



MEMORANDUM

Date: November 5, 2024

To: Melissa Manriquez
Clerk of the Board of Supervisors

From: Jan Leshner 
County Administrator

Re: **Addendum Item Request for the November 12, 2024 Board of Supervisors Meeting**

Please place an Addendum Item for the November 12, 2024 Board of Supervisors Meeting titled:

Discussion, Direction & Action:

- Amend current Board of Supervisors Policy C 3.19 – Naming of County Facilities and Programs (by adding) *"to recognize donors."*
- Add a new Board of Supervisors Policy C 3.21 – *Naming of County Facilities and Programs.*

JKL/dym

Attachments



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject: Naming of County Facilities and Programs <u>to</u> <u>Recognize Donors</u>	Policy Number	Page
	C 3.19	Page 1 of 3

Purpose:

The purpose of this policy is to establish guidelines governing the conveyance, to financial contributors, of legally enforceable naming rights to County-owned or operated facilities and programs.

Background:

While public facilities are dedicated to all citizens, the County sometimes chooses to name a facility, facility element, or program in a manner that honors a person for their financial generosity or non-monetary public contributions, with no related binding agreement with that person. This policy does not impact or in any way limit the Board's discretion to do that.

Sometimes, however, a financial contributor may, as a condition of making a substantial grant or donation, require the County to make a legally binding naming commitment. In addition, the County may choose to create programs that encourage the making of smaller financial contributions in exchange for installation in County facilities of engraved bricks or tiles, or installation of recognition plaques on fixtures such as benches, kennels, or pathway segments. This policy is intended to govern grants of enforceable naming rights to private parties.

Definitions:

As used in this Policy:

- A "Facility" is a Pima County-owned or operated building, structure, thoroughfare, or park in its entirety.
- A "Facility Element" is a component of, or a sub-area within or associated with, a Facility. Facility Elements include, but are not limited to, exterior landscaped areas, open areas, and plazas; interior meeting rooms, atriums, and offices; benches, equipment, furnishings, and other fixtures; and segments of roads, paths, walkways, and other thoroughfares.
- A "Program" is any public service, operation, event, or series of events that is provided, performed, or sponsored by the County, and any individual unit or units within an ongoing service or operation or a series of events.
- A "Donor" is a person who donates money, goods, or services to the County in exchange for Naming Rights.
- "Naming Rights" means a binding agreement by the County to (1) designate and refer to a Facility, Facility Element, or Program, by a name or title designated by a Donor, such as in announcements and written materials, and/or (2) mount or imbed on a Facility or Facility Element, a sign, plaque, tile, brick, or other item containing a name or other text designated by a Donor.



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Policy:

The County Administrator is authorized to develop programs for the granting of Naming Rights in order to recognize Donors who provide financial assistance—whether in the form of a one-time grant or a commitment to make continuing periodic contributions—with the construction or installation of a County Facility or Facility Element, or for the implementation or maintenance of a County Program. This may include multiyear Naming Rights for entire Facilities and Programs, as well as smaller-scale Naming Rights for Facility Elements. The programs must be consistent with the following general guidelines:

1. The scope of the Naming Right—in terms of the scale and prominence of the Facility, Facility Element or Program with respect to which the Naming Right is granted—and its duration, should correspond to the scale of the financial assistance provided by the Donor. No Naming Right may last for more than 20 years.
2. A Naming Right that applies to an entire Facility or Program, or that is for more than 5 years (unless terminable at will by the County), must be competitively marketed to multiple potential donors before being conveyed, and any such conveyance must be approved in advance by the Board of Supervisors.
3. The specific nature, scope, and duration of the Naming Right must be memorialized in a written agreement with the Donor, the form of which has been reviewed and approved by the Civil Division of the County Attorney’s Office.
4. As part of each program, procedures must be implemented to administer and track Naming Rights that have been granted.
5. The proposed conveyance of Naming Rights involving any improvement funded in whole or in part with the proceeds of tax-exempt bonds, which bonds are still outstanding in whole or in part, must be reviewed and approved by the Director of the Finance and Risk Management Department, to ensure there is no impact on the tax-exempt status of the bonds.
6. To the extent possible, the agreement with the Donor should preserve the County’s flexibility to make changes to Facilities, Facility Elements, and Programs in order to serve the public interest.
7. The name or other text chosen by the Donor must be (1) either (a) the true name of one or more persons or of an organization *other than* an organization whose principle function is to advocate for or against a person running for elected office or influence political or policy decisions, or (b) other text that is not obscene, misleading, defamatory, or disruptive; and (2) sufficiently brief so as to fit within the space available. The County has sole authority to determine and assure compliance with this item and to select the text’s font size, style, and color.



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8. No Naming Right may include the conveyance of any proprietary or ownership interest in any County property or any special, preferential, or exclusive right to utilize any Facility or Facility Element (except for the purpose of the displaying the Donor's name).
9. No Naming Right may be granted in a manner that creates a conflict of interest or the appearance of a conflict of interest.

Implementation:

The County Administrator shall develop and distribute administrative procedures governing the conveyance of Naming Rights consistent with this Policy.

Adoption Date: November 12, 2024
~~July 5, 2016~~
Effective Date: November 12, 2024
~~July 5, 2016~~

Clean Version



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3. The specific nature, scope, and duration of the Naming Right must be memorialized in a written agreement with the Donor, the form of which has been reviewed and approved by the Civil Division of the County Attorney's Office.
4. As part of each program, procedures must be implemented to administer and track Naming Rights that have been granted.
5. The proposed conveyance of Naming Rights involving any improvement funded in whole or in part with the proceeds of tax-exempt bonds, which bonds are still outstanding in whole or in part, must be reviewed and approved by the Director of the Finance and Risk Management Department, to ensure there is no impact on the tax-exempt status of the bonds.
6. To the extent possible, the agreement with the Donor should preserve the County's flexibility to make changes to Facilities, Facility Elements, and Programs in order to serve the public interest.
7. The name or other text chosen by the Donor must be (1) either (a) the true name of one or more persons or of an organization *other than* an organization whose principle function is to advocate for or against a person running for elected office or influence political or policy decisions, or (b) other text that is not obscene, misleading, defamatory, or disruptive; and (2) sufficiently brief so as to fit within the space available. The County has sole authority to determine and assure compliance with this item and to select the text's font size, style, and color.



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Implementation:

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Effective Date: November 12, 2024

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PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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Purpose

To establish policies and procedures for the naming of County-owned facilities, facility elements or programs.

Background

While public facilities are dedicated to all citizens, on occasion, the Pima County Board of Supervisors may wish to name a County-owned facility, element within a facility or a program to recognize and honor a significant historical event, events of community significance or an individual or organization that has made a significant contribution to the program represented by the facility and/or the community in which the facility is located or to Pima County, the State of Arizona or the United States of America.

Definitions

As used in this Policy:

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- A “Program” is any public service, operation, event, or series of events that is provided, performed, or sponsored by the County, and any individual unit or units within an on-going service or operation or a series of events.

Policy

Any member of the Board of Supervisors may request that a County facility, facility element or program be named or re-named to honor a significant historical event, events of community significance or an individual or organization that has made a significant contribution to the program represented by the facility and/or the community in which the facility is located or to Pima County, the State of Arizona or the United States of America

The naming request should include the name of the facility, facility element or program that is proposed to be named or re-named; the reason the name is proposed including a summary



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of contributions made to the community and Pima County or the significance the historical or community event has made to Pima County.

A majority vote of the Board of Supervisors shall be considered final authority to approve the naming of a facility, facility element or program.

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