



**CITY OF CARSON
COUNCIL POLICY & PROCEDURE**

1015
0915

NUMBER: 3.19

SUBJECT

FLOWERS -

AUTHORIZING AND ORDERING

ORIGINAL ISSUE:

EFFECTIVE:

6-11-79

6/11/1979

CURRENT ISSUE:

EFFECTIVE:

2-7-2023

2/7/2023

ORIGINATING DEPARTMENT

CITY MANAGER'S OFFICE

SUPERCEDES:

7-19-11

I. PURPOSE AND SCOPE

A. To establish the procedure and assign responsibilities for requesting, authorizing and payment for flowers sent by the City to eligible individuals for authorized purposes as detailed below, including bereavement offerings and get well or sympathy expressions.

B. To prevent duplication and assure that such expenditure by the City is justified.

II. GENERAL

A. Flower arrangements may be sent only for either of the following authorized purposes: (i) as bereavement offerings provided in memory of and concurrent with the passing of a spouse, registered domestic partner, parent, child or sibling of the recipient; (ii) as get well or sympathy expressions for serious injuries or illnesses of the recipient or a person in the recipient's care.

B. Individuals eligible to receive flowers from the City include (i) present and past City elected officials, Commissioners, Committee and Board members, and full-time and part-time employees, and (ii) parents, spouses, registered domestic partners, and children of present and past City elected officials, Commissioners, Committee and Board members, and employees. Other than as stated in the preceding sentence, family members of any of the above individuals are not eligible.

C. All other individuals who do not fall in the categories above, such as community leaders or volunteers, or individuals with affiliation to the Carson community will require prior authorization from the City Manager.

D. The City will send one floral arrangement only and would carry the standard message: "from the City of Carson."

E. Ordering and coordinating the delivery of all flower arrangements is the responsibility of the Public Information Office.

F. Flower arrangements will be ordered from Carson-based florists with whom the City has a Term Purchase Order.

G. All payments for the flower arrangements will be charged to the City Council's Promotion and Publicity account.

III. PROCEDURE

A. The Public Information Office shall:

1. Order and coordinate the delivery of flower arrangements to all eligible individuals, upon receipt of information or becoming aware of a situation that warrants flowers from the City for one of the authorized purposes stated above.
2. Coordinate with the appropriate work group/department or the Human Resources Division with regard to contact information for an immediate family member to determine where flowers should be delivered.
3. Order the flowers by telephone for immediate delivery from Carson-based florists (on a rotating basis) with whom the City has a Term Purchase Order.
4. Upon receipt of an invoice from the florist, process the payment using the City Council's Promotion and Publicity account.

IV. EXCEPTION

Exceptions to this procedure or to the eligibility to receive flowers shall be as authorized by the City Manager.

V. BY THE AUTHORITY OF THE CITY COUNCIL, AS APPROVED ON

_____ Date

_____ Agenda Item No.