



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

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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 Quarter Ended September 30, 2016

DATE: January 31, 2018

Please find attached 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 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 September 30, 2016

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
OMB / General Gvmt.	Recruitment	General Revenue	Travel reimbursement for Breckinridge 7/15/16	391.15
OMB / General Gvmt.	Awards	General Revenue	Employee Service Awards July - August	22,951.35
Sewer	Food and refreshments during declared emergency	Sewer Revenue	Hurricane Hermine	1,737.81
Public Works	Food and refreshments during declared emergency	Transportation Trust Fund	Hurricane Hermine	1,407.20
Safety & Emergency Services	Awards	General Revenue	Trophy for Tech Rescue	59.95
Safety & Emergency Services	Awards	EMS Ambulance Revenue	Fire Professional, Fire Dispatcher & Special Teams of the year	314.70
Human Services	Food and refreshments for County Sponsored event	General Revenue	MMU Advisory Council meet & Veterans Services presentations	14.65
PCR	Food and refreshments for County Sponsored event	General Revenue	UF/IFAS Advisory meeting, water for Volunteers	1,140.62
PCR	Awards & Articles of Recognition	General Revenue	4-H & Volunteer Appreciation Heritage Village	177.98
Economic Development	Food and refreshments for County Sponsored event	General Revenue	ED Meeting	142.91
Purchasing	Food and refreshments for County Sponsored event	General Revenue	Pre-Qualification committee meet	12.70
Airport	Food and refreshments for County Sponsored events	Airport	Airport Station Managers Meeting & Honor flight, Tony Jannus, FAA Seminar	2,779.59
Airport	Awards	Airport	Employee of the Year Award	181.90
Communications	Food and refreshments for County Sponsored event	General Revenue	Pinellas Citizens University	88.86
Human Resources-Vol Svcs	Recruitment	General Revenue	HR Director moving expenses	6,815.48
Human Resources-Vol Svcs	Awards	General Revenue	Volunteer Appreciation ,	7,108.11
Human Resources-Vol Svcs	Food and refreshments for County Sponsored event & Awards	General Revenue	Volunteer social , Art Show Reception,	2,814.58
BTS	Awards & Articles of Recognition	General Revenue	Departing BTS Board members P. Dubov & D. Nelson	149.94
				<u>48,289.48</u>

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended September 30, 2016

Department: Safety and Emergency Services

Effective 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
09/13/16	#01-214 Admin. Directive 9-7	E. Frames, plaques, certificates, etc.	Fire Professional, Fire Dispatcher & Special Teams of the Year	EMS 1st Resp	1006	344310	0.00	314.70	314.70
09/20/16	#01-214 Admin. Directive 9-7	E. Frames, plaques, certificates, etc.	Trophy for Tech Rescue	Fire Reg Svcs	0001	345205	0.00	59.95	59.95
Below are the names of the personnel who received the trophies:									
\$314.70 invoice:									
Fire Professional of the Year – Lt Bert Williams of Pinellas Park FD									
Fire Dispatcher of the Year – Brigett Cerce 9-1-1									
Special Operations Team – Largo Fire Rescue – Team Award									
\$59.95 invoice – Tim Smyth with the Tech Rescue Team (Clearwater Fire Dept. employee)									
Total							0.00	374.65	374.65

Prepared By: Gina Hostetter
Gina Hostetter, Administrative Support Specialist

Reviewed By: Karen Cervone-Nitz
Karen Cervone-Nitz, Acctg & Contract Manager, SES

Approved By: Jodie Sechler
Jodie Sechler, Director, Ambulance Billing & Financial Svcs Division

Date: 10/20/16

Date: 10-20-16

Date: 10-20-16

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15/16
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PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended Sep-16

Department: Human Services

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses
08/17/16	47328	IV:A (a)	Food-N/A beverages for the MMUAC Meeting	General Fund	0001	301210		14.65	14.65
Total							0.00	14.65	14.65

Prepared by: Katherine Baird Adams 10/10/2016

Submitted By: Chuck R. Scott
Department Director or Designee's Signature

Date: 10/10/16

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended September 30, 2016

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
07/13/16	04-217	Food Supplies	UF/IFAS Mtg Webinar	Gen Rev	0001	252035		1004		7.00	
08/11/16	04-217	Food Supplies	UF/IFAS Advisory Meeting	Gen Rev	0001	252035		1004		25.68	
08/31/16	05-196	Recognition	4- H Recongization Items	Gen Rev	0001	252035		1004		167.65	
09/14/16	05-196	Recognition	4- H Recongization Items	Gen Rev	0001	252035		1004		5.00	
09/30/16	04-217	Food Supplies	UF/IFAS Advisory Meeting	Gen Rev	0001	252035		1004		46.34	
09/21/16	05-196	Recognition	Heritage Village Volunteer Appreciation	Gen Rev	0001	252100		1004		5.33	
07/06/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		199.00	
07/25/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		175.00	
08/17/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		210.00	
09/14/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		238.80	
09/30/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		238.80	
					0001						
Total					0001					1,318.60	

