**RESOLUTION NO. 2017-R 088**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CULVER CITY, CALIFORNIA, ADOPTING AN UPDATED CITY COUNCIL POLICY ENTITLED *NAMING OF CITY PROPERTY, FACILITIES AND EVENTS*.**

WHEREAS, City Council policies are developed for the purpose of establishing standard practices and procedures for City Council, City Boards and Commissions and City staff to follow; and

WHEREAS, these policies are updated from time to time to ensure that they are legally compliant and reflect current City practices; however, it has been many years since there has been a comprehensive review of all City Council Policy Statements; and

WHEREAS, on May 23, 2016, the City Council created an Ad Hoc City Council Policies Subcommittee (Subcommittee) for the purpose of working with staff from the City Clerk's and City Attorney's Offices to conduct a comprehensive review of the City Council Policy Statements and make recommendations to City Council as appropriate; and

WHEREAS, this long-term comprehensive review will proceed with the City Council Policy Statements being reviewed by the Subcommittee and City staff and being presented to the City Council for adoption over the course of several months; and

WHEREAS, it is the recommendation of the Subcommittee, with the concurrence of City staff, that Council Policy Statement 2006-01 (Naming of City Facilities), be superseded and replaced with an updated Council Policy entitled *Naming of City Property, Facilities and Events*, as reflected in Exhibit A of this Resolution.

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

1. The City Council hereby adopts an updated City Council Policy entitled "Naming of City Property, Facilities and Events," which Policy is attached hereto as Exhibit "A" to this Resolution and shall supersede and replace Council Policy Statement 2006-01 (Naming of City Facilities), and all other previously adopted policies regarding the subject matter therein.

2. The City Manager is hereby authorized to format the attached Policy in a format consistent with other City Council adopted policies and shall include the final version of this adopted Policy with other adopted policies.

3. The City Manager shall distribute the attached Policy to interested parties, which include, but are not limited to, City Staff.

APPROVED and ADOPTED this 06 day of November 2017.

JEFFREY COOPER, MAYOR
City of Culver City, California

ATTEST:

JEREMY GREEN, City Clerk

APPROVED AS TO FORM:

CAROL A. SCHWAB, City Attorney

A17-00777

**CITY OF CULVER CITY**
**COUNCIL POLICY STATEMENT**

General Subject: Administration

Specific Subject: Naming of City Property, Facilities and Events

Policy Number: **XXXX**[1]

Date Issued: 11/06/17

Effective Date: 11/06/17

Resolution No.: **2017-R088**

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## PURPOSE

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

This policy is intended to:

1. Guide staff and the City Council in the naming and renaming of City property, facilities and events, including buildings, support facilities, park sites, recreation facilities and community events.

2. Ensure that the naming and renaming of City property, facilities and events is accomplished in a manner that is objective, consistent and comports with City regulations.

## DEFINITIONS

For the purpose of this policy statement, the term **"City Property, Facilities and Events"** 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.

"**Events**" are civic events or activities organized or sponsored by the City, including, but not limited to: (a) any public program or educational activity; and (b) the commemoration or celebration of any historical date, event or person, holiday or person or events of local, state or national significance. "Sponsored" means that the City is (a) participating in an official capacity in the planning, preparation or promotion of the event or activity; and (b) contributing 25% of the total estimated costs of the civic event or activity, or at least $1,000, whichever is less. This contribution may take the form of funds, labor, staff time, materials, a waiver of fees, or any combination of the foregoing.

"**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.

"**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.

## STATEMENT OF POLICY

It is the policy of the City to retain long-standing names of City Property, Facilities and Events. Names that have become widely accepted by the community shall not be changed unless there are compelling reasons and strong public sentiment from the broader community for doing so. Historical or commonly used place names shall be preserved wherever possible or incorporated into the renaming.

## GENERAL PROVISIONS AND CRITERIA

In considering a request for the naming or renaming of City Property, Facilities and Events ("Naming Request"), the criteria established by the following naming strategies shall be applied: (1) Descriptive Naming; (2) Commemorative Naming; or (3) Significant Donor/Contributor Naming.

### 1. Descriptive Naming

The following criteria may be considered in the Descriptive Naming of City Property, Facilities or Events:

A. Geographic Location: Geographical location or characteristics of the City Property, Facility or Event with consideration being given to archaeology, geology, topography, botany, zoology, or man-made geographical characteristics, or a geographic location logically associated with the City Property, Facility or Event.

B. Adjacent Street: An adjacent street to the City Property, Facility or Event.

C. Subdivision: The subdivision in which the City Property, Facility or Event is located.

D. History: An historical person, place, culture, or event associated with the City Property, Facility or Event.

E. Function: The purpose for which the Property, Facility or Event was built, established or created, or is currently being used.

