

Issue Analysis Form



Date: 03/10/2020
Item: Administrative Policy Addition – Non-Travel Food and Beverage Purchases (330.1-330.14)
Lead Department(s): Finance
Contact Person(s): Betsy Drewry

Description and Current Status

The Board of Supervisors received information at its February 25, 2020 work session related to administrative policy addition for:

Non-Travel Food and Beverage Purchases (330.1-330.14)

This policy addition focuses on providing guidance and imposing limitations on the use of public funds when making food and beverage purchases when not in a business travel status.

A copy of the February 25 presentation related to this new policy is provided as **Attachment A** (pages 18-34).

A draft of the recommended policy is included for board review.

Since February 25, the section 330.5 entitled Board of Supervisors Meetings has been completed based on feedback received. Additionally, section 330.1 "Policy Exclusion" section has been expanded to include meals provided for jurors.

A draft resolution is also included for consideration and approval.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

There is no additional fiscal impact to implement recommended policy addition.

County Impact

Approval of the recommended policy addition will provide more specific written guidelines to employees and other authorized individuals when using public funds to make food purchases while not in travel status.

Notes



Prince George County Discussion

~~Purchase Cards~~

~~Policy Revisions and Additions~~

Revisions

- ~~Expense Reports & Purchase Cards /
Accounts (170)~~

- ~~Travel (100)~~

Addition

- Non-Travel Food & Beverage Policy (330)



Prince George County Policy Addition / New

- NON-TRAVEL FOOD AND BEVERAGE PURCHASES 330.1-
330.14

NEW Non-Travel Food Policy 330

ATTACHMENT A

- **330.1 General Provisions & Purpose (page 1)**
- **330.2 Food for Daily Employee Consumption (page 2)**
- **330.3 Community Events and Programs (page 2)**
- **330.4 Citizen and Advisory Groups, Boards and Commissions (pages 2-3)**
- **330.5 Board of Supervisors Meetings (TBD – Page 3)**
- **330.6 Staff Meetings; Group Meetings; Work-Related Meetings (page 3)**
- **330.7 Internal Training Functions (page 3)**

NEW Non-Travel Food Policy 330

ATTACHMENT A

- **330.8 Extended Hour Work for Benefit of Employer (page 4)**
- **330.9 County Hosted Visits from Other Localities or Regional Meetings (page 4)**
- **330.10 Economic Development Business Prospects (page 4)**
- **330.11 Tourism Events (page 4)**
- **330.12 Human Resource Hosted Employee Events (page 4 - 5)**
- **330.13 Emergency Operations and Emergency Event Response (page 5)**
- **330.14 Volunteer Fire Departments and Emergency Crew Food Budgets (pages 5-6)**

NEW Non-Travel Food Policy 330

• 330.1 GENERAL PROVISIONS & PURPOSE (page 1)

330.1 General Provisions & Purpose

The Non-Travel Food and Beverage Purchases policy was created to provide guidance when using public funds to purchase food and beverages for official business. These provisions follow the procedures outlined by the Department of Accounts for the Commonwealth of Virginia but may be less restrictive in some areas due to the way the County conducts business. **This policy does not apply to food purchased for business travel as outlined in Policy 100.1-100.8.** Departments may establish internal policies for food purchases for their employees as long as they are within the parameters established by this policy.

Purchases from any County funds are subject to these guidelines. Purchases of food and beverages include, but are not limited to, refreshments or snacks, meals, catered foods, finger foods, and beverages of any kind.

Any food or beverage purchases not covered under Policy 100.1-100.8 Travel or referenced in this policy will not be paid for by the County using an Expense Form, purchase card or credit card. Exceptions to this policy must be granted with prior written approval from the County Administrator or his/her designee and such documentation must be attached to receipt.

The purchase of alcoholic beverages using public funds is prohibited for any reason. Gratuities, if applicable, are restricted to the percentage specified in Policy 100.1-100.8 Travel.

All allowable meal or refreshment purchase receipts must be submitted using the **Food Purchase Form** and include an event / meeting description, an agenda if applicable, and a list of attendees who ate.

