

County of Monterey Board Policy Manual

Policy Name Memorializing of County-owned Facilities Policy	Policy Number G-148	Page 1 of 27
Policy Category Government & Administration		

I. Purpose

- a. Establish a standard policy to facilitate the formal memorializing of County-owned facilities in Monterey County.

II. Background

- a. The policy addresses requests to honor individuals in Monterey County to formalize the Board of Supervisors' direct control and final approval of the memorializing of County-owned facilities. The policy standardizes procedures, guidelines, and fees, and clarify responsibilities related to memorializing of eligible County-owned facilities. Various foundations work within the County, such as the Natividad Medical Center Foundation, Monterey County Parks Foundation, and Friends of County Animal Services, where the memorializing and naming of facilities, and portions thereof, are major incentives for financial support, and is being enacted exclusive of their activities.

III. Policy

- a. See attached.

IV. Procedure

- a. See attached.

V. Review Date

- a. This Policy will be reviewed for continuance by January 15, 2012.

VI. Board Action

- a. Legistar File Number: Resolution No 08-022, January 31, 2008.

MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING: January 15, 2008 – 10:30 a.m.	AGENDA NO.:
SUBJECT: Adopt a Resolution establishing a standard policy to facilitate the formal memorializing of County-owned facilities in Monterey County.	
DEPARTMENT: RMA - Public Works	

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution establishing a standard policy to facilitate the formal memorializing of County-owned facilities in Monterey County.

SUMMARY:

Currently, Monterey County has no standard policy in place regarding the memorializing of County-owned facilities. Adoption of a standard policy for the memorializing of eligible facilities in response to public requests to honor individuals in Monterey County will formalize the Board of Supervisors' direct control and final approval of the memorializing of County-owned facilities. It will also establish specific procedures, guidelines, and fees, and clarify responsibilities related to memorializing of eligible County-owned facilities. The proposed policy recognizes that there are various foundations at work within the County, such as the Natividad Medical Center Foundation, Monterey County Parks Foundation, and Friends of County Animal Services, where the memorializing and naming of facilities, and portions thereof, are major incentives for financial support, and is being enacted exclusive of their activities.

DISCUSSION:

County buildings, roadways, and bridge facilities are named to reflect their location and primary function. From time to time, special or unique circumstances may warrant the memorializing of County-owned facilities in response to requests to posthumously honor individuals. Adoption of a standard policy for memorializing eligible County-owned facilities will establish a procedure and specific criteria that must be met for consideration by the Board of Supervisors in recognizing exceptional individuals.

All memorializing of County-owned facilities shall be in accordance with this proposed policy and the guidelines and procedures developed by the Department of Public Works attached hereto as Exhibit A. Eligible County-owned facilities include: County buildings, bridges, certain roadway structures, and other public grounds and structures in Monterey County. The proposed guidelines limit nominations for memorializing to individuals who have: 1) demonstrated outstanding social and moral responsibility and exemplary actions that inspire others; 2) made significant contribution of time, talent, or financial support; 3) provided a profound and enduring benefit to current and future generations of Monterey County residents; or 4) historic significance. The Board of Supervisors shall approve the formal memorializing of eligible County-owned facilities in Monterey County by unanimous vote. Such memorializing of a county-owned facility is for the life of the structure unless revoked for just cause at the sole discretion of the Board of Supervisors.

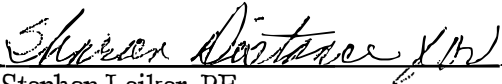
OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the Resolution as to form. Several California counties have developed policies where Board approval is required in the memorializing of County facilities.

FINANCING:

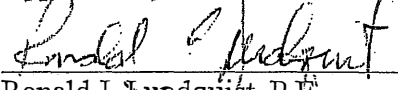
Staff and installation costs to memorialize County facilities will be initially incurred in the Road Fund (Fund 002, Budget Unit 300), and then subsequently charged to the County Surveyor budget (Budget Unit 199). Processing fees collected by the County Surveyor will cover the costs associated with staff review and installation of the signs. Future incidental maintenance costs will be borne by the Public Works Department (either the Road Fund (if a "roads" facility) or the Facilities Management and Mail Services budget (Budget Unit 106). There are sufficient appropriations available in the respective Road Fund, County Surveyor and Facilities Management and Mail Services budgets to finance costs associated with implementing this Policy.

