



# City of Culver City

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## Staff Report

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**File #:** 19-644, **Version:** 1

**Item #:** A-4.

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**CC - Adoption of a Resolution Amending City Council Policy Entitled *Commemorative, In Memoriam, Naming of City Property and Facilities*, as Recommended by the Ad Hoc City Council Policies Subcommittee and Rescinding Resolution No. 2018-R021**

**Meeting Date:** December 10, 2018

**Contact Person/Dept:** Serena Wright-Black/Assistant City Manager  
Heather Baker/Assistant City Attorney

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**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 (12/05/18)

**Department Approval:** Serena Wright-Black, Assistant City Manager (12/03/18)

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### **RECOMMENDATION**

Staff recommends the City Council adopt a resolution amending City Council Policy entitled *Commemorative, In Memoriam, Naming of City Property and Facilities*, as recommended by the Ad Hoc City Council Policies Subcommittee and rescind Resolution No. 2018-R021.

### **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

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On May 23, 2016 City Council created an Ad Hoc City Council Policies Subcommittee (Policies Subcommittee) for the purpose of working with staff from the Administrative Services Department and the City Attorney's Offices to review City Council policies and make recommendations to City Council as appropriate. Former Mayor Clarke and Council Member Eriksson were appointed to serve on the Policies Subcommittee.

As part of this project, Council Policy 2006-001 was reviewed by the Policies Subcommittee and staff. Staff and the Policies Subcommittee also reviewed similar policies from other cities and public organizations. Proposed changes to this policy were recommended by the Policies 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. The revised policy (Attachment 2 - Resolution 2017-R088) was adopted by City Council on November 6, 2017.

On March 13, 2018 City Council approved an updated *Commemorative Naming of City Property and Facilities* policy (Attachment 3 - Resolution 2018-R021) and application. The intent of this updated policy was to clarify the required qualifying criteria and establish an application process.

On July 23, 2018 City Council appointed Vice Mayor Sahli-Wells and Council Member Fisch to a City Council Ad Hoc Naming Policy Subcommittee (Naming Subcommittee) for the purposes of considering a naming request and further reviewing the *Commemorative Naming of City Property and Facilities* policy and application.

The Naming Subcommittee is recommending the following substantive changes:

- Further refinement to the criteria to qualify for the various levels of recognition (see proposed Policy for details).
- Clarifying that Level Four recognition should also include the naming opportunity for persons of renowned regional, national or historic significance.
- Providing additional time for public review/comment of a naming request.
- Requiring the inclusion of a visual example of the signage, as well as a cost estimate.
- Specifically stating that subsequent renaming shall be at City Council discretion.
- Updating the application to be reflective of the proposed policy amendments.

## **FISCAL ANALYSIS**

There is a potential unknown fiscal impact associated with this policy in the event that the City authorizes payment for or utilization of City staff in the creation, installation and/or maintenance of plaques or other signage.

**ATTACHMENTS**

1. 2018-12-10\_ATT 1\_ Council Policy Statement 2006-001 - Naming of City Facilities
2. 2018-12-10\_ATT 2\_ Resolution No. 2017-R088
3. 2018-12-10\_ATT 3\_ Resolution No. 2018-R021
4. 2018-12-10\_ATT 4\_ Proposed Resolution Adopting Updated City Council Policy Entitled *Commemorative, In Memoriam, Naming of City Property and Facilities*

**MOTION**

That the City Council:

Adopt a Resolution amending City Council Policy City entitled *Commemorative, In Memoriam, Naming of City Property and Facilities.*