




**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

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Clearwater, FL 33756  
P.O. BOX 2438  
Clearwater, FL 33757  
Telephone: (727) 464-8300  
FAX: (727) 464-8370

TO: Honorable Chair Peters and  
Members of the Board of County Commissioners

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

SUBJECT: Report of Expenditures Incurred under the Incentives, Awards and  
Recruitment Ordinance, Fiscal Year 2024 Quarter 3

DATE: August 07, 2024

Attached, please find the quarterly Reports 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 [jphillips@mypinellasclerk.org](mailto:jphillips@mypinellasclerk.org).

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

Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance  
For the Quarter Ended June 30, 2024

Department	Category of Expense	Source of Funding	Description of Expenditure	Line Amount	Department Total
Airport	Food and refreshments for County Sponsored event	Airport Revenue	Food and refreshments for Employee Appreciation Luncheon, Tenant/Manager meetings, leadership tour, and Honor Flight event	\$ 2,603.14	\$ 3,603.14
Airport	Awards	Airport Revenue	STAR Program Gift Cards	\$ 1,000.00	
Animal Services	Commemorative items promoting County programs	Gifts for Animal Welfare Trust	Mini tote bags for community outreach events	\$ 1,020.46	\$ 1,020.46
Asset Management	Food and refreshments for County Sponsored event	General Fund	Refund of Sales Tax from previously reported food and beverages expenses	\$ (70.25)	\$ (70.25)
Communications	Commemorative items promoting County programs	General Fund	Deposit for 'Keys to the County' requested by Board of County Commissioners to present to distinguished guests	\$ 300.00	\$ 643.95
Communications	Awards	General Fund	Registration to Tampa Bay Regional Resiliency Summit & Entry fees for FPRA Golden Image awards	\$ 343.95	
General Government	Awards/ Frames and Plaques	General Fund	Employee Service Award Program, Trophies for the Employee Appreciation Picnic	\$ 13,555.63	\$ 52,500.34
General Government	Employee Referral Bonus	General Fund	Employee Referral Bonus	\$ 20,576.50	
General Government	Food and refreshments for County Sponsored event	General Fund	Employee Picnic Event, Lunch for BCC Budget Information Sessions	\$ 18,368.21	
Human Resources	Food and refreshments for County Sponsored event	General Fund	Refreshments for HR Director Farewell event, HR Director Meet & Greet event, and Volunteer Appreciation luncheon	\$ 1,718.92	\$ 1,493.74
Human Resources	Reclassification	General Fund	Reclassification of funds from Incentives & Awards to Transportation for HR candidate flight	\$ (225.18)	
Parks	Appliances for Common Area	General Fund	Microwave for Taylor Park & Refrigerator for Sand Key	\$ 825.53	\$ (1,181.97)
Parks	Food and refreshments for County Sponsored event	General Fund	Food & Beverages for Advisory Board Meeting & Eppley Institute Program	\$ 57.50	
Parks	Reclassification	General Fund	Previously reported Employee Appreciation Breakfast reclassified to Employee Celebrations & Recognition Account	\$ (2,065.00)	
Public Works	Commemorative items promoting County programs	Surface Water Utility Fund	Giveaways (Pens, Totes, Reading materials, plants, & coasters) for Lakes & Ponds Days, and Oyster Shell Recycling Programs	\$ 4,498.57	\$ 4,709.33
Public Works	Food and refreshments for County Sponsored event	Surface Water Utility Fund	Donuts for Volunteer Appreciation event and Lakes & Ponds Day event	\$ 210.76	
Safety and Emergency Services	Food and refreshments for County Sponsored event	General Fund	Food & Beverages for holiday meals and employee recognition	\$ 1,156.85	\$ 1,246.85
Safety and Emergency Services	Food and refreshments for County Sponsored event	Emergency Medical Service	Recognition plaque for EMS Medical Control Board member	\$ 90.00	
STAR Center	Food and refreshments for County Sponsored event	Star Center	Food and Beverages for Employee Appreciation Lunch	\$ 317.28	\$ 317.28
				<u>\$ 64,282.87</u>	<u>\$ 64,282.87</u>

Ledger Total	179,203.79
Fixed Assets	0.00
Travel	0.00
Clerk	-1,343.69
Previous Quarter	-113,577.23
<b>Total</b>	<b>64,282.87</b>

