



# 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

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 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 December 31, 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 December 31, 2016

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
General Government	Awards	General Revenue	Employee Service Awards Sep - Oct 2016	19,749.97
Sewer	Food and refreshments for County Sponsored event	Sewer Revenue	Tech Task Force Lunch 10/27/16	118.99
Water	Food and refreshments for County Sponsored event	Water Revenue	Tech Task Force Lunch 10/27/16	220.97
Public Works	Food and refreshments for County Sponsored event	Surface Water	Volunteer cleanup	290.75
Public Works	Food and refreshments during declared emergency	Transportation Trust Fund	Hurricane Matthew	131.40
Safety & Emergency Services	Awards	General Revenue	Trophy for Tech Rescue	59.95
Parks & Conservation Resources	Food and refreshments for County Sponsored event	General Revenue	Advisory Board meeting, US/IFAS Meeting, water for Volunteers	299.28
Court Administration	Awards	General Revenue	Service Awards	280.00
Purchasing	Food and refreshments for County Sponsored event	General Revenue	Pre-Qualification committee meet	16.48
Airport	Food and refreshments for County Sponsored event	Airport Revenue	Tenant/managers, Big Brothers/Big Sisters Mentoring, Meeting & Honor flight, Tony Jannus, FAA Seminar	1,062.71
Airport	Awards	Airport Revenue	Plaques	120.90
Human Resources	Food and refreshments for County Sponsored event	General Revenue	In-Service Day	430.44
BTS	Awards	General Revenue	P Dubov for service on EGIS Steering Committee	72.85

**\$ 22,854.69**

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS


FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended December 31, 2016

Department: GENERAL GOVERNMENT

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
11/21/16	HR	IV - Item E	PIN 550 Svc Awards for September, 2016	General Fund	0001	114300		6,870.43	6,870.43
11/21/16	HR	IV - Item E	PIN 550 Svc Awards for Sept, 2016 Redemptions	General Fund	0001	114300		2,529.54	2,529.54
12/16/16	HR	IV - Item E	PIN 550 Svc Awards for Oct, 2016 Redemptions	General Fund	0001	114300		350.00	350.00
12/16/16	HR	IV - Item E	PIN 550 Svc Awards for October, 2016	General Fund	0001	114300		10,000.00	10,000.00
									0.00
									0.00
									0.00
									0.00
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									0.00
									0.00
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									0.00
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									0.00
									0.00
									0.00
									0.00
Total							0.00	19,749.97	19,749.97

Submitted By:   
BILL BERGER - Director (or Designee's Signature)

Date: 1/20/17

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**


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

**Quarterly Report**

Quarter ended December 31, 2016

Department: UTILITIES / PUBLIC WORKS

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
11/18/16	49311	IV - Item H	HurricaneMatthew - Food for On-Duty Workers	Transp Trust	1001	436081		131.40	131.40
11/28/16	36053	IV - Item A.a	County Sponsored - Food for Volunteer Cleanup	Surface Water	1094	436063		290.75	290.75
12/14/16	49314	IV - Item A.b	Wastewater/Stormwater Tech Task Force - 10.27.16 Lunch	Water	4031	431130		48.72	48.72
12/14/16	49314	IV - Item A.b	Wastewater/Stormwater Tech Task Force - 10.27.16 Lunch	Sewer	4051	431130		26.24	26.24
12/22/16	49314	IV - Item A.b	Wastewater/Stormwater Tech Task Force - 12.9.16 Lunch	Water	4031	431130		172.25	172.25
12/22/16	49314	IV - Item A.b	Wastewater/Stormwater Tech Task Force - 12.9.16 Lunch	Sewer	4051	431130		92.75	92.75
<b>Total</b>							0.00	762.11	762.11

Submitted By:   
**BILL BERGER - Director (or Designee's Signature)**

Date: 1/20/17

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

Quarter ended December 31, 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
12/21/16	Admin. Directive 9-7 <i>01-214</i>	E. Frames, plaques, certificates, etc.	Trophy for Tech Rescue <i>Tim Smyth Clearwater Fire Dept.</i>	Fire Reg Svcs	0001	345205	0.00	59.95	59.95
Total							0.00	59.95	59.95

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: 1/17/17

Date: 1-17-17

Date: 1-17-17

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**

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

**Quarterly Report**

tr ended December 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
11/03/16	04-217	Food Supplies	Adv Board Meeting	Gen Rev	0001	251005		1001		48.49	
11/17/16	04-217	Food Supplies	UF/IFAS Mtg Webinar	Gen Rev	0001	252035		1004		11.99	
11/30/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		238.80	
					0001						
total.					0001					299.28	

prepared by: Karen Key

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

ate: 1/20/17

Date: 1/20/17

**PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS**

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

**Quarterly Report**

Quarter ended

December 31, 2016

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
12/08/16	06-8	Awards	Employee Service Awards	General	0001	601110		280.00	280.00
Total							0.00	280.00	280.00

Submitted By:   
 Department Director or Designee's Signature

Date: 12-14-16

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended **31-Dec-16**

Department: Purchasing

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses
11/02/16	00-76	IV. A. a.	Pastries for Pre-Qualification Comm	Gen Funds	0001	5490060		12.07	12.07
11/03/16	00-76	IV. A. a.	Coffee for Pre-Qualification Comm	Gen Funds	0001	5490060		4.41	4.41
<b>Total</b>							<b>0.00</b>	<b>16.48</b>	<b>16.48</b>

Submitted By: Joe Laurio 1/10/17  
 Department Director or Designee's Signature

Date: 11-Jan-17



PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

December 31, 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
11/30/16	05-236	supplies for county-sponsored events	Mo. Tenant/Mgrs' meeting	Airport	4001	421011		9.41	9.41
									0.00
									0.00
12/02/16	05-236	reimbursement to employee	personal monies used for incentive purchase	Airport	4001	421011		-5.49	-5.49
12/07/16	05-236	food & refreshments for county-sponsored events	Mo. Tenant/Mgrs' meeting	Airport	4001	421011		83.49	83.49
									0.00
									0.00
12/06/16	05-236	food & refreshments for county-sponsored events	Big Brothers/Big Sisters Mentoring, Tony Jannus, & Honor Flight mtgs/events	Airport	4001	421011		975.30	975.30
									0.00
									0.00
10/31/16	05-236	supplies for county-sponsored events	Award plaques	Airport	4001	421011		120.90	120.90
			<i>Employee of the Year tie so 2 awarded</i>						0.00
			<i>Chris McKinney + Cheryl Soska</i>						0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
Total							0.00	1,183.61	1,183.61

Submitted By:

*[Signature]*  
Department Director or Designee's Signature

Date:

1-12-17

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

Quarter ended

12/31/2016

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
10/20/16	n/a	food for HR Advance (In-Service)	HR Advance (In-Service)	HR Budget	0001	661110		408.00	408.00
10/20/16	n/a	food for HR Advance (In-Service)	HR Advance (In-Service)	HR Budget	0001	661110		22.44	22.44
									0.00
									0.00
									0.00
									0.00
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									0.00
									0.00
Total							0.00	430.44	430.44

Submitted By:   
Department Director or Designee's Signature

Date: JANUARY 11, 2017

*Timothy Custonmani*

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended 31-Dec-16

January 11, 2017

Department:

Business Technology Services

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5496001	Total Expenses
10/31/16	n/a	Awards & Incentives	Award to Pam Dubov for service on EGIS Steering Committee	General revenue	5001	641110	0.00	72.85	72.85
Total							0.00	72.85	72.85

Submitted By:   
 Department Director or Designee's Signature

Date: 01/11/17