

ORDINANCE NO. 1054

AN ORDINANCE OF THE CITY OF SWEETWATER, TENNESSEE AMENDING TITLE 5 OF THE MUNICIPAL CODE ADOPTING A FOOD AND BEVERAGE EXPENDITURE POLICY.

WHEREAS, The City of Sweetwater wants to respond appropriately to the recommendations of the investigation dated December 2024 by the State of Tennessee Office of the Comptroller through the development of new policies, and;

WHEREAS, The City of Sweetwater has sought the guidance of MTAS and the Comptroller's office to establish a new policy regarding non-travel food and beverage expenditures;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Commissioners of the City of Sweetwater, Tennessee that:

SECTION 1. Title 5 of the municipal code is hereby amended by adding the following as a new chapter:

CHAPTER 6

FOOD AND BEVERAGE EXPENDITURE POLICY (NON-TRAVEL)

SECTION

6-601. Food and Beverage Expenditures Authorized

6-602. Entertainment and Group-Arranged Events

6-603. Governing Body Approved Events

6-601. Food and Beverage Expenditures Authorized. In addition to authorized meal purchases outlined in title 4, chapter 4 of this municipal code regarding Travel Reimbursement Regulations, the Board of Commissioners authorizes food and non-alcoholic beverage purchases for a City business purpose. The expenses per person shall be prudent and reasonable. Each approved food and non-alcoholic beverage purchase shall be documented with an itemized receipt and a form that identifies the business purpose and the participants in the approved event.

6-602. Departmental Group-Arranged Events. In limited circumstances, Departments may provide food and non-alcoholic beverages with City funds. City funds shall not be used to purchase alcoholic beverages. All food and beverage expenditures shall be paid from each department's existing budget. City funds may be used for food and non-alcoholic beverages may be purchased in the following circumstances:

(1) Staff training sessions where it is not practical to disrupt the session for an off-site 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) Non-regularly scheduled meetings, held during the lunch hour, where it is not practical to go off-site for lunch to complete City business or meetings held during non-business hours (i.e. early morning meetings, evening meetings, or weekends) where it is not practical or may be disruptive to go off-site to obtain food or beverages.

(3) Anticipated long Mayor and Board of Commissioner meetings where it would not be practical for the Mayor and Board of Commissioner and staff to go off-site.

(4) Recognition events, receptions, special events, and/or meetings directly related to official business of the City where the Mayor and Board of Commissioner or City is hosting individuals, groups, etc. and provide food and beverage services to reflect the City's hospitality.

(5) Tips are limited to a maximum of twenty percent (20%) of the total bill and are reimbursable for food deliveries and for restaurant wait staff.

6-603. Governing Body Approved Events. The Mayor and Board of Commissioners may authorize food and non-alcoholic beverages with City funds, including, but not limited to, in the following circumstances:

(1) The Mayor and Board of Commissioners may authorize the recognition of retirees consistent with Section TWO(H)(4) of the Employee Handbook.

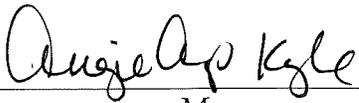
(2) The Mayor and Board of Commissioners may authorize restaurant expenditures or catered meals on occasion for celebrating the accomplishments and/or departmental achievements.

(3) Tips are limited to a maximum of 20% of the total bill and are reimbursable for food deliveries and for restaurant wait staff.

SECTION 2. This ordinance shall take effect upon publication after its final passage in a newspaper of general circulation, the public welfare requiring it.

Approved on First Reading 8.4.2025

Approved on Second Reading 9.2.2025



Mayor



Attest, City Recorder



City Attorney