



# City of Culver City

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## Staff Report

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**File #:** 18-0417, **Version:** 1

**Item #:** A-3.

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**CC - Adoption of a Resolution Adopting an Updated City Council Policy Entitled *Naming of City Property, Facilities and Events*, as Recommended by the Ad Hoc City Council Policies Subcommittee**

**Meeting Date:** November 6, 2017

**Contact Person/Dept:** Serena Wright-Black/Administrative Services Director; and Heather Baker/Assistant City Attorney

**Phone Number:** (310) 253-5640; 310-253-5660

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐

**Action Item:** ☒

**Attachments:** Yes ☒ No ☐

**Commission Action Required:** Yes ☐ No ☒ **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (11/01/17)

**Department Approval:** Serena Wright-Black, Administrative Services Director (10/12/2017)

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### **RECOMMENDATION**

Staff recommends the City Council adopt a resolution adopting an updated City Council Policy Statement entitled *Naming of City Property, Facilities and Events*, as recommended by the Ad Hoc City Council Policies Subcommittee.

### **BACKGROUND/DISCUSSION**

In 2006 City Council, recognizing a need to establish uniform policies and procedures for naming various City facilities, approved and adopted City Council Policy 2006-001 (Attachment 1). This policy was developed in an effort to guide and assist City staff as opportunities and requests for naming City facilities arose.

On May 23, 2016 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 review City Council policies and make recommendations to City Council as appropriate. Mayor Clarke and Council Member Eriksson were appointed to serve on the Subcommittee.

As part of this project, Council Policy 2006-001 was reviewed by the Subcommittee and staff. Staff and the Subcommittee also reviewed similar policies from other cities and public organizations. The proposed changes to this policy are being recommended in an effort to create clear objective criteria as it relates to naming city owned buildings, parks, streets, and public areas after individuals and ensuring that the named sites are reviewed on a regular basis. The proposed Resolution (Attachment 2) adopts an updated City Council Policy for the *Naming of City Property, Facilities and Events*, which shall supersede and replace Policy No. 2006-001.

A few of the significant changes to the policy include, but are not limited to:

- Requiring that a City property or facility can only be named after a deceased person at least two years after his or her passing (previously one year);
- Mandatory review of all named facilities, which can be done at any time, but not less than every 25 years;
- Criteria for various levels of recognition;
- A petition process for a Level Four recognition for the naming of City property and facilities, including streets, plazas and parks; and
- Removal of the option to name City property, facilities and events after businesses/corporations, as the Subcommittee and staff recommend that be addressed through a separate policy to address business/corporate naming rights.

The Subcommittee and staff recommend the City Council adopt the updated City Council Policy for the *Naming of City Property, Facilities and Events*.

In addition, the Subcommittee and staff will continue with its comprehensive review of all City Council Policy Statements and will bring additional policies to City Council as soon as practicable.

## **FISCAL ANALYSIS**

There is a potential unknown fiscal impact associated with this policy in the event that the City pays for the installation of plaques or other signage.

## **ATTACHMENTS**

1. 2017-11-06\_ATT 1\_Council Policy Statement 2006-001 - Naming of City Facilities
2. 2017-11-06\_ATT 2\_ Resolution Adopting Updated City Council Policy Entitled *Naming of City Property, Facilities and Events*

**MOTION**

That the City Council:

Adopt a resolution adopting an updated City Council Policy entitled *Naming of City Property, Facilities and Events.*