## 2. Commemorative Naming

Commemorative naming is assigning the name of an individual or organization to a City Property, Facility or Event. Commemorative naming should be rare and reserved as a means to honor those of substantial historical, cultural or civic significance, and should be considered only under the following circumstances:

A. The individual has been deceased for at least two years and has made, during his or her lifetime, extraordinary contributions to the community, which have been consistent and continuous over a considerable period of time. Except in the case of a Significant Donor/Contributor naming, as set forth in Section 3 below, no City Property, Facility or Event shall be named to memorialize a living person.

B. There is a well-defined connection associated with the contributions of the individual or organization and the City.

C. The individual's or organization's contributions are of an extraordinary nature.

D. The significance of the individual's or organization's contributions is commensurate with the service impact of the associated City Property, Facility or Event. For example:
   a. Individuals or organizations that have made regional contributions may be considered for the naming of regional facilities.
   b. Individuals or organizations 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, amenities and events.

## 3. Significant Donor/Contributor Naming

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

A. More than 50% of the construction costs of a substantial City Property or Facility have been contributed.

B. More than 50% of the cost of land has been contributed.

C. Long term gifts, sponsorship agreements or endowments of a significant financial value have been contributed.

## NAMING AND RENAMING PROCESS

### Naming City Property, Facilities and Events

In accordance with the procedures outlined in this Policy, the appropriate Commission or Committee shall, at a duly noticed public hearing, consider the Naming Request and make a recommendation to the City Council. The "appropriate" Commission or Committee is determined by the nature of the Naming Request. For example, a request for the naming of a City park first should be considered by the Parks, Recreation and Community Services Commission, as the advisory body to the City Council in matters pertaining to parks.

City Council shall consider the Commission's/Committee's recommendation consistent with the naming strategy criteria set forth in this Policy. The naming of a City Property, Facility or Event requires a four-fifths vote of the City Council.

### Periodic Review of Named City Property, Facilities and Events

The City Council shall review named City Property, Facilities and Events on a periodic basis. Such review shall not occur any sooner than five years from the date of the naming and not later than 25 years from the date of the naming.

### Renaming City Properties, Facilities and Events

It is the policy of the City to retain long-standing names of City Property, Facilities and Events. As such, City Property, Facilities or Events that have been named by a formal action of the City Council shall not be renamed unless approved by a unanimous 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.

The name of a City Property, Facility or Event shall be changed only after consideration of the following:

1. Historical significance of the name;

2. Impact on the currently-named individual or organization; and

3. Cost and impact of:
   a. changing existing signage, if any;
   b. rebuilding community recognition; and
   c. updating records such as letterhead, databases, and promotional materials.

## Levels of Recognition

The optional levels of recognition provided for naming and renaming of City Property, Facilities and Events are as follows:

- Level One: Name plate attached to an item of personal property located within a City Property or Facility (e.g. park bench, Council Chamber seat);
- Level Two: Plaque affixed to a building located within a City Property or Facility;
- Level Three: Portion of a City Property or Facility (e.g. room, park area, street intersection);
- Level Four: The naming of City Property or Facilities (such as Buildings; Park Sites; Recreation Facilities and Amenities; Streets, Plazas and Public Areas; and Support Facilities, as defined herein) or Events.

## Plaques and Markers

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

## Exception for Employee Rooms and Areas

This Policy shall not apply to the naming or renaming of rooms or areas of City buildings that are limited to employee use and not generally open to the public (e.g. employee conference rooms; work, yard and storage areas). The naming or renaming of such rooms/areas shall be subject to the City Manager's approval.

## Prohibited Names

Unless otherwise determined by City Council, in its sole discretion, no name shall be chosen that:

1. causes confusion due to duplication of or similarity to an existing named location within Culver City;

2. may have an inappropriate acronym, short form, or modification;

3. is discriminatory or derogatory; or

4. relates to or may create a controversial situation within the City.

## PROCEDURE

1. A Naming Request may be made by a member of the public, or may be initiated by a majority vote of the City Council. If a Naming Request is made by a member of the public, a letter of request for the naming or renaming of a City Property, Facility or Event shall be addressed to the City Council, and shall include the following: (a) the type of naming that is being requested; (b) the level of recognition; and (c) any documentation and information to be considered in support of the request.

2. In addition to the requirements set forth in in Section 1 above, all Level Four recognition requests must also include: (a) a signed petition of support by 75% of the Culver City residents (signature of residential property owner or tenant; only one signature per residence) and businesses (signature of business owner or operator; only one signature per business) within the immediate geographic "neighborhood" (identified in Exhibit A to this Policy) of the City Property or Facility; (b) the years of service the individual or organization has provided to the Culver City community; (c) the type of contribution made by the individual or organization; and (d) the impact of such contribution on the community.

3. City Council shall either direct the Naming Request to the most appropriate City Commission, Committee or staff for review and recommendation, or refuse consideration of the Naming Request.

4. If the City Council authorizes review of the Naming Request, the appropriate City Commission, Committee or staff shall review the request in accordance with the naming strategy criteria set forth in this Policy and provide one or more recommendations for consideration by the City Council. The City Council shall have the final approval of the proposed name and all related signage.

