



Administrative Regulation No. 024.A017.0308

Policy on Providing Food and Refreshments for City Employees

I. Purpose

The purpose of this Administrative Regulation is to clarify and establish the City of Sarasota's policy on spending funds on food and refreshments for City employees.

II. Definition

On occasion, it is in the City's best interest to provide food and/or refreshments as a necessary business practice. This policy provides guidance for incurring such expenses since budget resources are limited.

III. Procedures

1. Allowable expenditures:

- (a) The City, through the Department of Human Resources, is authorized to provide certain employee activities that include the purchase of food, such as employee longevity luncheon, employee holiday events, employee appreciation events, youth employment programs, volunteer programs, and City training programs, only as approved in the Human Resources Department budget and when approved by the Director of Human Resources.
- (b) Unanticipated overtime caused by emergency conditions with the potential of affecting public health or safety, or emergency disaster relief situations making it impractical or unsafe for the employee to leave the area.
- (c) Refreshments and snacks associated with official City functions, such as receptions and other events that include the public when specifically approved in the budget.
- (d) Food and/or refreshments, including meals, may be provided for employees participating in employment candidate interviews but the charge must have prior approval of the appropriate Charter Official.

- (e) Departmental holiday or other events funded from employee contributions, including vending machine commissions.
 - (f) Coffee and water provided by General Services and funded by the hosting department for City Commission and City Advisory Board meetings if provided for in the approved budget.
 - (g) Food and/or refreshments, including meals, may be provided for volunteer employees of the City for either volunteer appreciation celebrations or organizational meetings needed to properly plan a major event or sequence of events. Such events are presumed to occur only sporadically at the commencement or end of a major event or season. All such expenditures must be approved in the appropriate department's budget and require the prior approval of the appropriate Charter Official.
 - (h) Authorized expenditures approved in advance in writing by the appropriate Charter Official. For example, with prior approval, provision of coffee and water at formal City-sponsored training sessions would be allowed if provided in the budget.
2. Adherence to bidding procedures applies to all food and refreshment purchases.
3. Specific Restrictions and Prohibitions on Providing Food and Refreshments:

It is the City's policy to provide payment for all reasonable and necessary expenses incurred in transacting City business. The following are specific types of expenses which are considered to be of a personal nature and will not be considered a City business expense:

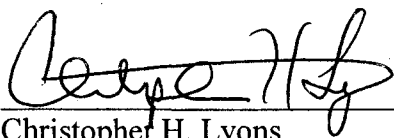
- (a) Alcoholic beverages unless provided as part of a City Commission reception.
- (b) Food and refreshments provided at department staff meetings or other business meetings consisting of only City employees.
- (c) Food and refreshments provided at City advisory board meetings.
- (d) Birthday cakes or celebrations.
- (e) Department luncheons/parties for employees, including, but not limited to, Secretary's Day luncheons/parties; employee recognition luncheons/parties; holiday luncheons/parties, and retirement parties.

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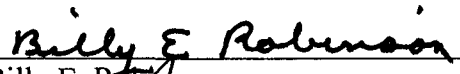
Nancy Carolan
Director of General Services

4-8-08
Date



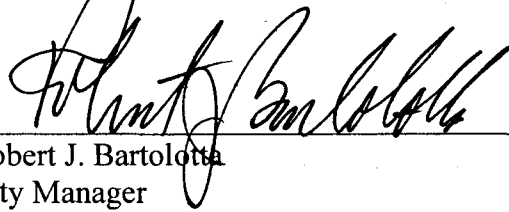
Christopher H. Lyons
Finance Director

3-31-08
Date



Billy E. Robinson
City Auditor & Clerk

4-16-08
Date



Robert J. Bartolotta
City Manager

4/15/08
Date



Lori Rivers
Administrative Regulations Chair

4-17-08
Date