



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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TO: Honorable Chair Scott and
Members of the Board of County Commissioners

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

SUBJECT: Report of Expenditures Incurred under the Incentives, Awards and
Recruitment Ordinance, Fiscal Year 2024 Quarter 4

DATE: June 12, 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 September 30, 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 & Refreshments for Tenant+Manager Meetings, Tampa Bay Conierge Event, Chamber	\$ 4,427.78	\$ 4,427.78
Communications	Commemorative items promoting County programs	General Fund	Comm. Challenge Coins, Keys to the County, Tote bags for staff events,	\$ 3,709.19	\$ 4,662.78
Communications	Food and refreshments for County Sponsored event	General Fund	Food & Refreshments for Pinellas Citizen University, Coffee Urn	\$ 953.59	
Emergency Management	Food and Beverages for Hurricane Staff	General Fund	Food, Beverages & Snacks for EOC/CIC during Hurricane Activation	\$ 282,431.80	\$ 282,431.80
General Government	Awards	General Fund	Employee Service Award Program; Point Redemption	\$ 18,776.24	\$ 48,517.08
General Government	Food and refreshments for County Sponsored event	General Fund	Food & Refreshments for BCC/BIS sessions & BCC Mtgs	\$ 439.34	
General Government	Travel, meals & refreshments in connection with Recruitment	General Fund	Travel, Food & Refreshments for Assistant County Administrator Recruitment	\$ 725.00	
General Government	Employee Referral Bonus	General Fund	Employee Referral Bonus	\$ 28,576.50	
Human Resources	Food and refreshments for County Sponsored event	General Fund	Food & Refreshments for Volunteer Appreciation Event, Employee Appreciation Luncheon, HR Consortium Meeting, Unified Personnel Board Meeting	\$ 1,739.96	\$ 3,960.66
Human Resources	Awards	General Fund	Volunteer Service Award Certificates	\$ 49.05	
Human Resources	Food and refreshments for County Sponsored event	Benefits Fund	Food & Refreshments for the Wellness Champion Meeting	\$ 636.63	
Human Resources	Awards	Benefits Fund	Appreciation gift set for Wellness Champion Meeting	\$ 1,535.02	
OMB	Food and Beverages for Hurricane Staff	General Fund	Food & Beverages for PCR, Animal Svcs, & PW for Tropical Storm Debbie & Hurricane Helene	\$ 753.21	\$ 753.21
Parks	Food and refreshments for County Sponsored event	General Fund	Food & Refreshments for Parks & Conservation Resources Advisory Board	\$ 185.65	\$ 51.35
Parks	Appliances for Common Area	General Fund	Microwave & Refund of Microwave for Weedon Island Staff	\$ (134.30)	
Planning	Food & Refreshments for a County sponsored event	General Fund	Facility, Food & Beverages for the Historic Preservation Annual Summit	\$ 930.00	\$ 930.00
Public Works	Commemorative items promoting County programs	Surface Water Utility Fund	Watershed Event Giveaways, Florida-Friendly Landscaping Incentives Program, Coaster Giveaway for Restoration Event	\$ 7,264.89	\$ 8,522.67
Public Works	Food and refreshments for County Sponsored event	Surface Water Utility Fund	Food & Refreshments for Volunteer Brunch	\$ 91.64	
Public Works	Food and refreshments for County Sponsored event	General Fund	Food & Beverages for employees during Tropical Storm Debby	\$ 1,166.14	
Safety and Emergency Services	Appliances for Common Area	General Fund	Coffee Maker for Kitchen area	\$ 109.99	\$ 109.99
Solid Waste	Appliances for Common Area	Solid Waste Revenue	Grill for departmental events	\$ 299.00	\$ 5,660.32
Solid Waste	Awards	Solid Waste Revenue	2 Safety Awards from the National Safety Council	\$ 369.12	
Solid Waste	Give Aways for Community Event	Solid Waste Revenue	Cutlery boxes & Lunch Box give aways for Reduce Your Use Tampa Bay Campaign	\$ 4,992.20	
Utilities	Food and refreshments for County Sponsored event	Water Revenue and Operating	Food & Refreshments for the Discover the Leader in Utilities graduation ceremony, Food & Refreshments for Employee Appreciation Picnic	\$ 521.78	\$ 956.75
Utilities	Food and refreshments for County Sponsored event	Sewer Revenue and Operating	Food & Refreshments for the Discover the Leader in Utilities graduation ceremony, Food & Refreshments for Employee Appreciation Picnic	\$ 280.97	
Utilities	Recognition or Awards	Water Revenue and Operating	Nameplates for DLIU Fearless Graduation gifts	\$ 90.86	
Utilities	Recognition or Awards	Sewer Revenue and Operating	Nameplates for DLIU Fearless Graduation gifts	\$ 63.14	
				\$ 360,984.39	\$ 360,984.39

