

KEN BURKE

CLERKOF THE CIRCUIT COURT AND COMPTROLLER PINELLAS COUNTY, FLORIDA

FINANCE DIVISION

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

Clerk of the County Court	
Recorder of Deeds	
Clerk and Accountant of the Board of County Commiss Custodian of County Funds	oners
County Auditor	
Clerk of the Water and Navigation Control Authority	

TO:	Honorable Chairman and
	Members of the Board of County Commissioners
FROM:	Claretha N. Harris, Chief Deputy Director
	Report of Expenditures Incurred under Incentives Awards and Recruitment Ordinance for the Quarter Ended September 30, 2016

DATE: January 31, 2018

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 September 30, 2016

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
OMB / General Gvmt.	Recruitment	General Revenue	Travel reimbursement for Breckinridge 7/15/16	391.1
OMB / General Gvmt.	Awards	General Revenue	Employee Service Awards July - August	22,951.35
Sewer	Food and refreshments during declared emergency	Sewer Revenue	Hurricane Hermine	1,737.8
Public Works	Food and refreshments during declared emergency	Transportation Trust Fund	Hurricane Hermine	1,407.20
Safety & Emergency Services	Awards	General Revenue	Trophy for Tech Rescue	59.9
Safety & Emergency Services	Awards	EMS Ambulance Revenue	Fire Professional, Fire Dispatcher & Special Teams of the year	314.70
Human Services	Food and refreshments for County Sponsored event Food and refreshments	General Revenue	MMU Advisory Counsil meet & Veterans Services presentations	14.6
PCR	for County Sponsored event	General Revenue	UF/IFAS Advisory meeting, water for Volunteers	1,140.6
PCR	Awards & Articles of Recognition	General Revenue	4-H & Volunteer Appreciation Heritage Village	177.98
Economic Development	Food and refreshments for County Sponsored event	General Revenue	ED Meeting	142.9
Purchasing	Food and refreshments for County Sponsored event	General Revenue	Pre-Qualification committee meet	12.7
Airport	Food and refreshments for County Sponsored events	Airport	Airport Station Managers Meeting & Honor flight, Tony Jannus, FAA Seminar	2,779.5
Airport	Awards Food and refreshments	Airport	Employee of the Year Award	181.9
Communications	for County Sponsored event	General Revenue	Pinellas Citizens University	88.8
Human Resources-Vol Svcs	Recruitment	General Revenue	HR Director moving expenses	6,815.4
Human Resources-Vol Svcs	Awards Food and refreshments	General Revenue	Volunteer Appreciation ,	7,108.1
Human Resources-Vol Svcs	for County Sponsored event & Awards	General Revenue	Volunteer social , Art Show Reception,	2,814.5
BTS	Awards & Articles of Recognition	General Revenue	Departing BTS Board members P. Dubov & D. Nelson	149.9

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended	Septer	mber	30, 2016	_	ent:		GENERAL GOVERNMEN			
Date	Resol		Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
07/15/16	48942		IV - Item C	Breckinridge - Travel Reimbursement 15JUL2016	General Fund	0001	114300	391.15		391.15
09/02/16	HROD	-58	IV - Item E	PIN 550 Svc Awards for July, 2016	General Fund	0001	114300		10,000.00	10,000.00
09/30/16	HR	C	IV - Item E	PIN 550 Svc Awards for August, 2016	General Fund	0001	114300		10,000.00	10,000.00
09/30/16	HR		IV - Item E	PIN 550 Svc Awards for August, 2016	General Fund	0001	114300		2,951.35	2,951.35
										0.00
										0.00
										0.00
										0.00
										0.00
	-									0.00
	-	_								0.00
				-						0.00
Total								391.15	22,951.35	23,342.50

BILL BERGER - Director (or Designee's Signature)

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended September 30, 2016 Department: **UTILITIES / PUBLIC WORKS** Amount Amount Resolution Category Source of Fund Center Travel Incentives & Awards Total Date CATS # of Expenditure Description of Expenditure Funding 5490060 5490060 Number Number Expenses 9/19/16 49175 IV - Item H Hurricane Hermine - Food for On-Duty Workers Transp Trust 1001 436086 231.85 231.85 9/19/16 49175 IV - Item H Hurricane Hermine - Food for On-Duty Workers Transp Trust 97.42 1001 436086 97.42 49175 IV - Item H * 886.09 9/20/16 Hurricane Hermine - Food for On-Duty Workers Transp Trust 1001 436081 886.09 9/21/16 49175 IV - Item H Hurricane Hermine - Food for On-Duty Workers Transp Trust 1001 436011 191.84 191.84 49175 IV - Item H 9/30/16 Hurricane Hermine - Hurricane Food Supplies Sewer Rev&O 4051 431360 1,737.81 1,737.81 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Total 0.00 3,145.01 3,145.01

Submitted By:

Z

Date: 18-Oct-16

BILL BERGER - Director (or Designee's Signature)

ALL OF THESE CHARGE	S NEED TO BE RECODED TO HURRICANE HERMINE PROJECT #90002B1	
Task No: 01.1 for Fund	J 1001	
Task No: 04.1 for Fund	J 4051	

NOTE: Sales the included on purchases. ONB stat will follow up with department.

