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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


KEN BURKE

CLERK OF THE CIRCUIT COURT AND COMPTROLLER
PINELLAS COUNTY, FLORIDA

FINANCE DIVISION

14 5. 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 Eggers and
Members of the Board of County Commissioners

FROM: Jeanette L. Phillips, CPA, CGFO, Chief Deputy Finance Director,
Finance Division 

SUBJECT: Report of Expenditures Incurred under the Incentives, Awards and
Recruitment Ordinance, Quarter Ended March 31, 2021

DATE: May 18, 2021

Attached, please find the quarterly Report of Expenditures Incurred under the Incentives, Awards and Recruitment Ordinance #07-26. 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.org.

CC. Angela Oxley, CPA, Assistant Finance Director
Anne Lawler, CPA, Senior Manager of Accounts Payable and Fixed Assets

**Report of Expenses Incurred Under Incentives, Awards, and Recruitment Ordinance
For the Quarter Ended March 31, 2021**

Department	Category of Expense	Source of Funding	Description of Expenditure	Line Amount	Department Total
Airport	Awards	Airport Revenue	STAR Gift Cards	400.00	400.00
Court Administration	Awards	General Fund	Employee Service Awards	81.00	81.00
Emergency Management	Appliances for Common Area	General Fund	Refrigerators and microwave for vaccination site	1,799.97	1,799.97
General Government	Food and refreshments for County Sponsored event	General Fund	BCC meetings occurring between 12/15/20 and 3/9/21	2,898.89	8,084.32
General Government	Food and refreshments for County Sponsored event	General Fund	Food, beverage and facility charges for Strategic Planning Meeting 1/21/2021	4,070.94	
General Government	Awards/ Frames and Plaques	General Fund	Employee Service Award Program: December, January, and February // Commemorative frame for slain Deputy Magli	1,114.49	
Public Works	Commemorative items promoting County programs	Surface Water Utility Revenue	Microirrigation kits for participants of the Florida-Friendly Landscape Incentives Program (FLIP)	1,652.00	1,652.00
Safety and Emergency Services	Food and refreshments for County Sponsored event	General Fund	Meals provided for 911 Comm Center during Tropical Storm Eta	127.28	127.28
Utilities - Water	Awards	Water Revenue	Employee Recognition Items (Hydrant chains, trophies, coins, and pins)	854.23	1,314.19
Utilities - Sewer	Awards	Sewer Revenue	Employee Recognition Items (Hydrant chains, trophies, coins, and pins)	459.96	
				\$ 13,458.76	\$ 13,458.76

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

March 31, 2021

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
01/26/21	068	Awards	Employee Service Awards	General	0001	601110		81.00	81.00
Total							0.00	81.00	81.00

Submitted By: Mary Kris Lichtenberg
 Department Director or Designee's Signature

Date: 03/29/21

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended March 31, 2021

Department: Emergency Mgmt

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
02/09/21	53235	IV.J - Food, Veverage, Recru	2 Refrigerators for Vaccination Site	General Government / Disaster PID#90007B1	0001	114300		1,709.98	1,709.98
02/10/21	53235	IV.J - Food, Veverage, Recru	1 Microwave for Vaccination Site	General Government / Disaster PID#90007B1	0001	114300		89.99	89.99
Total							0.00	1,799.97	1,799.97

Submitted By: 
 Department Director or Designee's Signature

Date: 9-Apr-21

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended March 31, 2021

Department: GENERAL GOVERNMENT

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
1/19/2021	N/A	IV. A. b	BCC Mtg: 12/15/20 Food & Coffee for Afternoon and Evening	GeneralGovt	0001	114300		428.50	428.50
1/22/2021	N/A	IV. A. b	BCC WkSession 1/7/21: snacks, water, etc.	GeneralGovt	0001	114300		62.53	62.53
1/29/2021	SPO #431445	IV. E	Incentive Svcs #00092720 Dec20 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
2/4/2021	N/A	IV. A. b	Strategic Planning Mtg: 1/21/21 Audio Svcs; snacks; catering	GeneralGovt	0001	114300		1,385.81	1,385.81
2/4/2021	N/A	IV. A. b	All-day BCC Meeting 1/12/21 at CoopExtn. 1/21/21 SPM	GeneralGovt	0001	114300		3,140.95	3,140.95
2/4/2021	N/A	IV. A b	BCC Meeting 1/21/2021 - Food and water	GeneralGovt	0001	114300		456.79	456.79
2/19/2021	SPO #431445	IV. E	Incentive Svcs #00093033 Jan21 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
2/25/2021	N/A	IV. A.b	BCC Meetings 2/4/21 and 2/9/21 Lunch	GeneralGovt	0001	114300		590.57	590.57
3/16/2021	N/A	IV.E & IV. A. b	BCC Mtgs&WS:2/18-23; 3/4/21 Food for meetings; commemorative frame for slain Deputy Magli	GeneralGovt	0001	114300		705.11	705.11
3/17/2021	SPO #431445	IV. E	Incentive Svcs #00093793 Feb21 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
3/30/2021	N/A	IV. A. b	BCC Mtg 3/9/21: Publix Misc; Lunch for board	GeneralGovt	0001	114300		264.06	264.06
Total							0.00	8,084.32	8,084.32

