



## Legislation Details (With Text)

**File #:** 20-0814      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 6/12/2020      **In control:** Board of Supervisors

**On agenda:** 6/30/2020      **Final action:** 6/30/2020

**Title:** Chief Administrative Office recommending the Board adopt Policy D-5, titled "Food Purchases," 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 would not apply to any purchase of food or beverages that is covered under Board of Supervisors Policy D-1, "Travel."

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Proposed Policy D-5, 2. Board Policy D-5 - Food Purchases

Date	Ver.	Action By	Action	Result
6/30/2020	1	Board of Supervisors	Approved	Pass

Chief Administrative Office recommending the Board adopt Policy D-5, titled "Food Purchases," 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 would not apply to any purchase of food or beverages that is covered under Board of Supervisors Policy D-1, "Travel."

**FUNDING:** N/A

### DISCUSSION / BACKGROUND

Board of Supervisors Policy D-1, "Travel," addresses the payment and reimbursement of expenses related to County-authorized travel. This policy used to include language regarding the purchase of meals in certain situations that were not related to travel, such as the provision of lunches to non-County employees participating in interview panels. The language did not fully address all the situations in which County departments have the need to purchase food or beverages and which are not related to travel. After discussion with the Department Heads, the Chief Administrative Office (CAO) convened a working group to develop a policy specifically related to the purchase of food and beverages. The policy was distributed to Department Heads for review, discussed at a Department Head meeting, and reviewed by County Counsel.

Highlights of the policy include:

- Requirement for demonstrable County business need
- List of instances in which the purchase of food and beverages is allowable
- Requirement to stay within General Services Administration (GSA) meal rates in most instances
- Advance Department Head approval required except in cases of emergency

- Exceptions for emergency situations
- Prohibition on purchase of alcohol
- Annual reporting requirement

The policy requires departments to submit annual reports on expenditures to the Chief Administrative Office, who will compile the information and provide a consolidated report annually within six months of the close of the fiscal year.

### **ALTERNATIVES**

The Board may direct amendments to the proposed policy or opt not to adopt a policy. If the Board does not adopt a policy, it may take additional time to process payments for food and beverage purchases that are not related to travel due to the need for departments to explain and justify the business need for each expense in greater detail.

### **PRIOR BOARD ACTION**

N/A

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Department Heads, County Counsel.

### **FINANCIAL IMPACT**

There is no direct fiscal impact associated with adoption of the policy. The policy requires Department Heads to ensure that sufficient appropriations are available within their budgets to fund any purchases under the policy.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

The Board Clerk will format the policy and post it to the County website.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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