

1 ARTICLE 4. - APPROVAL OF A NAME FOR A PUBLIC FACILITY OR PROPERTY.

2  
3 § 14-1-31 - DEFINITIONS.

4 In this article:

5 (1) FACILITY includes a City building, structure, or other facility directly used by the public, excluding a  
6 police facility under Section 14-1-35 (*Procedure for Naming a Police Facility*) and a park facility under  
7 Section 14-1-36 (*Requirement for Naming or Renaming a Park Facility*).

8 (2) DIRECTOR means the director of the Public Works Department.

9 *Source: 1992 Code Section 15-7-18; Ord. 031204-12; Ord. 031211-11; [Ord. No. 20160324-021, Pt. 1, 4-4-](#)*  
10 *[16](#).*

11  
12 § 14-1-32 - NAMING POLICY.

13 (A) A feature in a facility may be dedicated to a person to recognize a valuable contribution to the  
14 community without naming or renaming the facility in which the feature is located. A plaque recognizing  
15 a deserving person may be placed in a facility without naming or renaming the facility in which the  
16 plaque is placed.

17 (B) A facility may be named for an individual, living, or dead, or something other than an individual. A  
18 facility may be named for an individual only if the individual has provided creditable service to the  
19 community and to the City.

20 (C) A facility named for an individual may not be renamed.

21 (D) Naming or renaming a facility must follow the procedure set forth in this article. The renaming of a  
22 facility must be initiated by the council or the city manager.

23 (E) If the city has financed the facility with the proceeds of obligations, the interest on which is  
24 excludable from gross income for federal income tax purposes, the city may reject a name to preserve  
25 the exemption from federal income taxation of the interest on the proceeds of the obligations.

26 *Source: 1992 Code Section 15-7-19; Ord. 031204-12; Ord. 031211-11; [Ord. No. 20160324-021, Pt. 1, 4-4-](#)*  
27 *[16](#).*

28  
29 § 14-1-33 - PROCEDURE FOR NAMING A FACILITY.

30 (A) A person may submit a suggestion for naming a facility or endorse a previously submitted  
31 suggestion. A suggestion or endorsement must be submitted to the director as provided by this section.  
32 The director may promulgate forms for this purpose.

33 (B) A suggestion for naming a facility must include:

34 (1) if the suggestion is an individual's name, a biographical sketch of the individual whose name is  
35 suggested, a description of the individual's involvement in the community, and the individual's  
36 connection, if any, to the facility or to the activity for which the facility will be used; or

37 (2) if the suggestion is not an individual's name, justification for the suggested name.

38 (C) Not later than the date construction of a new facility begins, the director shall notify the council, the  
39 city manager, the head of the City department that will operate or maintain the facility, the City advisory  
40 board that the director finds to have appropriate jurisdiction, and the City's public information officer  
41 that a new facility is to be named.

42 (D) Immediately on receipt of notice from the director, the City's public information officer shall take  
43 reasonable steps to inform persons who are likely to have an interest in the naming of the facility. The  
44 public information officer shall consider the nature and location of the facility and whether a particular  
45 community is likely to be especially interested in the process and disseminate the information in a way  
46 designed to reach those communities. Information disseminated under this subsection shall include a  
47 statement of the deadline for submitting suggestions.

48 (E) A suggestion or endorsement must be received by the director not later than the 90th day after date  
49 of the director's notice under Subsection (C).

50 (F) As soon as practicable after the deadline for receiving suggestions and endorsements, the director  
51 shall submit completed suggestions and endorsements to the chair of the City advisory board that the  
52 director finds to have appropriate jurisdiction.

53 (G) On receipt of the suggestions and endorsements, the City advisory board shall schedule and conduct  
54 a public hearing on naming the facility. The advisory board shall make a written recommendation to the  
55 council not later than the 45th day after the date the chair receives the suggestions and endorsements  
56 and shall provide a copy of the recommendation to the city manager. If the advisory board fails to meet  
57 the deadline prescribed in this section, the board is considered to have no recommendation.

58 (H) The city manager shall provide to each councilmember a copy of the advisory board's  
59 recommendation and the suggestions and endorsements received by the director. The city manager  
60 shall place an item regarding the naming of the facility on the council's agenda as soon as practicable  
61 after the advisory board makes its recommendation, or after the period prescribed by Subsection (G)  
62 expires, whichever is earlier.

