

MEETING DATE: February 24, 2014

AGENDA ITEM : Consideration of the Naming of a Seat in the Mike
Balkman Council Chambers in Honor of Culver City Resident Kay Lyou.

ATTACHMENTS

	<u>Pages</u>
1. City Council Policy Statement 2006-01 "Naming of City Facilities."	1 – 7
2. E-Mails Received on this Subject	8 – 11
3. Information regarding Ms. Lyou provided by Ms. Linda Shahinian	12

City of Culver City, California
Declaration of the City Clerk

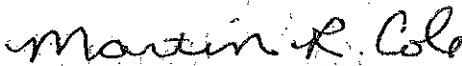
I, Martin R. Cole, being the duly appointed and acting City Clerk of the City of Culver City, California hereby depose and declare on the basis of my own actual knowledge:

(1) Resolution 2006-R089 was approved and adopted by the City Council of the City of Culver City, California on December 11, 2006 by a unanimous vote of the City Council.

(2) City Council Policy 2006-001 "Naming City Facilities" was approved thereby as amended by the City Council during the meeting of December 11, 2006 as reflected in the approved minutes of said meeting and as contained in the revised City Council Policy as filed with said Resolution 2006-R089

Declared under penalty of perjury on this 16th day of October, 2009.

BY:



Martin R. Cole
City Clerk

1 RESOLUTION NO. 2006-R_____

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
3 CULVER CITY, CALIFORNIA, APPROVING AND ADOPTING
4 CITY COUNCIL POLICY STATEMENT NO. _____
5 ENTITLED "NAMING OF CITY FACILITIES."

6 WHEREAS, the City Council of the City of Culver City has determined that
7 there exists a potential for naming opportunities for many of the City's buildings, parks and
8 other facilities ("City Facilities"); and

9 WHEREAS, there is a need to establish policies and procedures for the naming
10 of City Facilities.

11 NOW, THEREFORE, the City Council of the City of Culver City, California,
12 DOES RESOLVE as follows:

13 1. The City Council hereby approves and adopts City Council Policy
14 Statement No. _____, entitled "Naming of City Facilities," which is attached hereto as
15 Exhibit "A."

16 2. City Council Policy Statement No. _____ shall be effective upon the
17 adoption of this Resolution.
18

19 APPROVED and ADOPTED this _____ day of _____ 2006.
20

21
22 _____
23 GARY SILBIGER, MAYOR
City of Culver City, California

24 ATTEST:

APPROVED AS TO FORM:

25
26 _____
27 CHRISTOPHER ARMENTA,
City Clerk

28 _____
CAROL A. SCHWAB,
City Attorney

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

General Subject: **Naming of City Facilities**

Specific Subject:

Policy Number: ~~TBD~~ 2006-001

Date Issued: 12/11/06

Effective Date: 12/11/06

Resolution No.: 2006-R089

PURPOSE

To define the policies, procedures and responsibilities associated with the naming of City facilities.

This policy is intended to:

1. Guide staff and the City Council in the naming of City facilities, including buildings, support facilities, park sites and recreation facilities.
2. Ensure that the naming of City facilities is accomplished in accordance with the City's laws, rules, regulations and procedures.

DEFINITIONS

For the purpose of this policy statement, the term **"City Facilities"** includes the following:

"Buildings" are City-owned facilities that house employees or are otherwise used to conduct City business. Examples of "Buildings" may include, but are not limited to, the City Hall, Police Facility, Transportation Facility, and Public Works Facility.

"Support Facilities" are City-owned facilities that are used to support field operations. Examples of "Support Facilities" may include, but are not limited to, the Public Works Yard, Transfer Station, Roads, Rooms and Pump Stations.

"Park Sites" are City-owned parks, open space, trails developed and undeveloped park areas.

"Recreation Facilities and Amenities" are facilities and amenities used primarily for recreation and leisure activities, which would include, but not limited to, plazas, athletic fields, sport courts, swimming pools, gymnasiums, recreation centers, meeting rooms and theatres.

"Streets, Plazas, and Public Areas" are City-maintained streets, plazas and public areas within the City of Culver City.

STATEMENT OF POLICY

The policy of the City is to name City Facilities using the criteria established by one of the following three types of naming strategies noted below: Descriptive Naming, Commemorative Naming, or Significant Donor/Contributor Naming.

