

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Parks and Recreation

AGENDA DATE: September 17, 2019

CONTACT PERSON/PHONE: Joel McKnight, Asst. Parks and Recreation Director (212-1719)

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL:

Goal 4 – Enhance El Paso's Quality of Life through Recreational, Cultural, and Educational Environments

SUBJECT:

A resolution updating the Park Naming Policy related to guidelines for naming and renaming of parks and recreation facilities.

BACKGROUND / DISCUSSION:

The Parks and Recreation Department began a review of the current Park Naming Policy, as a best practice approach since the Policy was adopted by City Council on October 31, 2000, with subsequent administrative updates most recently on November 6, 2012. Particular focus was given to the guidelines used to determine eligibility for park naming and renaming.

The recommended update includes improving the formatting and clarity of information required, as well as additions to make the application process uniform. Of particular importance was the placement of specific criteria to be considered for a park re-naming once a park or facility name was formally adopted by City Council.

On August 21, 2019, the Parks and Recreation Advisory Board reviewed the proposed changes and recommended formal adoption by City Council.

PRIOR COUNCIL ACTION:

10/31/2000 – City Council adopts Park Naming Policy

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

08/21/19 – Parks and Recreation Advisory Board recommends City Council approve changes to the Park Naming Policy

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: T. Norale

APPROVED FOR AGENDA: _____

CITY MANAGER: _____ **DATE:** _____

RESOLUTION

WHEREAS, on October 31, 2000, the El Paso City Council adopted the Park Naming/Changing Guidelines (the "Guidelines") to establish guidelines for the naming and renaming of parks and recreation facilities attached hereto as Exhibit "A"; and

WHEREAS, over the years the Guidelines have been administratively updated to increase transparency and outline the process as shown in the current policy attached as Exhibit "B"; and

WHEREAS, the City staff now recommends that the adopted Guidelines be amended to include (1) additions to the policy to make the process uniform and respectful; and (2) provide specific criteria for park renaming and provide guidance on what is acceptable; and

WHEREAS, on August 12, 2019, the Parks and Recreation Advisory Board unanimously recommended that the amended Guidelines be presented to City Council for approval.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO THAT:

The City of El Paso Park Naming/Changing Guidelines be amended and restated as shown in Exhibit "C", attached to this Resolution.

APPROVED this ____ day of _____ 2019.

THE CITY OF EL PASO:


Dee Margo, Mayor

ATTEST:

Laura D. Prine, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:



Leslie B. Jean-Pierre
Assistant City Attorney

Tracy A. Novak, Director
Parks & Recreation Department

(Exhibits on the following pages)

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

WHEREAS, It is recognized that the naming of a City Park is a very serious matter, and all names considered by the Parks and Recreation Advisory Board and the Mayor and City Council should be above all significant, appropriate, considerate, and acceptable to the citizens of El Paso, and

WHEREAS, The Parks and Recreation Advisory Board recommends the names selected to the Mayor and City Council, who have the final authority to name the park, and

WHEREAS, All matters regarding renaming or naming of a park or park facility shall be in a written resolution formally approved by Mayor & City Council,

BE IT THEREFORE RESOLVED that in considering a proposed name, both the Parks and Recreation Advisory Board and the Mayor and City Council shall look to the following guidelines in their selection and approval.

1. There shall be a general presumption in favor of names reflecting historical or physical features of the neighborhood and names of persons or organizations. Parks may well be named for the neighborhoods themselves or the street or road where the park is located.
2. The name shall not duplicate the name of any other park or park facility in El Paso.
3. The name shall not endorse or advocate any religion or specific religious belief, nor shall the name have an obscene connotation or malevolently portray, demean, or intimidate any racial or ethnic group.
4. The extent of public support for or opposition against a name shall be taken into account when deciding on a name.
5. In the event that the name of a deceased person is proposed, that person shall have been deceased for at least one year before consideration, have been prominent in El Paso or elsewhere and shall have demonstrated a continued commitment and made an extraordinary contribution, preferably to park betterment, locally, nationally or internationally. Persons not associated with parks may be considered but shall meet all other criteria. Any living person proposed shall have made a worthy and extraordinary contribution, preferably to parks and recreation, or be extremely prominent locally, in Texas, nationally or internationally.
6. An organization which is considered shall have demonstrated a continued commitment to El Paso Parks and Recreation.

7. An event which is considered shall have occurred at least one year prior to consideration and the event shall have local, national or international significance.
8. The name of a park shall not be changed without extraordinarily good reasons.

WHEREAS, the Parks and Recreation Board assists in selecting names that best meet the criteria stated above, the following measures are listed to guide in the process.

- A. A committee of the Parks & Recreation Advisory Board shall be deemed responsible for the initial review of all proposed names.
- B. This committee shall address the full Board on the date of the meeting following consideration of the name by the committee and ask for the Board's review and expression of support or opposition. There shall be open discussion on the proposed name. The Board shall decide by majority vote whether the choice adheres to the guidelines stated and the name is acceptable. A final recommendation in favor of naming or re-naming a park shall be sent to the Mayor and City Council for their consideration and vote.
- C. Anyone requesting a specific name shall show the support of at least 50 people, (within a mile radius of the park) by having them appear in person or having their signatures and addresses.
- D. The individual(s) or group that requests a specific name for a park or park facility shall incur the customary costs associated with the naming or renaming of a park or park facility, such as installing or replacing signs with the park name or any other signs posted or affixed for a facility. Proposed signs shall be acceptable to both the Parks and Recreation Department and the individual(s) or group making the request.

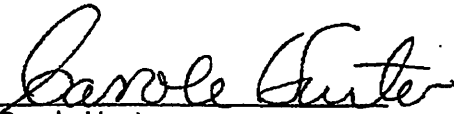
BE IT FURTHER RESOLVED, THAT the Mayor and City Council Representatives shall make an exception to these criteria only upon finding some extraordinary circumstance.

ADOPTED this 31st day of October, 2000.

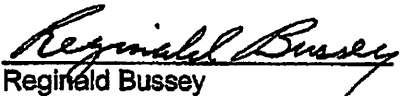

CITY OF EL PASO

Mayor


ATTEST:


Carole Hunter
City Clerk

APPROVED AS TO FORM:


Reginald Bussey
Assistant City Attorney

APPROVED AS TO CONTENT:


Charles W. Nutter, Director
Parks & Recreation Department


Lorraine Hult, Chair
Parks & Recreation Advisory Board

EXHIBIT "B"

PARK NAMING/CHANGING GUIDELINES

The City of El Paso Parks and Recreation Department welcomes community participation in the park naming process. Your recommendations help to identify and capture the essence of each park's importance to the community. Every effort will be made to consider the significance of your nomination or tribute for this public park. Your participation is an integral part of the public parks system within our urban landscape and we appreciate your interest.

The naming of an El Paso City Park or Recreation Facility is a serious matter. All names considered by the Parks and Recreation Advisory Board and ultimately the City Council should be above all significant, appropriate, considerate, and acceptable to the citizens of the City of El Paso.

The purpose of this policy is to establish a uniform procedure for the naming or renaming of park property:

CRITERIA:

Guideline for Naming or Renaming - City Parks and Recreation facilities may be named after the following:

- Natural or Geographic Feature to the Area
 - Acknowledges a prominent or unique natural or geographic feature in the surrounding area
- Historic Event, Person or Place
 - Preserves and honors the history of El Paso, its founders, and other historical figures or landmarks
- Common Usage Identifying the Neighborhood
 - Acknowledges the geographic location or common name that gives a particular identity to a neighborhood
- Outstanding Individual (non-living) or Group
 - Who significantly contributed to the acquisition or development of the park/facility.
 - Who has provided significant contribution and credible service to the park system or the community as a whole.
 - Who has provided a culturally significant contribution to the surrounding area or community in which the park/park facility exists
- Benefit/Organizational Acknowledgement
 - Acknowledges the significant benefit of a donation to the park system

Restrictions:

- The name shall not duplicate the name of any other park or park facility in El Paso.
- The name shall not endorse or advocate any religion or specific religious belief, nor shall the name have an obscene connotation or malevolently portray, demean, or intimidate any racial or ethnic group, political candidates or adjudicated felons.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.
- Parks and facilities that are named by deed restriction by donor may not be renamed.

Renaming:

The intent of naming is for permanent recognition, thus the renaming of a park is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. If a park/park facility has been officially named through a formal/adopted process the park/park facility shall not be re-named without extraordinarily good reasons; meaning that the current name is ineffectual or inappropriate or for other substantial and compelling reasons.

- Only Parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks named by deed restriction cannot be considered for renaming.
- Official name established by City Council through project development for Water Parks and other parks/facilities would require extraordinary reasons for renaming.