NEW Non-Travel Food Policy 330

• **330.1 GENERAL PROVISIONS & PURPOSE (page 1)**

This policy excludes:

- Meals consumed by individuals on overnight travel status as set forth in Policy 100.1-100.8. Such travel meals must be paid from department convention and education or training budgets.
- Food and beverages funded solely by participant or registration fees (including but not limited to, Parks and Recreation programs; participant-paid County-hosted events, conferences or training sessions)
- Food and beverages paid for by employees
- Meals purchased for foster children (Social Services) and meals purchased for inmates during transport (Sheriff)

NEW Non-Travel Food Policy 330

- **330.2 NO PURCHASES FOR DAILY EMPLOYEE / VISITOR CONSUMPTION**

330.2 Food for Daily Employee Consumption Prohibited

Generally, the use of public funds for food and beverages for daily consumption by employees and visitors during the workday is **prohibited**. Examples include meals, snacks, coffee, coffee pods, bottled water, and bottled/canned beverages for daily employee or visitor consumption. The exception is water delivered for a water cooler by Diamond Springs or a similar provider. Water coolers for staff and visitor consumption are permitted only where the General Services Director concludes the installation of a filtered cold/hot water system is not practical or economically feasible due to plumbing location or availability.

NEW Non-Travel Food Policy 330

• 330.3 COMMUNITY EVENTS AND PROGRAMS – Citizens are recipient

330.3 Community Events & Programs

The County hosts a number of events for the benefit of County citizens and business owners. Refreshment / meal restrictions are noted below. Where possible, staff should solicit monetary and food item donations to minimize the cost and use of public funds for these events. All community events for which food will be purchased with County funds must be approved by the Board of Supervisors. Any fundraiser hosted by the County must donate funds based on net proceeds, i.e. total collected, less cost.

Light Refreshments – limit to \$3 per expected attendee*
Disaster Preparedness Workshop (formerly Survivor Day)

Picnic / Cookout Style Events – limit to \$5 per expected attendee*
 National Night Out
 Hometown Heroes
 Annual Back-to-School Fair
 Mobile Home Park Events
 Founder's Day
 Annual Recovery Night Event - Community Corrections

*This limit excludes donated items

Catered Events – limit to GSA limit (breakfast, lunch or dinner depending on event time) for Prince George County Virginia including gratuity
Wreath Laying Ceremony
 Dedications / Ribbon Cuttings
 Citizen's Academy
 Business Roundtable
 Civilian Military Council
 Annual Riverside CCJB Appreciation Breakfast (Community Corrections)

All approved community events may not be listed above, but events of a similar nature should be included in one of the categories above and those guidelines should be followed.

NEW Non-Travel Food Policy 330

- **330.4 CITIZEN AND ADVISORY GROUPS, BOARDS AND COMMISSIONS**

- 330.4 Citizen and Advisory Groups, Boards and Commissions**

- The County utilizes citizen and volunteer advisory groups to assist in accomplishing the County's mission and specific initiatives. To the extent possible, meeting times should be established outside of normal meal times. Refreshments may be served at each periodic meeting not to exceed \$3.00 per attendee.

- **330.5 BOARD OF SUPERVISORS MEETINGS**

- 330.5 Board of Supervisors Meetings**

- [ALLOW BOARD TO DEVELOP BOARD MEETING FOOD POLICY]

NEW Non-Travel Food Policy 330

• 330.6 STAFF MEETINGS; GROUP MEETINGS; WORK-RELATED MEETINGS

330.6 Staff Meetings; Group Meetings; Work-Related Meetings

Staff Meetings - The use of public funds to pay for staff meeting meals or refreshments is prohibited.

Employee Group Meetings - The use of public funds for meals or snacks for meetings between small groups of employees or department heads is prohibited even if employees are discussing business during the meeting.

Interview and IFB/RFP Panels - The use of public funds to provide meals or snacks for employee interview panels or Invitation for Bid / Request for Proposal panels is prohibited. A lunch break should be scheduled for such panel meetings.

Interview, IFB/RFP Panels and Accreditation, Review / Assessment Panels that Include a Non-Prince George Subject Matter Expert or Non-Prince George Reviewer - When panel interviews, meetings or reviews include a subject matter expert or external reviewer who is not a Prince George County employee, and have a duration of longer than three hours, a meal may be purchased for that expert panel member or reviewer. In addition, one County representative / host may purchase a meal. Only one meal, per day, per person may be purchased and the cost is limited to the GSA limitation for Prince George, Virginia, including gratuity. The subject matter expert must be utilized in employee hiring, employee promotions or other advancement of a County business process.

NEW Non-Travel Food Policy 330

- 330.7 INTERNAL TRAINING FUNCTIONS

330.7 Internal Training Functions

Food and beverages may be provided to participants of a mandatory training session when business is conducted **through the time of the meal and the duration is more than four hours in one day**. The dollar amount of the expenditure is limited to the GSA lunch limit for Prince George, Virginia including gratuity. The training agenda/itinerary must be attached to the receipt. Training functions of durations of four hours or less should be arranged to avoid meal times. Planning meetings, departmental retreats and staff meetings are not considered an internal training function.