5. The City Council, in its sole discretion, may reject any request for the naming or renaming of a City Property, Facility or Event.

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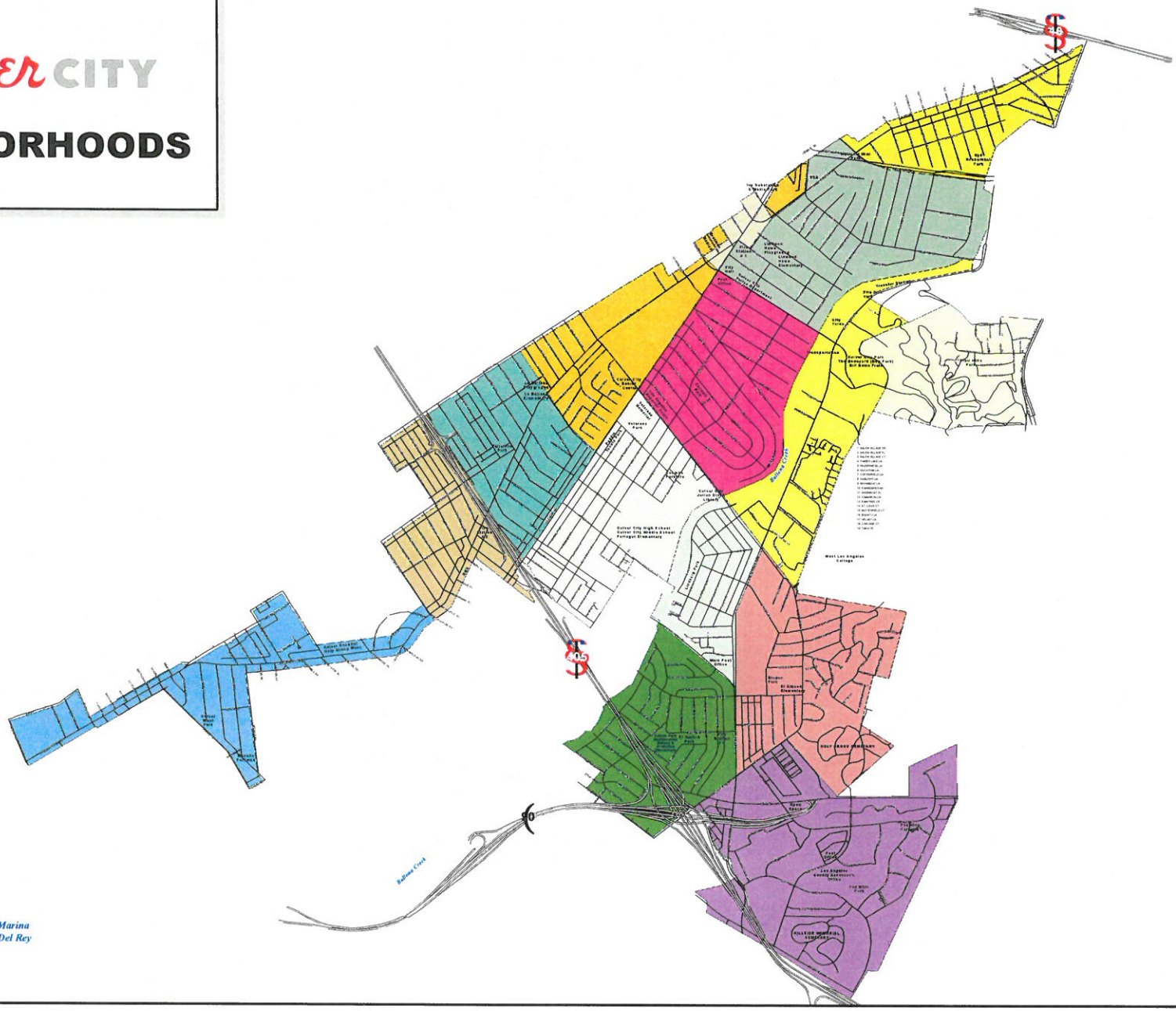
[1] This Policy supersedes City Council Policy 2006-01

City of Culver CITY

# NEIGHBORHOODS

EXHIBIT A
TO RESOLUTION NO. 2017-R__




**Neighborhoods**

- Blair Hills
- Blanco/Culver Crest
- Clarkdale
- Culver/West
- Downtown
- Fox Hills
- Jefferson
- Lucerne/Higuera
- McLaughlin
- McManus
- Park East
- Park West
- Studio Village
- Sunkist Park
- Washington Culver
- freeways
- cntrline


**THE CITY OF CULVER CITY**
INFORMATION TECHNOLOGY DEPARTMENT
GEOGRAPHIC INFORMATION SYSTEMS
9770 CULVER BLVD
CULVER CITY, CA 90232
TEL: 310-253-5976


February 5, 2007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