



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: FOOD PURCHASES	Policy Number: D-5	Page Number: 1 of 3
	Date Adopted: 06/23/2020	Effective Date: 06/23/2020

I. PURPOSE

To establish a uniform administrative policy related to the County's purchase of, or reimbursement for, food and beverages provided to County officers and employees, members of legislative or advisory bodies established by the Board (salaried or not), volunteers, contractors, and consultants for a County business purpose. This policy does not apply to any purchase of food or beverages that is covered under Board of Supervisors Policy D-1 Travel.

II. POLICY

- A. The Board of Supervisors has determined that the purchase of food and beverages is a valid County expense when such purchase supports a County business need and serves the general purpose of providing quality public service.
- B. The department head or designee shall approve all purchases of food and beverages in advance.
- C. The use of County-issued credit cards to purchase food and beverages is not required but is encouraged, to reduce the administrative efforts associated with employee expense reimbursement.
- D. The department head or designee may authorize the purchase of food or beverages for County business in accordance with the following:
 1. Unless otherwise specified, the total cost of meals or refreshments provided in accordance with this policy shall not exceed the individual meal rate specified by the federal General Services Administration (GSA) for the zip code in which the function occurs, multiplied by the number of participants. For the purchase of refreshments, the GSA "Continental Breakfast/Breakfast" rate shall be used. The GSA per-meal rate shall be the total amount allowed, inclusive of gratuities.
 2. Meals and/or refreshments, within GSA rates, may be provided to participants and presenters during training events
 3. Meals and/or refreshments, within GSA rates, may be provided for new employee orientation events conducted by the Human Resources Department.
 4. Meals and/or refreshments, within GSA rates, may be provided to all panelists, including non-County staff, for interviews that extend over the lunch meal period.
 5. Meals and/or refreshments, within GSA rates, may be provided to staff at one staff meeting per department or agency, per fiscal year.
 6. Meals may be reimbursed for County employees when invited, and directed by the department head, to meet with the public or government officials on official County business during a meal period. The GSA rate may be exceeded if approved by the department head.



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7. Meals and/or refreshments, within GSA rates, may be provided when County officials host the public or government officials on official County business.
8. Meals and/or refreshments, within GSA rates, may be provided to an employee when the department head has determined that the employee must work during a meal period in order to maintain continuity of operations or to otherwise safeguard County resources or property.
9. Advance authorization is not required for meals or refreshments provided to County staff, volunteers, clients, or other individuals in emergency situations, including but not limited to, the following:
 - a. Search and Rescue operations conducted by the Sheriff's Office
 - b. Extraditions or other law enforcement activities conducted by the Sheriff's Office, District Attorney, or Probation Department
 - c. Protective Services activities conducted by the Health and Human Services Agency
 - d. Deployment of the Emergency Operations Center (EOC)

It may not always be feasible to stay with GSA rates in emergency situations. Exceeding the per-person, per-meal GSA rate in an emergency shall not be grounds for non-payment of a department's claim or reimbursement request.

The Board hereby finds that emergency purchases of meals and beverages, as determined by the department head, are essential to County operations and/or the preservation of life and property and directs the Auditor-Controller to process payment expeditiously. In the event of any question of the emergency nature of an expense, the Chief Administrative Officer shall make the final determination.

- E. The following expenses may not be authorized:
 1. Alcoholic beverages
 2. Bottled drinking water for routine, daily consumption by employees, when tap water is available. This does not apply to emergency situations or to workers in the EOC.
 3. Meals or beverages for personal benefit, with no demonstrated public purpose.
- F. The department head shall be responsible for ensuring that sufficient appropriations are available and that all purchases pursuant to this policy conform to County policy, including but not limited to, Board of Supervisors Policy D-2 County Credit Cards.
- G. Each department head shall provide an annual report of food and beverage expenditures to the Chief Administrative Officer, within sixty (60) days following the end of the fiscal year. The report shall include, at a minimum, the following information:
 1. Description of the expenditure, i.e. "breakfast, lunch, dinner, or refreshments."



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2. Total amount of the expenditure.
3. Applicable aggregate GSA limit, i.e., "10 lunches, applicable GSA rate of \$17, for a total of \$170).
4. Date on which the food and/or beverages were provided
5. Purpose of the expenditure (Cite the applicable policy section allowing the expense).

The Chief Administrative Officer shall provide a consolidated report of expenditures under this policy to the Board of Supervisors annually, within six (6) months following the end of the fiscal year.

H. The following expenditures are exempt from the reporting requirements of this policy:

1. Purchases of meals and/or refreshments for new employee orientation conducted by the Human Resources Department (Section II, Item C.2) and interview panelists (Section II, Item C.3).
2. Purchases of food and beverages in emergency situations as provided in Section II, item C.8, above.

IV. RESPONSIBLE DEPARTMENT

Chief Administrative Office

V. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	06/23/2020	Sunset Review Date:	06/23/2024
Revision Date:	XX/XX/XXXX		