



## Travis County Commissioners Court Agenda Request

**Meeting Date:** February 14, 2012

**Prepared By:** John Carr **Phone #:** 854-4772

**Director/Manager:** Roger A. El Khoury, M.S., P.E., Director, FMD *Roger El Khoury*  
11/31/12

**Department Head:** Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Members:** County Judge Samuel T. Biscoe

**AGENDA LANGUAGE:** Consider and take appropriate action on options regarding installation of dedication plaques upon completion of public buildings.

### **BACKGROUND/SUMMARY OF REQUEST:**

On October 11, 2011, the Commissioners Court gave direction for staff to bring back options for a policy on the approval and installation of dedication plaques on County buildings completed in the future. Facilities Management Department (FMD) has been researching the practice of other public entities.

FMD staff contacted the nine counties in Texas to assess what their practices are regarding dedication plaques for projects completed in their jurisdictions. At Attachment One is the questionnaire used to inquire into their practice. FMD also contacted several city governments in Texas regarding their policy or practice on dedication of public buildings. The results of this survey are compiled on the spreadsheet at Attachment Two.

Of the other nine counties, eight confirmed that they do install dedication plaques on completed projects; however, only one, Harris County, responded that they had a formal policy in place for dedication plaque. The other seven counties have a more informal practice in place for approval on a case by case basis. Only one county (Dallas) responded that they do not install plaques on completed projects.

FMD is requesting direction from the Commissioners Court regarding approval of dedication plaques for future Travis County projects.

## **STAFF RECOMMENDATIONS:**

FMD recommends that the Commissioners Court approve continuing the previous practice of considering each request for a facility dedication plaque on a case by case basis.

## **ISSUES AND OPPORTUNITIES:**

The Commissioners Court could choose to either:

- A. Formalize the previous practice of providing dedication plaques on all new construction of facilities projects; or
- B. Limit installation of dedication plaques to commemorate completion and dedication of new construction projects exceeding a funding threshold or that have historic significance; or
- C. Eliminate the practice of installing dedication plaques upon completion of new construction of facilities projects.

Travis County currently does not have a formal policy in place concerning dedication plaques. The practice over the past approximately twelve year period has been to approve dedication plaques and the setting of grand opening ceremonies when projects were completed. Plaques are unveiled during the grand opening/dedication ceremony for the newly constructed building, which has been normally hosted by the elected or appointed officials over the departments that are housed in the new facility. Dedication plaques were usually made of bronze with dimensions of approximately 34" wide by 32" high. The content of the plaque included the County Seal, Commissioners Court members, and the elected/appointed County officials over the departments in the building, the County Executive over FMD, FMD Director, Architects, Engineers, FMD Project Manager, General Contractor and Dedication Date. The cost for the dedication plaque was paid from the project funds with the County directly procuring and installing the plaque. At Attachment Three is a proposed layout for a dedication plaque that is similar to the ones that Travis County has approved and installed previously.

Another option that the Court might want to consider would be to limit the practice of installing dedication plaques to only projects that met a certain criteria. For example, the Court might choose to approve plaques on buildings with a project cost exceeding a threshold dollar value, which could be \$2,000,000 or whatever value the Court felt appropriate. The Court might wish to not base the decision on the dollar value, but instead decide to dedicate buildings of historic significance, such as courthouses or named buildings.

Attachment Four is an example of a plaque approved by Harris County for dedication of one of their libraries. Attachment Five is a photo of a Fort Bend dedication plaque.

Of course the Court could decide to not continue the practice of providing dedication plaques at all for new facilities construction projects.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

N/A.

**ATTACHMENTS/EXHIBITS:**

1. Survey Questionnaire
2. Survey Results
3. Travis County Proposed Dedication Plaque
4. Harris County Dedication Plaque
5. Fort Bend County Dedication Plaque

**REQUIRED AUTHORIZATIONS:**

Steve Manilla	County Executive	TNR	854-9429

CC:


**Dedication Plaque  
Survey**

**County:**

**Individual Providing Response:**

**Date of Survey:**

**Individual Conducting Survey:**

- 1. Do you place dedication plaques on your newly constructed County facilities?**
  
  
  
  
  
  
  
  
  
  
- 2. If yes to #1 above, does your County have an approved policy concerning dedication plaques, or is it more informal? If yes, can we obtain a copy of your policy?**
  
  
  
  
  
  
  
  
  
