

**CITY OF TRAVERSE CITY
OFFICE OF THE CITY MANAGER
ADMINISTRATIVE ORDER NO. 13**

TITLE: EXPENDITURES OF TAX DOLLARS
FOR MUNICIPAL PURPOSES

DEPTS. AFFECTED: ALL

EFFECTIVE DATE: OCTOBER 2010

Upon reviewing the guidelines provided by the Michigan Department of Treasury and upon the advice and direction of the City Attorney, the following expenditures of tax dollars have been found to be proper and appropriate for municipal purposes within the following constraints:

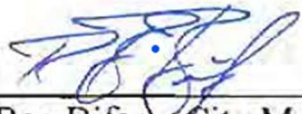
1. The City may provide a retirement plaque to those employees officially retiring from service to the City and to City Commissioners at the end of their service. In addition, the City may provide up to \$100 for food, nonalcoholic beverages or supplies incident to a retirement party for only those employees that are retiring within the definition of MERS or Act 345.
2. The City may provide up to \$2,000 annually for food, nonalcoholic beverages, or supplies incident to an annual event for City employees and elected officials.
3. The City may provide funds for an annual volunteer appreciation dinner for recognition of individuals who serve on City boards and committees.
4. The City may provide a gift or contribution from the operation revenues of a municipal utility (i.e., Light and Power, Water, and Sewer) in accordance with 1969 PA 301; MCL 123.391.
5. The City may from time to time provide reasonable expenditures for food and nonalcoholic beverages incident to meetings of City boards and Commissions that are providing a municipal purpose and benefit.
6. The City may provide flowers or memorials for a bereavement occasion of a City official or former City official, City employee or former City employee. Bereavement occasion shall be defined as the death of any relative of the official or employee as indicated in the City's emergency funeral leave policy.

The following expenditures are inappropriate and not acceptable for municipal purposes:

1. Expenditures for flowers, memorial or gifts to the sick, to those newly married or births.
2. Expenditures for holiday parties on or off City premises.
3. Expenditures for donations or gifts of any amount for any reason except those allowed by statute.
4. Expenditures for candy, food, snacks, coffee, doughnuts, beverages, etc., for employees while working or for distribution to the public at large, other than for distribution to the

public at large for a City function serving a municipal purpose and benefit, such as the Police or Fire Department distribution of Halloween candy.

5. Expenditures for door prizes or raffles.



R. Ben Bifoss, City Manager

History: Supersedes Executive Order #308 dated April 20, 1998

Cross-Ref: Opinion of City Attorney to City Treasurer, 4/30/97
MCL 123.391