

Subject: Procedure for Naming or Renaming City Facilities	Number: 6-2
	Date Issued: December 1, 1998 Date Revised: June 11, 2015
Responsible Department: City Manager	Approved: <i>Aleena Smith</i>

Purpose

The Municipal Code of the City of Fresno establishes that City Council shall have the power to name and rename public facilities following a public hearing notice and held in accordance with regulations promulgated by the Chief Administrative Officer. This Administrative Order formally outlines and establishes this procedure.

Policy

The Council shall name or rename a City facility in accordance with the following procedure:

1. Any resident of the City may request that a City facility be named or renamed by submitting a written request to that effect to the Chief Administrative Officer. The requesting resident shall include a written report, addressed to the Council, listing the reasons why the City facility should be named or renamed as requested.
2. The Chief Administrative Officer will inform the Council of any written request from any resident of the City to name or rename a City facility within a reasonable time after such request is received.
3. The Council shall either deny or accept the request to initiate the naming or renaming of the City facility. If the Council denies such request, that decision shall be final.
4. If the Council approves the request to initiate a name change, the Council shall set a date and time for a public hearing to consider the naming or renaming of a City facility.
5. The City Clerk shall give notice of the date, time and place of the public hearing for Council consideration of the request by publication in a newspaper or general circulation in this City at least 15 days prior to the date of such hearing.

6. The Council shall consider the request on the date and time set by it for a public hearing, provided that such hearing may be continued from time-to-time by the Council. Any person may address the Council for the purpose of giving additional comments in the naming or renaming of the City facility under consideration.
7. The decision of the Council to name or rename a City facility shall be implemented by the adoption of a resolution naming or renaming the facility. The decision of the Council shall be final.
8. The Council may directly accept or make a request to name or rename a facility and act upon the matter, without complying with the above procedure, if the Council finds the action is necessary and appropriate. Such request shall be made at a regular Council meeting and the matter shall be listed on the agenda.

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RENSSELAER COUNTY
DEPARTMENT OF
SERVICES