



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
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Clearwater, FL 33757
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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 2

DATE: June 30, 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 March 31, 2025**

Department	Category of Expense	Source of Funding	Description of Expenditure	Line Amount	Department Total
Airport	Food & Refreshments for County-Sponsored events	Airport Revenue	SPRAGUE tenant/manager meeting, Routh Star Annual Mtg, Johnson mock inspection	\$ 1,345.54	\$ 1,945.54
	Incentives	Airport Revenue	ROUTH Customer Service Awards	\$ 600.00	
BTS	Food & Refreshments	Business Technology Svcs	Employee Awards Picnic	\$ 1,960.42	\$ 1,960.42
Construction Licensing Board	Awards	General Fund	Gold Seals for Contractor Licensure	\$ 65.85	\$ 65.85
General Government	Awards	General Fund	Employee Service Award Program; Point Redemption, Pins, Certificates & Frames	\$ 9,331.07	\$ 36,910.53
	Food & Refreshments for County-Sponsored Event	General Fund	BOCC Strategic Planning Session, City of Largo Monthly Mgrs Meeting, BCC Employee Appreciation Picnic	\$ 12,502.96	
	Employee Referral Incentive	General Fund	Employee Referral Incentive	\$ 15,076.50	
Human Resources	Food & Refreshments	General Fund	Master Gardner Volunteer Appreciation; Parks and Conservation Volunteer Appreciation; Connections Committee Refreshments	\$ 3,606.45	\$ 3,606.45
Parks	Awards & Incentives	General Fund	Microwave for Weedon Island	\$ 184.30	\$ 678.70
	Awards & Incentives	General Fund	Youth Advisory Committee T-Shirts	\$ 494.40	
Purchasing	Awards & Incentives	General Fund	Annual Staff Recognition and Service Awards	\$ 465.11	\$ 465.11
Utilities	Awards & Incentives	Water Revenue and Operating	Plaques for groups who assisted Utilities during Hurricanes	\$ 348.51	\$ 9,734.16
	Awards & Incentives	Sewer Revenue and Operating	Plaques for groups who assisted Utilities during Hurricanes	\$ 242.19	
	Food & Refreshments for County-Sponsored Event	Water Revenue and Operating	Utilities All Hands meeting, Graduation Ceremony & Celebration for DLIU Fearless Program & FSAWWA Fall BBQ Challenge	\$ 5,327.34	
	Food & Refreshments for County-Sponsored Event	Sewer Revenue and Operating	Utilities All Hands meeting, Graduation Ceremony & Celebration for DLIU Fearless Program & FSAWWA Fall BBQ Challenge	\$ 3,816.12	
				\$ 55,366.76	\$ 55,366.76

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended March 31, 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
01/30/25	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meeting December	Airport	4001	421011		372.92	372.92
02/14/25	05-236	Incentives	ROUTH Customer Service Awards	Airport	4001	421015		600.00	600.00
03/05/25	05-236	food & refreshments for county-sponsored events	ROUTH STAR awards, Annual Mtg, Leadership event, BPW event	Airport	4001	421015		701.66	701.66
01/10/25	05-236	food & refreshments for county-sponsored events	JOHNSON mock part 139 inspection	Airport	4001	421016		270.96	270.96
Total							0.00	1,945.54	1,945.54

Submitted By: 
Department Director or Designee's Signature

Date: 6/23/2025

Quarterly Report

Department: Business Technology Services

Date: 23-Jun-25

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

Quarterly Report

Qtr ended March 31, 2025

Department: GENERAL GOVERNMENT

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Award 5490060	Total Expenses
1/2/2025	JV 316273	IV. L	316273 Payroll USD CCC EE Referral Pd by BCC	GeneralGovt	0001	114300		1,000.00	1,000.00
1/15/2025	Payroll *	IV. L	Payroll USD Corporate 15-JAN-25 Journal Import Created	GeneralGovt	0001	114300		3,000.00	3,000.00
1/21/2025	SPO #458337	IV. E	Incentive Svcs #00122516 - Email Maintenance Oct24	GeneralGovt	0001	114300		350.00	350.00
1/21/2025	SPO #458337	IV. E	Incentive Svcs #00122514 - Point Redemption Oct 24	GeneralGovt	0001	114300		2,126.75	2,126.75
1/27/2025	SPO #458337	IV. E	Incentive Svcs #00123798 - Point Redemption Dec24	GeneralGovt	0001	114300		3,191.26	3,191.26
1/27/2025	SPO #458337	IV. E	Incentive Svcs #00123800 - Email Maintenance Dec24	GeneralGovt	0001	114300		350.00	350.00
1/29/2025	Payroll *	IV. L	Payroll USD Corp 29-JAN-25 Journal Import Created	GeneralGovt	0001	114300		500.00	500.00
1/30/2025	JV 316404	IV. L	316404 Payroll USD CCC EE Referral Pd by BCC	GeneralGovt	0001	114300		500.00	0.00
1/31/2025	Payroll	IV. L	PAO #2399 - Referral Incentive	GeneralGovt	0001	114300		538.25	538.25
2/12/2025	n/a	IV. A. e	City Largo Reimbursement: #272211FEB2025 Monthly Mgrs Luncheon	GeneralGovt	0001	114300		557.28	557.28
2/12/2025	Payroll *	IV. L	Payroll USD Corp 12-FEB-25 Journal Import Created	GeneralGovt	0001	114300		3,000.00	3,000.00
2/13/2025	JV 316462	IV. L	316462 Payroll USD CCC EE Referral Pd by BCC	GeneralGovt	0001	114300		500.00	500.00
2/25/2025	SPO #458337	IV. E	Incentive Svcs #00124518 - Email Maintenance Jan25	GeneralGovt	0001	114300		350.00	350.00
2/25/2025	SPO #458337	IV. E	Incentive Svcs #00124519 - Pins, Certificates & Frames	GeneralGovt	0001	114300		650.00	650.00
2/26/2025	Payroll	IV. L	PAO #2383 - Employee Referral Michael Cheer	GeneralGovt	0001	114300		538.25	538.25
2/26/2025	Payroll *	IV. L	Payroll USD Corp 26-FEB-25 Journal Import Created	GeneralGovt	0001	114300		500.00	500.00
2/28/2025	n/a	IV. A. b	BOCC Mts/WS: Staples and Supplies	GeneralGovt	0001	114300		45.22	45.22
3/5/2025	n/a	IV. A. b	BOCC: Strategic Planning Session Lunch - 2/6/25	GeneralGovt	0001	114300		348.59	348.59
3/12/2025	Payroll *	IV. L	Payroll USD Corp 12-MAR-25 Journal Import Created	GeneralGovt	0001	114300		2,000.00	2,000.00
3/25/2025	SPO #458337	IV. E	Incentive Svcs #00125156 - Email Maintenance Feb25	GeneralGovt	0001	114300		350.00	350.00
3/25/2025	SPO #458337	IV. E	Incentive Svcs #00125154 - Point Redemption Feb25	GeneralGovt	0001	114300		1,963.06	1,963.06
3/26/2025	Payroll *	IV. L	Payroll USD Corp 26-MAR-25 Journal Import Created	GeneralGovt	0001	114300		3,000.00	3,000.00
3/31/2025	SPO #468713	IV. E	Elite Events: 4/30/25 Sand Key Tents and Equipment Rental	GeneralGovt	0001	114300		11,551.87	11,551.87
Total							0.00	36,910.53	36,910.53

* not able to pull any backup for these Payroll items

Submitted By: Fredricka Collins
Fredricka Collins - OMB Deputy Director

APPROVED
By Fredricka Collins at 7:14 pm, May 08, 2025

Date: 5/8/25

Prepared By: Maria Cascone 4/22/25
Maria Cascone - Support Specialist

County Code 2-145 reference

Quarter ended **March 31, 2025**

Department: Human Resources

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

Date: 7/1/2025

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended June 30, 2025

Department: Administrative Services

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
11/21/24	55951	A.iv	Annual staff recognition and service awards	Operating - general fund	0001	351110	0.00	249.99	249.99
02/06/25	56032	A.iv	Annual staff recognition and service awards	Operating - general fund	0001	351110	0.00	215.12	215.12
Total							0.00	465.11	465.11

Submitted By: 
Department Director or Designee's Signature

Date: 6/13/2025

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended March 31, 2025

Department: Utilities

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
01/22/25	55858/55740	IV, E and I	Plaques for groups who assisted Utilities during 2024 Hurricane Season/ Food and non-alcoholic beverages for Utilities All hands meeting	Water Revenue	4031	431130		348.51	
01/22/25	55858/55740	IV, E and I	Plaques for groups who assisted Utilities during 2024 Hurricane Season/ Food and non-alcoholic beverages for Utilities All hands meeting	Sewer Revenue	4051	431130		242.19	
01/30/25	55740	I	Food and non-alcoholic beverages for Utilities All hands meeting	Water Revenue	4031	431130		4518.81	
01/30/25	55740	I	Food and non-alcoholic beverages for Utilities All hands meeting	Sewer Revenue	4051	431130		3,140.19	
02/06/25	55439	IV, A, iv and IV, E	Graduation ceremony and celebration for Utilities DLIU fearless program	Water Revenue	4031	431130		(18.52)	
02/06/25	55439	IV, A, iv and IV, E	Graduation ceremony and celebration for Utilities DLIU fearless program	Sewer Revenue	4051	431130		(9.97)	
02/06/25	55439	IV, A, iv and IV, E	Graduation ceremony and celebration for Utilities DLIU fearless program	Water Revenue	4031	431130		305.79	
02/06/25	55439	IV, A, iv and IV, E	Graduation ceremony and celebration for Utilities DLIU fearless program	Sewer Revenue	4051	431130		164.65	
02/06/25	55780	IV, A, vi	Supplies for the 2024 FSAWWA fall BBQ Challenge	Water Revenue	4031	431250		521.26	
02/06/25	55780	IV, A, vi	Supplies for the 2024 FSAWWA fall BBQ Challenge	Sewer Revenue	4051	431250		135.52	
02/06/25	55780	IV, A, vi	Supplies for the 2024 FSAWWA fall BBQ Challenge	Sewer Revenue	4051	431250		385.73	
Total							0.00	9,734.16	0.00

Submitted By:


Department Director or Designee's Signature

Date: 05/07/2025