

**CAYUGA COUNTY POLICY MANUAL**  
**Section 39**

**Subject:** Naming of County Property  
**Effective Date:** 5/25/10; Res. 255-10  
**Supersedes Policy of:** 10/27/09; Resolution 571-09

**1.1 Policy Title:** Designation Name of County Space/Item

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

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

**Policy:** 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 or/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”.

**Procedure:**

1. All requests should be submitted in writing outlining and/or reason the property should be named for a certain individual.
2. Requests for naming designation shall be made to the County Manager and shall be referred to and reviewed by the committee of the County Legislature that deals with government operations, which will be responsible for making a recommendation to the full County Legislature. If the position of County Manager is vacant, all requests shall be made to the Chairman of the County Legislature.
3. The following guidelines/standards will be used to consider naming requests:
  - a. Only under exceptional circumstances will the County consider permanently naming a room or other County space to honor an individual or other entity. The County Legislature is not obliged to act

favorably on any such request, but only after due deliberation and consideration.

- b. 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.
4. When considering the naming of a facility, space, or material item, the committee and full Legislature will utilize the following criteria:
    - a. The significance of the individual's contribution to Cayuga County;
    - b. The relationship between the individual's contribution and the nature of the facility/item to be named;
    - c. Any naming shall contain a review provision and be reexamined after 10 years at which time the name may be continued or changed.

### **Donations and/or Memorials**

The Cayuga County Department of Parks & Trails offers the ability to the public to purchase a bench complete with customized engraved plaque as a donation to the park and/or as a memorial. The price of the bench and/or plaque is no more than the actual costs charged to the County. Trees may be purchased by the public, however, the Director of Parks & Trails reserves the right to approve or disapprove the species of tree selected by the donor before planting. All costs associated with the benches, trees and plaques shall be absorbed by the purchaser/donor. The Director of the Cayuga County Department of Parks & Trails reserves the right to choose the location where the bench, plaque or tree will be placed. Installation of the bench will be completed by the staff of the Cayuga County Parks & Trails at no additional cost. No cost for replacement installations will accrue to the County from any donation or memorial. This is not a profit making offer.

This policy will be reviewed every ten (10) years.