



CITY OF POMONA

POLICY FOR NAMING OF PARK AND RECREATION FACILITIES

PURPOSE:

To establish guidelines and a uniform policy for naming of existing and future park and recreation facilities, subject to the approval of the City Council. This policy shall apply to City owned parks, facilities, or amenities within parks, or other recreational facilities.

A. Definition of Terms - Facility Classifications in order of significance:

Park - an officially recognized parcel of land, owned and managed by the City, used for public recreation purposes.

Facility - a recreational building within a park used for public recreation purposes. Examples include: community center, aquatic center, or amphitheater.

Amenity - a smaller, support facility that could be located within a park or is part of a recreation facility. Examples include: picnic pavilions, ballfields, playgrounds, monuments, walkways, or gardens.

POLICY:

1. The naming of any park and recreation facility shall first be considered at a publicly noticed meeting of the Parks and Recreation Commission. The Commission shall then forward its recommendations for approval to the Pomona City Council, who shall exercise final authority in naming all facilities.
2. Parks, facilities, or amenities which already bear the name of an individual will not be considered for re-naming, to uphold the original intent of honor and respect, unless substantial evidence is later revealed that the individual was falsely credited with the honor for which the facility was named.

Re-Naming of an existing Park:

1. After the Parks and Recreation Commission has discussed the re-naming of any park, no vote for approval on the matter shall take place until the next regular Commission meeting, thereby providing the opportunity for community input.
2. In addition, the Community Services Department shall arrange a public meeting, within the affected neighborhood or community if possible, to further provide the opportunity for public comment. The community meeting shall take place before final vote by the Parks and Recreation Commission.
3. A community meeting shall not be required for matters recommended for rejection by the Parks and Recreation Commission, but shall have the same waiting period, until the next regular meeting of the Commission, for final vote on the matter and to provide the opportunity for community input.

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Naming of a new Park:

1. After the Parks and Recreation Commission has discussed the naming of any new park, no vote for approval on the matter shall take place until the next regular Commission meeting, thereby providing the opportunity for community input.
2. In addition, the Community Services Department shall arrange a public meeting, within the affected neighborhood or community if possible, to further provide the opportunity for public comment. The community meeting shall take place before final vote by the Parks and Recreation Commission.
3. A community meeting shall not be required for matters recommended for rejection by the Parks and Recreation Commission, but shall have the same waiting period, until the next regular meeting of the Commission, for final vote on the matter and to provide the opportunity for community input.

Naming or Re-Naming of a Facility:

1. Procedure shall be the same as the naming of a park, except that no community meeting shall be required, unless recommended by staff and approved by the Commission.

Naming or Re-Naming of an Amenity:

1. After the Parks and Recreation Commission has discussed the naming of any amenity, it is permissible to vote for approval or rejection of the matter at its initial meeting. The Commission may exercise the option to postpone the vote until the next regular Commission meeting, thereby providing the opportunity for community input.
2. No community meeting shall be required, unless recommended by staff and approved by the Commission.

SELECTION CRITERIA:

The selection of a name for any park, facility, or amenity must meet one or more of the following criteria:

1. The name of an identifiable geographic location or a name that provides a link to City, county, state, or national heritage or development shall be used whenever possible (e.g., Civic Center Park, Palomares Park, Martin Luther King, Jr. Park, John F. Kennedy Park, Veterans Park).
2. The name of an individual may be used, living or dead, providing that individual has contributed significantly to the quality of life for Pomona residents with 20 years or more of community service. The individual must be identified as a Pomona resident, a member of a Pomona service organization, or employed within the city during his/her public service.
3. The name of an individual or business may be used if that individual or representatives of that individual or business contribute substantially towards the cost of providing a City park, facility, or amenity.

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4. The name of an organization may be used if the organization provides a substantial donation toward the ongoing maintenance of a park, facility, or amenity (e.g., Soroptimist Redwood Grove, Kiwanis Park).
 - a. The City of Pomona shall not name any facility in honor of an individual or organization which promotes, supports, or produces products which may be detrimental to the public health, safety or well-being, or which are not intended for consumption or use by minors.
5. The name of a City employee may be used, regardless of length of City service, if performance of City service causes or significantly contributes to death, serious illness, or disability of said employee; or if said employee performs pioneering, break-through, or lifesaving measures on behalf of the City.
6. The Pomona City Council shall exercise final authority in naming all public parks, facilities, and amenities within the City of Pomona.

PROCEDURES:

The Parks and Recreation Commission shall use this policy and criteria in recommending a name for any site or facility.

1. Recommendations may be submitted by community groups, individuals, or City staff.
2. Recommendations shall be submitted in writing, and shall be given equal consideration without regard to nomination source.

Procedure for Submitting Request for Naming of any park, facility, or amenity:

1. Requests for naming parks or recreation facilities will be submitted in writing to the Director of Community Services on the approved form.
2. Such requests shall be referred to the Parks and Recreation Commission, with staff recommendations.
3. The Parks and Recreation Commission shall consider each submitted request in an open meeting. The Commission shall either reject the request, or make a recommendation to the City Council for adoption, pending the policy as outlined in this document.
4. The Pomona City Council maintains final authority on all Parks and Recreation Commission recommendations.