  
- 3. If plaques are installed on new facilities, what is the standard content for the plaques, i.e., what names/departments/consultants/etc., are included?**
  
  
  
  
  
  
  
  
  
  
- 4. If installed, is the cost of the dedication plaque paid directly by the County, or is this included in the general contractor's scope for the project?**
  
  
  
  
  
  
  
  
  
  
- 5. If provided, do you have an estimated range of the cost for the dedication plaques?**

Dedication Plaque Survey Results

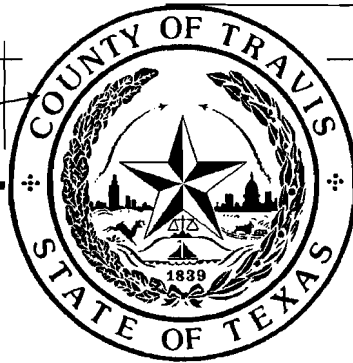
#	Question	Largest TX Counties, Population										Others				
		Harris	Dallas	Tarrant	Bexar	Travis	El Paso	Collin	Hidalgo	Denton	Fort Bend	City of Austin	City of Allen	City of El Paso		
1	Do you place dedication plaques on your newly constructed County facilities?	Yes, buildings & bridges	No	Yes	Yes, larger buildings		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes, buildings > \$1.5 M	
2	If yes to #1 above, does your County have an approved policy concerning dedication plaques, or is it more informal?	Yes	N/A	No, informal	No, informal		No, informal	No, informal	No, informal	No, informal	No, informal	No, informal	No, informal	Yes, Administrative Bulletin	Yes, formal resolution	Yes, formal Ordinance
3	If plaques are installed on new facilities, what is the standard content for the plaques, i.e., what names/department/consultants/etc., are included?	Description, CC Court, Resident Depts, Co Auditor, Co Engineer, Architect, Contractor, Date	N/A	No Response	CC Court, Architect, Contractor, Date		CC Court, Architect, Contractor, Date	No standard content	Seal, CC Court, Resident Depts, Architect, Date	Seal, CC Court, Architect, Contractor, Date	Seal, CC Court, Architect, Contractor, Date	Seal, CC Court, Board Members*, Architect, Contractor, Date	City of Austin, Seal, Facility Name, Mayor, Mayor Pro Ten, Council Members, City Manager, Date completed, Architect, Engineer, Contractor	City Logo, Name of Facility, Date, Mayor, Mayor Pro Tem, Councilmembers, Dept Director/ Construction Manager, Architect, Contractor, Funding Recognition	As approved by the Display Review Committee	
4	If installed, is the cost of the dedication plaque paid directly by the County, or is this included in the general contractor's scope for the project?	Included in Contractor's scope	N/A	No Response	Included in Contractor's scope		No response	Included in Contractor's scope	Included in Contractor's scope	Included in Contractor's scope	Included in Contractor's scope	Included in Contractor's scope	Included Capital Improvements Project budget	No response	No response	
5	If provided, do you have an estimated range of the cost for the dedication plaques?	\$500-\$750	N/A	No Response	\$500 - \$1000		No response	\$3000-\$5000	~\$2,000	\$1,500	~\$1,300	No response	No response	No response	No response	

34"

Equal

Equal

10" Dia. Seal



5"

