

Countywide Administrative Procedures Manual

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Revised Date: _____

NAMING ALACHUA COUNTY FACILITIES POLICY

Purpose:

To establish criteria for naming County buildings and facilities.

Policy:

Alachua County owned buildings and facilities may be named to honor deceased or living individuals or groups. This also includes the placement of a plaque dedicating a room or other feature within a County facility to a deceased or living individual or group.

Procedure:

1. Nomination Process.

- a. Staff shall submit a request for the initial naming, renaming or dedication of a building or facility to the County Manager.
 - i. All nominations shall be in writing.
 - ii. The request shall include a brief summary about the history and purpose of the building or facility and the reasons for naming the building or facility after an individual or group.
- b. The County Manager shall advise the County Commissioners of the request to name a building or facility.
- c. The County Commissioners or County Manager may also recommend naming, renaming or dedicating a building or facility.
- d. The County Commissioners or the County Manager must nominate buildings or facilities named for individuals or groups.
- e. All nominations must be approved by the County Commission via a resolution.

2. Name Selection.

- a. The County Commissioners may seek recommendations from its Community Treasures Committee, Historical Commission or other appropriate source in the naming of County buildings and facilities.
 - i. The committee's nomination will be submitted to the County Commissioners via the County Manager.
 - ii. At the request of the County Commissioners, the committee may conduct contests for the naming of a building or facility.
- b. Consideration should be given to historical significance, geographical identifiers or natural characteristics.
- c. Alternative names shall also be provided.
- d. If there is a donation of property to the County, the donor's wishes shall

- be considered in the naming process.
- e. Nominations of an individual must be based upon significant, non-financial or humanitarian contributions that were made in the community or to Alachua County government and its citizenry.
 - f. Nominations in the name of a group (including organizations) must be based upon significant financial contributions that were made and benefited the mission of Alachua County government.

3. Plaques and Markers.

- a. Plaques and markers must be designed to blend with the natural environment or architectural concept.
- b. Plaques and markers may be affixed or placed at the named building or facility.
- c. The County Manager shall approve plaques and markers prior to installation.

Approved by Randall H. Reid, County Manager

September 23, 2002