

PURPOSE:

To establish a food procurement, vending and service policy for the City of Mountain View to guide employees when selecting and purchasing food and beverages.

PROCEDURE:

When selecting and purchasing food and beverages for City events and activities, staff must abide by this policy as well as the City's Water Bottle Administration Instruction Policy (18-1) and the Environmentally Preferable Purchasing Council Policy (A-20).

Snack Vending

At least 70 percent of food items sold shall meet all of the following criteria:

1. Snacks and food items must *have no more than*:
 - 35 percent of its calories from total fat (with the exclusion of nuts and seeds; snack mixes and other foods of which nuts and seeds are a part must meet the 35 percent standard).
 - 10 percent of its calories from saturated fat.
 - 35 percent sugar by weight (with the exclusion of fruits and vegetables that do not contain added sweeteners or fats).
 - 360 mg of sodium per serving or per portion.
2. Total snacks *have no more than* 250 calories per serving or per portion.
3. Snack and food items shall contain NO trans fat.
4. Snack and food items will emphasize fruit, vegetables, whole grains and nonfat, low-fat dairy products.

Beverage Vending

At least 70 percent of beverages sold shall have no added caloric sweeteners (examples include calorie free sports drinks, diet sodas or water products) and shall meet all of the following guidelines:

1. Fruit- or vegetable-based and contain at least 100% real juice limited to 8 ounces.
2. Milk products that are 2 percent, 1 percent, nonfat, soy, rice and other similar nondairy drinks.
3. Artificially sweetened, calorie-reduced beverages that do not exceed 50 calories per 12-ounce container.
4. Coffee and decaffeinated coffee, hot and/or iced with no added sugar.
5. Tea and decaffeinated tea, hot and/or iced with no added sugar.

City-Sponsored Beverage Service for Meetings and Celebrations*

Tap water shall always be provided.

No beverages served shall have added caloric sweeteners (acceptable examples include calorie-free sports drinks, diet sodas or water products) and shall meet the following guidelines:

1. Fruit- or vegetable-based, and contain 100% real juice, with serving sizes limited to 8 ounces.
2. Milk products that are 2 percent, 1 percent, nonfat, soy, rice and other similar nondairy drinks.
3. Artificially sweetened, calorie reduced beverages that do not exceed 50 calories per 12-ounce container.
4. Coffee and decaffeinated coffee, hot and/or iced with no added sugar.
5. Tea and decaffeinated tea, hot and/or iced with no added sugar.

6. If sugar packets are provided, sugar substitute packets should also be provided.

Program Snack Guidelines for Children and Youth

At least two of the following four snack components shall be served at youth programs where snacks are typically served:

- Grain/bread (1 serving).
- Milk (1 cup or 8 ounces).
- Protein/meat or meat alternative (1 ounce).
- Fruit, vegetable or 100% juice (limited to 4 to 6 ounces) or a serving of dried fruit (1/4 cup).

Additional Snack Standards:

- < 35 percent total calories from fat.
- < 10 percent calories from saturated fat.
- < 35 percent added sugar by weight.
- 175 calories per item—elementary schools.
- 250 calories per item—middle and high schools.

City-Sponsored Food Procurement for Meetings and Celebrations*

At least one "healthy" option should be available at all times. To the extent possible, food service providers should choose recipes and modify existing recipes to adhere to the United States Department of Agriculture (USDA) guidelines. These may include, but are not limited to:

- Low-fat or fat-free preparation methods (broil, bake, grill, steamed or roasted).
- Serve added fats on the side (i.e., dressings, mayonnaise).

- Serve whole grain products when possible.
- Be mindful of portion sizes, no super-sizing, use of small plates is encouraged.
- Side dishes, appetizers and desserts should emphasize fruits and/or vegetables.
- When serving desserts, offer small serving sizes.
- Include 1 vegetable and/or 1 fruit with each entrée.
- Avoid fats and oils high in saturated fats.

**Exception to this policy is made for Public Safety personnel when unplanned situations arise that prohibit compliance with this policy such as rescue operations and field investigations.*

Employee-Sponsored Potlucks and Celebrations

Potlucks and celebrations are important ways for City employees to connect, socialize and recognize one another. Alternatives to cake and other high-sugar, high-fat foods are encouraged.

Food Service at City-Sponsored Events or Meetings

Food choices for City of Mountain View-sponsored events or meetings should be culturally appropriate, consist of healthier foods and beverages for breakfast, lunch/dinner, snacks and receptions.

Further Healthy Meeting Resources and examples are provided on CityNet:



Daniel H. Rich, City Manager

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