Prepared by:



Stephen Leiker, PE
Senior Civil Engineer

Approved by:



Ronald J. Lundquist, P.E.
Public Works Director

Dated: January 7, 2008

Attachments: Board Resolution; Exhibit A

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Resolution No.: 08-022

Adopting a standard policy to facilitate the)
formal memorializing of County-owned)
facilities in Monterey County)

RECITALS

WHEREAS, the Board of Supervisors of the County of Monterey is desirous of promulgating a policy regarding memorializing of County-owned facilities in the County of Monterey; and

WHEREAS, County building, roadway, and bridge facilities are named to reflect their location and primary function; and

WHEREAS, from time to time, special or unique circumstances may warrant the memorializing of eligible County-owned facilities including: County buildings, bridges, certain roadway structures, and other public grounds and structures in Monterey County in response to public requests to honor an individual; and

WHEREAS, this policy is intended to establish specific procedures, guidelines, and fees, and clarify responsibilities related to the memorializing of County-owned facilities; and

WHEREAS, this policy will limit consideration to the recognition of individuals who have: 1) demonstrated outstanding social and moral responsibility and exemplary actions that inspire others; 2) made significant contribution of time, talent, or financial support; 3) provided a profound and enduring benefit to current and future generations of County residents; or 4) historic significance; and

WHEREAS to keep memorializing of eligible facilities consistent with total public value and acceptance, the County reserves the right to determine at its sole discretion which facilities are eligible and to deny the memorializing of any eligible County-owned facility if it is deemed contrary to the nature or mission of the facility or detrimental to the aesthetics of the location, or to reject any proposed memorializing deemed to be inappropriate or in poor taste; and

WHEREAS the memorializing of eligible County-owned facilities is outside the day-to-day functions of county government and will require special expenditures to review and process public requests and fabricate or procure signs for the memorializing of County-owned facilities.

NOW, THEREFORE, BE IT RESOLVED that from the effective date of this Resolution forward, the Board of Supervisors of the County of Monterey shall have

direct control and final approval regarding memorializing of all County-owned facilities in -Monterey County; and

BE IT FURTHER RESOLVED that a standard processing fee of \$970 is herewith established to cover related processing costs and costs for fabrication and installation of memorial signs; and

BE IT FURTHER RESOLVED that this policy recognizes the work of various foundations within the County, such as the Natividad Medical Center Foundation, Monterey County Parks Foundation, and Friends of County Animal Services, where the memorializing and naming of facilities and portions thereof, are major incentives for financial support; therefore it is being enacted exclusive of their activities.

BE IT FURTHER RESOLVED that a unanimous vote of the Board of Supervisors is required for approval of the memorializing of eligible county-owned facilities.

BE IT FURTHER RESOLVED that the memorializing of eligible County-owned facilities is granted for the life of the structure unless revoked for just cause at the sole discretion of the Board of Supervisors.

BE IT FURTHER RESOLVED that all facility memorializing shall be in accordance with this policy and with the guidelines and procedures developed by the Department of Public Works.

PASSED AND ADOPTED on this 15th day of January 2008, by the following vote, to wit:

AYES: Supervisors Potter, Salinas and Armenta

NOES: None

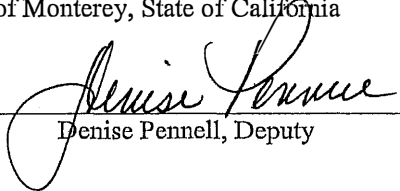
ABSENT: Supervisor Calcagno

I, Lew C. Bauman, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 74 for the meeting on January 15, 2008.

Dated: January 31, 2008

Lew C. Bauman, Clerk of the Board of Supervisors,
County of Monterey, State of California

By


Denise Pennell, Deputy

NOMINATION PROCESS FOR MEMORIALIZING OF COUNTY FACILITIES

Nomination Process

Interested individuals/groups shall submit a written application to the Monterey County Board of Supervisors to nominate a person for memorializing of any eligible County-owned facility. The application shall be accompanied by three written endorsements of the nomination.

