Council Meeting of
June 17, 2008

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the City Council:

SUBJECT: City Council Ad Hoc Facility Naming Committee - Adopt a RESOLUTION setting forth policies and procedures for naming City-owned land, buildings, and facilities

RECOMMENDATION

Recommendation of the City Council Ad Hoc Facility Naming Committee that the City Council adopt a RESOLUTION setting forth policies and procedures for naming City-owned land, buildings, and facilities.

Funding
None.

BACKGROUND/ANALYSIS

The City of Torrance currently has no approved policy for the naming of City-owned land, buildings, and facilities. The City of Torrance Ad Hoc Facility Naming Committee has met three times for the purpose of developing a set of criteria for naming facilities, as well as identifying those facilities that have potential consideration for special naming.

The Committee meetings, which included public comment, produced many proposals that resulted in a comprehensive yet flexible set of guidelines for naming City property. The policy is reasonably specific while not restricting future Councils from making decisions based on unexpected circumstances. The procedures are simple and provide a clear path to achieving the naming goal in a timely manner.

The new policy and procedures of naming City-owned land, buildings, and facilities are as follows:

POLICY

In determining the names to be given to City-owned land, buildings and facilities, the City Council will give particular consideration to the following policy guidelines:

The City Council will consider candidate names for facilities whether submitted by Council members, City staff, City agencies, civic organizations, and/or the general public including names incorporating the name of Torrance where it is deemed important for civic or other reasons for a building or facility to be identified with the City.

Names that have recognizable geographic, topographic or historical significance associated with Torrance. In assessing this type of name, the City Council will take into consideration the recommendations from different bodies such as the Planning Commission or Torrance Historical Society.

City-owned land, buildings and facilities may be named in honor of persons who have served the nation, the State of California and/or the City of Torrance in an exceptional and distinguished manner; and, where such action is warranted by a contribution or service which is deemed to be of major significance.

The naming of City-owned land, buildings and facilities in honor of a deceased person shall generally not take place until after a minimum of one-year waiting period unless the City Council determines that there are overriding considerations deviating from this policy guideline. This particular policy guideline is not intended in any way to reflect on the merits of any deceased individual who may have been a prominent civic leader. However, it is felt appropriate to establish some type of waiting period to ensure that an individual's accomplishments or contributions will stand the test of time; and that a decision shall not be made on an emotional basis immediately following a person's death.

City-owned land, buildings and facilities may be named after individuals or families who have donated the land or funds for the capital project, particularly if such naming is set forth as a condition of the donation.

The City Council may approve the naming of City-owned land, buildings, or facilities based on an organization or individual's monetary contribution to the City for that purpose. The funds from that contribution may be used for any purpose deemed appropriate by the City Council unless there is a specified use as a condition of the contribution. The duration of the name is on a case-by-case basis at the discretion of the City Council unless otherwise set forth as a condition of the contribution approved by the Council.

The names of City-owned land, buildings and facilities shall not normally be named in honor of individuals when they have previously been named for other individuals. However, if the Council deems it appropriate, they may vary from this guideline on a case-by-case basis.

PROCEDURES

Requests for naming or renaming of City-owned land, buildings and facilities shall be filed with the City Clerk for transmittal to the Mayor in writing, accompanied by a statement summarizing the justification for the recommended name(s).

The Mayor forwards the request to the Chair of the Facility Naming Committee. The Chair schedules a meeting of the Committee to consider the request. The meeting is open to the public and gives members of the community an opportunity to give input to the process. The Committee should schedule the meeting within 30 days of receiving the request.

If the request is denied by the Committee, no further action is taken. If the request is approved, the Committee Chair directs staff to prepare a report for the full Council where public input is again received.

The City Council will make its determination as to the naming or renaming of City-owned land, buildings and facilities at regularly scheduled meetings of the City Council at which staff, representatives of advisory bodies and civic organizations and the general public may offer testimony. If the request is denied by the Council, no further action is taken. If the City Council approves the request, staff is directed to go forward with implementing the naming of the facility. The steps taken to implement the request will be developed as an internal City process. The decision of the City Council will be final.

