

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, CGFC

Chief Deputy Finance Director, Finance Division

SUBJECT: Report of Expenditures Incurred under the Incentives, Awards and

Recruitment Ordinance, Fiscal Year 2024 Quarter 1

DATE: February 14, 2024

Attached, please find the quarterly <u>Reports of Expenditures Incurred under the Incentives</u>, <u>Awards and Recruitment Ordinance #07-26</u>. 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.gov.

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

Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance For the Quarter Ended December 31, 2023

Department	Category of Expense	Source of Funding	Description of Expenditure	Lin	ne Amount	Dep	artment Total
Airport	Food and refreshments for County Sponsored event	Airport Revenue	Food and Refreshments for Tenant/Manager Meetings	\$	599.15	\$	599.15
Court Administration	Awards/	General Fund	Recognition plaque for Dr. Christine Jaggi, Service	\$	225.00	\$	225.00
	Frames and Plaques		Awards for Judge Rondlino				
Emergency Management	Adj ustment	General Fund	Reimbursement to County	\$	(6.48)	\$	(6.48)
General Gov ernment	Employee Referral Bonus	General Fund	Employee Referral Bonus	\$	24,038.25	\$	36,603.01
General Gov ernment	Food and refreshments for	General Fund	Food and Refreshments for BCC Work Session and	\$	3,252.90		
	County Sponsored event		Joint Bcc/State Delegation Meeting				
General Gov ernment	Awards/	General Fund	Employee Service Award Program	\$	9,311.86		
	Frames and Plaques						
Human Resources	Awards	General Fund	2023 Art Show Winners	\$	4,150.00	\$	6,280.54
Human Resources	Food and refreshments for	General Fund	Food and Refreshments for Volunteer Appreciation	\$	2,130.54		
	County Sponsored ev ent		Event and United Personnel Board Meeting				
Marketing & Communications	Food and refreshments for	General Fund	Food and Refreshments for PIO Networking Meeting	\$	194.74	\$	314.49
_	County Sponsored ev ent						
Marketing & Communications	Appliances for Common Area	General Fund	Mini Fridge for Lactation Room in Communications Office	\$	119.75		
Parks	Food and refreshments for	General Fund	Food and Refreshments for Employee Recognition Event	\$	2,065.00	\$	2,043.35
	County Sponsored ev ent		and credit for Volunteer Lunch				
Parks	Food and refreshments for	General Fund	Reimbursement to County for Volunteer Lunch	\$	(21.65)		
	County Sponsored ev ent						
Public Works	Commemorativ e items	General Fund	Promotional Highlighters for Public Works	\$	195.50	\$	2,920.02
	promoting County programs						
Public Works	Commemorativ e items	Transportation Trust	Promotional Highlighters for Public Works	\$	621.00		
	promoting County programs	Rev enue					
Public Works	Commemorativ e items	Surface Water Utility Fund	Promotional Highlighters for Public Works	\$	333.50		
	promoting County programs						
Public Works	Food and refreshments for	Surface Water Utility Fund	Food and Refreshments for Volunteer Appreciation	\$	378.92		
	County Sponsored event	1	Event and for Joe's Creek Event				
Public Works	Food and refreshments for	Surface Water Utility Fund	Florida-Friendly Landscaping Incentives Program	\$	1,391.10		
	County Sponsored event		3		,		
Utilities	Awards/	Water Revenue and	"Going The Extra Mile" Recognition Award	\$	35.88	\$	73.23
	Frames and Plaques	Operating	3				
Utilities	Awards/	Water Renewal and	"Going The Extra Mile" Recognition Award	\$	2.93		
	Frames and Plaques	Replacement					
Utilities	Awards/	Sewer Revenue and	"Going The Extra Mile" Recognition Award	\$	34.42		
	Frames and Plaques	Operating	Sonig ino Exact mile Recognition Award	*	04.42		
		-1	<u> </u>	\$	49,052.31	¢	49,052.31

Ledger Total 50,363.06

Fixed Assets0.00Travel0.00

Clerk -1,310.75

Previous Quarter 0.00

Total 49,052.31

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Department:

