



RESOLUTION NO. 25-037
ADOPTING A POLICY FOR NON-TRAVEL RELATED FOOD AND BEVERAGES

WHEREAS, Oregon Ethics Law (ORS Chapter 244) prohibits public officials, including elected and appointed officials and public employees, from using their position for personal financial gain except for salary and officially authorized benefits; and

WHEREAS, the Oregon Government Ethics Commission clarified that the provision of food, beverages, and similar nominal items directly to public officials or employees is permissible if those items are part of an approved compensation package; and

WHEREAS, it is reasonable and appropriate for the City to provide modest meals, snacks, or beverages to individuals serving the City during meetings, trainings, or recognition events from time to time; and

WHEREAS, the Council determined it is necessary to adopt a policy to allow the limited provision of modest food and beverages, and directs the City Manager, or the City Manager's designees, to implement this policy.

NOW THEREFORE, THE CITY OF STAYTON RESOLVES:

SECTION 1. The following shall be the policy for non-travel meals and refreshments:

- A. This policy is adopted for the purpose of complying with Oregon Government Ethics Law (ORS Chapter 244). The benefit provided by this policy supports efficient city operations and supports city public official (employee, volunteer, and elected official) engagement, morale, and wellness.
- B. Non-travel business includes meetings, training sessions, conferences, city-sponsored events to conduct city business, city-sponsored wellness events or celebrations, city-sponsored employee or volunteer recognition programs, city-organized potlucks, and gestures of appreciation to public officials during or after work is performed.
- C. Refreshments include beverages such as coffee, tea, bottled water, juice, soda, and similar non-alcoholic liquid refreshments as well as sugar and creamer. Food items such as fruit, pastries, chips, cookies, cake, candy, etc., are also considered refreshments. Essential serving products such as paper plates, cups, and plastic utensils may be purchased with city funds, if the purpose or event meets the guidelines for purchasing meals or refreshments outlined in this policy.
- D. City public officials are generally expected to provide their own meals and beverages when attending meetings for city business that do not involve travel. From time to time, city public officials may receive modest meals and refreshments during non-travel business. Such meals and refreshments are a benefit of employment or volunteering provided to city public officials. The meals and refreshments provided under this policy serve a city institutional purpose, are for the convenience of the city, are provided infrequently, and are low-value to the receiving city public official.

SECTION 2. The City Manager, and each of the City Manager's designees, are hereby directed to operate under this policy, despite the potential or actual conflict of interest this policy may create as a result of City staff's purchasing authority in deciding when food and refreshments will be provided for non-travel business.

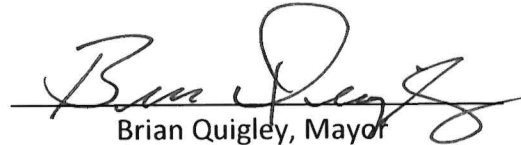
This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 3RD DAY OF NOVEMBER 2025.

CITY OF STAYTON

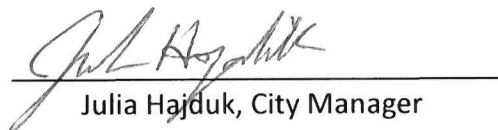
Signed: 11/3, 2025

BY:


Brian Quigley, Mayor

Signed: Nov 3rd, 2025

ATTEST:


Julia Hajduk, City Manager