

CITY OF RAMSEY

Discretionary Expenditures Policy

The annual review of the Public Purpose Expenditures Policy shall be at a time no later than the approval of the following year's budget.

The following items are deemed to meet the City Council definition of public purpose expenditures. All other uses not mentioned herein are deemed inappropriate.

1. Meals and Refreshments:

- a. Are allowed as part of a city business meeting in which the character of the meeting would involve predominately non-city employees.
- b. When they are part of a breakfast/lunch/dinner meeting for official city business when it is the only practical time to meet and when it involves non-city employee participants (i.e. business developers or business representatives). Only the expenses incurred by city employee(s) may be reimbursed. The City Administrator is allowed some discretion regarding expenditures for meals as per the personnel policy.
- c. When they are part of the structured agenda for an offsite conference, workshop, seminar, training session, or meeting in which the City Administrator or a department director has authorized the employee to attend for training and development purposes (this does not include routine staff meetings).
- d. All meetings shall be scheduled to minimize inclusion of meals. At meetings of a minimum length of five hours consisting primarily of city employees when the refreshment and/or meals are an integral part of the event and are necessary to sustain the flow of the meeting, and if the meeting is one of the following:
 - 1) A department-wide annual staff meeting for employees; or
 - 2) A non-routine organization-wide staff meeting for all managers and/or supervisors; or
- e. During official meetings of the City Council
- f. A dinner meal for staff during performance of election-related duties on Election Day.

2. Recognition Events/Purchases

- a. The City Administrator may authorize modest expenditures for food and refreshments for the following employee events, each of which shall not take place more than once per year:
 - 1) Annual Employee Breakfast
 - 2) Annual Employee Luncheon
 - 3) Volunteer Recognition Events
 - 4) Other Recognition Events that may arise

3. Special Events

- a. Such as Happy Days, National Night Out, and other events that involve or invite participation by the general public. These events and any City expenditures for them require prior specific approval by the City Council and also include City

expenditures for participation fees, donated gifts, door prizes, etc.

4. Community and Business Relations

The City recognizes the importance of establishing and maintaining a positive image with the business and civic community. Participation in certain periodic or annual events is a necessity to maintain a positive image. Annual dinners or galas, or golf tournaments that are sponsored by an organization that the City has a business or community relationship with are examples of business and civic community events (i.e. Chambers of Commerce and other community partners).

- a. The City Administrator will coordinate participation at such events to ensure representation and ensure that duplication is avoided for purposes of cost containment.
- b. The City Administrator will review on an annual or semi-annual basis upcoming events to discuss attendance and representation at business and community events.
- c. The City Council will annually establish a maximum amount of community and business relation expenses by an affirmative approval.

5. Alcoholic Beverages

The purchase of alcoholic beverages is not allowed.

6. Clothing and other Sundry items

Employees may receive T-shirts, and other sundry items of nominal value (\$5.00) when these items are made available to the general public or if these items are determined by the City Administrator to be important to the successful involvement of employees in special city-sponsored or city-supported events (i.e. National Night Out, Happy Days, etc.). Employees may be supplied with uniforms, clothing, boots and other gear necessary for the performance of their job as per the City of Ramsey Personnel Policy or applicable labor agreements.

7. Expenditures for Staff, Council or Commission members only

No expenditures or reimbursements shall be made for spouses or friends of employees attending events.

(Approved November 28, 2006)

Originating Dept: Finance and Administrative Services