

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.*

Procedure No.: AP-14

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## **Naming Alachua County Facilities**

### **Procedure:**

#### **1. Nomination Process**

- a. Nominations for the initial naming, renaming or dedication of a building or facility shall be made 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.
  - iii. A County Commissioner, or the County Manager, may also recommend naming, renaming or dedicating a building or facility.
- b. The County Manager shall advise the County Commission of the request to name a building or facility.
- c. The County Commission or County Manager must nominate individuals or public or private groups for the naming of a County building.
- d. All nominations must be approved by the County Commission via a resolution.

#### **2. Name Selection**

- a. The County Commission may seek recommendations from a committee (example: Commission appointed Advisory Board, or other appropriate community group), in the naming of County buildings and facilities.
- b. The committee's nominations will be submitted to the County Commission via the County Manager.
- c. At the request of the County Commission, the committee may conduct contests for the naming of a building or facility.
- d. Consideration of the name should be given to historical significance, geographical identifiers or natural characteristics.
- e. Alternative versions of the names shall also be provided.

- f. If there is a donation of property to the County, the donor's wishes shall be considered in the naming process.
- g. Nominations of an individual must be based upon significant, humanitarian contributions that were made in the community or to Alachua County government and its citizenry and must be non-financial in nature.
- h. 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.
- i. The Board will approve the final selection through a simple majority vote.

**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.

**4. Signage and Building Modifications**

- a. Replacing existing exterior signage (including wayfinding signs) with the Resolution approved name is permitted.
- b. Interior/exterior building modifications are not permitted.
- c. On-going operating costs, such as lighting or electrical displays, are not permitted.

**5. Renaming Ceremony/Event In-Kind Support**

- a. Design/print (in-house) event programs through the County's Communications Office.
- b. Video record the event and produce a brief video that will be aired during a Commission meeting through the County's Communications Office.
- c. Advertise the event via a media advisory and utilizing social media through the County's Communications Office.
- d. Design in-house and send email invitations.
- e. Provide light refreshments.
- f. Set up chairs, tent and podium the day of the event.
- g. Coordinate for a Commissioner to make remarks at the ceremony.
- h. Assist with Special Event Permits (such as street closures), if applicable and in the County's jurisdiction.