

# Attachment A

# COUNTY OF SANTA BARBARA ADMINISTRATIVE MANUAL

SUBJECT:	NAMING- <del>AND DEDICATING</del> COUNTY ASSETS	NUMBER:	<del>2021-002</del>
EFFECTIVE DATE:	<del>NOVEMBER 2021</del> <u>MAY 2, 2023</u>	PAGES	4 <del>4</del> OF 4
APPROVED:		RESPONSIBLE DEPARTMENT:	CEO

## Purpose

To provide a standard evaluation and review process for the consideration of requests to name- or dedicate County assets after specific individuals or organizations. This policy is consistent with Chapter 12A of the County Code and the GS Facility Policy Framework adopted under County Ordinance 4452 (adopted BOS 2002).

## Scope and Applicability

This policy applies to all County departments.

## DEFINITIONS

<u>TERM</u>	<u>DEFINITION</u>
<u>PUBLIC OFFICIAL</u>	<u>THE TERM "PUBLIC OFFICIAL" MEANS ANY ELECTED OFFICIAL, APPOINTED OFFICIAL, OR EMPLOYEE OF- (A) A FEDERAL, STATE, OR LOCAL UNIT OF GOVERNMENT IN THE UNITED STATES OTHER THAN- (I) A COLLEGE OR UNIVERSITY; (II) A GOVERNMENT-SPONSORED ENTERPRISE</u>
<u>NAMING</u>	<u>-AN OFFICIAL MEANS TO IDENTIFY A PARTICULAR BUILDING, ASSET, PROGRAM, ETC., FOR PERMANENT RECOGNITION. "NAMING" INVOLVES CHANGING OR AMENDING THE NAME USED IN OFFICIAL RECORDS, MAPS AND OTHER PUBLIC MEANS OF IDENTIFICATION.</u>
<u>DEDICATION</u>	<u>TO MARK THE SIGNIFICANCE OF A PERSON OR ORGANIZATION BY DEDICATING AN ASSET IN COMMEMORATION OF, THROUGH A PLAQUE, SIGN OR MARKER. "DEDICATION" DOES NOT CHANGE OR AMEND THE NAME USED IN OFFICIAL RECORDS, MAPS AND OTHER PUBLIC MEANS OF IDENTIFICATION.</u>
<u>FACILITY</u>	<u>ANY PORTION OF BUILDINGS, STRUCTURES, SITES, COMPLEXES, EQUIPMENT, OR REAL PROPERTY.</u>
<u>ASSET</u>	<u>ANY RESOURCE THAT HAS CURRENT OR FUTURE ECONOMIC VALUE.</u>

## Background

~~The naming, re-naming, or dedication of a County-owned asset after specific individuals or organizations shall be considered by the Board of Supervisors following evaluation and review by the County Executive Office in accordance with this policy.~~

## Policy

This policy establishes a process to name or dedicate county assets, such as a building, open space,

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transportation/flood control structure, object, eligible historic asset, program, or any part thereof, after specific individuals or organizations. This policy also distinguishes between “naming” and “dedication” of such assets. In order for an asset or facility that references a location, function, service or program to be “named,” the existing title of the County government service, function, location or program must remain in the proposed name to avoid confusion. An example of this would be the “Joseph Centeno Betteravia Government Administration Building”. County owned assets or facilities that reference a service or function, such as the “Lompoc Health Care Center”, Northern Branch Jail, the Main Jail, or the Santa Barbara Emergency Operations Center may be nominated for a new name so long as their current name remains in the proposed title. This policy does not apply to names that reference a location, function or program (i.e. Northern Branch Jail, Santa Barbara County Emergency Operations Center, Public Health Administration Building, etc.) The policy is as follows:

Any member of the public, group of people, organization, County department, or elected official may submit a written request to the County Executive Office to name or by dedication-dedicate any of the County owned assets or any part of those assets listed below:

- Facilities and individual rooms, open space, transportation/flood control structures or features, or County owned objects;
- County Programs.
- Eligible Historic Assets: the nomination should have a connection to the eligible historic feature (if County owned).

Nominations should be submitted to the County Executive Office with the referenced Nomination Form listed under “Referenced Documents”.

