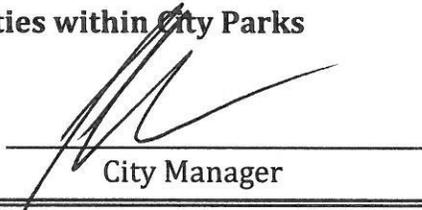


**City of Los Alamitos
Administrative Regulation**

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| Regulation: | 1.10 |
| Title: | Policy for Naming Specific Facilities within City Parks |
| Authority: | City Council |
| Date: | November 2, 2009 |

Revised:



City Manager

1. **Purpose:** To provide guidelines and procedures for the naming of Specific Facilities within City Parks. Additional facilities such as buildings located within the Los Alamitos Civic Center are not included in this policy.
2. **Application:** This policy has been created to guide the City Council in taking action concerning requests to name Specific Facilities within City Parks.
3. **Regulation:**
 - a. Definitions
 - i. Specific Facilities are facilities/amenities that could be located within a Park. These include, but are not limited to benches, trees, plaques, picnic shelters, and playground equipment.
 - ii. Parks are owned and managed by the City, used for public recreation purposes and include developed and undeveloped park areas and designated open space areas.
4. **Policy:**

The following criteria shall be used in the naming of Specific Facilities within City Parks.

 - a. General
 - i. The City Council will evaluate the merit of each suggested Specific Facility name according to criteria outlined in this policy. No suggestion is made or intended that existing or current names of Specific Facilities within City Parks be changed.
 - ii. The policy of the City is to name Specific Facilities in a manner that will provide an easy and recognizable reference to the City and be compatible to the area in which they are located.
 - b. Individual/Organizational Naming
 - i. Dedication may be in recognition of outstanding service, a donation, or a contribution to the facility or community.
 - ii. Dedication may be in memory of someone who has contributed to the facility or community.
 - iii. The person being memorialized died in the line of duty serving the City of Los Alamitos or the United States of America, or died while performing a heroic act (example: saving the life of another person).
 - iv. Individual:

City will obtain and/or attempt to make contact for approval from living family members of individuals recommended for having a Specific Facility within a City Park named in their honor.

- v. Organization:
 - Active: Signed letter on letterhead with approval from the Board of Directors stating their approval for the naming of a Specific Facility within City Parks.
 - Non Active: Signed letter not required.
- c. Dedicated Memorial Items (Plaques, Markers, Trees, Benches, etc.)
 - i. The naming of a Specific Facility within City Parks may include a dedicated plaque, marker, tree, bench or other item.
 - ii. The location, size and writing on plaques require approval by the Director of Recreation and Community Services prior to submittal to the Parks, Recreation and Cultural Arts Commission and the City Council.
 - iii. Dedicated memorial items must be designed to blend in and complement the existing park.
 - iv. The individual or group submitting the nomination is to pay for the design, manufacture, and installation of the memorial.
 - v. The location under consideration should be an appropriate setting for the memorial; in general there should be some specific geographic justification for the memorial being located in that spot.
 - vi. The City will make every effort to preserve any dedication plaque or other dedicated object. Due to repair of surrounding areas, construction, or redesign of a facility, the plaque or dedication object may be relocated. If the plaque or other dedication object cannot continue to be reasonably maintained, it may be removed by the City. If the dedication includes the gift of a tree or other plant the City will provide it regular standard of landscape care. If the tree does not survive, the City of not obligated to provide a replacement. If the dedication includes the gift of an object (e.g. bench, picnic table, and children's play equipment) the City will provide its regular standard of care and maintenance for the object.
- d. Fundraising Campaigns
 - i. Organizations affiliated with the City that desire to raise funds for a city-sponsored naming project must submit a nomination form to city staff. Staff will prepare a recommendation to the Parks, Recreation and Cultural Arts Commission for approval. The recommendation of the Commission will then be forwarded to the City Council for approval.
 - ii. Acceptance of a naming proposal by an organization conducting a fundraising campaign must be considered conditional pending approval from the City Council.
- e. Re-Naming Specific Facilities
 - i. Existing Specific Facilities within City Parks cannot be renamed unless it is found that the current name is inconsistent with the criteria outlined in this policy. Only with City Council approval can this be investigated and approved. The reason for not allowing renaming is to not diminish the original justification for the name or discount the value of prior contributions.

5. Procedure:

- a. Requests to rename existing Specific Facilities within City Parks shall be made by completing the nomination form provided by the Recreation and Community Services Department. Staff will review the form for completeness and accuracy and forward all requests to the Parks, Recreation and Cultural Arts Commission, but shall

not make or recommend a specific decision. The Commission will review the nomination and make a recommendation to the City Council.

- b. The City Council will have final approval.
- c. The Los Alamitos Museum shall be notified and given the opportunity to provide input to the Parks, Recreation and Cultural Arts Commission and the City Council.

6. Recognition:

- a. Recognition will be made either at a City Council meeting or at a special ceremony at the site of the Specific Facility to be named or renamed.

City of Los Alamitos
Naming of Specific Facilities within City Parks
NOMINATION FORM

Please type or print clearly in ink and return to:

Recreation and Community Services Department, 10911 Oak Street, Los Alamitos, CA 90720

I. Date of Submittal: _____

II. Individual or Organization Submitting Nomination:

III. Address: _____

City, State, Zip: _____

Telephone: (_____) _____ Email: _____

IV. Nominee (Check One): Individual Organization

V. Nominated Name/Organization: _____

VI. Number of Years the Nominee has lived in Los Alamitos: _____

VII. Recommended Name of Specific Facility: _____

VIII. Location of Recommended Name: _____

(Please be specific as to the location of the specific facility you are nominating)

IX. Explanation of why this individual/organization should be considered. (This information will be used by the Director of Recreation and Community Services and/or Parks, Recreation and Cultural Arts Commission to determine the basis for their recommendation to the City Council). Use additional paper if necessary.

X. Explanation of how the individual or organization is to be memorialized. Indicate the specific desired location. Please include any photos, drawings or specifications of the desired memorial item.

Nomination Withdrawal:

Signature

Date

City Staff Review: Yes Date: _____

Los Alamitos Museum Notification Yes Date: _____

Comments: _____

Recreation and Community Services Commission Recommendation:

Date of Meeting: _____ APPROVE DECLINE

City Council Action Date: _____ APPROVE DECLINE
