

KEN BURKE

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 Clerk of the Water and Navigation Control Authority 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 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.

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
	 			
	Food and refreshments			
0.45 / 05.455 / 0.645	for County Sponsored			
OMB / GENERAL GOVT	event	General Revenue	Inservice Day & Employee Appreciation	16683.93
OMB / GENERAL GOVT	Awards	General Revenue	Employee Service Awards	62278.62
	Food and refreshments			
	for County Sponsored			
OMB / PUBLIC WORKS	event	General Revenue	Lakes & Ponds Day	27.00
	Food and refreshments			
	for County Sponsored			
OMB / PUBLIC WORKS	event	Transportation	Lakes & Ponds Day	123.00
	Food and refreshments			
	for County Sponsored			
OMB / PUBLIC WORKS	event	Surface Water	Cross Bayou & Joe's Creek Cleanup, Lakes & Ponds Day	1,501.23
	Food and refreshments		, and the state of	1,001,20
	for County Sponsored			
OMB / PUBLIC WORKS	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
		Contrai Tevenue	Tre Fraque a Fraziliar communici	210.03
SES- EMS	Awards	EMS Amb	EMT, EMD and Paramedic of the Year; Advisory Council Plaques	805.45
HCS/Community	Appliances for common		zing and raidined of the real, havisory country laques	003.43
Development & Planning	area	Community Development	Refrigerator for break room	1,034.15
	Food and refreshments		Tromgerator for break 100m	1,034,13
	for County Sponsored		Extension Advisory Meeting, UF/IFAS Advisory meeting,	
PCR	event	General Revenue	Volunteer Appreciation	1,346.12
Economic Dev	Food and refreshments	To the tar the tar	Volunteer Appreciation	1,340.12
200101110 200	for County Sponsored			
	event	General Revenue	Economic Development Meeting	405.00
Purchasing	Food and refreshments	General Revenue	Leonomic Development Weeting	135.93
1 dichasing	for County Sponsored			
	event	General Revenue	Dra Qualification Committee Manutinus	40.75
Commissioners	Awards	General Revenue	Pre-Qualification Committee Meeting	10.75
	Food and refreshments	General Revenue	Alpha Kappa Alpha Soroity Inc Community Award	49.30
Airport			100 100 100 100 100 100 100 100 100 100	
	for County Sponsored	1	Airport Station & Tenant Managers Meeting; Honor Flight, Tony	
Communications	event	Airport	Jannus	289.82
	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
Haman Baranan Wal	Food and refreshments			
Human Resources-Volunteer	for County Sponsored		Volunteer Appreciation , Presidential Award, Art Show	
Services	event & Awards	General Revenue	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

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

luarter ended	June 30, 20	016			Departm	ient:		GENERAL GOVERNMEN		
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	
4/04/16	CtyAdm	IV - Item I	15FEB16 - Inservice Day - BCC Snacks and Water	General Fund	0001	114300		3,921.00	3,921.0	
4/06/16	HRD0-59	IV - Item E	PIN 550 Svc Awards for Feb 2016	General Fund	0001	114300		19,724.87	19,724.8	
5/03/16	CtyAdm	tV - Item I	City of Clearwtr 04NOV16 Pig Roast - toilet rental / ice	General Fund	0001	114300	-	698.99	698.9	
5/03/16	CtyAdm	IV - Item I	TampaBayRays - 15FEB16 -Facility Rental Tropicana Fld	General Fund	0001	114300		2,074.57	2,074.5	
5/05/16		IV - Item I	WhirlwindEvents - 27APR16 Sand Key Equipment Rental.Te	General Fund	0001	114300		2,233.25	2,233.2	
5/06/16	HR 00-58	IV - Item E	PIN 550 Svc Awards for Feb 2016	General Fund	0001	114300		12,578.25		
5/16/16	CtyAdm	IV - Item I	27APR16 - Purchases for SandKey Employee Appreciation	General Fund	0001	114300		7,288.19	7,288.1	
6/06/16	CtyAdm	IV - Item I	27APR16 - Purchases for SandKey Employee Appreciation	General Fund	0001	114300		117.73	117.7	
6/10/16	HR00-58	IV - Item E	PIN 550 Svc Awards for May 2016	General Fund	0001	114300		10,000.00	10,000.0	
06/10/16	HR 00-58	IV - Item E	PIN 550 Svc Awards for Apr 2016	General Fund	0001	114300		9,975.50	9,975.5	
06/14/16	CtyAdm	IV - Item I	27APR16 - Ice Machine Rental and Ice Sand Key	General Fund	0001	114300		350.20	350.2	
06/29/16	HR <i>00-5</i>	IV - Item E	PIN 550 Svc Awards for Jun 2016	General Fund	0001	114300		10,000.00	10,000.0	
Total							0.00	78,962.55	78,962.5	