The group or entity sponsoring the application is responsible for ensuring that the proposal is in compliance with the County Memorializing Policy approved by the Board of Supervisors prior to submittal of the application. The application must be accompanied by the processing fee established by the Board of Supervisors. The Public Works Department [(831)755-4800] is available to assist interested individuals regarding both the eligibility and availability of a facility for memorializing and the estimated sign costs.

Application Requirements:

- Provide a brief written profile of the nominee describing their contribution deserving of the honor of having a memorial sign placed at an eligible County-owned facility. (500 words or less).
- Provide letters of support for the nomination (3). Letters should be from community leaders or organizations who can attest to the individual's significant contribution to Monterey County.
- Indicate the facility and address location requested.
- Designate a representative and provide their contact information (telephone number/email address).
- Submit completed application, letters of support, representative to contact, and the \$970 processing fee made payable to Monterey County Public Works Department, to the Monterey County Board of Supervisors/168 W. Alisal St FL1/Salinas CA 93901-2437.
- When requested, submit sign concept for review to Department of Public Works/168 W. Alisal St FL2/Salinas CA 93901-2438.

Upon referral from the Board of Supervisors, the Department of Public Works will:

- Confirm the application is in compliance with the County Memorializing Policy
- Coordinate with affected County Department(s) to confirm the facility's eligibility and availability for memorializing and/or the location is appropriate as to regulatory, safety, or aesthetic concerns.
- Work with Applicant to verify the wording for the requested sign.
- Schedule the item and prepare a recommendation for full consideration of the Board of Supervisors. Notify the Applicant of the date the matter is scheduled for consideration.
- If Board action authorizes the memorializing of an eligible County-owned facility, the Public Works Department will:
 - Coordinate with Applicant regarding the final wording and design, and procurement or construction of the memorial sign;
 - When the sign is ready, coordinate with the Applicant regarding the installation date and, if applicable, act as liaison for any public dedication plans;
 - Incorporate the memorial information as appropriate into a County listing or Inventory of Memorials as appropriate; and
 - Provide for future maintenance of the memorial sign.
- If the Board does not approve the memorializing of the County-owned facility, the Public Works Department will rebate \$600 of the processing fee, which would have covered sign fabrication and installation costs, to the Applicant.

**GENERAL GUIDELINES AND PROCEDURES
FOR MEMORIALIZING
MONTEREY COUNTY-OWNED FACILITIES**

County building, roadway, and bridge facilities are named to reflect their location and primary function. From time to time, special or unique circumstances may warrant the memorializing of certain eligible County-owned facilities in response to public requests to honor an individual. Eligible facilities shall include County-owned buildings, bridges, certain roadway structures, or other public grounds and structures in Monterey County. The Board of Supervisors shall approve all formal memorializing of eligible facilities in Monterey County. A single memorial sign will be placed at an eligible facility when approved by the Board.

Specific criteria must be met for eligible facilities in Monterey County to be memorialized in honor of an individual. All facility memorializing shall be in accordance with the policy adopted by the Board of Supervisors and the guidelines and procedures set forth herein. A unanimous vote of the Board of Supervisors shall be required for approval of the memorializing of an eligible facility. The memorializing of the facility is granted for the life of the structure unless revoked for just cause at the sole discretion of the Board of Supervisors.

This policy recognizes that there are various foundations at work within the County, such as the Natividad Medical Center Foundation, Monterey County Parks Foundation, and Friends of County Animal Services, where the memorializing and naming of facilities, and portions thereof, are major incentives for financial support; therefore it is being enacted exclusive of their activities.

In reviewing the requests for the memorializing of eligible facilities, the County will give consideration for posthumous recognition of individuals having: 1) a profound and enduring benefit to current and future generations of Monterey County residents; 2) demonstrated social and moral responsibility and exemplary actions that inspire others; 3) made significant contribution of time, talent, or financial support; or 4) historic significance. Memorializing of eligible facilities shall be consistent with total public value and acceptance. Accordingly, the County reserves the right to deny the memorializing of any eligible facility if it is deemed contrary to the nature or mission of the facility or detrimental to the aesthetics of the location, or deemed to be inappropriate or in poor taste.

