

Policy XX-2025

CITY OF TUALATIN FOOD, BEVERAGE AND APPAREL POLICY FOR ELECTED AND APPOINTED CITY PUBLIC OFFICIALS

Purpose and Applicability

This policy provides guidelines to the City Manager concerning when food, beverage and apparel may be provided to members of Council and City-elected Board/Committee members and paid for with City funds. This policy is applicable to the provision of non-travel food and beverage (Council Rule 12E- Travel Policy is applicable to member of Council travel expenses).

The City Manager is responsible for ensuring that expenditure of City funds is lawful and consistent with the policies contained in City of Tualatin Financial Policies Manual. The provision of food, beverage and apparel for members of Council and board/committee members must serve the business needs of the City.

This policy is intended to provide guidelines to assist the City Manager or their designee determine the prudence of purchasing non-travel food, beverage and apparel with City funds, which shall be reasonable and not excessive.

Authorization

The City Manager may, within their sole discretion, authorize the provision of food, beverage and apparel as detailed below.

Food and Beverage

- A. The City Manager may authorize the provision of food and beverage for members of Council and board/committee members as part of their participation at City public meetings. "Food and beverage" includes, but is not limited to, meals purchased from eateries, fruit, pastries, chips, cookies, cake, candy coffee, tea, bottled water, juice, soda, sugar, creamer and essential serving products.
- B. The City Manager may authorize the provision of food and beverage for members of Council and board/committee members as part of their participation at City-sponsored events, meetings, team building activities/sessions, and potlucks, which include, but are not limited to the following:
 - 1. Executive Team Holiday Breakfast.
 - 2. National Police Week, National Night Out, Faith and Blue Weekend and like events.
 - 3. Pumpkin Regatta, Blender Dash, Viva Tualatin, and like events.
 - 4. City training events.

5. Neighborhood fairs and networking events.
6. Council advances.

Apparel

- A. Members of Council play an important role in City government, and perform many of their official duties in public, such as making decisions at City public meetings and otherwise representing the City at community, regional, state and national events. It is in the City's interest to ensure members of Council and board/committee members are clearly identified as City leaders and present themselves in a professional manner while representing the City. To that end, the City Manager may authorize the provision of apparel that includes a City of Tualatin logo for members of Council and board/committee members.
- B. For the purposes of this policy, "apparel" shall also include water bottles, pens, paper and similar items containing a City of Tualatin logo.