

Naming Public Buildings, Parks and Recreation Facilities

Policy Number: D-2

Amended by Resolution Date: 12/2/25

Resolution #2025-311

I. PURPOSE:

The purpose of this policy is to establish a set of standard procedures and guidelines for the naming of Public Buildings, Parks and Recreation Facilities.

II. DEFINITIONS:

1. "Public Building(s)" are(is) City-owned facilities that house employees or are otherwise used to conduct City business and consist of the entirety of a building or facility. Buildings may include, but are not limited to, the Civic Center, Chambers, and the Police facility. This also includes "Support Facilities" that are City-owned facilities that are used to support field operations. Support facilities may include, but are not limited to, the corporation yard and pump stations.
2. "Parks & Recreation Facilities" are the entirety of all City parks, and the entirety of community buildings grounds, athletic facilities, open space areas and other grounds and facilities owned or operated by the City for park, recreation or open space purposes.
3. "Rooms within Public Buildings" include standalone rooms, lobbies, contained areas, defined spaces, and other designated areas within a Public Building, but excludes the entirety of a building/facility as defined above.
4. "Sports Fields and Rooms within Parks & Recreation Facilities" include standalone sports fields, concessions, courts, pitches, stadiums, rooms, lobbies, contained areas, defined spaces, and other designated areas within a Park & Recreation Facility, but excludes the entirety of a park, community building, or facility as defined above.

III. POLICY:

A. Consideration for Names for a Public Building and Parks & Recreation Facility:

1. When named for an individual family or person, strong consideration should be given to:

- a. The level of involvement and commitment to the Tracy community over a span of years that are sufficient for accomplishments and contributions to have taken place;
 - b. Individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, multi-cultural events and organizations, elected/appointed positions, military service, church community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment (i.e., voluntary);
 - c. The local significance and relationship of this individual or family to the City of Tracy, or to the parks and recreation systems or programs.
2. Public building, park and facility names should reflect both the current and past heritage and historical significance of the community that is now serviced. Strong consideration should be given to:
 - a. Maintaining names that represent the current and past cultural diversity of the community.
 - b. Any relevant California history that is part of the Tracy community, such as the period covered by the Spanish land grants, Native American tribal history, etc.
3. Park names should reflect the geographical significance of the park site's topography or other natural amenities that exist in or near the park property. Strong consideration should be given to:
 - a. Vistas and view corridors.
 - b. Native plants or trees
 - c. Adjacencies to creeks, streams, open space, hills, etc.
4. Public building, park and facility names should incorporate the functionality of the building, park or facility by simply stating its purpose without further description (for example the "John Smith Community Center"), especially, when a specialized facility may be a part of the park such as sports fields, etc. Special features for the park should be considered in the park name.
5. Consideration should also be given to public building, park and facility names that reflect the geographic location or adjacencies to other City facilities or schools in order to avoid confusion about the geographic location of the building.
6. If a public building, park or facility improvement is acquired or constructed by means of a substantial gift, financial contribution or financial donation by an individual, family or corporation, consideration

should be given to recognizing the contribution by incorporating the benefactor's name into the facility name.

7. If a public building that has previously been named is proposed to have its function be moved, or is proposed for relocation, or demolition, or is destroyed through a natural disaster or other act, the City Council shall be provided an opportunity to name the replacement building.

B. Consideration of Names for Rooms Within Buildings and Sports Fields and Rooms within Parks & Recreation Facilities

1. Rooms Within Buildings and Sports Fields and Rooms within Parks & Recreation Facilities may be named for individuals who have made exceptional contributions to the community such as:
 - a. The individual must have made a significant contribution to the community which resulted in the improved well-being of the citizens of Tracy.
 - b. The individual must have been involved in Tracy community affairs over a span of years that are sufficient for accomplishments and contributions to have taken place.
 - c. Individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, multicultural events and organizations, elected/appointed positions, military service, church community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment (i.e., voluntary).

IV. PROCEDURES:

A. Parks and Recreation Facilities:

1. The Parks and Community Services Commission shall hold a public meeting that allows for community input and will follow a process for naming parks and recreational facilities that includes:
 - a. The Parks and Recreation Director shall receive a naming request from a developer, resident or other interested groups for a new park or new recreational facility. All applications must be completed in full and include the supporting information required by this policy. Incomplete applications will not be considered. Additional supporting information provided by the applicant that is not required by this policy will not be accepted. (ie., signatures, signed petitions, obituaries)
 - b. Staff will conduct a public solicitation of names (Example: social media & newspapers) for 30 days and submit all names to the Commission for review.

- c. The Commission shall schedule a regular or special meetings to screen, review, evaluate and prioritize the requests submitted by residents and other interested groups such as developers, the West Side Pioneers, Chamber of Commerce, etc.
 - d. The Commission shall forward the top three names (In priority order) to City Council for final approval.
- 2. Depending on the special nature, size or location of a park, the Commission may also consider the following ideas for park naming:
 - a. Development of a community-based naming process such as a contest.
 - b. Receive input from an adjacent homeowner's association; receive input from future facility user group as identified through design process.

B. Public Buildings

- 1. The City Council will form a sub-committee to review and evaluate requests for naming public buildings from residents, interested groups and staff.
- 2. The sub-committee will bring forth screened, evaluated and recommended selections for authorization by the full City Council at a regularly scheduled Council meeting.

C. Rooms Within Buildings and Sports Fields and Rooms within Parks & Recreation Facilities

- 1. Following majority consensus by the City Council during Council comments at the end of a City Council meeting, the City Council may, at a regularly scheduled (not special) City Council meeting, discuss (as a non-consent item) whether Rooms Within Buildings and Sports Fields and Rooms within Parks & Recreation Facilities shall be named after an individual (or family), consistent with the criteria set out above. To be clear, for Rooms Within Buildings and Sports Fields and Rooms within Parks & Recreation Facilities, this shall only require the item be heard by and approved by the City Council.
- 2. Notice of the potential naming shall be set out consistent with the Brown Act, provided, however, City staff shall also make reasonable efforts to contact (via telephone or written communication) the individual(s), family (if a family naming) or their immediate next of kin (if deceased) who are subject to a naming under this subsection IV.C of the potential naming a minimum five (5) business days prior to the meeting date.
- 3. Namings under this subsection IV.C shall only require a majority vote.

V. MISCELLANEOUS

- A. This policy may be amended by a majority vote of the City Council.
- B. This policy shall become effective immediately after approved by the City Council, provided, however, this policy shall not apply retroactively.
- C. This policy need not go before a Board or Commission prior to approval by the City Council.
- D. Nothing herein is meant to override and/or be in conflict with the Tracy Municipal Code and/or other agreements as approved by the City Council.
- E. Questions regarding the interpretation and application of this policy shall be resolved collectively by the City Manager, City Attorney, and the Director of Parks & Recreation (or their designees, respectively).