



Pinellas County

315 Court Street, 5th Floor
Assembly Room
Clearwater, Florida 33756

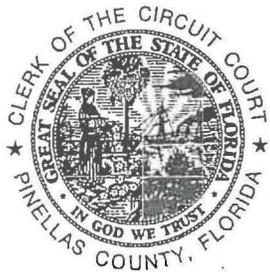
Staff Report

File #: 16-226A, **Version:** 1

Agenda Date: 2/23/2016

Subject:

Reports of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance No. 07-26 for the quarters ended March 31 and June 30, 2015.



KEN BURKE

CLERK OF THE CIRCUIT COURT -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 Quarters Ended March 31, 2015
and June 30, 2015

DATE: February 5, 2016

Please find attached the quarterly reports 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 Expenditures Incurred under
Incentives Awards and Recruitment Ordinance
for the Quarter Ended**

U 3 , 2015

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS
Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance
For the Quarter Ended March 31, 2015

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
OMB	Food and refreshments for County Sponsored events	General Revenue	In Service Day, CVB Shareholders Mtg, Employee appreciation	15694.78
Animal Services	Supplies for County sponsored event	General Revenue	Adoption Event	217.66
Animal Services	Supplies for County sponsored event	Animal Welfare Trust	Custom Trailer Wrap	2,984.20
Human Resources	Awards	General Revenue	Employee Service Awards	5545.24
PCR	Food and refreshments for County Sponsored event	General Revenue	Volunteer Appreciation, Advisory Board Meeting	373.72
Economic Development	Food and refreshments for County Sponsored event	General Revenue	Economic Development Meeting	215.89
Court Admin	Awards	General Revenue	Employee Service Awards	120.72
Purchasing	Food and refreshments for County Sponsored event	General Revenue	Pre-Qual meeting 2/5/15	16.87
SES- EMS	Awards	General Revenue	Plaque for retiring member of the Hazmat Command Team	96.95
Airport	Recruitment	Airport Revenue	Travel Expenses - Deputy Director	2718.97
Airport	Supplies for County sponsored event	Airport Revenue	Volunteer Shirts	164.55
Airport	Awards	Airport Revenue	Plaques for Firefighters	114.70
Airport	Appliances for common area	Airport Revenue	Appliances for break room	65.00
Airport	Food and refreshments for County Sponsored event	Airport Revenue	PIE Day, Leadership Pinellas, Tampa Bay Beaches Chamber of Commerce & Allegiant Air Award	330.16
BTS	Food and refreshments for County Sponsored event	General Revenue	In Service Day	3,045.00
DEI - Office of Business Support	Appliances for common area	General Revenue	Appliances for break room	118.60
DEI - Office of Business Support	Appliances for common area	Transportation Trust fund	Appliances for break room	1,076.60
DEI - Office of Business Support	Recruitment	Solid Waste Revenue	Recruitment Director of Solid Waste	773.07
DEI - Office of Business Support	Appliances for common area	Water Revenue	Appliances for break room	505.08
DEI - Office of Business Support	Appliances for common area	Sewer Revenue	Appliances for break room	447.91
Human Services	Appliances for common area	General Revenue	Appliances for break room	876.40
				\$ 35,502.07

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended March 31, 2015

Department:

PCR

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund #	Center Number	Project task#	Program Number	Amount	Amount	Total Expenses
									Travel 5400020	Incentives & Awards 5490060	
03/23/15	04-217	Food Supplies	Volunteer Appreciation	Gen Rev	0001	252032		1004		14.74	14.74
03/16/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	252100		1004		7.00	7.00
02/20/15	05-196	Food Supplies	Park Advisory Board	Gen Rev	0001	254010		1386		21.77	21.77
03/16/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	254010		1386		34.08	34.08
03/16/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	254010		1386		34.34	34.34
03/16/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	254010		1386		22.99	22.99
02/16/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	255010		1386		238.80	238.80
Total										373.72	373.72

