

KEN BURKE


CLERK OF THE CIRCUIT COURT AND COMPTROLLER
PINELLAS COUNTY, FLORIDA

FINANCE DIVISION

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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

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 June 30, 2016

DATE: January 27, 2017

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 June 30, 2016

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
OMB / GENERAL GOVT	Food and refreshments for County Sponsored event	General Revenue	Inservice Day & Employee Appreciation	16683.93
OMB / GENERAL GOVT	Awards	General Revenue	Employee Service Awards	62278.62
OMB / PUBLIC WORKS	Food and refreshments for County Sponsored event	General Revenue	Lakes & Ponds Day	27.00
OMB / PUBLIC WORKS	Food and refreshments for County Sponsored event	Transportation	Lakes & Ponds Day	123.00
OMB / PUBLIC WORKS	Food and refreshments for County Sponsored event	Surface Water	Cross Bayou & Joe's Creek Cleanup, Lakes & Ponds Day	1,501.23
OMB / PUBLIC WORKS	Food and refreshments for County Sponsored event	Water Revenue	Meet & Greet Utilities Director	30.64
Court Admin	Awards	General Revenue	Employee Service Awards	85.00
SES- EMS	Awards	General Revenue	TRT Plaque & Hazmat commander	216.85
SES- EMS	Awards	EMS Amb	EMT, EMD and Paramedic of the Year; Advisory Council Plaques	805.45
HCS/Community Development & Planning	Appliances for common area	Community Development	Refrigerator for break room	1,034.15
PCR	Food and refreshments for County Sponsored event	General Revenue	Extension Advisory Meeting, UF/IFAS Advisory meeting, Volunteer Appreciation	1,346.12
Economic Dev	Food and refreshments for County Sponsored event	General Revenue	Economic Development Meeting	135.93
Purchasing	Food and refreshments for County Sponsored event	General Revenue	Pre-Qualification Committee Meeting	10.75
Commissioners	Awards	General Revenue	Alpha Kappa Alpha Sorority Inc Community Award	49.30
Airport	Food and refreshments for County Sponsored event	Airport	Airport Station & Tenant Managers Meeting; Honor Flight, Tony Jannus	289.82
Communications	Awards	General Revenue	Telly Award for Diggin' the Arts Event	105.00
Human Resources	Recruitment	General Revenue	Human Resource Director Interviews (O'Bannon & Schoenherr)	2,746.73
Human Resources-Volunteer Services	Food and refreshments for County Sponsored event & Awards	General Revenue	Volunteer Appreciation , Presidential Award, Art Show Reception, Personnel Brd Meeting	9,011.92
County Admin	Food and refreshments for County Sponsored event	General Revenue	Meeting Federal Legislative Delegation D& BOCC	20.88

\$ 96,502.32

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended June 30, 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
04/04/16	CtyAdm	IV - Item I	15FEB16 - Inservice Day - BCC Snacks and Water	General Fund	0001	114300		3,921.00	3,921.00
04/06/16	HR <u>00-59</u>	IV - Item E	PIN 550 Svc Awards for Feb 2016	General Fund	0001	114300		19,724.87	19,724.87
05/03/16	CtyAdm	IV - Item I	City of Clearwtr 04NOV16 Pig Roast - toilet rental / ice	General Fund	0001	114300		698.99	698.99
05/03/16	CtyAdm	IV - Item I	TampaBayRays - 15FEB16 -Facility Rental Tropicana Fld	General Fund	0001	114300		2,074.57	2,074.57
05/05/16	CtyAdm	IV - Item I	WhirlwindEvents - 27APR16 Sand Key Equipment Rental.Te	General Fund	0001	114300		2,233.25	2,233.25
05/06/16	HR <u>00-58</u>	IV - Item E	PIN 550 Svc Awards for Feb 2016	General Fund	0001	114300		12,578.25	12,578.25
05/16/16	CtyAdm	IV - Item I	27APR16 - Purchases for SandKey Employee Appreciation	General Fund	0001	114300		7,288.19	7,288.19
06/06/16	CtyAdm	IV - Item I	27APR16 - Purchases for SandKey Employee Appreciation	General Fund	0001	114300		117.73	117.73
06/10/16	HR <u>00-58</u>	IV - Item E	PIN 550 Svc Awards for May 2016	General Fund	0001	114300		10,000.00	10,000.00
06/10/16	HR <u>00-58</u>	IV - Item E	PIN 550 Svc Awards for Apr 2016	General Fund	0001	114300		9,975.50	9,975.50
06/14/16	CtyAdm	IV - Item I	27APR16 - Ice Machine Rental and Ice Sand Key	General Fund	0001	114300		350.20	350.20
06/29/16	HR <u>00-58</u>	IV - Item E	PIN 550 Svc Awards for Jun 2016	General Fund	0001	114300		10,000.00	10,000.00
Total							0.00	78,962.55	78,962.55

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

Date: 7/26/16

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


Quarter ended June 30, 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
4/21/16	36053	IV - Item A	Volunteers - Cross Bayou / Joe's Creek Cleanup						
5/10/16		IV - Item A	Meet & Greet Utilities Director	Surface Water	1094	436063		273.58	273.58
5/20/16	48789	IV - Item A	Volunteer Luncheon: Purchasing Card for food and award	Water Revenue & Operating	4031	431130			
6/6/16	36054	IV - Item A	Lakes & Ponds Day: Materials & Refreshments	Surface Water	1094	436064		30.64	30.64
6/6/16	36054	IV - Item A	Lakes & Ponds Day: Materials & Refreshments	Transportation Trust	1001	436022		206.00	206.00
6/16/16	36054	IV - Item A	Lakes & Ponds Day: Native Plants as Giveaways	General Fund	0001	436022		123.00	123.00
				Surface Water	1094	436063		27.00	27.00
								1,021.65	1,021.65
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
Total							0.00	1,681.87	1,681.87

Submitted By:


BILL BERGER - Director (or Designee's Signature)

Date:

7/27/16

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

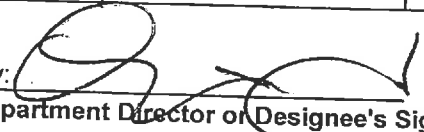
Quarter ended

June 30, 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
06/28/16	06-8	Awards	Employee Service Awards	General	0001	601110		85.00	85.00
Total							0.00	85.00	85.00

Submitted By: 
 Department Director or Designee's Signature

Date: 6-28-16

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report


Quarter ended Mar-16

Department: Community Development and Planning

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses
03/24/16	48532	IV:J	Refrigerator	COMM. DEV. GRANT	1009	242110		1,034.15	1,034.15
Total							0.00	1,034.15	1,034.15

Prepared by: Katherine Baird Adams 3/17/2016

Submitted By: _____
 Department Director or Designee's Signature

Date: 4/18/16


** Note: The original charge was 1,044.14 a credit of 9.99 was applied as Home Depot charged for a icemaker line which was not needed.

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended June 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
04/18/16	04-217	Food Supplies	Extension Advisory Meeting	Gen Rev	0001	252032		1004		24.14	
05/06/16	04-217	Food Supplies	Refreshments for Volunteers	Gen Rev	0001	252032		1004		17.98	
06/09/16	04-217	Food Supplies	Extension Advisory Meeting	Gen Rev	0001	252032		1004		145.86	
05/06/16	04-217	Food Supplies	UF/IFAS Advisory Meeting	Gen Rev	0001	252035		1004		12.77	
04/05/16	05-196	Recognition	Heritage Village Volunteer Appreciation	Gen Rev	0001	252100		1004		30.00	
05/17/16	05-196	Food Supplies	Heritage Village Volunteer Appreciation	Gen Rev	0001	252100		1004		111.29	
04/19/16	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	254040		1386		354.15	
05/17/16	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	254040		1386		2.13	
04/05/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		238.80	
05/03/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		199.00	
06/13/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		210.00	
Total					0001					1,346.12	

