

KEN BURKE


CLERK OF THE CIRCUIT COURT AND COMPTROLLER
PINELLAS COUNTY, FLORIDA

FINANCE DIVISION

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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

TO: Honorable Chairman and
Members of the Board of County Commissioners

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

SUBJECT: Report of Expenditures Incurred under Incentives Awards and
Recruitment Ordinance for the Quarter Ended September 30, 2019

DATE: December 19, 2019

Attached, please find the quarterly report 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 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 extension 48300, or at jphillips@mypinellasclerk.org.

Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance
For the Quarter Ended September 30, 2019

Department	Category of Expense	Source of Funding	Description of Expenditure	Line Amount	Department Total
Airport	Food and refreshments for County Sponsored event	Airport Revenue	Tenant-Manager Meetings/ Routes Americas, Quebec Business Dinner / Tony Jannus Aviation Society Meetings / Volunteer Luncheon & Tourism Training Familiarization / Tampa Bay Beaches Chamber Of Commerce Leadership Breakfast / Big Brothers and Sisters Mentor Lunches / STAR Event / Emergency Tabletop Exercises / Firefighter Rehab / Tampa Bay Women in Tourism Luncheon / West Central Metro Area Continuing Florida Aviation System Planning Process	2,197.12	2,197.12
Emergency Management	Appliance for Common Area	General Fund	Refrigerator for Citizens Information Center	989.99	989.99
Planning	Food and refreshments for County Sponsored event	General Fund	Open House for Lealman Exchange - New Community Re-Development Agency Building	27.07	27.07
Board of County Commissioners	Food and refreshments for County Sponsored event	General Fund	Items for Census 2020 Meetings and for Meet & Greet	615.81	615.81
Solid Waste	Awards	Solid Waste Revenue	Recognition Plaque for Technical Management Committee Member	128.00	
Solid Waste	Commemorative items promoting County programs	Solid Waste Revenue	Promotional Tote Bags given during facility tours	3,400.00	3,528.00
Economic Development	Food and refreshments for County Sponsored event	General Fund	Penny IV Economic Development Capital Projects Study Meetings	29.65	29.65
General Government	Awards	General Fund	Employee Service Award Program	13,364.73	
General Government	Food and refreshments for County Sponsored event	General Fund	County Admin Partner Meeting, Employee Recognition, Director's Retreat	848.05	14,212.78
County Administration	Recruitment	General Fund	Travel Reimbursement for Asst County Administrator Interviewees	3,361.63	
County Administration	Food and refreshments for County Sponsored event	General Fund	Teacher Shadow Day for Government Career Considerations	107.74	3,469.37
Human Resources	Commemorative items promoting County programs	General Fund	Tokens of Recognition for Volunteers	3,993.94	
Human Resources	Recruitment	General Fund	Meals for HR Workforce Strategy Recruitment Candidate	58.81	
Human Resources	Food and refreshments for County Sponsored event	General Fund	Volunteer Appreciation Luncheon, Pinellas County School Board Summer Acceleration Intern Program, Staff Workshop, Appointing Authority and Personnel Board Meetings	1,399.86	
Human Resources	Commemorative items promoting County programs	Employee Health Benefits	Tokens of Recognition for Wellness Outreach	784.46	6,237.07
Human Services	Appliance for Common Area	General Fund	Microwave in Break Area	132.99	
Human Services	Food and refreshments for County Sponsored event	General Fund	Mobile Medical Unit Advisory Council Meetings and CABHI Collaborative Labs	142.37	275.36
Parks	Food and refreshments for County Sponsored event	General Fund	Vegetative Meeting, Advisory Board, Volunteer Lunch, Veteran Memorial Dedication, Coffee for Volunteer Meetings	140.76	
Parks	Commemorative items promoting County programs	General Fund	Park Volunteer Shirts & Items of Recognition	36.00	
Parks	Awards	General Fund	4-H Awards	653.15	829.91