63 (I) The council may by resolution establish different criteria and procedures for the naming of a  
64 particular facility. If a facility is partially funded by another entity, the council shall consider that entity's  
65 concerns in naming the facility.

66 *Source: 1992 Code Section 15-7-20; Ord. 031204-12; Ord. 031211-11.*

67

68 § 14-1-34 - PROCEDURE FOR RENAMING A FACILITY.

69 (A) A person may submit a suggestion for renaming a facility or endorse a previously submitted  
70 suggestion. A suggestion or endorsement must be submitted to the director as provided by this section.  
71 The director may promulgate forms for this purpose.

72 (B) On initiation of the renaming of a City facility under Subsection 14-1-32(D) ( *Naming Policy* ), the  
73 director shall notify the persons listed in Subsection 14-1-33(C) ( *Procedure for Naming a Facility* ), and  
74 the public information officer shall disseminate the information as provided in Subsection 14-1-33(D) ( *Procedure for Naming a Facility* ). A notice under this section shall state that the facility is being  
75 renamed.  
76

77 (C) A suggestion for renaming a facility must include:

78 (1) if the suggestion is an individual's name, a biographical sketch of the individual whose name is  
79 suggested, a description of the individual's involvement in the community, and the individual's  
80 connection, if any, to the facility or to the activity for which the facility will be used; or

81 (2) if the suggestion is not an individual's name, justification for the suggested name; and

82 (3) an estimate of cost to the City for replacement of signs and plaques.

83 (D) A suggestion or endorsement must be received by the director no later than the 90th day after the  
84 date of the director's notice under Subsection (B).

85 (E) As soon as practicable after the deadline for receiving suggestions and endorsements, the director  
86 shall submit completed suggestions and endorsements to the chair of the City advisory board that the  
87 director finds to have appropriate jurisdiction.

88 (F) On receipt of the suggestions and endorsements the City advisory board shall hold a public hearing  
89 and provide its recommendation in the same manner and within the same time prescribed in Subsection  
90 14-1-33(G) ( *Procedure for Naming a Facility* ). The city manager shall provide information to the council  
91 and place an item on the council's agenda regarding the renaming of the facility in the same manner as  
92 prescribed Subsection 14-1-33(H) ( *Procedure for Naming a Facility* ).

93 (G) The council may by resolution establish different criteria and procedures for the renaming of a  
94 particular facility. If a facility is partially funded by another entity, the council shall consider that entity's  
95 concerns in renaming the facility.

96 *Source: 1992 Code Section 15-7-21; Ord. 031204-12; Ord. 031211-11.*

97

98 § 14-1-35 - PROCEDURE FOR NAMING A POLICE FACILITY.

99 (A) This section applies to a facility primarily used by the Police Department, excluding the police  
100 headquarters building.

101 (B) A police facility may be named for an Austin Police Department police officer slain in the line of duty  
102 after June 1, 1995. The officer's name shall be assigned chronologically based on the date of the officer's  
103 death.

104 (C) The police chief shall advise the city manager when a police facility is available for naming.

105 (D) As soon as practicable after the police chief advises the city manager, the city manager shall place  
106 an item regarding the naming of the police facility on the council's agenda.

107 *Source: 1992 Code Section 15-7-22; Ord. 031204-12; Ord. 031211-11*

108

109 **§ 14-1-36 - REQUIREMENTS FOR NAMING OR RENAMING A PARK FACILITY.**

110 DEFINITIONS. In this article:

111 (1) PARK FACILITY means a park, significant building, sports complex, pool facility, or trail owned by the  
112 City and dedicated or used for park purposes. Significant building includes recreation, senior, cultural  
113 centers and other significant facilities used for parks and recreational purposes.

114 (2) PARK FEATURE means a recreational improvement that is not considered a park facility and is a  
115 major component in the park facility.

116 (3) DIRECTOR means the director of the Parks and Recreation Department.

