



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
P.O. BOX 2438
Clearwater, FL 33757
Telephone: (727) 464-8300
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TO: Honorable Chair Scott and
Members of the Board of County Commissioners

FROM: Jeanette L. Staveley, CPA, CGFO, Chief Deputy Finance Director,
Finance Division

SUBJECT: Report of Expenditures Incurred under the Incentives, Awards and
Recruitment Ordinance, Fiscal Year 2025 Quarter 3

DATE: July 23, 2025

Attached, please find the quarterly Report 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 jstaveley@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 June 30, 2025**

Department	Category of Expense	Source of Funding	Description of Expenditure	Line Amount	Department Total
Airport	<i>Food & Non-Alcoholic Refreshments for County-Sponsored Meetings, Events & Trainings</i>	Airport Revenue	SPRAGUE tenant/manager meetings	\$ 263.73	\$ 1,063.73
	<i>Frames, plaques, certificates other generally accepted articles of recognition to acknowledge contributions by County employees, volunteers, etc.</i>	Airport Revenue	ROUTH Customer Service Awards	\$ 800.00	
Animal Services	<i>Food & Non-Alcoholic Refreshments for County-Sponsored Meetings, Events & Trainings</i>	General Fund	In-Service Day Food & Beverages	\$ 386.22	\$ 386.22
County Attorney	<i>Food & Non-Alcoholic Refreshments for County-Sponsored Meetings, Events & Trainings</i>	General Fund	In-Service Day Food & Beverages	\$ 195.20	\$ 195.20
Court Administration	<i>Frames, plaques, certificates other generally accepted articles of recognition to acknowledge contributions by County employees, volunteers, etc.</i>	General Fund	Employee Service Awards	\$ 160.00	\$ 160.00
Economic Development	<i>Food & Non-Alcoholic Refreshments for County-Sponsored Meetings, Events & Trainings</i>	General Fund	Employee Appreciation Event	\$ 127.48	\$ 127.48
General Government	<i>Frames, plaques, certificates other generally accepted articles of recognition to acknowledge contributions by County employees, volunteers, etc.</i>	General Fund	Employee Service Award Program; Point Redemption, Pins, Certificates & Frames	\$ 16,042.26	\$ 52,208.63
	<i>Food & Non-Alcoholic Refreshments for County-Sponsored Meetings, Events & Trainings</i>	General Fund	Strategic Planning Mtg, BOCC Mtgs, Barry Burton trip to DC - Breakfast for Group, BCC Employee Picnic	\$ 16,716.57	
	<i>Other expenditures specifically approved by the Board of County Commissioners</i>	General Fund	Employee Referral Incentive	\$ 18,500.00	
	<i>Travel, meals & refreshments in connection with Recruitment</i>	General Fund	K.Dowd Travel exp for Interview for Communications Director	\$ 949.80	
Human Resources	<i>Food & Non-Alcoholic Refreshments for County-Sponsored Meetings, Events & Trainings</i>	General Fund	Brooker Creek Preserve Annual Volunteer Appreciation, Heritage Village Annual Volunteer Appreciation, Human Resources In-service Day, UPB Board Meeting, Wellness Center Open Hourse	\$ 2,275.34	\$ 2,275.34
Public Works	<i>Food & Non-Alcoholic Refreshments for County-Sponsored Meetings, Events & Trainings</i>	Surface Water	Gatorade for volunteer events	\$ 55.96	\$ 789.61
	<i>Frames, plaques, certificates other generally accepted articles of recognition to acknowledge contributions by County employees, volunteers, etc.</i>	Surface Water	Tumblers for Volunteers and Rain Barrel Giveaway for Adopt-A-Pond event	\$ 733.65	
Safety & Emergency Services	<i>Refrigerators, coffee-makers, and microwave ovens in common break areas used by County employees</i>	General Fund	Refrigerator replacement for Safety & Emergency Services breakroom	\$ 229.98	\$ 229.98
Utilities	<i>Food & Non-Alcoholic Refreshments for County-Sponsored Meetings, Events & Trainings</i>	Water Revenue and Operating	Food, drinks & supplies for the Utilities Picnic	\$ 1,286.07	\$ 2,179.79
	<i>Food & Non-Alcoholic Refreshments for County-Sponsored Meetings, Events & Trainings</i>	Sewer Revenue and Operating	Food, drinks & supplies for the Utilities Picnic	\$ 893.72	

