

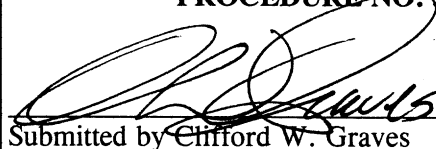


City of Carson

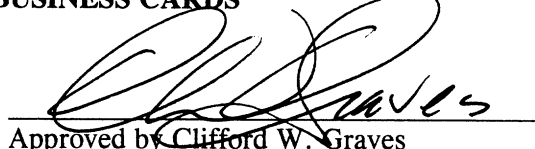
Report to Mayor and City Council

March 16, 2011
New Business Consent

SUBJECT: CONSIDERATION OF ADOPTION OF REVISED STANDARD MANAGEMENT PROCEDURE NO. 3.45: ISSUANCE OF BUSINESS CARDS



Submitted by Clifford W. Graves
Interim City Manager



Approved by Clifford W. Graves
Interim City Manager

I. SUMMARY

The City Council is asked to consider and adopt revised Standard Management Procedure (SMP) 3.45 (Exhibit No. 1), which pertains to city business cards, in order to allow flexibility on the format and incorporate accepted practices in the issuance of business cards.

II. RECOMMENDATION

CONSIDER and ADOPT Revised SMP No. 3.45.

III. ALTERNATIVES

Do not APPROVE Revised SMP No. 3.45.

IV. BACKGROUND

The current SMP on business cards addresses the format, process and guidelines for the issuance of business cards for employees (Exhibit No. 2). Revisions are being proposed to allow flexibility on the business card format, and to incorporate certain accepted practices that are not addressed in the current SMP.

The current SMP applies only to the issuance of business cards to city employees. The revised edition will add elected officials and city commissioners, committee and board members as the parties entitled to order business cards. Other proposed revisions on SMP 3.45 include the incorporation of the city's new marketing logo (Exhibit No. 3), which the City Council approved in May 2009, into the design, in lieu of the city seal. The revised SMP will also define the reimbursement policy when elected officials opt to order their business cards from union printers instead of the city's vendor.

If approved by the City Council, business cards bearing the marketing logo will be phased in as current supplies of business cards with the city seal run out.

V. FISCAL IMPACT

None.

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VI. EXHIBITS

1. Revised SMP No. 3.45, as proposed. (pgs. 3-4)
2. Current version of SMP No. 3.45. (pgs. 5-7)
3. City's marketing logo. (pg. 8)

Document10

Prepared by: Zarah Cruz, Public Information Manager

TO:Rev010511

Reviewed by:

City Clerk	<u>City Treasurer</u>
<u>Administrative Services</u>	<u>Development Services</u>
<u>Economic Development Services</u>	<u>Public Services</u>

Action taken by City Council

Date_____ Action_____



CITY OF CARSON

POLICY/PROCEDURE

NUMBER: 3.45

SUBJECT

Issuance of Business
Cards

ORIGINAL ISSUE:

12/15/97

EFFECTIVE:

12/15/97

CURRENT ISSUE:

3/16/11

EFFECTIVE:

3/16/11

CATEGORY

Finance

SUPERSEDES

3.45

I. PURPOSE AND SCOPE

- A. To formalize the procedures to be followed in the issuance of business cards to employee, and city commissioners, committee and board members.
- B. To provide guidelines for ordering business cards.

II. GENERAL

- A. Business cards will be issued to all elected officials and only to employees in a supervisory or higher level capacity or who frequently have public contact. Clerical employees are not eligible to receive business cards.
- B. Business cards may be issued to commissioners, committee and board members upon their request.
- C. All requests for business cards must have the approval of the General Manager or his/her designee.
- D. Elected officials may order business cards in increments of 1,000. All others may order business cards in increments of 500. No more than one order will be processed within a 12-month period unless approved by the City Manager.
- E. Titles shall be according to the City's table of organization and will be verified by Human Resources through Purchasing Division.
- F. All business cards will be in a standardized format on paper stock and will display the City's new, multi-color marketing logo, the elected official, employee, commission, committee or board member's name, title, address, telephone and fax number and e-mail address.

III. PROCEDURE

A. Department/Division

1. Input requisition for business cards into IFAS.
2. Obtain approval from the General Manager or his/her designee.
3. Forward sample card and copy of requisition to Purchasing for processing.

B. Accounting

1. Verify funding for each requisitioned business card order.
2. Pay invoices as approved by Purchasing.

C. Purchasing

1. Review each requisition for business cards to insure that name, title, etc. are accurate. Verify that the maximum number of orders has not been met.
2. Verify pricing is consistent with term P.O. agreement with printing vendor and transmit order of business cards.
3. Approve proofs for ordered business cards after departmental review.
4. Prepare receiving report for Accounting once invoice is received.

D. Receiving

1. Receive, check and disburse business card order. Sign off paperwork and return to Purchasing.

IV. EXCEPTIONS

Elected officials may elect to have business cards printed privately and may be reimbursed at the imprinting cost the city currently pays.

V. AUTHORITY

By authority of the City Manager.

Clifford W. Graves
Interim City Manager

Date

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 3.45		SUBJECT Issuance of City Business Cards
ORIGINAL ISSUE 12/15/97	EFFECTIVE 12/15/97	
CURRENT ISSUE 12/15/97	EFFECTIVE 12/15/97	CATEGORY III. Finance
SUPERSEDES NEW		
STANDARD MANAGER		

STANDARD MANAGEMENT PROCEDURE

I. Purpose and Scope:

- A. To formalize the procedures to be followed when employees request City business cards.
- B. To provide guidelines for ordering business cards.

II. General:

- A. Business cards will only be issued to those employees in a supervisory or higher level capacity or who frequently have public contact. Clerical employees are not eligible to receive business cards. All requests for business cards must have Department Director approval.
- B. Business cards will be ordered in increments of 500. No more than one order will be processed within a twelve-month period unless approved by the City Manager.
- C. Titles shall be according to the City's table of organization and will be verified by the Human Resources Department through the Purchasing office.
- D. All business cards will be in a standardized format as follows:

Name	Title
(CITY SEAL)	
Address	Phone Number: FAX Number:

III. Procedures:

A. Department

1. Input requisition for business cards into IFAS.
2. Obtain Department Director approval for business cards.
3. Forward sample card and copy of requisition to Purchasing for processing.

B. Accounting

1. Verify funding for each requisitioned business card order.
2. Pay invoices as approved by Purchasing.

C. Purchasing

1. Review each requisition for business cards to insure employee name, title, etc. are accurate. Verify that the maximum number of orders has not been met.
2. Verify pricing is consistent with term P.O. agreement with printing vendor and transmit purchase order for a minimum of six (6) boxes of business cards.
3. Approve proofs for ordered business cards after departmental review.
4. Prepare receiving report for Accounting.

D. Receiving

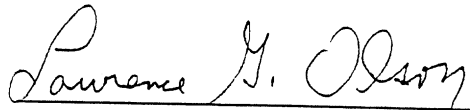
1. Receive, check and disburse business card order. Sign off paperwork and return to Purchasing.

IV. Exceptions:

None

V. Authority:

By authority of the City Manager


Lawrence G. Olson

10:SMP 3.45

EXHIBIT NO. 3