Descriptive Naming

The following criteria may be considered in the Descriptive Naming of a City Facility:

1. Geographic Location: Geographical location or characteristics of the City Facility with consideration being given to archaeology, geology, topography, botany, zoology, or man-made geographical characteristics or a geographic location logically associated with the City Facility.
2. Adjacent Street: An adjacent street to the City Facility.
3. Subdivision: The subdivision in which the City Facility is located.
4. History: An historical person, place, culture, or event associated with the City Facility.
5. Function: The purpose for which the facility was built or is currently being used.

Commemorative Naming

Commemorative naming is assigning the name of an individual, organization or corporation to a City Facility under the following conditions. That:

1. there is a well-defined connection associated with the contributions of the individual, organization or corporation and the City.
2. the individual's, organization's or corporation's contributions are of an extraordinary nature.
3. the significance of the individual's, organization's or corporation's contributions is commensurate with the service impact of the associated City Facility. For example:
 - a. Individuals, organizations or corporations that have made regional contributions may be considered for the naming of regional facilities.
 - b. Individuals, organizations or corporations that have made local contributions may be considered for the naming of more local facilities such as would serve neighborhoods within the City, including, but not limited to, recreational facilities and amenities.
4. a City Facility may be named to honor a deceased person who has made extraordinary contributions to the community, which have been consistent and continuous over a considerable period of time, such as the long term public service of an elected official or a community volunteer. If a City Facility is proposed to be named after a person who is deceased, one year must have passed before the naming process is initiated.
5. no City Facility shall be named after a living person.

Significant Donor/Contributor Naming

Significant Donor/Contributor naming is assigning the name of an individual, family, business or organization to a City Facility under one or more of the following conditions. That:

1. more than 50% of the construction costs of a substantial City Facility have been contributed.
2. more than 50% of the cost of land has been contributed.
3. long term gifts, sponsorship agreements or endowments of a significant financial value have been contributed.

Renaming City Facilities

City Facilities that have been named by a formal action of the City Council shall not be renamed unless supported by a 4/5th vote of the City Council. This requirement shall not apply to City Facilities that have not been named by formal action of the City Council or action taken by City Council prior to the adoption of this Policy.

Plaques and Markers and Memorials

Plaques, markers and other memorials on City Facilities shall be consistent with existing signage. The cost of the purchase and installation of such plaques, markers and memorials may be paid by the individual, family, business or organization being honored, or by the City or both.

PROCEDURE

1. A letter of request for the naming of a City Facility shall be addressed to the City Council. This letter will include what type of naming is being requested along with all documentation and information to be considered in support of the request.
2. City Council shall either direct the request to the most appropriate City Commission, Committee, Council Emeritus or staff for review and recommendation or refuse consideration of the request. The review process should include some form of public outreach.
3. If City Council passes the request on for review and recommendation, the appropriate City Commission, Committee or staff shall review the request and provide one or more recommendations for consideration by the City Council. The recommendation(s) shall include the plaque, marker or memorial inscriptions and/or means of signage for each recommendation that is made. The City Council shall have the final approval of the proposed name and all related signage.

December 11, 2006

Item A-1

Adoption of a Resolution Approving and Adopting a City Council Policy Statement Entitled "Naming of City Facilities."

William La Pointe, Director of Parks, Recreation and Community Services gave the staff report.

Following discussion, the following motion was made:

MOVED BY COUNCILMEMBER GROSS, SECONDED BY COUNCILMEMBER MALSIN AND UNANIMOUSLY CARRIED, THAT THE CITY COUNCIL ADOPT RESOLUTION NUMBER 2006-R089, APPROVING AND ADOPTING A CITY COUNCIL POLICY STATEMENT ENTITLED "NAMING CITY FACILITIES", WITH THE FOLLOWING AMENDMENTS TO THE COUNCIL POLICY STATEMENT:

1. UNDER "DESCRIPTIVE NAMING", ADD "FUNCTION" TO THE LIST OF CRITERIA TO BE CONSIDERED IN THE DESCRIPTIVE NAMING OF A CITY FACILITY.
2. UNDER "COMMEMORATIVE NAMING", NO. 1: DELETE THE WORD "FACILITY".
3. UNDER "COMMEMORATIVE NAMING", NO. 4: AMEND TO READ AS FOLLOWS: "IF A CITY FACILITY IS PROPOSED TO BE NAMED AFTER A PERSON WHO IS DECEASED, ONE YEAR *MUST* HAVE PASSED BEFORE THE NAMING PROCESS IS INITIATED."
4. UNDER "COMMEMORATIVE NAMING", NO. 5: AMEND TO READ AS FOLLOWS: "NO CITY FACILITY SHALL BE NAMED *AFTER* A LIVING PERSON".

