



City of Carson Report to Mayor and City Council

July 19, 2011
New Business Consent

SUBJECT: CONSIDERATION OF ADOPTION OF REVISED STANDARD MANAGEMENT PROCEDURE NO. 3.19: FLOWERS - AUTHORIZATION AND ORDERING

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) 3.19 (Exhibit No. 1), which pertains to ordering of flowers as a get-well or sympathy expression for eligible individuals in order to improve the efficiency of the process.

II. RECOMMENDATION

CONSIDER and ADOPT Revised SMP No. 3.19.

III. ALTERNATIVES

Do not APPROVE Revised SMP No. 3.19.

IV. BACKGROUND

The current SMP on flowers allows the City to order and arrange for the delivery of flowers to eligible individuals which include present and past City of Carson elected officials, commissioners, committee and board members, and full-time and part-time employees (Exhibit No.2). Originally adopted in 1979 and revised in 1988, the SMP contains outdated procedures which have caused some confusion in its interpretation.

The proposed revision will make the ordering of flowers a centralized process, and the responsibility of the Public Information Office (PIO). Upon receipt of information or becoming aware of a situation that warrants the City to send flowers, and upon confirmation of eligibility, PIO will automatically place the order for flowers and coordinate its delivery to eligible recipients.

This would eliminate the need for departments to fill out a floral request form and get prior authorization from department or workgroup managers as required under the current SMP. However, for individuals that do not fall within the eligible categories, such as community leaders, volunteers and individuals with affiliation in the Carson community, PIO will seek prior authorization from the City Manager.

The proposed revision would eliminate outdated procedures, such as obtaining a purchase order through a requisition, and a signature from the City Manager

before an order for flowers can be placed.

The new SMP, if adopted, will apply an accepted practice such as ordering on a rotating basis from a set of Carson-based florists with whom the City has a Term purchase order. It will also state that the City will send only one floral arrangement, which will carry the standard message: "from the City of Carson."

The SMP is being revised to address common areas of confusion such as who is responsible for ordering, how many flower arrangements the City can send, who is financially responsible for the flowers, and the message on the floral arrangement.

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. Revised SMP No. 3.19, as proposed. (pgs. 3-4)
2. Current version of SMP No. 3.19. (pgs. 5-6)

Document3

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: 3.19

SUBJECT

FLOWERS –
AUTHORIZATION AND
ORDERING

ORIGINAL ISSUE:

EFFECTIVE:

6-11-79

6-11-79

CURRENT ISSUE:

EFFECTIVE:

7-19-11

7-19-11

CATEGORY

CITY MANAGER'S
OFFICE

SUPERSEDES

9-20-88

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. Immediate family members of the above individuals are not eligible.
- B. All other individuals who do not fall in the categories above, such as community leaders or volunteers, or individuals will affiliation to the Carson community will require prior authorization from the City Manager.
- B. The City will send one floral arrangement only, and would carry the standard message: "from the City of Carson."
- C. Ordering and coordinating the delivery of all flower arrangements for get well or sympathy expression is the responsibility of the Public Information Office.
- D. Flower arrangements will be ordered from Carson-based florists with whom the City has a Term Purchase Order.
- E. 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. EXCEPTIONS

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

V. AUTHORITY

By authority of the City Council Item no. __ dated July 19, 2011.

Clifford W. Graves
Interim City Manager

Date

CITY OF CARSON		POLICY/PROCEDURE
NUMBER: 3.19		SUBJECT FLOWERS - AUTHORIZATION AND ORDERING
ORIGINAL ISSUE 6-11-79	EFFECTIVE 6-11-79	
CURRENT ISSUE 9-20-88	EFFECTIVE 9-20-88	CATEGORY CITY ADMINISTRATOR'S OFFICE
SUPERSEDES 6-11-79		

ADMINISTRATIVE ORDER

I. PURPOSE AND SCOPE

- *A. To establish the procedure and assign responsibilities for requesting, authorizing and payment for flowers sent by the City to **present or past Council members, Commissioners, Committee members or employees** as get well or sympathy expressions, or for use in support of **Council approved City programs and activities.**
- B. To prevent duplication and assure that such expenditure by the City is justified.

II. GENERAL

- A. Responsibility to order and coordinate delivery of all flowers for get well or sympathy expressions, or for use in City programs and activities is assigned to the Public Information Manger.
- B. All requests for flowers shall be communicated, preferably by memorandum, to the Public Information Manager.
- *C. All requests for flowers shall be authorized by **the City Administrator, Council members** or a department director who shall assure that the action is justified.
- D. When sufficient time is available, flowers should be ordered on a purchase requisition in advance, using regular purchasing channels.
- E. When advance notice is not possible or practical, the procedure set forth below shall be used.

III. PROCEDURE

A. Department

- 1. Communicate requests for flowers to the Public Information Manager including:
 - a. Name and address of the person to whom the flowers are to be delivered;
 - b. Reason:
 - (1) Get well, sympathy, etc.
 - (2) Justification for City sponsoring the flower gift.

*Indicates new or changed items

B. Public Information Manager shall:

1. Review the request to assure that all information is provided and that the gift of flowers is justified.
2. Obtain a purchase order number from the Purchasing Division.
3. Order the flowers by telephone for immediate delivery using the purchase order number provided.
4. Prepare a purchase requisition confirming the purchase of the flowers and include the purchase order number on the requisition, and a statement that the delivery is completed, if this is known.
5. Return the receiving (green) copy of the purchase order to Purchasing, properly signed, when applicable.

C. Finance and Administration

1. Issue the purchase order number to the Public Information Manager upon request.
2. Upon receipt of the purchase requisition, issue the purchase order in accordance with established procedures.
3. Upon receipt of an invoice from the florist, and the accounts payable copy of the purchase order showing that the flowers were delivered, process the invoice for payment in accordance with established procedures.

IV. EXCEPTIONS

Exceptions to this procedure shall be authorized by the **City Administrator**.

V. AUTHORITY

By authority of the City Council item no. 30, dated September 20, 1988.



CITY ADMINISTRATOR