ENDOWMENTS

Each endowment received for the naming of a park or park facility shall be owned by the City of El Paso. Each endowment, the proceeds there from, and the income and the principal balance from time to time on hand, shall be and remain payable solely for the benefit of the Parks and Recreation Department. Upon receipt of a endowment and confirmation that the endowment conforms to these guideline and that the endowment and donor are acceptable to the City, the City shall enter into a written agreement with the donor and if applicable, any sponsoring foundation, trust or similar entity, memorializing the matters set herein. Upon execution of such agreement or any additional related document by all parties, the City shall cause the particular park or park facility to be named and identified by the donor's name. All references to a named park or park facility shall thereafter refer to it by said name. Reasonable modifications and renovations, including expansions and contraction may be made to any park or park facility from time to time.

PROCEDURES FOR NAMING AND RENAMING PARK PROPERTY

- ❖ Obtain an application.
An application may be obtained by visiting the City of El Paso Parks and Recreation Department on the 2nd floor of City 3 or by accessing the City's Website(<http://www.elpasotexas.gov/parks/>).
- ❖ Complete the application in its entirety
- ❖ The applicant should obtain 50 original signatures
Anyone requesting a specific name, except those offering an endowment in exchange, shall show the support of at least 50 people (within a mile radius of the park), by having them present during all hearings or obtaining their signatures and addresses.
- ❖ Enclose a full biography of the person nominated (if applicable)
In the event that the name of a deceased person is proposed, that person shall have been deceased for at least one year before consideration, shall have been prominent in El Paso or elsewhere and shall have demonstrated a continued commitment and made a substantial contribution to the Parks and Recreation Department and/or City.
 - Persons not associated with parks may be considered but shall meet all other criteria. Any living person proposed shall have made a worthy and extraordinary endowment to the Parks and Recreation Department, or be extremely prominent locally, nationally or internationally.
 - When park property is named for an individual, this action in no way gives the individual or family members naming rights over other features on the property. Features within the facility or on the property will remain eligible for naming without the consent of the individual or family members for which the property is currently named.
- ❖ Submit application to the Parks and Recreation Department
- ❖ Applicant will be notified by Parks and Recreation Department of the scheduled meeting date of the Park Naming Subcommittee. Applicant requesting the park naming or name change must attend the scheduled Park Naming Subcommittee meeting.
- ❖ Applicant should be prepared to make a presentation that justifies the recommended name at the Park Naming Subcommittee meeting. There shall be open discussion on the proposed name. The Subcommittee shall decide by majority vote whether the choice adheres to the guidelines stated and the name is acceptable.
- ❖ The Park Naming Subcommittee will forward a recommendation to the full Parks and Recreation Advisory Board via a scheduled meeting.

- ◆ Applicant will be notified by Parks and Recreation Department of scheduled Parks and Recreation Advisory Board Meeting. Applicant requesting the park naming or name change must attend the scheduled Parks and Recreation Advisory Board Meeting
- ◆ Applicant should be prepared to make a presentation that justifies the recommended name to the Park and Recreation Advisory Board meeting. There shall be open discussion on the proposed name. The Board shall decide by majority vote whether the choice adheres to the guidelines stated and the name is acceptable.
- ◆ The final recommendation of the Parks and Recreation Advisory Board shall be forwarded to the Mayor and City Council for consideration and vote.
- ◆ Applicant should be prepared to attend the City Council Meeting.

The individual(s) or group that requests a specific name for a park or park facility shall incur the customary costs associated with the naming or renaming of a park or park facility, such as installing or replacing signs with the park name or other signs posted or affixed for a facility. Proposed signs shall be acceptable to both the Parks and Recreation Department and the individual(s) or group making the request. Those individuals or groups offering endowments in exchange for naming a park or park facility shall not incur these costs.

ENDOWMENT

Each endowment received for the naming of a park or park facility shall be owned by the City of El Paso. Each endowment, the proceeds there from, and the income and the principal balance from time to time on hand, shall be and remain payable solely for the benefit of the Parks and Recreation Department. Upon receipt of an endowment and confirmation that the endowment confirms to these guideline and that the endowment and donor are acceptable to the City, the City shall enter into a written agreement with the donor and if applicable, any sponsoring foundation, trust or similar entity, memorializing the matters set herein. Upon execution of such agreement or any additional related document by all parties, the City shall cause the particular park or park facility to be named and identified by the donor's name. All references to a named park or park facility shall thereafter refer to it by said name. Reasonable modifications and renovations, including expansions and contraction may be made to any park or park facility from time to time.