Submitted By: Patricia Cannon
 Department Director or Designee's Signature

Date: 4/23/15

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

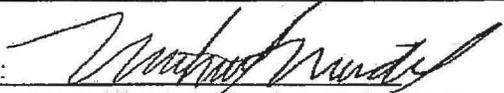
Quarter ended

March 31, 2015

Department:

Economic Development

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
02/05/15	00-183	ED Council Meeting	Refreshments for ED Meeting	General revenue	0001	261140		215.89	215.89
Total							0.00	215.89	215.89

Submitted By: 
 Department Director or Designee's Signature

Date: 2-Mar-15

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

March 31, 2015

Department:

Court Admin - Fiscal

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
03/06/15	05-03	Awards	Employee Service Awards	General	0001	601110		48.96	48.96
03/06/15	05-03	Awards	Employee Service Awards	General	0001	601110		71.76	71.76
Total							0.00	120.72	120.72

Submitted By: 
 Department Director or Designee's Signature

Date: March 26, 2015

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS
FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY
Quarterly Report

Quarter ended March 31, 2015

Department: Purchasing

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
12/03/14	00-76	IV.A.a	Publix - Cake - Gareth Eich Retiring*	General Fund	0001	351110		24.99	24.99
11/24/14	00-76	IV.A.a	Bhive Aards - Award for Gareth Eich*	General Fund	0001	351110		48.85	48.85
02/05/15	00-76	IV.A.a	Pastries for Pre-Qualification Committee	General Fund	0001	351110		16.87	16.87
*These two items were actually charged in Nov and Dec of 2014 but charged to the wrong account. The correction occurred in this quarter.									
Total							0.00	91.71	91.71

Submitted By: Joe Lauro
 Department Director or Designee's Signature

Date: 23-Apr-15

* These items were reported in the first quarter. Second quarter total is \$16.87.

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS
FOOD, BEVERAGE, RECRUITMENT, & AWARDS RELATED EXPENSES POLICY

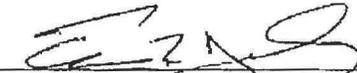
Quarterly Report

Quarter ended: March 31, 2015

Department: AIRPORT

Date	Resolution # or CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund #	Center Number	Amount Travel Incentives / Awards 6496020	Other Incentives / Awards 5496001	Total Expenses	
03/03/15	05-236	Incentives & Awards	Interview for Deputy Director 2/18-20/15_KVECH	Airport	0501	6310		\$ 721.70	\$ 721.70	
03/03/15	05-236	Incentives & Awards	Interview for Deputy Director 2/12-14/15_BORTHWICK	Airport	0501	6310		\$ 1,159.98	\$ 1,159.98	
03/12/15	05-236	Incentives & Awards	CLAUSS_Sam's Club_two cakes	Airport	0501	6310		\$ 75.98	\$ 75.98	
03/13/15	05-236	Incentives & Awards	Interview for Deputy Director 2/19-21/15_AEHLE	Airport	0501	6310		\$ 837.31	\$ 837.31	
									\$ -	
02/25/15	05-236	Incentives & Awards	IEXP-701-MROUTH39582-000079_Tampa Bay Beaches Chamber of Commerce dinner/awards registration	Airport	0501	6310		\$ 65.00	\$ 65.00	
03/13/15	05-236	Incentives & Awards	IEXP-701-MROUTH39582-000081_Target_Leadership Pinellas meeting	Airport	0501	6310		\$ 49.74	\$ 49.74	
03/13/15	05-238	Incentives & Awards	Image Depot_shirts for Airport Volunteers	Airport	0501	6310		\$ 164.55	\$ 164.55	
03/13/15	05-236	Incentives & Awards	Gordon Food Svc_PIE Day	Airport	0501	6310		\$ 139.44	\$ 139.44	
									\$ 353.73	
03/19/15	05-236	Incentives & Awards	IEXP701TMILLER100403NOV2014_WalMart_microwave for Airport breakroom	Airport	0501	6310		\$ 65.00	\$ 65.00	
02/24/15	05-236	Incentives & Awards	IEXP-701-RRASCHER22659-000133A_Brown's Trophies_two plaques	Airport	0501	6310		\$ 114.70	\$ 114.70	
			Retirements awards for LT Mike Clements & FF Richard Koontz							
TOTALS:								\$ -	\$ 3,393.38	\$ 3,393.38

Submitted By:


Department Director or Designee's Signature

Date:

5/27/15

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

March 31, 2015

Department:

Human Services

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5496001	Total Expenses
01/22/15	46187	IV. A. J Refrigerators, Coffee Makes & Microwave in Common Break Areas used by County Employees	18.7 CU FT Refrigerator	General revenue	0001	301113		656.99	656.99
01/22/15	47167	IV. A. J Refrigerators, Coffee Makes & Microwave in Common Break Areas used by County Employees	2.2 CU FT Microwave	General revenue	0001	301113		219.41	219.41
Total							0.00	876.40	876.40

Submitted By: *Clark R Scott*
 Department Director or Designee's Signature

Date: 5/15/15

**Report of Expenditures Incurred under
Incentives Awards and Recruitment Ordinance
for the Quarter Ended**

June 30, 2015

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS
Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance
For the Quarter Ended June 30, 2015

Department	Category of Expense	Source of Funding	Description of Expenditure	Amount
Airport	Food and refreshments for County Sponsored event	Airport Revenue	Volunteer Training, Tony Jannus Event, Tourism Week, Honoray Blue Light Award, 2015 Iconic Women	1,184.32
BTS	Food and refreshments for County Sponsored event	General Revenue	Children to Work Day	37.01
BTS	Awards	General Revenue	Plaque for Judge McGrady	80.61
Communications	Food and refreshments for County Sponsored event	General Revenue	Pinellas County University Graduation	78.20
Court Admin	Awards	General Revenue	Employee Service Awards, Judges Service	1,435.40
Economic Dev	Food and refreshments for County Sponsored event	General Revenue	Economic Ddevelopment Meeting	378.00
Human Resources	Awards	General Revenue	Service Awards	37,614.64
OMB	Food and refreshments for County Sponsored event	General Revenue	Employee Picnic / Recognition of services / BCC Strategic Planning Meeting	15,775.01
OMB - Utl	Awards	Support Svcs	Volunteer Recognition	250.79
OMB - Utl	Recruitment	Support Svcs	Interview for Solid Waste Director	56.69
PCR	Food and refreshments for County Sponsored event	General Revenue	Volunteer Appreciation, Advisory Board Meetings	1,412.47
Purchasing	Food and refreshments for County Sponsored event	General Revenue	Pre-Qual meeting 6/3/15	17.82
SES- EMS	Awards	General Revenue	Plaques for retiring Sheriff's Hazmat Team members	193.90
SES- EMS	Awards	Ambulance Svc Fees	Para/EMT/EMD of the year	327.00
				58,841.86

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT, & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended: June 30, 2015

