

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS (FDO)

SUBJECT: NAMING OF COUNTY OWNED AND LEASED FACILITIES

PPM#: CW-O-044

ISSUE DATE
December 19, 2018

EFFECTIVE DATE
December 19, 2018

PURPOSE:

To establish a countywide policy for naming County owned and leased public facilities in Palm Beach County that are under the jurisdiction of FDO.

UPDATES:

Future updates to this PPM are the responsibility of the FDO Director.

AUTHORITY:

- Section 101.00, Palm Beach County Administrative Code, as may be amended.

POLICY:

Palm Beach County owned and leased facilities shall be named according to location and/or function only (i.e., South County Courthouse). Individuals or groups may be honored by the placement of a plaque providing general honors or dedicating a room or other feature within a County owned facility. Entire facilities cannot be dedicated to an individual or group, unless authorized by the Board of County Commissioners (BCC).

PROCEDURES:

1. New Facilities

- a. When a new County owned or leased facility is in the schematic design phase, the FDO Director and the Department Director(s) of the User Department(s) will meet to determine the appropriate facility name, based on location and/or function only.

- b. Should the preceding staff require additional input, the Director of Public Affairs, the District Commissioner and/or Mayor, depending upon the nature of the facility, will be asked to review and add their comments as to the most appropriate name.
- c. Should the preceding process be inconclusive, a determination should be voted upon by the BCC. The FDO Department along with the User Department, shall prepare an agenda item for consideration by the BCC.
- d. Funding for the signage and/or other naming media shall be the project's capital budget.

2. Renaming Existing Facilities

Existing facilities shall be renamed following the procedures in Section 1 of this PPM. However, the funding for the name change shall preferably come from private or non-County funding sources, but may be funded from the recommending Department or Commissioner's operating budget.

3. Honoring Individuals or Groups in County Owned Facilities


- a. Individuals or groups to be honored must be nominated by a County Commissioner. Such nominations are limited to four per four-year term of each Commissioner. All nominations must be initiated through the FDO Director and be approved by majority vote of the BCC, except in the case where the nomination is honoring a deceased County employee. In the case of this exception, the County Administrator may approve the nomination including specifying the location as to where the employee will be honored. Following the County Administrator's approval, Sections 3.e. and 3.f. still apply.
- b. In considering nominations for approval, the BCC shall be cognizant of the occupancy of County facilities by other parties such as Constitutional Officers and should consider the opinions of said occupants in approving nominees.
- c. Nominees may be honored in either of the following ways:
 - 1) The placement of a plaque of honor at a publicly accessible location of a County facility.
 - 2) The placement of a plaque dedicating a room or other feature of the County facility in honor of the nominee.
- d. An agenda item addressing the honor specifics shall be prepared by the department that operates or occupies the corresponding facility, in coordination with the FDO Director. When the honor is approved by the BCC in accordance with the preceding, the BCC should designate whether funding for the recognition comes from the District Commissioner's budget, County general funds or provided by a public group that may

have requested the honor. While BCC approval is still required under the Commissioner Comments portion of the agenda, an agenda item is not necessary if the person being honored is deceased.

- e. Upon approval, the FDO Director will assign the Public Art Program Administrator or other applicable department representative to work with the Commissioner who sponsored the nomination (or other appropriate point of contact) to develop the appropriate message and plaque/physical element(s). FDO will assume responsibility for ordering and installing the plaque and/or other physical element(s).
- f. Funding for the plaque or other physical element honoring an individual or group in a County owned facility shall preferably be from private or non-County funding sources, but may be from the recommending Department or Commissioner's operating budget.

4. County Leased Facilities

- a. Facilities leased by Palm Beach County shall only be named if allowed for by the terms of the lease. If the terms of a lease allow for naming, the internal approval procedures for naming shall be as described in Section 1 and 2 of this PPM.
- b. Individuals and/or groups may be honored within the space leased by the County pursuant to Section 3 of this PPM.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

PPM#: CW-O-044, effective May 1, 1992
PPM#: CW-O-044(A) and (B), effective July 1, 1998
PPM#: CW-O-044 effective February 3, 2012
PPM#: CW-0-044 effective July 28, 2015