



**CITY OF GREENACRES
COUNCIL POLICY**

Policy No.: 31
Issued: 05-21-18
Revised:

SUBJECT: Use of the City's Official Seal

REFERENCE: Ordinance No. 2018-08
Section 2-1 of Code of Ordinances

PURPOSE: To establish a policy and procedure for the use of the City's officially designated seal.

POLICY:

A. Allowable official uses.

In accordance with Ordinance No. 2018-08 ("City Seal Ordinance"), City officials and employees may use the City's officially designated seal (the "Seal") in the performance of their official duties. Examples of such use include, but are not limited to: council meeting agendas, letterhead from the city manager's office and city departments, news releases, city website, city brochures on services offered to the public, city publications, city Facebook page, proclamations, city emails, public hearing notices, and procurement documents. If a City official or employee is unsure whether the use of the Seal is appropriate under this provision, the City official or employee may request written authorization from the city manager prior to the use of the Seal.

B. Allowable uses for events.

If the City sponsors or co-sponsors an event and that event is included in the budget for the current fiscal year, the Seal may be used on marketing and other event materials without the prior authorization of the city manager. If the event is not included in the budget for the current fiscal year, the City or the event co-sponsor shall secure the written authorization of the city manager prior to the use of the Seal in the event materials. The city clerk shall provide authorized co-sponsors with the Seal to be used in such materials. Co-sponsors shall use only the form of the Seal provided to them by the clerk unless otherwise approved by the city manager.

C. Prohibited uses.

1. The use of the Seal in campaign material is prohibited. This prohibition includes any use, display, reproduction, photograph, mock-up or other duplication of the Seal.

2. Any use of the Seal that is not authorized by this Policy or by the city manager is prohibited.

D. Revocation of authorized use.

The city manager may immediately revoke his/her prior authorization for use of the Seal upon (1) a reasonable belief that false or inaccurate information was submitted to obtain said authorization or (2) a reasonable belief that the Seal may be used or has been used improperly.

EFFECTIVE DATE: This policy shall become effective immediately upon its adoption by the City Council.

ADOPTED ON THIS 21st DAY OF May, 2018.

Voted

Joel Flores
Mayor

Paula Bousquet
Deputy Mayor

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Attest:

Joanna Cunningham
City Clerk

John Tharp
Council Member, District I

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Peter Noble
Council Member, District II

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Judith Dugo
Council Member, District III

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Jonathan G. Pearce
Council Member, District IV

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Approved as to Form and Legal Sufficiency:

Glen J. Torcivia
City Attorney