



Orange County Government

Orange County
Administration Center
201 S Rosalind Ave.
Orlando, FL 32801-1393

Legislation Text

File #: 26-0106, **Version:** 1

Interoffice Memorandum

DATE: December 22, 2025

TO: Mayor Jerry L. Demings and County Commissioners

THROUGH: Jeffrey J. Newton, County Attorney

FROM: Sawsan K. Mohiuddin, Assistant County Attorney

CONTACT: Sawsan K. Mohiuddin, Assistant County Attorney

PHONE: (407) 836-7320

DIVISION: County Attorney

ACTION REQUESTED:

Approval of a new Administrative Regulation, titled "Brand Guidelines" and proposed revisions to the following Administrative Regulations: Administrative Regulation 2.05, titled "Issuance and Control of Forms," Administrative Regulation 2.05.01, titled "Printing and Copy Center Services", Administrative Regulation 2.07.01, titled "Stationery Requirements," Administrative Regulation 2.07.03, titled "Use of County Seals and Logos," Administrative Regulation 2.10 titled "Official County Ceremonies," Administrative Regulation 5.02 titled "News Release," and Administrative Regulation 5.02.01, titled "Newsletter, Public Information and/or Public Relations Publications."

PROJECT: N/A

PURPOSE: The attached regulations were reviewed in depth and circulated among Orange County departments and divisions for comment. Revisions were made to ensure that the regulations are consistent with current practices and procedures.

It is our intent to place the proposal on the January 13, 2026, Consent Agenda meeting for approval by the Board. Please advise us of any questions, comments, or modifications you may wish to make prior to that meeting.

BUDGET: N/A



OFFICE OF COMPTROLLER

**ORANGE
COUNTY
FLORIDA**

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County Comptroller as
Clerk of the Board of County Commissioners
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DATE: January 13, 2026

TO: Danny Randolph, Legal Administrative Supervisor
County Attorney's Office, BCC

FROM: Jennifer Lara Klimetz, Manager
Comptroller Clerk of the BCC

SUBJECT: Administrative Regulation, 2.05 titled "Issuance and Control of Forms";
Administrative Regulation, 2.05.01 titled "Printing and Copy Center Services";
Administrative Regulation, 2.07.01 titled "Stationery Requirements"; Administrative Regulation, 2.07.03 titled "Use of County Seals and Logos"; Administrative Regulation, 2.10 titled "Official County Ceremonies"; Administrative Regulation, 5.02 titled "News Release"; Administrative Regulation 5.02.01 titled "Newsletter, Public Information and/or Public Relations Publications"

The above-referenced items were approved by the BCC on January 13, 2026. The Comptroller Clerk's Office will need a copy of the Administrative Regulations to complete the documentation for the file.

Upon forwarding the document to the Comptroller Clerk's Office, attach a transmittal slip or cover memo to the attention of the Assistant Deputy Clerk, identifying the document by name, agenda item number, and date of BCC approval.

Your assistance in accounting for Board-approved documents is very much appreciated.

jk:np

c: Jeffrey J. Newton, County Attorney's Office, BCC
Whitney Evers, County Attorney's Office, BCC
Jennifer McGill, County Administrator's Office, BCC
Pending File

PROPOSED “NEW” ADMIN REG

12/22/2025

	ORANGE COUNTY ADMINISTRATIVE REGULATIONS	No.: NEW
		Date:
		Approved By:
Title: BRAND GUIDELINES		Page 1 of 2

I. POLICY

The Orange County Brand Guidelines are a set of standards defining proper use of the County logo for consistency. These guidelines can be found on OrangeNet and are important because they ensure Orange County Government maintains its visual identity and communication across different mediums. This maintains consistent messaging and perception throughout the county’s media and marketing efforts, which is vital for developing a recognizable and trusted brand. These Brand Guidelines also help create cohesion among employees, allowing them to express the same message across different departments, making it easier for customers to recognize the product or service the county offers.

All marketing materials that are outward-facing are required to use the county logo. Exceptions need prior approval by the Director of the Office of Communications.

All county departments and divisions must follow the county’s brand guidelines when developing any visuals that have the county logo.

Any artwork created by a department or division that does not meet Brand Guidelines will be returned to the requestor to make the adjustments needed to meet the guidelines. Any loss of time such as print production, or posting to the county’s website will be at the expense of the department/division.

Social media graphics posted on official County social media accounts are exempt from the requirement to include the county logo.

II. PROCEDURES

- A. To request files of the Orange County logo, email OCbrand@ocfl.net.
- B. LAPEL PINS. Standardized lapel pins will be designed and supplied to the members of the Board of County Commissioners. The design will be standardized across all districts. No Commissioner will have a district-specific lapel pin.

- C. COMMISSIONER PRINT / DIGITAL MATERIALS. The official Orange County logo must appear on all materials created and distributed or posted by County Commissioners that are funded with Orange County resources.
- D. CAMPAIGN BRANDING. Orange County's official logo and branding shall not be used in conjunction with any Commissioner's campaign materials. Likewise, upon election, a Commissioner may not continue to use their campaign branding while also using Orange County's official logo and branding.
- E. DEPARTMENT SPECIFIC LOGOS. While most Orange County departments and divisions will use the standardized logo, there are a few departments that will continue to use their own logo. However, any updates or revisions to those department logos are subject to the review and approval of the Communications Advisory Committee (CAC) and the County Administrator.
- F. DESCRIPTION OF THE COMMUNICATIONS ADVISORY COMMITTEE. The Orange County Office of Communications receives countless requests for support with print and digital communications. Telling the County's stories with a clear, concise voice requires planning, coordination, and a commitment to excellence. Requests outside the scope of the Communications Office's services will be forwarded by the Communications Director, or designee, to the Communication Advisory Committee for review and approval.

FOR MORE INFORMATION CONTACT: Office of Communications
REFERENCES: The Brand Guidelines; Orange County Code Section 2-3

PROPOSED REVISIONS

12/22/2025

	No.: 2.05
	Date: 2/16/87
	Approved By: BCC
	Revised: 6/27/06
Title: ISSUANCE AND CONTROL OF FORMS	Page 1

I. POLICY

Orange County Graphics (Graphics) is charged with the responsibility of printing and maintaining the master files for all forms not on the intranet/internet that may be used by departments/divisions for distribution by Orange County. Divisions may contact Graphics to inquire about form numbers, (usually located in the bottom left corner, with the last revision date) and what their annual usage has been for all forms printed by Graphics. This policy applies to all departments under the jurisdiction of the Board of County Commissioners unless they are granted an exemption by the Office of Communications Division Manager or designated staff.

II. PROCEDURES

A. New forms or revisions to old forms must be submitted along with a Request for Printing to Graphics@ocfl.net. The new or revised form should be approved within the department or constitutional office prior to submittal to Graphics.

B. The revisions or new form will be returned to the requestor for approval prior to the form being printed.

C. When the requestor approves and signs the new or revised form, it is returned to Graphics for printing.

D. Graphics is responsible for maintaining files of all forms, form numbers, and revision dates, and masters.

E. Any form to be used for computer input must first be approved by the Information Systems and Services Division prior to submission to Graphics.



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No.: 2.05

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FOR MORE INFORMATION CONTACT: Graphics Section, Office of Communications

Division

REFERENCES: None

PROPOSED REVISIONS

12/22/2025

	No.: 2.05.01
	Date: 9/18/89
	Approved By: BCC
	Revised: 6/27/06
Title: PRINTING AND COPY CENTER SERVICES	Page 1 of 3

I. POLICY

The Graphics Section (Graphics) of the Office of Communications Division exists to provide offset printing, graphic design, short-run quick copy, and other related services to all County agencies. Graphics has been charged with the responsibility of monitoring the cost-effectiveness of in-house versus contracted services and for contracting out those services that cannot be provided more cost effectively by Graphics. Therefore, all projects requiring design, printing, or copying must be reviewed by Graphics to determine if the project can be performed in-house. If it is determined that the project can be printed by Graphics, a job number and an expected time of completion will be issued. If the project requires materials, a quality standard, or a deadline that is beyond the capabilities of Graphics, Graphics will provide the requesting department or division with a quote from three—a qualified vendor(s) in accordance with the current Procurement Procedures Manual. The requesting agency will pay for the project with funds from its accounting line. The requestor is responsible for creating a purchase order, if necessary, and the requestor's fiscal office will process payment by purchase order or purchasing card.

