



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

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 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 2

DATE: June 04, 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.

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

Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance
For the Quarter Ended March 31, 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 & Refreshment for Tenant/Manager Meetings	\$ 760.87	\$ 1,760.87
Airport	Awards	Airport Revenue	STAR Program Gift Cards	\$ 1,000.00	
Business Technology Services	Food and refreshments for County Sponsored event	Business Technology Svcs	Food & Refreshments for BTS Strategic Planning Meeting/ Food & Supplies for Employee Awards Picnic	\$ 2,095.22	\$ 2,095.22
Communications	Appliances for Common Area	General Fund	Purchase & Return of Mini fridge for Communications Office	\$ -	\$ 93.67
Communications	Awards	General Fund	Entry into Savy Awards for Pinellas County Website	\$ 95.00	
Communications	Food and refreshments for County Sponsored event	General Fund	Purchase & Reclassification of Holiday Luncheon Food & Beverages / Return of tax charge for Regional PIO Network Meeting	\$ (1.33)	
Department of Administrative Service	Food and refreshments for County Sponsored event	General Fund	Food & Beverages for Employee Holiday Party	\$ 1,742.64	\$ 1,742.64
Emergency Management	Food and refreshments for County Sponsored event	General Fund	Food & Beverage for lunch on Employee In-Service Day	\$ 91.27	\$ 91.27
General Government	Awards/ Frames and Plaques	General Fund	Employee Service Award Program	\$ 26,538.25	\$ 47,757.48
General Government	Employee Referral Bonus	General Fund	Employee Referral Bonus	\$ 9,662.65	
General Government	Food and refreshments for County Sponsored event	General Fund	Food, Beverages, and Supplies for Employee Picnic, BCC Planning Meeting, and Managers Meeting	\$ 11,556.58	
Human Resources	Food and refreshments for County Sponsored event	General Fund	Food and Beverages for Volunteer Appreciation Luncheon, HR Staff Meeting	\$ 2,379.24	\$ 2,556.67
Human Resources	Food and refreshments for County Sponsored event	Benefits Fund	Snacks for Wellness Center Open House	\$ 177.43	
Parks	Food and refreshments for County Sponsored event	General Fund	Volunteer Lunch - Reimbursed by Pinellas County Historical Society	\$ 21.65	\$ 307.25
Parks	Commemorative items promoting County programs	General Fund	Youth Advisory Committee T-Shirts	\$ 285.60	
Public Works	Commemorative items promoting County programs	General Fund	Pens, Highlighters, & Cleaning Cloths for Public Works Community Outreach Programs	\$ 259.25	\$ 1,765.23
Public Works	Commemorative items promoting County programs	Transportation Trust Revenue	Pens, Highlighters, & Cleaning Cloths for Public Works Community Outreach Programs	\$ 823.50	
Public Works	Commemorative items promoting County programs	Surface Water Utility Fund	Pens, Highlighters, & Cleaning Cloths for Public Works Community Outreach Programs/ Giveaways for Hope Spot Festival	\$ 622.48	
Public Works	Food and refreshments for County Sponsored event	Surface Water Utility Fund	Food & Refreshments for Volunteer Appreciation Event	\$ 60.00	
Purchasing	Awards	General Fund	Entry Application for 2024 Achievement of Excellence in Procurement	\$ 695.00	\$ 695.00
Safety and Emergency Services	Appliances for Common Area	Emergency Medical Service	Microwave and Icemaker replacement for Safety and Emergency Services Staff	\$ 583.41	\$ 583.41
Utilities	Food and refreshments for County Sponsored event	Water Revenue and Operating	Florida Section of the American Works Association Fall Cookout Event	\$ 263.39	\$ 1,603.34
Utilities	Food and refreshments for County Sponsored event	Sewer Revenue and Operating	Florida Section of the American Works Association Fall Cookout Event	\$ 263.39	
Utilities	Educational, Orientation or Training Programs	Water Revenue and Operating	Discover The Leader - IGNITE - USF Challenge Course	\$ 531.94	
Utilities	Educational, Orientation or Training Programs	Sewer Revenue and Operating	Discover The Leader - IGNITE - USF Challenge Course	\$ 286.43	
Utilities	Commemorative items promoting County programs	Water Revenue and Operating	Banner for Career Fair	\$ 167.82	
Utilities	Commemorative items promoting County programs	Sewer Revenue and Operating	Banner for Career Fair	\$ 90.37	
				\$ 61,052.05	\$ 61,052.05

Ledger Total 113,577.23
Fixed Assets 0.00
Travel 0.00
Clerk -2,162.12
Previous Quarter -50,363.06
Total 61,052.05

