



Memorandum

TO: Rules Committee

FROM: Deanna J. Santana

SUBJECT: SEE BELOW

DATE: May 25, 2007

APPROVED: *Deanna Santana*

DATE: *5/25/07*

SUBJECT: Approval to validate selected policies contained in the City Council Policy Manual

RECOMMENDATION

Validation of the following policies as contained in the Council Policy Manual and forward to the full Council for adoption of a resolution:

Policy Number	Policy Name
a. Policy 6-29	Post Construction Urban Runoff Management;
b. Policy 6-31	Uses of San Jose/Santa Clara Water Pollution Control Plant Lands; and,
c. Policy 7-5	Naming of City-owned Land and Facilities.

OUTCOME

The Rules and Open Government Committee will have the opportunity to review and validate three Council Policies.

BACKGROUND

The Council Policy Manual has been in existence since August 3, 1970. The Council policies are intended to provide direction and/or guidance to staff on how the City Council wishes to have certain issues and procedures addressed. The City Manager is responsible for ensuring that the Administration adheres to the established Council Policies.

As part of the Sunshine Reforms related to posting of the City Council Policy Manual on the Internet, the Administration recommended a comprehensive review of all the policies concurrent with the Office of the City Clerk's web posting process. This recommendation was based on an acknowledgement that the City Council Policy Manual contains policies that do not reflect current practices and/or are no longer current. The City Council approved the Administration's recommendation and directed the Rules and Open Government Committee (Rules Committee) to oversee the Council Policy Manual revision process.

On October 11, 2006, the Rules Committee approved the framework for updating over 120 policies contained in the City Council Policy Manual. This framework provided for policies to fall into three categories: (1) Revise, (2) Validate, and (3) Rescind. Each policy was placed in a category based on the following approach:

- Research of current/revised laws governing practices or City policies in conjunction with the City Attorney's Office.
- Review of superseding Council policies.
- Identification of any policy redundancy.
- Review of current applicability of policies as they relate to current City programs, process and procedures.

On November 8, 2006 the Rule Committee approved recession of 26 policies. Work is underway to start codifying the Council Policy Manual. Staff anticipates having policies available in Word format in 30-60 days.

On April 18, 2007, the Rules and Open Government Committee approved the process and methodology to validate 31 policies contained in the City Council Policy Manual; and validated the first group of 18 Council Policies. The remaining 13 policies were anticipated to require more Council discussion; therefore, they were recommended to be brought back in groups of three. Since the April 18 Rules Committee meeting, staff has become aware of three policies that need revisions; thus bringing the remaining number of policies for Council validation down to 10. Additionally, on May 9 and 23, the Rules Committee approved the next batch of Council policies.

Below is additional discussion of City Policy categories:

Category 1: Revise Policy – This category includes policies that need moderate to significant revisions and may require multiple department participation, coordination of changes with other policies, or creation of a new policy. Old policies will be posted onto the City's website by the Office of the City Clerk, per City Council direction. Upon approval of this categorization, each policy falling into this category will be noticed as such so that the public will know of the City's intention to revise the policy. **Status:** Ongoing.

Category 2: Validate Policy – This category includes policies that have recently been updated, created, newly developed, or do not require any changes. These policies can be quickly scheduled for Council review and validation as policies to maintain, and will then be posted on the City Clerk's website. New policies or policies revised since January 2007 will not be brought forward for Council validation. **Status:** Ongoing.

Category 3: Rescind Policy – This category includes a set of policies that were identified as outdated, obsolete, redundant, or superseded by other Council action or policy and have been forwarded to the Rules Committee for approval to rescind and delete from the Council Policy Manual. These policies will not be posted on the City's website. **Status:** Complete.

ANALYSIS

The remaining policies recommended for Council validation are anticipated to require more Council discussion. Below is discussion on the next group of policies including brief policy descriptions and justification for Council validation. Additionally, Attachment A is a packet of the actual policies, as contained in the Council Policy Manual.

