

KEN BURKE

CLERK OF THE CIRCUIT COURT — PINELLAS COUNTY, FLORIDA

FINANCE DIVISION

Clerk of the County Court Recorder of Deeds Clerk and Accountent of the Board of County Commissioners Custodian of County Funds County Auditor Clerk of the Water and Navigation Control Authority AMSOUTH BLDG. - 5th FLOOR 400 CLEVELAND STREET CLEARWATER, FL 33755-4041 Telephone: (727) 464-8300 FAX: (727) 464-8359

TO:	Honorable Chairman and
	Members of the Board of County Commissioners
FROM:	Claretha N. Harris, Chief Deputy Director
SUBJECT:	Report of Expenditures Incurred under Incentives Awards and Recruitment Ordinance for the Quarter Ended March 31, 2016
DATE:	November 15, 2016

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.

Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance For the Quarter Ended March 31, 2016

			D 5%
Food and refreshments for			
			760 07
Awards	General Revenue	Employee Service Awards	26663 10
Food and refreshments for			
County Sponsored event	General Revenue	Extension Advisory Meeting, Volunteer Appreciation	316 91
Food and refreshments for			
County Sponsored event	General Revenue	ED Meeting	200 90
Promotional items	General Revenue	Veterans Services promotional items (mugs)	1981 50
Food and refreshments for			
County Sponsored event	General Revenue	Mobile Medical Unit Advisory Council (MMUAC) meeting	37 85
	General Revenue		4 1
Food and refreshments for			
County Sponsored event	General Revenue	Volunteer Appreciation luncheon	211 6 [.]
Awards	General Revenue		1609 70
Supplies for County			
sponsored event	Surface Water	Lakes & Ponds Day	420 12
Food and refreshments for		Volunteer Meeting 12/8/16 & Airport Station Managers Meeting &	
			900 5
Food and refreshments for			
County Sponsored event	General Revenue	Pre-Qualification committee meetings	43 74
Frames	General Revenue	Ũ	2600 3
Food and refreshments for			
County Sponsored event	General Revenue	In Service Day 2/15/16	4147 30
Food and refreshments for			
	General Revenue	Mediation clients	6 6
			0.0
	County Sponsored event Awards Food and refreshments for County Sponsored event Food and refreshments for County Sponsored event Promotional items Food and refreshments for County Sponsored event Promotional items Food and refreshments for County Sponsored event Awards Food and refreshments for County Sponsored event Awards Supplies for County sponsored event Food and refreshments for County Sponsored event Food and refreshments for County Sponsored event Food and refreshments for County Sponsored event Food and refreshments for County Sponsored event Frames Food and refreshments for County Sponsored event	County Sponsored eventGeneral RevenueAwardsGeneral RevenueFood and refreshments for County Sponsored eventGeneral RevenueFood and refreshments for County Sponsored eventGeneral RevenuePromotional itemsGeneral RevenuePromotional itemsGeneral RevenueAwardsGeneral RevenueAwardsGeneral RevenueAwardsGeneral RevenueAwardsGeneral RevenueAwardsGeneral RevenueSupplies for County sponsored eventSurface WaterFood and refreshments for County Sponsored eventSurface WaterFood and refreshments for County Sponsored eventSurface WaterFood and refreshments for County Sponsored eventGeneral RevenueFood and refreshments for County Sponsored eventGeneral Revenu	County Sponsored event General Revenue Employee Service Awards Food and refreshments for County Sponsored event General Revenue Extension Advisory Meeting, Volunteer Appreciation Food and refreshments for County Sponsored event General Revenue ED Meeting Promotional items General Revenue Veterans Services promotional items (mugs) Food and refreshments for County Sponsored event General Revenue Veterans Services promotional items (mugs) Food and refreshments for County Sponsored event General Revenue Mobile Medical Unit Advisory Council (MMUAC) meeting Awards General Revenue Mobile Medical Unit Advisory Council (MMUAC) meeting Awards General Revenue Mobile Medical Unit Advisory Council (MMUAC) meeting Awards General Revenue Mobile Medical Unit Advisory Council (MMUAC) meeting Awards General Revenue Mobile Medical Unit Advisory Council (MMUAC) meeting Supplies for County sponsored event General Revenue Volunteer Appreciation luncheon Surface Water Lakes & Ponds Day Volunteer Meeting 12/8/16 & Airport Station Managers Meeting & Record Breaking event 1/22/16 & Airport Tour TPA CEO Food and refreshments for County Sponsored event General Revenue Pre-Qualification committee meetings <t< td=""></t<>

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FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended	March 31, 2	2015			Departm	ent:		GENERAL GOV	ERNMENT
Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expense:
01/08/16	HR	IV - Item E	PIN 550 Svc Awards for Nov 2015	General Fund	0001	114300		6,286.21	6,286.21
02/05/16	HR	IV - Item E	PIN 550 Svc Awards for Dec 2015	General Fund	0001	114300		8,023.52	8,023.52
03/04/16	HR	IV - Item E	PIN 550 Svc Awards for Jan 2016	General Fund	0001	114300		12,353.37	12,353.37
03/11/16	CtyAdm	IV - Item I	Weedon Isl Preserve Planning Meeting 3/1/16	General Fund	0001	114300		285.07	285.07
03/22/16	CtyAdm	IV - Item I	Weedon Isl Preserve Planning Meeting 3/1/16	General Fund	0001	114300		475.00	475.00
Total							0.00	27,423.17	27,423.17

Submitted By:

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TAILE Date:

BILL BERGER - Director (or Designee's Signature)

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Department:

Qtr ended March 31, 2016

PCR

							·		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	Expenses
02/24/16	04-217	Food Supplies	Extension Advisory Meeting	Gen Rev	0001	252032		1004		12.08	
02/25/16	04-217	Food Supplies	Extension Advisory Meeting		0001	252032		1004		19.21	
01/07/16	05-196	Recognition	Hertiage Village Volunteers	Gen Rev	0001	252100		1004		11.98	
02/22/16	04-217	Food Supplies	Water for Volunteers	Gen Rev	0001	254040		1386		19.85	
03/09/16	04-217	Food Supplies	Refreshments for Volunteers	Gen Rev	0001	254040		1386		14.99	
01/28/16	04-217	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		238.80	
										<u> </u>	
8											
Total							1			316.91	

Submitted By: Datrice M Cannum Department Director or Designee's Signature

4/15/16

Date:

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter e	ended		March 31, 2016		Departm	Economic Development			
							Amount	Amount	
Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Travel 5400020	Incentives & Awards	Total Expenses
02/18/16		ED Council Meeting	Refreshments for ED Meeting	General revenue	0001	261140		200.90	
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			-	1					
Total		25					0.00	200.90	200.90

Submitted By: lin 1

Date: 11-Mar-16

Department Diréctor or Designee's Signature

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended Mar-16

Department:

Human Services (Veterans Services)

Dete	Resolution		Descistion of Evenenditure	Source of	Fund	Center	Amount Travel	Amount Incentives & Awards	Total
Date	CATS #	Category of Expenditure	Desription of Expenditure	Funding	Number	Number		5490060	Expenses
02/25/16	47427	IV:G	Promotional Items - muqs	General Fund	0001	301810		1,981.50	1,981.50
01/08/16		IV:A.A	Food/NA beverages - Mobile	General Fund	0001	301210		37.85	37.85
	47328		Medical Unit Holviso	y Council					
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					1				
Total							0.00	2,019.35	2,019.35

Prepared by: Katherine Baird Adams 4/22/16 Revised

Submitted By:

Date: 4/22/16

Department Director or Designee's Signature

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FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter e	ended		March 31, 2016		Departm	ent:		Court Adr	nin - 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
01/27/16	06-8	Employee Service Awards	Employee Service Awards	General	0001	601110		4.17	4.17
						<u> </u> 		 	
Total		6					0.00	4.17	4.17
Submitte	ed By:	kM	_	Ψ¢.	Date:	3-	24-1	· 6	

Submitted By: Department Director or Designee's Signature

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter e	nded	3/31/2016		Department: Human Resource					Resources
	Decelution			0			Amount	Amount	
Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Travel	Incentives & Awards 5490060	Total Expenses
12/18/15	n/a	volunteer milestone gift	20 duffel bags/milestone gifts	a sare	0001	661110		682.22	682.22
12/18/15	n/a	volunteer milestone gift	25 duffel bags/milestone gifts	HR Budget	0001	661110		826.27	826.27
12/4/15	n/a	food for volunteer luncheon	holiday luncheon for PCR volunteers batteries for 1000 hour milestone awards	HR Budget	0001	661110		172.25	172.25
02/04/16	n/a	supply for recognition gifts	for volunteers	HR Budget	0001	661110		21.00	21.00
02/26/16	n/a	supplies for annual recognition	cutlery for the April volunteer event	HR Budget	0001	661110		39.36	39.36
03/11/16	n/a	lifetime achievement pin	3 PCR volunteers receiving lifetime achievement/Presidential award	HR Budget	0001	661110		34.24	34.24
03/03/16	n/a	supplies for events	recognition events for volunteers cty wide	HR Budget	0001	661110		38.97	38.97
12/14/15	n/a	golden sneaker award-Welln	trophy for employee, wellness award	HR Budget	0001	661110		7.00	7.00
Total	1						0.00	1,821.31	1,821.31