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

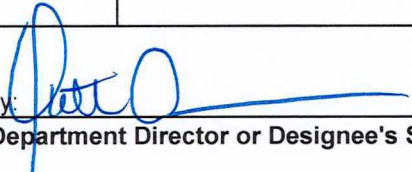
FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

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
01/19/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meetings	Airport	4001	421011		344.50	344.50
02/29/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meetings	Airport	4001	421011		239.00	239.00
03/27/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meetings	Airport	4001	421011		177.37	177.37
01/18/24	05-236	food & refreshments for county-sponsored events	ROUTH STAR Awards	Airport	4001	421015		1,000.00	1000.00
Total							0.00	1,760.87	1,760.87

Submitted By: 
 Department Director or Designee's Signature

Date: 4-22-2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended March 31, 2024 (2nd Quarter)

Department: Business Technology Services (BTS)

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
01/25/24	NA	Food & Non-Alcoholic Beverages	BTS Strategic Leadership, Employee Awards	General revenue	5001	641111		1,967.77	1,967.77
02/15/24	NA	Food & Non-Alcoholic Beverages	Employee Awards	General revenue	5001	641111		98.46	98.46
03/01/24	NA	Food & Non-Alcoholic Beverages	Employee Awards	General revenue	5001	641111		28.99	28.99
Total							0.00	2,095.22	2,095.22

Submitted By: 
 Department Director or Designee's Signature

Date: 4/22/2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended March 31, 2024

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
01/10/24	54928	Incentives and Awards	Mini Fridge	General Fund	0001	231010		211.00	211.00
01/10/24	54851	Incentives and Awards	Savvy awards entry - PC website	General Fund	0001	23100		95.00	95.00
01/10/24	54928	Incentives and Awards	Returned MiniFridge (to Amazon)	General Fund	0001	231010		(211.00)	(211.00)
01/24/24	55073	Incentives and Awards	Holiday Luncheon	General Fund	0001	231010		628.00	628.00
01/29/24	55031	Incentives and Awards	Tax - nonrefundable (from Refreshments for Regional PIO Network meeting)	General Fund	0001	231010		-1.33	-1.33
02/01/24	55073	Incentives and Awards	Reclassified Holiday Luncheon (to Employee Recognition Account)	General Fund	0001	231010		(628.00)	(628.00)
Total							0.00	\$93.67	\$93.67

Submitted By: Barbra Hernandez
Barbra Hernandez (Apr 2, 2024 19:28 EDT)
Department Director or Designee's Signature

Date: 4/1/2024

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

Quarter ended March 31, 2024

Department: DAS Budget & Analytics

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
12/09/23		549 Incentives & Awards	SONNY'S BBQ #32 holiday party	PCARD ending 8157				603.18	603.18
12/12/23		549 Incentives & Awards	MAZZAROS ITALIAN MARKE holiday party	PCARD ending 8157				545.70	545.70
12/19/23		549 Incentives & Awards	Walmart refreshments Holiday Party	PCARD ending 0836				124.03	124.03
12/19/23		549 Incentives & Awards	Poppas BBQ Holiday Party	PCARD ending 0836				469.73	469.73
Total							0.00	1,742.64	1,742.64

Submitted By: Kahleal Carpenter
Department Director or Designee's Signature

Date: 4/30/2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended March 31, 2024

Department: Emergency Management

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
03/12/24	55215	Employee Celebrations	EE Celebrations \$480 available in Adopted Budget Celebration Item: Lunch on In-Service Day (Beach Pizza) \$91.27 PCard Purchase Date 2/19/24 (S. Hendrix) PCard Payment Date 3/12/24	General Fund - EE Celebrations	0001	271110		91.27	91.27
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									0.00
Total							0.00	91.27	91.27