SPECIFIC GUIDELINES

1. Facility memorializing shall be limited to the recognition of one individual with one sign at eligible facilities upon unanimous approval of the Board of Supervisors.
2. All memorial signs will conform to the standard specifications of the County. The standard size may be modified to best suit the facility at the discretion of the County. (See Attachment 1)
3. The color, size, and retroreflectorization of the memorial sign shall match the existing signs associated with the facility and the memorial sign shall be smaller so that it does not dominate any official sign or intrude upon natural surroundings.
4. Placement of the memorial sign at the facility shall be at the sole discretion of the County.

APPLICATION FOR THE FORMAL MEMORIALIZING OF A COUNTY-OWNED FACILITY



INSTRUCTIONS: Fill in all the information requested below (Typed or Print). Send completed application with the three required letters of support for the nomination and the \$970 application fee made payable to *Monterey County Department of Public Works* to:

**MONTEREY COUNTY BOARD OF SUPERVISORS
P O BOX 1728
SALINAS CA 93902-1728**

Any questions regarding this application or the *Monterey County Policy for Memorializing of County-Owned Facilities* may be directed to Monterey County Department of Public Works at (831)755-4800.

NOMINEE'S NAME

COUNTY-OWNED FACILITY PROPOSED FOR THE MEMORIAL

ADDRESS OR LOCATION OF THE COUNTY FACILITY

DESIGNATED CONTACT FOR THIS APPLICATION

Name _____

Telephone _____ **Email** _____

Utilizing the Nomination Criteria on the reverse, please provide below (or attach a separate sheet) a brief profile of the Nominee describing their contribution deserving of the honor of having a memorial sign placed at an eligible County-owned facility (500 words or less)

NOMINATION CRITERIA

Provide a brief written profile of the nominee (500 words or less) describing the nominee's significance to Monterey County, which meets one or more of the following attributes:

- 1) Demonstrated outstanding social and moral responsibility and exemplary actions that inspire other Monterey County residents to achieve high standards.
- 2) Made significant contribution of time, talent, or financial support to the County of Monterey and its residents.
- 3) Provided a profound and enduring benefit to current and future generations of Monterey County residents.
- 4) Demonstrated historical significance to Monterey County and its residents.

A unanimous vote of the Board of Supervisors is required for approval of the memorializing of an eligible facility.

REQUIRED LETTERS OF SUPPORT

Three letters of support must accompany the application. Letters of support for the nominee should be from community leaders and organizations that can attest to the individual's contribution to Monterey County consistent with the nomination criteria.

APPLICATION FEE - \$970

Submit application fee with the application. Checks should be made payable to *Monterey County Public Works Department*. The application fee covers the administrative costs associated with processing the application and costs for the memorial sign. Should the Board of Supervisors not approve the request for a memorial, \$600, the costs for fabrication and installation of a memorial sign, will be returned to the applicant.

ASSISTANCE

If you need assistance with this application, a copy of the *Monterey County Policy for the Formal Memorializing of County-owned Facilities*, or have any questions, please contact the Monterey County Department of Public Works at (831)755-4800.



**PROPOSED POLICY
FOR THE
FORMAL MEMORIALIZING
OF
COUNTY-OWNED FACILITIES**

MONTEREY COUNTY DEPARTMENT OF PUBLIC WORKS

PURPOSE:

- ┆ Adopt a standard policy for the memorializing of eligible facilities in response to public requests to honor individuals in Monterey County;
- ┆ Formalize Board of Supervisors' approval of all memorials for County-owned facilities; and
- ┆ Establish specific procedures, guidelines, and fees, and clarify administrative responsibilities.