117 Source: [Ord. No. 20160324-021, Pt. 2, 4-4-16](#).

118

119 **§ 14-1-37 - PARK NAMING POLICY.**

120 **(A) The intent of this policy is to name or rename parks facilities in order to best serve the interests of the**  
121 **community and assure a worthy and enduring legacy. The naming or renaming process must:**

122 **(1) be transparent to the public regarding the process of submitting an application, the receipt of an**  
123 **application by the department, public meetings being held about the application, feedback from the**  
124 **public, and final approval;**

125 **(2) actively seek community input with mechanisms in place to receive intentional feedback along with a**  
126 **feedback loop, and**

127 **(3) consider racial, ethnic, gender, and economic disparities in the naming of the park facility.**

128 **(AB)** Subject to a valid agreement governing the naming of a park facility or park feature, a park feature  
129 **with** in a park facility may be dedicated to an individual or group to recognize a culturally significant  
130 contribution, other valuable contribution, or creditable service to the park system or the community  
131 without naming or renaming the park facility in which the feature is located. A plaque recognizing a  
132 deserving individual or group may be placed by the park feature without naming or renaming the park  
133 facility in which the plaque is placed. Additional plaques recognizing other individuals or groups may be  
134 placed at the same feature location. Each plaque may be removed only when the park feature is  
135 removed and repurposed into another park feature. Naming a park feature can be done administratively  
136 without City Council approval, **but must have Parks and Recreation Board approval.**

137 **(BC)** A park facility may be named for:

138 **(1) an individual who has provided a valuable contribution and creditable service to the park system and**  
139 **the City; a geographic feature, nature-based element, community, cultural or historical reference in**  
140 **proximity to the park facility.**

141 **(2) an individual or entity that deeds the land to the City for a park facility, or contributes the estimated**  
142 **cost of at least 5075% of the development of the park facility, and that provides an endowment for the**

143 estimated 20-year maintenance costs of the park facility as estimated by the director, unless  
144 maintenance costs are waived by the director; or

145 (3) an individual or entity that has provided a culturally significant contribution to the surrounding area  
146 or community in which the facility exists and who is deceased for a period of two years or retired from  
147 work for a period of three years.

148 ~~(CD)~~ A non-refundable application fee must be paid at the time of submission of the application for  
149 naming or renaming a feature or facility.

150 ~~(DE)~~ If a name is approved by council or the director, a sign fabrication, plaque and installation fee must  
151 be paid prior to fabrication.

152 ~~(EF)~~ The application must contain documentation of public support for the proposed name. Public  
153 support materials must be provided to the Parks and Recreation Department.

154 ~~(FG)~~ If the city has financed the park facility or feature with the proceeds of obligations, the interest on  
155 which is excludable from gross income for federal income tax purposes, the city may reject a name to  
156 preserve the exemption from federal income taxation of the interest on the proceeds of the obligations.

157 Source: [Ord. No. 20160324-021, Pt. 2, 4-4-16](#).

158

159 § 14-1-38 - PROCEDURE FOR NAMING A FEATURE.

160 (A) A person may submit a nomination or a letter of support for naming a park feature or endorse a  
161 previously submitted nomination. A nomination or endorsement must be submitted to the director as  
162 provided by this section. The director may promulgate forms for this purpose.

163 (B) A nomination for naming a feature must include:

164 (1) if the nomination is an individual's name, a biographical sketch of the individual whose name is  
165 nominated, their valuable contribution or creditable service to the park system or the community,  
166 including their involvement, and the individual's connection, if any, to the park feature or to the activity  
167 for which the park feature will be used;

168 (2) if the nomination is not an individual's name, justification for the suggested name; or

169 (3) if the basis of the nomination is a culturally significant contribution, a description of the cultural,  
170 geographic, or historic significance to the surrounding area or community in which the feature exists;  
171 and

172 (4) an estimate of cost to the City for the placement or replacement of signs and plaques.

173 (C) the director may notify the Parks and Recreation Board that the director finds that the nomination  
174 has appropriate justification to name the park feature for the person or for the entity.

175 Source: [Ord. No. 20160324-021, Pt. 2, 4-4-16](#).

176

177 § 14-1-39 - PROCEDURE FOR NAMING OR RENAMING A FACILITY.

178 (A) A person may submit a nomination for naming or renaming a facility or endorse a previously  
179 submitted nomination. A nomination or endorsement must be submitted to the director as provided by  
180 this section. The director may promulgate forms for this purpose.