Department: AIRPORT

Date	Resolution # or CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund #	Center Number	Amount Travel Incentives / Awards 5400020	Other Incentives / Awards 5496001	Total Expenses
04/08/15	05-236	Incentives & Awards	TJEWSBURY_Bayshore Trophies retirement	Airport	0501	6310		\$ 15.00	\$ 15.00
ALL CHARGES BELOW BELONG TO MICHELE ROUTH									
02/06/15	05-236	Incentives & Awards	Target "wrong charge"	Airport	0501	6310		\$ 49.97	\$ 49.97
** Per phone conversation with Michele Routh, this was a purchase for PIE Day. There is no physical backup.									
02/06/15	05-236	Incentives & Awards	Target "correction"	Airport	0501	6310		\$ (55.36)	\$ (55.36)
** Per phone conversation with Michele Routh, this was a purchase of office supplies that wasn't supposed to be included on this report.									
03/09/15	05-236	Incentives & Awards	Target "correction"	Airport	0501	6310		\$ (49.97)	\$ (49.97)
** Per phone conversation with Michele Routh, this was a correction of a purchase for PIE Day. There is no physical backup.									
03/09/15	05-236	Incentives & Awards	1st Class - PR Event	Airport	0501	6310		\$ 71.70	\$ 71.70
03/13/15	05-236	Incentives & Awards	Mike's Pizza - volunteer training	Airport	0501	6310		\$ 95.63	\$ 95.63
03/13/15	05-236	Incentives & Awards	Publix - PR Event	Airport	0501	6310		\$ 418.61	\$ 418.61
03/13/15	05-236	Incentives & Awards	Target - PR Event - pie servers, ice, coolers	Airport	0501	6310		\$ 32.52	\$ 32.52
03/24/15	05-236	Incentives & Awards	PayPal - PR Event	Airport	0501	6310		\$ 100.00	\$ 100.00
\$ 663.10									
03/18/15	05-236	Incentives & Awards	Banyan Coffee - Tony Jannus event	Airport	0501	6310		\$ 200.00	\$ 200.00
04/07/15	05-236	Incentives & Awards	SPA COC - 2015 Iconic Women event	Airport	0501	6310		\$ 85.00	\$ 85.00
04/22/15	05-236	Incentives & Awards	Visit St Pete - Tourism Week Kick-Off	Airport	0501	6310		\$ 30.00	\$ 30.00
\$ 315.00									
05/12/15	05-236	Incentives & Awards	Panera Bread <i>Tony Jannus Award</i>	Airport	0501	6310		\$ 69.45	\$ 69.45
05/13/15	05-236	Incentives & Awards	Publix <i>Pinella's Citizen</i>	Airport	0501	6310		\$ 54.32	\$ 54.32
05/13/15	05-236	Incentives & Awards	Brown's Trophies <i>Employee of the Year</i>	Airport	0501	6310		\$ 67.45	\$ 67.45
\$ 191.22									
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
TOTALS:							\$ -	\$ 1,184.32	\$ 1,184.32

Submitted By:


 Department Director or Designee's Signature

Date:

12-10-15

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

June 30, 2015

Department:

COMMUNICATIONS

Date	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount ntives & Aw 5490060	Total Expenses
05/28/15	02-76	INCENTIVE & AWARDS	PCU Grad Cake	Gen Rev	0001	231010		56.67	56.67
05/26/15	02-76	INCENTIVE & AWARDS	PCU Grad Ceremony	Gen Rev	0001	231010		21.53	21.53
Total							0.00	78.20	78.20

Submitted By: 
 Department Director or Designee's Signature

Date: 7/6/15

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended June 30, 2015

Department: _____

PCR _____

Date posted	Resolution CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund #	Center Number	Project task#	Program Number	Amount	Amount	Total Expenses
									Travel 5400020	Incentives & Awards 5490060	
04/24/15	04-217	Food Supplies	Volunteer Appreciation	Gen Rev	0001	252032		1004		7.99	
05/22/15	04-217	Food Supplies	Volunteer Appreciation	Gen Rev	0001	252032		1004		8.98	
04/09/15	04-217	Recognition	Volunteer recognition 4H	Gen Rev	0001	252035		1004		229.00	
04/28/15	04-217	Food Supplies	Extension Advisory Board	Gen Rev	0001	252035		1004		32.48	
04/09/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	252100		1004		45.90	
04/23/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	252100		1004		227.61	
04/24/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	252100		1004		61.66	
06/12/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	252100		1004		60.99	
04/28/15	05-196	Food Supplies	Park Advisory Board	Gen Rev	0001	254010		1386		21.46	
04/14/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	255010		1386		238.80	
05/26/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	255010		1386		238.80	
06/15/15	05-196	Food Supplies	Volunteer Appreciation	Gen Rev	0001	255010		1386		238.80	
Total										1,412.47	0.00

Submitted By: Patricia N. Cannon
 Department Director or Designee's Signature
 Date: 7/15/15

