

## KEN BURKE

## CLERK OF THE CIRCUIT COURT AND COMPTROLLER PINELLAS COUNTY, FLORIDA

#### FINANCE DIVISION

Clerk of the County Court
Recorder of Deeds
Clerk and Accountant of the Board of County Commissioners
Custodian of County Funds
County Auditor
Clerk of the Water and Navigation Control Authority

14 S.Ft.Harrison Ave.,3rd Floor Clearwater, FL 33756 P.O.BOX 2438 Clearwater, FL 33757

> Telephone: (727) 464-8300 FAX: (727) 464-8370

TO: Honorable Chairman and

Members of the Board of County Commissioners

FROM: Claretha N. Harris, Chief Deputy Director

Finance Division

SUBJECT: Report of Expenditures Incurred under Incentives Awards and

Recruitment Ordinance for the Quarters Ended December 31, 2018 and

March 31, 2019

DATE: June 25, 2019

Please find attached the quarterly reports for the above mentioned periods as required by Ordinance #07-26, Expenditures of Funds for Incentives, Awards and Recruitment. The individual reports of expenditures filed by each department are also included for your reference.

The expenditures included in this report were for incentives and awards, promotional items, recruitment expenses and meals for purposes as authorized in the Ordinance. All expenditures were preauthorized by the County Administrator's office unless the expenditure was previously approved as a continuing annual expenditure by the Board in accordance with approved policy, subject to availability of funds.

If you have any questions regarding the report, please call me at ext. 48300.

# PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance For the Quarter Ended December 31, 2018

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
			Tenant/Mgr Mtgs, Allegiant Mtgs, Business Lunch w/ Fed	
	Food and refreshments for		Aviation Admin Execs, Volunteer Tourism Luncheon, Big	
Airport	County Sponsored event	Airport Revenue	Bro/Big Sis	1003.90
	Food and refreshments for			
<b>Board of County Commissioners</b>	County Sponsored event	General Revenue	Meet and Greet Receptions	77.33
<b>Board of County Commissioners</b>	Awards	General Revenue	Plaque for County Administrator	112.40
Court Administration	Awards	General Revenue	Plaque for Judge / Framed Resolution Plaques for Judges	336.08
	Food and refreshments for			
Economic Development	County Sponsored event	General Revenue	Economic Development Council Meetings	290.75
Emergency Management	Recruitment	General Revenue	Moving Reimbursement / New Director	2000.00
Emergency Management	TCOT WITHOUT	General Nevenue	Moving Reimbursement/ New Director	2000.00
	Food and refreshments for			
Emergency Management	County Sponsored event	General Revenue	Hurricane Michael Activation Feeding	257.10
Emorgency management	Commemorative items	Scholar Revenue	Trainisans mionast Activation 1 seaming	207.10
Human Dagaunaan	100 100 100 100 100 100 100 100 100 100	C	Valuation T Chiefe	4400.00
Human Resources	promoting County programs	General Revenue	Volunteer T-Shirts	1126.90
	Food and refreshments for			
Human Resources	County Sponsored event	General Revenue	2018 Art Show Celebration Food & Beverages	118.22
Human Resources	Awards	General Revenue	2018 Art Show Judges Payment and Prize Winners	3850.00
	F1-1-6-1-6-1-6-1-6-1-6-1-6-1-6-1-6-1-6			
l	Food and refreshments for		Food and Beverages for the Mobile Medical Unit Advisory	
Human Services (HHS)	County Sponsored event	General Revenue	Council Meetings	19.96
County Administration	Recruitment	General Revenue	Moving Expenses - County Administrator	10908.38
General Government	Awards	General Revenue	Incentive Services Activity	3411.98
	Food and refreshments for	Surface Water		
Public Works			Dellution Dunyantion & Community Cleanum Activities	200 70
Public Works	County Sponsored event	Trust Refund	Pollution Prevention & Community Cleanup Activities	306.79
Utilities - Sewer	Appliance for Common Area	Sewer Revenue	Microwave for EET Bldg - Utilities S Cross Bayou	69.98
	Food and refreshments for		New Sign Dedication / Joe's Creek, Parks Advisory Board,	
Parks	County Sponsored event	General Revenue	Workshop, 4-H Recognition	503.75
	Food and refreshments for			
Purchasing	County Sponsored event	General Revenue	Pastries for Pre-Qual Committiee	44.05
Purchasing	County Sponsored event	General Revenue	rastries for rie-Quai Committiee	24,405.39

### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY **Quarterly Report**

Quarter ei	nded	December 31, 2018	-		Departm	ent:		AIRPORT	
Date	Resolution CATS#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5490060	Total Expenses
11/13/18	05-236	food & refreshments for county-sponsored events	SPRAGUE: Tenant/Manager meetings, Allegiant mtg/dinner	Airport	4001	421011		296.81	296.81
11/28/18	05-236	food & refreshments for county-sponsored events	JEWSBURY: Business luncheon w/FAA, coffee & water for T JANNUS Executives mtg	Airport	4001	421011		149.74	
12/18/18	05-236	food & refreshments for county-sponsored events	SPRAGUE: Tenant/Manager meetings, Allegiant mtg/luncheon	Airport	4001	421011		127.69	127.69
10/10/18	05-236	incentives	ROUTH: Big Bro/Big Sis mentor program	Airport	4001	421015		155.96	0.00 155.96 0.00
11/08/18	05-236	incentives	ROUTH: Volunteer Tourism luncheon	Airport	4001	421015		273.70	
Total				-			0.00	1,003.90	1,003.90

Submitted By:

**Department Director or Designee's Signature** 

#### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

### **Quarterly Report**

Quarter ended	December 31, 2018	Department:	Board of County Commissioners
---------------	-------------------	-------------	-------------------------------

							Amount	Amount	
Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Travel 5490020	Incentives & Awards 5490060	Total Expenses
10/09/18	07-26	Refreshments	Items for meet & greet reception	General Review	0001	111011-17		7.00	7.00
10/09/18	07-26	Plaque	Award - Mark Woodard	General Review	0001	111011-17	)	112.40	112.40
11/01/18	07-26	Refreshments	Items for meet & greet reception	General Review	0001	111011-17		23.84	23.84
11/20/18	07-26	Refreshments	Items for meet & greet reception	General Review	0001	111011-17		7.00	7.00
12/07/18	07-26	Refreshments	Items for meet & greet reception	General Review	0001	111011-17		39.49	39.49
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
Total							0.00	189.73	189.73

Department Director or Designee's Signature

ate: 12-3 19

# FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter e	ended		December 31, 2018		_Departm	ent:		Court Adm	nin - Fiscal
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5490060	Total Expenses
10/30/18	06-8	Awards	Employee Service Awards	General	0001	601110		56.08	56.08
12/10/18	06-8	Awards	Employee Service Awards	General	0001	601110		280.00	280.00
\$56.0	8 was a r	ecognition plaque for	Judge Tepper who went	above and be	yond fo	her wo	rk with Ac	option Day	
\$280	00 for fr	amed Resolution place	ues for Judge Day, Judge	Quesada, Jud	lge Van	Dercar,	& Judge T	epper's retiremen	S
						, ,			
Total			· · · · · · · · · · · · · · · · · · ·				0.00	336.08	336.08

Submitted By: Department Director or Designee's Signature

Date:	12	18	8	
		- 1		

# FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter e	ended		December 31, 2018		Departm	ent:		Economic De	velopmen
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5490060	Total Expenses
10/04/18	00-183	ED Council Meeting	Refreshments for ED Meeting	General revenue	0001	261140		5.49	
10/10/18	00-183	ED Council Meeting	Refreshments for ED Meeting	General revenue	0001	261140		290.75	