1. **Policy 6-29: Post Construction Urban Runoff Management** - The purpose of this Policy is to establish a framework to consistently incorporate a minimum level of specific measures into new major development projects that will reduce storm water pollutants entering creeks, rivers and the Bay. **Justification for Council Validation:** This Policy was updated in August 2006 to expand the requirements to include all new and redevelopment projects that create or replace 10,000 square feet or more of impervious surface. This Policy is consistent with the City's Stormwater Permit.
2. **Policy 6-31: Uses of San Jose/Santa Clara Water Pollution Control Lands** - The purpose of this Policy is to establish guidelines for decisions related to potential uses of Plant Lands. **Justification for Council Validation:** This Policy is used to identify appropriate uses for Plant lands and will be needed until the City completes its work on the Plant Master Plan.
3. **Policy 7-5: Naming of City-owned Land and Facilities** - This Policy establishes a methodology for naming City parks and facilities. **Justification for Council Validation:** The Policy remains an effective way for members of the community to nominate names for City parks, libraries and other facilities.

PUBLIC OUTREACH/INTEREST

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater; (Required: Website Posting)
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. (Required: E-mail and Website Posting)
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. (Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)

This item does not meet any of the criteria above; however, a list of all current Council policies is available online on the City Clerk's website.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office, City Clerk's Office and departments responsible for upholding each City Council Policy.

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BUDGET REFERENCE

Not applicable.

Deanna J. Santana
Deputy City Manager

For questions, please contact Vilcia Rodriguez, City Manager's Office at (408) 535-8253.

Attachment:

(A) Policies proposed for Validation

CITY OF SAN JOSE, CALIFORNIA
CITY COUNCIL POLICY

TITLE	PAGE	POLICY NUMBER
POST CONSTRUCTION URBAN RUNOFF MANAGEMENT	1 of 4	6-29
	EFFECTIVE DATE	REVISED DATE
	February 3, 1998	

APPROVED BY COUNCIL ACTION
February 3, 1998, Item 9d.

BACKGROUND

The Federal Clean Water Act requires local municipalities to implement measures to control pollution from their storm drainage systems. In conformance with these requirements, the City of San Jose obtained a National Pollutant Discharge Elimination System (NPDES) permit from the San Francisco Regional Water Quality Control Board. The permit requires the City to implement control measures to reduce storm water pollutants from new development or redevelopment to the maximum extent practicable.

Urban runoff pollutants are of major concern because they flow untreated into creeks and ultimately into San Francisco Bay. These pollutants pose a serious threat to the water quality and aquatic environments of the creeks and the Bay. Today, urban runoff pollution is responsible for as much as 80% of pollution in a wide variety of waterways throughout the United States.

PURPOSE

It is the purpose of this policy to establish a framework to consistently incorporate a minimum level of specific measures into new major development projects that will reduce storm water pollutants entering creeks, rivers and the Bay.

DEFINITIONS

Urban Runoff Pollution: Pollution carried in storm water runoff from urban areas is called Urban Runoff Pollution. Because of the high concentration of pollution-causing activities that occur in urban areas (e.g., traffic, parking, industrial activities), a large amount of pollutants are deposited on streets, rooftops and ground surfaces in urban

areas. Storm water picks up these pollutants and carries them into the city storm drain system where they are discharged to local creeks, rivers and the Bay. Primary sources of urban runoff pollution include sediments from construction sites, fluid leaks from automobiles, and herbicides and pesticides from landscaped areas.

Best Management Practice (BMP): A method, activity, maintenance procedure, or other management practices designed to reduce the amount of storm water pollutants generated from a site.

Post-Construction Treatment Control Measure A permanent storm water pollution prevention device, procedure or management practices, installed and maintained as part of a new development project, that remains in place after construction has been completed. Also called a post-construction Best Management Practice (BMP), it is designed to reduce the level of pollutants collected in storm water runoff.

Examples of post-construction treatment control measures include vegetative swales, biofilters, detention/retention ponds, insert filters and oil/water separators. Post-construction procedures and management practices include proper materials storage, public and employee education programs and storm inlet maintenance and stenciling.

Major Hard Surface Areas: 5,000 square feet or more of a new building rooftop or paved area, or 25 or more uncovered parking stalls.

Major Expansion: Projects proposing expansion of 50% or more of an existing building, site area or use.

A *major expansion* may also include a change of use on an existing site when no new buildings or pavement are proposed if that change results in the potential for increases in the deposition of *pollutants of concern* on the site. New uses which require an increase in on-site parking or would result in an increase in on-site vehicular traffic would meet this criterion. Changes of use to any of the *land uses of concern* described in this Policy may also be considered a *major expansion*.