Excluded from the scope of this policy, are the following:

- Assets with a value of less than \$100,000.
- Naming of Parks and Park Features like: benches, tiles, trees, or another similar features. (There is a separate Santa Barbara County Park Commission policy re Naming of Parks and Facilities Within Parks.)
- Naming Roads. (Roads may be nominated for dedication only)

## Procedure

~~All requests shall be submitted in writing to the County Executive Office. The request will be evaluated following the criteria guidelines and a determination made regarding recommendation to the Board of Supervisors. The nomination may be scheduled as an Administrative or Departmental item on a regular Board of Supervisors hearing at the discretion of the County Executive Office. The requestor will be notified of the determination by the CEO.~~

Nominations shall contain the following minimum information:

- The name proposed to be used and the reason, which must be consistent with policy guidelines.
- The location of the County facility or property for which the nomination is being submitted.

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- Each request shall include a minimum of three written letters of support. ~~Each letter of The support letters should demonstrate —that are familiar with—~~ the significance of the nominated individual/organization and/or the public service record of the nominee.
- The name, address, email and telephone number of the person submitting the request.

## Renaming, n~~Renaming,~~ Naming, or dedication of a County owned asset can occur if:

- -The stated criteria below are met;
- A complete nomination packet is submitted to the County Executive Office with valid justification;
- Changing the name will not cause undue confusion to the public, will not be logistically infeasible to implement or cost prohibitive; and
- An appropriate level of community support exists as demonstrated by three letters of support.

## Naming: Criteria Guidelines for Naming County Assets

The following guidelines shall be used when considering action on a request to name a County owned asset or facility, changing the official name of the asset (see definitions). ~~Exceptions may be considered by the Board under circumstances listed in each criteria below. In order to name a County owned asset, all of the following must apply, unless an exception is listed.~~

1. **Contribution and Service:** The proposed individual(s) or organization shall have measurably contributed to the well-being of residents of Santa Barbara County through their service or actions over a sufficient period. A sufficient period is defined as 20 years or more of continued or periodic service. Exception: tThe Board may consider lesser time with unanimous approval of the Board.
2. **Residency:** The individual shall be, or have been, a resident of Santa Barbara County; the organization shall be, or have been, largely acting in Santa Barbara County. Exception: tThe Board may consider non-residents with unanimous approval of the Board.
3. **Deceased Individuals:** Generally, a County owned asset shall be named after a person who is deceased as a means to commemorate their achievements to the County of Santa Barbara. ~~not be named for a person who has been deceased for less than a year from date of request. The person after whom the asset shall be named should be deceased for a period of one year or more prior to a facility being named after him/her. Exceptions to these criteria shall require unanimous approval by the Board of Supervisors.~~ Exception: the Board may consider living individuals with unanimous approval of the Board.
4. **Concurrence:** When the nomination is related to an individual (deceased), the family or estate shall be consulted and advised of the nomination and concurrence must be included in the written request or form. When nomination is related to an individual (living), concurrence with that individual shall be obtained and included in the written request or form. When the nomination is an organization, there shall be concurrence from an authorized representative and included in the written request or form prior to Board consideration.
5. **Consistency with Governing Laws and Regulations:** The nomination shall be consistent with all

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governing laws and regulations pertaining to such action, including concurrence with the regulations of other governmental agencies, if applicable.

~~6. **Deceased Individuals:** Generally, a County owned asset shall not be named for a person who has been deceased for less than a year from date of request. The person after whom the asset shall be named should be deceased for a period of one year or more prior to a facility being named after him/her. Exceptions to these criteria shall require unanimous approval by the Board of Supervisors.~~

~~**Commemorative Naming:** A commemorative naming in honor of an individual with an outstanding national or international reputation (example Dr. Martin Luther King, Jr.) may be considered even if the person was not directly associated with the facility in question or a resident of Santa Barbara County. The Board may consider commemorative naming with unanimous agreement of the Board.~~

~~**Donors:** A facility may be named for a private individual or organization if that individual or organization contributed or arranged for the property on which the facility is situated or provided most of the funding that was used to construct the facility or acquire the land upon which the facility is situated. If multiple donors contributed funds toward the construction or acquisition of a County-owned facility, a functional title that honors all major donors who contributed will be recommended over naming every individual. Prior ownership of land is not sufficient grounds alone to justify approval of a nomination.~~

~~**Naming in Honor of Public Officials:** Generally, a County asset as defined in this policy shall not be named for a public official while that official remains in public office. County assets may be named after living or deceased public officials once they leave office, although it is a common practice to name assets in memoriam only. Exceptions to these criteria shall require unanimous approval by the Board of Supervisors.~~