Departments and divisions under the Board of County Commissioners (BCC) are required to follow the policy outlined above or receive a specific exemption from the Office of Communications Director-Division Manager. Elected Officials and other County agencies are strongly encouraged to use Graphics for their design and printing needs.

II. PROCEDURES

A. Printing or Design Services. County agencies desiring to utilize the services of Graphics, shall adhere to the following procedures:

1. Permanent, new and/or revised forms must be requested on a Request for New/Revised Form which must be approved by Graphics prior to printing. Exceptions are made for minor changes such as change in telephone numbers, misspellings, and typographical errors. For public informational brochures and other publications, refer to Regulation 5.02.01.

2.

1. Request forms are to be submitted to Graphics for all printing or design services requests and orders for pre-printed stock forms in the following manner:



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No.: 2.05.01

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- a. Requests ~~are to~~must be ~~emailed to Graphics@ocfl.net, sent through the interoffice mail system, or hand carried to Graphics, and~~ include the completed form along with any other items necessary to complete the request. Each request must include the organizational number (UnitNo.), completion date, contact name and phone number, and any other pertinent information. Any missing information will cause a delay in completing the request. An authorized signature is not only necessary if it is the policy of the requesting division. The requested completion date is not a guarantee; once the request is received and if it is determined that Graphics cannot meet the deadline, Graphics will contact the requestor to discuss other options such as partial delivery or outsourcing the request. Graphics' Department's standard turnaround time is 7-10 business days. Requested forms should be typed and all information blanks filled in accordingly with the organizational number and signature of authorized personnel. Authorized personnel can be anyone with designated authority to purchase or encumber agency funds.
- b. When completed work is delivered to or picked up by the requesting department, division, or agency, the receiving personnel should check the order(s), sign and date the delivery ticket in the spaces provided. ~~The yellow copy will be given to the individual and he/she should forward that copy to their department's fiscal personnel to be retained for their records.~~
- c. Graphics retains forms, masters and information on usage factors, probable revisions, and time lapses between orders.

3.2. Graphics has the authority to establish both initial and re-order quantities. Unusual circumstances requiring more than normal form quantities must be justified or explained.

B. Copy Center. County agencies desiring to utilize the services of the Copy Center shall adhere to the following procedures:

1. All work to be reproduced at the Copy Center must be submitted with a Request for Copy Center Service form filled out legibly and completely. A request form must be submitted for each original or set of originals. Request forms can be completed in person at the Copy Center or emailed



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No.: 2.05.01

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to CopyCenter@ocfl.net. Any request submitted without a completed form will not be processed.

2. The following "house-keeping" rules apply to work submitted to the Copy Center: all staples or bindings must be removed, folded documents must be straightened, multi-page originals must be face up and in proper sequence, and clear instructions as to processing must be indicated on the Request for Copy Center Service Form.

~~4. The yellow copy of the Copy Center's service form will be returned to the requesting person with the completed work and should be handled in the same manner as item c above.~~

C. Billing. All users of Graphics will be billed for their services in accordance with the following procedures:

2.1. User agencies will be billed via the indirect cost plan.

3.2. All approved non-BCC departments grants and non-county agencies will be invoiced for payment.

FOR MORE INFORMATION CONTACT: Graphics Section, The Office of Communications Division

REFERENCE: Administrative Regulation 5.02.01

PROPOSED REVISIONS

12/22/2025

	ORANGE COUNTY ADMINISTRATIVE REGULATIONS	No.: 2.07.01
		Date: 2/16/87
		Approved By: BCC
		Revised: 6/27/06
Title: UNIFORM STATIONERY REQUIREMENTS		Page 1 of 4 1