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**

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

**Quarterly Report**

Quarter ended March 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
04/01/24	05-236	food & refreshments for county-sponsored events	AEHLE employee appreciation luncheon	Airport	4001	421011		1,920.00	1920.00
04/18/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meetings	Airport	4001	421011		400.86	400.86
04/18/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meetings	Airport	4001	421011		-23.61	-23.61
04/02/24	05-236	food & refreshments for county-sponsored events	ROUTH 366 leadership tour at Airport	Airport	4001	421015		21.04	21.04
05/29/24	05-236	food & refreshments for county-sponsored events	ROUTH 373 STARS and Honor Flight	Airport	4001	421015		1,072.61	1072.61
06/25/24	05-236	food & refreshments for county-sponsored events	ROUTH 376 Volunteer Appreciation and chamber meeting	Airport	4001	421015		212.24	212.24
<b>Total</b>							0.00	3,603.14	3,603.14

Submitted By:   
 Department Director or Designee's Signature


Date: 7-22-2024

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

Quarter ended June 30, 2024

Department: Animal Services

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
04/23/24		Commemorative items promoting County programs	Mini tote bags for community outreach events	Gifts for Animal Welfare Trust	1011	211010		1,020.46	1,020.46
Total							0.00	1,020.46	1,020.46

Submitted By:   
 Department Director or Designee's Signature

Date: 7/29/24

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

Quarter enc 6/30/2024 (Quarter 3)

Department: Communications

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
04/23/24	55235	Commemorative Items	Vendor: Catania Medallic Specialties. Deposit for Commissioner Keys to the County	General Fund	0001	231010		300.00	\$300.00
05/08/24	55239	Commemorative Items	Tampa Bay Regional Resiliency Summit. 2024 Registration & Ceremony	General Fund	0001	231010		103.95	\$103.95
06/27/24	55388	Awards	FPRA Golden Image Award - Professional Member entry fees for 2 awards	General Fund	0001	231010		240.00	\$240.00
<b>Total</b>							0.00	643.95	\$643.95

Submitted By Barbra Hernandez  
Barbra Hernandez (Jul 10, 2024 12:23 EDT)  
**Department Director or Designee's Signature**

Date: Jul 10, 2024

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**

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

**Quarterly Report**

**Qtr ended** June 30, 2024

**Department:**

**GENERAL GOVERNMENT**

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
4/4/2024	INV 2378	IV. L	2378 PINOMB W Parson Ref - Property Appraiser's Office	GeneralGovt	0001	114300		538.25	538.25
4/10/2024	Payroll *	IV. L	Payroll USD Corporate 10APR24* - Journal Import Created	GeneralGovt	0001	114300		5,000.00	5,000.00
4/11/2024	JV 315205	IV. L	Payroll USD: CCC EE Referral Paid by BCC PR 08-2024	GeneralGovt	0001	114300		1,500.00	1,500.00
4/19/2024	INV 2379	IV. L	2379 PINOMB W Parson Ref - Property Appraiser's Office	GeneralGovt	0001	114300		538.25	538.25
4/23/2024	N/A	IV. A. b	Gordon Food Svc Store RETRIEVAL571 / Picnic Food Purchase	GeneralGovt	0001	114300		12,414.07	12,414.07
4/24/2024	Payroll *	IV. L	Payroll USD Corporate 24APR24* - Journal Import Created	GeneralGovt	0001	114300		3,500.00	3,500.00
5/2/2024	N/A	IV. A. b	Quench Buggy USA	GeneralGovt	0001	114300		3,000.00	3,000.00
5/2/2024	SPO #458337	IV. E	Incentive Svcs #00118117 - MAR24 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
5/2/2024	SPO #458337	IV. E	Incentive Svcs #00118118 - MAR24 Point Redemption	GeneralGovt	0001	114300		3,987.86	3,987.86
5/7/2024	N/A	IV. A. b	Amazon: Picnic Sports Accessories and BBQ Gloves	GeneralGovt	0001	114300		213.64	213.64
5/8/2024	Payroll *	IV. L	Payroll USD Corporate 08-MAY-24	GeneralGovt	0001	114300		500.00	500.00
5/9/2024	JV 315305	IV. L	Payroll USD: CCC EE REFERRAL PD BY BCC PR 10-2024	GeneralGovt	0001	114300		500.00	500.00
5/22/2024	Payroll *	IV. L	Payroll USD Corporate 22-MAY-24	GeneralGovt	0001	114300		3,500.00	3,500.00
5/24/2024	N/A	IV. A. b	09APR24: AllDay Mtg w/ FEMA / 19APR Speaker Rental.Picnic	GeneralGovt	0001	114300		367.71	367.71
5/24/2024	N/A	IV. A. b	24APR24: Trophies for Employee Appreciation Picnic	GeneralGovt	0001	114300		272.00	272.00
5/29/2024	SPO #458337	IV. E	Incentive Svcs #00118825 - APR24 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
5/29/2024	SPO #458337	IV. E	Incentive Svcs #00118826 - APR24 Point Redemption	GeneralGovt	0001	114300		3,990.14	3,990.14
6/5/2024	Payroll *	IV. L	Payroll USD Corporate 05-JUN-24* - Journal Import Created	GeneralGovt	0001	114300		2,500.00	2,500.00
6/11/2024	N/A	IV. A. b	24APR24; Sand Key Picnic: Setup Chairs and Umbrellas	GeneralGovt	0001	114300		2,000.00	2,000.00
6/19/2024	Payroll *	IV. L	Payroll USD Corporate 19-JUN-24	GeneralGovt	0001	114300		2,500.00	2,500.00
6/25/2024	SPO #458337	IV. E	Incentive Svcs #00119177 - MAY24 Point Redemption	GeneralGovt	0001	114300		350.00	350.00
6/25/2024	SPO #458337	IV. E	Incentive Svcs #00119179 - MAY24 Point Redemption	GeneralGovt	0001	114300		4,255.63	4,255.63
6/27/2024	N/A	IV. A. b	05JUN.06JUN: BIS Lunch for Attendees	GeneralGovt	0001	114300		372.79	372.79
<b>Total</b>							<b>0.00</b>	<b>52,500.34</b>	<b>52,500.34</b>