EXHIBIT "B" CONTINUED



PARK NAMING/CHANGING GUIDELINES



The City of El Paso Parks and Recreation Department welcomes community participation in the park naming process. Your recommendations help to identify and capture the essence of each park's importance to the community. Every effort will be made to consider the significance of your nomination or tribute for this public park. Your participation is an integral part of the public parks system within our urban landscape and we appreciate your interest.

The naming of an El Paso City Park or Recreation Facility is a serious matter. All names considered by the Parks and Recreation Advisory Board and ultimately the City Council should be above all significant, appropriate, considerate, and acceptable to the citizens of the City of El Paso.

➤ *Obtain an application.*

An application may be obtained by visiting the City of El Paso Parks and Recreation Department or by accessing the City's Website (<http://www.elpasotexas.gov/parks/>).

➤ *Complete the application in its entirety*

➤ *The applicant should obtain 50 original signatures*

Anyone requesting a specific name, except those offering an endowment in exchange, shall show the support of at least 50 people (within a mile radius of the park), by having them present during all hearings or obtaining their signatures and addresses.

➤ *Enclose a full biography of the person nominated (if applicable)*

In the event that the name of a deceased person is proposed, that person shall have been deceased for at least one year before consideration, shall have been prominent in El Paso or elsewhere and shall have demonstrated a continued commitment and made a substantial contribution to the Parks and Recreation Department. Persons not associated with parks may be considered but shall meet all other criteria. Any living person proposed shall have made a worthy and extraordinary endowment to the Parks and Recreation Department, or be extremely prominent locally, nationally or internationally.

➤ *Submit application to the Parks and Recreation Department Administrative Office.*

➤ *Applicant will be notified by Parks and Recreation Department of the scheduled meeting date of the Park Naming Subcommittee.*

Applicant requesting the park naming or name change must attend the scheduled Park Naming Subcommittee meeting.

➤ *Applicant should be prepared to make a presentation at the Park Naming Subcommittee meeting that justifies the recommended name.*

There shall be open discussion on the proposed name. The Subcommittee shall decide by majority vote whether the choice adheres to the guidelines stated and the name is acceptable.

➤ *The Park Naming Subcommittee will forward a recommendation to the full Parks and Recreation Advisory Board via a scheduled meeting.*

- *Applicant will be notified by Parks and Recreation Department of scheduled Parks and Recreation Advisory Board Meeting.*
Applicant requesting the park naming or name change must attend the scheduled Parks and Recreation Advisory Board Meeting
- *Applicant should be prepared to make a presentation at the Park and Recreation Advisory Board meeting that justifies the recommended name.*
There shall be open discussion on the proposed name. The Board shall decide by majority vote whether the choice adheres to the guidelines stated and the name is acceptable.
- *The final recommendation of the Parks and Recreation Advisory Board shall be forwarded to the Mayor and City Council for consideration and vote.*
- *Applicant should be prepared to attend the City Council Meeting.*

The individual(s) or group that requests a specific name for a park or park facility shall incur the customary costs associated with the naming or renaming of a park or park facility, such as installing or replacing signs with the park name or other signs posted or affixed for a facility. Proposed signs shall be acceptable to both the Parks and Recreation Department and the individual(s) or group making the request. Those individuals or groups offering endowments in exchange for naming a park or park facility shall not incur these costs.

RESTRICTIONS

- The name shall not duplicate the name of any other park or park facility in El Paso.
- The name shall not endorse or advocate any religion or specific religious belief, nor shall the name have an obscene connotation or malevolently portray, demean, or intimidate any racial or ethnic group.
- The name of a park shall not be changed without extraordinarily good reasons.

SUGGESTIONS FOR NAMES OTHER THAN PERSONS

The Parks and Recreation Advisory Board and the City Council have adopted a policy to guide the park naming process. Suggested names may refer to common usage identifying the neighborhood, an historical event, place, or a natural or geographical feature to the area.