I. POLICY

- A. The use of uniform stationery (paper, envelopes and ~~interoffice memoranda forms business cards~~) in Orange County is mandatory unless the department is granted a specific exemption by the ~~Communications Division Manager~~ Director or designee.
- B. The Mayor, Board of County Commissioners, the County Administrator and staff, Department Directors and Division Managers may have personalized stationery.
- C. Stationery for departments under the control of the Board of County Commissioners shall be identified by the department/division name and corresponding address, but personalized stationery shall not be permitted below the Division Manager level.
- D. Under no circumstances shall any division or department logo, slogan or symbol supersede the Orange County logo. Any department or division logo, slogan or symbol must include the words Orange County. Proper usage of the county's logos is governed by the Print Standards Manual Orange County Brand Guidelines.

II. PROCEDURES

- A. Stationery may be acquired by making a request to the Graphics Section (Graphics) of the ~~Communication Division~~ Office of Communications.
- B. Graphics will ensure compliance with the Brand Guidelines and with the above policy and proceed with the work order.

FOR MORE INFORMATION CONTACT: Orange County Comptroller's Office; Records Management Department; Graphics Section, the Office of Communications

REFERENCES: Florida Statutes, Chapter 119; Florida Statutes, Chapter 257; Florida



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Administrative Code - 1B-24, 1B-26, 1B-27 The Orange County Brand
Guidelines

PROPOSED REVISIONS

12/22/2025

	ORANGE COUNTY ADMINISTRATIVE REGULATIONS	No.: 2.07.03
		Date: 5/11/87
		Approved By: BCC Revised: 3/11/97; 6/27/06
Title: USE OF COUNTY SEALS AND LOGOS		Page 1 of 3

I. POLICY

The Orange County Board of County Commissioners (BCC) has adopted an official seal of the BCC and an official seal of the Orange County Mayor (Mayor). The BCC has also adopted certain visual designs as the official Orange County logos. The use of these seals and logos is strictly limited to official use by elected officials and employees of the County as authorized in this Regulation and Section 2-3 of the Orange County Code, and the County's Brand Guidelines. Any other use of County seals or logos ~~contrary to Section 2-3 or this Regulation~~ is strictly prohibited. This policy applies to all departments under the jurisdiction of the BCC unless they have been granted an exemption by the Office of Communications Director Division Manager or designated staff designee.

II. PROCEDURES

A. **BCC SEAL.** Application of the BCC seal signifies the approval, authorization, acceptance, enactment, or execution by the BCC of a document of legal significance. The County Comptroller and his or her deputy clerk may consult with the County Attorney if and when any uncertainty arises as to whether use of the BCC seal is authorized and may rely on any advice rendered by the County Attorney. Limitations on the use of the BCC seal are as follows:

1. The BCC seal may be used in stamped or embossed forms, or in other printed forms, only where approved directly or indirectly by the BCC.

2. Once a document is approved by the BCC, the BCC seal shall be applied only at the direction of the County Comptroller as the Clerk of the BCC.

3. Individual County Commissioners, the Mayor, designated aides, secretaries or assistants shall not apply the BCC seal in stamped or embossed form. However, the BCC, individual County Commissioners, or such aides, ~~secretaries~~ or assistants as they may designate, are granted the exclusive use of the BCC seal in other permissible formats, which may from time to time, be used as a symbol of the office and authority of the BCC.



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No.: 2.07.03

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These permissible formats of the BCC seal include, but are not limited to, the following: printing, drawing, graphic presentation, electronic reproduction, manufacture, display, or other use whether by traditional means and media or electronically ~~or by facsimile~~.

4. **MAYOR'S SEAL.** Application of the Mayor's seal signifies action taken by the Mayor regarding a document of unusual importance. The Mayor may consult the County Attorney if and when any uncertainty arises as to whether use of the Mayor's seal is authorized and may rely on any advice rendered by the County Attorney. Limitations on the use of the Mayor's seal are as follows:

5. The Mayor's seal may be used in stamped or embossed forms, or in other printed forms exclusively by the Mayor and by the Mayor's staff delegated to use the seal on behalf of the Mayor.