Ledger Total	549,103.61
Fixed Assets	0.00
Travel	0.00
Clerk	-8,915.43
Previous Quarter	-179,203.79
Total	360,984.39

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

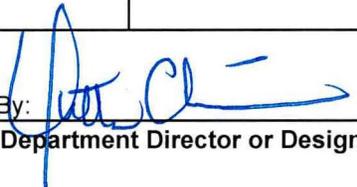
FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended September 30, 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
07/18/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meeting May	Airport	4001	421011		205.87	205.87
07/30/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meeting June	Airport	4001	421011		223.88	223.88
08/15/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meeting July	Airport	4001	421011		292.39	292.39
09/16/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meeting August, Tony Jannus meeting	Airport	4001	421011		865.25	865.25
09/30/24	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meeting September	Airport	4001	421011		373.10	373.10
07/21/24	05-236	Incentives	ROUTH Tampa Bay Concierge event	Airport	4001	421015		28.52	28.52
08/15/24	05-236	food & refreshments for county-sponsored events	ROUTH Chamber BPW luncheon	Airport	4001	421015		30.00	30.00
09/11/24	05-236	incentives; food & refreshments for county-sponsored events	ROUTH STAR Customer Svc Appreciation & gift certificates; WIT & Honor Flight events; LTBB seminar	Airport	4001	421015		1,148.26	1148.26
09/30/24	05-236	incentives; food & refreshments for county-sponsored events	ROUTH STAR Customer Svc event	Airport	4001	421015		1,260.51	1260.51
Total							0.00	4,427.78	4,427.78

Submitted By: 
 Department Director or Designee's Signature

Date: 5-6-2025

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended September 30, 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
07/19/24	55488	Employee Celebrations	IEXP-701-CPERKINS103352-000046 EE Celebrations \$480 allowable from Adopted Budget. 7/19/24 Celebration Item: Cake	General Fund - EE Celebrations	0001	271110	5490070	29.99	29.99 *
07/17/24	55488	Employee Celebrations	IEXP-701-CPERKINS103352-000047 EE Celebrations \$480 allowable from Adopted Budget. 7/17/24 Celebration Item: Gift Cards Awards (3) \$25, \$25, \$50	General Fund - EE Celebrations	0001	271110	5490070	100.00	100.00 *
07/19/24	55488	Employee Celebrations	IEXP-701-CPERKINS103352-000047 EE Celebrations \$480 allowable from Adopted Budget. 7/19/24 Celebration Item: Pizza + GF Meal and Sodas	General Fund - EE Celebrations	0001	271110	5490070	222.92	222.92 *
08/03/24	55552	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000249 (8/3/24 Breakfast Purchase for EOC Hurricane Debby - Chik Fil A)	Disaster Project # 90017B1 1.1 - Hurricane Debby	0001	890001		512.15	512.15
08/03/24	55552	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000249 (8/3/24 Bulk Snack Purchases for EOC/CIC Hurricane Debby - Sams Club) * NOTE: the Receipt is for \$278.26; Unsure if this was a tax issue; Not addressed	Disaster Project # 90017B1 1.1 - Hurricane Debby	0001	890001		278.19	278.19
08/03/24	55552	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000249 (8/3/24 Breakfast Fruit and Multi Day Perishable Snack Items for EOC/CIC Hurricane Debby - Publix)	Disaster Project # 90017B1 1.1 - Hurricane Debby	0001	890001		261.30	261.30
08/04/24	55552	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000252 (8/4/24 Lunch for EOC/CIC Hurricane Debby - Publix)	Disaster Project # 90017B1 1.1 - Hurricane Debby	0001	890001		451.78	451.78
08/04/24	55552	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000252 (8/3/24 Dinner for EOC/CIC Hurricane Debby - Your Pizza)	Disaster Project # 90017B1 1.1 - Hurricane Debby	0001	890001		55.71	55.71
08/04/24	55552	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000252 (8/5/24 Breakfast for EOC/CIC Hurricane Debby - Maple Street Biscuit Company)	Disaster Project # 90017B1 1.1 - Hurricane Debby	0001	890001		882.00	882.00
08/04/24	55552	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000252 (8/4/24 Breakfast for EOC/CIC Hurricane Debby - Einstein Bagels)	Disaster Project # 90017B1 1.1 - Hurricane Debby	0001	890001		38.47	38.47
08/04/24	55552	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000252 (8/4/24 Dinner for EOC/CIC Hurricane Debby - Olive Garden)	Disaster Project # 90017B1 1.1 - Hurricane Debby	0001	890001		1,581.38	1,581.38
08/06/24	55552	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000252 (8/6/24 Dinner for EOC/CIC Hurricane Debby - Sonny's)	Disaster Project # 90017B1 1.1 - Hurricane Debby	0001	890001		999.49	999.49
09/23/24	55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000256 (9/25/24 Breakfast for EOC/CIC Hurricane Helene - Friedas)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		936.25	936.25