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended	September	30, 2016	Department:		Safety and Emergency Services						
Effective 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		
09/13/16	9-7	E. Frames, plaques, certificates, etc.	Fire Professional, Fire Dispatcher & Special Teams of the Year	EMS 1st Resp	1006	344310	0.00	314.70	314.70		
09/20/16	Aximin. Directive 9-7	E. Frames, plaques, certificates, etc.	Trophy for Tech Rescue	Fire Reg Svcs	0001	345205	0.00	59.95	59.95		
		\$314.70 invoic Fire Professic	e: onal of the Year – Lt Bert Williams	of Pinellas	Park F	Ð	-				
			er of the Year – Brigett Cerce 9-1								
	Special Operations Team – Largo Fire Rescue – Team Award										
		\$59.95 invoice	– Tim Smyth with the Tech Rescue T	eam (Clearv	vater Fi	re Dept	. employee)				
Total							0.00	374.65	374.65		
Prepared By:	Gina Hostetler, Administrative Support Specialist		Le. Specialist	Date:	0/2	0/16	1	_			
Reviewed By:	Karen Cer	None - Muts	Manager, SES	Date: 10	-20-	-16		-			
Approved By:	Jogle Sec	hler, Director, Ambulance B	Illing & Financial Svcs Division	Date: 10) - 20	0-16		s\EMSZC90\INCENTIVE	S\2016 JUNE rep		

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FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended Sep-16

Department: H

Human 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
08/17/16	47328	IV:A (a)	Food-N/A beverages for the MMUAC Meeting	General Fund	0001	301210	-	14.65	14.65
Total		Point Adama 10/10/2016					0.00	14.65	14.65

Prepared by: Katherine Baird Adams 10/10/2016

Submitted By:

Date: 10/10/14

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report Department:

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Amount

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									Amount	Amount	
Date	Desclution	Cotogony	<u>a</u>	Course of	Fund	Contor	Project	Dragram	Troval	Incentives &	Total
	Resolution	Category	Design of E 19	Source of	Fund	Center		Program	Travel	Awards	
posted	CATS #	of Expenditure	Description of Expenditure	Funding	#	Number	task#	Number	5400020	5490060	Expenses
07/13/16	04-217	Food Supplies	UF/IFAS Mtg Webinar	Gen Rev	0001	252035		1004		7.00	
08/11/16	04-217	Food Supplies	UF/IFAS Advisory Meeting	Gen Rev	0001	252035		1004		25.68	
08/31/16	05-196	Recognition	4- H Recongization Items	Gen Rev	0001	252035		1004		167.65	
09/14/16	05-196	Recognition	4- H Recongization Items	Gen Rev	0001	252035	i.	1004		5.00	
09/30/16	04-217	Food Supplies	UF/IFAS Advisory Meeting	Gen Rev	0001	252035		1004		46.34	
			Heritage Village Volunteer								
09/21/16	05-196	Recognition	Appreciation	Gen Rev	0001	252100	1	1004		5.33	
07/06/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		199.00	
07/25/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		175.00	
08/17/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		210.00	
09/14/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		238.80	
09/30/16	05-196	Food Supplies	Water for Volunteers	Gen Rev	0001	255010		1386		238.80	
					0001						
otal			6		0001					1,318.60	

repared by: Kare Key Date: 10/12/16

Datair Amon Submitted By: (

112/16

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Department Director or Designee's Signature

tr ended

September 30, 2016

Date:

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended			September 30, 2016		Departm	ient:	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
08/11/16	00-183	ED Council Meeting	Refreshments for ED Meeting	General revenue	0001	261140		142.91	
Total							0.00	142.91	142.91

Submitted By:

Date: 12-Sep-16

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter of	ended	30-Sep-16			_Departm	ent:	Purchasing		
Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses
08/11/16	00-76	IV. A. a.	Pastries for Pre-Qualification Comm	Gen Funds	0001	5490060		12.70	12.70
Total		1					0.00	12.70	12.70

Submitted By:

Department Director or Designee's Signature

Date:

13-Oct-16

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

September 30, 2016

Department:

AIRPORT

							Amount	Amount	
	Resolution			Source of	Fund	Center	Travel	Incentives & Awards	Total
Date	CATS #	Category of Expenditure	Description of Expenditure	Funding	Number	Number	5400020	5490060	Expenses
					_				0.00
									0.00
07/14/16	05-236	food & refreshments for county-sponsored events	Mid-Pinellas Chamber presentation & tour	Airport	4001	421011		57.61	57.61
07/14/16	05-236	food & refreshments for county-sponsored events	Honor Flights, Employee Award & Picnic	Airport	4001	421011		517.34	517.34
									0.00
									0.00
07/25/16	05-236	food & refreshments for county-sponsored events	June station managers' meeting	Airport	4001	421011		85.91	85.91
									0.00
									0.00
08/23/16	05-236	food & refreshments for county-sponsored events	Mentor Orientation & Tampa Bay Beaches COC meeting	Airport	4001	421011		151.57	151.57
									0.00
									0.00
09/02/16	05-236	food & refreshments for county-sponsored events	July & August station managers' mtg, FAA Inspection dinner	Airport	4001	421011		352.87	352.87
									0.00
			-						0.00
09/30/16	05-236	food & refreshments for county-sponsored events	Tony Jannus event & Honor Flight	Airport	4001	421015		182.25	182.25
09/30/16	05-236	food & refreshments for county-sponsored events	FAA Seminar, Reward to Air Carrier pilots	Airport	4001	421011		1,343.94	1,343.94
									0.00
Total							0.00	2,691.49	2,691.49

Submitted By

10-17-16 Date:

Department Director or Designee's Signature

Employee awards were for Airport Employee of the Year (there was a tie so 2 awards were purchased) – Chris McKinney and Cheryl Soska.

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter e	nded -	September 30, 2016	±:		Departm	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	
				-					0.00	
	05-236						-		0.00	
07/14/16	Stell to Simulat	incentives & awards	ROUTH:Concert	Airport	4001	421015		270.00		
									0.00	
		Co	ncert is part of a series for our passe	ngers					0.00	
									0.00	
									0.00	
									0.00	
									0.00	
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									0.00	
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									0.00	
									0.00	
									0.00	
Total	LA						0.00	270.00	270.00	

Submitted Bk te

Date: 3-10-17

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended September 30, 2016

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
07/29/16	02-76	IV - Item A.b.	Pinellas Citizens University - food purchased for annual program	General Fund	0001	231010		88.86	88.86
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
					1				
Total							0.00	88.86	88.86

Submitted By:

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Bill Berger for BARBRA HERNANDEZ - Director (or Designee's Signature)

Date: 10/14/16

Department: MARKETING & COMMUNICATIONS

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

Quarter ended

9/30/2016

Department:

Human Resources

Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel	Amount Incentives & Awards 5490060	Total Expenses
08/10/16	n/a	IV.D (journal entries)	moving expenses for HR Director	HR Buddet	0001	661110		6,815.48	6,815.48
08/18/16	n/a	IV.A.d	Art Show food	HR Budget	0001	661110		24.92	24.92
8/19/16	n/a	IV.A.d	Emergency Mgt Volunteer social	HR Budget	0001	661110		55.07	55.07
08/15/16	n/a	IV.G	Hello opportunity banners-Vol Svcs	HR Budget	0001	661110		476.00	476.00
08/22/16	n/a	IV.E	microfiber cloths/promotional gifts	HR Budget	0001	661110		1,414.24	1,414.24
08/26/16	n/a	IV.G	intern rack cards	HR Budget	0001	661110		161.00	161.00
08/16/16	n/a	IV.G	Hello opportunity table cloths	HR Budget	0001	661110		549.96	549.96
09/09/16	n/a	IV.E	pens-volunteer promotion products	HR Budget	0001	661110		1,020.00	1,020.00
08/30/16	n/a	IV.E	volunteer t-shirts	HR Budget	0001	661110		969.32	969.32
04/30/16	n/a00-58	IV.E	volunteer milestone awards	HR Budget	0001	661110		2,649.02	2,649.02
06/30/16	n/a00-58	IV.E	volunteer milestone awards	HR Budget	0001	661110		279.53	279.53
09/15/16	n/a	IV.E	annual volunteer recognition	HR Budget	0001	661110		300.00	300.00
09/12/16	n/a	IV.A.c	HR Conference-CHARGED TO GRANT ACCOUNT	HR Budget	0001	661110		1,697.16	1,697.16
09/12/16	n/a	IV.A.c	HR Conference-CHARGED TO GRANT ACCOUNT-refund	HR Budget	0001	661110		(1,697.16)	(1,697.16)
09/14/16	n/a	IV.A.c	HR Conference-CHARGED TO GRANT ACCOUNT	HR Budget	0001	661110		1,586.13	1,586.13
07/01/16	n/a	IV.C.b	Travel Reim-HR Dir Interview O'Bannon	HR Budget	0001	661110		1,074.75	1,074.75
07/01/16	n/a	IV.C.b	Travel Reim-HR Dir Interview Schoenherr	HR Budget	0001	661110		1,671.98	1,671.98
07/01/16	n/a	IV.C.b	credited from 5006, applied to 0001-O'Bannon	HR Budget	5006	662110		(1,074.75)	(1,074.75
07/01/16	n/a	IV.C.b	credited from 5006, applied to 0001-Schoenherr	HR Budget	5006	662110		(1,671.98)	(1,671.98
09/29/16	n/a	IV.A.c	HR In-Service food	HR Budget	0001	661110		437.50	437.50
Total							0.00	16,738.17	16,738.17

Submitted By:

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Date:

10/18/16

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended		30-Sep-16	October 18, 2016		Departm	ient:	Business Technology Services			
Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5496001	Total Expenses	
08/11/16		Awards	(2) Crystal computer mouse engraved Pam Dubov & Diane Nelson - Departing BTS Board Members	General revenue		641110	0.00	149.94	149.94	
Total							0.00	149.94	149.94	

Submitted By:

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Date: 10/18/16