

**Recurring Event List for Pre-approval by Board of County  
Commissioners**

<b>Meeting/Event</b>	<b>Types of Occurances</b>
Partner and Community Events: Chambers of Commerce (e.g. Clearwater Regional Chamber of Commerce, St. Petersburg Chamber of Commerce, etc.)	Annual Meeting, Legislative Updates/Recaps
Partner and Community Events: Nonprofit Organizations (e.g. Pinellas County Urban League, Police Athletic League (PAL), Habitat for Humanity of Pinellas and West Pasco Counties, Educational Institutions, etc.)	Annual Luncheons, Receptions, Dinners
Municipal and Professional Organizations (e.g. Mayors Council, BIG C, City Managers Monthly Meetings, Local Chapters of the Florida City and County Managers Association, etc.)	Monthly Luncheons and Annual Events
Appointing Authority Sponsored Meetings (e.g. exempt workshop meetings, employee service awards meetings).	At least Monthly and/or Quarterly Meetings

**REVIEW TRANSMITTAL SLIP**

ORIGINATING DEPARTMENT: **County Administration** \_\_\_\_\_

DEPARTMENTAL CONTACT: **Canaan McCaslin and Della Klug** \_\_\_\_\_

CATEGORY OF EXPENDITURE (reference list in policy): **Partner Meetings and Special Events** \_\_\_\_\_

BRIEF DESCRIPTION OF EXPENDITURE (50 WORDS OR LESS): **On a regular basis the County Administrator or Deputy County Administrator are invited to attend community events, luncheons, dinners, or receptions to represent the County. These may also include municipal and professional organization events/meetings, such as the Mayors Council, BIG C, City Managers meetings, etc. These events are hosted by partners that the county may fund, support, or coordinate with to deliver programs and/or services (nonprofit organizations, chambers of commerce, and municipal/professional organizations). Attached is a representative list of these types of events that occur throughout the year for BCC pre-approval. If approved, the receipt and this review form would be attached to expense reports and receipts when the County Administrator or Deputy County Administrator attend such events in their capacity as a representative of the County. This pre-approval for recurring expenses is for the County Administrator or Deputy County Administrator only.** \_

RECURRENCE OF EXPENDITURE (CHECK ONE): Recurring  \_\_\_\_\_ One-Time \_\_\_\_\_

BUDGET FOR EXPENDITURE (include line-item detail on additional pages as appropriate):

BUDGETARY ACCOUNT FROM WHICH FUNDS WILL BE EXPENDED:

**General Fund** \_\_\_\_\_

PLEASE PROVIDE ANY ADDITIONAL SUPPORTING DETAILS AS ATTACHMENT(S).

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Karen Williams Seel  
Chairman, Board of County Commissioners

**REVIEW TRANSMITTAL SLIP**

ORIGINATING DEPARTMENT: **County Administration** \_\_\_\_\_

DEPARTMENTAL CONTACT: **Canaan McCaslin and Della Klug** \_\_\_\_\_

CATEGORY OF EXPENDITURE (reference list in policy): **Educational, Orientation, or Training Programs (exempt workshop meetings)** \_\_\_\_\_

BRIEF DESCRIPTION OF EXPENDITURE (50 WORDS OR LESS): **On an at least quarterly basis, the administrator gathers all exempt employees for a morning session from 9 am until 12 pm for regular updates as well as a feature presentation/training/workshop from a selected department. The goal is to have an open forum for exempt employees to ask questions as well as learn about different aspects/departments/initiatives of the County. The Administrator also hands out service awards to exempt staff during this meeting to acknowledge milestone years. Currently this occurs quarterly, however, it may be more or less depending on the Administrator's determination. We would not like to limit the number per year, but allow this to be an expense on a recurring basis. If approved, the recurring review form will be submitted with expense report and receipt when purchases are made for these meetings.** \_\_\_\_\_

RECURRENCE OF EXPENDITURE (CHECK ONE): Recurring  \_\_\_\_\_ One-Time \_\_\_\_\_

BUDGET FOR EXPENDITURE (include line-item detail on additional pages as appropriate): \_\_\_\_\_

BUDGETARY ACCOUNT FROM WHICH FUNDS WILL BE EXPENDED:  
**General Fund** \_\_\_\_\_

PLEASE PROVIDE ANY ADDITIONAL SUPPORTING DETAILS AS ATTACHMENT(S).

\_\_\_\_\_  
Karen Williams Seel  
Chairman, Board of County Commissioners

**REVIEW TRANSMITTAL SLIP**

ORIGINATING DEPARTMENT: **County Administration** \_\_\_\_\_

DEPARTMENTAL CONTACT: **Canaan McCaslin and Della Klug** \_\_\_\_\_

CATEGORY OF EXPENDITURE (reference list in policy): **Recognition and Award Ceremonies** \_\_\_\_\_

BRIEF DESCRIPTION OF EXPENDITURE (50 WORDS OR LESS): **On a regular basis, the administrator gathers all classified employees for a morning session to provide service award recognition certificates and pins, which are distributed to appointing authorities by HR. Since this occurs in the early mornings prior to the workday, the Administrator purchases coffee and donuts for employees. If approved, this review form would be submitted each time a purchase is made for these meetings along with the expense report and receipts.** \_\_\_\_\_

RECURRENCE OF EXPENDITURE (CHECK ONE): Recurring  \_\_\_\_\_ One-Time \_\_\_\_\_

BUDGET FOR EXPENDITURE (include line-item detail on additional pages as appropriate):  
\_\_\_\_\_

BUDGETARY ACCOUNT FROM WHICH FUNDS WILL BE EXPENDED:  
**General Fund** \_\_\_\_\_

PLEASE PROVIDE ANY ADDITIONAL SUPPORTING DETAILS AS ATTACHMENT(S).

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Karen Williams Seel  
Chairman, Board of County Commissioners