Submitted By:

Gere fremoni

Date: <u>5/10/16</u>

Department Director or Designee's Signature

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended	March 31,	2016	-	Department: PUB						
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	
3/17/2016*	36054	IV - Item G	Lakes & Ponds Day - trash grabbers (give aways)		1094	436063		420.12	420.12	
									Altere	
Total							0.00	420.12	420.12	

Submitted By:

BILL BERGER • Director (or Designee's Signature)

4/11/16 Date:

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* Charged to Program 2205

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended		Warch 31, 2016	-		Departm	ient:	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	
03/09/16	05-236	food & refreshments for county-sponsored events	Airport tour for TPA CEO, County Admin, & ACA	Airport	4001	421011		33.74		
									0.00	
01/12/16	05-236	food & refreshments for county-sponsored events	Volunteer meeting on 12/08/15	Airport	4001	421015		439.46	439.46	
									0.00	
02/19/16	05-236	refreshments & supplies for county-sponsored events	Record Breaking Event on 01/22	Airport	4001	421015		278.39	278.39	
									0.00	
03/09/16	05-236	food & refreshments for county-sponsored events	Airport station manager monthly meetings with all Tenant Managers/VPs	Airport	4001	421011		148.93	148.93	
									0.00	
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Total	10.						0.00	900.52	900.52	
Submitted By:		nt Director or Designee's Sig	gnature		Date:	4181	14	-		

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended	March 31, 3	2016	_		Departn	nent:		Purchasing	
Darte	Resolution CATS #	Category of Expenditure	Description of Expanditure	Source of Funding	Fund	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5496001	Total Expens
2/09/15	1.1.01	Pastries	Pastries for Pre-Qualification Committee	General Fund	0001	351110		33.99	33.9
02/04/16	00-76	Plates	Plates for Pre-Qualification Comm Mtg	Géneral Fund	0001	351110	0.00	9.75	9.1
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Total		L					0.00	43.74	43.

Submitted By: High A auto Department Director or Designee's Signature

Date: 5/5/2016

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter e	ended		March 31, 2016 D		Department:			COMMUNICATIONS		
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	
02/18/16	02-76	INCENTIVE & AWARDS	Frame for BCC Doing Things Award	Gen Rev	0001	231010		18.99	18.99	
02/10/16	02-76	INCENTIVE & AWARDS	Frames for BCC Doing Things Award In Service	Gen Rev	0001	231010		79.95	79.95	
02/19/16	02-76	INCENTIVE & AWARDS	Proclamation Frames for BCC	Gen Rev	0001	231010		70.00	70.00	
01/22/16	02-76	INCENTIVE & AWARDS	Commissioner Morroni presentation frame	Gen Rev	0001	231010		94.00	94.00	
03/07/16	02-76	INCENTIVE & AWARDS	Proclamation Frames for BCC	Gen Rev	0001	231010		1,750.00	1,750.00	
03/07/16	02-76	INCENTIVE & AWARDS	Frames for BCC Doing Things Award	Gen Rev	0001	231010		587.44	587.44	
Total							0.00	2,600.38	2,600.38	

Date: 4/4/16____

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended		03/31/16		Department:				Business Technology Services	
Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses
02/15/16	n/a	Food & non aich beverages	BTS In-Service Day 2-15-16)	General	5001	641110	0.00	4,147.36	
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Total		TIA V					0.00	4,147.36	4,147 36

Submitted By: Department Director or Designee's Signature

Date: 3/11/16

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

March 31 Actos Department:

Office of Human Rights

Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses
' <i>145 (</i> 1)	NIT	Food / Reverage	Necessary water for parties		Cupl	197915		[n. 1. 9	(
			attending Mediation in our	Reiense					
			Office to settle their						
			complaint they filed with						
			our officer						
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Submitted By Department Director or Designee's Signature

Date: </20116