~~**Deceased Individuals:** Generally, a County owned facility shall not be named for a person who has been deceased for less than a year from date of request. The person after whom the facility shall be named should be deceased for a period of one year or more prior to a facility being named after him/her. Exceptions to these criteria shall require unanimous approval by the Board of Supervisors.~~

~~**Concurrence:** When nomination is related to an individual (living), concurrence with that individual shall be sought out and included in the written request or form. When the nomination is related to an individual (deceased), the family or estate shall be consulted and advised of the nomination and concurrence must be included in the written request or form. When the nomination is an organization, there shall be concurrence from an authorized representative and included in the written request or form prior to Board consideration.~~

~~**Consistency with Governing Laws and Regulations:** The nomination shall be consistent with all governing laws and regulations pertaining to such action, including concurrence with the regulations of other governmental agencies, if applicable. \_\_\_\_\_~~

## ~~Dedications:~~

### ~~Criteria Guidelines for Dedicating County Assets~~

~~The following guidelines shall be used when considering action on a request to dedicate a County owned asset or facility by placing a plaque, sign or marker at the facility or asset location commemorating the asset to an individual(s) or organization. Exceptions may be considered by the Board under circumstances listed~~

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in each criteria below. In order to dedicate a County owned asset, **all** of the following must apply, unless an exception is listed.

1. **Cost:** Costs to implement a memorial sign, plaque or marker at the County--owned asset location do not exceed \$10,000.
2. **Contribution and Service:** The proposed individual(s) or organization shall have measurably contributed to the well-being of residents of Santa Barbara County through their service or actions over a sufficient period. A sufficient period is defined as 20 years or more of continued or periodic service. Exception: ~~t~~The Board may consider lesser time with unanimous approval of the Board.
3. **Residency:** The individual shall be, or have been, a resident of Santa Barbara County; the organization shall be, or have been, largely acting in Santa Barbara County. Exception: ~~t~~The Board may consider non-residents with unanimous approval of the Board.
- 4.4. **Concurrence:** When the nomination is related to an individual (deceased), the family or estate shall be consulted and advised of the nomination and concurrence must be included in the written request or form. When nomination is related to an individual (living), concurrence with that individual shall be obtained and included in the written request or form. When the nomination is an organization, there shall be concurrence from an authorized representative and included in the written request or form prior to Board consideration.
5. **Consistency with Governing Laws and Regulations:** The nomination shall be consistent with all governing laws and regulations pertaining to such action, including concurrence with the regulations of other governmental agencies, if applicable.

## Additional Criteria: Criteria Guidelines for both Naming and Dedicating County Assets

In addition to the criteria listed above, ~~t~~The following guidelines shall ~~criteria will~~ also be considered when naming or dedicating a County owned asset or facility.

1. **Commemorative Naming:** A commemorative naming or dedication in honor of an individual with an outstanding national or international reputation (example Dr. Martin Luther King, Jr.) may be considered even if the person was not directly associated with the facility in question or a resident of Santa Barbara County. Exception: the Board may consider commemorative naming or dedication with unanimous agreement of the Board.
2. **Donors:** An asset may be named or dedicated ~~after~~ to a private individual or organization if that individual or organization contributed or arranged for the property on which the asset is situated or provided most of the funding that was used to construct the facility or acquire the land upon which the asset is situated. If multiple donors contributed funds toward the construction or acquisition of a County-owned asset, a functional title that honors all major donors who contributed will be recommended over naming every individual. Prior ownership of land is not sufficient grounds alone to justify approval of a nomination.

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3. Naming or dedication in Honor of Public Officials: Generally, a County asset as defined in this policy shall not be named for a public official while that official remains in public office. County assets may be named or dedicated in honor of ~~after~~ living or deceased public officials once they leave office, although it is a common practice to name assets in memoriam only. Exceptions to these criteria shall require unanimous approval by the Board of Supervisors.