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

Submitted By: *James L Abernathy*  
 Jim Abernathy - OMB Operations Manager

Date: 15-Jul-2024

Prepared By: *Maria Cascone*  
 Maria Cascone - Support Specialist

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended Third quarter April-June 2024

Department: Human Resources

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
05/17/24		Food & Refreshments	refund taxes from bagels purchase for volunteer appreciation breakfast	dept budget	0001	661111		(0.55)	(0.55)
06/19/24		Food & Refreshments	Volunteer appreciation luncheons	dept budget	0001	661111		1,413.54	1,413.54
04/01/24		Reclassification	reclass of funds from incentive and awards to transportation for flight for HR candidate	dept budget	0001	661117		(225.18)	(225.18)
05/08/24		Food & Refreshments	UPB Board appeal refreshments; HR director first day meet and greet	dept budget	0001	661117		147.07	147.07
06/07/24		Food & Refreshments	HR staff meeting refreshments; refreshments for HR interim Director farewell	dept budget	0001	661117		158.86	158.86
Total							0.00	1,493.74	1,493.74

Submitted By:   
 Department Director or Designee's Signature  
 Wade Childress

Date: 7/22/2024

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**

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

**Quarterly Report**

**Qtr ended June 30, 2024**

**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
04/02/24	55207	EQUIPMENT	Microwave - Pinellas Trail/Taylor Park	Gen Rev	0001	251005		1001		178.53	178.53
04/04/24	55214	EQUIPMENT	Refrigerator - Sand Key	Gen Rev	0001	251005		1001		647.00	647.00
06/07/24	05-196	FOOD	Trainer - Eppley Institute Program	Gen Rev	0001	251005		1001		7.48	7.48
06/21/24	05-196	FOOD	Advisory Board Meeting	Gen Rev	0001	251005		1001		50.02	50.02
05/01/24	54381	FOOD	Employee Appreciation reclassified from Awards & Incentive to Employee Celebrations & Recognition - 5490070	Gen Rev	0001	251005		1001		-2,065.00	-2,065.00
<b>Total</b>										-1,181.97	-1,181.97

Prepared by: Imya Wright  
Date: 7/24/24

Submitted By: Paul G. [Signature]  
Date: 7/24/24  
Department Director or Designee's Signature