Pollutants of Concern: Pollutants that have been identified by the San Francisco Regional Water Quality Control Board (RWQCB) as Pollutants of Concern in the City's NPDES permit. Examples of these pollutants include heavy metals, sediments, petroleum hydrocarbons, and pesticides.

Land Uses of Concern: Uses that have been identified by the San Francisco RWQCB as contributing high levels of pollutants of concern to local creeks, rivers and the Bay. Land uses of concern include but are not limited to streets, parking lots, gas stations, auto wrecking yards, restaurants, loading docks, heavy automotive uses, outside storage areas, golf course, and other heavy industrial uses.

Wet Season: October 15 to April 15.

POLICY

This Policy applies to new discretionary development permits for projects incorporating a *Major Hard Surface Area* or *Major Expansion* of a use or building. The Policy establishes that all such projects are required to include specific measures for improving the water quality of urban runoff to the maximum extent feasible. In addition, the Policy establishes general guidelines and minimum BMPs for *land uses of concern*. Finally, it requires that all *post construction treatment control measures* must be maintained to operate effectively.

GENERAL PROVISIONS FOR ALL LAND USES

All new multi-family residential and non-residential projects including *major hard surface areas* or projects proposing *major expansion* of such use should include the following: 1) install and maintain *post-construction treatment control measures*, 2) stencil on-site inlets in conformance with City requirements; and 3) clean on-site inlets a minimum of once per year, prior to the *wet season*.

For all projects with suitable landscape areas, vegetative swales or biofilters are the preferred treatment control measures and should be used whenever feasible. These techniques are recommended because they are relatively economical and require limited maintenance. If these measures are not feasible, other post-construction BMPs should be incorporated.

Single family detached residential development will be reviewed on a case-by-case basis, with the intent to incorporate post-construction BMPs when project design provides the opportunity. Examples include vegetative swales in riparian setback areas and detention basins required for flood control.

MINIMUM BMPS FOR MAJOR LAND USES OF CONCERN

Gas Stations or Equipment Fueling Facilities: All new fueling stations or *major expansion* of such uses should include the following measures: 1) install and maintain a treatment control measure; 2) pave the fueling area with impermeable surface with

minimal slope; 3) cover the fuel area and extend the cover beyond the corner of each fuel dispenser; 4) grade the fuel area to prevent water from draining toward the fueling area, 5) dry sweep the fueling area routinely; 6) stencil all on-site storm drains in conformance with the City's requirements; and 7) prepare a spill cleanup plan in conformance with the City of San Jose Fire Code.

Auto Wrecking Yards: All new auto wrecking yards or *major expansion* of such uses should include the following measures: 1) install and maintain a treatment control measure; 2) pave all outside vehicle storage areas; 3) cover fluids drainage areas; 4) pave fluids drainage areas with impermeable materials; 5) construct a berm around fluids drainage areas and grade the site to prevent water from draining toward this working area; 6) remove and store batteries in conformance with the City Fire Code; 7) drain and store fluids in conformance with the City Fire Code; and 8) prepare and execute the spill prevention plan in conformance with the City Fire Code.

Loading Docks: All projects including new loading docks or *major expansion* of such uses should include the following measures: 1) pave the loading dock floor with impermeable surface materials; 2) grade the site to prevent storm water from draining away from loading docks; and 3) cover the handling area of the loading dock.

Other Unenumerated Uses of Concern: Other *land uses of concern* not enumerated in this Policy generating equivalent amounts of heavy pollutants may need to include specific BMPs to treat storm water pollutants. Those BMPs would be determined in conjunction with the development permit for the project.

OPERATION AND MAINTENANCE

All post-construction treatment control measures include in new projects must be installed, operated, and maintained by qualified personnel. The property owner/applicant must keep a maintenance and inspection schedule and record to ensure that the treatment control measures continue to operate effectively. Copies of this schedule and record must be provided to the City upon request, and must be made available for inspection at the site at all times.

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CITY OF SAN JOSE, CALIFORNIA

CITY COUNCIL POLICY

TITLE	PAGE	POLICY NUMBER	EFFECTIVE DATE	REVISED DATE
USE OF SAN JOSE/SANTA CLARA WATER POLLUTION CONTROL PLANT LANDS	1 of 5	6-31	11/07/00	

APPROVED BY COUNCIL ACTION
November 7, 2000, Item 9a.

