



# City of Culver City

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## Staff Report

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**File #:** 18-0986, **Version:** 1

**Item #:** A-3.

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**CC - Adoption of a Resolution Adopting an Updated City Council Policy Entitled *Commemorative Naming of City Property and Facilities*, as Recommended by the Ad Hoc City Council Policies Subcommittee, and Rescinding Resolution No. 2017-R088.**

**Meeting Date:** March 13, 2018

**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:** ☐

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

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (03/07/18);

**Department Approval:** Serena Wright-Black, Administrative Services Director (03/07/18)

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### **RECOMMENDATION**

Staff recommends the City Council adopt a resolution adopting an updated City Council Policy Statement entitled *Commemorative Naming of City Property and Facilities*, as recommended by the Ad Hoc City Council Policies Subcommittee, and rescinding Resolution No. 2017-R088.

### **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. Proposed changes to this policy were recommended by the Subcommittee 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.

At the City Council meeting of November 6, 2017, the Subcommittee's recommendation to adopt an updated City Council Policy entitled *Naming of City Property, Facilities and Events*, was approved by the City Council through adoption of Resolution No. 2017-R088 (Attachment 2), with direction to the Subcommittee to continue its review of the Policy to clarify the criteria and establish an application process.

The proposed Resolution (Attachment 3) adopts an updated City Council Policy for the *Commemorative Naming of City Property and Facilities*, which shall supersede and replace Policy No. 2006-001 and the more recently adopted policy set forth in Resolution No. 2017-R088. A few of the significant changes to the 2017 Policy include, but are not limited to:

- Since the commemorative naming is the most common request received by the City, the Subcommittee recommends it should be a stand-alone policy, and the other types of naming (descriptive and significant donor) should be included in separate policies.
- Refinements to the general criteria to qualify for a commemorative naming, as well as the specific criteria for the various levels of recognition (see proposed Policy for details).
- Removal of events from the Policy, as these are rare and can be considered on a case-by-case basis.
- Inclusion of a procedure for creating a City Council Ad Hoc Subcommittee to review a specific application for a naming request, or a naming request initiated by City Council.

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

The Subcommittee and staff will continue with its comprehensive review of all City Council Policy Statements, including recommendations for other types of naming, 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. 2018-03-13\_ATT 1\_Council Policy Statement 2006-001 - Naming of City Facilities
2. 2018-03-13\_ATT 2\_Resolution No. 2017-R088
3. 2018-03-13\_ATT 3\_Proposed Resolution Adopting Updated City Council Policy Entitled *Commemorative Naming of City Property and Facilities*

**MOTION**

That the City Council:

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