*Transactions code to 5490070

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended September 30, 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
09/24/24	55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000256 (9/25/24 Breakfast for EOC/CIC Hurricane Helene - Friedas) - Tax Credit	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		(61.25)	(61.25)
09/24/24	55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000256 (Fruit Snacks for EOC/CIC Hurricane Helene - Publix)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		62.88	62.88
09/24/24	55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000256 (9/24/24 Dinner for EOC/CIC Hurricane Helene - Beach Pizza)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		408.18	408.18
09/24/24	55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000256 (9/24/24 Breakfast for EOC/CIC Hurricane Helene - Chik Fil A)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		438.10	438.10
09/24/24	55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000256 (9/24/24 Lunch for EOC/CIC Hurricane Helene - Honey Baked Ham)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		1,650.03	1,650.03
09/29/24	55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000257 (9/29/24 Snacks for EOC/CIC Hurricane Helene - Sams Club)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		164.08	164.08
09/29/24	55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000257 (9/29/24 Snacks for EOC/CIC Hurricane Helene - Sams Club) *Sams Separated Order but the order was placed together online. Also the order was charged tax and a tax credit will not be given due to account is personal account. Sams Club will not allow "sharing" of accounts.	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		29.94	29.94
09/28/24	55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000257 (9/28/24 Fruit, Yogurt, Snacks, Beverages for EOC/CIC Hurricane Helene - Publix)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		284.82	284.82
10/02/24	55680	IV.H - Food & Beverage	IEXP-701-EFARLEY71524-000257 (10/2/24 Snacks & Beverages for Hurricane Helene Ongoing Recovery Level 1 Full Activation in EOC/CIC and potential new storm - Sams Club)	Disaster Project # 90018B1 1.1 - Hurricane Helene	0001	890001		575.28	575.28
Total							0.00	9,901.69	9,901.69

Minus 5490070 transactions -352.91

Submitted By: 
Department Director or Designee's Signature

Date: 10/23/2024 9548.78

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report: 4th Qtr Revised Submission

Qtr ended **September 30, 2024**

Department:

DISASTER RECOVERY

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
9/11/2024	none	IV. H	TSDebby: PCR Sandbag Site: Box Lunches Qty 20	GeneralGovt	0001	890001		183.83	183.83
9/30/2024	n/a	IV. H	HurriHelene: Food for Animal Services Shelter Employees	GeneralGovt	0001	890001		281.56	281.56
9/30/2024	none	IV. H	HurriHelene: Food for PublicWorks Cust Svc Employees	GeneralGovt	0001	890001		287.82	287.82
Total							0.00	753.21	753.21

Submitted By: *Fredricka Collins*
Fredricka Collins - OMB Deputy Director

Date: **APPROVED**
By Fredricka Collins at 2:16 pm, Jun 09, 2025

Prepared By: *Maria Cascone*
Maria Cascone - Support Specialist

County Code 2-145 reference

