City of Culver City

Staff Report Details (With Text)

File #:	26-206	**Version:** 1	**Name:**	Naming and Renaming Ad Hoc Subcommittee
Type:	Minute Order		**Status:**	Action Item
			In control:	PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
On agenda:	11/4/2025		**Final action:**	
Title:	(1) Consideration of Forming a PRCS Commission "Naming and Renaming of Minor Facilities Ad Hoc Subcommittee;" and (2) If Desired, Appoint Two PRCS Commission Members to the Newly-Formed Ad Hoc Subcommittee.			
Indexes:				
Code sections:				
Attachments:	1. 2025-11-04 - ATT 1 RESO 2025-R080 and New Council Policy 3406.pdf			

Date	Ver.	Action By	Action	Result
11/4/2025	1	PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION		

(1) Consideration of Forming a PRCS Commission "Naming and Renaming of Minor Facilities Ad Hoc Subcommittee;" and (2) If Desired, Appoint Two PRCS Commission Members to the Newly-Formed Ad Hoc Subcommittee.

Meeting Date: November 4, 2025

Contact Person/Dept: Ted Stevens/ PRCS

Phone Number: 310-253-6682

Fiscal Impact: Yes [ ] No [X] **General Fund:** Yes [ ] No [X]

Attachments: Yes [] No [X]

Public Notification: (E-Mail) Meetings and Agendas - Parks, Recreation and Community Services Commission (10/30/2025); (E-Mail) Parks, Recreation & Community Service Department Updates (10/30/2025)

Department Approval: Ted Stevens, PRCS Director (10/30/2025)

RECOMMENDATION

Staff recommends that the Parks, Recreation and Community Services (PRCS) Commission (1) consider forming a PRCS Commission "Naming and Renaming of Minor Facilities Ad Hoc Subcommittee;" and (2) if desired, appoint two PRCS Commission members to the newly-formed ad

hoc subcommittee.

BACKGROUND

The City Council Ad Hoc City Council Policies Subcommittee was created for the purpose of working with staff to conduct a comprehensive review of existing City Council policies and make recommendations to City Council as appropriate. The current Subcommittee consists of Council Members Albert Vera and Bryan "Bubba" Fish ("Subcommittee").

Over the course of the City Council Policies review project ("Project"), a total of 28 policies have been considered by the City Council. One of the policies reviewed was Council Policy 3406 (Donor Naming and Sponsorships of City Property and Facilities).

Former City Council Policy 2006-001 outlined the process for both commemorative naming and donor naming of City facilities. In 2017 the Ad Hoc City Council Policies Subcommittee constituted at that time, made recommendations to revise the policies and procedures for commemorative naming and move the policies and procedures for donor naming into a separate policy. The City Council adopted a new Policy 3403 (Commemorative, In Memoriam, Naming of City Property and Facilities) in 2017, which was subsequently updated in 2018. At this time, there is no formal policy for donor naming.

Staff worked with the current Subcommittee to develop a policy relating to donor naming and sponsorship of City facilities. The purpose of this new Policy 3406 (Donor Naming and Sponsorship of City Property and Facilities) is to define the policies, responsibilities and procedures associated with the naming of City property and facilities based on donations or bequests to the City or sponsorships of City property and facilities. This policy does not apply to commemorative naming of City property and facilities, which is addressed in Council Policy 3403, mentioned above, or City sponsorships of third-party events and activities, which is addressed in Council Policy 2502. The following is a summary of key provisions of Policy 3406 (Attachment 1):

- *Naming criteria.* Potential names may be based on one of the following:
    - Individual, entity or group in recognition of a donation of land or money for maintenance of land, facilities or amenities.
    - Individual, entity or group via a sponsorship agreement.
- *Sponsorship criteria*, including restrictions on sponsors. For example:
    - No sponsors that promote or support programs or activities detrimental to public health, safety, or well-being.
    - No sponsors that promote or derive a substantial amount of revenue from products that are detrimental to public health, safety, or well-being, including but not limited to drugs, alcohol, tobacco or fossil fuels).
    - Restrictions on names that are discriminatory or are derogatory or offensive by contemporary community standards.
- *Duration of name.*
    - Intention to retain long-standing names unless certain criteria have been met.
    - Sponsorships limited to 10-year terms.
    - City reservation of rights to change the name.
    - Criteria to be considered before changing a name.
- *Naming and renaming process.*
    - Minor Facilities to be considered by the Parks, Recreation and Community Services

(PRCS) Commission.
    - Major Facilities to be considered by the City Council.
- *Minimum monetary donation requirements for Minor Facilities.*
  As set forth in the Policy, the City Council will establish, by resolution, minimum monetary donation requirements for Minor Facilities. The Subcommittee has recommended the City Council receive input from the PRCS Commission on setting the monetary donation requirements. If the City Council adopts this Policy, PRCS staff will discuss and receive recommendations from the PRCS Commission regarding such monetary requirements and present to City Council for consideration at a future meeting.

City Council adopted the proposed Resolution adopting Policy 3406 at their meeting on October 27, 2025.

DISCUSSION

PRCS Commission Ad Hoc Subcommittees
An "ad hoc" subcommittee serves only a limited or single purpose. It is not perpetual, and it is dissolved when its specific task is completed. An Ad Hoc Subcommittee may be formed or dissolved at any Commission meeting, as long as the discussion has been placed on the Agenda in advance. Once an Ad Hoc Subcommittee has been created, updates are typically given by Members. By consensus of the Commission, a separate Agenda Item is sometimes prepared and presented on a specific Ad Hoc Subcommittee's topic or event.

Naming and Renaming of Minor Facilities Ad Hoc Subcommittee
Staff is recommending that the PRCS Commission form a "Naming and Renaming Minor Facilities Ad Hoc Subcommittee" (Ad Hoc Subcommittee) in order to meet the two calls for action for the PRCS Commission outlined in the policy. The calls for action are:

1. The Subcommittee recommended the City Council receive input from the PRCS Commission on setting the monetary donation requirements. With the City Council adopting this Policy, PRCS staff need to discuss and to receive recommendations from the PRCS Commission regarding such monetary requirements and present them to City Council for consideration at a future meeting.
2. Naming and renaming minor facilities will be considered by the Parks, Recreation and Community Services (PRCS) Commission. Minor facilities are defined in the policy as "amenities such as trees, park benches, bus benches, and Council Chambers seating;" however, this list is not limited to these items.

If the PRCS Commission forms the Ad Hoc Subcommittee, the Ad Hoc Subcommittee will meet with staff to discuss monetary donation requirements before presenting their recommendation to the full PRCS Commission. The members of the Ad Hoc Subcommittee will also periodically review all requests for renaming and naming of minor facilities and then staff will bring recommendation to the full PRCS Commission for a vote.

FISCAL ANALYSIS

There is no fiscal impact associated with this discussion.

ATTACHMENTS

1. 2025-11-04 - ATT 1 RESO 2025-R080 and New Council Policy 3406

MOTION

That the Parks, Recreation and Community Services Commission:

1. Consider forming a PRCS Commission “Naming and Renaming of Minor Facilities Ad Hoc Subcommittee;” and

2. If desired, appoint two PRCS Commission members to the newly-formed Ad Hoc Subcommittee.