

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 *CHH*
Finance Division

SUBJECT: Report of Expenditures Incurred under Incentives Awards and
Recruitment Ordinance for the Quarters Ended December 31, 2018 and
March 31, 2019

DATE: June 25, 2019

Please find attached the quarterly reports for the above mentioned periods 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, 2018

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
Airport	Food and refreshments for County Sponsored event	Airport Revenue	Tenant/Mgr Mtgs, Allegiant Mtgs, Business Lunch w/ Fed Aviation Admin Execs, Volunteer Tourism Luncheon, Big Bro/Big Sis	1003.90
Board of County Commissioners	Food and refreshments for County Sponsored event	General Revenue	Meet and Greet Receptions	77.33
Board of County Commissioners	Awards	General Revenue	Plaque for County Administrator	112.40
Court Administration	Awards	General Revenue	Plaque for Judge / Framed Resolution Plaques for Judges	336.08
Economic Development	Food and refreshments for County Sponsored event	General Revenue	Economic Development Council Meetings	290.75
Emergency Management	Recruitment	General Revenue	Moving Reimbursement / New Director	2000.00
Emergency Management	Food and refreshments for County Sponsored event	General Revenue	Hurricane Michael Activation Feeding	257.10
Human Resources	Commemorative items promoting County programs	General Revenue	Volunteer T-Shirts	1126.90
Human Resources	Food and refreshments for County Sponsored event	General Revenue	2018 Art Show Celebration Food & Beverages	118.22
Human Resources	Awards	General Revenue	2018 Art Show Judges Payment and Prize Winners	3850.00
Human Services (HHS)	Food and refreshments for County Sponsored event	General Revenue	Food and Beverages for the Mobile Medical Unit Advisory Council Meetings	19.96
County Administration	Recruitment	General Revenue	Moving Expenses - County Administrator	10908.38
General Government	Awards	General Revenue	Incentive Services Activity	3411.98
Public Works	Food and refreshments for County Sponsored event	Surface Water Trust Refund	Pollution Prevention & Community Cleanup Activities	306.79
Utilities - Sewer	Appliance for Common Area	Sewer Revenue	Microwave for EET Bldg - Utilities S Cross Bayou	69.98
Parks	Food and refreshments for County Sponsored event	General Revenue	New Sign Dedication / Joe's Creek, Parks Advisory Board, Workshop, 4-H Recognition	503.75
Purchasing	Food and refreshments for County Sponsored event	General Revenue	Pastries for Pre-Qual Committiee	11.87
				24,405.39

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter end December 31, 2018

Department: _____

COUNTY ADMINISTRATION

Date	SPO #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
10/26/2018	433018	IV. D	Burton: Shur-Way Moving Expenses	General Fund	0001	201010		6,408.04	6,408.04
10/26/2018	433018	IV. D	Burton: Shur-Way Moving Storage 10/01/18 - 12/31/18	General Fund	0001	201010		1,500.34	1,500.34
11/14/2018	Payroll JPL	IV. B	Burton: Per Contract - House Hunting Expenses (p.2.c.)	General Fund	0001	201010		3,000.00	3,000.00
<i>Per Employment Agreement Approved by BCC 8-29-2018</i>									
Total							0.00	10,908.38	10,908.38

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

Date: 15-Jan-19

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

See

Quarter end December 31, 2019

Department: UTILITIES

Date	Resolution / Cats.#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount	Amount	Total
	5490060						Incentives & Awards 5490060	Expenses	
11/29/2018	51075	IV. A. e.	FWEA BenchmarkSeminar - S Cross Bayou	Sewer Rev & OpS	4051	431360		323.26	323.26 ✓
11/29/2018	51075	IV. A. e.	Refund of tax charged on Sam's Club (from above seminar)	Sewer Rev & OpS	4051	431360		(9.45)	(9.45) ✓
12/6/2018	51075	IV. A. e.	Credit for FWEA Benchmark Seminar	Sewer Rev & OpS	4051	431360		(313.81)	(313.81) ✓
12/13/2018	51157	IV. J.	Microwave for EET bldg - Utilities S Cross Bayou	Sewer Rev & OpS	4051	431360		69.98	69.98 ✓
Total							0.00	69.98	69.98

