

Subject: NAMING OF COUNTY REAL PROPERTY ASSETS

Date: September 17, 2008

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Replaces Policy Dated: N/A

A. PURPOSE

This policy establishes procedure for the naming of Pinal County real property assets.

B. DEFINITIONS

Real property assets: County-owned real property, buildings, structures, improvements, and fixtures.

C. POLICY

The Pinal County Board of Supervisors may name real property assets. Once named by the Board of Supervisors, that real property asset shall be referred to by that name in all subsequent county documents, signs, correspondence, literature, and other electronic or printed material. Real property assets that may be named include landscape features, buildings and portions of buildings, major fixtures, and all other real property assets or portions thereof as determined by the Board of Supervisors.

The use of functional names for major buildings should be avoided, as functions within a building may change over time, resulting in an inappropriate or confusing name. However, small buildings or buildings that house permanent or proprietary functions may be referred to with functional names such as Fleet Yard, etc.

Other than exceptional circumstances, real property assets may bear the name of a person only if the person has been deceased for more than three (3) years and was significant in the County's history, as determined by the Board of Supervisors.

D. FACILITY REVIEW COMMITTEE

The Facilities Review Committee will be made up of the Facilities Director, Public Works Director, Assistant County Manager for Administrative Services and two elected officials appointed by the Board for a four (4) year period

The Facilities Review Committee has the authority to make recommendations to the Board of Supervisors concerning all proposals for the naming or renaming of Pinal County facilities, The Committee is not authorized to make recommendations concerning the naming of County facilities on a contractual basis for commercial purposes.

E. PROCEDURES

Proposed names for a new real property asset, or proposals to rename an existing real property asset, shall be submitted to the Assistant County Manager for Administrative Services for preliminary review. ***The Committee will use the Facility Naming Criteria in their review.*** The proposal shall include the name, the real property asset to which the name is to be applied, and the significance of the proposed name. If the proposed name is that of a person, biographical information shall be included. Also, the real property asset's use, the history, past, present, and potential future occupants shall also be included as indicated in the Facility Naming Criteria.

If the Facilities Review Committee approves the proposal, the Committee shall forward the proposal to the Board of Supervisors. The Board of Supervisors will accept, reject, or modify any recommendations present for approval.

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F. FACILITY NAMING CRITERIA

The criteria listed below shall serve as a framework for the Facilities Review Committee to use in considering naming proposals. The criteria shall apply to all categories of naming proposals, such as ones that are commemorative (honoring a person), descriptive (describing a place or function) or based on a financial contribution, land donation or facility donation. Naming proposals that fall within one category do not have to meet the criteria of another category. All names submitted to the Facilities Review Committee for selection must comply with at least one of the following categories:

Commemorative Naming

- Facilities may be named after an individual whether living or deceased.
- If a facility is proposed to be named after a person who is deceased, an appropriate time must pass (3 years) before the naming process is initiated.
- When honoring a person by naming a facility after that person, they should be someone who:
 1. Had significant association with the facility being named
 2. Had significant association with the County department/function related to that facility
 3. Had significant association with the geographic area in which the facility is located
 4. Is/Was an outstanding citizen of local, state or national prominence.
- The following questions will be considered by the Facilities Review Committee:
 1. What are the individual's contributions as a community leader, volunteer, business leader or public servant?
 2. How do these contributions relate to the mission/purpose of the facility or to the County department/function associated with the facility?
 3. How will the naming of the facility after the individual reflect its history, purpose, and diversity?
 4. How is the individual related to the facility or to the County department/function associated with the facility or its geographic area (e.g., early or long-term settler, developer of the feature, restorer or maintainer of the feature, donor of the land or protector of the land for public benefit)?

Descriptive Naming

- Facilities may be named after a geographic landmark or area.
- The following questions will be considered:
 1. Why is the geographic landmark or area significant?
 2. Why should the facility be named after the geographic landmark or area?
 3. Is the proposed name culturally sensitive?

Naming Based on a Financial Contribution, Land Donation or Facility Donation

- An individual or family may make a substantial financial contribution at one time or over a period of time toward the development of a County facility, or may donate land or an existing building for public use and benefit. In such instances, consideration may be given to naming the facility after the donor. A standard benchmark for naming a facility after a donor is a donation of at least 50% of the cost of constructing, renovating or replacing an existing facility. This criterion applies to naming of facilities after individuals and families and will be in perpetuity; therefore, not eligible to be renamed.