



**CITY OF CARSON
COUNCIL POLICY & PROCEDURE**

1015
0915

NUMBER: 1.2.02

SUBJECT

HOLIDAY GREETING CARDS
FROM ELECTED OFFICIALS

ORIGINAL ISSUE:

April 3, 2007

EFFECTIVE:

4/4/2007

CURRENT ISSUE:

December 1, 2015

EFFECTIVE:

12/2/2015

ORIGINATING DEPARTMENT

CITY COUNCIL POLICY

SUPERCEDES:

SMP No. 1.58 and CPP 1.2.02 dated 12/3/13

I. PURPOSE AND SCOPE

A. To establish a policy regarding the purchase and mailing of holiday greeting cards by the elected officials with the intent to send warm regards to commissioners, committee members, board members, employees, neighborhood activists or others with a connection to the City of Carson.

B. To establish a single mass mailing list for the sole purpose of mailing one greeting card from the City. It is permissible for the City's holiday greeting card to include the names and titles of the Mayor and City Council, provided the card meets all legal requirements, including rules concerning mailings which lists the names of the elected officials printed with uniform format, letter size, color and may not include the elected officials' photographs, signatures or any other personalization in accordance with the political Reform Act and all rules and regulations promulgated by the Fair Political Practices Act (FPPC) Regulation 18901, "Mass Mailing."

C. Greetings can be in the form of a greeting card, calendar, letter or any other format that expresses a holiday message.

D. Greetings from individual elected officials using City resources or funds is prohibited. The purchase, mailing, envelope stuffing, preparation of mailing labels, labeling envelopes, the use of the city's mailing machine, the purchase of stamps at city's expense and the use of staff are all prohibited.

II. GENERAL

A. City staff will select and order the greeting cards with imprinted names of the Mayor and City Council and mail to all persons on a combined mailing list which has been compiled based on the input from the Mayor and City Council.

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B. Staff will include funding for the greeting cards and postage in the City's annual budget.

C. The selected greeting card and set-up of the holiday card must be approved as to form by the City Attorney prior to its submittal to the Purchasing Division. The card shall comply will all legal requirements and rules of the FPPC which, at the time of adoption of this CPP, prohibit any photos of elected officials. Names of elected officials may be included in a "roster" where all names are printed in uniform font, letter size, and color. No signatures or other personalization is permitted on any cards.

III. PROCEDURE

City staff is to provide selection catalogs to Mayor and City Council, place the final order and coordinate postage and delivery to the U.S. Post Office at the direction of the City Manager.

IV. EXCEPTION

There shall be no exceptions to this policy, except through direct instructions of the City Council, at a public meeting in compliance with all notice and agenda requirements of the Brown Act.

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

December 1, 2015

Date

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Agenda Item No.