



BOC Meeting Date

April 16, 2011

Requesting Agency

County Manager's Office

Commission Districts Affected

All

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Approval of policy 600-71, "Dedication Plaques for County Facilities," establishing guidelines for the design and installation of dedication plaques for County-owned facilities, effective May 1, 2011.

Requirement for Board Action (Cite specific Board policy, statute or code requirement)

Establishment of official administrative policy requires Board approval.

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Yes



No

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item. Identify how item meets Board Focus Area & Goals.)

The Office of the County Manager recommends approval.

Customarily, each newly constructed County-owned facility bears a commemorative dedication plaque that identifies those individuals or firms responsible for construction of the facility. There is no specific policy or internal guidance, however, that governs the format or content of these plaques. Due to the number of new county facilities and renovated structures expected during the next several years, Staff recommends the Board adopt a policy addressing dedication plaques.

The proposed policy (see Exhibit 1) would require and standardize dedication plaques for new or extensively renovated county-owned facilities. This policy would require each dedication plaque to contain the Fulton County name, logo, the names of the Board members taking action to award the construction or purchase contract, and the names of the County Manager, County Attorney, architect of record, general contractor, and year of contract award. The policy also establishes standards for size and materials.

Fiscal Impact / Funding Source

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

No Fiscal Impact. Any costs associated with dedication plaques shall be included in the overall project cost.

Exhibits Attached

(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

Exhibit 1: Proposed Policy 600-71, "Dedication Plaques for County Facilities"

Source of Additional Information

(Type Name, Title, Agency and Phone)

N/A

Agency Director Approval

Typed Name and Title

Roberto Hernandez, Deputy County Manager

Phone


(404) 612-3755

Signature

Date

April 4, 2011

County Manager's
Approval

	POLICIES AND PROCEDURES	
	SUBJECT: Dedication Plaques for County Facilities	
	EFFECTIVE DATE: May 1, 2011	NUMBER: 600-71

Purpose

This policy establishes guidelines for the design and installation of dedication plaques for County-owned facilities.

Policy

It is the policy of the Board of Commissioners that new or extensively renovated county-owned facilities will contain a commemorative dedication plaque as a means of memorializing and publicizing those individuals and firms responsible for the facility's acquisition, construction, or renovation. The names of the Board members taking action to award the construction or purchase contract, and those of the County Manager, County Attorney, the architect of record, and general contractor shall be engraved on a permanent plaque affixed to the facility.

Applicability

Effective May 1, 2011, this policy will apply to all Fulton County departments and agencies, contractors, and to the staffs of elected officials.

Responsibilities and Procedures

- (1) The County Manager shall provide for dedication plaques for new or extensively renovated facilities. For the purpose of this policy, the term "extensively renovated" shall apply as follows:
 - a). When a facility undergoes renovation in which the cost of renovation exceeds 50 percent of the replacement cost of the facility; or
 - b). When a facility undergoes a change in use or purpose.
- (2) A dedication plaque will be furnished as part of the construction contract for each new or renovated facility.
- (3) The plaque will be mounted on an interior or exterior wall or other appropriate location near the facility's main entrance.
- (4) The Director of General Services must approve all dedication plaques prior to its commissioning. Requests for approval shall be made during the design phase (prior to advertising for construction). The request will include at a minimum:
 - a). Conceptual design of the plaque, including proposed names

- b). Schematic plan showing the proposed location
 - c). Material/medium
 - d). Funding source
- (5) The following information shall appear on a dedication plaque in listed order:
- a). Official seal or logo
 - b). Official corporate name: Fulton County
 - c). The facility's official name as approved by the Board of Commissioners
 - d). Name of each County Commissioner sitting at the time of award of original construction or land purchase (in the case of parkland, green space, or open space acquisitions).
 - i. Chair
 - ii. Vice-Chair
 - iii. Remaining members listed in district order
 - iv. County Manager (sitting at time of award of original construction contract)
 - v. County Attorney (sitting at time of award of original construction contract)
 - vi. Architect of Record
 - vii. General Contractor
 - e). Year Contract Awarded
 - f). Year Facility Dedicated
- (6) For renovation projects, the plaques will identify the project as a renovation or remodel, and the plaque will be placed next to or in close proximity to, the original dedication plaque.
- (7) The General Services Department shall order dedication plaques and shall ensure that all inscriptions are correct.
- (8) Wall dedication plaques shall be 24" x 24" or 24" x 18" for new construction projects. For renovation projects, the re-dedication plaque shall be sized smaller than the initial dedication plaque.
- (9) Plaques shall be made of durable material, such as architectural aluminum, bronze, brass or other metals.
- (10) The Board of Commissioners shall approve all requests for exception to this policy.

Departmental Sponsor: Office of the County Manager.

Policy Review Date: December 31, 2016

References: None

Attachments:

Attachment A: Guide Sheet

Guide Sheet
for
Dedication Plaques



Wolf Creek Amphitheater

Board of Commissioners
Lopidus Morandi, Chair

Capio Suscipit, Vice Chair	Qui Luclus, District X
Meus Distineo, District X	Jugis Uxor, District X
Aliquip Venio, District X	Valde Immitto, District X

Brevitas Nobis, County Manager
Tation Nostrud, County Attorney

Neque Associates, Architect/Engineer

Vulpes, Inc., General Contractor

Awarded - April 1, 2011
Dedicated – April 13, 2014