Prepared by: Patricia Cannon

Submitted By: Dawn Ricketts
 Department Director or Designee's Signature

Date: 7/12/16

Date: 7/12/16

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

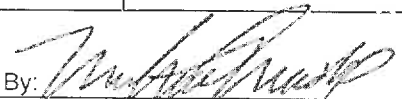
Quarter ended

June 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
04/07/16	00-183	ED Council Meeting	Refreshments for ED Meeting	General revenue	0001	261140		135.93	135.93
Total							0.00	135.93	135.93

Submitted By: 
 Department Director or Designee's Signature

Date: 13-May-16

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended 30-Jun-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
05/04/16	00-76	IV. A. a.	Pastries for Pre-Qualification Comm	Gen Funds	0001	5490060		10.75	10.75
Total							0.00	10.75	10.75

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

Date: 7-Jul-16

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended June 30, 2016

Department: BoCC

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
01/15/16	07-26	Awards	Alpha Kappa Alpha Sorority, Inc. - Community Award	General Revenue	0001	111017	0.00	49.30	49.30
Total							0.00	49.30	49.30

Submitted By: _____
 Department Director or Designee's Signature

Date: _____

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended June 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
04/06/16	05-236	food & refreshments for county-sponsored events	Tony Jannus event	Airport	4001	421015		20.05	20.05
05/17/16	05-236	food & refreshments for county-sponsored events	Leadership Pinellas, Tony Jannus, and Honor Flight	Airport	4001	421015		75.48	75.48
									0.00
04/15/16	05-236	food & refreshments for county-sponsored events	Airport station manager monthly meetings with all Tenant Managers/VPs	Airport	4001	421011		62.43	62.43
06/09/16	05-236	food & refreshments for county-sponsored events	Airport station manager monthly meetings with all Tenant Managers/VPs	Airport	4001	421011		131.86	131.86
									0.00
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Total							0.00	289.82	289.82

Submitted By: 
 Department Director or Designee's Signature

Date: 7-15-16

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

30-Jun-16

Department:

Human Resources - Vol Svcs

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
04/05/16	n/a	supplies & entertainment for Annual Volunteer Event	Annual volunteer event	General Fund	0001	661110		2,987.35	2,987.35
04/05/16	n/a	credit for sales tax charged/Jiffy Repro		General Fund	0001	661110		(14.14)	(14.14)
04/21/16	n/a	\$38.97 Items for all-cty volunteer event; \$65.31 frames for Presidential Awards	Annual volunteer event; frames for Presidential Award	General Fund	0001	661110		104.28	104.28
05/12/16	n/a	Items for Cty-wide Vol Event	Annual volunteer event	General Fund	0001	661110		34.96	34.96
05/31/16	n/a	food & supplies for AS Recruit; Table & chair rental, venue rental & food for Annual Vol Event; whistles for promotional items	Animal Svcs Volunteer Recruitment; Annual Volunteer Event; promotional items	General Fund	0001	661110		5,706.78	5,706.78
06/30/16	n/a	items for Art Show reception	Art Show Reception	General Fund	0001	661110		135.21	135.21
04/12/16	n/a	food + tip for UPB meeting	Unified Personnel Bd mtg	General Fund	0001	661110		57.48	57.48
03/23/16	n/a	food for UPB meeting taxed	Unified Personnel Bd mtg	General Fund	0001	661110		39.54	39.54
03/23/16	n/a	food for UPB meeting credited & invoiced (4/12/16)		General Fund	0001	661110		(39.54)	(39.54)
04/04/16	n/a	hotel, air fare, car rental, parking	HR Director interview travel reimbursement Gary O'Bannon	General Fund	5006	662110		1,074.75	1,074.75
04/14/16	n/a	hotel, air fare, car rental, parking, mileage, meals, baggage	HR Director interview travel reimbursement Holly Schoenherr	General Fund	5006	662110		1,671.98	1,671.98
Total							0.00	11,758.65	11,758.65

Submitted By:

Ben Benson

Department Director or Designee's Signature

Date:

7/21/16

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

June 30, 2016

Department:

COUNTY ADMIN

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses
05/10/16		Section IV A	Food for public meeting with the BOCC and the federal legislative delegation		0001	201010		20.88	20.88
									0.00
Total							0.00	20.88	20.88

Submitted By:  (on behalf of City Admin)
 Department Director or Designee's Signature

Date: 7/22/2016