BILL BERGER - Director (or Designee's Signature)

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Date	Resolution				Depart	ment:		UTILITIES / PUB	LIC WO
1/21/16		of Expenditure	Description of Expenditure	Source of Funding	Fund	Center Number	Amount Travel	Amount Incentives & Awards	Tota
	36053	IV - Item A	Volunteers - Cross Bayou / Joe's Creek Cleanup			Maniber	5490060	5490060	Expen
5/10/16 5/20/16		IV - Item A	Meet & Greet Utilities Director	Surface Water Water Revenue &	1094	436063		273,58	270
/6/16		IV - Item A IV - Item A	Volunteer Luncheon: Purchasing Card for food and	Operating	4031	431130			273
/6/16		IV - Item A	Lances & Funds Day: Materials & Refreehments	Surface Water Transportation Trust	1094	436064		30.64 206.00	206.
/16/16		IV - Item A	Lakes & Ponds Day: Materials & Refreshments	General Fund	1001 0001	436022		123.00	123.
			Lakes & Ponds Day: Native Plants as Giveaways	Surface Water		436022 436063		27.00	27.
				-				1,021.65	1,021.6
									0.0
									0.0
									0.0
									0.0
									0.00
al						_			
mitted By:	E.						0.00	1,681.87	,681.87

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter	ended		June 30, 2016		Departn	nent:		Court Adr	nin - Fisc
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5490060	
06/28/16	06-8	Awards	Employee Service Awards	General	0001	601110		95.00	05.00
	-							85.00	85.00
								-	
					-				
			·						
Total							0.00		
Submitted_		Director on Designee's S	ignaturo		Date:	62	8-1	85.00	85.00

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report Quarter ended June 30, 2016 Department: Safety and Emergency Services Effective Amount Resolution Amount Category Source of Date Fund Center CATS# of Expenditure Travel Incentives & Awards Description of Expenditure Total Funding Number Number 5400020 5490060 Expenses E. Frames, plaques, 05/31/16 01-214 | certificates, etc. TRT vendor plaque Fire Reg Svcs 0001 345205 0.00 119.90 119.90 E. Frames, plaques, 06/16/16 01-214 certificates, etc. Frame plaque for HazMat commander Fire Reg Svcs 0001 345205 0.00 96.95 96.95 E. Frames, plaques, 05/16/16 01-214 certificates, etc. EMS Professional of the Year awards EMS Amb 1006 344110 0.00 164.85 164.85 E. Frames, plaques, 05/16/16 01-214 certificates, etc. EMS Professional of the Year awards EMS 1st Resp 1006 344310 0.00 351.80 351.80 E. Frames, plaques, 06/16/16 01-214 certificates, etc. EMS Advisory Council plaques EMS 1st Resp 1006 344310 0.00 288.80 288.80 Total 0.00 1,022.30 1,022.30 Prepared By: Date: Reviewed By: Date: 7-22-16 Approved By: Date: Jodie Sechler, Director, Ambulance Billing & Financial Svcs Division H:\Users\EMSZC90\\NCENTIVES\2016\JUNE\report.xls

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

Mar-16

		1701 10	_		Departn	nent:	Community	Development and Pia	anning
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards	_ Total
03/24/16	48532	IV:J	Refrigerator	COMM. DEV. BIAN	1000			5490060	Expenses
		i		Cor Harlock Collect	1009	242110		1,034.15	1,034.15
		<u> </u>							
					!				
Total				·					
Prepared	by: Katherin	e Baird Adams 3/17/2016					0.00	1,034.15	1,034.15
Submitted		4 Di	-		Date:	L.	who	I Sworth	
		t Director or Designee's Sig						4/18	lu
**	Note: The o	original charge was 1,044.14 a	credit of 9.99 was applied as	Home Depot charg	ged for a i	cemaker l	ine which was	not needed.	