6. The Mayor's seal may also be used in other permissible formats that are produced for the exclusive use of the Mayor or aides, ~~secretaries~~ or assistants designated by the Mayor as a symbol of the Mayor's office and authority of the Mayor. These permissible formats of the Mayor's seal include, but are not limited to the following: printing, drawing, graphic presentation, electronic reproduction, manufacture, display, or other uses ~~whether by traditional or electronic means and media or electronically or by facsimile~~.

7. The Mayor and designated staff shall not use the seal for execution of documents approved by the BCC.

B. **COUNTY LOGOS.** Officials, employees, divisions, and departments shall use the official Orange County logo on all ~~letterheads~~ ~~stationery~~, and other official publications originating from their respective offices. A ~~Print Standards Manual~~ ~~Brand Guidelines~~, for use of the logo, shall be distributed to all departments for guidance on the proper uses of the logo. Any official, employee, division or department may consult the County Attorney if and when any uncertainty arises as to whether use of the Orange County logo is authorized and may rely on any advice rendered by the County Attorney. Limitations on the use of the logo are as follows:

1. Each Department Director and Division Manager is responsible for making sure that the official logo is used on any publications originating in his or her office. ~~Slicks and/or disks of~~ ~~T~~he official logo may be ~~obtained~~ ~~requested~~ from Orange County Graphics (Graphics). Email by emailing Graphics@ocfl.net.

2. Officials, employees, divisions and departments should use the logo "as is."



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No.: 2.07.03

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Under no circumstances may any person alter or deface the logo in any way. Before using a County logo, officials, employees, divisions and departments shall refer to the Print Standards Manual Brand Guidelines to review additional provisions and requirements relating to the use of the logo.The Brand Guidelines can be found on OrangeNet.

3.—If an external officer or agency not under the jurisdiction of the BCC desires to use the logo, permission must be sought and obtained from the Manager Director of the Office of Communications Division or designee before prior to making use of the logo. If permission is granted, Graphics will provide the necessary slicks and/or disks files.

3.

4.—Any department permitted to use its own logo, may not modify or replace that department logo without approval from the Office of Communications and the County Administrator.

4.

5.—Commissioners shall use the County logo on all marketing materials that are made or distributed using county funds or resources.

5.

6. -Any logo or design created or used for county purposes may not be used in any campaign-related activities or materials.

FOR MORE INFORMATION CONTACT: The Office of Communications Division

REFERENCES: Print Standards ManualBrand Guidelines; Orange County Code,
Section 2-3

PROPOSED REVISIONS

12/22/2025

	ORANGE COUNTY ADMINISTRATIVE REGULATIONS	No.: 2.10
		Date: 2/16/87
		Approved By: BCC Revised: 6/27/06
Title: OFFICIAL COUNTY CEREMONIES		Page 1 of 1

I. POLICY

A. An official County ceremony is defined as any activity that serves as an announcement or celebration of a County event, e.g., a ground-breaking ceremony, an Oath of Office ceremony or the grand opening of a County facility.

II. PROCEDURES

A. A request for official County ceremony shall be made by the responsible Department Director or Division Manager to the ~~Communications Division Manager~~Director of the Office of Communications.

B. The ~~Communications Division Manager~~Director of the Office of Communications ~~will assign the Events and Special Events Programs Manager Coordinator~~ and other staff to assist with public notification and event coordination, as needed, in coordination collaboration with the responsible Department Director or Division Manager.

C. If logistics and audio-visual support is~~are~~ required, the party requesting the ceremony shall ~~fill out and submit an~~events-production request form provided by the Office of Communications and Orange TV.