AIRPORT

Quarter ended

December 31, 2023

		<u> </u>		Dopartin			Anti Orti	
						Amount	Amount	
Resolution			Source of	Fund	Center	Travel	Incentives & Awards	Total
CATS#	Category of Expenditure	Description of Expenditure	Funding	Number	Number	5400020		Expenses
05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meetings	Airport	4001	421011		230.67	230.67
05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/manager meetings	Airport	4001	421011		368.48	368.48
						0.00	599.15	599.15
	05-236	Resolution CATS # Category of Expenditure 05-236 food & refreshments for county-sponsored events food & refreshments for food & refreshments foo	Resolution CATS # Category of Expenditure Description of Expenditure 05-236 food & refreshments for county-sponsored events SPRAGUE tenant/manager meetings SPRAGUE tenant/manager meetings	Resolution CATS # Category of Expenditure Description of Expenditure Funding 05-236 food & refreshments for county-sponsored events SPRAGUE tenant/manager meetings Airport 05-236 food & refreshments for SPRAGUE tenant/manager meetings Airport	Resolution CATS # Category of Expenditure Description of Expenditure Funding Number 05-236 food & refreshments for county-sponsored events SPRAGUE tenant/manager meetings Airport 4001	Resolution CATS # Category of Expenditure Description of Expenditure Funding Number Number 05-236 food & refreshments for county-sponsored events SPRAGUE tenant/manager meetings Airport 4001 421011	Resolution CATS # Category of Expenditure Description of Expenditure Funding Number Number 5400020 05-236 food & refreshments for county-sponsored events 05-236 food & refreshments for county-sponsored events SPRAGUE tenant/manager meetings Airport 4001 421011 SPRAGUE tenant/manager meetings Airport 4001 421011	Resolution CATS # Category of Expenditure Description of Expenditure Funding Number Number S400020 S490060 505-236 food & refreshments for county-sponsored events SPRAGUE tenant/manager meetings Airport 4001 421011 368.48 5PRAGUE tenant/manager meetings Airport 4001 421011 368.48

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter	ended		December 31, 2023			nent:		Court Admin - Fiscal			
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5490060	Total Expenses		
10/17/23		Awards	Employee Service Awards	General	0001	601150		100.00	100.00		
10/25/23		Awards	Employee Service Awards	General	0001	601110		125.00	125.00		
Total							0.00	225.00	225.00		

Submitted By:	Waxa	Kris	Licht	RALL PRO	K
Dep	artment	Directo	r or Des	ignee's	signature