December 11, 2006

Item A-1
(continued)

5. UNDER "SIGNIFICANT DONOR/CONTRIBUTOR NAMING": AMEND TO READ AS FOLLOWS: "1. MORE THAN 50% OF THE CONSTRUCTION COSTS OF A SUBSTANTIAL CITY FACILITY HAVE BEEN CONTRIBUTED." AND "2. MORE THAN 50% OF THE COST OF LAND HAS BEEN CONTRIBUTED."
6. UNDER "PROCEDURE", NO. 2: AMEND TO READ AS FOLLOWS: "CITY COUNCIL SHALL EITHER DIRECT THE REQUEST TO THE MOST APPROPRIATE CITY COMMISSION, COMMITTEE, COUNCIL EMERITUS OR STAFF FOR REVIEW AND RECOMMENDATION OR REFUSE CONSIDERATION OF THE REQUEST. THE REVIEW PROCESS SHOULD INCLUDE SOME FORM OF PUBLIC OUTREACH."

o0o

Public Comment - Items Not On the Agenda (Continued).

Mayor Silbiger invited public participation.

There was no response.

o0o

Receipt of Correspondence

MOVED BY COUNCILMEMBER ROSE, SECONDED BY COUNCILMEMBER MALSIN AND UNANIMOUSLY CARRIED, THAT THE CITY COUNCIL RECEIVE AND FILE THE FOLLOWING CORRESPONDENCE:

Email from Margot Bennett expressing concerns regarding a business named Nirvana Smoke Shop located on Midway and Washington Boulevard.

Email from Jan Dudley regarding the proposed redevelopment project on Sepulveda Boulevard.

Email from Lee O. Norris regarding the proposed redevelopment project on Sepulveda Boulevard.

Email from Anthony Giancana regarding Abrigo Martial Arts School having to relocate due to increased rent.

Cole, Martin

From: CarolDeLay@aol.com
Sent: Saturday, February 15, 2014 11:22 AM
To: Cole, Martin
Cc: Shahinian, Linda
Subject: Kay Lyou Commemorative Nameplate
Attachments: Support of Kay Lyou.docx

Martin Cole:

I am forwarding the attached letter addressed to the Culver City Mayor and Members of the City Council in support of the effort to honor Kay Lyou with a commemorative nameplate on a seat in the Council Chambers. I hope that my perspective as a retired staff member, serving my final five years as City Planner, will add to the many supportive testimonials you have already received. My support is presented from direct knowledge of Kay's contributions to Culver City. However, I was and am aware that the breadth of her interests and involvement in civic activities was impressively wide and deep.

Thank you for your consideration.

Carol DeLay

To: Culver City Mayor and Members of the City Council

From: Carol DeLay

Date: February 13, 2014

Re: Commemorative Nameplate for Kay Lyou

I am pleased to write to you in support of a Commemorative Nameplate for a remarkable woman, the late Kay Lyou.

I worked for the City of Culver City for 20 years in the Planning Division as an Associate Planner, the Deputy City Planner, the Acting City Planner, and then City Planner from 1996-2001. During that time I had numerous interactions with community groups and the many citizens who volunteer or are appointed to committees, workshops, and commissions. I realized early-on that Kay Lyou was a respected and active civic participant. My first contact with her was through her leadership in the Redevelopment Project Area Committees for East Washington and Downtown.

