

City of Sequim, Washington
Resolution No. R-2010-23

A Resolution Establishing a Light Refreshments Policy and Procedure

WHEREAS, the City Council of the City of Sequim, Washington, wishes to establish a general policy and procedure regarding the occasional purchase of light refreshments for City staff and other attendees at city meetings at public expense; and

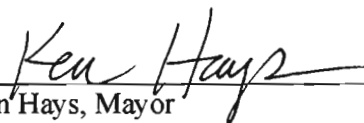
WHEREAS, the May 14, 1987 Attorney General's Opinion stated that for public entities to "pay for food and drink with public money is very much the exception rather than the rule"; and

WHEREAS, the City Council has deemed the purchase of light refreshments for City staff at public expense to be appropriate in certain rare circumstances to keep participants refreshed and productive; and

WHEREAS, a Resolution is required to establish a policy authorizing purchase of light refreshments for City staff at public expense;

NOW, THEREFORE, be it resolved by the City Council of the City of Sequim that the attached policy regarding light refreshment provision at city expense, attached as Exhibit A, is hereby adopted as a city policy.


Adopted by the City Council this 6th day of December, 2010.



Ken Hays, Mayor

ATTEST:

APPROVED AS TO FORM:



Karen Kuznek-Reese, MMC, City Clerk



Craig A. Ritchie, City Attorney

Exhibit A to Resolution R2010-023

City of Sequim

Light Refreshments Policy and Procedures

This policy is based on Washington State Attorney General opinion, which states, in part: “The consumption of nourishment is perhaps the classic example of what is ordinarily to be regarded as a private, personal and not public activity.” And, “Thus, to pay for food and drink with public money is very much the exception rather than the rule.”

This policy does not supersede applicable RCWs.

This policy does not obligate the City to provide light refreshments under any circumstances.

Light Refreshments are defined as “beverages and snacks that may be served between meals, for example: coffee, tea, juice, donuts, sweet rolls, and pieces of fruit or cheese.” Light refreshments may be provided at City expense for business meetings and formal training sessions where ALL of the following requirements are met:

1. The person responsible for the meeting receives prior approval for the serving of light refreshments as documented by a properly completed Light Refreshments form approved by the department director; AND
2. The purpose of the meeting is to conduct official City business or to provide a formal training session that benefits the City; AND
3. The meeting or training is a special situation or occasion outside of the normal daily business of City employees. City funds may not be used to provide light refreshments for staff parties, routine staff meetings, routine departmental meetings, or any event deemed to be social in nature; AND
4. The city obtains an itemized receipt for the actual cost of the light refreshments; AND
5. The added amount for a tip may not exceed 15% of the cost of the food, excluding tax. Exceptions to these guidelines must be pre-approved by the Mayor, City Administrator or Finance Director.

Note: Under NO circumstances may alcohol be provided at city expense.

The following are examples of when light refreshments MAY be provided using City funds:

1. Cookies, coffee and tea are provided for citizens and staff in attendance at a City Council meeting.
2. An advisory committee meets quarterly for two hours. The committee is comprised of Council members, City staff, community business leaders and interested citizens. Cookies, fruit, cheese and crackers, and beverages are provided.

3. A department holds an emergency after-hours meeting to address recent important developments. Snacks and beverages are provided.
4. An annual employee recognition event is held in which Councilmembers, the Mayor, and City employees are invited to celebrate the outstanding contributions and accomplishments of staff. Spouses may also attend. A reasonable amount of any meals provided may be paid by the City of Sequim. In no event may the full cost meals be paid by the City. Employees including management may contribute if they wish to do so. Otherwise, the City will only pay the cost of such items as cookies, fruit, cheese and crackers, and beverages.

The following are examples of when it might not be appropriate to provide coffee and light refreshments using City funds without additional justification:

1. A department has a staff meeting the morning of the second Thursday of each month. Donuts, fruit, and juice are provided.
2. A new staff member is welcomed at a staff reception where cookies and punch are served.

CITY OF SEQUIM

REQUEST FOR APPROVAL – LIGHT REFRESHMENTS

1. TYPE OF ACTIVITY TO BE HELD:			
<input type="checkbox"/>	CONVENTION	<input type="checkbox"/>	MEETING
<input type="checkbox"/>	CONFERENCE	<input type="checkbox"/>	FORMAL TRAINING SESSION
<input type="checkbox"/>	OTHER	<input type="checkbox"/>	RECOGNITION EVENT
<input type="checkbox"/>		<input type="checkbox"/>	COUNCIL, COMMISSION MEETING
2. DATE(S) AND TIME(S) OF THE ACTIVITY:			
3. PURPOSE, OBJECTIVE AND/OR ACCOMPLISHMENTS OF THE ACTIVITY IN SUPPORT OF CITY BUSINESS: (Please give complete description)			
4. NAME & TITLE OF CITY EMPLOYEE RESPONSIBLE FOR THE ACTIVITY:			
NAME:		TITLE:	
5. NAME OF ORGANIZATIONS OR PERSONS EXPECTED TO ATTEND THE ACTIVITY:			

ESTIMATED NUMBER IN ATTENDANCE: _____			
6. LOCATION OF ACTIVITY:			
NAME OF FACILITY _____			
ADDRESS _____			
CITY/STATE/ZIP _____			
PHONE NUMBER OF FACILITY _____			
7. ESTIMATED TOTAL COST:		\$	
8. ACCOUNT CODE TO BE CHARGED:			
9. SIGNATURE OF RESPONSIBLE EMPLOYEE:			DATE:
10. DEPARTMENT MANAGER APPROVAL:			DATE: