

Marcus Gallegos, Member
Jacqueline Steinbacher, Member



Amy Shadowens, Member
Rachel Cristiano, Member

Robin Amerine, Chair
CITY OF JUSTIN
PARKS AND RECREATION ADVISORY BOARD AGENDA
DECEMBER 10, 2024
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247
6:00 PM

CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: *"Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible"*

PUBLIC COMMENT

In order to expedite the flow of business and to provide all the citizens the opportunity to speak, the Park and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

STAFF/BOARD UPDATE

Updates on new developments related to parks.

1. Discuss final draft of City of Justin Facility Use Policy

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Ave, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 2nd day of December, 2024 by 5 p.m., at least 72 hours preceding the scheduled meeting time.

Josh Little

Josh Little, Public Works Director



Parks and Recreation Advisory Board Coversheet
December 10, 2024
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 1. (STAFF/BOARD UPDATE)

Title: Discuss final draft of City of Justin Facility Naming Policy

Department: Public Works

Contact: Josh Little, Public Works Director

Recommendation:

Discussion item only for the final draft of the City of Justin Facility Naming Policy

Background:

City Attorney Review: No

Attachments:

1. Facility Naming Policy

City of Justin Facility Naming Policy

Purpose

The purpose of this policy is to establish a clear and transparent process for naming public facilities including parks, buildings and other significant structures. The policy involves the community in the decision-making process and ensure that the names chosen will reflect the values and history of the area.

Policy Statement

1. **Community Involvement:** The community will have a significant role in the naming process through a citizen survey.
2. **Transparency:** The process will be transparent, with opportunities for public input and review.
3. **Respect and Relevance:** Names should reflect the local culture, history, or geography, and should be respectful and relevant to the community.

Criteria for Naming

- **Historical Significance:** Names that recognize historical events, places, or persons significant to the community.
- **Geographic Features:** Names that reflect the location, natural or geographic features of the area, such as nearby landmarks, rivers, parks or neighborhoods.
- **Community Values:** Incorporating public feedback on potential names that align with the values, culture, priorities and spirit of the community.
- **Contributions:** Names that honor individuals or organizations that have made significant contributions to the community.
- **Alignment with Facility Purpose:** Names that reflect the intended purpose or function of the facility, ensuring relevance to its use.
- **Service and Dedication:** Honoring individuals with outstanding records of public service, including first responders, educators, veterans or municipal employees. Recognizing individuals who dedicated their lives to the betterment of the community or facility purpose.

Procedures

1. Initiation of Naming Process

- A public announcement will be made to inform citizens about the opportunity to participate in the naming process.

2. Citizen Survey

- A survey will be distributed to gather name suggestions from the community. The survey will be available online.

- The survey period will last for a minimum of 30 days to ensure ample time for participation.

3. Collection and Review of Survey Results

- The collected survey responses will be compiled and reviewed by the relevant Board or Commission members and staff.
- The Board or Commission members and staff will create a shortlist of names based on the survey results. The criteria for shortlisting may include the number of times a name was suggested, the relevance of the name to the facility, and any potential concerns or conflicts.
- The shortlist will typically include 3-5 names.

4. Final Selection by Board or Commission Members

- The Board or Commission will make a recommendation to the City Council. City Council will review and approve all facility names.
- The chosen name will be announced publicly, and appropriate signage and documentation will be updated accordingly.

Review and Amendment

This policy will be reviewed periodically and amended as needed to ensure it continues to meet the needs of the community and the Board or Commissions.

Effective Date

This policy is effective as of [Insert Date].