

## Shelley Banks-Robinson

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**From:** Shelley Banks-Robinson  
**Sent:** Tuesday, February 22, 2011 12:17 PM  
**To:** Shelley Banks-Robinson  
**Subject:** Food Purchasing Policy  
**Attachments:** Food Purchase Policy.pdf

-----Original Message-----

**From:** Kerridge, Ray [<mailto:RKerridge@cityofsacramento.org>];  
**Sent:** 1/15/2008 10:30:54 AM  
**To:** Exempt Management [<mailto:Exempt#032#Management@cityofsacramento.org>];  
**CC:** Executive-Team [<mailto:Executive-Team@cityofsacramento.org>];  
**Subject:** Food Purchasing Policy

Dear Exempt Managers,

Attached please find a copy of a Food Purchasing Policy recently adopted by the Executive Team. While a review of existing City food purchasing practices revealed they are appropriate, I believe this new policy will ensure a consistent understanding of the use of public funds for purchases of food and beverages. Given the challenging fiscal times we find ourselves in, please exercise additional discretion when purchasing food or beverages for official city business.

The Food Purchasing Policy was developed by a City Management Institute (CMI) project team. I want to acknowledge and thank the members of the team that assisted with development of this policy by documenting best practices, conducting interviews with key staff, and researching legal principles. Members include:

Dawn Bullwinkel, City Clerk's Office  
Manuel Carmona, Neighborhood Services Department  
Brian Dabel, Public Safety Information Technology  
Gerriee Giffin, Human Resources Department  
Tammy Jones, Finance Department  
Cathy Peterson, Development Services Department

Please direct any questions regarding this policy to your department director.

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## **Policy for Using City Funds to Purchase Meals and Light Refreshments (Adopted 12/3/07)**

### **Purpose**

To establish guidelines for using City funds prudently to purchase meals and light refreshments.

### **Scope**

This policy applies to all circumstances where food, beverages, or related supplies are purchased with City funds. All city employees shall adhere to these guidelines when purchasing meals or light refreshments. This policy does not apply to meal expenses incurred while on travel status which are covered by the City Travel Request & Reimbursement Policy (API No. 7).

### **Background**

Circumstances exist when the use of City funds are justified to supply meals or light refreshments for conducting official business. However, citywide written policies do not exist to guide staff practices for using City funds in this manner. As such, practices have differed by department and situation. This policy establishes appropriate use of City funds when purchasing meals or light refreshments to ensure funds are applied in a proper and consistent manner.

### **Definitions**

Meals – food served as breakfast, lunch, or dinner at the usual customary time including non-alcoholic beverages.

Light Refreshments – light refreshments are not meals and include items such as snacks, hors d'oeuvres, pastries, cookies, crackers, chips, fruit, coffee, other non-alcoholic beverages, etc. and related supplies.

Alcoholic beverages – refreshments that contains alcohol including items such as beer, wine, or any beverage containing distilled spirits.

### **General Guidelines**

In general, City funds may be used to purchase meals or light refreshments (as defined above) when:

- Directly connected to the active conduct of City business
- Expense is reasonable to achieve the intended purpose
- Consistent with state and federal law

### **Appropriate Practices**

Use of City funds for the following purposes is appropriate:

Emergency Situations – meals and/or light refreshments for individuals while performing or immediately after performing relief or support activities in emergency situations.

Employee Recognition – meals and/or light refreshments at functions intended to build employee morale and serve a City purpose such as recognizing team performance or demonstrating appreciation for employee service. Expenditures are acceptable for the immediate family of city employees for activities such as the City Picnic.

Interagency meetings – meals and/or light refreshments for meetings or official functions where official City business is conducted and attended by persons who are not officials or employees of the City.

Public Meetings – meals and/or light refreshments for meetings sponsored by the City for the purpose of sharing or collecting information from the public.

Staff Retreats – meals and/or light refreshments for employee retreats held for the purpose of work-related planning or team development.

Volunteer Recognition – meals or light refreshments for functions intended to show appreciation to volunteers for performing duties serving a City purpose.

Water - bottled water may be provided for volunteers or employee activities that require work outdoors. Bottled water may also be provided to employees as part of a meal or while working at locations where drinking water is unavailable.

Working Meetings or Staff Training – meals and/or light refreshments for meetings of an administrative nature or that serve staff development purposes. Meals must be a necessary and integral part of the working meeting or training, not a matter of personal convenience.

### **Inappropriate Practices**

Use of City funds to purchase alcoholic products including items such as beer, wine, or any food or beverage containing distilled spirits is prohibited.

### **Exceptions**

Exceptions and use of City funds to purchase food or beverages for all other circumstances requires City Manager approval.