



**CITY OF MONROVIA
COMMUNITY SERVICES COMMISSION
AGENDA REPORT**

DEPARTMENT: Public Services

MEETING DATE: September 13, 2106

PREPARED BY: Katie Distelrath, Recreation Manager

AGENDA LOCATION: AR-5

TITLE: Amendment to the Proposed Administrative Policy Related to City Facility and Street Naming

OBJECTIVE: To adopt a uniformed procedure for the naming or renaming of City facilities and streets in a manner compatible with the community interests.

BACKGROUND: On October 20, 2015, City Council directed staff to work with the Community Services Commission (Commission) on renaming Grand Avenue Park to Kiwanis Park at Grand Avenue. In the ensuing months, the Commission and staff gathered input from the community regarding the proposed name change and considered the proposal. Ultimately, the Commission suggested that the City Council consider adopting a uniform facility naming policy

After additional consideration, on May 3, 2016, the City Council approved the renaming of Grand Avenue Park to Kiwanis Park at Grand Avenue, but also directed that staff work with the Community Services Commission to establish a Facility and Street Naming Policy to identify a more formal process through which facilities and streets could be renamed in the future.

Based on City Council direction, staff has for the past few months been working to develop a facility naming policy for consideration. A draft policy was initially developed and reviewed with the Commission on July 12, 2016. The Commission provided feedback and requested a few updates to the initial proposal. Staff submitted a revised Facility and Street Naming Policy to the Commission at their August 9, 2016, meeting. After reviewing the proposed Policy and Application, the Commission recommended the proposed documents be presented to the City Council for review and consideration.

The proposed Facility and Street Naming Policy that has been developed includes provisions related to the process of naming / renaming a facility or street after an individual or organization. In addition, the proposed policy contemplates the establishment of a special commemorative street name / commemorative facility plaque program. Key components included in the guidelines are as follows:

- The policy outlines the guidelines, criteria, and process for naming or renaming City facilities and streets, with the City Council having the final authority on any naming decisions
- The policy identifies that any City control facility / property can be renamed in honor of individuals who died in the line of service or made significant contributions to the Monrovia community

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- The policy outlines factors that should be taken into account when considering naming a City facility or street after an individual, and articulates that the person or organization should have made a lasting and significant contribution to Monrovia
- The policy identifies that in addition to streets, City parks, buildings, recreational facilities, and areas within City facilities can all be named in honor of an individual or group
- The policy outlines a new commemorative street name and commemorative plaque program which can be used to honor individuals and / or organizations
- The policy outlines the following procedure for renaming a City facility / street:
 - Any request for naming / renaming a City facility or street shall be submitted to the City Manager's Office on the City Facility Naming Application Form
 - If the proposed facility or street naming request is to recognize a person or organization, the applicant is required to provide clear evidence that the person or organization to be honored has made a significant and lasting contribution to the betterment of Monrovia
 - If the proposed facility to be named / renamed is connected or associated with a park or the Community Center, the application must first be reviewed by the Community Services Commission
 - Following the Community Services Commission review, the City Manager shall then place the facility naming / renaming proposal on a future City Council agenda for formal consideration and review

ANALYSIS: On September 6, 2016 staff presented the recommended Administrative Policy to the City Council. City Council thanked the Commission for their thoughtful attention and efforts in developing the Policy. City Council discussed the item and provided feedback for Commissions consideration.

The City Council requested a clause be added to the policy that would require a mandatory waiting period of five (5) years following the death of an individual before a recommended naming could be considered. However, this rule could be waived with a supermajority vote of the City Council.

Staff has modified the proposed Administrative Policy to include this provision. The new provision is noted as B.1.b.

RECOMMENDATION: Staff recommends the Community Services Commission move to accept the amendments to the proposed Facility and Street Naming Policy and recommend City Council approval.

COMMISSION ACTION REQUIRED: If the Community Services Commission concurs, the appropriate action would be a motion to: ***Accept the amendments to the proposed Facility and Street Naming Policy and recommend City Council approval.***