Surface Water	Commemorative items promoting County programs	Surface Water Fund	Public Works Promotional Items for Educational Outreach Activities	347.91	
Surface Water	Food and refreshments for County Sponsored event	Surface Water Fund	Lakes & Ponds Education / Arbor Day Adopt-a-pond program	29.36	
Public Works	Commemorative items promoting County programs	General Fund	Public Works Promotional Items for Educational Outreach Activities	203.94	
Public Works	Emergency Preparedness	Transportation Trust Fund	Food for Workers: Anticipated Emergency, Hurricane Dorian	173.49	
Public Works	Commemorative items promoting County programs	Transportation Trust Fund	Public Works Promotional Items for Educational Outreach Activities	647.82	1,402.52
Utilities - Water	Food and refreshments for County Sponsored event	Water Revenue	Emergency Food Ration Packets - Hurricane Dorian	2,527.16	
Utilities - Water	Appliance for Common Area	Water Revenue	North County GMD Microwave for Breakroom	85.33	
Utilities - Water	Items for County Sponsored event	Water Revenue	Wastewater and Stormwater Partnership - Promotional Outreach	115.65	
Utilities - Sewer	Appliance for Common Area	Sewer Revenue	South Cross Fridge & Microwave for Break Room, North County GMD Microwave for Breakroom	731.65	
Utilities - Sewer	Emergency Preparedness	Sewer Revenue	Emergency Food Ration Packets - Hurricane Dorian	1,360.78	
Utilities - Sewer	Items for County Sponsored event	Sewer Revenue	Wastewater and Stormwater Partnership - Promotional Outreach	62.28	4,882.85

\$ 38,697.50 \$ 38,697.50

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

September 30, 2019

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
07/31/19	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/mgr meetings, WCFCFASSP mtg, TJ meeting	Airport	4001	421011		388.50	388.50
09/17/19	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/mgr meeting	Airport	4001	421011		155.16	155.16
09/17/19	05-236	food & refreshments for county-sponsored events	JEWSBURY business, tourism luncheons, TBBCOC brkfst	Airport	4001	421011		272.32	272.32
09/26/19	05-236	food & refreshments for county-sponsored events	JEWSBURY business luncheon	Airport	4001	421011		67.00	67.00
09/30/19	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/mgr meeting, TJ board mtg	Airport	4001	421011		199.44	199.44
07/09/19	05-236	food & refreshments for county-sponsored events	ROUTH wmn in tourism lunch	Airport	4001	421015		26.00	26.00
08/26/19	05-236	food & refreshments for county-sponsored events	ROUTH Wmn/Tourism, TBBCOC, volunteers luncheons	Airport	4001	421015		159.00	159.00
09/13/19	05-236	food & refreshments for county-sponsored events	ROUTH honor flight, mentors	Airport	4001	421015		50.60	50.60
09/30/19	05-236	food & refreshments for county-sponsored events	ROUTH BBBS mentor, STAR bkfst, wmn/tour, STAR bkfst	Airport	4001	421015		680.24	680.24
07/17/19	05-236	food & refreshments for county-sponsored events	CARRINGTON Annual Tabletop	Airport	4001	421018		135.19	135.19
09/30/19	05-236	food & refreshments for county-sponsored events	JEWSBURY business luncheon ALLEGIANT	Airport	4001	421011		43.75	43.75
09/30/19	05-236	food & refreshments for county-sponsored events	CARRINGTON firefighter rehab	Airport	4001	421018		19.92	19.92
									0.00
Total							0.00	2,197.12	2,197.12

Submitted By: 
 Department Director or Designee's Signature

Date: 10-23-19

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

Quarter ended September 30, 2019

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
09/16/19	52081	Incentives & Awards	CIC Refrigerator	General fund	0001	271110		989.99	
Total							0.00	989.99	0.00

Submitted By: 
 Department Director or Designee's Signature

Date: 10/30/19

**Revised per Clerk Finance*

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended September 1, 2018

Department: PLANNING

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
07/03/18	52058	IV. A.i a.	food and alcoholic beverages for county sponsored event, IV. D. re	General fund - Policy related expenses	1	331110			27.07
							0.00		
Total							0.00	0.00	27.07

Submitted By: 
 Department Director or Designee's Signature

Date: 10/22/19

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

September 1, 2019

Department:

Board of County Commissioners

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490020	Amount Incentives & Awards 5490060	Total Expenses
05/17/19	07-26	Refreshments	Items for Census 2020 Meeting	General Review	0001	111011-17		105.83	105.83
06/18/19	07-26	Refreshments	Items for Meet & Greet	General Review	0001	111017		5.96	5.96
09/26/19	07-26	Refreshments	Items for Census 2020 Meeting	General Review	0001	111017		485.08	485.08
09/25/19	07-26	Refreshments	Items for Census 2020 Meeting	General Review	0001	111017		18.94	18.94
Total							0.00	615.81	615.81

