

**ORDINANCE NO. 2022- \_\_\_\_\_**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA; CREATING CHAPTER 1, ARTICLE 1. -IN GENERAL, SECTION 1-3. - EXPENDITURE OF FUNDS FOR COUNTY SPONSORED EVENTS; ALLOWING FOR THE VALID AND PROPER PURPOSE FOR EXENDITURE OF COUNTY FUNDS; ESTABLISHING CRITERIA; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Nassau County often hosts events including, but not limited to: groundbreaking ceremonies; ribbon cuttings; planning charettes; strategic planning sessions; open houses; community engagement events; special events; work events; and more; and

**WHEREAS**, Section 125.01(1)(w), Florida Statutes, authorizes the Board of County Commissioners to perform any act not inconsistent with law, which is in the common interest of the people of Nassau County; and

**WHEREAS**, Nassau County is desirous of creating a policy that would allow for purchase of certain refreshments to serve to the workers, public and/or volunteers at said events; and

**WHEREAS**, previously, these purchases have been at the expense of County staff; and

**WHEREAS**, the policy established by this Ordinance will enhance County/community relationships by providing residents, County staff and volunteers with refreshments while attending or working at County sponsored events.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1. Creating Section 1.3 Purpose:** It shall be the purpose of this Ordinance to: a) enhance relationships with the community and create a welcoming atmosphere by providing refreshments to attendees at County sponsored events; b) show appreciation to volunteers and employees working at County sponsored events; and c) provide a welcoming atmosphere to those workers participating in County related events, working lunches, and seminars.

**Section 2. Creating Section 1.3.1 Expenditure of County Funds:** In order to accomplish the goals outlined above and to effectuate the purpose of this Ordinance, the following expenditures are deemed to constitute a valid and proper county purpose for which funds may be used:

A) Groundbreaking events, ribbon cuttings, grand openings, open houses, planning charettes, strategic planning sessions, community engagement events, and similar gatherings coordinated and hosted by Nassau County in which the public is invited to attend:

1. Refreshments such as coffee, donuts, bagels, pastries, sandwiches, chips, fruit, salad, soda, bottled water, and other light snacks to serve to event attendees including County staff, Elected Officials, Contractors, and members of the public. The purchase must be reviewed and approved by the County Manager in advance of said events utilizing forms provided by the County Manager, as may be amended from time to time. The refreshment expenditures shall not exceed 50% of the applicable per diem rates (currently \$80 \* 50% = \$40), per anticipated person, as set forth by Florida Statutes 112.061 for per diem rates, per individual event.

B) Work events:

1. For working lunches taking place between the hours of 12:00 p.m. – 2:00 p.m., refreshments may include purchase of sandwiches, pizzas, platters, chips, cookies, drinks, plates, napkins, serve ware, and items similar in nature. Costs shall not exceed 50% of the applicable Florida Statutes 112.061 per diem rates (currently  $\$80 * 50\% = \$40$ ), per person, per individual event. The purchase must be reviewed and approved by the County Manager in advance utilizing the attached form hereby referenced as “Exhibit A”. Any individual event refreshment budget in excess of \$1,000 shall be approved by the Board of County Commissioners.

C) Special Events coordinated by the Parks & Recreation Department, including but not limited to: Breakfast With Santa, Halloween Festival, Back to School Events, Movies in the Park and other community events which are held for the benefit of the public:

1. Refreshments including, but not limited to, water, soda, and miscellaneous snacks such as chips, granola bars, trail mix, and other similar items maybe

purchased to supply to County employees and/or volunteers working at the event. Refreshments for special events shall not exceed 25% of the applicable Florida Statutes 112.061 per diem rates (currently \$80 \* 25% = \$20), per person, per individual event. Purchases shall be reviewed and approved by the County Manager in advance utilizing the forms provided by the County Manager, as may be amended from time to time.

2. Food for the public may be purchased and sold at County sponsored events with the proceeds being returned to the County. Purchases must be reviewed and approved by the County Manager as per separate policy reviewed and adopted by the Board. The Parks & Recreation Director is authorized to solicit community donations to offset out-of-pocket costs to the County.
3. Food purchased to serve to the public at a County sponsored event at no charge to the attendee (i.e. pancakes for Breakfast With Santa, hotdogs for Back to School Event, candy for the Halloween Festival, etc.) is allowable upon prior approval by the County Manager, utilizing the forms provided by the County Manager, as may be amended from time to time. The Parks & Recreation Director is authorized to solicit community donations to offset out-of-pocket costs to the County.

D) No County funds shall be used on purchase of alcoholic beverages.

E) Upon approval of the County Manager, purchases for events can be made utilizing a County credit card or County issued Purchase Order (if accepted by the vendor). If utilizing a County credit card, an itemized receipt and approved Request for Purchase of Refreshments Form (attached hereto as

Exhibit A) must be supplied to finance with the credit card statement. The individual coordinating the event may also make the purchase and seek reimbursement from the County. Reimbursement request must include an itemized receipt and utilizing forms provided by the County Manager, as may be amended from time to time as supporting documentation.

**Section 3. Creating Section 1.3.2 Approval of Expenditures:** The Board shall annually, as part of the budget process, establish line items in the budget, to be used for purposes referenced in Section 2.

**Section 4. Codification:** It is the intent of the Board of County Commissioners for Nassau County that the provisions of this Ordinance shall become and shall be made part of the Code of Ordinances of Nassau County, Florida. The sections of this Ordinance may be re-numbers or re-lettered and the words may be changed to section, article or other such appropriate word or phrase in order to accomplish such intention. The Nassau County Clerk of Courts will ensure that this Ordinance is codified into, and published, as part of the Nassau County Code of Ordinances.

**Section 5. Severability:** In the event that any section, subsection, sentence, clause, phrase, word, term or provision of this Ordinance shall be held by a court of competent jurisdiction to be partially or wholly invalid, unconstitutional or unenforceable, any such invalidity, unconstitutionality, illegality, or unenforceability shall not affect any of the remaining terms, provisions, clauses, sentences, or section of this Ordinance, and this Ordinance shall be read and applied as if the invalid, unconstitutional, illegal, or unenforceable section, subsection, sentence, clause, phrase, word, term or provision did not exist.

**Section 6. Effective Date:** This Ordinance shall take effect upon receipt by the  
Department of the State.

**PASSED AND ENACTED BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU**

**COUNTY, FLORIDA, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

\_\_\_\_\_  
JEFF GRAY  
Its: Chairman

Attest as to Chairman's signature:

Approved as to form by the Nassau  
County Attorney:

\_\_\_\_\_  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

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DENISE C. MAY