FOR MORE INFORMATION CONTACT: The Office of Communications Division

REFERENCES: None

PROPOSED REVISIONS

12/22/2025

	No.: 5.02
	Date: 5/11/87
	Approved By: BCC Revised: 06/27/06; 05/06/14
Title: NEWS RELEASE	Page 1 of 2

I. POLICY

- A. The Office of Communications Division—shall be responsible for coordinating the release to the news media of all information on matters pertaining to departments and activities under the jurisdiction of the Board of County Commissioners unless the department has received a specific an exemption from the Director of the Office of Communications Manager (or designee) designated staff for routine press releases and media alerts.
- B. News articles and information pertaining to the activities of other elected officials will be handled by those respective offices.
- C. Because of the unique nature of the services and activities provided by the Orange County Convention Center and Orange County Cooperative Extension Service, news releases for these entities are not subject to this policy.

II. PROCEDURES

- A. Prior to the release of any information to the news media by any department under jurisdiction of the Board of County Commissioners that has not received an exemption as detailed above, the Manager-Director of the Office of Communications Division—shall be consulted to determine the proper means for disseminating such information. Departments that have been granted exemptions will send a courtesy copy of all press releases and media alerts via email or fax to the Office of Communications Division.
- B. No news item, other than the news releases from the Board of County Commissioners, shall be sent to the Office of Communications Division for distribution to the media unless the information has been reviewed and approved by the department.



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No.: 5.02

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C. The Office of Communications Division will disseminate news to the general public, through various media sources, at the direction of the County Administrator. In such cases as the County Administrator or the Manager Director of the Office of Communications Division deem appropriate, information shall be made available as a formal news release.

FOR MORE INFORMATION CONTACT: The Office of Communications Division,

County Administrator's Office

REFERENCE: None

PROPOSED REVISIONS

12/22/2025

	<p>ORANGE COUNTY ADMINISTRATIVE REGULATIONS</p>	<p>No.: 5.02.01</p> <p>Date: 05/11/87</p> <p>Approved By: BCC Revised: 06/27/06; 05/06/14; 06/20/17</p>
<p>Title: NEWSLETTER, PUBLIC INFORMATION AND/OR PUBLIC RELATIONS PUBLICATIONS</p>		<p>Page 1 of 2</p>

I. POLICY

- A. ~~The County's intranet, Orange-Net, the County's intranet, shall be~~ is the primary media medium for publishing and disseminating County employee sharing news with County employees, and shall be the responsibility of the Human Resources Department manages OrangeNet (in coordination with Information Systems & Services). Separately, current County news and information intended for the public, which is posted on the County's website at (www.ocfl.net) by the relevant department or division, with technical support from ISS. To ensure our employees stay informed, is the responsibility of the Communications Division. To facilitate ("family first"), these public news updates are also shared on ecommunication as much as possible, this external information automatically feeds is shared with to OrangeNet provided to departments (including those employees without regular internet access). to keep employees who may not have internet access at work apprised of the information that is provided to citizens without workplace internet access informed of updates provided to the public.
- B. An internal newsletter may be published by a department or division to disseminate news concerning its employees.
- C. All other brochures or publications of a promotional nature shall be reviewed and approved as to content and distribution by the County Administrator or designated staff prior to duplication or printing.
- D. All public information bulletins or newsletters shall be processed by the Office of Communications, Division unless the County department is granted an exemption from the Office of Communications Division Manager Director or designated ee staff.



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No.: 5.02.01

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II. PROCEDURES

- A. Any employee who has an news item ~~of~~ for County employees news may have such information ~~considered~~ for request inclusion in the Orange Net by contacting his/her their department or division reporter, or by submitting information to the newsletter editor.
- B. Any newsworthy article or information of general employee interest may be sent to the newsletter editor for consideration of inclusion in the Orange-Net. However, information or materials relating to administrative or departmental policy or management must have prior approval of the department to be considered for publication.
- C. All newsletters, including an annual report, within a department must have the initial approval of the County Administrator along with the approval of the department prior to distribution.
- D. ~~D.~~ Glossy magazines with more than four color covers and interior pages are prohibited. Four color covers and two color interior pages are permitted.
- E. Copies of all newsletters shall be provided maintained in a master file and ~~to the Communications Division, which will maintain a master file and monitored for~~ policy compliance by the publishing department or division.

FOR MORE INFORMATION CONTACT: The Office of Communications Division,
County Administrator's Office

REFERENCE: None