



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** County Executive Office  
**Department No.:** 012  
**For Agenda Of:** May 2, 2023  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** **Majority**

**TO:** Board of Supervisors  
**FROM:** Department Director(s) Mona Miyasato, County Executive Officer  
Contact Info: Nancy Anderson, Chief Assistant CEO

DocuSigned by:  
*Mona Miyasato*  
41846F5C725B460...

**SUBJECT:** **Revised Countywide Policy: Naming and Dedicating County Assets**

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**Other Concurrence:**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and adopt the revised County policy entitled “Naming and Dedicating County Assets” which establishes a process for requesting naming or dedication of County facilities and assets; and
- b) Determine pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15378 that the above action is not a project subject to CEQA review.

**Summary:**

The Naming County Assets Policy was adopted by the Board of Supervisors on [November 9, 2021](#). The purpose of the policy is to provide a standard evaluation and review process for the consideration of requests to name County assets in honor of specific individuals or organizations. This item proposes revisions to the policy to reflect clarification between naming and dedicating of County assets, among other minor clarifying changes. Staff recommends your Board approve the revised policy, which includes required criteria to name or dedicate a County owned asset.

**Background:**

The County Executive Office is responsible for creating and maintaining administrative policies, including proposing new or revised countywide policies. The Naming County Assets policy, was initially requested by the General Services department and was reviewed and modified by the County Executive Office. The Board of Supervisors adopted the Naming policy on [November 9, 2021](#) and staff has revised the policy with minor changes for clarification including renaming the policy to “Naming and Dedicating County Assets” Policy.

Page 2 of 2

**Discussion:**

The Naming and Dedicating of County Assets policy established a process to name County assets, such as a building, open space, transportation/flood control structure, object, eligible historic asset, program, or any part thereof, after specific individuals or organizations. In order for an asset or facility that references a location, function, service or program to be named or renamed, the title of the service, function, location or program must remain in the proposed name. Some examples of these locations include any Santa Barbara County Jail Facility and Santa Barbara County Emergency Operations Center. The naming or dedication of a County-owned asset in honor of specific individuals or organizations shall be considered by the Board of Supervisors following evaluation and review by the County Executive Office and recommendation to your Board.

A summary of the following changes have been made to the policy, which are reflected in the redlined version of the policy (Attachment A):

- Modified name of policy to include “Dedicating”;
- Definitions listed on page 1;
- Scope and Applicability section added on page 1;
- Modification of facilities that reference a function or location on page 2;
- Added clarification criteria for naming and dedication throughout the policy and on nomination form;
- Removed background and procedures sections to comply with modified template and standard format;
- Defined criteria guidelines on pages 2-4 for purposes of clarity;
- Added information on when an asset naming or dedication can occur on page 4;
- Added referenced documents and revision history on page 4;
- Removed process flowchart;
- Modified nomination form (Attachment C)

A streamlined process for requesting naming or dedication of county facilities or assets allows for more efficient processes internally and externally. Following a standard updated format will contribute to cohesiveness of policies on a countywide level.

**Fiscal Impact:**

There are no fiscal impacts with approval of this revised policy.

**Attachments:**

Attachment A – Redlined Naming and Dedicating County Assets Policy

Attachment B – Updated Naming and Dedicating County Assets Policy

Attachment C – Nomination Form

**Authored by:**

Jasmine McGinty, Principal Analyst, County Executive Office