NOMINATION CRITERIA

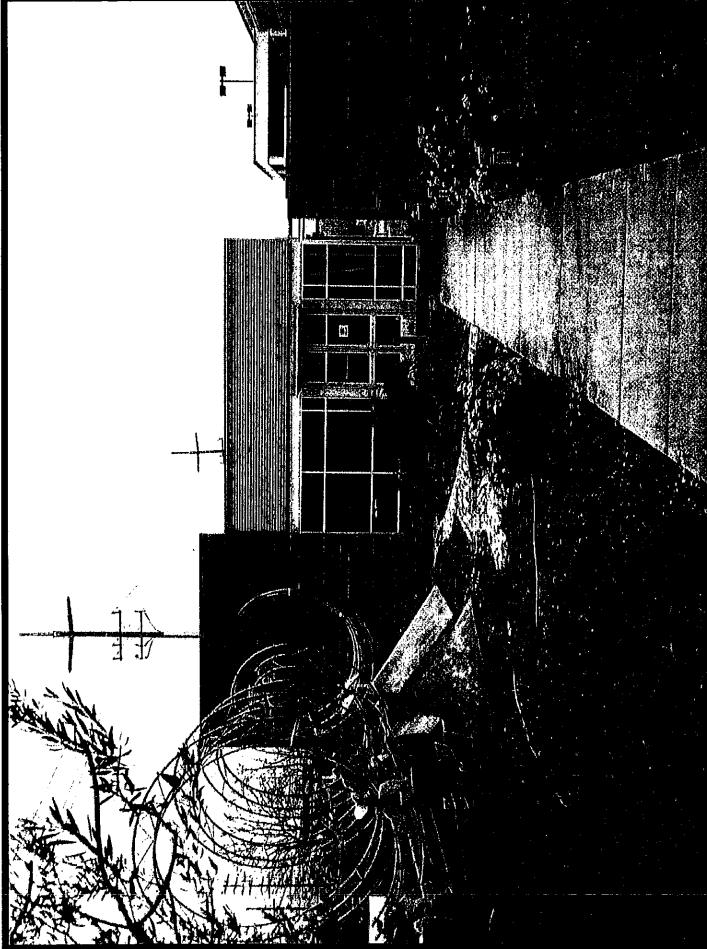
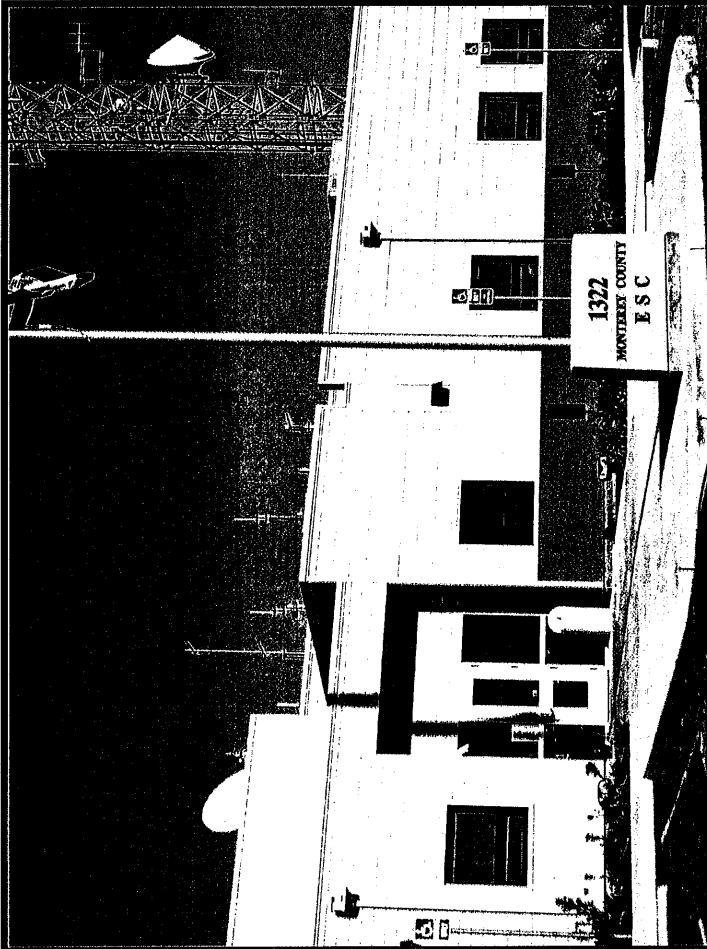
Individuals nominated for consideration for posthumous memorials shall meet one or more of the following criteria:

- 1) Demonstrated outstanding social and moral responsibility or exemplary actions that inspire others;
- 2) Made a significant contribution of time, talent, or financial support to Monterey County;
- 3) Provided a profound and enduring benefit to current and future generations of Monterey County residents;
- 4) Historic significance.

