.:

SUBJECT: PARK NAMING ORDINANCE

Background:

At its October 11, 1994, City Council meeting Resolution No. 18250 (Attachment 1) was amended to Resolution 1858 (Attachment 2) established for the naming of park and recreation facilities.

In December 1994, the Parks Subcommittee recommended to the Park and Recreation Commission to further amend Resolution No. 18582 as indicated on Attachment 3.

Attachment 3 is a proposed revision of Resolution No. 18582 which was approved by the City Council in October of 1994. The proposal by the Commission would change the resolution to restrict the naming of parks after persons who have made a significant personal financial contribution, to those persons who have made a significant personal contribution, deleting the word "financial".

Fiscal Impact:

None

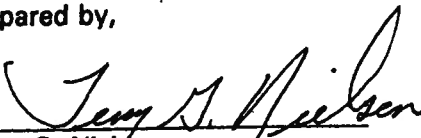
Alternative:

Do not amend Resolution 18582, and run the risk of placing more emphasis on a significant personal "financial" contribution rather than a significant personal contribution of time.

Recommendation:

That the City Council approve the change to the Park Naming Resolution No. 18582 as found in Attachment 3.

Prepared by,


Terry G. Nielsen
Acting Park & Recreation Director

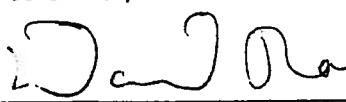
Approved as to form,

Stan T. Yamamoto
City Attorney

Approved by,

John E. Holmes
City Manager

Concurs with,


David Roger, Chairman
Park & Recreation Commission

RESOLUTION NO. 18647

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE, CALIFORNIA, AMENDING RESOLUTION NO. 14159, AS AMENDED, BY FURTHER AMENDING SECTION 2 TO CLARIFY STANDARDS FOR NAMING A PARK OR RECREATION FACILITY FOR A PERSON.

BE IT RESOLVED by the City Council of the City of Riverside, California, as follows:

Section 1: Section 2 of Resolution No. 14159, as amended by Resolutions Nos. 18250 and 18582, is hereby further amended as follows:

"2. A park or recreation facility can be named for a person only in limited situations. Such person, except for cases deemed extraordinary by the Park and Recreation Commission, should be honored posthumously. The person for whom a park or recreation facility is named must be an outstanding, long-time City leader or a person of national prominence or historic interest who has supported or contributed to open space and/or recreation activities and concepts, or a person who has made a significant personal contribution toward the acquisition and/or development of a specific park or recreation facility. A donor whose contribution represents a major portion of a planned park or recreation facility may designate a name as a condition of the donation, providing it conforms to the naming criteria set forth above."

ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk this 7th day of February, 1995.

Ronald D. Laveridge
Mayor of the City of Riverside

Attest:

Karen E. Lindquist
City Clerk of the City of Riverside

STY/jm
1/30/95

1 I, Karen E. Lindquist, City Clerk of the City of
2 Riverside, California, hereby certify that the foregoing
3 resolution was duly and regularly introduced and adopted at a
4 meeting of the City Council of said City at its meeting held on
5 the 7th day of February, 1995. , by the following vote, to
6 wit:

7 Ayes: Councilmembers Beaty, Moore, Defenbaugh, Kane, Clifford,
8 Thompson and Pearson.

9 Noes: None.

10 Absent: None.

11 IN WITNESS WHEREOF I have hereunto set my hand and
12 affixed the official seal of the City of Riverside, California,
13 this 7th day of February, 1995.

14 Karen E. Lindquist
15 City Clerk of the City of Riverside
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CITY OF RIVERSIDE



INTEROFFICE MEMO

TO: Stan Yamamoto
City Attorney

DATE: August 23, 1994

FROM: Dee W. Bachman
Park & Recreation Director

Dee W. Bachman

SUBJECT: Park Naming Ordinance

At a recent meeting of the Community Services and Youth Committee, the committee requested I check with you on certain wording contained in Resolution No. 18250.

The committee's concern seemed to be "is the Council giving away authority it should not by having this paragraph read 'by the Park and Recreation Commission.'"

If you could respond to this concern, I will then be in a position to move the recommendations to the Council for consideration.

DWB:pjn

attach.