When City Council authorized the General Plan Advisory Committee for the major job of formulating community consensus on the goals and objectives for Element of the City's General Plan, as primary staff liaison I was pleased that she was appointed Co-Chair of that effort. As an intelligent, open-minded, even-handed, and responsible leader, she was a pleasure to work with. I know that many Culver City resident volunteers are caring and conscientious regarding their responsibilities, but Kay was especially so, showing considerable skill as a leader through her diligence, fairness, and just plain hard work. She was one of the rare volunteers who did her homework so well that she was often better versed than some of the City staff members in one or another subject. And she remained so for the four years of the project while also participating in other activities to which she was dedicated.

Some of the other major city-wide activities I participated in included the Direction 21 for Strategic Planning and the Downtown Charette. Kay was appointed to each of these projects by different City Councils, each well aware of the knowledge, skills, and the respect she brought to each of these endeavors.

Intelligent. Dignified. Dedicated and effective with a quiet passion. I feel fortunate in having known Kay and whole-heartedly support the City Council's special recognition of this remarkable woman.

February 13, 2014

To: Culver City Mayor and Councilmembers

Re: Commemorative Nameplate, Kay Lyou

Dear Mayor and Councilmembers:

I would like to add my name to those who are requesting that the late Kay Lyou be honored for her years of service to the community -- whether it be by way of a nameplate on a seat in the Mike Balkman Council Chambers, or in some other way that would pay tribute to her significant contributions to Culver City.

Kay was an inspiration to me, as well as many others in the community. She epitomized what all community leaders -- and not just women -- should have: intelligence, leadership skills, patience, compassion, and a sense of humor.

Kay served our community in so many ways that many of us feel like we have done very little by comparison. Her expertise crossed over and was complemented by her service in the areas of education, citizenship, and government. Where there is frequent and regular turnover in civic leadership, Kay was consistently held in the highest regard by all, signified by her appointments to wide-ranging variety of workshops, committees, and boards, where she served honorably for several years.

I'm hoping that you will consider bestowing appropriate recognition to a woman who deserves to be held in the highest regard by the citizens of Culver City.

Best regards,

Jozelle Smith
10790 Clarmon Place
Culver City, CA 90230
(310) 839-3808

Cole, Martin

From: Joy and Paul Jacobs <pajojacobs@ca.rr.com>
Sent: Wednesday, February 12, 2014 7:20 PM
To: Cole, Martin
Cc: Shahinian, Linda
Subject: Kay Lyou

Hello Martin:

I received a notice from Linda indicating that the City Council is considering honoring Kay Lyou. It is a good idea.

As a former mayor and councilman for sixteen years, I had the opportunity of working with Kay on numerous civic projects. She was an avid supporter of the City, in everyway. She also served on the Culver City Board of Education for many years. Kay was well liked by everyone who had the opportunity of working with her.

Best regards,
Paul A. Jacobs

Kay Lyou

Community Service

City of Culver City

- 1975 - 2007 Member, Project Area Committee (PAC) for Culver City Redevelopment Project 3
 Vice Chair, 1975 - 1977 and 1985
 Chair, 1979 - 1982
- Chair, Redevelopment Preservation Committee, 1997-1999
- 1999 Member, Citizens Charter Review Committee
- 1991 - 1996 Co-Chair, General Plan Advisory Committee
- 1993 Participant, East Washington Boulevard Community Workshop
- 1991 Participant, Downtown Charette
- 1987 - 1989 Member, Direction 21 Steering Committee for Strategic Planning
- 2001 Commendation for Community Service from the City of Culver City

League of Women Voters

- 1960 - 2007 Member, League of Women Voters
 Chair, Culver City Unit, 1998-1999
 Membership Chair, Culver City, 1991-1992
- 1991 - 1994 Member of the Board of Directors, League of Women Voters of Los Angeles:
 Culver City Co-Area Director (1991-1992 and 1993-1994)
 Culver City Area Director (1992-1993)
 Member, Task Force to Rebuild Los Angeles, 1992 - Present
 Member, Nominating Committee, 1991-1993
 Delegate, U.S. League of Women Voters National Convention, 1992

Culver City Schools

- 1981 – 1989 Member of the Culver City Unified School District Board of Education
- 1994 Women of Excellence Award for Community Contributions, Culver City Youth Health Center
- 1995 Woman of the Year Award from the Culver City Soroptomist Club
- 1999 Volunteer of the Year Award from Culver Park High School
- 1999 Volunteer of the Year Award from the Culver City Unified School District