0.00

296.24

296.24

Submitted By: Date: 11-Dec-18

Department Director or Designee's Signature

Total

## FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

#### **Quarterly Report**

Quarter 6	ended		1st Qtr - FY19			nent:		Emergen	Emergency Management		
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490020	Amount Incentives & Awards 5490060	Total Expenses		
10/09/18	51325	Incentives & Rewards	Hurricane Michael Activation Feeding		F0001	C271110		257.10	257.10		
11/01/18	CATS	Moving Reimbursement	Moving Reimbursement Catherine Perkins, Director		F0001	C271110		2,000.00	2,000.00		
	w/o No in Dept										
	Rpt										
	•										
Total							0.00	2,257.10	2,257.10		

Submitted By: Department Director or Designee's Signature

## FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

### **Quarterly Report**

Quarter	ended		December 31, 2018		Departm	ent:		Human I	Resources
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490020	Amount Incentives & Awards 5490060	Total Expenses
10/23/18	21792 n/a	IV.F	2018 Art Show judges payment and prize winners	HR Budget	0001	661111		3,850.00	3,850.00
11/28/18	n/a 00-58	IV.G	volunteer t-shirts	HR Budget	0001	661111		1,126.90	1,126.90
	21792 n/a	IV.A.d	2018 Art Show celebration food & drinks	HR Budget	.0001	661111		118.22	118.22
	<u> </u>								
Total		,					0.00	5,095.12	5,095.12

Submitted By:

Department Director or Designee's Signature

Date:	

#### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

#### **Quarterly Report**

Quarter	ended	Sep-18			_ Departn	nent:	Human Serv	vices	
Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490020	Amount Incentives & Awards 5490060	Total Expenses
11/13/18	47328	IV:A.a	Food & NA beverages for the MMU Advisory Council	General Fund	0001	301212		19.96	19.96
Total							0.00	19.96	19.96
	d By:	whi Klick			Date:		1/4/2019		

Department Director or Designee's Signature

Prepared by K. Baird Aams

#### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

#### **Quarterly Report**

Quarter end December 31, 2018

Department:

**COUNTY ADMINISTRATION** 

Date	SPO#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
10/26/2018	43018	IV. D	Burton: Shur-Way Moving Expenses	General Fund	0001	201010		6,408.04	6,408.04
10/26/2018	433018	IV. D	Burton: Shur-Way Moving Storage 10/01/18 - 12/31/18	General Fund	0001	201010		1,500.34	1,500.34
11/14/2018	Payroli Ji	IV. B	Burton: Per Contract - House Hunting Expenses (p.2.c.)	General Fund	0001	201010		3,000.00	3,000.00
Per E	mployment /	greement	Approved by BCC 8-29-2018						
Total							0.00	40.000.00	10,908.38

Submitted By		-	(approve	_			-
Cubackad D.	. /	0	1 1 1	1	10	111	0

Date: 15-Jan-19

### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

#### **Quarterly Report**

	_				
Quarter end	December	31.	2018		

Department:

GENERAL GOVERNMENT

Date	Resolution/ CATS#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
11/19/2018	£ 1 45	IV. E	Incentive Services Inc: Email Mgmt Fee for Oct 2018	GeneralGovt	0001	114300		350.00	350.00
11/19/2018	431445	IV. E	Incentive Services Inc: Points Redeemed for Oct 2018	GeneralGovt	0001	114300		3,247.52	3,247.52
12/18/2019	43 1445	IV. E	Incentive Services Inc: CREDIT for Pins Etc (Inv #00076575)	GeneralGovt	0001	114300		(185.54)	(185.54)
	00-58								
Total							0.00	3,411.98	3,411.98

Edn	Dowle (approve fo	- OMR	Director	
Submitted By:	Crim	0	Low	ie

Date: 15-Jan-19

## FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter end December 31, 2019 Department: PUBLIC WORKS: SURFACE WATER