Submitted By: 
 Department Director or Designee's Signature

Date: 11-4-19

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

September 30, 2019

Department:

Solid Waste

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses
02/17/17	51870	IV. E - Plaque	Recognition plaque for TMC Member J. Walker	SW Op Rev	4021	432936		128.00	128.00
02/21/17	51999	IV. G - Promotional Tote Bags	Promotional Tote Bags (Purchased in FEB2019)	SW Op Rev	4021	432936 432930	432930	3,400.00	3,400.00
Total							0.00	3,528.00	3,528.00

Submitted By:
 Department Director or Designee's Signature

Date: 10/23/19

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

September 30, 2019

Department:

Economic Development

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
07/22/19	00-183	Penny IV Cap Proj Study	Refreshments for Penny IV Meetings	General revenue	0001	261140		29.65	29.65
Total							0.00	29.65	29.65

Submitted By: 
 Department Director or Designee's Signature

Date: 27-Sep-19

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended September 30, 2019

Department:

GENERAL GOVERNMENT

Date	SPO / CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
7/17/2019	✘✘ No #	IV. I	Publix Purchases for County Admin Partner Meeting	GeneralGovt	0001	114300		120.04	120.04
7/22/2019	✘ SPO #431445	IV. E	Incentive Svcs #00081513 Jun19 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
7/22/2019	✘ SPO #431445	IV. E	Incentive Svcs #00081514 Jun19 Service Points Redeemed	GeneralGovt	0001	114300		2,754.73	2,754.73
8/21/2019	✘ SPO #431445	IV. E	Incentive Svcs #00081945 Jul19Service Points Redeemed	GeneralGovt	0001	114300		3,017.00	3,017.00
8/21/2019	✘ SPO #431445	IV. E	Incentive Svcs #00081944 Jul19 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
9/13/2019	✘✘ No #	IV. I	Food Purchased for County Admin Recognition Awards & Exer	GeneralGovt	0001	114300		188.97	188.97
9/16/2019	✘ SPO #431445	IV. E	Incentive Svcs #00082291 Aug19 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
9/16/2019	✘ SPO #431445	IV. E	Incentive Svcs #00082292 Aug19 Service Points Redeemed	GeneralGovt	0001	114300		3,007.79	3,007.79
9/30/2019	✘✘ No #	IV. A. b	Food Purchased for All-Day Director's Retreat 9/20/19	GeneralGovt	0001	114300		539.04	539.04
9/30/2019	✘ SPO #431445	IV. E	Incentive Svcs #00083092 Sep19 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
9/30/2019	✘ SPO #431445	IV. E	Incentive Svcs #00083093 Sept19 Service Points Redeemed	GeneralGovt	0001	114300		3,185.21	3,185.21
Total							0.00	14,212.78	14,212.78

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

Date: 10/31/19

- ✘ Resolution 00-58 / all items with Standard PO Numbers
- ✘✘ CATs form provided without CATs number in backup

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter end September 30, 2019

Department: COUNTY ADMINISTRATION

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
8/1/2019	No #	IV. A. a	Lunch: Teacher Shadow Day for Govt Career Considerations	General Fund	0001	201010		107.74	107.74
9/6/2019	No #	IV. B	Travel Reimb: MarionRodney Asst County Admin Interviewee	General Fund	0001	201010	940.48		940.48
9/27/2019	No #	IV. B	Travel Reimb: Jacob Ellis Asst County Admin Interviewee	General Fund	0001	201010	734.25		734.25
9/27/2019	No #	IV. B	Travel Reimb: Beau Falgout Asst County Admin Interviewee	General Fund	0001	201010	203.92		203.92
9/30/2019	No #	IV. B	Travel Reimb: Tom Almonte Asst County Admin Interviewee	General Fund	0001	201010	756.98		756.98
9/30/2019	No #	IV. C. b	Lodging for 3 candidates for ACA - 1 nite each @ \$242.00	General Fund	0001	201010		726.00	726.00
Total							2,635.63	833.74	3,469.37

Submitted By: Erin Dowle
 Erin Dowle (approve for OMB Director)

Date: 25-Oct-19

CATs form provided for all items without CATs No.

