



**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: November 9, 2021
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, Assistant County Executive Officer

SUBJECT: **New Countywide Policy: Naming County Assets**

DocuSigned by:
Mona Miyasato
41846F5C725B460...

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 proposed new County policy entitled “Naming County Assets” which establishes a process for requesting naming 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 is a new policy requested by the General Services Department. 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. Staff recommends your Board approve the policy, which includes required procedures and criteria.

Background:

The County Executive Office is responsible for creating and maintaining administrative policies, including proposing new or revised countywide policies. The new Naming County Assets policy, submitted by General Services, was reviewed and modified by the County Executive Office, and is now recommended for consideration by the Board.

Discussion:

The Naming of County Assets policy establishes 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. 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 naming, re-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.

The policy outlines a procedure by written request *or* nomination form to the County Executive Office. The policy also lays out the criteria guidelines which a requesting party must follow to request a County asset be named. The Criteria Guidelines are as follows:

1. **Contribution and Service:** The proposed individuals 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. The 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. The Board may consider non-residents with unanimous approval of the Board.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.

Page 3 of 3

8. **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.

A streamlined process for requesting naming of county facilities will allow for more efficient processes internally and externally. Following a standard format will contribute to cohesiveness of policies on a countywide level. Staff recommends consideration of this new policy to be implemented countywide to develop a standardized process to name County-owned facilities and assets.

Fiscal Impact:

There are no fiscal impacts with approval of this policy.

Attachments:

Attachment A – Naming County Assets policy draft
Attachment B – Nomination Form (*for optional use*)

Authored by:

Jasmine McGinty, Principal Analyst, County Executive Office