NEW Non-Travel Food Policy 330

- **330.8 UNSCHEDULED EXTENDED HOUR WORK FOR BENEFIT OF EMPLOYER**

330.8 Unscheduled Extended Hour Work for the Benefit of Employer

County staff may occasionally be needed or expected to work beyond the normal workday through the dinner hour to complete essential county work or meet an established deadline. Department Heads are authorized to purchase a meal or snack for employees to continue work as long as work continues after normal work hours and through the normal dinner hour. The GSA limitation for dinner is the maximum that may be expended for such a meal, including gratuity. Examples include, but are not limited to: Utility Repairs; Election Day; Building & Grounds event set-up and breakdown; time-sensitive, prolonged police investigations and/or exigent, prolonged public safety situations. A description of the work event must accompany the receipt.

NEW Non-Travel Food Policy 330

- **330.9 COUNTY-HOSTED VISITS / REGIONAL MEETINGS**

330.9 County Hosted Visits from Other Localities or Regional Meetings

The County may host regional meetings attended by employees from other municipalities. To the extent possible, meeting times should be scheduled outside of meal times. Refreshments may be served at these regional meetings, not to exceed \$3.00 per participant per meeting. GSA meal limitations should be adhered to for any meal provided, including gratuity.

NEW Non-Travel Food Policy 330

- **330.10 ECONOMIC DEVELOPMENT BUSINESS PROSPECTS**

 - 330.10 Economic Development Business Prospects**

 - Using meal tax funds, the Economic Development Department may host business prospects during visits to the community. Reasonable meals and incidental costs may be incurred to attract businesses to the County. GSA meal limitations do not apply to such meal purchases.

- **330.11 TOURISM EVENTS**

 - 330.11 Tourism Events**

 - Using lodging tax funds, the Tourism Department may host events and tournaments to bring tourism opportunities to the community. Reasonable meals and incidental costs may be incurred for tourism events in accordance with event guidelines. GSA meal limitations and County refreshment limitations do not apply to such purchases.

NEW Non-Travel Food Policy 330

• 330.12 HR HOSTED EMPLOYEE & RECOGNITION EVENTS

330.12 Human Resource Hosted Employee and Employee Recognition Events

The following limitations apply to employee events that benefit all employees or specific groups of employees. Where possible, staff should solicit monetary and food item donations to minimize the cost and use of public funds for these events. All Human Resources events for which food will be purchased with County funds must be approved by the Board of Supervisors.

Light Refreshments – limit to \$3 per expected attendee*

Quarterly New Hire Meet and Greet

New Department Head Introductory Receptions

Patriot's Day – Annual Event for First Responders [HR also solicits donations]
Youth Workforce Academy Reception

Picnic / Cookout Style Events – solicit donations and limit to \$5 per expected attendee*

Annual Employee Appreciation Day Picnic

Co-Worker Week Reception and Chili Cook-Off
Employee Wellness Fairs

*This limit excludes donated items.

Catered Events – limit to GSA dinner limit for Prince George County Virginia including gratuity

Annual Service Awards and Holiday Dinner

The use of public funds by department heads to provide meals or refreshments during weeks of specific employee category recognition, such as *National Police Week*, *Firefighter Appreciation Week*, *National Public Safety Tele-communicators Week*, *Administrative Professionals Day*, is prohibited.

NEW Non-Travel Food Policy 330

• 330.13 EMERGENCY OPERATIONS & EMERGENCY EVENT RESPONSE

330.13 Emergency Operations and Emergency Event Response

Emergency Response Plan Levels III, IV and V may necessitate the purchase of refreshments and meals for staff and first responders who are responding for citizen power and shower events, citizen shelter activation and Emergency Operations Center duties.

Emergency events may also result in the distribution of water and/or food to **Prince George County citizens.**

The County Administrator and Director of Fire/EMS in cooperation with the Finance Director and Procurement Officer will determine the appropriate level of purchasing during such events.

Where appropriate, **FEMA** (Federal Emergency Management Agency) reimbursement should be pursued.

NEW Non-Travel Food Policy 330

- 330.14 VOLUNTEER FIRE DEPARTMENTS & EMERGENCY CREW – FOOD BUDGETS

330.14 Volunteer Fire Departments and Emergency Crew Food Budgets

The Prince George County Volunteer Fire Departments and Emergency Crew are a valuable partner in providing emergency response to citizens. They are also an integral part of the community and may host a variety of community functions.

