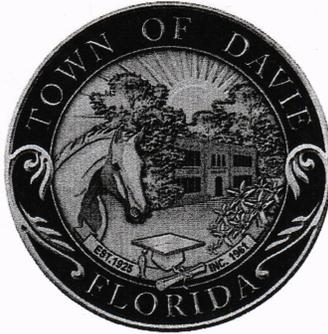


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**DISCRETIONARY SPENDING
SOP #24-016**

May 4, 2016

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 4, 2016	Budget & Finance Department	Initial Release

APPROVALS:

Willen Acha
Author

5-4-16
Date

[Signature]
Town Administrator

5/13/16
Date

1-1. POLICY.

This policy has been designed to address “Discretionary Spending” (i.e. food, coffee, birthday cakes, retirement parties, flowers and other items) using public funds that do not directly benefit the community.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) regardless of probationary or other status, as well as all Executive, Part-Time, Seasonal employees, and volunteers.

1-3. DISCRETIONARY PURCHASE.

The following guidelines have been established for discretionary spending. A Department or Division may make exceptions to this policy for an operational necessity that arises related to its functionality, as long as it's sufficiently documented.

This policy is not intended to conflict with the Broward County Ethics Ordinance, which would supersede this policy.

a. Allowable

1. The purchase of meals and non-alcoholic beverages including gratuities up to 18% is authorized for the following meetings if they are related to Town business:
 - (i) Advisory boards and committees;
 - (ii) Town sponsored education programs (including but not limited to the Public Affairs Academy, Community Emergency Response Team – CERT, Take your Child to Work Day, and Davie Civilian Police Academy); and
 - (iii) Facility tour groups, which includes paying for employees that are part of the group (i.e. an employee who chaperones a senior group or other official Town event).

Reimbursement may include the meals of Town representatives, as well as the meals of any official business guests and members that are attending a meeting or group as outlined above.

2. Light refreshments for meetings with members of outside businesses or public sector communities which relate to official Town business. Light refreshments for morning, afternoon or evening breaks are defined to include non-alcoholic beverages, cookies, fruit, chips or similar snacks and should not constitute a meal.
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3. Light refreshments for official Board meetings and periodic Town employee meetings to include formal classroom training functions and extended Town Council and Community Redevelopment Agency (CRA) Board meetings/workshops (not intended to include routine, regularly scheduled general staff meetings).
4. Dues, subscriptions or memberships for civic organizations when acting as a representative of the Town.
5. Reasonable parking expenses for employees, volunteers, private business representatives or members of Town advisory groups, councils or similar bodies related to official Town business.
6. Employee recognition awards may be given in compliance with Internal Revenue Service (IRS) Taxable Fringe Benefit guidelines.

Employee and Recognition awards must:

- (i) Appear prudent to the public; and
- (ii) Each individual award can be no more than \$50 in value.

Employee achievement/service awards and recipients of the Town's Spirit Award are excluded from this aggregate awards threshold as they differ from Employee Recognition; employee achievement/service awards are generally related to length of service, safety achievement, etc. Additionally, awards made for the "Wellness Program" that do not use public funds (i.e. funds from the Town's healthcare provider) are exempt and would not violate this rule.

7. Break room appliances (i.e. refrigerator, microwave, and toaster) as long as the break room is open to all employees at the location, not just for a specific unit.
8. Town of Davie shirts/uniforms will be purchased as directed in the Collective Bargaining Agreements (CBA). Additionally, at the discretion of the Department Director, departments can purchase clothing (with the Town's approved logo) annually that does not exceed \$50 per employee if they are not provided clothing in the CBA. This limit would exclude uniformed employees, such as Police Department, Fire Department, Public Works, Parks, Recreation & Cultural Arts and Utilities, but must be approved by the Department Director.

b. Prior Written Approval Required

Certain expenses are allowable with prior written approval and justification of the Town Administrator or designee. The written approval shall include the purpose of the meeting or function and how often the department has made this type of expense during the year.

1. Food and non-alcoholic beverages, including gratuities up to 18%, for modestly-priced appreciation lunches or banquets honoring volunteers, or if employees are working a Town declared emergency and it is in the Town's best interest to provide meals to expedite disaster management/recovery efforts; this also includes employees attending modestly-priced banquet events or benefit dinners in the Town's honor or in the honor of an organization affiliated with the Town.
 2. Light meals for staff retreats are allowed providing the meal cost, including delivery and gratuity, does not exceed the standard individual meal per diem cost defined by the Internal Revenue Services. Staff retreats differ from routine staff meetings or trainings; retreats are defined as employee groups assembling infrequently on/off the premises to plan organizational goals with desired outcomes.
 3. Light refreshments and award expenditures for official Town functions, including employee recognition awards, employee retirement, or volunteer recognition receptions.
 4. Food and non-alcoholic beverages, including gratuities up to 18%, for official meals of Town representatives, as well as the meals of any official business guests.
 5. Interior plants and maintenance services for those interior plants in general public access and public use areas.
 6. Flowers or decorations for events such as public or volunteer receptions and funerals as well as employee, client, business owner, resident or volunteer recognition, when deemed appropriate by the Town Administrator or designee.
 7. Purchasing a reasonably priced sponsorship or table at an awards banquet or benefit event which is hosted by a Town-affiliated organization or which engenders community good will (to be distinguished from a donation as listed under "not allowable"). To ensure value of sponsorship, Town should not purchase seats that go empty. To ensure compliance with funding agencies, purchase will be funded exclusively with Town funds or other non-Fed/State grant funding unless explicitly stated as allowable in the grant award.
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8. As it relates to promotional items for the Town of Davie (i.e. coffee cups, umbrellas, Frisbees or other items), they shall only be purchased for purpose of marketing the Town at Town events, trade shows, public service messages or other venues that economically benefit the Town. All items shall be approved by the Department Director and shall include the Town's approved logo.

c. Not Allowable

Purchasing the following items or services is considered to be of a personal nature, and is not an allowable Town expenditure:

1. Alcoholic beverages in any form for any occasion;
 2. Office meals, meals while attending training functions (excluding staff retreats and formal Travel & Training) and/or entertainment meals (this refers to the prohibition of meals/entertainment for staff that feeds and/or entertains clients as a function of their management job duties);
 3. Office social functions, such as birthdays, picnics and holiday observances (party);
 4. Meals, cover charges or any other personal costs associated with a spouse, significant other or guest accompanying an employee to a Town related function or event when said guest does not have a clear business relationship or affiliation with the Town, the sponsoring organization or the event.
 5. Home entertainment;
 6. Gifts, including special occasion or other holiday gifts;
 7. Holiday and other greeting cards and decorations (seasonal holiday decorations for Town facilities and along roadways may still be procured by departments as authorized by the Town Administrator or designee);
 8. Non-alcoholic beverages (including water cooler service, individual bottled water, soda, juice and coffee), light refreshments or meals for employees performing their normal job duties or assignments, including regularly scheduled staff meetings, committee meetings, etc;
 9. Office or shop amenities not required in the performance of assigned duties (e.g., radios, etc);
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10. Red light camera tickets and traffic citations;
 11. Personal photocopying;
 12. Personal long distance telephone calls;
 13. Reimbursements for non-emergency Town business phone calls made on private cellular phones;
 14. Contributions or donations made by the Town, unless approved by Town Council for specific donations or programs including but not limited to Community Endowment, Police Department or Office of Community Development; and
 15. The Town's SOP#24-005, Political Activity, addresses the Town's policy related to political activities. The Town does not allow/promote expenses related to political campaigns (excluding Town related expenses for issuing General Obligation bonds).
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