

Food Service Guidelines for City of San Antonio Facilities

The purpose of the Food Service Guidelines for City of San Antonio Facilities is to provide specific standards for foods and beverages purchased with City funds. This includes any foods and beverages provided, prepared and/or sold on City of San Antonio facilities managed by the City such as vending machines, City meetings and events, workspaces and concessions.

Section I.

Snack Vending

Includes processed foods that are packaged in small portions or individual servings. These foods can be sold in a vending machine, kiosk, or micro market. Not less than 80% of the total slots available in each machine or kiosk must comply with all of the following guidelines per package.

Packaged Snacks (not sold in vending machines, kiosks, and micro markets)

Includes any packaged snack(s) purchased with City funds and provided or sold in City-owned and City-controlled facilities including “grab-n-go” cafeterias, City meetings, events or workspaces. 100% of available packaged snack items must meet the following guidelines.

Guidelines:

- No more than 200 calories;
- No more than 2 grams of saturated fat;
- No more than 6 grams of added sugar per package*;
- No more than 230 milligrams of sodium per package; and
- No fried foods.
- Nuts, seeds, whole/dried fruits, cheeses and yogurts are exempted from the fat and sugar criteria, but must be less than 200 calories per package; the above guidelines may only be modified upon mutual agreement of the parties.

*If added sugar is not clearly labeled, refer to no more than 18 grams of total sugar.

Section II.

Beverage Vending

100% of available beverages must meet the following criteria:

Guidelines:

- Plain or carbonated water (zero calorie, zero sugar). Carbonated water shall not have a greater distribution than plain water;
- Diet soda;
- Low or calorie free carbonated beverages;
- Low or calorie free non-carbonated beverages, such as tea and isotonic drinks (excludes 100% juice, and unsweetened milk).
- When juice is available, it must be 100% juice with no added sugar.
- When milk or milk substitute beverages are available, must offer beverages with no added sugar.
- Plain coffee includes caffeinated and decaffeinated.

Section III.

Prepared Foods

Includes foods purchased with City funds in City-owned and/or City-controlled facilities. This includes foods catered or prepared onsite and provided at City meetings, events and workspaces. Prepared foods are foods that are fresh, cleaned, cooked, assembled (e.g., salad or sandwich), or otherwise processed and served “ready-to-eat.” Examples of prepared foods include hot entrées, side dishes, soups, salads, deli sandwiches, and fresh whole fruits and vegetables.

Guidelines:

- If beverages are served, water must be made available and accessible to all individuals. Other beverages served must meet beverage vending guidelines in *Section II*.
- Vegetarian or vegan options must be offered.
- Food and meal items must meet the following guidelines:
 - If entrée and/or side item(s) are ordered, at least one entrée and two side items must meet the following cooking technique: baking, roasting, broiling, poaching, steaming, or stir-frying.
 - No fried items.
 - Fruits and/or vegetables must be provided when food is served.
 - Offer or choose whole grains when available.

Exemptions Include:

- Special events that require a permit such as Fiesta, parades or festivals
- Food items purchased by individual staff members for celebrations
- United Way fundraisers
- Emergency situations/disaster response/shelters
- Food provided on City-owned but leased property (Including but not limited to food available in restaurants on City-owned property that is not managed by the City, such as the Airport, Alamodome, Convention Center, La Villita, and Market Square)
- Donated Food
- Foods purchased with City Council Project Funds

Section IV.**Concessions**

Includes food available in concessions on City property managed by the City.

Guidelines:

- If beverages are served, water must be available.
- If packaged snacks are served, offer at least one snack that meets the packaged snack guidelines in *Section I*.
- If prepared foods are served, offer at least one item from the prepared food guidelines in *Section III*.

Exemptions Include:

- Food available in concessions that provide food for sale through leases, licenses, or contracts at City facilities. (E.g.) Airport, Alamodome, Convention Center, and Little League Fields
- Foods purchased with City Council Project Funds

Other Exemptions

Facilities and programs funded through federal funding who have nutrition standards already in place are not subject to this policy. Programs include:

- City-funded afterschool programs
- Summer and holiday recreational programming
- Senior Meals programming
- Head Start
- Pre-K 4 SA
- Meals on Wheels
- Foods purchased with City Council Project Funds (subject to Ordinance 2013-11-07-0761)

Definitions**Low calorie**

40 calories or less per serving

Calorie free

5 calories or less per serving

No added sugar

No sugar or sugar containing ingredient added during processing or packaging