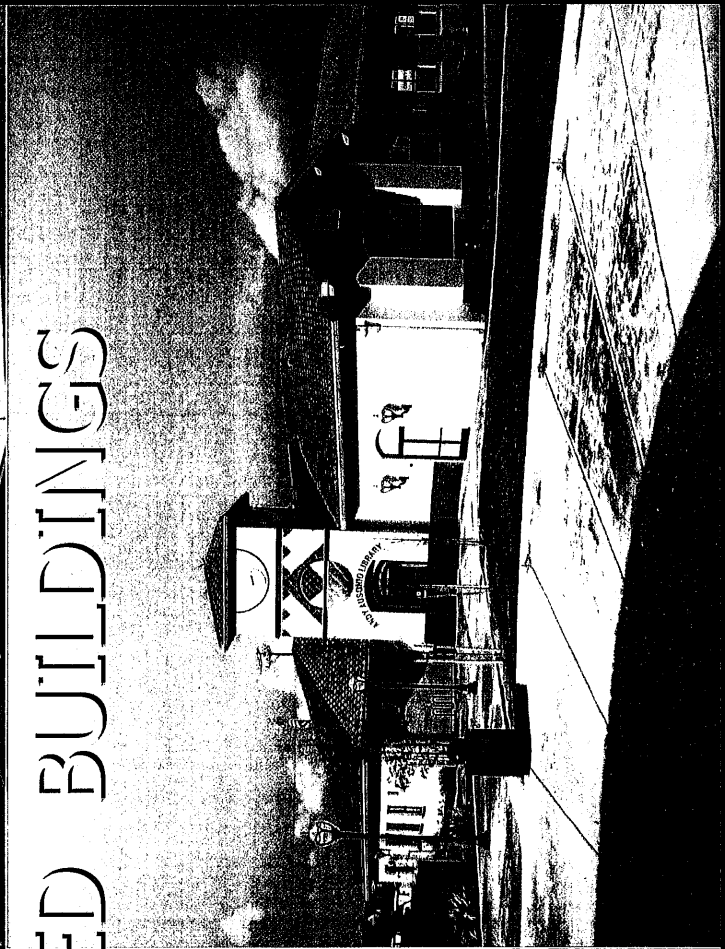
All nominations submitted must include three written endorsements supporting the nomination.

COUNTY-OWNED FACILITIES ELIGIBLE FOR MEMORIALIZING

- └ County will consider requests and determine on a case-by-case basis a facility's eligibility for memorializing.
- └ Facilities typically eligible for memorializing include:
 - County-owned buildings
 - County bridges
 - Certain roadway structures
 - Other public grounds and structures

