

City of Topeka Policy

Food and Refreshment

FOOD AND REFRESHMENT POLICY

Purpose: To establish minimum guidelines for providing food and refreshments for City of Topeka functions.

Applicability: To all City of Topeka Departments

Effective Date: November 1, 2005

1. DEFINITIONS

A. Catered Meal – is defined as a hot full-service meal brought in.

2. PURPOSE

To ensure that City funds are uniformly and appropriately used for food and refreshments during business and/or employee functions.

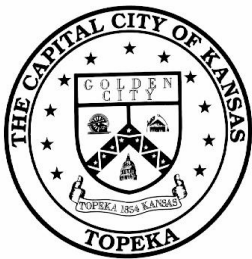
3. POLICY

The City of Topeka has different types of functions that warrant some type of food and refreshments being provided with city funds. It is the City Manager's policy that the quantity and types be limited to the following:

A. Travel Expenses – The City of Topeka Travel Policy outlines specifics for food purchases while on authorized City travel.

B. Bargaining Union Contracts – Some union contracts provide for a meal if called into work during off-duty hours, etc. Union contracts will take precedence over this policy.

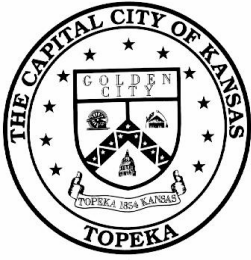
C. Meals served at business meetings or workshops – If a meeting or workshop is called for a specific purpose within City offices or conference facilities, and the meal is included as part of the meeting's formal agenda, then a light sack type meal or pizza may be served. No catered meal or any part thereof is allowed. Exceptions may be made for economic development clients or potential clients or early morning meetings at the discretion of the Department Head.



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- D. Hosting Groups and Guests – The City authorizes paying for expenses such as meals and refreshments for official guests of the City. An official guest might include recruitment candidates, visiting dignitaries, or consultants. However, when possible meetings should be scheduled during non-meal hours.
- E. Office Holiday Celebrations – No City funds shall be expended for this purpose. These meals shall be covered using a potluck style meal or from employee donations for expenses.
- F. Employee Recognition/Retirements – Punch, mints and/or nuts, cake or cookie type refreshments only with city funds. Other food items may be provided with donations from employees.
- G. Employee Birthdays - No City funds shall be expended for this purpose.
- H. Long Term Employee (10 + years) Leaving City of Topeka employment - Punch, mints and/or nuts, cake or cookie type refreshments only with city funds. Other food items may be provided with donations from employees.
- I. Temporary and/or Intern Employees Leaving City of Topeka - No City funds shall be expended for this purpose.
- J. Coffee, or other beverages (excludes water) - No City funds shall be expended for this purpose. A donation from employees to cover expenses is appropriate. Exceptions may be made at the discretion of the Department Head and approval of the City Manager.
- K. Department or Citywide Picnics – Family picnics for a department or the entire City workforce are important for our employees. One annual picnic will be allowed per department and, if authorized, one annual City Picnic. Each picnic event must have a picnic committee and a budget outlining the proposed expenditures, including a request to use City funds and facilities that must be submitted to the City Manager for approval prior to the event.
- L. Other Food Purchases – The City authorizes payment of food expenses that are budgeted and purchased for identified programs or concessions.
- M. Alcoholic Beverages – No City funds shall be expended for this purpose.



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Special Cases for All Personnel:

The Department Head may authorize exceptions, for compelling reasons on a case-by-case basis. The reason for the exception shall be submitted in writing to the City Manager prior to the event.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO FOOD AND REFRESHMENTS.

Approved:

Neil Dobler, Acting City Manager
October 10, 2005