

# Issue Analysis Form



**Date:** 04/14/2020  
**Item:** Administrative Policy Addition – Non-Travel Food and Beverage Purchases (330.1-330.14) – Tabled on 3/10/2020  
**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 and again at its March 10, 2020 board meeting 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.**

At the March 10 meeting some board members requested that average per person spending be examined for:

Community Events (§330.3)  
Citizen and Advisory Groups, Board and Commissions (§330.4)  
Board of Supervisors Meetings (§330.5)  
Human Resource Hosted Employee and Employee Recognition Events (§330.12)

Additionally, there was concern expressed regarding whether the \$3.00 per person light refreshment limit was too low.

Staff also received a request to consider adding the ability to provide refreshments for retirement receptions. Suggested language has been added to section 330.12 allowing one retirement reception for employees with a minimum of 10-years of Prince George County service at a \$5.00 per-person limit.

A sampling of community events, Board and Commission meeting and Human Resource hosted events was examined, and the per-person expenditure is provided as **Attachment A**.

As a result of that review, some revisions were made to draft policy 330.1-330.14. Those revisions are summarized below and **are noted in red on the updated draft policy**.

**§330.3 – Community Events & Programs**

Disaster Preparedness Workshop moved to \$5.00 per person category (currently \$0 in County funds utilized);  
\$3.00 category removed  
Cost of venue and wait staff added to exclusions from limit

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

\$3.00 per person limit language removed  
Added meal allowance at G S A rates for meetings conducted through meal time

**§330.5 – Board of Supervisors Meetings**

Replaced refreshment language at \$3.00 with ability to furnish meal at G S A limit for meetings with a closed session

**§330.9 – County Hosted Visits Regional Meetings**

Increased \$3.00 refreshment limit to \$5.00  
Added language “If meeting time extends through a meal time,” for meals at G S A limit

**§330.12 – Human Resource Hosted Employee and Employee Recognition Events**

Added “Heavy Refreshments” language to \$5.00 category  
Moved Patriot’s Day Event from \$3.00 to \$5.00 limit category  
Moved Youth Workforce Academy Reception from \$3.00 to \$5.00 limit category  
Moved Annual Employee Appreciation Day Picnic/Meal from \$5.00 limit to G S A limit category  
Added Retirement Receptions event to \$5.00 limit category (one reception per retiree with 10 years Prince George County service)  
Added Bring your Child to Work Day to \$5.00 limit category  
Added “or Meal Purchased” to Catered Event category at G S A meal limit category  
Added Bring your Child to Work Day to G S A meal limit category  
Cost of venue and wait staff added to exclusions from limit

An **updated** 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?  Yes  No
- Does this require BZA action?  Yes  No
- Does This require Planning Commission Action?  Yes  No

**Does this require Board of Supervisors action?**

Yes  No

**Does this require a public hearing?**

Yes  No

**If so, before what date?**

Yes  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**

**330.3 Community Events**

<b>Event</b>	<b>Per Person \$</b>	<b>Notes</b>
Disaster Preparedness Workshop (Survivor Day)	\$ -	Refreshments donated / provided by CERT Members
National Night Out	\$ 0.96	2,200 attendees in 33 locations; majority of food is donated; and PD also receives monetary donations for food purchased
Hometown Heroes	\$ -	No County funds expended for event food; Ruritan Club sells food to attendees as a fund raiser
Annual Back-to-School Fair	\$ -	No County funds expended for event food; Community members and food vendors provide food for event
Mobile Park Events	\$ -	No documentation could be found for such purchases in the last fiscal year
Founder's Day	\$ -	County contribution made to Heritage Center for Founder's Day event; FY2019 \$5,000 (250 attendees); FY2018 \$3,000 (150 attendees); contribution covers all costs, not just food
Annual Recovery Night Event	\$ 3.42	Community Corrections (Fund 0217); can remain within \$5.00 per person limit
Wreath Laying Event		No detailed receipt is available with # of participants; just summary receipt. Can remain within G S A limit. Nanny's lunch buffet is \$9.99; dinner buffet is \$14.99
Dedications / Ribbon Cuttings	\$15.75 - \$17.17	3 events range; will work with caterers to remain within G S A limits
Citizen's Academy		No recent info available (last held in 2017); can remain within G S A limits
Business Round Table	\$8.77 - \$14.00	Locations and costs vary; can remain within G S A limits
Civilian Military Council	\$ 17.81	Will need to work with caterers to remain within G S A limits [suggest excluding venue and wait staff costs from total]
Annual Riverside CCJB Appreciation Breakfast	\$ 13.75	Will need to work with caterers to remain within G S A limits [suggest excluding venue and wait staff costs from total]

