



MEMORANDUM

To: Mayor and City Council

From: Traci Leach, Deputy City Manager

Date: August 25, 2026

Reference: **Proposed Non-Park Building Naming Policy**

2040: **Sustainable Government**

Introduction:

This item is presented for Council consideration and direction of the proposed Non-Park Building Naming Policy. Staff are seeking direction regarding two changes received after the most recent Work Session briefing in May 2026. The two changes requested for Council discussion are:

- Clarifying that certain rooms within eligible buildings are eligible for re-naming
- Requiring a super majority vote (6 of 7 members instead of 5 of 7) to approve any naming request

Background:

At the Council meeting in October 2025, staff were asked to provide information regarding elements that could and should be considered for a policy guiding the renaming of non-park facilities.

Staff reviewed policies from Addison, Denton, Frisco, Grand Prairie, and Plano and presented some key themes around which those sample policies relied. Staff received direction to prepare a draft policy for Council review, which was done in May 2026. At that time, the Council provided feedback and the amended policy before the Council tonight reflects the following changes:

- Amended the years of service for former employees to 20 years instead of 25
- Added the years of service for former Council member to 9 cumulative years of Council/Mayor service
- Eliminated direct application by individuals and clarified that all applications originate by or through a sitting Council member
- Eliminated any provision referencing costs borne by the applicant
- Clarified the Council approval process to stipulate approval by more than a simple majority (5 of 7 members)
- Added clause to limit one building per Community Leader

- Added clause to set a 25-year period during which a building cannot be renamed

Benefits to the Community:

This policy would provide an additional way in which individuals who have contributed significant and sustained service to Coppell can be recognized.

Legal:

N/A

Fiscal Impact:

Unknown.

Recommendation:

None.