

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: February 10, 2026 **Approx. Start Time:** 11:30am **Approx. Length:** 30 minutes

Presentation Title: Food and Beverage Policy

Department: Finance

Presenters: Elizabeth Comfort, Finance Director, Cindy Becker, Project Manager

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Board approval of an updated County Policy on provision of food and beverages to officials and employees.

EXECUTIVE SUMMARY:

In response to questions from the League of Oregon Cities, the Oregon Government Ethics Commission (OGE) adopted an advisory opinion on May 9, 2025, related to whether public entities can lawfully provide food and beverages to its officials and employees. The focus of their analysis was ORS 244.

OGE concluded it is unethical for local government to provide food and beverages to elected officials or employees unless those items are included in their official compensation package. OGE defines an official compensation package as the wages and other benefits provided to the public official.

The OGE further states that if the public body adopted an ordinance, resolution, collective bargaining agreement, human resource policy, or applicable contract provision (Policies), authorizing the provision of food and beverage to its employees and elected officials, the employee or elected official is authorized to accept the food and beverage consistent with the Policies the public body adopted.

This policy is designed to comply with the state's Ethics Rules. There are also federal rules on food and beverage provision. However, these Internal Revenue Service rules are separate and the responsibility of the employee. This distinction and guidance was provided by County Counsel.

The attached policy is presented for Board approval to avoid any real or potential ethical breaches pursuant to this new OGE advisory opinion.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? ☐ YES ☒ NO N/A, Policy Review Only

What is the cost? \$ N/A

What is the funding source? N/A

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals?
- How does this item align with the County's Performance Clackamas goals?

- Public trust in good government

LEGAL/POLICY REQUIREMENTS:

N/A

PUBLIC/GOVERNMENTAL PARTICIPATION:

The changes include inviting public input.

OPTIONS:

#1: Approve the updated Food & Beverage Policy as presented.

#2: Modify the Food & Beverage Policy and approve.

#3: Take no action at this time.

RECOMMENDATION:

#1: Approve the updated Food & Beverage Policy as presented.

ATTACHMENTS:

#1: Revised Food & Beverage Policy

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval ____ Elizabeth Comfort

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Jennifer Johnson @ 503-742-5400
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<input checked="" type="checkbox"/> Administrative Policy
<input type="checkbox"/> Operational Policy

Clackamas County Policy

Name of Policy	Food and Beverage	Policy #	FIN-1.211
Policy Owner Name	Elizabeth Comfort	Effective Date	2-10-2026
Policy Owner Position	Finance Director	Approved Date	2-10-2026
Approved By	Board of County Commissioners	Next Review Date	2-10-2029

I. PURPOSE AND SCOPE

To establish that the provision of food and beverages to elected officials, county employees, interns and volunteers is a part of their official compensation package.

This policy applies to all elected officials, county employees, interns, and volunteers.

II. AUTHORITY

ORS 203.035 authorizes the Board of County Commissioners to promulgate policies for the management and operation of Clackamas County Government.

III. GENERAL POLICY

Food and beverages provided by the County to elected officials, county employees, interns or volunteers including but not limited to, holiday parties, annual picnics, or other recognition events shall be considered part of their overall compensation package.

IV. DEFINITIONS

Official Compensation Package means the wages and other benefits provided to elected officials and employees.

V. POLICY GUIDELINES (N/A)

This policy does not take the place of food purchase restrictions in the procurement card manual: <https://powerdms.com/link/CCOR/document/?id=3098821>

VI. PROCESS and PROCEDURES (N/A)

VII. ACCESS TO POLICY

This policy is located on Power DMS

VIII. ADDENDA (N/A)

Actions on this Policy:

Original Policy effective date: _____, 2026