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

Date: 14-Jan-19

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended **31-Dec-18**

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
01/17/19	00-76	IV. A. a.	Pastries for Pre-Qual Committee - Publix	Gen Funds	0001	5490060		11.87	11.87
Total							0.00	11.87	11.87

Submitted By: Joe Lauro
 Department Director or Designee's Signature
 Joe Lauro

Date: 17-Jan-19

**Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance
For the Quarter Ended March 31, 2019**

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
Airport	Food and refreshments for County Sponsored event	Airport Revenue	Tenant/Mgr Mtgs/FAA Inspector Staff Mtg/Honor Flight & Big Bro Big Sis Mentor Luncheons/Vol Lunch/Tourism Lunch Mtgs	1,729.02
Animal Services	Awards	General Revenue	Travel to accept FACA Employee of Year Award	327.51
Board of County Commissioners	Food and refreshments for County Sponsored event	General Revenue	Items for Farm Share Event	84.27
County Administration	Recruitment	General Revenue	Moving Expenses for County Administrator	8,725.59
County Administration	Food and refreshments for County Sponsored event	General Revenue	Annual Joint BCC Mtg w/ Federal Legislative Delegation	44.10
Economic Development	Food and refreshments for County Sponsored event	General Revenue	ED Meeting	285.42
Emergency Management	Food and refreshments for County Sponsored event	General Revenue	Candy for MLK Parade	53.40
General Government	Awards	General Revenue	Employee Service Award Program	18,288.04
General Government	Food and refreshments for County Sponsored event	General Revenue	Lunch County Admin Strategic Planning Brooker Creek	763.27
Human Resources	Food and refreshments for County Sponsored event	General Revenue	Master Gardner Volunteer Celebration/Brooker Creek Volunteers Celebration/ Animal Services Volunteer Celebration/Weedon Island Volunteer Celebration/Unified Personnel Board Meeting/Wellness Champion Meetings	3,041.19
Human Services (HHS)	Food and refreshments for County Sponsored event	General Revenue	MMU Advisory Council	14.75
Human Services (HHS)	Transportation Assistance	General Revenue	Transportation Assistance to MMU Mtg	16.95
Parks	Food and refreshments for County Sponsored event	General Revenue	Advisory Board/Water for Volunteers/Advisory Board/2 Classes - Native FL Landscape/4-H Recognition/Volunteer Programs - Heritage Village/Volunteer Aux Ranger Mtg	1,473.78

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
Parks	Commemorative items promoting County programs	General Revenue	Park Volunteer Shirts	19.86
Public Works	Food and refreshments for County Sponsored event	Transportation Trust	PW Team Building and Collaboration Training	270.58
Utilities - Water	Food and refreshments for County Sponsored event	Water Revenue	Water Conservation Outreach	204.70
Public Works	Food and refreshments for County Sponsored event	General Revenue	PW Team Building and Collaboration Training	85.18
Public Works	Food and refreshments for County Sponsored event	Surface Water Trust Refund	SW Reduction Education Event /PW Team Building and Collaboration Training	208.88
Public Works	Commemorative items promoting County programs	Surface Water Trust Refund	Promo Tote Bags: Community Cleanup Events	449.38
Utilities - Water	Commemorative items promoting County programs	Water Revenue	Commemorative Pins: Hurricane Michael 1st Responders	265.00
Utilities - Sewer	Food and refreshments for County Sponsored event	Sewer Revenue	Water Conservation Outreach	41.93
				36,392.80

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

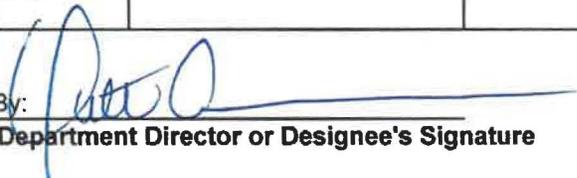
FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended December 31, 2018