181 (B) A nomination for naming or renaming a facility must include:

182 (1) if the nomination is an individual's name, a biographical sketch of the individual whose name is  
183 suggested, their valuable contribution or creditable service to the park system or the community. This  
184 sketch should include the person's involvement, and connection, if any, to the park facility or to the  
185 activity for which the park facility will be used.

186 (2) Justification for the suggested name or a description of the cultural, geographic or historic  
187 significance to the surrounding area or community in which the facilities exist.

188 (3) An estimate of cost to the City for the replacement of signs and plaques.

189 ~~(2) if the suggestion is not an individual's name, justification for the suggested name; or~~

190 ~~(3) if the basis of the nomination is a culturally significant contribution, a description of the cultural,~~  
191 ~~geographic, or historic significance to the surrounding area or community in which the facility exists.~~

192 (C) The applicant has 90 days to amend the application if there is missing information or else it expires  
193 and the applicant must reapply.

194 ~~(D)~~ Not later than the date construction of a new facility begins, or within five days from receipt of a  
195 completed application for renaming, the director shall notify the council, the city manager, the Parks  
196 and Recreation Board, and the City's public information officer that a new facility is to be named, or an  
197 application to rename an existing facility was received.

198 ~~(D)~~ To promote community engagement and input from the stakeholders in the geographic area  
199 surrounding the facility prior to referral to the Parks and Recreation Board, immediately on receipt of  
200 notice from the director, the City's public information officer shall take reasonable steps to inform  
201 persons who are likely to have an interest in the naming of the facility. The public information officer  
202 shall consider the nature and location of the facility and whether a particular community is likely to be  
203 especially interested in the process and disseminate the information to reach those communities.  
204 Information disseminated under this subsection shall include a statement of the deadline for submitting  
205 nominations. The Parks and Recreation Department has 90 days to complete the community  
206 engagement.

207 (1) the City's public information officer must perform at least three of the following options to promote  
208 community engagement and input:

209 (a) host one or more public meetings in the community in which the facility exists;

210 (b) post a public notice;

211 (c) send out letters or fliers to neighborhood groups or associations;

212 (d) send out a survey; or

213 (e) post a notice via online and social media tools.

214 (F) The Parks and Recreation Department has 30 days to inform the applicant of the cost for the  
215 replacement of signs and plaques, and the applicant has 15 days to confirm responsibility of the final  
216 costs.

217 (EG) A nomination ~~or~~ endorsement for a new facility, or an endorsement or comment on a  
218 renaming, must be received by the director not later than the 90th day after date of the director's notice  
219 under Subsection (C).

220 (FH) ~~Within 30 days of As soon as practicable after the deadline for~~ receiving nominations and  
221 endorsements, the director shall submit completed nominations and endorsements to the chair of the  
222 Parks and Recreation Board that the director finds to have appropriate justification.

223 (G) On receipt of the nominations and endorsements, the Parks and Recreation Board shall schedule  
224 and conduct a public hearing within the next 90 days on naming or renaming the facility. The Parks and  
225 Recreation Board shall make a written recommendation to the Council not later than the ~~45~~ 60th day  
226 after the date the chair receives the nominations and endorsements and shall provide a copy of the  
227 recommendation to the city manager. If the Parks and Recreation Board fails to meet the deadline  
228 prescribed in this section, the board is deemed to have made no recommendation. A Parks and  
229 Recreation Board member may vote against a recommendation if the process is followed but the board  
230 member has a concern that the nomination may not satisfy §14-1-37(A).

231 (H) The city manager shall provide each council member a copy of the Parks and Recreation Board's  
232 recommendation, if any, and the nominations and endorsements received by the director. The city  
233 manager shall place an item regarding the naming or renaming of the facility on the council's agenda as  
234 soon as practicable after the Parks and Recreation Board makes its recommendation, or after the period  
235 prescribed by Subsection (G) expires, whichever is earlier.

236 ~~(I) The council may establish different criteria and procedures for the naming or renaming of a~~  
237 ~~particular facility. If a facility is partially funded by another entity the council shall consider that entity's~~  
238 ~~nomination for naming or renaming the facility.~~

239 Source: [Ord. No. 20160324-021, Pt. 2, 4-4-16](#) .