ENDOWMENTS

Each endowment received for the naming of a park or park facility shall be owned by the City of El Paso. Each endowment, the proceeds there from, and the income and the principal balance from time to time on hand, shall be and remain payable solely for the benefit of the Parks and Recreation Department. Upon receipt of a endowment and confirmation that the endowment conforms to these guideline and that the endowment and donor are acceptable to the City, the City shall enter into a written agreement with the donor and if applicable, any sponsoring foundation, trust or similar entity, memorializing the matters set herein. Upon execution of such agreement or any additional related document by all parties, the City shall cause the particular park or park facility to be named and identified by the donor's name. All references to a named park or park facility shall thereafter refer to it by said name. Reasonable modifications and renovations, including expansions and contraction may be made to any park or park facility from time to time.



PARK NAMING/CHANGING GUIDELINES



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The naming of an El Paso City Park or Recreation Facility is a serious matter. All names considered by the Parks and Recreation Advisory Board and ultimately the City Council should be above all significant, appropriate, considerate, and acceptable to the citizens of the City of El Paso.

The purpose of this policy is to establish a uniform procedure for the naming or renaming of park property. The Park Naming/Changing Guidelines policy shall be maintained as a non-public forum. The City of El Paso intends to preserve its right and discretion to exercise full editorial control over the placement, content, appearance, and wording of the selected names.

CRITERIA:

Guideline for Naming or Renaming - City Parks and Recreation facilities may be named after the following:

- Natural or Geographic Feature to the Area
 - Acknowledges a prominent or unique natural or geographic feature in the surrounding area
- Historic Event, Person or Place
 - Preserves and honors the history of El Paso, its founders, and other historical figures or landmarks
- Common Usage Identifying the Neighborhood
 - Acknowledges the geographic location or common name that gives a particular identity to a neighborhood
- Outstanding Individual (non-living) or Group
 - They have contributed to the acquisition or development of the park/facility.
 - They have provided significant contribution and credible service to the park system or an overall community benefit.
 - They have provided a culturally significant contribution to the surrounding area or community in which the park/park facility exists.
- Benefit/Organizational Acknowledgement
 - Acknowledges the significant benefit of a donation to the park system

EXHIBIT "C"

Restrictions:

- The name shall not duplicate the name of any other park or park facility in El Paso.
- The name shall not endorse or advocate any religion or specific religious belief, nor shall the name have an obscene connotation or malevolently portray, demean, or intimidate any racial or ethnic group, political candidates or adjudicated felons.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.
- Parks and facilities that are named by deed restriction by the donor may not be renamed.

Renaming:

The intent of naming is for permanent recognition, thus the renaming of a park is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. If a park/park facility has been officially named through a formal/adopted process the park/park facility shall not be re-named without extraordinarily good reasons; meaning that the current name is ineffectual or inappropriate or for other substantial and compelling reasons.

- Only Parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks named by deed restriction cannot be considered for renaming.
- Official name established by City Council through project development for Water Parks and other parks/facilities would require extraordinary reasons for renaming.

ENDOWMENTS

Each endowment received for the naming of a park or park facility shall be owned by the City of El Paso. Each endowment, the proceeds therefrom, and the income and the principal balance from time to time on hand, shall be and remain payable solely for the benefit of the Parks and Recreation Department. Upon receipt of an endowment and confirmation that the endowment confirms to these guidelines and that the endowment and donor are acceptable to the City, the City shall enter into a written agreement with the donor and if applicable, any sponsoring foundation, trust or similar entity, memorializing the matters set herein. Upon execution of such agreement or any additional related document by all parties, the City shall cause the particular park or park facility to be named and identified by the donor's name. All references to a named park or park facility shall thereafter refer to it by the said name. Reasonable modifications and renovations, including expansions and contraction, may be made to any park or park facility from time to time.

EXHIBIT "C"

PROCEDURES FOR NAMING AND RENAMING PARK PROPERTY

9. Obtain an application.

An application may be obtained by visiting the City of El Paso Parks and Recreation Department on the 2nd floor of City 3 or by accessing the City's Website(<http://www.elpasotexas.gov/parks/>).

10. Complete the application in its entirety

11. The applicant should obtain 50 original signatures

Anyone requesting a specific name, except those offering an endowment in exchange, shall show the support of at least 50 people (within a mile radius of the park), by having them present during all hearings or obtaining their signatures and addresses.

12. Enclose a full biography of the person nominated (if applicable)

In the event that the name of a deceased person is proposed, that person shall have been deceased for at least one year before consideration, shall have been prominent in El Paso or elsewhere and shall have demonstrated a continued commitment and made a substantial contribution to the Parks and Recreation Department and/or City.