RESOLUTION NO. 18582

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE, CALIFORNIA, AMENDING RESOLUTION NO. 14159 AS AMENDED BY RESOLUTION NO. 18250 BY FURTHER AMENDING SECTION 2 TO CLARIFY STANDARDS FOR NAMING A PARK OR RECREATION FACILITY FOR A PERSON

BE IT RESOLVED by the City Council of the City of Riverside, California, as follows:

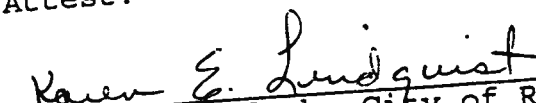
Section 1: Section 2 of Resolution No. 14159 as amended by Resolution No 18250 is hereby further amended as follows:

"2. A park or recreation facility can be named for a person only in limited situations. Such person, except for cases deemed extraordinary by the Park and Recreation Commission, should be honored posthumously. The person for whom a park or recreation facility is named must be an outstanding, long-time City leader or a person of national prominence or historic interest who has supported or contributed to open space and/or recreational activities and concepts, or a person who has made a significant personal financial contribution toward the acquisition and/or development of a specific park or recreation facility. A donor whose contribution represents a major portion of a planned park or recreation facility may designate a name as a condition of the donation, providing it conforms to the naming criteria set forth above."

ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk this 11th day of October, 1994.


Mayor of the City of Riverside

Attest:


City Clerk of the City of Riverside

1 I, Karen E. Lindquist, City Clerk of the City of
2 Riverside, California, hereby certify that the foregoing
3 resolution was duly and regularly introduced and adopted at a
4 meeting of the City Council of said City at its meeting held on
5 the 11th day of October, 1994 , by the following vote,
6 to wit:

7 Ayes: Councilmembers Beaty, Moore, Defenbaugh, Kane, Clifford,
8 Thompson and Pearson.

9 Noes: None.

10 Absent: None.

11 IN WITNESS WHEREOF I have hereunto set my hand and
12 affixed the official seal of the City of Riverside, California,
13 this 11th day of October, 1994.

14 Karen E. Lindquist
15 City Clerk of the City of Riverside
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26 CC/sb
27 10/7/94

Resolution regarding park naming:

Section 1: Section 2 of Resolution No. 18582 is hereby amended as follows:

"2. A park or recreation facility can be named for a person only in limited situations. Such person, except for cases deemed extraordinary by the Park and Recreation Commission, should be honored posthumously. The person for whom a park or recreation facility is named must be an outstanding, long-time City leader or a person of national prominence or historic interest who has supported or contributed to open space and/or recreational activities and concepts, or a person who has made a significant personal financial contribution toward the acquisition and/or development of a specific park or recreation facility. A donor whose contribution represents a major portion of a planned park or recreation facility may designate a name as a condition of the donation, providing it conforms to the naming criteria set forth above."



CITY OF RIVERSIDE

COUNCILMEMBERS

BEA T Y	HO O R E	DE FE N B A U G H	K A N E	C L I F F O R D	T H O M P S O N	P E A R S O N
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October 11, 1994

WARDS

DONATION FOR GUN HOLSTERS - FUND APPROPRIATION

The City Council accepted the donation of \$1,000 from Loma Linda University Medical Center as Miscellaneous Police Revenue Account 101-0-341190 and appropriated the \$1,000 to Police Special Departmental Supplies Account 101-231100-426800 to help defray the cost of replacement gun holsters for the Police Department.

DISTRIBUTION LINE DESIGN/CONSTRUCTION MANAGEMENT SERVICES

The City Council (1) approved the award of a contract to ESC (Electrical Systems Consultant) in an amount not to exceed \$425,000 for distribution design, construction management and related work for distribution lines including 4kV to 12kV conversions; and (2) authorized the City Manager or his designee to execute the Agreement for Consulting Services for Engineering Design and Construction Management for Distribution Projects.

POLE ATTACHMENT AND CONDUIT LICENSE AGREEMENT WITH PACIFIC LIGHTWAVE, INC.

The City Council (1) approved the Pole Attachment and Conduit License Agreement with Pacific Lightwave, Inc., for space rental on City-owned poles and conduits; and (2) authorized the City Manager or his designee to execute the Agreement. (See Page 80-117.)

NOVEMBER UTILITY BILL STUFFER RE NON-STORM WATER DISCHARGES

The City Council approved the inclusion with the November utility bills of the utility bill insert, attached to the written staff report, regarding the adverse impacts of non-storm water discharges on receiving waters.

CITY COUNCIL

SUPPORT FOR RCC MARCHING BAND - REFERRED TO COMMITTEE

At the recommendation of Mayor Loveridge, the City Council referred the request of Director Gary Locke of the Riverside Community College (RCC) Marching Band for a City contribution of \$5,000 to the Marching Band to attend the Bands of America Grand National Championship in Indianapolis at the Hoosierdome on November 4 and 5, 1994, to the City Council Finance Committee for a report to the full City Council as soon as possible.

