



CITY OF  
**MUKILTEO**

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*Finance Department*

11930 Cyrus Way, Mukilteo WA 98275

**Light Refreshments  
Policy  
&  
Procedures**

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**2019**

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



**CITY OF MUKILTEO**  
REFRESHMENT & MEAL APPROVAL FORM

**Applicable policy:**

Light Refreshments                       Meals with Meetings

**Type of activity;**

Training     Council or citizen meeting  
 Recognition                                       Non-regular business meeting  
 Other \_\_\_\_\_

**Purpose:**

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Time** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Estimated attendees:** \_\_\_\_\_ *Meals with Meetings cannot exceed amount below:*

**GSA per diem rate:** \_\_\_\_\_

**Estimated cost:** \_\_\_\_\_ \$ \_\_\_\_\_

**Expenditure account:** \_\_\_\_\_

I, the undersigned, hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me in performance of official City business, that it is in accordance with City policy, and that no payment has been received by me on account thereof.

<b>Purchaser</b>	<b>Date</b>
_____	_____
_____	
<b>Department Director</b>	<b>Date</b>
_____	_____
_____	
<b>For exceptions to policy; City Manager or Finance Director</b>	<b>Date</b>
_____	_____
_____	