



City of North Port

City Commission Policy – City Commission Supplies

Policy No: 2021-02

Resolution No: 2021-R-03

Approval Date: February 9, 2020

I. STATEMENT OF POLICY

This policy is intended to provide a consistent and standardized practice for the purchase and distribution of clothing, business cards, name badges, and office supplies to the City Commission.

II. POLICY

A. Clothing.

1. Newly and reelected Commissioners. Within six months of their election, the City will purchase new Commissioners clothing, not to exceed \$100, emblazoned with the Commissioner's name and City Logo from an authorized City vendor.
2. Sitting Commissioners. At year three of a Commissioner's term, the City will purchase the Commissioner clothing, not to exceed, \$50, emblazoned with the Commissioner's name and City Logo from an authorized City vendor.
3. Any Commissioner may purchase additional clothing emblazoned with the Commissioner's name and City Logo at any time, at the Commissioner's own expense.

B. Business cards.

1. The City will purchase business cards from an authorized City vendor for all Commissioners upon Commissioner request, and as needed.
2. Business cards purchased by the City must contain the City Seal or City Logo, and the Commissioner's name. Business cards purchased by the City may also contain, at the request of the Commissioner, the Commissioner's office telephone number, City-issued mobile telephone number, City e-mail address, and the address of City Hall.

C. Name badges.

1. The City will purchase each Commissioner one (1) name badge annually, emblazoned only with the Commissioner's name, title, and City Seal.
2. Any Commissioner may purchase additional name badges at their own expense. Any name badge purchased must be from an authorized City vendor and emblazoned only with the Commissioner's name, title, and City Seal.