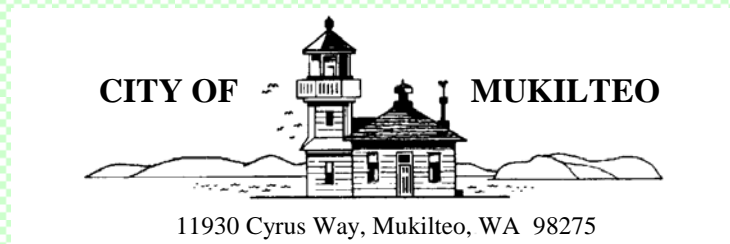


City of Mukilteo



Light Refreshments Policy and Procedures

June 1, 2008

City of Mukilteo
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 RCW’s.

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:

Cookies, coffee and tea are provided for citizens and staff in attendance at a City Council meeting.

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.

A department holds an emergency after-hours meeting to address recent important developments. Snacks and beverages are provided.

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.

The following are examples of when coffee and light refreshments MAY NOT be provided using City funds:

A department has a staff meeting the morning of the 2nd Thursday of each month. Donuts, fruit, and juice are provided.

A new staff member is welcomed at a staff reception where cookies and punch are served.

**CITY OF MUKILTEO
REQUEST FOR APPROVAL – LIGHT REFRESHMENTS**

1. TYPE OF ACTIVITY TO BE HELD:					
<input type="checkbox"/>	CONVENTION	<input type="checkbox"/>	MEETING	<input type="checkbox"/>	RECOGNITION EVENT
<input type="checkbox"/>	CONFERENCE	<input type="checkbox"/>	FORMAL TRAINING SESSION	<input type="checkbox"/>	COUNCIL, COMMISSION MEETING
<input type="checkbox"/>	OTHER				

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:	
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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	

ESTIMATED TOTAL COST:	
ACCOUNT CODE TO BE CHARGED:	

9. SIGNATURE OF RESPONSIBLE EMPLOYEE:	DATE:
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10. DEPARTMENT MANAGER APPROVAL:	DATE:
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