The Emergency Crew and each Volunteer Fire Department has a General Fund budget for expenditures paid and reimbursed by the County. **To promote consistent and fair food spending across departments, a General Fund Food Supply budget equal to \$50 per active member will be established annually.** The active member count will be based on membership on the January preceding each budget year. **County reimbursement for food supplies will not exceed the adopted budget.** These reimbursements will cover 5th Monday/Wednesday dinners; community events; open houses; and emergency/weather event preparation and response.

Meals consumed by volunteers on overnight travel status as set forth in Policy 100.1-100.8 Travel, are excluded from this policy. The cost of those meals for volunteers while in travel status for training should be budgeted under Training.

Wrap Up

- Discussion / feedback
- Questions?
- Direction for Board approval

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 330.1-330.14	Page 1 of 6
	SUPERSEDES:	DATE ISSUED: March 10, 2020
SUBJECT: Non-Travel Food and Beverage Purchases	AUTHORIZATION: Percy C. Ashcraft, County Administrator	

330.1 General Provisions & Purpose

The Non-Travel Food and Beverage Purchases policy was created to provide guidance when using public funds to purchase food and beverages for official business. These provisions follow the procedures outlined by the Department of Accounts for the Commonwealth of Virginia but may be less restrictive in some areas due to the way the County conducts business. This policy does not apply to food purchased for business travel as outlined in Policy 100.1-100.8. Departments may establish internal policies for food purchases for their employees as long as they are within the parameters established by this policy.

Purchases from any County funds are subject to these guidelines. Purchases of food and beverages include, but are not limited to, refreshments or snacks, meals, catered foods, finger foods, and beverages of any kind.

Any food or beverage purchases not covered under Policy 100.1-100.8 Travel or referenced in this policy will not be paid for by the County using an Expense Form, purchase card or credit card. Exceptions to this policy must be granted with prior written approval from the County Administrator or his/her designee and such documentation must be attached to receipt.

The purchase of alcoholic beverages using public funds is prohibited for any reason.

Gratuities, if applicable, are restricted to the percentage specified in Policy 100.1-100.8 Travel.

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This policy excludes:

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- Food and beverages funded solely by participant or registration fees (including but not limited to, Parks and Recreation programs; participant-paid County-hosted events, conferences or training sessions)
- Food and beverages paid for by employees

SUBJECT: Non-Travel Food & Beverage Purchases	POLICY NUMBER: 330.1 through 330.14	DATE ISSUED: March 10, 2020	Page 2 of 6
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- Meals purchased for foster children (Social Services); ~~and~~ meals purchased for inmates during transport (Sheriff); **and meals purchased for juries during lengthy trials or deliberation periods (Sheriff)**

330.2 Food for Daily Employee Consumption Prohibited

Generally, the use of public funds for food and beverages for daily consumption by employees and visitors during the workday is **prohibited**. Examples include meals, snacks, coffee, coffee pods, bottled water, and bottled/canned beverages for daily employee or visitor consumption. The exception is water delivered for a water cooler by Diamond Springs or a similar provider. Water coolers for staff and visitor consumption are permitted only where the General Services Director concludes the installation of a filtered cold/hot water system is not practical or economically feasible due to plumbing location or availability.

330.3 Community Events & Programs

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Catered Events – limit to GSA limit (breakfast, lunch or dinner depending on event time) for Prince George County Virginia including gratuity

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All approved community events may not be listed above, but events of a similar nature should be included in one of the categories above and those guidelines should be followed.

*This limit excludes donated items

330.4 Citizen and Advisory Groups, Boards and Commissions

The County utilizes citizen and volunteer advisory groups to assist in accomplishing the County's mission and specific initiatives. To the extent possible, meeting times should be established outside of normal meal times. **Refreshments** may be served at each periodic meeting not to exceed \$3.00 per attendee.

330.5 Board of Supervisors Meetings

Regular Meetings - Refreshments may be served at closed session meetings starting immediately prior to regular / work session meeting time not to exceed \$3.00 per expected attendee.

Special Meetings – The board of Supervisors periodically engages in special meetings (retreats) that have durations of four hours or longer with work continuing through meal time. Meals may be purchased for these meetings and the dollar amount of the expenditure is limited to the GSA lunch limit for Prince George, Virginia including gratuity.

