

USE OF CITY STATIONERY

Members of the City Council, Commissions, Boards, Committees and staff are authorized to use City stationery when corresponding on matters relating to official City business. Said correspondence shall identify the author of the letter as such. Correspondence from individual Commissions, Boards, and Committee members must have the approval of their respective Commission, Board or Committee. Use of City stationery for private personal matters is not permitted, and Council Policy A - 7 should be followed.

The style and content of City stationery utilized by individual City departments shall be approved by the City Manager so as to minimize the number of styles and promote use of a City-wide standard. City Committees shall not have individual stationery unless approved by the City Council.

Adopted - January 22, 1979
Amended - January 8, 1990
Amended - January 24, 1994
Corrected - February 26, 1996

Formerly A-13