

## **TOWN OF BLOOMFIELD**

### **POLICY MEMORANDUM**

SUBJECT: Food and Beverage Purchase - Town Council

NO: Policy # 120.11

DATE: 10/9/18

AMENDED:

DISTRIBUTION: Town Council

BY: Sharron L. Howe

Asst. to Town Manager

APPROVED: Town Council - 10/9/18

#### **I. PURPOSE**

To provide guidelines for the purchase of food and beverages with Town funds. It is recognized that there will be circumstances when it is appropriate for Town funds to be used to pay for food and beverages consumed by the Town Council. As a public organization, the Town must demonstrate the prudent use of funds entrusted to it by its constituents. The residents and general public must be assured that funds are wisely spent and do not personally benefit Town officials.

#### **II. RESPONSIBILITY**

All Town officials shall use the following procedures when using Town funds to pay for food and beverage.

#### **III. FORMS**

#### **IV. PROCEDURE**

The Town Council will be provided with meals, beverages (excluding alcoholic beverages), and snacks when hosting meetings.

The group meal must have a documented business purpose and the expenses must be reasonable and not personally benefit the Town Council. Each meal for the Town Councilor is \$12 per person with the provision that the Town Council can spend up to \$20 per person, subject to approval by the Town Manager.

**Council Retreats:** The reasonable cost of necessary food and beverages while conducting a Town retreat is authorized for reimbursement. The Mayor and Council are limited to two retreats per year.

**Professional Organization Sponsored Meetings/Events:** The Town will pay the cost of meals included as part of the registration or meals purchased separately to be consumed at meetings held during a meal time (e.g. the Chamber of Commerce Annual Awards Dinner).