- Persons not associated with parks may be considered but shall meet all other criteria. Any living person proposed shall have made a worthy and extraordinary endowment to the Parks and Recreation Department, or be extremely prominent locally, nationally or internationally.
- When park property is named for an individual, this action in no way gives the individual or family members naming rights over other features on the property. Features within the facility or on the property will remain eligible for naming without the consent of the individual or family members for which the property is currently named.

13. Submit an application to the Parks and Recreation Department

14. The applicant will be notified by the Parks and Recreation Department of the scheduled meeting date of the Park Naming Subcommittee. The applicant requesting the park naming or name change must attend the scheduled Park Naming Subcommittee meeting.

15. Applicant should be prepared to make a presentation that justifies the recommended name at the Park Naming Subcommittee meeting. There shall be an open discussion on the proposed name. The Subcommittee shall decide by majority vote whether the choice adheres to the guidelines stated and the name is acceptable.

16. The Park Naming Subcommittee will forward a recommendation to the full Parks and Recreation Advisory Board via a scheduled meeting.

EXHIBIT "C"

9. The applicant will be notified by the Parks and Recreation Department of scheduled Parks and Recreation Advisory Board Meeting. The applicant requesting the park naming or name change must attend the scheduled Parks and Recreation Advisory Board Meeting
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REDLINE PARK NAMING/CHANGING GUIDELINES



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- Common Usage Identifying the Neighborhood
 - Acknowledges the geographic location or common name that gives a particular identity to a neighborhood
- Outstanding Individuals
 - • A person (non-living) or group who significantly contributed to the acquisition or development of the park/facility.
 - An individual, or group, who has provided significant contribution and credible service to the park system or the community as a whole.
 - An individual, or group, that has provided a culturally significant contribution to the surrounding area or community in which the park/park facility exists
- Benefit/Organizational Acknowledgement
 - Acknowledges the significant benefit of a donation to the park system
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

Restrictions

- The name shall not duplicate the name of any other park or park facility in El Paso.
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Renaming:

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PROCEDURES FOR NAMING AND RENAMING PARK PROPERTY

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- ❖ Applicant will be notified by Parks and Recreation Department of the scheduled meeting date of the Park Naming Subcommittee.
Applicant requesting the park naming or name change must attend the scheduled Park Naming Subcommittee meeting.
- ❖ Applicant should be prepared to make a presentation that justifies the recommended name at the Park Naming Subcommittee meeting.
There shall be open discussion on the proposed name. The Subcommittee shall decide by majority vote whether the choice adheres to the guidelines stated and the name is acceptable
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- ❖ The Park Naming Subcommittee will forward a recommendation to the full Parks and Recreation Advisory Board via a scheduled meeting.



- ❖ Applicant will be notified by Parks and Recreation Department of scheduled Parks and Recreation Advisory Board Meeting.
Applicant requesting the park naming or name change must attend the scheduled Parks and Recreation Advisory Board Meeting
- ❖ Applicant should be prepared to make a presentation that justifies the recommended name to the Park and Recreation Advisory Board meeting. There shall be open discussion on the proposed name. The Board shall decide by majority vote whether the choice adheres to the guidelines stated and the name is acceptable.
- ❖ The final recommendation of the Parks and Recreation Advisory Board shall be forwarded to the Mayor and City Council for consideration and vote.
- ❖ Applicant should be prepared to attend the City Council Meeting.

The individual(s) or group that requests a specific name for a park or park facility shall incur the customary costs associated with the naming or renaming of a park or park facility, such as installing or replacing signs with the park name or other signs posted or affixed for a facility. Proposed signs shall be acceptable to both the Parks and Recreation Department and the individual(s) or group making the request. Those individuals or groups offering endowments in exchange for naming a park or park facility shall not incur these costs.

ENDOWMENT S

Each endowment received for the naming of a park or park facility shall be owned by the City of El Paso. Each endowment, the proceeds there from, and the income and the principal balance from time to time on hand, shall be and remain payable solely for the benefit of the Parks and Recreation Department. Upon receipt of an endowment and confirmation that the endowment confirms to these guideline and that the endowment and donor are acceptable to the City, the City shall enter into a written agreement with the donor and if applicable, any sponsoring foundation, trust or similar entity, memorializing the matters set herein. Upon execution of such agreement or any additional related document by all parties, the City shall cause the particular park or park facility to be named and identified by the donor's name. All references to a named park or park facility shall thereafter refer to it by said name. Reasonable modifications and renovations, including expansions and contraction may be made to any park or park facility from time to time.