




CITY OF MILPITAS

Revision	Date

CITY ADMINISTRATIVE POLICY

Policy No: 4.1.2	HEALTHY FOOD AND BEVERAGES PURCHASING POLICY	Effective Date: 3/4/2021
Revision No: Click or tap here to enter text.	Policy Administrator: Finance	Next Review Due: 1/4/2023
Related Policies and Procedures: Travel Policy	Approved by: Steve McHarris, City Manager 	Date Approved: 3/4/2021

1. PURPOSE

- 1.1. The purpose of this policy is to minimize the cost to taxpayers of providing employees food, snacks, and non-alcoholic beverages under certain instances. Per Resolution No. 7754, the City Council banned the purchase of bottled water for City functions and for resale to the public with exceptions as outlined in this policy. Further, the City wishes to set an example to the community that it is frugal with its expenditures and that it practices healthy and sustainable practices in the workplace.
- 1.2. The City of Milpitas is committed to promoting and encouraging ways for City employees to improve their overall health and wellness. The healthy food and beverage guidelines are intended to promote a healthy work environment and promote a healthy lifestyle leading to greater job satisfaction, higher morale, and reduced health care costs and absenteeism.

2. POLICY

- 2.1. This policy establishes requirements for purchasing food and beverages with City funds for meetings at City facilities and for general consumption by staff as specified. For food and beverage purchase guidelines for off-site trainings or seminars as well as overnight travel, please refer to the Travel Policy.
- 2.2. Allowable Instances for Use of City Funds for Food and Beverages which require City Manager approval:
 - 2.2.1. Public or community meetings, if approved by the City Manager or designee in advance.
 - 2.2.2. Citywide training and annual recognition events.
 - 2.2.3. Citywide Staff training sessions where it is not practical to disrupt the session for an offsite lunch break. For this policy, staff training may be defined as development, leadership, or specialized training essential to help staff acquire subject matter expertise in their functional areas.
 - 2.2.4. Working meetings with other governmental officials, members of the public, or with consultants or advisors.

- 2.3. Allowable Limited Instances for Use of City Funds for Food and Beverages which require Department Head approval:
 - 2.3.1. Panel members serving on oral board examinations and other hiring related events.
 - 2.3.2. Academy graduations.
 - 2.3.3. Department staff training sessions as defined in 2.2.3 where it is not practical to disrupt the session for an offsite lunch break.
 - 2.3.4. Under limited circumstances, normal lunch or dinner on City business when staff is required to work and is unable to pre-arrange to bring their own lunch or dinner.
 - 2.3.5. Minimal food and beverage purchases, such as bagels and coffee, for department or division meetings to discuss issues of citywide, departmental or operational significance.
- 2.4. Food and beverages offered in City-sponsored celebrations, events, and meetings shall meet nutritional guidelines as outlined below, to the extent compliance with such standards is commercially feasible:
 - 2.4.1. 50% of the food options served at City-sponsored celebrations, events, and meetings shall be
 - 2.4.1.1 Fruits and vegetables (fresh, frozen, or canned in 100% fruit juice)
 - 2.4.1.2 Whole grains (e.g. whole wheat or whole grain bread, bagels, cereals, pasta, and tortillas; brown rice; oatmeal)
 - 2.4.1.3 Lean protein foods (e.g. skinless chicken breast or turkey, fish, reduced fat beef, pork loin, beans, tofu)
 - 2.4.1.4 Non-fat or low-fat dairy products (e.g. yogurt, cheese, cottage cheese)
 - 2.4.1.5 Minimally processed foods made or produced without added sugar and less sodium
 - 2.4.1.6 Tomato based sauces and broth-based soups instead of cream based sauces and soups
 - 2.4.1.7 Lower fat condiments (e.g. vinaigrette and light salad dressing, nonfat or low fat cream cheese, hummus, mustard, light mayonnaise, salsa)
 - 2.4.1.8 Serve fruit and smaller portion desserts (e.g., mini brownie bites, small cookies, mini cupcakes)
 - 2.4.1.9 Use healthy cooking techniques when preparing food (i.e. grilling, baking, or sautéing with healthy fats).
 - 2.4.1.10 Offer foods in moderate serving sizes (i.e. 3 ounce portions of protein foods; cut bagels, sandwiches, and wraps in half; etc.).
 - 2.4.2. 100% of the beverages served at City-sponsored celebrations, events and meetings shall follow the following serving guidelines
 - 2.4.2.1 Present water as an attractive and appealing option served in carafes or other container
 - 2.4.2.2 Offer sparkling water instead of soda
 - 2.4.2.3 Serve coffee and tea unsweetened with condiments on the side
 - 2.4.2.4 Provide unflavored fat-free (skim) or low-fat (1%) milk, milk alternative, or non-dairy creamer
 - 2.4.2.5 Dilute 100% fruit and vegetable juices with water
- 2.5. Staff shall not purchase bottled water for use at City functions or for resale to the public. Excluded from this restriction is the limited purchase and storage of bottled water to be used in the event of emergency.

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- 2.6. Food and beverage purchases shall be approved in advance by the Department Director unless City Manager approval is required with costs funded from the department budget.
- 2.7. Purchases of allowable food, snacks and beverages should be made in recognition of using cost effective, healthy options, and minimizing waste.
- 2.8. Customary gratuity of up to 15% for food deliveries is allowable.
- 2.9. Exception to this policy need to be approved by the City Manager or designee.

3. DEFINITIONS

- 3.1. Department Director includes all Department and Office Heads.

4. PROCEDURE

- 4.1. Prior to purchasing refreshments, staff who are responsible for the purchase of refreshments shall seek approval from the respective Department Director or City Manager consistent with this policy.
- 4.2. Staff shall purchase refreshments using a City Procurement Card consistent with the City's Procurement Card Policy including the required documentation for meal purchases.