

Meeting Date
January 26, 2016



AGENDA	
Section	Consent
Item No.	II.C.1

**AGENDA REPORT**  
**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

SUBJECT:	Approval: Changes to Board Policy BCC-58, Naming of County Facilities
DEPT/OFFICE:	Central Services Department /Facilities Management

Requested Action:  
 Request approval from the Board for the recommended changes to Board Policy BCC-58, Naming of County Facilities

Summary Explanation & Background:

As part of the Sunset Review Policy requirement, staff has reviewed the Board's policy that establishes the criteria for selecting names of County Facilities.

Staff has reviewed the policy and recommends the following changes be incorporated into the policy:

Update the originating department.

Fiscal Impact:  
 FY 2015/2016: There is no fiscal impact to this action.  
 FY 2016/2017: There is no fiscal impact to this action.

Contact: Shannon Maginnis, Administrative Support Manager, 633-2050  
Robert.Maginnis@brevardcounty.us  
 Teresa Camarata, Central Services Director, 637-5492  
Teresa.Camarata@brevardcounty.us

Clerk to the Board instruction:

Exhibits Attached: 1) Sunset Review Form; 2) Board Policy BCC-58, with markup and final

Contract /Agreement (If attached): Reviewed by County Attorney    Yes     No     PR

County Manager 	Assistant County Manager <b>Frank Abbate</b>	Department Director / Extension Teresa Camarata, Central Services Director Extension 52543 
Stockton Whitten	Assistant County Manager	



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

January 27, 2016

MEMORANDUM

TO: Stockton Whitten, County Manager

RE: Item II.C.1., Changes to Board Policy BCC-58, Naming of County Facilities

The Board of County Commissioners, in regular session on January 26, 2016, approved the recommended changes to Board Policy BCC-58, Naming of County Facilities. Enclosed is a fully executed copy of the Brevard County Policy BCC-58.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/af

Encls. (1)

cc: Central Services Director

NUMBER: BCC-58

CANCELS: July 10, 2012

APPROVED: February 4, 2016

ORIGINATOR: Facilities Management

REVIEW: February 4, 2019

TITLE: Naming of County Facilities

**I. Naming of County Facilities (other than Park Facilities)**

**A. Objective**

To establish the criteria for selecting names of County Facilities

**B. Definitions and References**

Facility: Improved County owned property, provided to serve a public purpose.

**C. Directives**

**1. Selection of Names**

- a) Historical, natural phenomena, recognizable area, neighborhood, or names of horticultural significance for County facilities are preferred.
- b) A facility may be named in honor of a deceased person after a waiting period of no less than twelve months from death of such person and if specified as a condition of donation offered to the Board.
- c) A facility shall not be named for a living person except when a name is specified as a condition of donation offered to the Board.

**2. Method of Selecting Names**

- a) New Facility
  - (1) Names may be recommended or contests may be conducted by a Advisory Board for the naming of a new facility in accordance with the guidelines of this policy.
  - (2) The name selected shall be presented to the Board of County Commissioners for approval.
  - (3) County funds shall not be used for prizes to be awarded to the winner of a contest.

b) Changing a Name. When an existing name of a facility has been determined to be inappropriate or ineffectual the respective department having oversight or management of the facility, may select a new name in accordance with this policy and submit its recommendations for approval to the Board of County Commissioners.

c) Naming Sections/Rooms within a Facility. The Department having oversight or management of a facility may submit a proposed name to be affixed to a section or room within a facility, which is different from the name of the overall facility, for approval by the Board of County Commissioners.

d) Placing of Plaques and Markers. Plaques and/or markers, designed to blend with the existing environment, may be placed in a facility or affixed to objects at the discretion of the respective department for the following purposes:

(1) To designate history related to that particular facility.

(2) To recognize groups and individuals who have contributed significantly through donations or their efforts.

## **II. Naming of Park Property and Park Facilities**

### **A. Objective**

To recognize the unique relationships formed by Brevard County and to establish the criteria and policy for selecting names of Parks and Park Facilities where the County is the owner, lessee or authorized manager of real property and facilities.

### **B. Definitions and References**

1. Department - the Brevard County Parks and Recreation Department.
2. Park Property - improved or unimproved tract of land reserved for public use and managed by Brevard County Parks and Recreation Department.
3. Park Facilities - assets within the confines of park property that includes, but not limited to, buildings, structures, open spaces, trails, natural areas, community centers, athletic fields, pavilions, recreation areas, boat launch facility, beach accesses, crossovers and other amenities and features .
4. Partner Agency - another governmental unit that has ownership and/or management control of property or facilities within Brevard County.

### **C. Directives**

#### **1. Selection of Names**

a) Historical, natural phenomena, recognizable area, neighborhood, or names of horticultural significance are preferred for Park Property and Park Facilities using established criteria, emphasizing community values, character, local history, geographic, environmental, civics and services to the Brevard community.

b) Park Property may be named in honor of a deceased person after a waiting period of no less than twelve months from death of such person or when a name is specified as a condition of donation/purchase to the Board. Park Property shall not

be named for a living individual except when a name is specified as a condition of donation/purchase offered to the Board.

c) Park Facilities may be named in honor of a living or deceased individual who has made a unique and extraordinary donation, purchase or other contribution to the County or Partner Agency.

**2. Guidelines for Naming and Renaming Park Property and Park Facilities**

a) A request for naming or renaming a Park Property or Park Facility shall be submitted in writing to the Parks and Recreation Area Advisory Board, through the Parks and Recreation Department. Names may be recommended or the Parks and Recreation Area Advisory Board may conduct contests for the naming of a new park or recreation facility in accordance with the guidelines of the policy.

b) Those submitting a request must demonstrate how the proposed name is consistent with the directives stated in this policy. The Parks and Recreation staff will review the request for adherence to the criteria before forwarding to the Parks and Recreation Area Advisory Board.

c) The Parks and Recreation Area Advisory Board will offer the opportunity for public input on the proposed naming or renaming.

d) The Parks and Recreation Area Advisory Board shall forward their recommendations to the Board of County Commissioners and, if required, to the Partner Agency for their concurrence.

**3. Placing of Plaques and Markers**

Plaques and/or markers, designed to blend with the existing environment, may be placed at a Park Property or affixed to objects at the Park Facility at the discretion of the Parks and Recreation Department for the following purposes:

a) To designate history related to that particular Park Property or Park Facility.

b) To recognize groups or individuals who have contributed significantly through donation of their efforts.

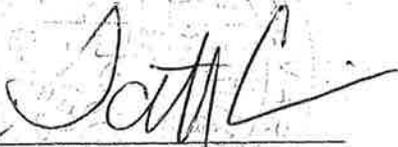
**III. Reservation of Authority**

The authority to issue and/or revise Policies is reserved to the Board of Commissioners.

  
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Jim Barfield, Chairman  
Board of County Commissioners  
Brevard County, Florida

As approved by the Board JAN. 26, 2016

Attest:

  
\_\_\_\_\_  
SCOTT ELLIS, CLERK

