



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  Naming and Renaming of County-Owned Buildings	Policy Number:  F-1	Page Number:  1 of 2
	Date Adopted: 07/25/2023	Effective Date: 07/25/2023

### I. PURPOSE

The purpose of this policy is to set forth the policy and procedure for naming and renaming County-Owned Buildings.

### II. POLICY

- A. "County-owned building," hereinafter referred to as "building," means a building that meets all of the following criteria:
  - a. Owned by the County
  - b. Situated on County-owned land
  - c. Under the direct control of the County
  - d. Actively used for a public purpose
- B. The authority to name buildings lies solely with the Board of Supervisors.
- C. This policy does not apply to parks, roads, or trails; however, it does apply to individual buildings within County-owned parks.
- D. This policy does not apply to any building named prior to the adoption of this policy. Any building named prior to the adoption of this policy shall continue under that name unless renamed by the Board of Supervisors in accordance with the provisions of this policy.
- E. Building naming should occur as early in the acquisition or construction process as possible, to avoid informal naming during that process and to allow for the incorporation of signage into the initial design of the construction or any improvements.
- F. The preference is for building names to be based on location or function.
- G. In rare instances, a building may be named after an individual who has served the County's interests as an elected officer, appointed official, or employee. The individual must have rendered distinguished service in their official capacity and made a significant contribution to the County as a whole or a distinct local area within the County, as determined by the Board of Supervisors. A building shall not be named after an individual unless that individual has been separated from official service for a period of at least two (2) years.
- H. Names for rooms within buildings may be determined by the Department Head(s) responsible for the function(s) housed in the building, with the concurrence of the Chief Administrative Officer. Rooms shall not be named after individuals.



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- I. Buildings or rooms within a building shall not be named for an organization or corporation.

### III. PROCEDURE

- A. The naming or renaming of a building shall be accomplished by resolution of the Board of Supervisors, adopted by a 4/5 vote. The resolution shall set forth the reasons for the recommended name. When recommending a building be named for an individual, the resolution shall include specific findings that the individual has rendered distinguished service in their official capacity and made a significant contribution to the County as a whole or a distinct local area within the County.
- B. Any Board agenda item to consider naming or renaming a building shall be sponsored by two Board Members and shall be placed as a department matter on the agenda for any regular or special meeting of the Board of Supervisors.
- C. Any item to consider naming or renaming a building shall include the costs for signage and recommend a funding source.

### V. RESPONSIBLE DEPARTMENT

Chief Administrative Office

### VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	07/25/2023	Sunset Review Date:	07/25/2027
Revision Date:	N/A	Sunset Review Date:	N/A