Submitted By: 
Department Director or Designee's Signature

Date: 4/10/2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended March 31, 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
1/3/2024	Payroll *	IV. L	Payroll USD Corporate 03-JAN-24- Employee Referral Bonus	GeneralGovt	0001	114300		3,000.00	3,000.00
1/4/2024	JV 314777	IV. L	314777 Payroll USD: Employee Referral Bonus	GeneralGovt	0001	114300		1,500.00	1,500.00
1/17/2024	Payroll *	IV. L	Payroll USD Corporate 17-JAN-24- Employee Referral Bonus	GeneralGovt	0001	114300		2,000.00	2,000.00
1/24/2024	SPO #458337	IV. E	Incentive Svcs #00116159 - DEC23 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
1/24/2024	SPO #458337	IV. E	Incentive Svcs #00116160 - DEC23 Point Redemption	GeneralGovt	0001	114300		3,618.48	3,618.48
1/31/2024	Payroll *	IV. L	Payroll USD Corporate 31-JAN-24- Employee Referral Bonus	GeneralGovt	0001	114300		3,500.00	3,500.00
2/1/2024	2377	IV. L	PAO: Referral Incentive for E Quinones-Cintron	GeneralGovt	0001	114300		538.25	538.25
2/14/2024	N/A	IV. A. b	BCC & CCC Mtgs: Coffee, Cups, Napkins, Water	GeneralGovt	0001	114300		121.14	121.14
2/14/2024	Payroll *	IV. L	Payroll USD Corporate 14-FEB-24- Employee Referral Bonus	GeneralGovt	0001	114300		3,000.00	3,000.00
2/15/2024	JV 314988	IV. L	314988 Payroll USD: Employee Referral Bonus	GeneralGovt	0001	114300		500.00	500.00
2/20/2024	SPO #458337	IV. E	Incentive Svcs #00116900 - JAN24 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
2/20/2024	SPO #458337	IV. E	Incentive Svcs #00116901 - JAN24 Point Redemption	GeneralGovt	0001	114300		2,447.92	2,447.92
2/22/2024	Check Request	IV. A. b	Inv #272220FEB2024 / 12/1/23: City Largo: Luncheon Reimbursement for City Mgr's Meeting	GeneralGovt	0001	114300		274.18	274.18
2/28/2024	Payroll *	IV. L	Payroll USD Corporate 28-FEB-24- Employee Referral Bonus	GeneralGovt	0001	114300		4,000.00	4,000.00
2/29/2024	JV 315020	IV. L	315020 Payroll USD: CCC EE Referral Paid by BCC PR 05-2024	GeneralGovt	0001	114300		500.00	500.00
3/1/2024	N/A	IV. A. b	2/15/24: All-Day Planning Mtg with BCC, Staff - Brkfast and Lunch, Coffee, Cups, Water, Cookies, Pastry and Fruit Platters	GeneralGovt	0001	114300		719.15	719.15
3/13/2024	Payroll *	IV. L	Payroll USD Corporate 13-MAR-24- Employee Referral Bonus	GeneralGovt	0001	114300		4,000.00	4,000.00
3/14/2024	JV 315090	IV. L	315090 Payroll USD: CCC EE REFERRAL PD BY BCC PR 06-2024	GeneralGovt	0001	114300		1,000.00	1,000.00
3/25/2024	SPO #461910	IV. A. b	Elite Events & Rentals Inv 362741 Picnic Rentals:Tents Tables	GeneralGovt	0001	114300		10,442.11	10,442.11
3/27/2024	Payroll *	IV. L	Payroll USD Corporate 27-MAR-24- Employee Referral Bonus	GeneralGovt	0001	114300		2,500.00	2,500.00
3/28/2024	JV 315130	IV. L	315130 Payroll USD: Employee Referral Bonus	GeneralGovt	0001	114300		500.00	500.00
3/29/2024	SPO #458337	IV. E	Incentive Svcs #00117545 - FEB24 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
3/29/2024	SPO #458337	IV. E	Incentive Svcs #00117546 - FEB24 Point Redemption	GeneralGovt	0001	114300		2,546.25	2,546.25
Total							0.00	47,757.48	47,757.48

* not able to pull any backup for these Payroll items

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

Date: 19-Apr-2024

Prepared By: Maria Cascone
Maria Cascone - Support Specialist

County Code 2-145 reference

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended Second Quarter of FY24

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
01/24/24		incentive and awards	Volunteer appreciation luncheon	dept budget	0001	661111		1,066.05	1,066.05
03/26/24		incentive and awards	two volunteer appreciation luncheons	dept budget	0001	661111		680.12	680.12
01/24/24		incentive and awards	Refreshments for HR Staff meeting	dept budget	0001	661117		89.54	89.54
01/24/24		incentive and awards	Pizza for HR staff meeting	dept budget	0001	661117		135.14	135.14
02/28/24		incentive and awards	Refreshments for HR recruitment HR director + incorrectly charged flight to incentives- has been reclassified to correct GL acct as of 4/17/24	dept budget	0001	661117		364.64	364.64
03/26/24		incentive and awards	farewell cake for employee leaving and food for staff meeting	dept budget	0001	661117		43.75	43.75
02/23/24		incentive and awards	Wellness Center Open House	dept budget	5006	662110		177.43	177.43
Total							0.00	2,556.67	2,556.67