Date:	12	27	23
	- 1		

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

 Qtr ended
 December 31, 2023

 Department:
 GENERAL GOVERNMENT

							Amount	Amount	
		Category		Source of	Fund	Center	Travel	Incentives & Awards	Total
Date	CATS#	of Expenditure	Description of Expenditure	Funding	Number	Number	5490060	5490060	Expenses
10/11/2023	Payroll *	IV. L	Payroll USD Corporate 11-OCT-23 Journal Import Emp. Referral	GeneralGovt	0001	114300		4,000.00	4,000.00
10/11/2023	JV 314402	IV. L	Reverse *314402 Payroll USD 5702374: Payroll Accrual FYE 30- SEP-2023 Emp. Referral	GeneralGovt	0001	114300		(2,000.00)	(2,000.00)
10/12/2023	JV 314350	IV. L	314350 Payroll USD: CCC EE Referral Paid by BCC Emp. Referral	GeneralGovt	0001	114300		1,000.00	1,000.00
10/25/2023	Payroll *	IV. L	Payroll USD Corporate 25-OCT-23 Journal Import Emp. Referral	GeneralGovt	0001	114300		3,000.00	3,000.00
10/26/2023	JV 314423	IV. L	314423 Payroll USD: CCC EE Referral Paid by BCC Emp. Referral	GeneralGovt	0001	114300		500.00	500.00
11/7/2023	Payroll *	IV. L	Payroll USD Corporate 07-NOV-23 Journal Import Emp. Referral	GeneralGovt	0001	114300		1,000.00	1,000.00
11/16/2023	N/A	IV. A. b	BCC Meetings and Work Sessions: Coffee Supplies and Coffee	GeneralGovt	0001	114300		66.64	66.64
11/20/2023	N/A	IV. A. b	JointBCCState Delegation Mtg: Hilton Room/Catering/AV Svcs	GeneralGovt	0001	114300		3,166.25	3,166.25
11/20/2023	Payroll *	IV. L	Payroll USD Corporate 20-NOV-23 Journal Import Emp. Referral	GeneralGovt	0001	114300		6,000.00	6,000.00
11/21/2023	JV 314548	IV. L	314548 Payroll USD: CCC EE Referral Paid by BCC Emp. Referral	GeneralGovt	0001	114300		1,000.00	1,000.00
11/29/2023	SPO #458337	IV. E	Incentive Svcs #00114733 - OCT23 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
11/29/2023	SPO #458337	IV. E	Incentive Svcs #00114735 - OCT23 Point Redemption	GeneralGovt	0001	114300		4,487.59	4,487.59
12/4/2023	N/A	IV. A. b	BCC Meetings and Work Sessions: Coffee Supplies and Water	GeneralGovt	0001	114300		20.01	20.01
12/6/2023	Payroll *	IV. L	Payroll USD Corporate 06-DEC-23: Journal Import Emp. Referral	GeneralGovt	0001	114300		5,000.00	5,000.00
12/7/2023	JV 314638	IV. L	Payroll USD: CCC EE Referral Paid by BCC Emp. Referral	GeneralGovt	0001	114300		1,000.00	1,000.00
12/19/2024	SPO #458337	IV. E	Incentive Svcs #00115175 - NOV23 Point Redemption	GeneralGovt	0001	114300		4,124.27	4,124.27
12/19/2023	SPO #458337	IV. E	Incentive Svcs #00115174 - NOV23 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
12/20/2023	Inv #2376	IV. L	2376: CustID PINOMB Employee Referral PAO Emp. Referral	GeneralGovt	0001	114300		538.25	538.25
12/20/2023	Payroll *	IV. L	Payroll USD Corp 20DEC23: Journal Import Emp. Referral	GeneralGovt	0001	114300		3,000.00	3,000.00
Total							0.00	36,603.01	36,603.01

* not able to pull any backup for these Payroll items

Submitted By: Fredricka Collins
Fredricka Collins - OMB Deputy Director

Date:

By Fredricka Collins at 8:31 am, Jan 09, 2024

APPROVED

County Code 2-145 reference

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter ended	First Quart	ter - December 2023			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		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		250.00	250.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		150.00	150.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		150.00	150.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		100.00	100.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		50.00	50.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		150.00	150.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		100.00	100.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		300.00	300.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		400.00	400.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		300.00	300.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		300.00	300.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		50.00	50.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		350.00	350.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		350.00	350.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		250.00	250.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		150.00	150.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		350.00	350.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		150.00	150.00		
11/07/23		incentive and awards	2023ARTSHOW PAYMENTS	dept budget	0001	661111		250.00	250.00		
12/29/24		incentive and awards	VOLUNTEER SERVICES APPRECIATION EVENT	dept budget	0001	661111		2,071.99	2,071.99		
11/27/24		incentive and awards	UPB BOARD REFRESHMENTS	dept budget	0001	661117		62.33	62.33		
12/29/24		incentive and awards	UPB BOARD REFRESHMENTS TAX REFUND AND RECHARGE NO TAX	dept budget	0001	661117		- 57.74	- 57.74		
12/29/24		incentive and awards	UPB BOARD REFRESHMENTS RECHARGE NO TAX	dept budget	0001	661117		53.96	53.96		
Total							0.00	6,396.02	6,396.02		

Submitted By:

Department Director or Designee's Signature

Peggy Rowe/Maria Ciro

Date: 1/11/2024

\$6,280.54

\$6,280.54

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter ended	12/31/2023 (Quar	ter 1)	<u></u>		Departr	nent:		Cor	mmunication
							Amount	Amount	1
	Resolution	Category		Source of	Fund	Center	Travel	Incentives & Awards	Total
Date	CATS #	of Expenditure	Description of Expenditure	Funding	Number		5400020	5490060	Expenses
		·							
			Costco - Refreshments for Regional PIO Networking Meeting,						
12/18/23	55031	Incentives and Awards	hosted by PC Communications with 60+ attendees	General Fund	0001	231010		49.08	49.0
			, i						
12/18/23	55031	Incentives and Awards	St. Pete Bagel Co Refreshments for Regional PIO Networking Meeting, hosted by PC Communications with 60+ attendees	General Fund	0001	231010		73.55	73.5
12/10/23	33031	Incentives and Awards	\$72.11 Walmart - Refreshments for Regional PIO Networking	General Fullu	0001	231010		73.33	7 0.00
			Meeting, hosted by PC Communications with 60+ attendees						
	55031 \$72.11		\$119.75 Mini Fridge for Lactation Room in Communications office						
12/22/23	55016 \$119.75	Incentives and Awards	bldg.	General Fund	0001	231010		191.86	191.80
									-
									+
									-
Total							0.00	314.49	-0.00
									314.49

Submitted By:	Barbra Hernandez	Date:	2/5/2024	
	Department Director or Designee's Signature			

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended December 31, 2023		Department:				PCR					
	T	1				T 1					
									Amount	Amount	
		:								Incentives &	
Date .	Resolution	Category		Source of	Fund	Center	Project	Program	Travel	Awards	Total
posted	CATS#	of Expenditure	Description of Expenditure	Funding	• #	Number	task#	Number	5400020	5490060	
11/16/23	54381	FOOD	Employee Recognition	Gen Rev	0001	251005		1001		2,065.00	
12/22/23		FOOD	Reim for Volunteer Lunch	Gen Rev	0001	252100		1004		-21.65	
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Total	-								<u> </u>	2,043.35	0.00
		100		<u> </u>	1	' 	0			2,040.00	0.00
Prepared b	y:	Mal		Su	bmitted By	· / Cu	$\mathcal{A} \subset$	-			
		7/		_	-	Departmen	nt Director or I	Designer's S	ignature		
Date:		1/4/	124		Date:	1/4	, ,	-			
				-			/ 41				
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FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY Quarterly Report

Quarter ended	December 31, 2023		-		Department:		Public Work		
Date	CATS#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Incentives & Awards 5490060	Total Expenses	
11/14/2023	52146	IV.G.	Promotional outreach items	General Fund	0001	436031	195.50	195.50	
11/14/2023	52146	IV.G.	Promotional outreach items	Transportation Trust	1001	436031	621.00	621.00	
11/14/2023	52146	IV.G.	Promotional outreach items	Surface Water	1094	436031	333.50	333.50	
11/16/2023	52152	IV.A.i.	Food for Joe's Creek event	Surface Water	1094	436063	362.50	362.50	
12/20/2023	52152	IV.A.i.	Food for volunteer appreciation	Surface Water	1094	436064	16.42	16.42	
12/1/2023	53229	IV.L.	FLIP reimbursement - Tracy Enos	Surface Water	1094	436064	1,391.10	1,391.10	
Γotal							2,920.02	2,920.02	

Prepared by:	Sharita Daga Agating Suga Coord	Date:	1/9/24
	Sharita Jones, Accting. Svcs. Coord.		

Approved by: Date: 01/09/2024

Michael Andrasovsky, Budget Manager

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Approved by:	Prepared by:	Total							10/10/2023	10/10/2023	10/10/2023	Date	Quarter endel	
Approved by: DeeAnna Schultz, Finance &	Kevin Hoffman, Accountant 2							-	54684	54684	54684	CATS#	Quarter ende December 31, 2023	
DeeAnna Schultz, Finance & Accounting Analyst 2	Scountant 2							18,71,6	IV A (d)	IV, A, (d)	IV, A, (d)	Category of Expenditure	3	
nting Analyst 2								The second secon	Recognition or Award Ceremonies	Recognition or Award Ceremonies	Recognition or Award Ceremonies	Description of Expenditure		
								00000	Sewer Revenue	Water Capital	Water Revenue	Source of Funding		
Date:	Date:								4051	4034	4031	Fund Number	Department:	
01/12/2024	12-Jan-24							101	031250	431250	431250	Center Number	ent:	
024	+	0.00										Travel 5490020	Amount	
		73.23						:	<i>CP P</i> E	2.93	35.88	Incentives & Awards 5496001	Amount	
		73.23						:	34 42	2.93	35.88	Total Expenses	Utilities	