

MEETING DATE: January 11, 2010

AGENDA ITEM : Discussion of (1) a Request to Name a Seat in the Mike Balkman Council Chambers after Kay Lyou and (2) the Process of Naming Seats in the Council Chambers.

ATTACHMENTS

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1. Request from Ms. Shahinian	1
2. City Council Policy 2006-001	2 - 4

Dear Mayor Weissman,

After seeing the agenda item on memorial seat nameplates for the Siegels (something I'd never thought about), I wanted to suggest Kay Lyou for that honor. I've attached a listing of her community contributions. In addition to the specifics, a great value of Kay's was simply her being – setting an example of hard work, civility and professionalism.

She was a *de facto* mentor to many of us and greatly encouraged participation in civic life. Her son Joe told this story: *Every week she'd watch the City Council proceedings on the government access cable channel. If something came up that riled her dander, she'd quickly put on something presentable and drive down to City Hall and testify on the matter.* Indeed, that was Kay. I know that she would have broad-based support and hope she would have yours as well.

Linda Shahinian

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

General Subject: **Naming of City Facilities**

Specific Subject:

Policy Number: TBD-2 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 4/5^{ths} 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.