**Current G S A Limits Prince George VA 23875**

Breakfast	\$ 13.00
Lunch	\$ 14.00
Dinner	\$ 23.00

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

**330.5 Board of Supervisors Meetings**

<b>Event</b>	<b>Per Person \$</b>	<b>Notes</b>
Parks & Recreation Advisory Board Meetings	\$ 4.40	Lunch provided for 3 meetings annually; refreshments provided for remaining 4PM meetings
Fire / EMS Advisory Board	\$ 11.35	Average per person expenditure \$11.35
Board of Supervisor per Person	\$8.00 - \$16.00	Cost varies for dinners depending on participation; never exceeded G S A dinner maximum; can stay within G S A limits

**330.9 County Hosted Visits from Other Localities**

<b>Event</b>	<b>Per Person \$</b>	<b>Notes</b>
Caroline County Visit (Munis)	\$ 16.20	Lunch provided for visit; approximately 25 attendees

**Current G S A Limits Prince George VA 23875**

Breakfast	\$ 13.00
Lunch	\$ 14.00
Dinner	\$ 23.00

**330.12 Human Resources Hosted Employee & Employee Appreciation Events**

<b>Event</b>	<b>Per Person \$</b>	<b>Notes</b>
Quarterly New Hire Meet & Greet	\$1.49 - \$2.86 [Average \$2.18]	Can remain within \$3.00 per person limit
New Department Head Introductory Receptions	\$1.49 - \$2.86 [Average \$2.18]	Can remain within \$3.00 per person limit
Patriot's Day	\$2.90 - \$4.06 [Average \$3.48]	HR works with restaurants to obtain discounted pricing; can remain within \$5.00 limit
Youth Workforce Academy Reception	\$6.83 - \$8.92 [Average \$6.83]	Can remain within \$5.00 limit
Annual Employee Appreciation Day Picnic / Luncheon	\$ 16.92	Will work with caterers / food providers to stay within G S A limits
Co-Worker Week Reception & Chili Cook-off	\$ 6.68	Can remain within \$5.00 per person limit
<b>Bring-Your-Child to Work Day</b>	\$4.36 - \$5.81 [Average \$5.09]	Can remain within \$5.00 per person limit
Employee Wellness Fairs		Can remain within \$5.00 per person limit and seek vendor sponsors / donations
Annual Service Awards and Holiday Dinner	\$26.30 - \$29.59 [Average \$27.95]	Will work with caterers to obtain breakdown and remove venue and wait staff costs and remain within G S A limit for food
<b>Retirement Reception [Department OR HR Hosted]</b>		<b>Suggested \$5.00 per-person limit</b>

**Current G S A Limits Prince George VA 23875**

Breakfast	\$ 13.00
Lunch	\$ 14.00
Dinner	\$ 23.00

<b>COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 330.1-330.14	Page 1 of 6
	<b>SUPERSEDES:</b>	<b>DATE ISSUED:</b> <del>March 10, 2020</del> April 14, 2020
<b>SUBJECT:</b>  Non-Travel Food and Beverage Purchases	<b>AUTHORIZATION:</b> 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.

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.

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

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- Meals purchased for foster children (Social Services); 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

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)~~

Refreshments Furnished / Picnic / Cookout Style Events –limit to \$5 per expected attendee\*

~~Disaster Preparedness Workshop (formerly Survivor Day)~~

National Night Out

Hometown Heroes

Annual Back-to-School Fair

Mobile Home Park Events

Founder's Day

Annual Recovery Night Event - Community Corrections

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)



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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; ~~cost of venue and wait staff, if applicable may be excluded from this limit.~~

**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.~~ If work occurs through a normal meal time, meals may be provided. GSA meal limitations should be adhered to for any meal provided, including gratuity.

**330.5 Board of Supervisors Meetings**

Regular Meetings – ~~A meal 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.~~ GSA meal limitations should be adhered to for any meal provided, including gratuity.

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

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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.

**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.

**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.

**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 ~~\$5.00~~ ~~\$3.00~~ per participant per meeting. **If meeting time extends through a meal time,** GSA meal limitations should be adhered to for any meal provided, including gratuity.

**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**

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.

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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 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~~

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

~~Patriot's Day – Annual Event for First Responders [HR also solicits donations]~~

~~Youth Workforce Academy Reception~~

~~Annual Employee Appreciation Day Picnic~~

Co-Worker Week Reception and Chili Cook-Off

Employee Wellness Fairs

~~Retirement Receptions for employees with 10 or more years of Prince George County service (limited to *one reception per retiree*, Department or Human Resource hosted)~~

~~Bring your Child to Work Day~~

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

~~Bring your Child to Work Day~~

~~Annual Employee Appreciation Day Picnic~~

Annual Service Awards and Holiday Dinner

\*This limit excludes donated items; ~~cost of venue and wait staff, if applicable may be excluded from this limit.~~

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.

### 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.

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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**

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 5<sup>th</sup> 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 14<sup>th</sup> day of April, 2020:

Present:

Vote:

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

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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 14<sup>th</sup> day of April, 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