



Proposed Policy and Procedures for Naming Metropolitan Facilities

Facilities Naming Ad Hoc Committee

Item 3-a

June 26, 2018

Outline

- Purpose of the Policies
- Facilities Naming Ad Hoc Committee
- Definition of Facility
- Criteria for Naming
- Procedures for Naming Request
- Committee and Board Roles
- Implementation

Purpose of Naming Policy

To establish new Board-approved policies and procedures for applying naming criteria.

To have the Facilities Naming Ad Hoc Committee consider and make recommendations to the Board.

To provide consistent criteria and procedures for naming or renaming Metropolitan facilities.

Ad Hoc Committee

Facility Naming Ad Hoc Committee was established by the Board on Nov 14, 2017 per MWD Code Section 2310.

To undertake the special assignment of advising Board on the naming and renaming of Metropolitan facilities.

Members shall be appointed by the Board Chairman.

Definition of Facility

“Facility” refers to existing and new buildings, structures, additions, water infrastructure facilities and systems, energy systems, roads and significant open spaces owned by Metropolitan.

Criteria for Naming

Criteria for naming a facility after an individual, group of individuals, or organizations:

- Substantial, important, and definitive impact as a past member of Metropolitan board or staff; or
- Civic achievements of high distinction in a public service role contributing to Metropolitan.
- Generally, Board will not name facilities for living board members or current personnel.
- Metropolitan reserves the right to refuse a naming request or to reverse naming decision.

Application Package for Naming Request

Requests will be directed to the Chair of the Facilities Naming Ad Hoc Committee and include the following:

- Rationale for the naming based on the criteria
- Supporting information about the individual, group of individuals, or organization being considered
- Letters of support
- Relevant information such as reports, articles, historical photographs
- List of other facilities named after the same individual, group of individuals, or organizations

Renaming a Facility

Renaming a facility may be considered if it has been renovated and/or repurposed.

Requests to rename a facility should also include:

- Documentation for the original naming
- Subsequent name change proposal

When to Make a Naming Request

Requests should be made as soon as possible after a new facility is funded for design, renovation and/or repurposing.

Committee Consideration

Within 90 calendar days of the request the Chair of the Facilities Naming Ad Hoc Committee shall convene the Committee to consider the request.

Committee Recommendation

The Committee shall recommend a decision to the Board and include:

- Proposed full name
- Explanation in support of the recommendation
- Materials from the applicant and others
- Letters of support or resolutions
- Information on the individual and their contributions to the community, news stories or articles or other information

Board Decision

- The Board makes the final decision to name, or rename a facility.
- If Board approves, decision will be forwarded to the General Manager to implement the change.
- The decision of the Board shall be final.
- If the Board does not approve, the Committee Chair will inform the requestor.