Date	Legistar #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
10/5/2018	17-069D	IV. A. a.	Public Outreach Event Reimbursement from Watergoat LLC	SurfaceWater	1094	436063		(250.00)	(250.00)
12/6/2018	17-069D	IV. A. a.	Pollution Prevention & Community Cleanup Activities Purchases	SurfaceWater	1094	436063		306.79	306.79
									0.00
									0.00
			4						
otal					-		0.00	56.79	56 19

Date: 22-Jan-19

\$306.79

\*Donation

## FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

#### **Quarterly Report**

Quarter end December 31, 2019

Department: UTILITIES

	Resolution	/							
Date	Cats#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
11/29/2018	51075	IV. A. e.	FWEA BenchmarkSeminar - S Cross Bayou	Sewer Rev & OpS	4051	431360		323.26	323.26
11/29/2018	51075	IV. A. e.	Refund of tax charged on Sam's Club (from above seminar)	Sewer Rev & OpS	4051	431360		(9.45)	(9.45
12/6/2018	51075	IV. A. e.	Credit for FWEA Benchmark Seminar	Sewer Rev & OpS	4051	431360		(313.81)	(313.81
12/13/2018	51157	IV. J.	Microwave for EET bldg - Utilities S Cross Bayou	Sewer Rev & OpS	4051	431360		69.98	69.98
									0
Total							0.00	69.98	69.98

Submitted By:	PALL	in Douri	
Eri	n Dowie (apr	prove for OMB Director)	

Date:	14-Jan-19	

#### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

## Quarterly Report Department:

2tr ended De		ecember	31, 2018	Department:						PCR		
Date posted		Resolution CATS#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund #	Center Number	Project task#	Program Number	Amount Travel 5400020	Amount Incentives & Awards 5490060	Total Expenses
12/04/18	0	)5-196	food/refreshments	New sign dedication Joe's Creek	Gen Rev	0001	251005		1001		53.92	
12/26/18			food/refreshments	PCR Advisory Board	Gen Rev	0001	251005		1001		39.03	
11/19/18			food/refreshments	Coffee for Workshop	Gen Rev	0001	252032		1004		15.96	
12/27/18		1/	food/refreshments	Advisory Committee	Gen Rev	0001	252032		1004		26.92	
11/16/18	1	Ψ	food/refreshments	4-H Recognition	. Gen Rev	0001	252035		1004		367.92	
	+											
	1											
	+											
Total	+										503.75	
Prepared I	b <u>y:</u>	9	1 1 -	wens	Su	ibmitted By		nt Directo		ee'ş Signat	ture	-
Date:	_		1/17/19		_	Date:		1/17/19	<u> </u>			_

# FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter ended		31-Dec-18					Purchasing	Purchasing			
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses		
01/17/19	00-76	IV. A. a.	Pastries for Pre-Qual Committee - Publix	Gen Funds	0001	5490060		11.87	11.87		
Total							0.00	11.87	11.87		

Date:

17-Jan-19

Submitted	By.	1	W.J.	un.	à
					's Signature
	3,3	Joe L	BKHO		

#### Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance For the Quarter Ended March 31, 2019