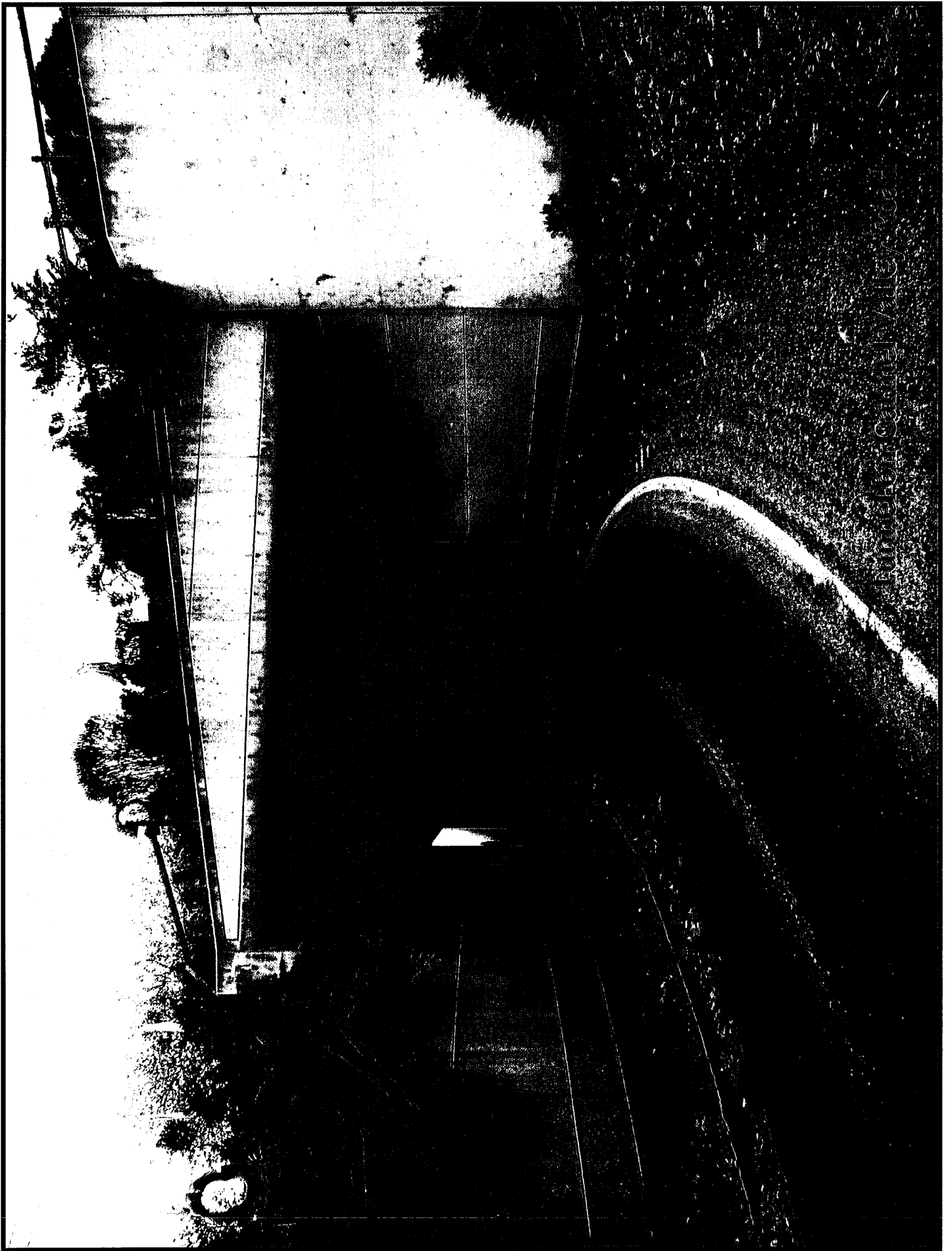


COUNTY-OWNED BUILDINGS

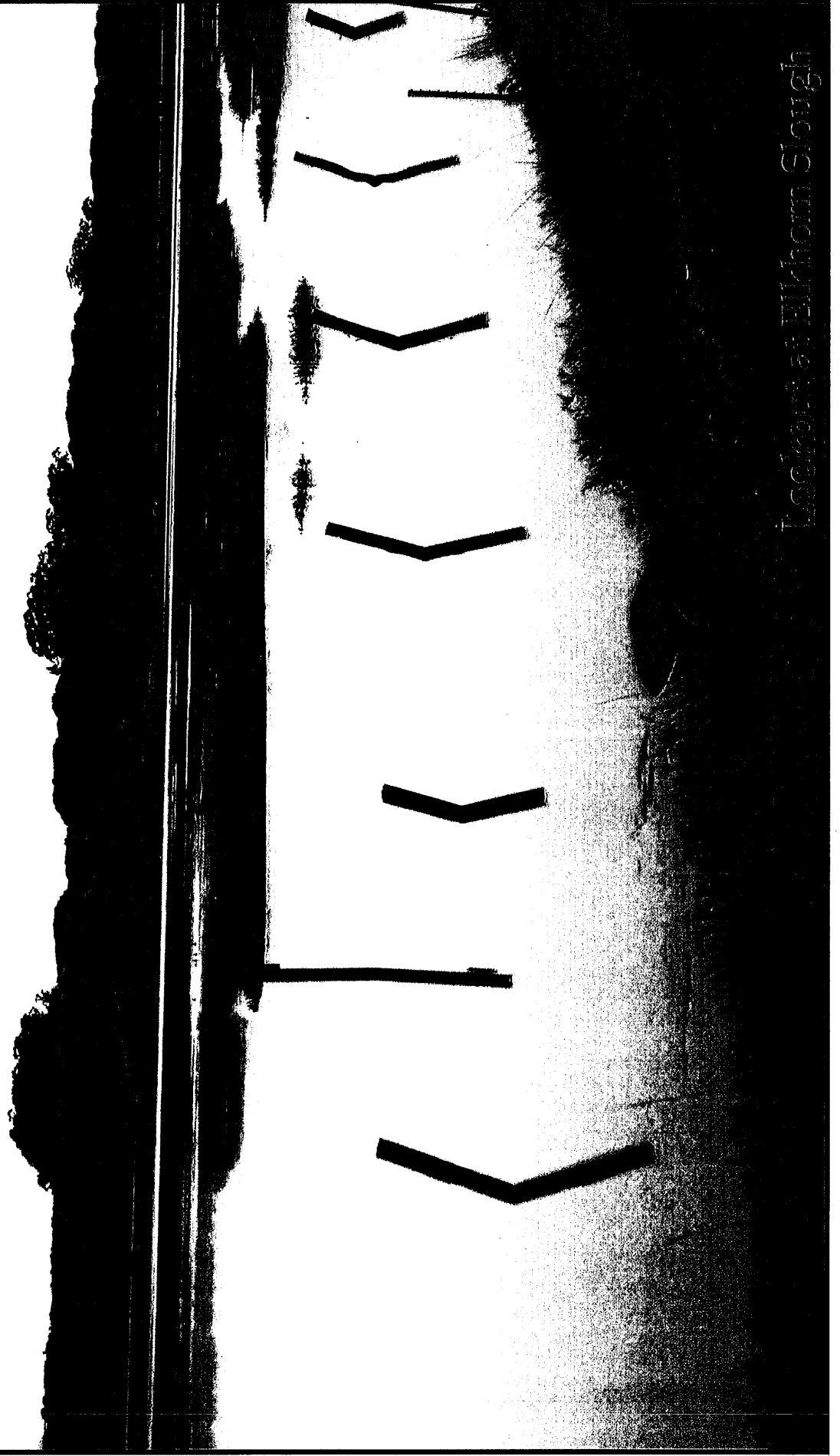


COUNTY BRIDGES





COUNTY ROAD FACILITIES (CONT)



Lockport at Elkhorn Slough

GRANTING OF MEMORIALS

- Memorials are granted by unanimous vote of the Board of Supervisors.
- Memorials are granted for the life of the structure unless revoked at the sole discretion of the Board of Supervisors.
- Memorials are limited to one per eligible facility.
- In recognition of the fundraising work of established foundations within Monterey County, the proposed memorializing policy will be enacted exclusive of their activities.

GRANTING OF MEMORIALS (CONT)

— The County reserves the right to deny the memorializing of any eligible facility if it is deemed:

- Contrary to the nature or mission of the facility
- Detrimental to the aesthetics of the location
- To be inappropriate or in poor taste
- Inconsistent with total public value and acceptance

ADMINISTRATION

» The Board of Supervisors will refer applications to the Department of Public Works for review and recommendation.

» The Department of Public Works will:

- Confirm the facility's eligibility and availability for memorializing.
- Determine the appropriateness of the facility for memorializing as to regulatory, safety, or aesthetic concerns.
- Schedule the item and prepare a recommendation for full consideration of the Board of Supervisors.

