



**CITY OF CARSON
COUNCIL POLICY & PROCEDURE**

1015
0915

NUMBER: 1.1.05 (formally SMP 3.19)

SUBJECT

**FLOWERS -
AUTHORIZING AND ORDERING**

ORIGINAL ISSUE:

6/11/79

EFFECTIVE:

6/11/1979

CURRENT ISSUE:

4/2/19

EFFECTIVE:

4/3/2019

ORIGINATING DEPARTMENT

CITY MANAGER'S OFFICE

SUPERCEDES:

versions dated 9/20/88 and 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.
- B. To prevent duplication and assure that such expenditure by the City is justified.

II. GENERAL

- A. Individuals eligible to receive flowers from the City include present and past City elected officials, Commissioners, Committee and Board members, and full-time and part-time employees **as well as the immediate family members of elected officials, Commissioner, Committee and Board members.**
- B. **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 **a member of the Council or** the City Manager.
- C. The City will send one floral arrangement only, and would carry the standard message: "from the City of Carson."
- D. Ordering and coordinating the delivery of all flower arrangements for get well or sympathy expression is the responsibility of the Public Information Office.
- E. Flower arrangements will be ordered from Carson-based florists with whom the City has a Term Purchase Order.
- F. 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 as get-well or sympathy to all eligible individuals, upon receipt of information or becoming aware of a situation that warrants flowers from the City.

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 authorized by the City Manager.

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

Date

Agenda Item No.