NAMING OF PARK AND RECREATION FACILITIES - RESOL. AMENDMENT

The City Council approved the recommendations of the City Council Community Service and Youth Committee that (1) the area along Victoria Avenue at Jane Street be known as the "Peter Lewis Memorial Garden"; (2) the planted median on Victoria Avenue at Ivy Street be known as the "Lorraine Small Commemorative Planting"; (3) the boathouse under construction at Fairmount Park be named "Stewarts Boathouse"; and (4) changes be made to Park Naming Resolution No. 14159 as amended by Resolution No. 18250 as indicated on Attachment 2 to the written report. Further, Resolution No. 18582 of the City Council of



CITY OF RIVERSIDE

COUNCILMEMBERS

	B E A T Y	M O O R E	D E F E N B A U G H	K A N E	C L I F F O R D	T H O M P S O N	P E A R S O N
October 11, 1994	1	2	3	4	5	6	7
the City of Riverside, California, Amending Resolution No. 14159 as Amended by Resolution No. 18250 by Further Amending Section 2 to Clarify Standards for Naming a Park or Recreation Facility for a Person, was adopted.							
PROPOSED VACATION OF PEDESTRIAN WALKWAY BETWEEN CHEYENNE AND ANNA - FUND TRANSFER The City Council approved the recommendation of the City Council Finance Committee and appropriated \$1,144 from General Fund Contingency Reserve Account 101-129800-451000 to cover the filing fee for the proposed vacation of the pedestrian walkway situated between Cheyenne Road and Anna Street.							
YOUTH MOCK TRIAL PROGRAM - APPROPRIATION The City Council approved the recommendations of the City Council Finance Committee and (1) appropriated \$2,700 from General Fund Contingency Reserve Account 101-129800-451000 to Mock Trial Program Account 101-111300-450312; and (2) authorized the City to be listed as a sponsor of the Mock Trial Program.							
ORDINANCES TO ASSIST LAW ENFORCEMENT RE PANHANDLING/TRESPASSING - CONTINUED City Council consideration of proposed ordinances that would assist law enforcement regarding panhandling and trespassing was continued until the City Council Public Safety Committee is prepared to present its report.							
RESOLUTION - ADOPTION CASE GP-003-934 - 6947-7007 INDIANA Resolution No. 18583 of the City Council of the City of Riverside, California, Amending the Casa Blanca Community Plan and the Land Use Element of the Riverside General Plan by Deleting the Offices (Only) Land Use Designation From Approximately 1.6 Acres of Land at 6947-7007 Indiana Avenue, Generally Located on the Northwest Side of Indiana Avenue About 240 Feet Southwest of Brockton Avenue (Mary Street) and by Placing This Property in the Retail Business and Office Land Use Designation, was adopted.							
DISCUSSION CALENDAR PROPERTY MANAGEMENT SYSTEM SOFTWARE LEASE - APPROPRIATION The City Council (1) authorized the Purchasing Services Manager to issue a purchase order to Red Deer Systems for the purchase of the SKYLINE Property Management System software, related training and annual system maintenance for collecting non-utility related billings; and (2) approved the appropriation of \$13,500 from the Central Services Unappropriated Fund Balance to the appropriate Information Systems Department accounts. Further, the City Council requested a status report on this program six months after the system has been in operation.							
Motion Second All Ayes			X		X		

RESOLUTION NO. 18250

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE, CALIFORNIA, AMENDING RESOLUTION NO. 14159 BY AMENDING SECTION 2 TO INCLUDE A PERSON OF NATIONAL PROMINENCE AND SECTION 5 TO CHANGE "PUBLIC HEARING" TO "PUBLIC MEETING".

BE IT RESOLVED by the City Council of the City of Riverside, California, as follows:

Section 1: Section 2 of Resolution No. 14159 is hereby amended as follows:

"2. No park or recreation facility shall be named for a person, except where an individual is a person of national prominence or has made a significant financial contribution toward the acquisition and/or development of said park or facility, or has been an outstanding long-time community leader who has supported open space and recreational activities; and provided, that such person, except in extraordinary cases, should be honored posthumously. Notwithstanding anything to the contrary herein, a name designated by a donor as a condition to the donation shall be acceptable if the contribution represents a major portion of the planned park or facility."

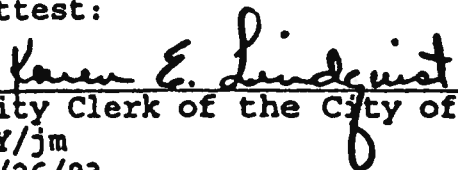
Section 2: Section 5 of Resolution No. 14159 is hereby amended to read as follows:

"5. The name of a park or recreation facility may be changed only after a public meeting thereon held by the Park and Recreation Commission indicating significant justification and support by the community for such change and ratification by the City Council."

ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk this 25th day of May, 1993.


Mayor of the City of Riverside

Attest:


City Clerk of the City of Riverside
SY/jm
5/26/93

1 I, Karen E. Lindquist, City Clerk of the City of
2 Riverside, California, hereby certify that the foregoing
3 resolution was duly and regularly introduced and adopted at a
4 meeting of the City Council of said City at its meeting held on
5 the 25th day of May, 1993 , by the following vote, to
6 wit:

7 Ayes: Councilmembers Loveridge, Clarke, Defenbaugh, Tavaglione,
8 Clifford, Thompson and Pearson.

9 Noes: None.

10 Absent: None.

11 IN WITNESS WHEREOF I have hereunto set my hand and
12 affixed the official seal of the City of Riverside, California,
13 this 25th day of May, 1993.

14 Karen E. Lindquist
15 City Clerk of the City of Riverside
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RESOLUTION NO. 18272

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE, CALIFORNIA, WAIVING THE POLICY REQUIREMENT THAT THE SELECTION OF NAMES FOR PARK AND RECREATION FACILITIES BE THE RESPONSIBILITY OF THE PARK AND RECREATION COMMISSION AS THE SAME MAY APPLY TO THE RENAMING OF THE RIVERSIDE COMMUNITY CENTER TO CESAR E. CHAVEZ COMMUNITY CENTER.

WHEREAS Resolution No. 14159 establishes a policy for the selection of names for park and recreation facilities; and

WHEREAS a request has been presented to the Park and Recreation Commission of the City of Riverside to rename the Riverside Community Center to the Cesar E. Chavez Community Center; and

WHEREAS the Park and Recreation Commission was unable to recommend said renaming pursuant to the then existing provisions of Resolution No. 14159, and instead recommended to the City Council of the City of Riverside that said resolution be amended to include a provision to permit the naming of park and recreation facilities for persons of national prominence; and

WHEREAS the City Council of the City of Riverside adopted Resolution No. 18250 to amend so much of Resolution No. 14159 to include a provision which would allow the naming of park and recreation facilities for persons of national prominence; and

WHEREAS the Recreational and Cultural Committee of the City Council of the City of Riverside, after having held a public meeting, has recommended to the City Council that the policy of placing the responsibility for the selection of names for park and recreation facilities with the Park and Recreation Commission

1 be waived with respect to any renaming of the Riverside Community
2 Center, and that the Riverside Community Center be renamed in
3 honor of Cesar E. Chavez and hereafter be known as the Cesar E.
4 Chavez Community Center;

5 NOW, THEREFORE, BE IT RESOLVED by the City Council of
6 the City of Riverside, California, as follows:

7 1. The policy provision set forth in Resolution
8 No. 14159 requiring that the Park and Recreation Commission shall
9 be responsible for the selection of names for park and recreation
10 facilities, as the same may apply to the renaming of the
11 Riverside Community Center, is hereby waived.

12 2. The Riverside Community Center located at Bobby
13 Bonds Park in the City of Riverside shall be renamed and
14 hereafter be known as the Cesar E. Chavez Community Center.

15 ADOPTED by the City Council and signed by the Mayor and
16 attested by the City Clerk this 22nd day of June, 1993.

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19 Mayor of the City of Riverside

20 Attest:

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22 KAREN E. LINDQUIST
23 City Clerk of the City of Riverside

24 BY Mary A. Maxwell
25 ASSISTANT CITY CLERK
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1 I, Karen E. Lindquist, City Clerk of the City of
2 Riverside, California, hereby certify that the foregoing
3 resolution was duly and regularly introduced and adopted at a
4 meeting of the City Council of said City at its meeting held on
5 the 22nd day of June, 1993 , by the following vote, to
6 wit:

7 Ayes: Councilmembers Loveridge, Clarke, Defenbaugh, Tavaglione,
8 Clifford and Pearson.

9 Noes: None.

10 Absent: Councilmember Thompson.

11 IN WITNESS WHEREOF I have hereunto set my hand and
12 affixed the official seal of the City of Riverside, California,
13 this 22nd day of June, 1993.

14 KAREN E. LINDQUIST

15 City Clerk of the City of Riverside

16 BY Mary A. Macfarlane
17 ASSISTANT CITY CLERK
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CITY OF RIVERSIDE

COUNCILMEMBER

Meeting files

June 22, 1993

WARDS

L O V E R I D G E	C L A R K E	D E F E N B A U G H	T A V A G L I O N E	C L I F F O R D	T H O M P S O N	P E A R S O N
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acknowledged Mr. Sugita's work with Riverside's Metrolink transit service.