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
Airport	Food and refreshments for County Sponsored event	Airport Revenue	Tenant/Mgr Mtgs/FAA Inspector Staff Mtg/Honor Flight & Big Bro Big Sis Mentor Luncheons/Vol Lunch/Tourism Lunch Mtgs	1,729.02
Animal Services	Awards	General Revenue	Travel to accept FACA Employee of Year Award	327.51
Board of County Commissioners	Food and refreshments for County Sponsored event	General Revenue	Items for Farm Share Event	84.27
County Administration	Recruitment	General Revenue	Moving Expenses for County Administrator	8,725.59
County Administration	Food and refreshments for County Sponsored event	General Revenue	Annual Joint BCC Mtg w/ Federal Legislative Delegation	44.10
Economic Development	Food and refreshments for County Sponsored event	General Revenue	ED Meeting	285.42
Emergency Management	Food and refreshments for County Sponsored event	General Revenue	Candy for MLK Parade	53.40
General Government	Awards	General Revenue	Employee Service Award Program	18,288.04
General Government	Food and refreshments for County Sponsored event	General Revenue	Lunch County Admin Strategic Planning Brooker Creek	763.27
Human Resources	Food and refreshments for County Sponsored event	General Revenue	Master Gardner Volunteer Celebration/Brooker Creek Volunteers Celebration/ Animal Services Volunteer Celebration/Weedon Island Volunteer Celebration/Unified Personnel Board Meeting/Wellness Champion Meetings	3,041.19
Human Services (HHS)	Food and refreshments for County Sponsored event	General Revenue	MMU Advisory Council	14.75
Human Services (HHS)	Transportation Assistance	General Revenue	Transportation Assistance to MMU Mtg	16.95
Parks	Food and refreshments for County Sponsored event	General Revenue	Advisory Board/Water for Volunteers/Advisory Board/2 Classes - Native FL Landscape/4-H Recognition/Volunteer Programs - Heritage Village/Volunteer Aux Ranger Mtg	1,473.78

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
Parks	Commemorative items promoting County programs	General Revenue	Park Volunteer Shirts	19.86
Public Works	Food and refreshments for County Sponsored event	Transportation Trust	PW Team Building and Collaboration Training	270.58
Utilities - Water	Food and refreshments for County Sponsored event	Water Revenue	Water Conservation Outreach	204.70
Public Works	Food and refreshments for County Sponsored event	General Revenue	PW Team Building and Collaboration Training	85.18
Public Works	Food and refreshments for County Sponsored event	Surface Water Trust Refund	SW Reduction Education Event /PW Team Building and Collaboration Training	208.88
Public Works	Commemorative items promoting County programs	Surface Water Trust Refund	Promo Tote Bags: Community Cleanup Events	449.38
Utilities - Water	Commemorative items promoting County programs	Water Revenue	Commemorative Pins: Hurricane Michael 1st Responders	265.00
Utilities - Sewer	Food and refreshments for County Sponsored event	Sewer Revenue	Water Conservation Outreach	41.93
				36,392.8

## FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

#### **Quarterly Report**

uarter ei	iueu	December 31, 2018	-		Departm	ent:	-	AIRPORT	
Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5490060	Total Expenses
)1/03/19	05-236	food & refreshments for county-sponsored events	SPRAGUE: Tenant/Manager meeting	Airport	4001	421011		112.85	112.85
)3/25/19	05-236	food & refreshments for county-sponsored events	SPRAGUE: Tenant/Manager meetings, FAA Inspector & Staff meeting	Airport	4001	421011		438.66	0.00 438.66
)1/03/19	05-236	food & refreshments for county-sponsored events	ROUTH: Honor Flight & Big Bro/Big Sis Mentor Lunch	Airport	4001	421015		364.51	0.00 364.51
)1/11/19	05-236	food & refreshments for county-sponsored events	ROUTH: Volunteer luncheon	Airport	4001	421015		252.00	0.00 252.00
)2/15/19	05-236	food & refreshments for county-sponsored events	ROUTH: Tourism lunches/meetings, BB/BS Mentor Lunch	Airport	4001	421015		373.54	0.00 373.54
)3/19/19	05-236	food & refreshments for county-sponsored events	ROUTH: Tourism lunch, BB/BS Mentor Lunch	Airport	4001	421015		187.46	0.00 187.46
									0.00 0.00 0.00
									0.00 0.00 0.00
									0.00
otal							0.00	1,729.02	1,729.02

ubmitted B

warter ended

Department Director or Designee's Signature

December 31 2018

Date: 4-16-19

Denartment:

AIRPORT

# FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter e	ended	3/31/2019			Departm	ent:		Anima	al Services
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5496001	Total Expenses
03/02/19	*	HARA ORABTREE	FACA Employee of year award	General Revenue	0001	211010	327.51		327.51
		Awards							
					-				
Total		1 1	2,				327.51	0.00	327.51
Submitte	ed By: /	ent Director of Designee's Si	gnature		Date:	4	/11/19		_

\* ACA Signed Review form - no CATS number assigned

#### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

### **Quarterly Report**

Quarter	ended		March 31, 2019		_ Departm	nent:	Board	of County Commissi	oners
Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490020	Amount Incentives & Awards 5490060	Total Expenses
12/10/18	07-26	Refreshments	Items for Farm Share Event	General Review	0001	111011-17		84.27	84.27
								in the law	
Total							0.00	84.27	84.27

Submitted	Ву:	K	over	Seel	
	Depa	rtmè	nt Director	or Designee's	Signature

Date:	41	16	19
	1	1	

#### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY **Quarterly Report**

Quarter end	March 31, 2019		-		Departm	ent:		COUNTY ADMINI	STRATION
Date	CATS#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Incentives & Awards	Total Expenses
1/18/2019	SPO #433018	IV. D	Burton: Shur-Way Moving Expenses 01/01/19 - 01/31/19 storage	General Fund	0001	201010		592.20	592.20
2/18/2019	-SPO #433018	IV. D	Burton: Shur-Way Moving Expenses Feb Storage & Final Transport	General Fund	0001	201010		8,133.39	8,133.39
2/28/2019	51438	IV. A b	Refreshments: Annual Joint BCC meeting with Federal Legislative Delegation	General Fund	0001	201010		44.10	44.10
Total							0.00	8,769.69	8,769.69
Total Submitted E	By: Crin Dowle (appro	Day ove for OMB Direc	uil tor)		Date:	5-Apr-1		8,769.69	8,769.

County Administrator Moving Expenses: Granicus #18-1372A

IEXP-701-

#### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

March 31, 2019

#### **Quarterly Report**

SCHRISTMAN31208-000339

**Economic Development** 

aquarter c	mada				_ Departi	ione.		Economic De	rotopiticité	6
Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5490060	Total Expenses	
1/24/19	00-183	ED Council Meeting	Refreshments for ED Meeting			261140		4.30		1 / /
		ED Council Meeting	Refreshments for ED Meeting	General revenue	0001	261140		278.75		4
03/25/19	00-183	Penny IV Meeting	Refreshments for Penny Meeti	General revenue	0001	261140		9.28	9.28	
									31	d Q
	1									4
										4
									\$285.42	
Total							0.00	292.33	292.33	

Submitted By:

Department Director or Designee's Signature

Quarter ended

Date:

Department:

5-Apr-19

## FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter ended	Jan - Mar	2019 2nd Qtr FY 19			Department	:	Emergency Management			
Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5496001	Total Expenses	
03/08/19		Incentives & Rewards	Purchase of Candy for MLK Parade	General Fund	F0001	C271110		53.40	53:40	
Total							0.00	53.40	53.40	

Submitted By:

Department Director or Designee's Signature

Date:

Thursday, April 11, 2019

Cats form signed by ACA on 4/22/2019, no CATS number assigned.

## FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Anauter end	March 31, 2018				Departm	ent:		GENERAL GOV	ERNMENT
Date	CATS#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
1/2/2019	00-58 SPO #431445	IV. E	IncentiveServices #00077987: Email Mgmt Fee for NOV-18 + Shipping Credit	GeneralGovt	0001	114300		(666.36)	(666.36)
1/2/2019	SPO 431445	IV. E	Incentive Services #00077911: Points Redeemed for NOV-18	GeneralGovt	0001	114300		3,662.81	3,662.81
1/25/2019	SP0 :451445	IV. E	Incentive Services#00078479: Email Mgmt Fee for DEC-18	GeneralGovt	0001	114300		350.00	350.00
1/25/2019	SPO #431445	IV. E	Incentive Services #00078480: Points Redeemed for DEC-18	GeneralGovt	0001	114300		4,093.01	4,093.01
2/21/2019	Signed CATS	* IV. A b	Lunch: CtyAdm - BookerCreekStategicPlanMtg on 01/29/19	GeneralGovt	0001	114300		763.27	763.27
3/1/2019	SPO-#581445	IV. E	Incentive Services #00078990: Email Mgmt Fee for JAN-19	GeneralGovt	0001	114300		350.00	350.00
3/1/2019	SPO #431445	IV. E	Incentive Services Inc: Prentn Materials Shipping?	GeneralGovt	0001	114300		41.88	41.88
3/1/2019	SPO #431445	IV. E	Incentive Services #00078991: Points Redeemed for JAN-19	GeneralGovt	0001	114300		4,743.72	4,743.72
3/13/2019	SP0#/31445	IV. E	Incentive Services#00079228: Email Mgmt Fee for FEB-19	GeneralGovt	0001	114300		350.00	350.00
3/13/2019	SPO #431445	IV. E	Incentive Services #00079229: Points Redeemed for FEB-19	GeneralGovt	0001	114300		5,362.98	5,362.98
Total					-		0.00	19 051 31	19.051.31

Submitted By: Court Submitted By: Erin Dowie (approve for OMB Director)

Date: 5-Apr-19

<sup>\*</sup>Signed CATS form (no number assigned) with Department Report

# FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter	enaea	Mar-19		19.	Departn		Human Resources		
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490020	Amount Incentives & Awards 5490060	Total Expenses
01/15/19	n/a	IV.A.d	Master Gardner Volunteer Celebration	HR Budget	0001	661111		952.00	952.00
01/04/19	п/а	IV.A.d	Brooker Crk Volunteer Celebration	HR Budget	0001	661111		70.99	70.99
01/16/19	n/a	IV.A.d	Brooker Crk Volunteer Celebration	HR Budget	0001	661111	1	311.50	311.50
01/06/19	n/a	IV.A.d	Brooker Crk Refund	HR Budget	0001	661111		(60.00)	(60.00)
02/08/19	n/a	IV.A.d	Animal Svc Volunteer Celebration	HR Budget	0001	661111		894.00	894.00
02/02/19	n/a	IV.A.d	Weedon Island Volunteer Celebration	HR Budget	0001	661111		540.00	540.00
12/06/18	n/a	IV.A.b	Unified Personnel Bd Meeting	HR Budget	0001	661117		79.88	79.88
12/17/18	n/a	IV.A.c	Wellness Champion meeting	HR Budget	5006	662110		61.89	61.89
12/17/18	n/a	IV.A.c	Wellness Champion meeting	HR Budget	5006	662110		118.22	118.22
12/17/18	n/a	IV.A.c	Wellness Champion meeting	HR Budget	5006	662110		10.00	10.00
12/13/18	n/a	IV.A.c	Wellness Champion meeting	HR Budget	5006	662110		62.71	62.71
Total		,					0.00	3,041.19	3,041.19

Submitted By:

Department Director or Designee's Signature

Date: 4/12/2019

#### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

#### **Quarterly Report**

**Human Services** 

Department:

Quarter ended

Mar-19

Department Director or Designee's Signature

Prepared by K. Baird Aams K3

Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490020	Amount Incentives & Awards 5490060	Total Expenses
01/19/19	47328	IV:Aa	Food & NA beverages for the MMU Advisory Council	General Fund	0001	301212		14.75	14.75
01/19/19	47328	IV:L	Other Expenditures (Transportation Assistance)	General Fund	0001	301212		16.95	16.95
							-		
					+				
									-
Total							0.00	31.70	31.70
Submitte	ed By:	land R Sot			Date:		4/1/2019	)	

#### FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

## Quarterly Report

	dutterly report	
Qtr ended March 31, 2019	Department:	PCR

									Amount	Amount	
										Incentives &	
Date	Resolution	Category		Source of	Fund	Center	Project	Program	Travel	Awards	Total
posted	CATS#	of Expenditure	Description of Expenditure	Funding	#	Number	task#	Number	5400020	5490060	Expenses
01/03/19	05-196	food/refreshment	Advisory Board	Gen Rev	0001	251005	, district			7.98	
02/07/19	05-196	food/refreshment	Water for volunteers	Gen Rev	0001	251005				262.80	
02/18/19	05-196	food/refreshment	Advisory Board	Gen Rev	0001	251005				65.38	
			2 classes: Creating a								
			Native Florida Landscape								
			and Transforming your					1			
02/27/19	05-196	food/refreshment	Landscape	Gen Rev	0001	252032				129.39	
01/03/19	05-196	food/refreshment	4-H Recognition	Gen Rev	0001	252035				45.97	
			Volunteer Programs								
01/03/19	05-196	food/refreshment	Heritage Village	Gen Rev	0001	252100				118.78	
			Volunteer Programs								
02/21/19	05-196	food/refreshment	Heritage Village	Gen Rev	0001	252100				84.37	
03/25/19	05-196	clothing	Park Volunteer Shirts	Gen Rev	0001	253230				19.86	
			Volunteer Auxillary Ranger								
02/07/19	05-196	food/refreshment	Meeting	Gen Rev	0001	254040				183.95	
			Volunteer Auxillary Ranger								
02/07/19	05-196	food/refreshment	Meeting	Gen Rev	0001	254040				49.79	
			Volunteer Auxillary Ranger								
03/14/19	05-196	food/refreshment	Meeting	Gen Rev	0001	254040				71.53	
01/10/19	05-196	food/refreshment	Water for volunteers	Gen Rev	0001	255010				262.80	
01/11/19	05-196	food/refreshment	Water for volunteers	Gen Rev	0001	255010				238.80	
			Refund of water for								
01/11/19	05-196	food/refreshment	volunteers	Gen Rev	0001	255010				-47.76	
Total						-	)	-		1,493.64	-

Prepared by:	ulie "	- Lovens	Submitted By:	Cul	5	2	
V		9		Department Dir	ector or I	Designee's Signature	
Date:	1/15/	19	Date:	4/14	17		_

## FOOD, BEVERAGE, RÉCRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter end March 31, 2019

Department: UTILITIES / PUB WKS / SURFACE WTR

Date	CATS#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
1/11/2019	51224	IV. E.	Commemorative Pins: Hurricane Michael 1st Responders	Sewer Rev & OpS	4031	431130		265.00	265.00
2/19/2019	Legistar 17-069D	IV. A a	Refreshments: SW Reduction Education Event 1/22/19	Surface Water Util	1094	436063		63.56	63.56
2/19/2019	51354	IV A c	Brkfst.Lunch: PW Team Building and Collaboration Training	General Fund	0001	436031		85.18	85.18
2/26/2019	51354	IVAc	Brkfst.Lunch: PW Team Building and Collaboration Training	Co Transptn Trust	1001	436031		270.58	270.58
2/26/2019	51354	IVAc	Brkfst.Lunch: PW Team Building and Collaboration Training	Surface Water Util	1094	436031		145.32	145.32
3/6/2019	51230	IV A a	Refreshments: Water Conservtn Outreach 2/23/19	Water Rev & OpS	4031	431370		204.70	204.70
3/6/2019	51230	IVAa	Refreshments: Water Conservtn Outreach 2/23/19	Sewer Rev & OpS	4051	431370		41.93	41.93
3/12/2019	Legistar 17-069D	IV. A a	Promo Tote Bags: Community Cleanup Events 2019	Surface Water Util	1094	436063		449.38	449.38
Total							0.00	1,525.65	1,525.65

Submitted I	Bulati	nolla
	Cecilia McC	

\* Water Revenue

19-Apr-19