

TO: ALL COUNTY PERSONNEL
FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR
PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS
SUBJECT: FACILITY NAMING
PPM#: CW-O-044(A)

ISSUE DATE
July 1, 1998

EFFECTIVE DATE
July 1, 1998

PURPOSE:

To establish a Countywide policy for naming public facilities in Palm Beach County.

POLICY:

Facilities in Palm Beach County shall be named according to location and/or function only (i.e., South County Courthouse).

PROCEDURES:

Naming Procedures

1. When a new County-owned facility is in the schematic design phase, the Director of Facilities Development and Operations 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.
2. Should the preceding staff require additional input, the Director of Public Affairs, the District Commissioner and/or Commission Chair, depending upon the nature of the facility, will be asked to review and add their comments as to the most appropriate name.
3. Should the preceding process be inconclusive, a determination should be referred to the Board of County Commissioners.



ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

PPM # CW-O-044, dated May 1, 1992