PAULA HARRISON - REQUEST FOR INCREASED SECURITY AT CITY PARKS - REFERRED TO STAFF

Paula Harrison appeared to request that the City Council appropriate funds for increased security at City parks, and specifically for the Sippy Woodhead Pool at Bobby Bonds Park. Following discussion, the Park and Recreation Director was requested to present a report to the City Council in 30 days on the matter of security around community centers.

Motion
Second
All Ayes

Following discussion, motion was made and carried to take the item concerning naming of City facilities out of order from the printed agenda.

Motion
Second
Ayes
Noes

CITY COUNCIL**NAMING OF CITY FACILITIES - RESOLUTION**

A written report was presented from Chairperson Thompson of the City Council Recreation and Cultural Committee presenting the Committee's recommendations that the City Council (1) consider renaming the Riverside Community Center in honor of Cesar Chavez; (2) adopt the resolution attached to the report that includes provisions to waive the requirement that Recommendation (1) come from the Park and Recreation Commission; and (3) initiate the formal process for changing the name of Pennsylvania Avenue/Box Springs Boulevard from Fourteenth Street to El Cerrito Drive to Martin Luther King Avenue. Following discussion and after everyone in the audience wishing to speak had been given the opportunity to do so, the recommendations were approved; and the City Council approved renaming the Riverside Community Center in honor of Cesar E. Chavez, and initiated the formal process for changing the name of Pennsylvania Avenue/Box Springs Boulevard from Fourteenth Street to El Cerrito Drive to Martin Luther King Avenue. Further, Resolution No. 18272 of the City Council of the City of Riverside, California, Waiving the Policy Requirement That the Selection of Names for Park and Recreation Facilities be the Responsibility of the Park and Recreation Commission as the Same May Apply to the Renaming of the Riverside Community Center to Cesar E. Chavez Community Center, was presented; and the title having been read, and further reading waived by the unanimous consent of Councilmembers present, was adopted.

Motion
Second
All Ayes

CITY MANAGER**SEISMIC STRUCTURAL ENGINEERING STUDY - FUND TRANSFER**

A written report was submitted from the City Manager and the Assistant City Manager recommending that the City Council (1) authorize the retention of the firm of Robbins Combs Jorgensen Christopher to perform a seismic structural engineering study and corrective design work on the Riverside Community Center; (2) authorize the preparation and execution of the

City of Riverside, California
Park and Recreation Department
Procedure Manual

Number IV-2

Page 1 of 2

Subject:

NAMING PARKS AND
RECREATION FACILITIES

Effective Date: 7/90

Review Date: 7/92

Prepared by: Senior Park Planner

Approval:

M. Bachman
Park and Recreation Director

PURPOSE:

To establish a uniform policy and procedure that identifies criteria for the naming of parks and recreation facilities.

POLICY:

The Park and Recreation Commission will be responsible for the selection of names for parks and recreation facilities. Once a name is selected it will be forwarded to the City Council for ratification. Staff will be responsible for encouraging citizens and community organizations to suggest possible names that will then be forwarded to the Commission for consideration.

At a minimum, each park and community building will be designated a name. Naming of specific areas within a park (garden, swimming pool, lake, ballfield, etc.) is acceptable but should be kept to a minimum to avoid confusion. No park shall be given a name which might be perceived as controversial by the community. All names selected shall be acceptable and meaningful to a majority of the neighborhood/community where the park or recreation facility is located.

Priority in naming sites shall be given to geographical locations, historic significance or geologic features. No park shall be named for a person, except where an individual has made a significant financial contribution toward the acquisition and/or development of the park facility, or has been an outstanding long-time community leader who has supported open space and recreational activities. The person shall be honored posthumously. However, a stipulation by a prospective donor that a name designation be a requirement of the donation may be acceptable. This to be determined by the Park and Recreation Commission and the City Council.

All park and recreation facilities will be designated a formal name within six months of acquisition or construction. All parks shall have an entrance sign and buildings will have a plaque for name identification.

The name of a park or recreation facility may be changed only after a public hearing is held by the Commission to receive community input and direction. No name shall be changed unless there is significant justification and support by the community.

PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
Department	1. Acquires a new park or recreation facility.
	2. Compiles possible names and makes recommendations to the Park and Recreation Commission.
	3. Forwards suggested names to the Park and Recreation Commission for consideration.
Park and Recreation Commission	4. Receives any additional community input.
	5. Selects a name for the new park or recreation facility.
	6. Forwards name to City Council for ratification.
Department	7. Installs the appropriate naming sign or plaque.

