

Exhibit A

COUNTY OF SHASTA ADMINISTRATIVE MANUAL		Number
		8-300
SECTION: Miscellaneous	Facility Naming Policy	
INITIAL ISSUE DATE: February 23, 2021		
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PURPOSE

Many individuals have made significant contributions to the citizens of the County of Shasta through their work, their civic involvement, or through their monetary or other donations to the County. It has been the County's policy to recognize and honor such contributions when appropriate to do so. One method of recognizing significant contributions to the County is through the naming of County facilities in honor of the individual for his or her contribution.

It is the intent of the Board of Supervisors that the naming of a County facility only occurs in exceptional circumstances, taking into account the time period over which any contribution is made, the number of people affected by the contribution, and the extent to which the County's population has been affected to the better by the actions of the individual proposed for recognition.

APPLICABILITY

For purposes of this policy, "facilities" shall include substantial structures, open spaces, or natural features, including, but not limited to, buildings, wings of buildings, indoor or outdoor auditoriums, gardens, parks, tree groves, plazas and trails, but shall not include small meeting rooms, park benches, or similar small structures.

NOMINATIONS

Nominations for recognition by the naming of a facility may be made by any member of the Board of Supervisors, any County officer or employee, or any member of the public, referring the nomination to the County Executive Officer. All nominations shall be made to the County Executive Officer on an application form created by the County Executive Officer. The County Executive Officer shall conduct such review as the County Executive Officer deems necessary, and shall make a recommendation to the Board. Any such recommendation shall be to approve the application to name the requested facility, to deny the application, or to honor the individual in some other way.

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CRITERIA

In order to be considered for recognition by the naming of a facility, the individual must have made a significant contribution to public service or the betterment of Shasta County, through service as an employee of a governmental organization or non-governmental organization, through service as a volunteer, or through a significant monetary contribution or dedication of property to the County.

Particular consideration should be given to the following:

- a. The period of time over which the individual made a significant contribution;
- b. The number of people that were directly or indirectly impacted by the contribution;
- c. The extent to which the actions of the individual bettered the lives of those impacted by the contribution.

Recognition by naming shall be limited to the naming of a single facility, except in extraordinary circumstances, in which case such recognition may be extended to a collection of facilities.

ELIGIBILITY

No person serving in a County-elected or appointed office or serving as a County employee may be eligible for nomination during such service or for a period of one (1) year after termination of such service. A nomination of a deceased individual, including a County-elected or appointed official or a County employee, may be considered by the Board of Supervisors no sooner than one (1) year after the individual's death.

RESPONSIBLE DEPARTMENTS

County Administrative Office

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REFERENCES

BOS Policy Resolution No. _____