



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
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Clearwater, FL 33757
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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 1

DATE: February 14, 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.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, 2023

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 Tenant/Manager Meetings	\$ 599.15	\$ 599.15
Court Administration	Awards/ Frames and Plaques	General Fund	Recognition plaque for Dr. Christine Jaggi, Service Awards for Judge Rondlino	\$ 225.00	\$ 225.00
Emergency Management	Adjustment	General Fund	Reimbursement to County	\$ (6.48)	\$ (6.48)
General Government	Employee Referral Bonus	General Fund	Employee Referral Bonus	\$ 24,038.25	\$ 36,603.01
General Government	Food and refreshments for County Sponsored event	General Fund	Food and Refreshments for BCC Work Session and Joint Bcc/State Delegation Meeting	\$ 3,252.90	
General Government	Awards/ Frames and Plaques	General Fund	Employee Service Award Program	\$ 9,311.86	
Human Resources	Awards	General Fund	2023 Art Show Winners	\$ 4,150.00	\$ 6,280.54
Human Resources	Food and refreshments for County Sponsored event	General Fund	Food and Refreshments for Volunteer Appreciation Event and United Personnel Board Meeting	\$ 2,130.54	
Marketing & Communications	Food and refreshments for County Sponsored event	General Fund	Food and Refreshments for PIO Networking Meeting	\$ 194.74	\$ 314.49
Marketing & Communications	Appliances for Common Area	General Fund	Mini Fridge for Lactation Room in Communications Office	\$ 119.75	
Parks	Food and refreshments for County Sponsored event	General Fund	Food and Refreshments for Employee Recognition Event and credit for Volunteer Lunch	\$ 2,065.00	\$ 2,043.35
Parks	Food and refreshments for County Sponsored event	General Fund	Reimbursement to County for Volunteer Lunch	\$ (21.65)	
Public Works	Commemorative items promoting County programs	General Fund	Promotional Highlighters for Public Works	\$ 195.50	\$ 2,920.02
Public Works	Commemorative items promoting County programs	Transportation Trust Revenue	Promotional Highlighters for Public Works	\$ 621.00	
Public Works	Commemorative items promoting County programs	Surface Water Utility Fund	Promotional Highlighters for Public Works	\$ 333.50	
Public Works	Food and refreshments for County Sponsored event	Surface Water Utility Fund	Food and Refreshments for Volunteer Appreciation Event and for Joe's Creek Event	\$ 378.92	
Public Works	Food and refreshments for County Sponsored event	Surface Water Utility Fund	Florida-Friendly Landscaping Incentives Program	\$ 1,391.10	
Utilities	Awards/ Frames and Plaques	Water Revenue and Operating	"Going The Extra Mile" Recognition Award	\$ 35.88	\$ 73.23
Utilities	Awards/ Frames and Plaques	Water Renewal and Replacement	"Going The Extra Mile" Recognition Award	\$ 2.93	
Utilities	Awards/ Frames and Plaques	Sewer Revenue and Operating	"Going The Extra Mile" Recognition Award	\$ 34.42	
				<u>\$ 49,052.31</u>	<u>\$ 49,052.31</u>

Ledger Total	50,363.06
Fixed Assets	0.00
Travel	0.00
Clerk	-1,310.75
Previous Quarter	0.00
Total	49,052.31

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

December 31, 2023

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
10/17/23		Awards	Employee Service Awards	General	0001	601150		100.00	100.00
10/25/23		Awards	Employee Service Awards	General	0001	601110		125.00	125.00
Total							0.00	225.00	225.00

