

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) Subject to a valid agreement governing the naming of a park facility or park feature, a park feature
121 within a park facility may be dedicated to an individual or group to recognize a culturally significant
122 contribution, other valuable contribution, or creditable service to the park system or the community
123 without naming or renaming the park facility in which the feature is located. A plaque recognizing a
124 deserving individual or group may be placed by the park feature without naming or renaming the park
125 facility in which the plaque is placed. Additional plaques recognizing other individuals or groups may be
126 placed at the same feature location. Each plaque may be removed only when the park feature is
127 removed and repurposed into another park feature. Naming a park feature can be done administratively
128 without City Council approval, but must have Parks and Recreation Board approval.

129 (B) A park facility may be named for:

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131 ~~the City; a geographic feature, nature-based element, community, cultural or historical reference in~~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

133 (2) an individual or entity that deeds the land to the City for a park facility, contributes the estimated
134 cost of at least ~~50~~75% of the development of the park facility, and provides an endowment for the
135 estimated 20-year maintenance costs of the park facility as estimated by the director; or

136 ~~(3) an individual or entity that has provided a culturally significant contribution to the surrounding area~~
137 ~~or community in which the facility exists.~~

138 (C) A non-refundable application fee must be paid at the time of submission of the application for
139 naming or renaming a feature or facility.

140 (D) If a name is approved by council or the director, a sign fabrication, plaque and installation fee must
141 be paid prior to fabrication.

142 (E) The application must contain documentation of public support for the proposed name. Public
143 support materials must be provided to the Parks and Recreation Department.

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

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

148

149 § 14-1-38 - PROCEDURE FOR NAMING A FEATURE.

150 (A) A person may submit a nomination for naming a park feature or endorse a previously submitted
151 nomination. A nomination or endorsement must be submitted to the director as provided by this
152 section. The director may promulgate forms for this purpose.

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

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

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

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

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

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

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

166

167 § 14-1-39 - PROCEDURE FOR NAMING OR RENAMING A FACILITY.

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

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

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

176 the cultural, geographic or historic significance to the surrounding area or community in which the
177 facilities exists.

178 (2) An estimate of cost to the City for replacement of signs and plaques.

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

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

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

184 ~~(C D)~~ Not later than the date construction of a new facility begins, or within five days from receipt of a
185 completed application for renaming, the director shall notify the council, the city manager, the Parks
186 and Recreation Board, and the City's public information officer that a new facility is to be named, or an
187 existing facility is to be renamed.

188 ~~(DE)~~ To promote community engagement and input from the stakeholders in the geographic area
189 surrounding the facility prior to referral to the Parks and Recreation Board, immediately on receipt of
190 notice from the director, the City's public information officer shall take reasonable steps to inform
191 persons who are likely to have an interest in the naming of the facility. The public information officer
192 shall consider the nature and location of the facility and whether a particular community is likely to be
193 especially interested in the process and disseminate the information to reach those communities.
194 Information disseminated under this subsection shall include a statement of the deadline for submitting
195 nominations.

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

198 (a) host one of more public meetings in the community in which the facility exists;

199 (b) post a public notice;

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

201 (d) send out a survey; or

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

203 (F) The cost related to the replacement of signs and plaques must be finalized to the applicant by the
204 City in a timely manner.

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

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

211 (~~G~~) On receipt of the nominations and endorsements, the Parks and Recreation Board shall schedule
212 and conduct a public hearing within the next 90 days on naming or renaming the facility. The Parks and
213 Recreation Board shall make a written recommendation to the Council not later than the ~~45~~ 60th day
214 after the date the chair receives the nominations and endorsements and shall provide a copy of the
215 recommendation to the city manager. If the Parks and Recreation Board fails to meet the deadline
216 prescribed in this section, the board is deemed to have made no recommendation.

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

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

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