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
01/03/19	05-236	food & refreshments for county-sponsored events	SPRAGUE: Tenant/Manager meeting	Airport	4001	421011		112.85	112.85
									0.00
03/25/19	05-236	food & refreshments for county-sponsored events	SPRAGUE: Tenant/Manager meetings, FAA Inspector & Staff meeting	Airport	4001	421011		438.66	438.66
									0.00
01/03/19	05-236	food & refreshments for county-sponsored events	ROUTH: Honor Flight & Big Bro/Big Sis Mentor Lunch	Airport	4001	421015		364.51	364.51
									0.00
01/11/19	05-236	food & refreshments for county-sponsored events	ROUTH: Volunteer luncheon	Airport	4001	421015		252.00	252.00
									0.00
02/15/19	05-236	food & refreshments for county-sponsored events	ROUTH: Tourism lunches/meetings, BB/BS Mentor Lunch	Airport	4001	421015		373.54	373.54
									0.00
03/19/19	05-236	food & refreshments for county-sponsored events	ROUTH: Tourism lunch, BB/BS Mentor Lunch	Airport	4001	421015		187.46	187.46
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
Total							0.00	1,729.02	1,729.02

Submitted By: 
 Department Director or Designee's Signature

Date: 4-16-19

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

3/31/2019

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 5496001	Total Expenses
03/02/19	*	KARA GRADTREE	FACA Employee of year award	General Revenue	0001	211010	327.51		327.51
		Awards							
Total							327.51	0.00	327.51

Submitted By: 
 Department Director or Designee's Signature

Date: 4/11/19

* ACA Signed Review form - no CATS number assigned

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended **Mar-19**

Department: **Human Services**

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
01/19/19	47328	IV:A.a	Food & NA beverages for the MMU Advisory Council	General Fund	0001	301212		14.75	14.75
01/19/19	47328	IV:L	Other Expenditures (Transportation Assistance)	General Fund	0001	301212		16.95	16.95
Total							0.00	31.70	31.70

Submitted By: *Clark R. Smith*
 Department Director or Designee's Signature
 Prepared by K. Baird Aams *KB*

Date: 4/1/2019

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended March 31, 2019

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
01/03/19	05-196	food/refreshment	Advisory Board	Gen Rev	0001	251005				7.98	
02/07/19	05-196	food/refreshment	Water for volunteers	Gen Rev	0001	251005				262.80	
02/18/19	05-196	food/refreshment	Advisory Board	Gen Rev	0001	251005				65.38	
02/27/19	05-196	food/refreshment	2 classes: Creating a Native Florida Landscape and Transforming your Landscape	Gen Rev	0001	252032				129.39	
01/03/19	05-196	food/refreshment	4-H Recognition	Gen Rev	0001	252035				45.97	
01/03/19	05-196	food/refreshment	Volunteer Programs Heritage Village	Gen Rev	0001	252100				118.78	
02/21/19	05-196	food/refreshment	Volunteer Programs Heritage Village	Gen Rev	0001	252100				84.37	
03/25/19	05-196	clothing	Park Volunteer Shirts	Gen Rev	0001	253230				19.86	
02/07/19	05-196	food/refreshment	Volunteer Auxillary Ranger Meeting	Gen Rev	0001	254040				183.95	
02/07/19	05-196	food/refreshment	Volunteer Auxillary Ranger Meeting	Gen Rev	0001	254040				49.79	
03/14/19	05-196	food/refreshment	Volunteer Auxillary Ranger Meeting	Gen Rev	0001	254040				71.53	
01/10/19	05-196	food/refreshment	Water for volunteers	Gen Rev	0001	255010				262.80	
01/11/19	05-196	food/refreshment	Water for volunteers	Gen Rev	0001	255010				238.80	
01/11/19	05-196	food/refreshment	Refund of water for volunteers	Gen Rev	0001	255010				-47.76	
Total										1,493.64	

Prepared by:

Julie Stevens

Submitted By:

Paul C. [Signature]

Department Director or Designee's Signature

Date:

4/15/19

Date:

4/16/19

