

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** January 13, 2025      **Approx. Start Time:** 2:30pm      **Approx. Length:** 30 minutes

**Presentation Title:** Facilities Management Naming Policy

**Department:** Finance – Facilities Management

**Presenters:** Elizabeth Comfort, Finance Director; Jeff Jorgensen, Facilities Mgt Division Director

### **WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?**

Board review and approval of an updated Facilities Management Naming Policy.

### **EXECUTIVE SUMMARY:**

This policy and procedure was previously approved by the BCC on April 6, 2007. It is being presented to the Board with updates that clarify facility naming options based on function, location, historical or geographic significance and the Board's role and process for initiating naming decisions.

This policy establishes guidelines for the name or name change to a County facility and process of approval by the Board of County Commissioners.

This policy shall apply to the naming of new facilities except as provided below:

- a) Previously named facilities. Such facilities will be reviewed on a case-by-case basis for an applicable new name.
- b) Future facility sites where a name has been recognized for historical significance and is approved by the Board of County Commissioners (BCC).

### **FINANCIAL IMPLICATIONS (current year and ongoing):**

Is this item in your current budget?     YES       NO N/A, Policy Review Only

What is the cost? \$    N/A

What is the funding source?    N/A

### **STRATEGIC PLAN ALIGNMENT:**

- How does this item align with your Department's Strategic Business Plan goals?
  - Responsiveness to Board's directions for county assets.
- How does this item align with the County's Performance Clackamas goals?
  - Public trust in good government

### **LEGAL/POLICY REQUIREMENTS:**

N/A

### **PUBLIC/GOVERNMENTAL PARTICIPATION:**

- The changes include inviting public input.

**OPTIONS:**

Option #1: Approve the updated Facilities Management Naming Policy as presented.

Option #2: Direct staff to make further modifications to the updated Naming Policy.

Option #3: Retain the current Naming Policy.

**RECOMMENDATION:**

Option #1: Approve the updated Facilities Management Naming Policy as presented.

**ATTACHMENTS:**

A: Proposed Updated Naming Policy (Clean)

B: Proposed Updated Naming Policy (Red-Line Version)

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval \_\_\_\_\_ Elizabeth Comfort

County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact \_\_\_\_\_ @ 503-\_\_\_\_\_



## Clackamas County Policy

Name of Policy	Facility Naming Policy and Procedure	Policy #	FIN-1.207
Policy Owner Name	Elizabeth Comfort	Effective Date	
Policy Owner Position	Finance Director	Approved Date	
Approved By	Board of Commissioners	Next Review Date	

### I. PURPOSE AND SCOPE

This policy is for the purpose of establishing guidelines for the name or name change to a County facility and process of approval by the Board of County Commissioners.

This policy shall apply to the naming of new facilities except as provided below:

- a) Previously named facilities. Such facilities will be reviewed on a case-by-case basis for an applicable new name.
- b) Future facility sites where a name has been recognized for historical significance and is approved by the Board of County Commissioners (BCC).

### II. AUTHORITY

ORS 203.035 authorizes the Board of County Commissioners to promulgate policies for the management and operation of Clackamas County Government.

### III. GENERAL POLICY

It is the policy of Clackamas County to provide opportunities for public input related to the naming of new facilities. It shall be the responsibility of the BCC to initiate a process to name a facility and forward a decision to County staff for execution. Existing facilities will not be renamed except as outlined in section I.

### IV. DEFINITIONS

N/A

### V. POLICY GUIDELINES

The BCC shall consider the following options for naming:

- a. Name based on Function or Use: A facility name shall reflect its primary use or purpose. This is the preferred method of naming a facility. e.g., the Public Services Building (PSB), The Development Services Building (DSB), Clackamas County Jail, etc.
- b. Naming based on Location: A facility name derived from its geographic location such as street, campus area or address. e.g., Sunnyside Clinic, Beavercreek Clinic, Lake Road Health Center, Oak Lodge Library, etc.
- c. Names based on historic or geographic features
- d. Facilities for which naming rights are conveyed to an individual or business in return for financial remuneration to the County as specified in a contractual agreement approved by the BCC.

## **VI. PROCESS AND PROCEDURES**

The BCC has the authority to name or change the name of any County facility.

The BCC may initiate a process to recommend a facility name by inviting the submission of nominations from residents of the County or by creating an ad hoc committee that shall invite the submission of nominations from residents of the County. Such nomination shall include the reasons for name submission and the justification for the name.

Membership of the ad hoc committee shall include at least one (1) BCC member, the County Administrator (or designee), one (1) member of the appropriate city council (when facility is located within a municipality), one citizen at large and one (1) member of the appropriate community planning organization or neighborhood association.

