

Exhibit F

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MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING: July 7, 2009 - Consent	AGENDA NO.: 4
SUBJECT: Amend Resolution 08-022 Standard Policy to Facilitate the Formal Memorializing of County-owned Facilities in Monterey County to allow for updating of the general guidelines, procedures, and fee.	
DEPARTMENT: RMA – Public Works	

RECOMMENDATION:

It is recommended that the Board of Supervisors amend Resolution 08-022 Standard Policy to Facilitate the Formal Memorializing of County-Owned Facilities in Monterey County to allow for updating of the general guidelines, procedures, and fee.

SUMMARY/DISCUSSION:

The proposed action would amend the policy to allow for updating of the general guidelines, procedures, and fee for memorializing Monterey County-owned facilities.

On January 15, 2008, the Board adopted Resolution 08-022 establishing a standard policy to facilitate the formal memorializing of County-owned facilities in Monterey County. The proposed amendment to this policy allows for incorporation of minor changes to the general guidelines and procedures to include as follows: addition of a required endorsement of support from the Board Supervisor of the supervisorial district in which the proposed facility for memorializing is located, review by an ad hoc Board committee whose membership consists of the Chair and the Board member in whose district the facility lies, an option for a bronze plaque as an alternative to a standard memorial sign, and an increase in the fee from \$970 to \$1,000. The Department of Public Works will handle the applications to streamline processing, and defer fee payment until notification of a pending application has been provided to each Supervisor.

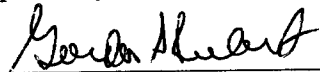
OTHER AGENCY INVOLVEMENT:

The Clerk of the Board of Supervisors concurs with the recommendation.

FINANCING:

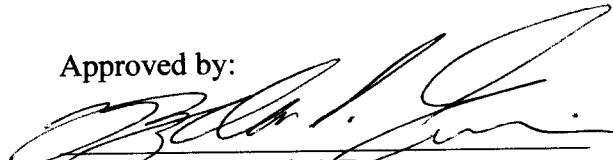
The proposed action fully recovers costs and therefore would have no net fiscal effect.

Prepared by:



Gordon S. Siebert, P.E.
Architectural Services Manager

Approved by:



Yazdan T. Emrani, P.E.
Director of Public Works

Date: June 29, 2009

Attachments: Board Resolution; Exhibit A General Guidelines & Procedures

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

Resolution No: 09 – 334

Amending Resolution 08-022, which is a Standard)
Policy for the Formal Memorializing (naming) of)
County-Owned Facilities in Monterey County)
updating the general guidelines, procedures, and)
fee.)

RECITALS

WHEREAS, the Board of Supervisors of the County of Monterey adopted a policy regarding the formal memorializing of County-owned facilities in the County of Monterey on January 15, 2008; and

WHEREAS, the Board of Supervisors wishes to amend that policy to allow for incorporation of updated general guidelines, procedures, and fee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Monterey hereby amends the policy to facilitate the formal memorializing of County-owned facilities in Monterey County to be in accordance with the updated guidelines and procedures developed by the Department of Public Works attached hereto.

PASSED AND ADOPTED on this 7th day of July, 2009, upon motion of Supervisor Salinas, seconded by Supervisor Armenta, by the following vote, to-wit:

AYES: Supervisors Armenta, Salinas, Calcagno, Parker, Potter

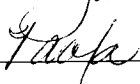

NOES: None

ABSENT: None

I, Gail T. Borkowski, 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 75 for the meeting on July 7, 2009.

Dated: July 7, 2009

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By  Deputy 

**GENERAL GUIDELINES AND PROCEDURES
FOR FORMAL MEMORIALIZING OF
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 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 or plaque at eligible facilities upon unanimous approval of the Board of Supervisors.
2. All memorial signs or plaques 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.
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. If an optional bronze plaque is requested and approved, Applicant shall pay all additional costs for the plaque at the time it is ordered for the facility. The specifications and wording of any plaque is subject to approval by the County.
4. Placement of the memorial sign or plaque at the facility shall be at the sole discretion of the County.

NOMINATION PROCESS FOR MEMORIALIZING OF COUNTY-OWNED FACILITIES

Nomination Process

Interested persons shall submit a written application package to the Department of Public Works to nominate a person for memorializing of any eligible County-owned facility. The applicant shall provide a letter of support from the County Supervisor in whose district the facility lies. The Department of Public Works will notify the Board of Supervisors upon receipt of an application and then schedule the matter for Board consideration once it is determined an application is complete, consistent with policy, and the facility is eligible for memorializing.

The group or entity sponsoring an application is responsible for ensuring that the proposal is in compliance with the County Memorializing Policy prior to submittal of the application. The Department of Public Works [(831)755-4800] is available to assist interested individuals regarding both the eligibility and availability of a facility for memorializing and estimated costs for an optional bronze plaque.

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 letter of support to the Department of Public Works for the nomination as follows:
 - One (1) letter of support from the County Supervisor of the supervisorial district in which the County-owned facility lies;
 - Three (3) letters of support from community leaders/organizations who can attest to the individual's significant contributions to Monterey County.
- Indicate the facility and address location requested.
- Designate a representative and provide their contact information (telephone number/email address).
- When contacted by the Department of Public Works advising that the application is in compliance with the memorializing process, payment of the \$1,000 processing fee is required to complete the application. Checks made payable to the County of Monterey Department of Public Works should be sent to County of Monterey RMA -Department of Public Works/168 W. Alisal St FL2/Salinas CA 93901-2437.

Upon receipt of the application, the Department of Public Works will:

- Immediately notify the full Board of Supervisors of receipt of the application.
- 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.
- Contact Applicant when preliminary review of the application determines it to be in compliance with County policy to request the \$1,000 processing fee required to complete the application or notify Applicant that the application is inconsistent with the formal memorializing policy.
- Forward the application to a Board ad hoc committee comprised of the Chair of the Board and the Board member representing the district within which the facility to be memorialized lies. Should the Chair be the representative for that district, the Chair will appoint another Board member to the ad hoc committee.
- Upon receipt of a recommendation from the ad hoc committee, the item will be scheduled before the Board of Supervisors for their consideration.
- Notify Applicant of the date the application is scheduled for consideration by the Board of Supervisors.
- Upon approval for memorializing by the Board, coordinate with Applicant regarding the final wording and design, and procurement or construction of the memorial sign or plaque;
 - Collect from applicant any additional costs for optional plaque selected prior to ordering.
 - When the sign/plaque is ready, coordinate with the Applicant regarding the installation date and, if applicable, act as County liaison for any public dedication plans;
 - Incorporate memorial information as appropriate into a County listing or inventory of Memorials;
 - Provide for future maintenance of the memorial sign or plaque.
- If an application is not approved by the Board of Supervisors, rebate \$600, representing that portion of the processing fee for sign fabrication and installation costs, to Applicant.