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

Date: 12/27/23

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended December 31, 2023

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
10/11/2023	Payroll *	IV. L	Payroll USD Corporate 11-OCT-23 Journal Import Emp. Referral	GeneralGovt	0001	114300		4,000.00	4,000.00
10/11/2023	JV 314402	IV. L	Reverse *314402 Payroll USD 5702374: Payroll Accrual FYE 30-SEP-2023 Emp. Referral	GeneralGovt	0001	114300		(2,000.00)	(2,000.00)
10/12/2023	JV 314350	IV. L	314350 Payroll USD: CCC EE Referral Paid by BCC Emp. Referral	GeneralGovt	0001	114300		1,000.00	1,000.00
10/25/2023	Payroll *	IV. L	Payroll USD Corporate 25-OCT-23 Journal Import Emp. Referral	GeneralGovt	0001	114300		3,000.00	3,000.00
10/26/2023	JV 314423	IV. L	314423 Payroll USD: CCC EE Referral Paid by BCC Emp. Referral	GeneralGovt	0001	114300		500.00	500.00
11/7/2023	Payroll *	IV. L	Payroll USD Corporate 07-NOV-23 Journal Import Emp. Referral	GeneralGovt	0001	114300		1,000.00	1,000.00
11/16/2023	N/A	IV. A. b	BCC Meetings and Work Sessions: Coffee Supplies and Coffee	GeneralGovt	0001	114300		66.64	66.64
11/20/2023	N/A	IV. A. b	JointBCCState Delegation Mtg: Hilton Room/Catering/AV Svcs	GeneralGovt	0001	114300		3,166.25	3,166.25
11/20/2023	Payroll *	IV. L	Payroll USD Corporate 20-NOV-23 Journal Import Emp. Referral	GeneralGovt	0001	114300		6,000.00	6,000.00
11/21/2023	JV 314548	IV. L	314548 Payroll USD: CCC EE Referral Paid by BCC Emp. Referral	GeneralGovt	0001	114300		1,000.00	1,000.00
11/29/2023	SPO #458337	IV. E	Incentive Svcs #00114733 - OCT23 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
11/29/2023	SPO #458337	IV. E	Incentive Svcs #00114735 - OCT23 Point Redemption	GeneralGovt	0001	114300		4,487.59	4,487.59
12/4/2023	N/A	IV. A. b	BCC Meetings and Work Sessions: Coffee Supplies and Water	GeneralGovt	0001	114300		20.01	20.01
12/6/2023	Payroll *	IV. L	Payroll USD Corporate 06-DEC-23 Journal Import Emp. Referral	GeneralGovt	0001	114300		5,000.00	5,000.00
12/7/2023	JV 314638	IV. L	Payroll USD: CCC EE Referral Paid by BCC Emp. Referral	GeneralGovt	0001	114300		1,000.00	1,000.00
12/19/2024	SPO #458337	IV. E	Incentive Svcs #00115175 - NOV23 Point Redemption	GeneralGovt	0001	114300		4,124.27	4,124.27
12/19/2023	SPO #458337	IV. E	Incentive Svcs #00115174 - NOV23 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
12/20/2023	Inv #2376	IV. L	2376: CustID PINOMB Employee Referral PAO Emp. Referral	GeneralGovt	0001	114300		538.25	538.25
12/20/2023	Payroll *	IV. L	Payroll USD Corp 20DEC23: Journal Import Emp. Referral	GeneralGovt	0001	114300		3,000.00	3,000.00
Total							0.00	36,603.01	36,603.01

* 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 8:31 am, Jan 09, 2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY


Quarterly Report

Quarter ended First Quarter - December 2023

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
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		250.00	250.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		150.00	150.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		150.00	150.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		100.00	100.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		50.00	50.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		150.00	150.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		100.00	100.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		300.00	300.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		400.00	400.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		300.00	300.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		300.00	300.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		50.00	50.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		350.00	350.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		350.00	350.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		250.00	250.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		150.00	150.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		350.00	350.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		150.00	150.00
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		250.00	250.00
12/29/24		incentive and awards	VOLUNTEER SERVICES APPRECIATION EVENT	dept budget	0001	661111		2,071.99	2,071.99
11/27/24		incentive and awards	UPB BOARD REFRESHMENTS	dept budget	0001	661117		62.33	62.33
12/29/24		incentive and awards	UPB BOARD REFRESHMENTS TAX REFUND AND RECHARGE NO TAX	dept budget	0001	661117		- 57.74	- 57.74
12/29/24		incentive and awards	UPB BOARD REFRESHMENTS RECHARGE NO TAX	dept budget	0001	661117		53.96	53.96
Total							0.00	6,396.02	6,396.02

\$6,280.54 \$6,280.54

Submitted By: 
 Department Director or Designee's Signature
 Peggy Rowe/Maria Ciro

Date: 1/11/2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended 12/31/2023 (Quarter 1)

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
12/18/23	55031	Incentives and Awards	Costco - Refreshments for Regional PIO Networking Meeting, hosted by PC Communications with 60+ attendees	General Fund	0001	231010		49.08	49.08
12/18/23	55031	Incentives and Awards	St. Pete Bagel Co. - Refreshments for Regional PIO Networking Meeting, hosted by PC Communications with 60+ attendees	General Fund	0001	231010		73.55	73.55
12/22/23	55031 \$72.11 55016 \$119.75	Incentives and Awards	\$72.11 Walmart - Refreshments for Regional PIO Networking Meeting, hosted by PC Communications with 60+ attendees \$119.75 Mini Fridge for Lactation Room in Communications office bldg.	General Fund	0001	231010		191.86	191.86
Total							0.00	314.49	0.00 314.49

Submitted By: Barbra Hernandez
Department Director or Designee's Signature

Date: 2/5/2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended December 31, 2023

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
11/16/23	54381	FOOD	Employee Recognition	Gen Rev	0001	251005		1001		2,065.00	
12/22/23		FOOD	Reim for Volunteer Lunch	Gen Rev	0001	252100		1004		-21.65	
Total										2,043.35	0.00

Prepared by: *[Signature]*
 Date: 1/4/24

Submitted By: *Paul G...*
 Department Director or Designee's Signature
 Date: 1/4/24

