



**DAN JOHNSON**  
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

## MEMORANDUM

To: Board of County Commissioners  
From: Dan Johnson, Director  
CC: Mike Bezner – Assistant Director Transportation  
Shane Abbott – Transportation Maintenance  
RE: Manager New Facility naming  
Date: May 16, 2023

**REQUEST:** Naming the new Transportation Maintenance Facility

**BACKGROUND:** Closing on the new Transportation Maintenance facility, located at 19246 Wacheno Parkway, is scheduled for late May/early June of this year. As we move closer toward occupancy, **staff is requesting guidance on the naming of the new facility.**

Clackamas County has a Facility Naming Policy and Process (attached). Pursuant to this policy the Board of County Commissioners *may* initiate a process to recommend a facility name. This process could include the creation of an ad hoc committee that shall invite name submissions from residents of the County. The policy further describes the membership of the committee and an identified process for review and approval, should the Board desire to take this path moving forward.

Currently, there are structures at the existing home of Transportation Maintenance named after employees who have passed in the line of their duties while working at Clackamas County. Specifically, the McCoy Building, (named after Mike McCoy) and the Waxenfelter Building, (named after Grady Waxenfelter), valued members of our Paving crew and Weighmaster programs respectively, at the time of their passing.

While it is our intent to continue to memorialize these individuals at the new location, there is consensus from staff that it is important to keep the name of the new facility service-oriented and program specific. While acknowledging the naming conventions on the Red Soils campus (Public Services Building and Development Services Building), **staff respectfully recommends the Board forego the formation of the aforementioned committee and propose naming the facility the Clackamas County Transportation Services Building.**

Clackamas County Transportation Maintenance and Fleet Services are scheduled to move into the new facility in early June.



<input checked="" type="checkbox"/> Administrative Policy
<input type="checkbox"/> Operational Policy

## Clackamas County Policy

Name of Policy	Facility Naming Policy and Procedure	Policy #	
Policy Owner Name	Elizabeth Comfort	Effective Date	1/6/2007
Policy Owner Position	Finance Director	Approved Date	1/6/2007
Approved By	Board of Commissioners	Next Review Date	

### I. PURPOSE AND SCOPE

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 applicability.
- b) Future facility sites where a name has been 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.

### IV. DEFINITIONS

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.

### V. POLICY GUIDELINES

In pursuing their responsibility, the BCC shall avoid names that:

- 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.

## **VI. PROCESS AND PROCEDURES**

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, the 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.

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**

This policy will be loaded into the County's policy management system, PowerDMS and will also be uploaded to the Country's intranet.

###