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

Date: 4/19/2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended March 31, 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
01/03/24	N/A	FOOD	Volunteer Lunch - not approved but reimbursed by Pinellas Cty Historical Society	Gen Rev	0001	252100		1004		21.65	21.65
02/23/24	55102	CLOTHES	2023/2024 Youth Advisory Committee T-Shirts	Gen Rev	0001	252035		1004		285.60	285.60
Total										307.25	307.25

Prepared by: *Janyk Wright 4/12/24*

Submitted By: _____

*OK ↑
Paul Gray - Director*

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

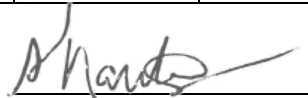
FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

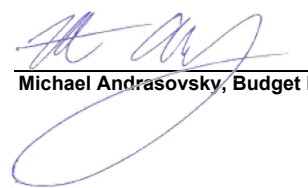
Quarter ended March 31, 2024

Department: Public Works

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Incentives & Awards 5490060	Total Expenses
1/18/2024	52146	IV.G.	Promotional outreach items	General Fund	0001	436031	259.25	259.25
1/18/2024	52146	IV.G.	Promotional outreach items	Transportation Trust	1001	436031	823.50	823.50
1/18/2024	52146	IV.G.	Promotional outreach items	Surface Water	1094	436031	442.25	442.25
1/25/2024	52152	IV.G.	Hope Spot Festival giveaways (incl. international fee)	Surface Water	1094	436063	180.23	180.23
2/9/2024	52152	IV.A.i.	Food for volunteer appreciation	Surface Water	1094	436064	60.00	60.00
Total							1,765.23	1,765.23

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

Date: 4/11/24

Approved by: 
Michael Andrasovsky, Budget Manager

Date: 04-11-2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter enc March 31, 2024

Department: _____

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
02/22/24	22-0416D	IV.A.iv	Selection Set - 2024 Achievement of Excellence in Procurement Application	Purchasing Operating Fund	0001	351110		695.00	695.00
Total							0.00	695.00	695.00

Submitted By: Rocky J. Luoma
Department Director or Designee's Signature

Date: 02/22/2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended March 31, 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 Incentives & Awards 5640060	
01/08/24	Admin. Directive 9-7	Refrigerators, coffee-makers, and microwave ovens in common break areas used by county employees	Microwave replacement for Safety & Emergency Services staff	EMS Amb & 1st Resp	1006	344110 & 344310		293.42			293.42
01/19/24	Admin. Directive 9-7	Refrigerators, coffee-makers, and microwave ovens in common break areas used by county employees	Icemaker replacement for Safety & Emergency Services staff	EMS Amb & 1st Resp	1006	344110 & 344310		289.99			289.99
Total							0.00	583.41	0.00		583.41

Prepared By: Gina Hostetler, Administrative Support Specialist
 Gina Hostetler, Administrative Support Specialist

Date: 4/12/2024

Reviewed By: Krishna Gandhi
 Krishna Gandhi, Financial Operations Manager

Date: 4/12/2024

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

Date: 4/12/2024

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ends March 31, 2024

Department: _____

Utilities

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490020	Amount Incentives & Awards 5496001	Total Expenses
11/7/2023	55002	IV, A, vi	Other similar meetings and special events	Water Revenue	4031	431250		263.39	263.39
11/7/2023	55002	IV, A, vi	Other similar meetings and special events	Sewer Revenue	4051	431250		263.39	263.39
11/21/2023	54981	IV, A, iii	Educational, orientation or training programs	Water Revenue	4031	431130		122.44	122.44
11/21/2023	54981	IV, A, iii	Educational, orientation or training programs	Sewer Revenue	4051	431130		65.93	65.93
1/30/2024	54981	IV, A, iii	Educational, orientation or training programs	Water Revenue	4031	431130		409.50	409.50
1/30/2024	54981	IV, A, iii	Educational, orientation or training programs	Sewer Revenue	4051	431130		220.50	220.50
2/5/2024	55136	IV, A, i	County-sponsored meetings, events and functions involving citizens	Water Revenue	4031	431130		167.82	167.82
2/5/2024	55136	IV, A, i	County-sponsored meetings, events and functions involving citizens	Sewer Revenue	4051	431130		90.37	90.37
Total							0.00	1,603.34	1,603.34

Prepared by: Kevin Hoffman, Accountant 2
 Approved by: DeeAnna Schultz, Finance & Accounting Analyst 2

Date: 4/12/2024
 Date: 04/12/2024