

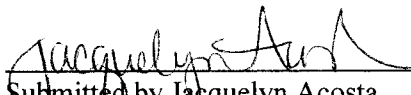


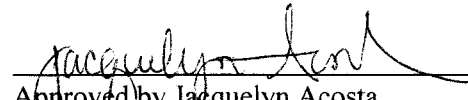
# City of Carson

## Report to Mayor and City Council

November 6, 2013  
New Business Discussion

**SUBJECT: CONSIDER DRAFT COUNCIL POLICY AND PROCEDURE 1.2.01 REGARDING THE PLANNING AND ORGANIZING OF PUBLIC CEREMONIAL NAMING EVENTS WHEN CITY PROPERTY HAS BEEN NAMED AFTER AN INDIVIDUAL**

  
Submitted by Jacquelyn Acosta  
Acting City Manager

  
Approved by Jacquelyn Acosta  
Acting City Manager

### **I. SUMMARY**

The City Council Policy Committee (Mayor Dear and Mayor *Pro Tem* Santarina ) met on October 10, 2013. There was one item on the agenda. Attached for the City Council's information is a copy of the draft disposition (also referred to as minutes) from that meeting (Exhibit No. 1).

### **II. RECOMMENDATION**

DISCUSS and PROVIDE direction.

### **III. ALTERNATIVES**

1. ADOPT Council Policy and Procedure 1.2.01.
2. MODIFY Council Policy and Procedure 1.2.01.
3. DO NOT ADOPT Council Policy and Procedure 1.2.01.

### **IV. BACKGROUND**

On October 1, 2013, during the discussion of item 19, the City Council requested this matter be forwarded to the Policy Committee. The Committee met on Wednesday, October 10, 2013. The motion of the committee was to create a policy related to the coordination of a ceremonial naming event once the City Council has voted to name a City street, City-owned land, facility, park or other City property after an individual. Attached for the City Council's consideration is draft Council Policy and Procedure 1.2.01 (Exhibit No. 2).

The draft policy recommends that soft costs be borne by the City and hard costs be borne by the recipient of the naming. Soft costs include the use of City facilities, equipment, and full-time staff during their regularly scheduled 40-hour work week. Hard costs related to such events shall be borne by the recipient of the naming. Hard costs include, but are not limited to, overtime for full-time staff, part-time staff, printing of flyers, food, decorations and entertainment. The cost of the actual lettering, plaque and/or signage will be borne by the City.

Soft costs associated with free use of equipment that the City already owns is additional usage that will cause additional normal wear and tear over time. The City Council should be aware that by waiving these softs costs, the City will not

realize additional income associated with the rental fees of the equipment. Additional wear and tear on City equipment will likely cause the equipment to have to be replaced sooner than if the City Council does not allow it to be used for these events. This being said, the City Council should consider increasing the funds allocated to the equipment replacement fund.

**V. FISCAL IMPACT**

None.

**VI. EXHIBITS**

1. DRAFT Council Policy and Procedure 1.2.01. (pg. 3)
2. DRAFT disposition from Policy Committee, October 10, 2013. (pg. 4)

Prepared by: Lisa Berglund, Principal Administrative Analyst

Document 12

TO: Rev 10-14-2013

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

**Action taken by City Council**

Date \_\_\_\_\_ Action \_\_\_\_\_



**CITY OF CARSON  
COUNCIL POLICY & PROCEDURE**

**DRAFT**

1015  
0713

NUMBER: 1.2.01

SUBJECT

**CEREMONIAL NAMING  
EVENTS**

ORIGINAL ISSUE:

EFFECTIVE:

CURRENT ISSUE:

11/16/13

EFFECTIVE:

11/16/2013

ORIGINATING DEPARTMENT

**CITY MANAGER**

SUPERCEDES:

**I. PURPOSE AND SCOPE**

To establish a policy and standard procedure for costs associated with a ceremonial naming event.

**II. GENERAL**

A. Soft costs related to such events shall be borne by the City. These costs include use of City facilities and equipment and full-time staff during their regularly scheduled 40-hour work week.

B. Hard costs related to such events shall be borne by the recipient of the naming. These costs include, but are not limited to, overtime for full-time staff, part-time staff, printing of flyers, food, decorations, entertainment, etc.

C. The cost of the actual lettering, plaque, and/or signage will be borne by the City.

**III. PROCEDURE**

A. When the Council has approved the naming of a street, building, park, garden, wing, room, etc., the ceremonial event to present the named location will be coordinated by the City Manager's Office. City Manager's staff will work with appropriate City staff to determine the costs of the event (both hard and soft). The amount of the hard costs will be billed to, and paid for by, the recipient (or designee) prior to the event.

**IV. EXCEPTIONS**

There shall be no exceptions to this policy, except through direct instructions of the City Council.

**V. BY THE AUTHORITY OF THE CITY COUNCIL, AS APPROVED ON**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agenda Item No.



**AMBIT NO. 01**



**CITY OF CARSON  
SPECIAL MEETING OF THE CITY COUNCIL POLICY COMMITTEE**

**CARSON CITY HALL  
EXECUTIVE CONFERENCE ROOM – SECOND FLOOR  
701 East Carson Street  
CARSON, CALIFORNIA 90745**

**D R A F T  
DISPOSITION**

**OCTOBER 10, 2013, 3:45 P.M.**

**AGENDA POSTED:           OCTOBER 8, 2013**

“In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the City Clerk’s office at 310-952-1720 at least 48 hours prior to the meeting.” (Government Code Section 54954.2)

**CALL TO ORDER:**

**ROLL CALL:**           Chairman Dear and Committee member Santarina

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**NEW BUSINESS DISCUSSION**

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**ITEM NO. (1)           CONSIDER DEVELOPING A POLICY REGARDING THE PLANNING  
AND ORGANIZING OF PUBLIC CEREMONIAL EVENTS WHEN  
PUBLIC PROPERTY HAS BEEN NAMED AFTER AN INDIVIDUAL**

RECOMMENDATION to the City Council Committee:

1.     DISCUSS and PROVIDE direction.

ACTION: Should the City Council approve the naming of a City street, City-owned land, facility, park or other City property after an individual the ceremonial event to present the named location will be coordinated out of the City Manager’s office with staff working with the appropriate city staff members to determine the coordination and costs (both hard and soft) of the event. Hard costs will be billed to the recipient prior to the event. Staff to put this request in the form of a City policy.

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**ADJOURNMENT**

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**EXHIBIT NO. 02**

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