\$ 59,615.98 \$ 59,615.98

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS


FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended June 30, 2025

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
04/18/25	05-236	food & refreshments for county-sponsored events	SPRAGUE: January Tenant/Mgrs mtg	Airport	4001	421011		15.87	15.87
05/13/25	05-236	food & refreshments for county-sponsored events	SPRAGUE: March Tenant/Mgrs mtg	Airport	4001	421011		247.86	247.86
05/02/25	05-236	incentives	ROUTH gift cards for customer service awards	Airport	4001	421015		800.00	800.00
Total							0.00	1,063.73	1,063.73

Submitted By 
Department Director or Designee's Signature

Date: 7-18-25

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

June 30, 2025

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
03/26/25		Awards	Employee Service Awards	General	0001	601110		80.00	80.00
05/02/25		Awards	Employee Service Awards	General	0001	601110		80.00	80.00
Total							0.00	160.00	160.00

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

Date: 7/21/2025

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

Quarter Ended **June 30 2025**

MK 7.18.25

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
02/19/25	55848	Employee Appreciation Event	Food and Employee Appreciation Event	General Revenue	0001	261140		100.00	100.00
02/19/25	55848	Employee Appreciation Event	Food and Employee Appreciation Event	General Revenue	0001	261140		27.48	27.48
Total							0.00	127.48	127.48

Submitted By: 
 Department Director or Designee's Signature

Date: 07/18/25 MK

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

Qtr ended **June 30, 2025**

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
4/9/2025	Payroll *	IV. L	Payroll USD Corporate 09-APR-25 Journal Import Created	GeneralGovt	0001	114300		2,500.00	2,500.00
4/10/2025	JV 316680	IV. L	316680 Payroll USD - CCC EE Referral Paid for by BCC PR08-2025	GeneralGovt	0001	114300		500.00	500.00
4/11/2025	SPO #458337	IV. E	Incentive Svcs #00124516 - Point Redemption Mar 25	GeneralGovt	0001	114300		3,923.19	3,923.19
4/18/2025	n/a	IV. A. b	BOCC 2/25/25 Meeting Dinner	GeneralGovt	0001	114300		124.81	124.81
4/18/2025	n/a	IV. A. b	StrategicPlanningMtg 2/6/25; Joint BCC/State Delegation Mtg 1/31/25	GeneralGovt	0001	114300		2,755.69	2,755.69
4/23/2025	Payroll *	IV. L	Payroll USD Corporate 23-APR-25 Journal Import Created	GeneralGovt	0001	114300		2,000.00	2,000.00
4/24/2025	SPO #458337	IV. E	Incentive Services #00125931 - Point Redemption Mar 25	GeneralGovt	0001	114300		3,753.32	3,753.32
4/24/2025	SPO #458337	IV. E	Incentive Services #00125933 - Email Maintenance Mar 25	GeneralGovt	0001	114300		350.00	350.00
4/24/2025	SPO #458337	IV. E	Incentive Services #00125934 - 3, 5, and 10 Year Service Pins	GeneralGovt	0001	114300		975.00	975.00
4/24/2025	n/a	IV. A. e	Gordon Food Services: BCC Employee Picnic Food 30APR24	GeneralGovt	0001	114300		10,274.21	10,274.21
5/2/2025	n/a	IV. L	BarryBurton: DC Trip Breakfast for Group	GeneralGovt	0001	114300		131.10	131.10
5/7/2025	QBU1388	IV. A. e	Quench Buggy USA - water for BCC Employee Picnic 30APR24	GeneralGovt	0001	114300		3,000.00	3,000.00
5/7/2025	Payroll *	IV. L	Payroll USD Corporate 07-MAY-25 Journal Import Created	GeneralGovt	0001	114300		1,500.00	1,500.00
5/8/2025	JV 316788	IV. L	316788 Payroll USD - CCC EE Referral Paid for by BCC PR10-2025	GeneralGovt	0001	114300		500.00	500.00
5/14/2025	n/a	IV. A. e	Beamworks Inv 25-00145 - Speaker setup for Employee Picnic 30APR	GeneralGovt	0001	114300		207.00	207.00
5/21/2025	INTERVIEWCOMMDIRECTOR	IV. C	Dowd Kelsey Interviewee for Communications Director	GeneralGovt	0001	114300	584.30		584.30
5/21/2025	Payroll *	IV. L	Payroll USD Corporate 21-MAY-25 Journal Import Created	GeneralGovt	0001	114300		4,000.00	4,000.00
5/22/2025	JV 316827	IV. L	316827 Payroll USD - CCC EE Referral Paid for by BCC PR10-2025	GeneralGovt	0001	114300		2,500.00	2,500.00
5/28/2025	SPO #458337	IV. E	Incentive Services #00126976 - Point Redemption Apr 25	GeneralGovt	0001	114300		3,281.37	3,281.37
5/28/2025	SPO #458337	IV. E	Incentive Services #00126978 - Email Maintenance Apr 25	GeneralGovt	0001	114300		350.00	350.00
6/4/2025	Payroll *	IV. L	Payroll USD Corporate 04-JUN-25 Journal Import Created	GeneralGovt	0001	114300		3,000.00	3,000.00
6/13/2025	n/a	IV. A. b	BOCC 4/17/25 Meeting Lunch	GeneralGovt	0001	114300		172.92	172.92
6/13/2025	n/a	IV. A. b	BOCC Meetings and WorkSessions - Coffee and Supplies	GeneralGovt	0001	114300		50.84	50.84
6/17/2025	2NDINTERVIEWCOMMDIRECTOR	IV. C	Dowd Kelsey 2nd Interview for Communications Director	GeneralGovt	0001	114300	365.50		365.50
6/17/2025	Payroll *	IV. L	Payroll USD Corporate 17-JUN-25 Journal Import Created	GeneralGovt	0001	114300		1,500.00	1,500.00
6/18/2025	JV 316945	IV. L	316945 Payroll USD - CCC EE Referral Paid for by BCC PR13-2025	GeneralGovt	0001	114300		500.00	500.00
6/26/2025	SPO #458337	IV. E	Incentive Services #00127267 - Point Redemption May 25	GeneralGovt	0001	114300		3,059.38	3,059.38
6/26/2025	SPO #458337	IV. E	Incentive Services #00127269 - Email Maintenance May 25	GeneralGovt	0001	114300		350.00	350.00
Total							949.80	51,258.83	52,208.63