PRPROC. 34/a
01/15/91

February 10, 1986

Item No. 6 d

SUBJECT: NAMING PARKS AND RECREATION FACILITIES

The Naming of Parks Subcommittee has met relative to the policy adopted for the naming of parks and recreation facilities. It was the consensus of the subcommittee that wording in Paragraph Three (underlined on the attached) be considered for revision.

The subcommittee recommends that:

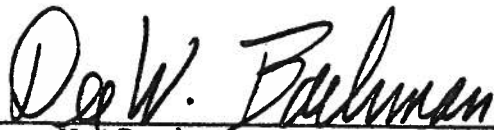
"The person shall be honored posthumously. However, a stipulation by a prospective donor that a name designation be a requirement of the donation may be acceptable; this to be determined by the Park and Recreation Commission and the City Council."

The subcommittee will update the Commission on their proposed revisions.

RECOMMENDATION

That the Commission determine what action they wish to take regarding this matter.

Submitted by,



Dee W. Bachman
Park & Recreation Director

Attachment

NAMING PARKS AND RECREATION FACILITIES

A written report was submitted by the Park and Recreation Director informing the Commission that the Naming of Parks Subcommittee had met relative to the policy adopted for the naming of parks and recreation facilities. Commissioner Montgomery, speaking on behalf of the subcommittee, informed the Commission that it was the subcommittee's recommendation that wording in Paragraph Three be revised to read:

"The person shall be honored posthumously. However, a stipulation by a prospective donor that a name designation be a requirement of the donation may be acceptable; this to be determined by the Park and Recreation Commission and the City Council."

Following discussion it was moved that the Commission recommend to City Council an amendment to the existing ordinance.

Motion:	Montgomery
Seconded:	Baird
Ayes:	All

City of Riverside, California
Park and Recreation Department
Procedure Manual

Subject:

NAMING PARKS AND RECREATION FACILITIES

Effective Date: 4/83

Review Date: 4/85

Prepared by: Park & Recreation

Approval:


Park and Recreation Director

PURPOSE:

To establish a uniform policy and procedure that identifies criteria for the naming of parks and recreation facilities.

POLICY:

The Park and Recreation Commission will be responsible for the selection of names for parks and recreation facilities. Once a name is selected it will be forwarded to the City Council for ratification. Staff will be responsible for encouraging citizens and community organizations to suggest possible names that will then be forwarded to the Commission for consideration.

At a minimum, each park and community building will be designated a name. Naming of specific areas within a park (garden, swimming pool, lake, ballfield, etc.) is acceptable but should be kept to a minimum to avoid confusion. No park shall be given a name which might be perceived as controversial by the community. All names selected shall be acceptable and meaningful to a majority of the neighborhood/community where the park or recreation facility is located.

Priority in naming sites shall be given to geographical locations, historic significance or geologic features. No park shall be named for a person, except where an individual has made a significant financial contribution toward the acquisition and/or development of the park or facility, or has been an outstanding long-time community leader who has supported open space and recreational activities. (In most cases, the person should be honored posthumously. However, a donor that stipulates a name as being a requirement of the donation is acceptable if the contribution represents a major portion of the planned park or facility.)

All park and recreation facilities will be designated a formal name within six months of acquisition or construction. All parks shall have an entrance sign and buildings will have a plaque for name identification.

The name of a park or recreation facility may be changed only after a public hearing is held by the Commission to receive community input and direction. No name shall be changed unless there is significant justification and support by the community.

PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
Department	1. Acquires a new park or recreation facility.
	2. Solicits possible names from community.
	3. Forwards suggested names to the Park and Recreation Commission for consideration.
Park and Recreation Commission	4. Receives any additional community input.
	5. Selects a name for the new park or recreation facility.
	6. Forwards name to City Council for ratification.
Department	7. Installs the appropriate naming sign or plaque.

PRAM1/La

CITY OF RIVERSIDE
PARK & RECREATION COMMISSION
AGENDA ITEM NO. A 7

SUBJECT: Formalization of Park & Recreation Facilities Names

REQUESTED ACTION: That the Park & Recreation Commission approve the attached formalized name proposals for submittal to the City Council.

STAFF RECOMMENDATION: Same

ANALYSIS: Last month the Commission directed the Recreation Committee to review the current names of Park and Recreation facilities and provide the full Commission with their recommendations on formalizing names that have not been done so to date. Attached is the committee's recommended actions.

ATTACHMENT: Listing of formalized name proposals

Park & Recreation Director

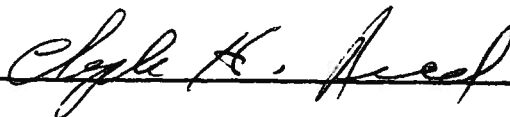


Date 10/10/80

COMMISSION ACTION: The Commission approved the formalized name proposals as outlined and submitted them to the City Council for approval, excepting Bryant Community Center. It was moved that Bryant Community Center's name be changed to Arlanza Community Center.

