

<b>COUNTY OF VENTURA</b>	<b>2018 ADMINISTRATIVE POLICY MANUAL</b>	<b>BUILDINGS AND FACILITIES CHAPTER IV (A) Operations</b>
Originating Agency: CEO	Last Issued/Revised  2018	<u>Policy No. Chapter IV (A) - 5</u>  COUNTY BUILDING/FACILITY NAMING POLICY
Policy Change Requires:	<input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval	
Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval	

## **POLICY**

In accordance with the policy adopted by the Board of Supervisors (Board) on October 16, 2001, the Board is the responsible authority for naming County facilities and buildings or portions thereof. Other entities and individuals may be involved in the process, but it is the Board that will make the final determination. Facilities and portions of facilities include, but are not limited to, County buildings, parks and park facilities, golf complexes, floors, wards, clinics, departments, service areas, parking lots, rooms, monuments, and other areas owned or occupied by the County. The Board may designate a portion of a facility or building for official name designation under this policy. The general practice and policy of the County is to name a facility or building to reflect its location and/or primary function. A facility or portion thereof may be named for:

<b>Nominee</b>	<b>Nominated By</b>	<b>Special Requirements</b>	<b>BoS Approval Requirements</b>
Elected Official	Current BoS Member	Living Nominee	Unanimous
Elected Official	Current BoS Member	Deceased Nominee	4/5 <sup>th</sup> s Vote
Private Individual	Member of BoS; County Staff; Member of Public - through a BoS Member	Donated the real property on which the facility is located or contributed a substantial portion of the funding used to construct the facility. Must be in compliance with County Policy VII (B) – 9, <i>Donated Cash or Assets</i> or performed outstanding meritorious service to the County.	Unanimous (entire facility) 4/5 <sup>th</sup> s Vote (portion of a facility)
Renaming a Facility previously named for an individual	Current BoS Member	Facility already named for an individual	Unanimous
Multiple Donors	N/A	Not part of an organized community fundraising effort.	The Board shall designate a functional name for the building or facility.

Other possibilities include:

Other	Nominated By	Special Requirements	BoS Approval Requirements
Plaque	Member of BoS; County Staff; Member of Public - through a BoS Member	See Procedures Section	Simple Majority
Fundraising Plan (organized community effort)	Requires sponsorship of one or more BoS Members	See Procedures Section	Simple Majority
Donation Contingent Upon Facility Naming	Facility naming will be exempt from procedures in this policy if donor conditions the donation with the naming of the facility.	Facility naming must be approved by the Board and must be in compliance with County Policy VII (B) – 9, <i>Donated Cash or Assets.</i>	Simple Majority

## **PROCEDURES**

1. Functional or Geographical Name:
  - a. If the facility is being leased and the department/agency proposes a functional or geographic name, the proposed name will be included in the Board letter transmitted with the lease agreement to the Board.
  - b. If the County owns the facility, the department/agency occupying the space and/or the General Services Agency may propose a functional or geographic name. The proposed name will be forwarded to the Board (with facility related information or as a separate letter on the consent agenda as appropriate). If the proposed name represents both a geographic name and an individual's name, the procedures for naming the space with the individual's name will be followed as outlined below.
2. Individual's Name: If it is proposed that a facility or portion of a facility be named or renamed for an individual, the County Executive Office shall accept suggested nominations. The CEO's staff will coordinate with the County agency or department in charge of the facility construction or acquisition (including parks).
  - a. Nominations must include the following information.
    - The name and address (if person is living) of person being nominated.
    - The name and address of the nominator and/or the name of the sponsoring Board member(s).
    - The location of the County facility for which the nomination is submitted.
    - A description of the area to be named (if nomination is for a portion of the facility).
    - A summary of the nomination justification (donation of real property, cash, meritorious service, etc).

- The nomination must also include a minimum of two written endorsements stating the justification for the nomination. The endorsements may be from community organizations and/or individuals that are familiar with the historical significance of the nominee, the associated financial contribution by the nominee and/or the public service record of the nominee.
  - b. CEO staff will compile information on all nominations. A copy will be forwarded to the Board of Supervisors for its consideration.
  - c. Subsequent to Board review of the nomination and identification of a preferred name, staff will return to the Board for adoption of a resolution specifying the name of the facility.
  - d. With Board approval, CEO staff will coordinate with General Services Agency staff (or appropriate agency) for the preparation of the signage for the facility if necessary.
3. Fund-Raising Plan: If the facility (owned or leased) is to be named in conjunction with a fund-raising effort, the sponsoring group (local organization, community group, neighborhood group, etc.) and/or Board member sponsor(s) will prepare a Fund-Raising Plan.
- a. The Plan must be presented for full Board consideration prior to initiation of the fund-raising effort.
  - b. The Plan shall include as a minimum:
    - Description and address of the facility or area to be named.
    - Anticipated cost of construction and/or operation of the facility.
    - Explanation of donation amounts required in exchange for naming options.
  - c. The Plan may also address:
    - Criteria for allowable names.
    - Budget including cost of plaques, signs, etc.
    - Goal for donation amounts.
    - Schedule for the fund-raising efforts.
    - Geographic area and plan for fund-raising solicitation.
    - Samples of fund-raising brochures/flyers. Documents must indicate all naming requests/suggestions are subject to Board of Supervisors approval.
    - Schedule including deadline for donations.
  - d. Real property or cash donations received through the Plan are exempt from Policy VII (B) – 9, *Donated Assets and Cash* (see item “e” below).
  - e. When completed, the results of the Plan’s efforts will be presented to the Board of Supervisors by the CEO, in conjunction with the sponsoring group and/or County agency, for donation acceptance and facility naming confirmation.