



City of North Port

City Commission Policy – Purchase of Flowers, Gifts, and Food

Policy No. 2021-09

Adopted by Resolution No. 2021-R-36

Adoption Date: September 28, 2021

I. STATEMENT OF POLICY

This policy provides direction regarding using the City Commission's budgeted funds to purchase flowers, gifts, and food.

II. POLICY AND PROCEDURE

A. Flowers or Similar Gifts.

1. The City Clerk is directed to expend up to \$99.00 in City Commission funds to send flowers or similar gifts (i.e., plants, balloon bouquets, etc.) on behalf of the City Commission within a reasonable amount of time after learning of the hospitalization or death of current City Commissioners or their spouses/partners, current charter officers or their spouses/partners, or current advisory board members.
2. The City Clerk is directed to send a card on behalf of the City Commission, with City Commissioner signatures, within two business days of learning of:
 - a. The serious illness of current City Commissioners or their spouses/partners, current charter officers or their spouses/partners, or current advisory board members; or
 - b. The hospitalization or death of former City Commissioners, former advisory board members, or former charter officers.
3. The City Commission may, by majority vote, direct the City Clerk to expend up to \$99.00 in City Commission funds to send flowers or similar gifts on behalf of the City Commission for other occasions related to current or former City Commissioners and charter officers.

B. Food.

1. The City Clerk may expend City Commission funds to purchase food and beverages for the City Commissioners and employees actively participating in any Commission meeting or workshop in which a break of 30 minutes or less for lunch is anticipated.
2. The City Clerk may expend City Commission funds to purchase food and beverages for the government representatives and attendees of City-hosted meetings of the Sarasota County Council of Governments.
3. The City Clerk may expend City Commission funds to purchase food and beverages to commemorate a new Commissioner's oath of office or the hiring of a new charter officer.

4. The City Commission may, by majority vote, direct the Clerk to expend City Commission funds for other occasions that serve a public purpose.

III. SUSPENSION OF POLICY

The City Commission may, by majority vote, temporarily suspend any provision of this policy not governed by state law, the City Charter, or the Code of the City of North Port, Florida.