PARKS, AREAS AND FACILITIES NAMING/DEDICATION POLICY

PURPOSE: The purpose of this policy is to establish a systematic and consistent approach for the official naming and dedication of parks, recreation areas and facilities.

OBJECTIVES: Ensure that parks, recreational areas and facilities are easily identified and located. Ensure that names and dedications are consistent with the value and character of the area or neighborhood served. Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities. Encourage the dedication of lands, facilities, or donations by individuals and/or groups.

DEFINITION: Parks, recreation areas and facilities – means and includes all city parks, trails, swimming pools, buildings, playgrounds, skate parks and/or any other public property under management and control of the Parks and Recreation Department, owned or leased by the city for the public benefit.

RESPONSIBILITY: It is the responsibility of the Parks and Recreation Director to ensure the parks, recreation areas and facilities naming and dedication process takes place in compliance with the intent of this policy.

NAMING CRITERIA: The policy of the Parks and Recreation Department is to name parks, recreation areas and facilities through an adopted process utilizing established criteria emphasizing community values and character, local history, geography and the environment. Naming may also be based on a financial contribution made by an individual, family or group.

1. Acceptable criteria for names of parks, recreation areas and facilities are as follows:
   A. The proposed name describes the geographical area where the facility is located.
   B. The proposed name describes something specifically unique to the Apache Junction area (flora, fauna, geology, historical or cultural descriptive terminology).
   C. The proposed name acknowledges significant financial support received from individuals or groups that pays for or donates park land, donates an amount that would provide for 51% or more of the parks development, and/or donates an amount that would cover the on-going operating and maintenance needs of the park. The value of volunteer time does not apply to this criterion.
2. Parks, recreation areas and facilities should be named prior to the beginning of the design for development so that the area takes on an early identification and allows for proper tracking during development.

3. The naming of a parks, recreation areas and facilities may be done in conjunction with the community or neighborhood that will be served. This may be accomplished through various means as determined by staff and may include naming contest or recommendations made by recognized community groups.
4. Although not encouraged, names may be changed if properly justified and approved by the Parks and Recreation Commission and City Council.

DEDICATION CRITERIA: The policy of the Parks and Recreation Department is to utilize a dedication program to recognize and honor individuals or groups contributing to the park system but not qualifying under the naming criteria. Parks, recreation areas, facilities or portions thereof, may be dedicated in memory, or honor of, individuals or groups by the placement of a dedication or memorial plaque that describes the contribution. The plaque must be made of quality material, rated for outdoor use and shall be no larger than 8" x 10" for minor amenities and 28" x 32" for major amenities.

1. Acceptable criteria for dedications of parks, recreation areas and facilities are as follows:
    A. Dedications are encouraged to be in the form of facility improvements or enhancements.
    B. Dedications may be in recognition of outstanding service that benefits the City, substantial donations or significant contribution to the facility or Parks and Recreation Department.
    C. Dedications may be in memory of deceased individuals who have significantly contributed to the facility or Parks and Recreation Department.
    D. Individuals or groups sponsoring (nominating) a dedication must provide sufficient funds to purchase and install the dedication or memorial plaque. The City will make every effort to maintain and preserve installed plaques but will not be responsible to replace and/or repair damaged or stolen ones.
    E. Dedications of minor amenities (trees, benches, etc.) shall be handled administratively by the Parks and Recreation Department. Dedications of major amenities (buildings, sports fields, etc.) shall be approved by the Parks and Recreation Commission and City Council. The wording, placement and/or mounting of plaque is subject to approval by the Parks and Recreation Department.

PROCEDURE: The procedure for naming/dedicating parks, recreation areas and facilities is as follows:

1. Public initiated request to name or dedicate a park, recreation area or facility shall be submitted in writing to the Parks and Recreation Director.
2. Those submitting a naming/dedication request shall show how the proposed name/dedication is consistent with the criteria stated in this policy. When naming/dedicating after a person, the request must describe the contributions to the facility or Parks and Recreation Department. Written documentation of approval by next of kin (if available) is required as part of the proposal. City staff will review the proposal for adherence to stated criteria and authentication of statements of contributions before forwarding to the Parks and Recreation Commission.

3. The Parks and Recreation Commission will offer the opportunity for public input on the proposed naming/dedication.
4. The Parks and Recreation Commission shall forward their recommendation to City Council for final decision.
5. The Parks and Recreation Director and/or Parks and Recreation Commission can initiate the naming/dedication process whenever deemed necessary and/or in the best interest of the City.
6. In the absence of any naming/dedication request, the Parks and Recreation Commission shall adhere to criteria stated in this policy in recommendation of name/dedication.