



PUBLIC PURPOSE EXPENDITURE POLICY

Introduction.

Every City of Anoka expenditure must be valid, based upon the public purpose for which it is purchased and the specific or implied authority for the expenditure is found in the City Charter, State Statute or City Policy.

I. Meals, Food and Drink.

The City Council recognizes that situations in which City business needs to be discussed can and do occur during meal times. In addition, there are public and employee meetings and events in which reasonable refreshments should be provided. The following items are deemed to meet the Council definition of Public Purpose Expenditures and all other uses are deemed to be inappropriate.

Meals, food and drink may be provided:

- a. During non-routine, official meetings of the City Council, Committees and sub-groups.
- b. When they are a part of the structured agenda for a conference, workshop, seminar or training that occurs before and after lunch.
- c. During official meetings of the City Council, Council Committees, Advisory, Boards and Commissions, and task forces, when they are of a non-routine basis. Some examples are the quarterly Anoka County Elected Officials meetings and North Metro Mayors Association meetings.

II. Recognition/Retirement Events/Purchases.

The Anoka City Council recognizes that hard work and service performed by the employees of the City of Anoka through a formal Employee Recognition Program. The City Council believes the Employee Recognition Program attracts, retains and motivates employees to provide high quality service to the public.

Recognition, retirement events and purchases may be provided:

- a. For recognition events when provided at a modest level with prior City Manager approval, such as:
 1. Employee Recognition gatherings (cake, coffee).
 2. Annual Holiday party (time-off, meal).
 3. Annual Employee Breakfast (meal).
 4. Employee Retirement/Departure gatherings (cake, coffee).

- b. For Departure/Retirement purchases (plaque), which must be at a minimum cost per employee.
- c. For annual Employee Recognition Awards/Years of Service Awards for employees which will comply with the Employee Recognition Program included in the City Policy Manual.
- d. For the annual City Board/Commission/Committee appreciation dinner.

III. Special Events.

Expenditures are allowed for special events such as:

- a. Halloween, Riverfest, Sidewalk Sale Days, City Ice Cream Social and other events that involve or invite participation by the general public.
- b. Events that directly market the City; i.e. City of Anoka Business Appreciation Day. Expenditures for meals and participation fees are allowed and representative City officials may participate in the events.
- c. Events that directly market the City or enhances the public relations of the City; such as the North Metro Mayors Association Golf Tournament and the Anoka Area Chamber of Commerce Golf Tournament. Expenditures for meals and participation fees are allowed, and representatives from the Council and the City Manager or designee may participate in events. Such expenditures will be approved by the City Council as Public Relations Expenditures pursuant to Minnesota Statutes §469.101, Subd. 16.

IV. Refreshments and Food for Emergency Response Staff.

Because emergency personnel are often called to perform for extended periods of time and duties, where refreshments are important to duty performance, firefighters, police officers and other emergency response personnel may be provided refreshments and/or food when it is deemed appropriate by the City Manager or Department Director, to assure the delivery of quality emergency response service. Refreshments and food will only be provided in the event that the employee(s) cannot leave the work site or cannot leave their duty. Refreshments and/or food will be provided consistent with the National Fire Code for all emergency personnel.

V. Anoka Area Chamber of Commerce.

The City of Anoka believes it is in the community's best interest to have a positive relationship with area businesses and the Anoka Area Chamber of Commerce. As such, the City will be a participant in the Anoka Area Chamber of Commerce to demonstrate support for this continued relationship.

VI. Alcoholic Beverages.

The purchase of alcoholic beverages is not allowed.

VII. Funerals.

The City of Anoka may show support to current or past elected officials, advisory board members and employees and their immediate family members (as defined in the Personnel Policy) when it is deemed appropriate by the City Manager.

Conclusion.

The Anoka City Council has determined that the above expenditures are valid expenditures and serve a public purpose. The cost of the items in this policy is included in each departments budget, which is approved by the City Council annually as part of the overall budget process which includes a public hearing on the proposed budget.

Policy History

Initially Adopted: 12.02.2002

Revised: 06.17.2013

Revised: 06.26.2023