BACKGROUND

The San Jose/Santa Clara Water Pollution Control Plant (Plant) is owned jointly by the Cities of San Jose and Santa Clara. The Plant lands, comprising approximately 1760 acres in North San Jose, are administered by the City of San Jose's Environmental Services Department (ESD) on behalf of a joint powers authority. The Plant provides wastewater treatment services to the cities of San Jose, Santa Clara, Milpitas, Campbell, Cupertino, Los Gatos, Monte Sereno and Saratoga and includes the Burbank Sanitary District, Cupertino Sanitation District, Sunol Sanitary District, West Valley Sanitation District and County Sanitation District No. 2-3. The Plant serves approximately 1.32 million residents and a workforce of 700,000¹ at businesses, including many of the leading computer and electronics manufacturers that comprise "Silicon Valley."

The Plant's lands are comprised of lands used for current Plant facilities, expansion areas, and buffer lands. Buffer lands currently serve not only to buffer adjacent land uses from potential odors and safety hazards (e.g., chlorine and sulfur dioxide) but are used for disposal of recycled water to assist in limiting dry weather flows to the Bay, and to minimize the Plant's impact on salt marsh endangered species habitat.

DEFINITIONS

Plant Lands are defined as the 1760 acres owned by the City as the administering agency for the Plant. They are comprised of land used for current facilities, lands reserved for Plant expansion (including expansion of recycled water facilities) and buffer lands which are further defined below.

¹ Source: ABAG Projections 2000.

Current Facilities:

1. **Water Pollution Control Plant:** The existing Plant occupies approximately 170 acres of the site. The Plant has a treatment capacity of 167 million gallons per day (mgd) average dry weather influent flow and 271 mgd peak hourly flow capacity. Treatment facilities consist of screening and grit removal, primary sedimentation, secondary (biological nutrient removal) treatment, nitrification, filtration, chlorination, and dechlorination. Effluent designated for recycling is not dechlorinated and additional chlorine is added to meet Title 22 requirements.
2. **Residual Solids Management (RSM) Area:** This area is presently used for processing residuals which result from sewage treatment, known as biosolids. The area of approximately 750 acres is large enough to accommodate anticipated flow increases. The RSM area includes a regional bomb disposal facility operated by the San Jose Police Department.
3. **The Recycled Water Transmission Pump Station (TPS),** located on approximately 4 acres, conveys recycled water to customers and maintains adequate pressure in the distribution system. At the TPS, vertical turbine pumps are used to pump recycled water to customers in San Jose, Santa Clara and Milpitas via 16-inch and 60-inch transmission lines. Expansion of the TPS will be required if demand for recycled water increases above 50 mgd and when changes in treatment technology necessitate construction of facilities to meet higher water quality requirements.
4. **Burrowing Owl Relocation Site:** The City entered into an agreement with 3COM Corporation allowing the relocation of burrowing owls from the 3COM development site onto Plant lands. Burrowing owls were relocated in 1997 to an area of approximately 45 acres located near the northwest corner of the Plant property. The owls may be relocated to another acceptable site, if the City is required to put the land to an alternative use.
5. **Santa Clara Valley Water District flood control easement²:** This 140-acre area is comprised of flood-control project mitigation sites managed by the Santa Clara Valley Water District. The portion of this area directly north of the RSM area is mitigation area for the flood control project, including a managed bird pond, avian research and salt marsh harvest mouse mitigation site. Those portions of the easement lying easterly of the RSM area are forest riparian habitats.
6. **Municipal Water System Water Tank:** The City of San Jose Municipal Water System operates a water tank on approximately 4 acres on Plant lands near Nortech Drive.

The total area of these current facilities is approximately 1113 acres.

Plant Expansion Area:

Increased flows resulting from General Plan buildout of all tributary agencies pose a challenge to the continued ability of the Plant to meet the requirements of future NPDES permits. This challenge will have to be met by increasing the treatment capacity of the

² Agreement between the City of San Jose and the Santa Clara Valley Water District dated November 25, 1986.

Plant in a timely manner and to ensure discharge to the Bay remains below 120 mgd during the summer. Additional area will be needed for peak wet weather flow capacity and expansion of the TPS. Additional area may also be needed to meet regulatory requirements that necessitate advanced treatment, as well as biological treatment facilities. The actual acreage for Plant expansion is estimated to be 200 acres at this time, directly South of the existing Plant. The actual acreage for water recycling expansion is estimated to be 27 acres, which is needed just East of the Plant expansion area and Zanker Road, and south of the TPS. After consideration of all of the policies related to Buffer Land uses noted below, short-term uses of the expansion area may be appropriate and, in the past have included farming operations and recycled water application.

Buffer Lands:

Buffer Lands are defined as all Plant lands except the current facilities and the expansion area. Buffer Lands comprise approximately 253 acres, and include the former Nine Par Landfill site, which is a closed shallow landfill site, about 35 acres in size, and located north of Los Esteros Road.

These undeveloped lands provide an essential benefit in buffering adjacent land uses from odors and potential safety hazards such as chlorine, sulfur dioxide, and ammonia. Storage of large quantities of chemicals used in the wastewater treatment process can become hazardous. The Plant has prepared a Risk Management Plan³ to address potential public safety issues. The most sensitive area for a release is within a 0.2 mile radius from the Plant (Alternative Release Scenario) while the worst case scenario may affect a radius of over 5 miles around the Plant. Prevailing winds make some areas more likely to be sensitive to both odor and safety hazards and the maintenance of buffer zones critical.

Maintenance of flows below 120 mgd currently requires use of Buffer Lands (as well as the Plant expansion area) for recycled water application. The area currently used for recycled water application totals approximately 370 acres. Some Buffer Land areas could provide for dual purpose and accommodate low intensity uses. Current and past Buffer Land uses have included farming, recycled water irrigation, and a horse boarding operation.

PURPOSE

It is the purpose of this policy to establish guidelines for decisions related to potential uses of Plant Lands.

POLICY

It is the policy of the City of San Jose that the highest priority land use for Plant lands is to support present and future operations of the Plant and NPDES permit compliance consistent with the General Plan and the Alviso Master Plan.

³ Risk Management Plan dated August 1999.

The following additional policies apply to Buffer Lands as defined above. In addition these policies also apply to any short term uses proposed for the Plant expansion areas.

1. Buffer Land uses must ensure sufficient buffer for odors and potential toxic releases.

Buffer Land uses must be effective in buffering Plant operations from adjacent land uses. Buffer Land uses that enhance air quality, such as tree planting and landscaping, are encouraged. Public safety concerns dictate land uses that do not result in additional permanent public access, particularly to operational areas of the Plant. Land uses that include controlled public access, access to areas distant from safety concerns, or transient access to include the final adopted Bay Trail, are acceptable. In addition, land uses should be compatible with Plant operations and biosolids management system, and not result in problems such as nuisances, access restrictions for operations staff, or security concerns.

2. Buffer Land uses must support NPDES permit compliance and not constrain the Plant's flexibility to respond to unknown future requirements.

Additional need for treatment or expansion takes precedence over any other potential uses. Land uses should provide flexibility for Plant and Recycled water system expansion beyond the defined expansion area to accommodate future unknown requirements. Therefore, land uses that are unrelated to Plant or Water Recycling Facilities operations, that propose permanent buildings or hardscape should be discouraged. Sale of buffer lands is strongly discouraged in favor of leasing. Land uses should maximize use of recycled water and /or minimize flows to the Plant. Land uses that reduce mass loading of pollutants to the Bay are preferred. This may include land use options that contribute to protecting the water quality of the South Bay, and could potentially be used for pollutant offsets.

3. Buffer Land uses must protect existing biological resources.

Existing biological resources include areas with wetlands characteristics, grasslands with burrowing owl habitat, and the Coyote Creek Riparian Corridor. Land uses should not adversely impact state or federally protected species or the habitat that supports them, and ensure habitat diversity. Any landscaping on buffer lands should favor use of native plants and support the Riparian Corridor Policy.

4. Buffer Land uses should provide environmental benefit.

Buffer Land uses that provide direct benefit to habitats that support species of special concern should be given priority. Land uses should be considered that provide overall environmental benefits and regulatory credit. Land uses that do not provide environmental enhancements must be compatible with existing or created habitat on-site and minimize any environmental impacts.

5. Buffer Land uses should encourage public support for Plant land uses consistent with Plant operations.

Buffer Land uses that encourage public support include demonstration projects that provide valuable data necessary for the refinement of larger-scale environmental enhancement projects; land uses that improve aesthetics and quality of life; and land uses that enhance public education, support and understanding of treatment plant operations, and environmental efforts. Land uses that provide environmental and economic benefits to the City and the Tributary Agencies are preferred.

6. Buffer Land uses must be compatible and consistent with the City's General Plan and the Alviso Master Plan.

Buffer Land use is regulated by and directly connected to the City's General Plan and the Alviso Master Plan. Therefore, land uses on buffer lands must be consistent and compatible with the Alviso Master Plan and the City's General Plan. Furthermore, buffer land should be consistent and compatible with other City or regional land use guidance documents, such as the San Francisco Bay Area Wetlands Ecosystem Goals Project and the Council adopted Water Policy Framework.

7. Buffer Land uses may be considered that provide "Dual Use" benefits.

Protecting the Buffer Land at the Plant may include consideration for land uses that provide a dual benefit to the City. Dual benefits include maintaining the primary benefits of Buffer Land as described in the policies above, and include secondary benefits, such as providing economic benefits to the City, Tributary Agencies and community.

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CITY OF SAN JOSE, CALIFORNIA

CITY COUNCIL POLICY

TITLE	PAGE	POLICY NUMBER
NAMING OF CITY-OWNED LAND AND FACILITIES	1 OF 3	7-5
	EFFECTIVE DATE	REVISED DATE
	04/24/72	11/23/93

APPROVED BY COUNCIL ACTION

4/24/72; 11/03/92, Item 9c; 11/23/93, Item 7 (b) (6) (d)

BACKGROUND

On past occasions various individuals, civic groups, and homeowner associations have requested that City-owned land such as parks, athletic fields, the airport and the golf course, be named after individuals. Such requests usually occur after the death of an individual and are intended for the commemoration of some contribution or service which was made to the community.

PURPOSE

To establish Council policy regarding the determination of names to be given to City-owned land and facilities.

POLICY

1. NAMING OF A PERMANENT CITY FACILITY

- A. The City encourages naming which reflects the City's ethic and cultural diversity.
- B. The City encourages the recognition of individuals who have made a significant contribution to the community, state, nation or the world.
- C. The City encourages the recognition of individuals for their service to the community. It may not be appropriate to name a permanent facility; however, the naming of activities, e.g., athletic events or cultural presentations, or plaques included in City-sponsored "walls of fame" may be appropriate alternatives.
- D. The City encourages the recognition of distinct geographic, environmental or developmental features, or names of historical significance in naming City parks.

- E. The City encourages donations of funds, and/or involvement by civic organizations or groups, to provide for the on-going maintenance of parks and facilities.
- F. The City encourages naming of new facilities as early in the planning process as possible.

2. GENERAL

- A. For naming or renaming, a public hearing by the appropriate commission shall be held in order for the commission to develop a recommendation to the Council.
- B. Existing place names are deemed to have historic recognition. City policy is not to change existing names except when no other appropriate City facility is available.
- C. The common practice is to give City-owned lands a name of historical or geographical significance. Consideration shall be given to the naming of City-owned land after individuals only when the land or the money for its purchase has been donated by them.
- D. Generally, mini-parks are designated on a geographic basis.
- E. The City encourages donation of memorial benches or other furniture or fixtures with the understanding that such items have a useful life, and that the City assumes no responsibility for replacement or upkeep.
- F. Plaques commemorating individual donations such as trees, horticultural, or plant materials are discouraged.
- G. The City Council reserves the right, as part of a capital campaign, to make appropriate business arrangements in exchange for naming options of City facilities.

3. THE NOMINATION PROCESS

All requests to City Council including those developed by City or Agency Staff for naming of City lands and facilities must be submitted to the City Clerk and contain detailed justification for the request.

- A. The detailed request will provide the minimum of information contained on the form provided by the City Clerk.
- B. The City Clerk will transmit the form and supporting documents to the proper Commission for review and public hearing before a recommendation is made to the Council.

- C. After action has been taken on the nomination by the appropriate Commission, the recommendation will be sent back to the City Clerk to be placed on the City Council agenda.
- D. The Clerk will notify the petitioner of the date for Council consideration and/or the subsequent action by City Council.
- E. This process does not apply to the naming of streets which will continue to be processed through the Planning Department.