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended 9/30/2019 - Revised

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
07/30/19	05-196	food/refreshment	food for Vegetative Meeting	Gen Rev	0001	251005				32.24	
* 07/30/19	05-196	award	Retirement plaque	Gen Rev	0001	251005				70.20	
* 09/04/19	05-196	award	Retirement plaque	Gen Rev	0001	251005				70.20	
07/24/19	05-196	food/refreshment	food for Advisory Board	Gen Rev	0001	252035				12.82	
09/24/19	05-196	award	4-H awards	Gen Rev	0001	252032				277.00	
07/23/19	05-196	food/refreshment	volunteer lunch	Gen Rev	0001	252100				55.38	
07/24/19	05-196	clothing	Volunteer Ranger Shirts	Gen Rev	0001	254040				24.00	
09/19/19	05-196	clothing	Volunteer Ranger Shirts	Gen Rev	0001	254040				12.00	
09/10/19	05-196	food/refreshment	Veteran Memorial dedication	Gen Rev	0001	254220				5.33	
09/30/19	05-196	food/refreshment	Veteran Memorial dedication	Gen Rev	0001	254220				28.00	
09/30/19	05-196	food/refreshment	coffee for Volunteer Meetings	Gen Rev	0001	252035				6.99	
09/30/19	05-196	award	4-H awards	Gen Rev	0001	252035				376.15	
	05-196			Gen Rev	0001						
	05-196			Gen Rev	0001						
	05-196			Gen Rev	0001						
	05-196			Gen Rev	0001						
	05-196			Gen Rev	0001						
Total										970.31	

Prepared by: Julie Stevens

Submitted By: Paul G. [Signature]
 Department Director or Designee's Signature

Date: 10/25/19

Date: 10/25/19

* Not eligible expenditures. Requested reimbursement.

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

Quarterly Report

Quarter end: September 30, 2019

Department: PUB WKS / SURFACE WTR

Date	Resolution/ CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount	Amount	Total Expenses
							Travel 5490060	Incentives & Awards 5490060	
7/10/2019	17-023D	IV. A.	Snacks for Lks & Pnds Educ / Arbor Day Adopt-a-Pond Program	SfcWaterUtility	1094	436064		29.36	29.36
9/23/2019	R-01-95	IV. H.	Food for Workers: Anticipated Emergency, Hurricane Dorian	Co Transp Trust	1001	436086		173.49	173.49
9/25/2019	51680	IV. G.	PW Promotion Items for Education Outreach Activities	General Fund	0001	436031		203.94	203.94
9/25/2019	51680	IV. G.		SfcWaterUtility	1094	436031		347.91	347.91
9/25/2019	51680	IV. G.		Co Transp Trust	1001	436031		647.82	647.82
Total							0.00	1,402.52	1,402.52

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

Date: 18-Oct-19

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

Quarter end: September 30, 2019

Department: _____

UTILITIES

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
7/9/2019	R-03-85	IV. J.	So Cross Fridge & Microwave for break room	Swr Rev & Op	4051	431360		655.99	655.99
8/13/2019	51549	IV. A. a	Tablecloth for WWSW Ptnrshp - Promotional Outreach	Wtr Rev & Op	4031	431130		115.65	115.65
8/13/2019	51549	IV. A. a	Tablecloth for WWSW Ptnrshp - Promotional Outreach	Swr Rev & Op	4051	431130		62.28	62.28
9/20/2019	R-01-95	IV. H.	Emergency Food Ration Packets Qty 1400 - split	Wtr Rev & Op	4031	431130		1,203.41	1,203.41
9/20/2019	R-01-95	IV. H.	Emergency Food Ration Packets Qty 1400 - split	Swr Rev & Op	4051	431130		647.99	647.99
9/30/2019	52018	IV. J.	NGMD Microwave for break room - split	Wtr Rev & Op	4031	431250		78.89	78.89
9/30/2019	52018	IV. J.	NGMD Microwave for break room - split	Wtr Rnwl & Rplct	4034	431250		6.44	6.44
9/30/2019	52018	IV. J.	NGMD Microwave for break room - split	Swr Rev & Op	4051	431250		75.66	75.66
9/30/2019	R-01-95	IV. H.	Emergency Food Ration Packets 140 oz, pk 12 - split	Wtr Rev & Op	4031	431130		1,323.75	1,323.75
9/30/2019	R-01-95	IV. H.	Emergency Food Ration Packets 140 oz, pk 12 - split	Swr Rev & Op	4051	431130		712.79	712.79
Total							0.00	4,882.85	4,882.85

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

Date: 25-Oct-19