After the invitation for nominations, the BCC (or ad hoc committee if one has been established) will provide at least one opportunity for public comment on the list of nominated facility names. Notice of this comment opportunity shall be published in the same manner as BCC meetings.

The BCC or ad hoc committee will consider public comment and all nominated names.

If an ad hoc committee has been established, that committee shall forward a list of three recommended names in order of preference to the BCC within 30 days from the date public comment was taken.

The County Commissioners may:

- a) Approve the name recommended by the ad hoc committee.
- b) Approve the alternative name recommended by the ad hoc committee.
- c) Request up to two (2) additional alternatives from the ad hoc committee.
- d) Select a different name at their sole discretion.
- e) Approve dedication of a commemorative item to an individual at that site e.g. tree, plaque, bench, room, etc.,

The BCC shall select one preferred name to forward to County staff for preparation of business meeting agenda materials for official approval.

The decision of the County Commissioners shall be final and shall not be subject to appeal.

## **VII. ACCESS TO POLICY**

PowerDMS

## **VIII. ADDENDA**

N/A



Administrative Policy  
 Operational Policy

## Clackamas County Policy

Name of Policy	Facility Naming Policy and Procedure	Policy #	FIN-1.207
Policy Owner Name	Elizabeth Comfort	Effective Date	4/6/2007
Policy Owner Position	Finance Director	Approved Date	1/6/2007
Approved By	Board of Commissioners	Next Review Date	9/19/2025

### I. PURPOSE AND SCOPE

This policy is for the purpose of establishing guidelines for the name or name change to a County facility and process of approval by the Board of County Commissioners.

This policy shall apply to the naming of new facilities except as provided below:

- a) Previously named facilities transferred from another agency to Clackamas County. Such facilities will be reviewed on a case-by-case basis for an applicable new nameility.
- b) Future facility sites where a name has been recognized for historical significance and is specified as a component of a purchase and sale agreement or other contractual agreement approved by the Board of County Commissioners (BCC).
- c) Facilities for which naming rights are conveyed to an individual or business in return for financial remuneration to the County as specified in a contractual agreement approved by the BCC.

### II. AUTHORITY

ORS 203.035 authorizes the Board of County Commissioners to promulgate policies for the management and operation of Clackamas County Government.

### III. GENERAL POLICY

It is the policy of Clackamas County to provide opportunities for public input related to the naming of new facilities. It shall be the responsibility of the BCC to initiate a process to name a facility and forward a decision to County staff for execution. Existing facilities will not be renamed except as outlined in section I.

#### DEFINITIONS

#### IV. DEFINITIONS

N/A

Define key terms. If possible, use the same definition for a term that appears in other policies. You may reference another document in a hot link, but include important definitions in the policy.

### IV.V. POLICY GUIDELINES

In pursuing their responsibility, the BCC shall consider one or both of the following options for naming:

- a. Name based on Function or Use: A facility name shall reflect its primary use or purpose. andThis is the preferred method of naming a facility, e.g., the Public Services Building (PSB), The Development Services Building (DSB), Clackamas County Jail, etc.

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b. Naming based on Location: A facility name derived from its geographic location such as street, campus area or address. e.g., Sunnyside Clinic, Beavercreek Clinic, Lake Road Health Center, Oak Lodge Library, etc.

c. Names based on historic or geographic features

d. Facilities for which naming rights are conveyed to an individual or business in return for financial remuneration to the County as specified in a contractual agreement approved by the BCC.

Avoid names that:

Do not meet the criteria listed above in V. a. through c.

- a) Have the capacity to be construed as culturally insensitive or offensive.
- b) Duplicate existing geographic names or that may confuse the public.
- c) Create the potential for copyright infringement issues.

## V.VI. PROCESS AND PROCEDURES

The BCC has the ability/authority to name or change the name of any County facility.

The BCC may initiate a process to recommend a facility name by inviting the submission of nominations from residents of the County or by creating an ad hoc committee that shall invite the submission of nominations from residents of the County. Such nomination shall include the reasons for name submission and the justification for the name.

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within a municipality), one citizen at large and one (1) member of the appropriate community planning organization or neighborhood association.

After the invitation for nominations, the BCC (or ad hoc committee if one has been established) will provide at least one opportunity for public comment on the list of nominated facility names. Notice of this comment opportunity shall be published in the same manner as BCC meetings.

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- c) Request up to two (2) additional alternatives from the ad hoc committee.
- ~~d) Select a different name at their sole discretion.~~
- ~~d)~~
- e) Approve dedication of a commemorative item to an individual at that site e.g. tree, plaque, bench, room, etc., in lieu of the facility name.

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The BCC shall select one preferred name to forward to County staff for preparation of business meeting agenda materials for official approval.

The decision of the County Commissioners shall be final and shall not be subject to appeal.

## VII. ACCESS TO POLICY

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## VIII. ADDENDA

N/A

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