330.6 Staff Meetings; Group Meetings; Work-Related Meetings

Staff Meetings - The use of public funds to pay for staff meeting meals or refreshments is prohibited.

Employee Group Meetings - The use of public funds for meals or snacks for meetings between small groups of employees or department heads is prohibited even if employees are discussing business during the meeting.

Interview and IFB/RFP Panels - The use of public funds to provide meals or snacks for employee interview panels or Invitation for Bid / Request for Proposal panels is prohibited. A lunch break should be scheduled for such panel meetings.

Interview, IFB/RFP Panels and Accreditation, Review / Assessment Panels that Include a Non-Prince George Subject Matter Expert or Non-Prince George Reviewer - When panel interviews, meetings or reviews include a subject matter expert or external reviewer who is not a Prince George County employee, and have a duration of longer than three hours, a meal may be purchased for that expert panel member or reviewer. In addition, one County representative / host may purchase a meal. Only one meal, per day, per person may be purchased and the cost is limited to the GSA limitation for Prince George, Virginia, including gratuity. The subject matter

SUBJECT: Non-Travel Food & Beverage Purchases	POLICY NUMBER: 330.1 through 330.14	DATE ISSUED: March 10, 2020	Page 4 of 6
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expert must be utilized in employee hiring, employee promotions or other advancement of a County business process.

330.7 Internal Training Functions

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330.9 County Hosted Visits from Other Localities or Regional Meetings

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330.10 Economic Development Business Prospects

Using meal tax funds, the Economic Development Department may host business prospects during visits to the community. Reasonable meals and incidental costs may be incurred to attract businesses to the County. GSA meal limitations do not apply to such meal purchases.

330.11 Tourism Events

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330.12 Human Resource Hosted Employee and Employee Recognition Events

The following limitations apply to employee events that benefit all employees or specific groups of employees. Where possible, staff should solicit monetary and food

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item donations to minimize the cost and use of public funds for these events. All Human Resources events for which food will be purchased with County funds must be approved by the Board of Supervisors.

Light Refreshments – limit to \$3 per expected attendee*

Quarterly New Hire Meet and Greet
 New Department Head Introductory Receptions
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330.13 Emergency Operations and Emergency Event Response

Emergency Response Plan Levels III, IV and V may necessitate the purchase of refreshments and meals for staff and first responders who are responding for citizen power and shower events, citizen shelter activation and Emergency Operations Center duties.

Emergency events may also result in the distribution of water and/or food to Prince George County citizens.

The County Administrator and Director of Fire/EMS in cooperation with the Finance Director and Procurement Officer will determine the appropriate level of purchasing during such events.

Where appropriate, FEMA (Federal Emergency Management Agency) reimbursement should be pursued.

330.14 Volunteer Fire Departments and Emergency Crew Food Budgets

SUBJECT: Non-Travel Food & Beverage Purchases	POLICY NUMBER: 330.1 through 330.14	DATE ISSUED: March 10, 2020	Page 6 of 6
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The Prince George County Volunteer Fire Departments and Emergency Crew are a valuable partner in providing emergency response to citizens. They are also an integral part of the community and may host a variety of community functions.

The Emergency Crew and each Volunteer Fire Department has a General Fund budget for expenditures paid and reimbursed by the County. To promote consistent and fair food spending across departments, a **General Fund Food Supply** budget equal to \$50 per **active member** will be established annually. The active member count will be based on membership on the January preceding each budget year. **County reimbursement for food supplies will not exceed the adopted budget.** These reimbursements will cover 5th Monday/Wednesday dinners; community events; open houses; and emergency/weather event preparation and response.

Meals consumed by volunteers on overnight travel status as set forth in Policy 100.1-100.8 Travel, are excluded from this policy. The cost of those meals for volunteers while in travel status for training should be budgeted under **Training**.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 10th day of March, 2020:

Present:

Donald R. Hunter, Chairman
Alan R. Carmichael, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

Vote:

A-3

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED ADDITION PRINCE GEORGE COUNTY PERSONNEL POLICIES; SECTION 330.1 THROUGH 330.14, ENTITLED *NON-TRAVEL FOOD AND BEVERAGE PURCHASES*

WHEREAS the Prince George County Personnel policy has been reviewed by staff and it has been determined that a new policy entitled *Non-Travel Food and Beverage Purchases* is needed;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 10th day of March, 2020, does hereby amend the Prince George County Personnel Policies by adding the policy entitled *Non-Travel Food and Beverage Purchases* as requested.

A Copy Teste:

Percy C. Ashcraft
County Administrator