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

atr ended	June 30, 20	,10	_		Departme	ent:			PCR		
									Amount	Amount	
Date posted	Resolution CATS#	Category of Expenditure	Description of Expenditure	Source of Funding	Fund #	Center Number	Project task#	Program Number	Travel 5400020	Incentives & Awards 5490060	Total Expense
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 04/19/16	05-196 05-196	Food Supplies	Heritage Village Volunteer Appreciation	Gen Rev	0001	252100		1004		111.29 -	
05/17/16	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	254040		1386		354.15	
04/05/16	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	254040		1386		2.13	
05/03/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		238.80 -	
06/13/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		199.00 -	
00/13/10	03-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		210.00	
otal					0001						
	L				0001					1,346.12	
repared by:	Datric	ian Can	MM	Sub	omitted By:	Departmen	vickett		Dav	vn Ricketts	

Date:

Date:

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter	ended		June 30, 2016		_Departn	nent:		Economic Development		
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	
04/07/16	00-183	ED Council Meeting	Refreshments for ED Meeting	General revenue		261140		135.93	1	
							- 27-10-11-11-11-11-11-11-11-11-11-11-11-11-			
				-						
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									. ,	
							-			
									** .	
Total							0.55			
		1/1/	1				0.00	135.93	135.93	

Department Director or Designee's Signature

Date:

13-May-16

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

Quarter ended	30-Jun-16		_Department:		Purchasing				
Resolu Date CATS	tion S# Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses	
05/04/16 00-7	16 IV. A. a.	Pastries for Pre-Qualification Comm	Gen Funds	0001	5490060		10.75	10.75	
Adaption of the second of the								,	
Total	1					0.00	10.75	10.75	

Submitted By: Department Director or Designee's Signature

Date:	7-Jul-16

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended June 30, 2016

Quarter ended	June 30, 20	016	<u> </u>	Departm	nent:	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 Expense
01/15/16	07-26	Awards	Alpha Kappa Alpha Sorority, Inc Community Award	General Revenue	0001	111017	0.00	49.30	49.30
									
							-		
,									
Total									
Submitted By:	Departmen	nt Director or Designee's S	Signature		Date:		0.00	49.30	49.30

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

Quarter e	ended	June 30, 2016	_		Departn	nent:		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	
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
									0.00
			·						0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
	12								0.00
Total	A-						0.00	289.82	289.82

Submitted By: Department Director or Designee's Signature

Date: 1-15-16

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

Quarter ended June 30, 2016			_		Departm	nent:	MA	RKETING & COMMU	VICATIONS
							Amount	Amount	
Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Travel 5E+06	Incentives & Awards	Total Expenses
					-		ļ		<u> </u>
05/10/16		IV - Item G	Telly Awards - award submittal for PSA - Diggin' the Arts Event	General Fund	0001	231010		105.00	105,00
					ļ				0.00
		· · · · · · · · · · · · · · · · · · ·							0.00
									0.00
									0.00
						İ	1		0.00
									0.00
									0.00
									0.00
									0.00
									0.00
				i.					0.00
Total							0.00	105.00	105.00
	12 11	An A							

Submitted By:

BARBRA HERNANDEZ - Director (or Designee's Signature)

Date: 7/2

7/25/2016

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	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount ncentives & Award 5496001	Total Expenses
04/05/16	n/a		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 \$38.97 Items for all-cty		General Fund	0001	661110		(14.14)	(14.14)
04/21/16	n/a	volunteer event; \$65.31	Annual volunteer event; frames for Presidential Award	Gestacal Fund	0001	661110		104.28	104.28
05/12/16	n/a	Items for Cty-wide Vol Event	Annual volunteer event	Constant that	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	Geovial Fund	0001	661110		5,706.78	5,706.78
06/30/16	n/a	items for Art Show reception	Art Show Reception	Greater of Fund	0001	661110		135.21	135.21
04/12/16	n/a	food + tip for UPB meeting	Unified Personnel Bd mtg	Gesteral Fund	0001	661110		57.48	57.48
03/23/16	n/a	food for UPB meeting taxed	Unified Personnel Bd mtg	Generali Fulla	0001	661110		39.54	39.54
03/23/16	n/a	food for UPB meeting credited & reinvoiced (4/12/16)		Guiden Florik	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

Submitted By: `	Ben Remori	Date:	7/21/18	
Departmen	t Director or Designee's Signature	-		

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended			June 30, 2016	_ Departm	ent:		COUNTY ADMIN			
Date	Resolution CATS #	Category of Expenditure	Desription 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		
					-				0.00	
					,					
						<u></u>				
				 					-	

Submitted	l By:	2	(on	behalf	o.F	()	Admin
	Departm	ent Director or	Des	signee's	Sign	nati	ıre

Total

Date:	7/22/2016	

0.00

20.88

20.88