Motion: Soto
Seconded: Dunlap
Ayes: All ayes

CHAIRMAN



DATE 1/12/81

CITY OF RIVERSIDE
PARK & RECREATION COMMISSION
AGENDA ITEM NO. A 4

SUBJECT: Formalization of Parks and Recreation Facilities Names

REQUESTED ACTION: That the Commission direct the Recreation Committee to review the attached list of Parks and Recreation Facilities names and refer back to the Commission at the October meeting their recommendations for formalizing the current or changing any names.

STAFF RECOMMENDATION: Same

ANALYSIS: The Commission at the August meeting approved the "Naming of Parks and Recreation Facilities Policy", and recommended it to the City Council for approval which they approved August 26, 1980. Therefore, it seems appropriate at this time for the Recreation Committee of the Commission to review all the names and refer their recommendation back to the Commission for approval.

ATTACHMENT: Parks and Recreation Facilities Names

Park & Recreation Director B. S. Southard Date 9/4/80

COMMISSION ACTION: The Chairman directed the Recreation Committee to re-
the Park & Recreation facilities names and report back
the next Commission meeting with their recommendation
for formalizing the names.

Motion: Reed
Seconded: Patton
Ayes: Adams, Dunlap, Gneiting, Patton, Reed
Abstain: von Pohle

CHAIRMAN Charles H. Jones DATE 10/13/80

CITY OF RIVERSIDE

CITY COUNCIL MEMORANDUM

HONORABLE MAYOR and CITY COUNCIL

DATE: October 21, 1980

AGENDA ITEM #: 35

SUBJECT: FORMALIZATION OF PARK AND RECREATION NAMES

On August 26, 1980, the City Council adopted a resolution establishing a policy for the naming of Parks and Recreation facilities. The policy states that the Park and Recreation Commission shall be responsible for the selection of names according to certain criteria, subject to the approval of the City Council.

The Commission has reviewed the formal and informal names of all Park and Recreation facilities. No changes are recommended for the parks or facilities that have been formally named. Attached is a listing of informal names that the Commission is recommending to be formalized at this time. The Commission will continue its review of other names and report back to the Council at a future date.

RECOMMENDATION

That the City Council authorize the attached list of names to be formalized.

PREPARED BY:

Clyde Reed, Chairman
Park & Recreation Commission

LP/CC3/Ks
Attachment

cc: City Attorney
City Clerk
Park & Recreation Commission ✓
Park & Recreation Department

8-21-80
66-178

FORMALIZATION OF PARK AND RECREATION NAMES

A written report was submitted from Chairman Reed of the Park and Recreation Commission advising that on August 26, 1980, the City Council adopted a resolution establishing a policy for the naming of parks and recreation facilities, which policy states that the Commission shall be responsible for the selection of names according to certain criteria, subject to approval of the City Council; further advising that the Commission has reviewed the formal and informal names of all park and recreation facilities, and no changes are recommended for those facilities that have been formally named; and recommending that the City Council formalize the names for the facilities as listed on the attachment to the report. The recommendation was approved.

RESOLUTION NO. 14159

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE, CALIFORNIA, ESTABLISHING A POLICY FOR THE NAMING OF PARKS AND RECREATION FACILITIES BY ADOPTING BY REFERENCE CITY OF RIVERSIDE PARK AND RECREATION DEPARTMENT ADMINISTRATIVE MANUAL NO. 34 ATTACHED HERETO.

WHEREAS it is appropriate to establish a uniform policy and procedure for the naming of parks and recreation facilities

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Riverside as follows:

1. In the naming of parks and recreation facilities of the City of Riverside, preference will be given to names relating to geographical location, historical significance or geologic features.
2. No park or recreation facility shall be named for a person, except where an individual has made a significant financial contribution toward the acquisition and/or development of said park or facility, or has been an outstanding long-time community leader who has supported open space and recreational activities; and provided, that such person, except in extraordinary cases, should be honored posthumously. Notwithstanding anything to the contrary herein, a name designated by a donor as a condition to the donation shall be acceptable if the contribution represents a major portion of the planned park or facility.
3. The Park and Recreation Commission shall be responsible for the selection of names for parks and recreation facilities, subject to the approval of the City Council.
4. All parks and recreation facilities will be designated by a formal name within six months of

8/22/80
BP/jm

1 acquisition or construction; and all parks shall
2 have an entrance sign and buildings will have a
3 plaque with the designated name.

