

DESIGNATION NAME OF COUNTY SPACE/ITEM

Objective: Naming County owned buildings, rooms, roads and other facilities and material items.

Policy Number 01-32

Reference:(Laws both state and local) Effective Date November 8, 2000, Res 236

Modified: December 2004; May 2005

Policy Statement: The authority for officially naming County-owned buildings, rooms, roads, and other facilities and material items (e.g., podium, gavel, bench, garden, collection) rests with the County Legislature.

County property shall generally be named in a manner that identifies the ownership and/or the intended use of the property.

The gesture of honoring a specific individual at a certain point in time by naming something for him/her is a natural impulse, but as time passes the significance of/reason for such naming becomes forgotten; therefore such naming shall be the exception rather than the rule.

County spaces/items already named are considered "grandfathered".

Resolution # 81

Procedure: Department Administration

1. Requests for naming designation shall be made to the County Administrator and shall be referred to and reviewed by the committee of the County Legislature that deals with governmental operations/administration, which will be responsible for making a recommendation to the full County Legislature. The committee may request input from the appropriate program committee during the consideration of the naming request.

2. The following guidelines/standards will be used to consider naming requests.

Only under exceptional circumstances will the County consider permanently naming a room or other County space to honor an individual or other entity. (This is a continuation of an unwritten policy.) The County Legislature is not obliged to act favorably on any such request, but only after due deliberation and consideration.

Building names will be related to the service(s) provided therein, the function(s) the building serves, and/or the historical nature of the building insofar as possible.

Facilities will not normally be named for commercial enterprises.

3. When considering the naming of a facility, space, or material item, the committee and full Legislature will utilize the following criteria:

The significance of the individual's contribution to Tompkins County;

The relationship between the individual's contribution and the nature of the facility/item to be named;

Any naming shall contain a review provision and be reexamined after 10 years at which time the name may be continued or changed.

Note: If the request comes from staff or a department and the committee decides the request does not meet the criterion of countywide importance, the staff of the affected department may informally name something for its own internal use.