

**KEN BURKE, CPA**  
**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

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 Chair Scott and  
Members of the Board of County Commissioners

FROM: Jeanette L. Staveley, CPA, CGFO, Chief Deputy Finance Director,  
Finance Division

SUBJECT: Report of Expenditures Incurred under the Incentives, Awards and  
Recruitment Ordinance, Fiscal Year 2025 Quarter 1

DATE: June 30, 2025

Attached, please find the quarterly Report of Expenditures Incurred under the Incentives, Awards and Recruitment Ordinance #07-26. Individual reports filed by the departments are also included for your reference.

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

If you have any questions regarding the report, please feel free to contact me at (727) 464-8300 or [jstaveley@mypinellasclerk.gov](mailto:jstaveley@mypinellasclerk.gov).

CC. Daniel Coughenour, CPA, Senior Manager of Accounts Payable

**Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance  
For the Quarter Ended December 31, 2024**

Department	Category of Expense	Source of Funding	Description of Expenditure	Line Amount	Department Total
<b>Airport</b>	Food & Refreshments for County-Sponsored Event	Airport Revenue	SOSZKA Tenant/Meetings	\$ 240.88	\$ 339.88
	Incentives	Airport Revenue	Keurig for Admin Office for meetings	\$ 99.00	
<b>Animal Services</b>	Food and Beverages for Staff Working Hurricane	General Fund	Food, Beverages & Snacks for Employees at Animal Friendly Shelter	\$ 233.53	\$ 233.53
<b>BTS</b>	Food & Refreshments for County-Sponsored Event	Business Technology Svcs	BTS Strategic Planning Leadership	\$ 424.01	\$ 424.01
<b>Communications</b>	Incentives	General Fund	Promo Items for County Event	\$ 2,200.25	\$ 2,200.25
<b>Court Administration</b>	Awards	General Fund	Employee Service Awards	\$ 160.00	\$ 160.00
<b>Emergency Management</b>	Food and Beverages for Hurricane Staff	General Fund	Food, Beverages & Snacks for EOC/CIC during Hurricane Activation	\$ 525,746.70	\$ 525,746.70
<b>General Government</b>	Awards	General Fund	Employee Service Award Program; Point Redemption	\$ 851.24	\$ 26,200.05
	Food & Refreshments for County-Sponsored Event	General Fund	Food & Refreshments for BCC/BIS sessions & BCC Mtgs	\$ 3,955.19	
	Employee Referral Incentive	General Fund	Employee Referral Incentive	\$ 21,000.00	
	Travel, meals & refreshments in connection with Recruitment	General Fund	Interview Expenses for Amy McEwan: Car Rental and Parking	\$ 393.62	
<b>Human Resources</b>	Food & Refreshments for County-Sponsored Event	General Fund	Connections Committee	\$ 40.73	\$ 40.73
<b>Parks</b>	Food & Refreshments for County-Sponsored Event	General Fund	PCR Advisory Board Meeting	\$ 6.78	\$ 613.48
	Food and Beverages for Staff Working Hurricane	General Fund	Food for employees at Sand Bag Sites for Hurricane	\$ 606.70	
<b>Public Works</b>	Food and Beverages for Staff Working Hurricane	Surface Water Utility Fund	Food for employees during Hurricane Helene & Milton	\$ 2,673.67	\$ 2,673.67
<b>Utilities</b>	Recognition or Awards	Water Revenue and Operating	Employee Recognition Program, coins, display boxes & certificates	\$ 185.56	\$ 314.50
	Recognition or Awards	Sewer Revenue and Operating	Employee Recognition Program, coins, display boxes & certificates	\$ 128.94	
				<b>\$ 558,946.80</b>	<b>\$ 558,946.80</b>

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**

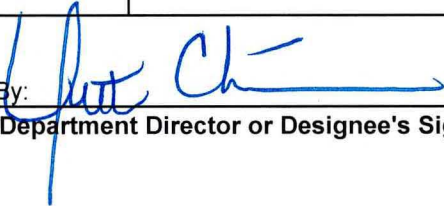
**FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY**

**Quarterly Report**

Quarter ended December 31, 2024

Department: 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
11/07/24	05-236	food & refreshments for county-sponsored events	SOSZKA tenant/manager meeting	Airport	4001	421011		40.92	40.92
11/07/24	05-236	Incentives	SOSZKA Keurig for Admin Office for meetings	Airport	4001	421011		99.00	99.00
11/13/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meeting November	Airport	4001	421011		199.96	199.96
Total							0.00	339.88	339.88

Submitted By:   
 Department Director or Designee's Signature

Date: 5-9-2025

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**  
**FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY**  
**Quarterly Report**