ADMINISTRATION

(CONT)

Upon Board of Supervisor authorization of a memorial, the Department of Public Works will:

- Coordinate with the applicant regarding the final wording and construction of the memorial sign.
- Contact the applicant regarding the sign installation date and, if applicable, act as liaison for any public dedication plans.
- Incorporate the new memorial information as appropriate into a County listing or Inventory of Memorials.
- Provide for future maintenance of the memorial sign.

FINANCING

└ A processing fee will cover administrative costs to:

- Review the application and prepare a staff recommendation for the Board of Supervisors' consideration.
- Fabricate and install the memorial sign.

└ Future incidental maintenance costs will be borne by the Department of Public Works:

- 002 - 300 Road Fund -- if Road or Bridge Facility
- 001 - 106 Facilities Management & Mail Services -- if Building Facility

└ If a request for a memorial is not approved by the Board, the sign fabrication and installation costs, \$600, will be refunded to the applicant.



**JOHN SMITH
MEMORIAL
BUILDING**

SAMPLE SIGN 1





**JOHN SMITH
MEMORIAL
BRIDGE**

RECOMMENDATION

It is recommended that the Board of Supervisors adopt a Resolution establishing a standard policy to facilitate the formal memorializing of County-owned facilities in Monterey County.

QUESTIONS??