* 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 11:24 am, Jul 18, 2025

Prepared By: *Maria Cascone* 7/15/25
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 June 30, 2025

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
04/30/25		Incentives and Awards	Brooker Creek Preserve Annual Volunteer Appreciation	Department Budget	0001	661111		565.63	565.63
06/04/25		Incentives and Awards	Heritage Village Annual Volunteer Appreciation	Department Budget	0001	661111		1,157.65	1,157.65
04/08/25		Incentives and Awards	Human Resources In-Service meeting refreshments	Department Budget	0001	661115		80.96	80.96
05/08/25		Incentives and Awards	Paint kits for Human Resources In-Service Day	Department Budget	0001	661115		269.70	269.70
04/25/25		Incentives and Awards	Water for UPB member during Board Meeting	Department Budget	0001	661117		1.49	1.49
06/02/25		Incentives and Awards	HR Holiday Luncheon - reclass completed by C. Brill	Department Budget	0001	661117		(410.77)	(410.77)
06/17/25		Incentives and Awards	UPB Appeal Meeting, Delagate Meeting Breakfast, In-Service Food	Department Budget	0001	661117		327.01	327.01
04/30/25		Incentives and Awards	Wellness Center Open House refreshment return	Department Budget	5006	662110		(9.98)	(9.98)
04/30/25		Incentives and Awards	Wellness Center Open House	Department Budget	5006	662110		216.13	216.13
06/13/25		Incentives and Awards	Wellness Center Open House and In-Service Day	Department Budget	5006	662110		87.50	87.50
06/13/25		Incentives and Awards	Wellness Center Open House refreshment return	Department Budget	5006	662110		(9.98)	(9.98)
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
Total							0.00	2,275.34	2,275.34

Submitted By: 
Department Director or Designee's Signature

Date: 7/18/2025

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS


FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended June 30, 2025

Department: Public Works

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
05/07/25	52152	IV. G.	Tumblers for volunteers	Surface Water	1094	436064		688.65	688.65
05/07/25	52152	IV. A.	Gatorade for volunteer events	Surface Water	1094	436064		55.96	55.96
05/07/25	52152	IV. G.	Rain barrel giveaway at Adopt-A-Pond event	Surface Water	1094	436064		45.00	45.00
Total							0.00	789.61	789.61

Submitted By: 
Department Director or Designee's Signature

Date: 07-18-2025

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

Quarter ended June 30, 2025

Department: _____

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Incentives & Awards 5490060	Total Expenses
05/01/25	Admin Directive	Refrigerators, coffee-makers, and microwave ovens in common break areas used by county employees	Refrigerator replacement for Safety & Emergency Services staff	EMS	1006	344410	229.98	229.98
Total							229.98	229.98

Submitted By: *Jodie Sechler*
Department Director or Designee's Signature

Date: 7.20.2025

Date: 7/10/2025