If approved, the new policy and procedure for the naming of City-owned land, buildings, and facilities will be implemented immediately.

Respectfully submitted,

CITY COUNCIL AD HOC
FACILITY NAMING COMMITTEE

Councilmember Bill Sutherland, Chair

Councilmember Paul M. Nowatka, Member

Councilmember Gene Barnett, Member

Attachments:
A. Resolution
B. List o f facilities names and unnamed

Attachment A

RESOLUTION NO. 2008-___

A RESOLUTION OF THE CITY COUNCIL OF THIS CITY OF TORRANCE ESTABLISHING POLICIES AND PROCEDURES FOR THE NAMING OF CITY-OWNED LAND, BUILDINGS, AND FACILITIES

The City Council of the City of Torrance does hereby resolve as follows:

I. PURPOSE

To establish formal policies as a guide to the City Council in considering (1) appropriate names for City-owned land, buildings and facilities; (2) whether, and under what circumstances, such land, buildings, and facilities should be named or renamed in honor of individuals; and (3) the duration of naming rights of City-owned land, buildings and facilities.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. POLICY

In determining the names to be given to City-owned land, buildings and facilities, the City Council will give particular consideration to the following policy guidelines:

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Introduced, approved and adopted this _____ day of June, 2008.

_____
Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

by _____
Ronald T. Pohl, Assistant City Attorney

ATTEST:

_____
Sue Herbers
City Clerk

Attachment B

CITY FACILITIES NOT FORMALLY NAMED FOR A PERSON

The General Aviation Center
The City Yard Facility
    Public Works
    Fleet Building
The Police Department Building
The Main City Hall
The Fire Stations 1-6

Alta Loma Park
Columbia Park
De Portola Park
Delthorne Park
Descanso Park
El Nido Park
El Retiro Park
Entradero Park
Greenwood Park
Hickory Park
La Carretara Park
La Paloma Park
La Romeria Park
Lago Seco Park
Los Arboles/Rocketship Park
Miramar Park
Osage Park
Paradise Park
Pequeno Park
Pueblo Recreation Center
Riviera Park
Sunnyglen Park
Sur La Brea Park
Torrance Municipal Park
Victor Park
Walteria Park

Las Canchas Tennis Complex
Wilson Park Sports Center
Sea Aire Golf Course
Madrona Marsh Nature Center
Roller Hockey Rink
Skate Park
Batting Cages
Torrance Veterans Memorial

Also considered in this category are any sub-rooms within facilities that are not specifically named.

CITY FACILITIES CURRENTLY NAMED FOR A PERSON

Albert H. Bartlett Senior Center
Albert Isen Transit Facility
Ben Haggott Reservoir
Charles H. Wilson Park
Ed Ferraro West Annex City Hall
George Nakano Theater
George Stevens Annex City Hall *(East Annex)*
Guenser Park *(Henry and Sophia Guenser)*
Henderson Library *(Isabel Henderson)*
Herma Tillim Senior Center
James Armstrong Theater
Jason Kendall Field at Torrance Park
Joslyn Center *(Marcellus L. Joslyn)*
Katy Geissert Civic Center Library
Keller Memorial Triangle
Ken Miller Recreation Center
Kennedy Triangle
Louis Zamperini Field *(Torrance Municipal Airport)*
Zamperini Way *(section of roadway between Airport Drive and PCH)*
Maurice Wilson Little League Fields
McMaster Park *(John Bach McMaster)*
Russ Nolte Annex of the Bartlett Center
Sam Levy Teen Center *(The ATTiC Teen Center)*
Stanley Remelmeyer Telecommunications Center
Ted Tanouye Memorial
Torino Plaza *(Frank Torino)*
Victor E. Benstead Plunge
Watt Music Room *(Ray Watt)*