## 5. REFERENCED DOCUMENTS

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a. Nomination Form for Naming or Dedicating County Assets

## 6. REVISION HISTORY

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<u>VERSION</u>	<u>CHANGE</u>	<u>EDITOR</u>	<u>DATE</u>
<u>1.0</u>	<u>Initial Release</u>	<u>Jasmine McGinty</u>	<u>11/09/2021</u>
<u>1.1</u>	<u>Revised Policy</u>	<u>Jasmine McGinty</u>	<u>05/02/2023</u>

~~Approved by: County Board of Supervisors~~

~~Approved on:~~

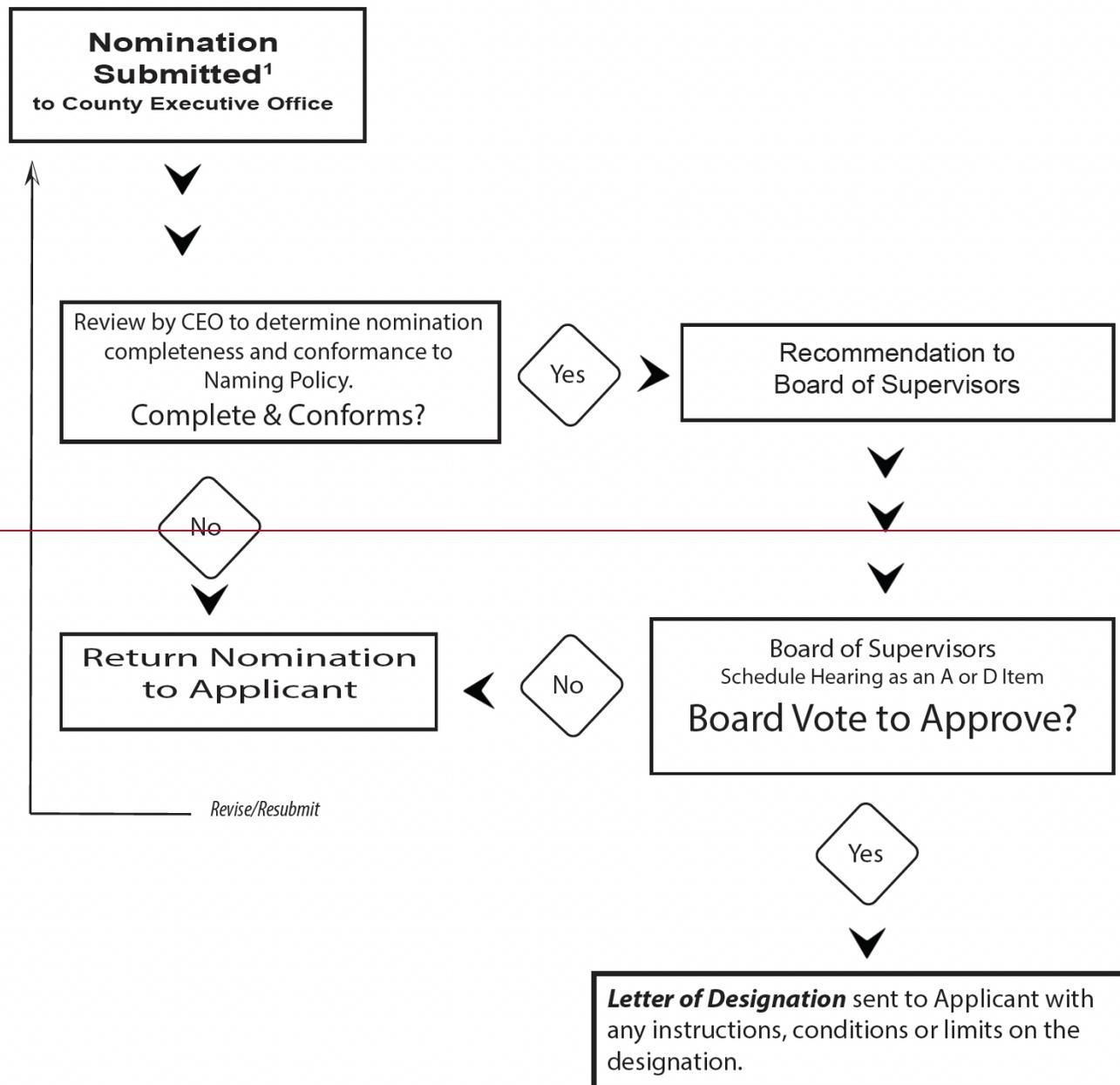
~~Responsible Department: County Executive Office~~

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Process Flow Chart  
Policy on Naming of County Assets

Policy 2021.002 ver 1.1



1. Nomination must be in writing or submitted on the County Naming Nomination Form.