Quarter ended \_\_\_\_\_

Department: \_\_\_\_\_

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
10/10/24		H. Meals and non-alcoholic refreshments when employees and others are not permitted to leave for meals by emergency circumstances, as approved by the County Administrator. See A. regarding guidelines for meal expenses.	Walgreens - employee (Michael Smith 105995) food for employees at Largo High School (Pet Friendly Shelter)	General	0001	211010		66.08	66.08
10/10/24		H. Meals and non-alcoholic refreshments when employees and others are not permitted to leave for meals by emergency circumstances, as approved by the County Administrator. See A. regarding guidelines for meal expenses.	Walgreens - employee (Taylor Walton 101168) food for employees at Largo High School (Pet Friendly Shelter)	General	0001	211010		93.67	93.67
10/10/24		H. Meals and non-alcoholic refreshments when employees and others are not permitted to leave for meals by emergency circumstances, as approved by the County Administrator. See A. regarding guidelines for meal expenses.	Winn Dixie - employee (Jamie McLane 105603) used P-Card for food for employees at Palm Harbor High School (Pet Friendly Shelter)	General	0001	211010		73.78	73.78
Total							0.00	233.53	233.53

Submitted By: \_\_\_\_\_  
 Department Director or Designee's Signature

Date: 30-Jun-25

December 31, 2025



## Quarterly Report

Department: Communications

Date: 6/13/2025

# PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

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

### Quarterly Report

Quarter ended

December 31, 2024

Department:

Court Admin - Fiscal

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
12/16/24		Awards	Employee Service Awards	General	0001	601110		160.00	160.00
Total							0.00	160.00	160.00

Submitted By: Mary Kris Lichtenberg  
 Department Director or Designee's Signature

Date: 12/27/24



**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**

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

**Quarterly Report**

Quarter ended December 30, 2024

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 5490060	Total Expenses
11/12/24	CAT #55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/6/24 Tax Credit for EOC/CIC Hurricane Helene - EZCater Wawa)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		(20.23)	(20.23)
11/12/24	CAT #55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/4/24 EOC/CIC Snacks) Hurricane Helene - Staples)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		479.29	479.29
11/12/24	CAT #55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/5/24 EOC/CIC Breakfast) Hurricane Helene - Chik-Fil-A)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		454.15	454.15
11/12/24	CAT #55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/6/24 EOC/CIC Dinner) Hurricane Helene - EZCater Tijuana Flats)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		1,223.17	1,223.17
11/12/24	CAT #55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/6/24 EOC/CIC Breakfast) Hurricane Helene - EZCater Wawa)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		392.50	392.50
11/12/24	CAT #55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/5/24 EOC/CIC Lunch) Hurricane Helene - Honey Baked Ham)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		1,662.85	1,662.85
11/12/24	CAT #55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/6/24 EOC/CIC Dinner) Hurricane Helene - Beach Pizza)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		384.84	384.84
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/7/24 EOC/CIC Lunch) Hurricane Milton - EZCater Jersey Mikes Subs)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		1,304.16	1,304.16
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/8/24 Tax Credit EOC/CIC) Hurricane Milton - EZCater Einstein Bagels)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		(23.51)	(23.51)
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/8/24 EOC/CIC Breakfast) Hurricane Milton - EZCater Einstein Bagels)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		409.41	409.41
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/7/24 EOC/CIC Dinner) Hurricane Milton - Sonnys)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		4,170.97	4,170.97
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/8/24 Tax Credit EOC/CIC) Hurricane Milton - EZCater Jersey Mikes)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		(69.16)	(69.16)
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/8/24 EOC/CIC Fruit & Snacks) Hurricane Milton - Publix)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		54.24	54.24



**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**

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

**Quarterly Report**

Quarter ended December 30, 2024

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 5490060	Total Expenses
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/7/24 EOC/CIC Lunch) Hurricane Milton - Honey Baked Ham)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		1,818.75	1,818.75
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/7/24 EOCPW Lunch-Addtl) Hurricane Milton - Honey Baked Ham)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		380.00	380.00
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/7/24 EOCPW Lunch) Hurricane Milton - Honey Baked Ham)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		3,217.70	3,217.70
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/9/24 EOC/CIC Snacks, Beverages) Hurricane Milton - Staples)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		1,943.37	1,943.37
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/7/24 EOCPW Dinner) Hurricane Milton - Honey Baked Ham)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		4,081.50	4,081.50
11/12/24	CAT #55702	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000260 (10/9/24 EOC/CIC Snacks, Beverages) Hurricane Milton - Staples)	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		851.70	851.70
11/07/24	File Id #24-1125D	IV.H - Food & Beverage	202410071025MILTON - EMERGENCY DISASTER FOOD SERVICES - FEEDING	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		78,379.00	78,379.00
11/26/24	File Id #24-1125D	IV.H - Food & Beverage	202410071025MILTONFINAL - EMERGENCY DISASTER FOOD SERVICES - FEEDING	Disaster Project # 90019B1 1.1 - Hurricane Milton	0001	890001		424,652.00	424,652.00
Total							0.00	525,746.70	525,746.70

Submitted By:   
Department Director or Designee's Signature

Date: 11/22/2025

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended December 31, 2024 Department: GENERAL GOVERNMENT

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Award 5490060	Total Expenses
10/9/2024	Payroll *	IV. L	Payroll USD Corp 09-OCT-24 Journal Import Created	GeneralGovt	0001	114300		2,500.00	2,500.00
10/9/2024	JV 315934	IV. L	Reverses 315934 Payroll USD 8062731 FYE Payroll Accrual 30SEP2	GeneralGovt	0001	114300		(1,500.00)	(1,500.00)
11/6/2024	Payroll *	IV. L	Payroll USD Corporate 06-NOV-24 Journal Import Created	GeneralGovt	0001	114300		7,000.00	7,000.00
11/7/2024	JV 316002	IV. L	316002 Payroll USD CCC EE Referral Pd by BCC	GeneralGovt	0001	114300		500.00	500.00
11/20/2024	N/A	IV. A. b	10/1//24: Supplies for BOCC And Work Session Meetings	GeneralGovt	0001	114300		35.94	35.94
11/20/2024	Payroll *	IV. L	Payroll USD Corp 20-NOV-24 Journal Import Created	GeneralGovt	0001	114300		4,000.00	4,000.00
12/4/2024	Payroll *	IV. L	Paroll USD Corp 04-DEC-24 Journal Import Created	GeneralGovt	0001	114300		2,500.00	2,500.00
12/6/2024	AMCEWAN39362	IV. C	Interview Expenses for Amy McEwan: Car Rental and Parking	GeneralGovt	0001	114300	393.62		393.62
12/18/2024	Payroll *	IV. L	Payroll USD Corporate 18-DEC-24 Journal Import Created	GeneralGovt	0001	114300		4,000.00	4,000.00
12/19/2024	JV 316210	IV. L	316210 Payroll USD: CCC EE Referral Pd by BCC	GeneralGovt	0001	114300		1,000.00	1,000.00
12/23/2024	N/A	IV. A. b	11/19/24 BCC Mtg: Pizzas Ordered for Attendees.	GeneralGovt	0001	114300		474.90	474.90
12/23/2024	N/A	IV. A. b	12/12/24: Supplies for BOCC and WS meetings	GeneralGovt	0001	114300		27.16	27.16
12/23/2024	N/A	IV. A. b	12/17/24 BOCC Mtg: Dinner from Publix	GeneralGovt	0001	114300		313.24	313.24
12/27/2024	SPO #458337	IV. E	Incentive Svcs #00123137 - Point Redemption	GeneralGovt	0001	114300		3,605.19	3,605.19
12/27/2024	SPO #458337	IV. E	Incentive Svcs #00123139 - Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
12/31/2024	Payroll *	IV. L	Payroll USD Corporate 31-DEC-24 Journal Import Created	GeneralGovt	0001	114300		1,000.00	1,000.00
Total							393.62	25,806.43	26,200.05

\* not able to pull any backup for these Payroll items

Submitted By: Fredricka Collins  
Fredricka Collins - OMB Deputy Director

Date: 

APPROVED  
By Fredricka Collins at 3:43 pm, Jan 24, 2025

Prepared By: Maria Cascone  
Maria Cascone - Support Specialist

County Code 2-145 reference

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

Department: Human Resources

Total							0.00	40.73	40.73
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Date: 6/20/2025

Date:

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**

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

**Quarterly Report**

Quarter ended December 31, 2024

Department:

PCR

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
11/25/24	N/A	FOOD	Food for Employees at Sand Bag Sites For Hurricane	Gen Rev	0001	890001		114.90	114.90
12/09/24	N/A	FOOD	Food for Employees at Sand Bag Sites For Hurricane	Gen Rev	0001	890001		565.57	565.57
12/09/24	N/A	FOOD	Food for Employees at Sand Bag Sites For Hurricane (Credit)	Gen Rev	0001	890001		(73.77)	(73.77)
Total							0.00	606.70	606.70

Prepared by:

*[Signature]*

Date:

6/27/25

Submitted By:

*[Signature]*

Department Director or Designee's Signature

Date:

6-27-25

\*No CATS # was required during the declared disaster declaration for hurricanes

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**


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

**Quarterly Report**

Quarter ended December 31, 2024

Department: Public Works

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
11/21/24	55166	IV.H.	Sales tax refund	General Fund	0001	890001		(10.05)	(10.05)
11/21/24	55166	IV.H.	Food for employees during Hurricane Helene	General Fund	0001	890001		1,341.02	1,341.02
11/21/24	55166	IV.H.	Food for employees during Hurricane Milton	General Fund	0001	890001		1,342.70	1,342.70
Total							0.00	2,673.67	2,673.67

Submitted By:   
 Department Director or Designee's Signature

Date: 02-04-2025



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

Quarter ended December 31, 2024

Department: Utilities

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
12/17/24	55834	IV E., generally accepted articles of recognition	Supplies for Utilitite's emplyee recognition program, coins, display boxes, certificaiton paper	Water Revenue	4031	431130		185.56	
12/17/24	55834	IV E., generally accepted articles of recognition	Supplies for Utilitite's emplyee recognition program, coins, display boxes, certificaiton paper	Sewer Revenue	4051	431130		128.94	
Total							0.00	314.50	0.00

Department Director or Designee's Signature

Date: 05/06/2025