**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**

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

**Quarterly Report**

Quarter ended June 30, 2024

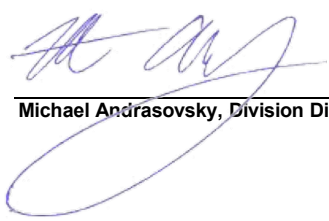
Department: \_\_\_\_\_

**Public Works**

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Incentives & Awards 5490060	Total Expenses
5/28/2024	52152	IV.G.	Giveaways for various events	Surface Water	1094	436063	2,288.19	2,288.19
4/9/2024	52152	IV.G.	Lakes & Ponds Day giveaways	Surface Water	1094	436064	64.63	64.63
4/12/2024	52152	IV.A.i.	Donuts for Volunteer Appreciation	Surface Water	1094	436064	69.95	69.95
4/18/2024	52152	IV.G.	Rain Barrel giveaway for Lakes & Ponds Day	Surface Water	1094	436064	24.00	24.00
5/28/2024	52152	IV.A.i. & G	Food and giveaways for Lakes and Ponds Day	Surface Water	1094	436064	1,960.56	1,960.56
4/10/2024	55166	IV.G.	Giveaways for Oyster Shell Recycling program	Surface Water	1094	436064	302.00	302.00
<b>Total</b>							<b>4,709.33</b>	<b>4,709.33</b>

Prepared by:   
**Sharita Jones, Accting. Svcs. Coord.**

Date: 7/10/24

Approved by:   
**Michael Andrasovsky, Division Director**

Date: 07-10-2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended June 30, 2024

Department: Safety and Emergency Services

Effective Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount	Amount	Amount	Amount	Total Expenses
							Travel 5400020	Incentives & Awards 5490060	Employee Recognition 5490070	Capital Equip 5640060	
04/02/24	Admin. Directive 9-7	Food, Beverage, Recruitment	Holiday meals and employee recognition items for Regional 911 Staff	911 Gen Funds	0001	342110		324.68			324.68
04/18/24	Admin. Directive 9-7	Food, Beverage, Recruitment	Holiday meals and employee recognition items for Regional 911 Staff	911 Gen Funds	0001	342110		275.52			275.52
05/01/24	Admin. Directive 9-7	Food, Beverage, Recruitment	Holiday meals and employee recognition items for Regional 911 Staff	911 Gen Funds	0001	342110		54.26			54.26
05/01/24	Admin. Directive 9-7	Food, Beverage, Recruitment	Holiday meals and employee recognition items for Regional 911 Staff	911 Gen Funds	0001	342110		367.48			367.48
05/07/24	Admin. Directive 9-7	Food, Beverage, Recruitment	Holiday meals and employee recognition items for Regional 911 Staff	911 Gen Funds	0001	342110		134.91			134.91
05/21/24	Admin. Directive 9-7	Food, Beverage, Recruitment and Awards	20 Year EMS Medical Control Board recognition plaque for Dr Stephen Haire	EMS Ambulance	1006	344110		90.00			90.00
Total							0.00	1,246.85	0.00		1,246.85

Prepared By: Gina Hostetler, Administrative Support Specialist Date: 7/18/2024  
 Gina Hostetler, Administrative Support Specialist

Reviewed By: Krishna Gandhi Date: 7/18/2024  
 Krishna Gandhi, Financial Operations Manager

Approved By: Jodie Sechler, Division Director, Financial Svcs Divisio Date: 7.24.2024  
 Jodie Sechler, Division Director, Financial Services Division

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS


FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended June 30, 2024

Department: STAR Center

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
05/27/24	55216	Food & Beverages	Food & Beverages for Employee Appreciation Lunch	Star Center	1018			324.10	\$324.10
05/27/24	55216	Food & Beverages	Food & Beverages for Employee Appreciation Lunch	Star Center	1018			15.39	\$15.39
05/27/24	55216	Food & Beverages	Credit for Food & Beverages for Employee Appreciation Lunch	Star Center	1018			(15.39)	(\$15.39)
05/27/24	55216	Food & Beverages	Sales Tax credit received for Food & Beverages for Employee Appreciation Lunch	Star Center	1018			(21.20)	(\$21.20)
05/27/24	55216	Food & Beverages	Food & Beverages for Employee Appreciation Lunch	Star Center	1018			14.38	\$14.38
Total							0.00	317.28	\$317.28

Submitted By:   
Department Director or Designee's Signature

Date: 7/24/2024