Prepared by: Karen Key

Submitted By: Patricia Cannon
 Department Director or Designee's Signature

Date: 10/12/16

Date: 10/12/16

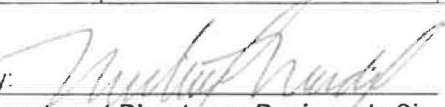
PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended September 30, 2016 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
08/11/16	00-183	ED Council Meeting	Refreshments for ED Meeting	General revenue	0001	261140		142.91	142.91
Total							0.00	142.91	142.91

Submitted By: 
 Department Director or Designee's Signature

Date: 12-Sep-16

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

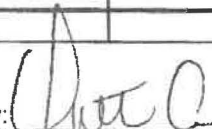
Quarter ended

September 30, 2016

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
									0.00
									0.00
07/14/16	05-236	food & refreshments for county-sponsored events	Mid-Pinellas Chamber presentation & tour	Airport	4001	421011		57.61	57.61
07/14/16	05-236	food & refreshments for county-sponsored events	Honor Flights, Employee Award & Picnic	Airport	4001	421011		517.34	517.34
									0.00
									0.00
07/25/16	05-236	food & refreshments for county-sponsored events	June station managers' meeting	Airport	4001	421011		85.91	85.91
									0.00
									0.00
08/23/16	05-236	food & refreshments for county-sponsored events	Mentor Orientation & Tampa Bay Beaches COC meeting	Airport	4001	421011		151.57	151.57
									0.00
									0.00
09/02/16	05-236	food & refreshments for county-sponsored events	July & August station managers' mtg, FAA Inspection dinner	Airport	4001	421011		352.87	352.87
									0.00
									0.00
09/30/16	05-236	food & refreshments for county-sponsored events	Tony Jannus event & Honor Flight	Airport	4001	421011		182.25	182.25
09/30/16	05-236	food & refreshments for county-sponsored events	FAA Seminar, Reward to Air Carrier pilots	Airport	4001	421011		1,343.94	1,343.94
									0.00
Total							0.00	2,691.49	2,691.49

Submitted By: 
Department Director or Designee's Signature

Date: 10-17-16

Employee awards were for Airport Employee of the Year (there was a tie so 2 awards were purchased) – Chris McKinney and Cheryl Soska.

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

Quarter ended

9/30/2016

Department:

Human Resources

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses
08/10/16	n/a	IV.D (journal entries)	moving expenses for HR Director	HR Budget	0001	661110		6,815.48	6,815.48
08/18/16	n/a	IV.A.d	Art Show food	HR Budget	0001	661110		24.92	24.92
8/19/16	n/a	IV.A.d	Emergency Mgt Volunteer social	HR Budget	0001	661110		55.07	55.07
08/15/16	n/a	IV.G	Hello opportunity banners-Vol Svcs	HR Budget	0001	661110		476.00	476.00
08/22/16	n/a	IV.E	microfiber cloths/promotional gifts	HR Budget	0001	661110		1,414.24	1,414.24
08/26/16	n/a	IV.G	intern rack cards	HR Budget	0001	661110		161.00	161.00
08/16/16	n/a	IV.G	Hello opportunity table cloths	HR Budget	0001	661110		549.96	549.96
09/09/16	n/a	IV.E	pens-volunteer promotion products	HR Budget	0001	661110		1,020.00	1,020.00
08/30/16	n/a	IV.E	volunteer t-shirts	HR Budget	0001	661110		969.32	969.32
04/30/16	n/a 00-58	IV.E	volunteer milestone awards	HR Budget	0001	661110		2,649.02	2,649.02
06/30/16	n/a 00-58	IV.E	volunteer milestone awards	HR Budget	0001	661110		279.53	279.53
09/15/16	n/a	IV.E	annual volunteer recognition	HR Budget	0001	661110		300.00	300.00
09/12/16	n/a	IV.A.c	HR Conference-CHARGED TO GRANT ACCOUNT	HR Budget	0001	661110		1,697.16	1,697.16
09/12/16	n/a	IV.A.c	HR Conference-CHARGED TO GRANT ACCOUNT-refund	HR Budget	0001	661110		(1,697.16)	(1,697.16)
09/14/16	n/a	IV.A.c	HR Conference-CHARGED TO GRANT ACCOUNT	HR Budget	0001	661110		1,586.13	1,586.13
07/01/16	n/a	IV.C.b	Travel Reim-HR Dir Interview O'Bannon	HR Budget	0001	661110		1,074.75	1,074.75
07/01/16	n/a	IV.C.b	Travel Reim-HR Dir Interview Schoenherr	HR Budget	0001	661110		1,671.98	1,671.98
07/01/16	n/a	IV.C.b	credited from 5006, applied to 0001-O'Bannon	HR Budget	5006	662110		(1,074.75)	(1,074.75)
07/01/16	n/a	IV.C.b	credited from 5006, applied to 0001-Schoenherr	HR Budget	5006	662110		(1,671.98)	(1,671.98)
09/29/16	n/a	IV.A.c	HR In-Service food	HR Budget	0001	661110		437.50	437.50
Total							0.00	16,738.17	16,738.17

Submitted By:

Gene Purnon

Department Director or Designee's Signature

Date:

10/18/16

