



## Report to City Council

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**TO:** Mayor and City Council

**FROM:** Mike Lee, City Manager

**AGENDA DATE:** December 17, 2024

**TITLE:** APPROVE AND ADOPT A CITY LOGO SHIRT POLICY FOR THE COUNCIL APPOINTED BOARDS, COMMISSIONS AND COMMITTEES (REPORT OF: CITY MANAGER)

**TITLE SUMMARY:** Establishing a Policy for the procurement of City Logo Shirts for the Council appointed Boards, Commissions, and Committees.

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### Recommendation(s)

That the City Council:

1. Approve and adopt Administrative Policy 1.14, City Logo Shirt Policy (Appointees), to establish the procurement guidelines of City Logo shirts for the Council appointed Boards, Commissions, and Committees.

### SUMMARY

This report recommends that the City Council approve an Administrative Policy that establishes the procurement guidelines of City Logo shirts for the Council appointed Boards, Commissions, and Committees members.

### DISCUSSION

This report recommends that the City Council approve an Administrative Policy that establishes the procurement guidelines of City Logo shirts for the Council appointed Boards, Commissions, and Committees members.

These important volunteers volunteer their precious time to regularly meet in order to

assist in guiding policy. It is important to provide them a sense of pride and accomplishment of their commitment to the City. As such, the Administrative Policy 1.14 will provide the City logo shirts based on the following criteria:

- Two (2) logo shirts will be provided for each of the members' term
- As Chair and Vice-Chair positions change annually, two (2) new shirts will be provided for those that are coming into and out of those positions for the remainder of their term
- Funding will come from the liaison department's budget
- All purchases must go through the city's approved apparel vendor to ensure that the embroidery is approved and consistent with City Policy 2.01 Emblem Use.

### **ALTERNATIVES**

1. Approve Administrative Policy 1.14 to establish the procurement guidelines of City Logo shirts for the Council appointed Boards, Commissions, and Committees members. Staff recommends this alternative.
2. Do not approve the recommended Administrative Policy and do not establish the procurement guidelines of City Logo shirts for the Council appointed Boards, Commissions, and Committees members. Staff does not recommend this alternative.

### **FISCAL IMPACT**

There will be a minor impact to departmental funding for the purchase of shirts as they will absorb the costs.

### **NOTIFICATION**

Publication of the Agenda.

### **PREPARATION OF STAFF REPORT**

Prepared By:  
Brian Mohan  
Assistant City Manager

Department Head Approval:  
Mike Lee  
City Manager

### **CITY COUNCIL GOALS**

Community Image, Neighborhood Pride and Cleanliness: Promote a sense of community pride and foster an excellent image about our City by developing and executing programs which will result in quality development, enhanced neighborhood preservation efforts, including home rehabilitation and neighborhood restoration.

Positive Environment: Create a positive environment for the development of Moreno Valley's future.

## **CITY COUNCIL STRATEGIC PRIORITIES**

- 1. Economic Development**
- 2. Public Safety**
- 3. Library**
- 4. Infrastructure**
- 5. Beautification, Community Engagement, and Quality of Life**
- 6. Youth Programs**

### Report Approval Details

Document Title:	STAFFREPORT_CM_SHIRT_POLICY.docx
Attachments:	- 1.14 City Logo Shirt Policy (Appointees) - Final to Council 12.17.2024.docx
Final Approval Date:	Dec 10, 2024

This report and all of its attachments were approved and signed as outlined below:

Patty Rodriguez

Natalia Lopez

Launa Jimenez

Mike Lee

Patty Rodriguez