- 4 5. The name of a park or recreation facility may be
5 changed only after a public hearing thereon held
6 the Park and Recreation Commission indicating sig
7 nificant justification and support by the communi
8 for such change, and ratification by the City Cou

9 BE IT FURTHER RESOLVED that City of Riverside Park and
10 Recreation Department Administrative Manual No. 34, attached
11 hereto, is hereby adopted and incorporated as though fully se
12 forth herein.

13 ADOPTED by the City Council and signed by the Mayor as
14 attested by the City Clerk this 26th day of August, 1980.

15
16 AB BROWN

Mayor of the City of Riverside

17 Attest:

18 ALICE A. HARE

(SEAL)

19 City Clerk of the City of Riverside

20
21 I, Alice A. Hare, City Clerk of the City of Riverside,
22 California, hereby certify that the foregoing resolution was
23 duly and regularly introduced and adopted by the City Council
24 said City at its meeting held on the 26th day of August, 1980,
25 by the following vote, to wit:

26 Ayes: Councilmen Mansfield, Bowers, Buster,
27 Digati and Frizzel.

28 Noes: Councilman Shepard.

29 Absent: Councilman Loveridge.

30 IN WITNESS WHEREOF I have hereunto set my hand and
31 affixed the official seal of the City of Riverside, California
32 this 26th day of August, 1980.

(SEAL)

ALICE A. HARE

City Clerk of the City of Riverside

CITY ATTORNEY
RIVERSIDE
CALIFORNIA

City of Riverside Park and Recreation Department ADMINISTRATIVE MANUAL		Date: August 26, 1980
Subject: NAMING PARKS AND RECREATION FACILITIES		A.M. No.: 34
Applicable City Parks and Recreation Facilities To:		Issued By: <i>En/ham</i>

- I. PURPOSE: To establish a uniform policy and procedure that identifies criteria for the naming of parks and recreation facilities.
- II. POLICY: The Park and Recreation Commission will be responsible for the selection of names for parks and recreation facilities. Once a name is selected it will be forwarded to the City Council for ratification. Staff will be responsible for encouraging citizens and community organizations to suggest possible names that will then be forwarded to the Commission for consideration.
- At a minimum, each park and community building will be designated a name. Naming of specific areas within a park (garden, swimming pool, lake, ballfield, etc.) is acceptable but should be kept to a minimum to avoid confusion. No park shall be given a name which might be perceived as controversial by the community. All names selected shall be acceptable and meaningful to a majority of the neighborhood/community where the park or recreation facility is located.
- Priority in naming sites shall be given to geographical locations, historic significance or geologic features. No park shall be named for a person, except where an individual has made a significant financial contribution toward the acquisition and/or development of the park or facility, or has been an outstanding long-time community leader who has supported open space and recreational activities. In most cases, the person should be honored posthumously. However, a donor that stipulates a name as being a requirement of the donation is acceptable if the contribution represents a major portion of the planned park or facility.
- All parks and recreation facilities will be designated a formal name within six months of acquisition or construction. All parks shall have an entrance sign and buildings will have a plaque for name identification.
- The name of a park or recreation facility may be changed only after a public hearing is held by the Commission to receive community input and direction. No name shall be changed unless there is significant justification and support by the community.

III. PROCEDURE:

Responsibility

Action

Department

1. Acquires a new park or recreation facility.
2. Solicits possible names from community.
3. Forwards suggested names to the Park and Recreation Commission for consideration.

Responsibility

Action

Park and Recreation
Commission

4. Receives any additional community input.
5. Selects a name for the new park or recreation facility.
6. Forwards name to City Council for ratification

Department

7. Installs the appropriate naming sign or plaque.

Approved by the Park & Recreation Commission on August 11, 1980

Approved by the City Council on August 26, 1980

CITY OF RIVERSIDE
CITY COUNCIL MEMORANDUM

HONORABLE MAYOR and CITY COUNCIL

DATE: August 26, 1980

AGENDA ITEM #: 64

SUBJECT: NAMING PARKS AND RECREATION FACILITIES

The Park and Recreation Commission has been concerned for sometime with the process utilized for naming parks and recreation facilities. As a result, a commission committee was formed to review this subject. After receiving input from staff and other agencies, the attached policy and procedure was developed. The full commission approved it at their August meeting for submittal to the Council for ratification. The commission feels very strongly that a formal policy is needed and should be adhered to on a consistent basis.

RECOMMENDATION

That the City Council adopt the attached resolution for the naming of parks and recreation facilities.

PREPARED BY:


Clyde Reed, Chairman
Park & Recreation Commission

EMB/CD/2/CC3/Jk
Attachment

cc: City Attorney
City Clerk
Park & Recreation ✓