**COMMISSIONERS COURT**

**NAME of County Building**

**COUNTY JUDGE**  
Honorable SAMUEL T. BISCOE

**ARCHITECTS & ENGINEERS**

**COMMISSIONER, Precinct 1**  
Honorable RON DAVIS

**PROJECT MANAGER**  
NAME

**COMMISSIONER, Precinct 2**  
Honorable SARAH ECKHARDT

**ARCHITECTS**  
NAME

**COMMISSIONER, Precinct 3**  
Honorable KAREN HUBER

**CIVIL ENGINEERS**  
NAME

**COMMISSIONER, Precinct 4**  
Honorable MARGARET J. GÓMEZ

**STRUCTURAL ENGINEER**  
NAME

**USER DEPARTMENT**  
NAME, Director

**MEP ENGINEER**  
NAME

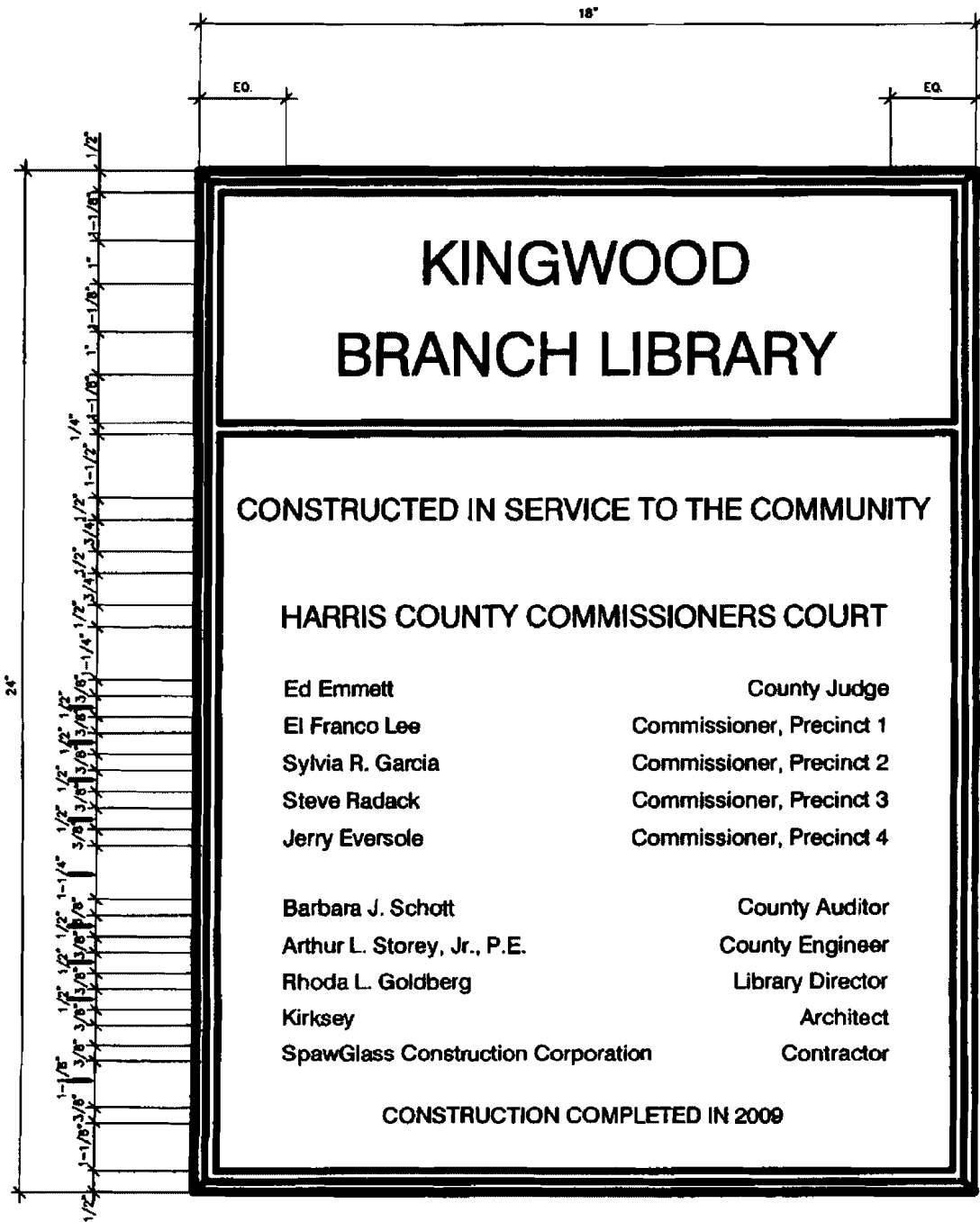
**FACILITIES MANAGEMENT DEPARTMENT**  
NAME, County Executive  
NAME, Director

**GENERAL CONTRACTOR**  
NAME

27"

32"

**DEDICATED MONTH YEAR**



**① DEDICATION PLAQUE**

**END OF SECTION  
10422-3**

**FORT BEND COUNTY  
TAX OFFICE**

**Dedicated 2009**

**FORT BEND COUNTY JUDGE**

**Robert E. Hebert**

**FORT BEND COUNTY  
COMMISSIONERS**

**Richard Morrison**

**Grady Prestage**

**Andy Meyers**

**James Patterson**

**FORT BEND COUNTY  
TAX ASSESSOR/COLLECTOR**

**Patsy Schultz**

**ARCHITECT**

**HBL Architects**

**CONTRACTOR**

**Bass Construction Company, Inc.**