Submitted By: *Cecilia McCorkell*
Cecilia McCorkell - OMB Director

Date: 20-Apr-21

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter end March 31, 2021

Department: Public Works

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
3/29/2021	53229	IV.E IV.G	Microirrigation kits for FLIP participants	Surface Water	1094	436064		1,652.00	1,652.00
Total							0.00	1,652.00	1,652.00

Submitted By: Erin Dowie - DAS Procure to Pay Manager

Date: 16-Apr-21

Carey, Peter R

From: Dowie, Erin
Sent: Friday, April 16, 2021 4:21 PM
To: Carey, Peter R
Cc: Jones, Sharita
Subject: FW: 2nd Quarter Incentives & Awards - Public Works and Utilities
Attachments: DAS_2021_2ndQtr_PW_16APR21.xlsx; DAS_2021_2ndQtr_PW_16APR21.pdf; DAS_2021_2ndQtr_UTL_16APR21.xlsx; DAS_2021_2ndQtr_UTL_16APR21.pdf

Good afternoon Peter,

The 2nd QTR Incentives & Awards report for PW in the amount of \$1,652 is approved.
The 2nd QTR Incentives & Awards report for UTL in the amount of \$1,314.19 is also approved.

Thank you!

Erin Dowie, MBA
Manager of Procure to Pay Services
Pinellas County Department of Administrative Services
509 East Ave South
Clearwater, FL 33756
(727) 464-4215
Edowie@pinellascounty.org

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From: Jones, Sharita <sjones@co.pinellas.fl.us>
Sent: Friday, April 16, 2021 10:41 AM

To: Dowie, Erin <edowie@co.pinellas.fl.us>

Subject: 2nd Quarter Incentives & Awards - Public Works and Utilities

Good morning Erin,

Can you please review the attached Incentives & Awards reports are forward to Peter.

Thanks,

Sharita Jones

Accounting Services Coordinator - Procure to Pay Services

Pinellas County Department of Administrative Services

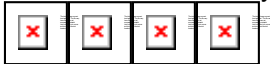
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sjones@pinellascounty.org

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PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended March 31, 2021

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
02/09/21	Admin. Directive 97	Food, Beverage, Recruitment and Awards-Related Expenses Policy	911 Comm Center Meals provided due to TS ETA	911 Gen Funds	0001	342110		127.28	127.28
Total							0.00	127.28	127.28

Prepared By: Gina Hostetler, Administrative Support Specialist
Gina Hostetler, Administrative Support Specialist

Date: 4/13/2021

Reviewed By: Karen Cervone-Nitz
Karen Cervone-Nitz, Financial Services Manager

Date: 04.14.2021

Approved By: Jodie Sechler
Jodie Sechler, Director, Ambulance Billing & Financial Svcs Division

Date: 4.15.2021

Carey, Peter R

From: Cervone-Nitz, Karen
Sent: Thursday, April 15, 2021 4:40 PM
To: Hostetler, Gina M
Subject: 2nd Qtr Jan-Mar 2021 Awards & Incentive Report
Attachments: Incentive Award Qtly Rpt 2nd Qtr 2021.pdf

Gina
Ok to submit 2nd Quarter Incentive/Awards quarterly report to Finance
Jodie has signed the attached pdf version of the report. Please also include this email string as additional backup
I've attached the expense approval and receipts backup to the pdf report, no need to send it separately

Thank you

Karen Cervone-Nitz

Pinellas County Safety & Emergency Services

Office (727) 582-2526

Cell (727) 424-6352 working remotely

kcervone-nitz@pinellascounty.org

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From: Sechler, Jodie <jsechler@co.pinellas.fl.us>
Sent: Thursday, April 15, 2021 9:46 AM
To: Cervone-Nitz, Karen <kcervone-nitz@co.pinellas.fl.us>
Subject: RE: 2nd Qtr Jan-Mar 2021 Awards & Incentive Report - Approval Requested

See attached signed

Jodie Sechler, CPA

Division Director, Ambulance Billing & Financial Services

Safety & Emergency Services Department

727-582-2177

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter end March 31, 2021

Department: _____

Utilities

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
1/12/2021	53092	IV. E.	Employee recognition items - hydrant and chain	Water	4031	431130		19.48	19.48
1/12/2021	53092	IV. E.	Employee recognition items - hydrant and chain	Sewer	4051	431130		10.49	10.49
1/12/2021	53092	IV. E.	Employee recognition items - hydrant and chain	Water	4031	431130		15.38	15.38
1/12/2021	53092	IV. E.	Employee recognition items - hydrant and chain	Sewer	4051	431130		8.27	8.27
1/12/2021	53120	IV. E.	Employee recognition items - trophies	Water	4031	431130		25.07	25.07
1/12/2021	53120	IV. E.	Employee recognition items - trophies	Sewer	4051	431130		13.50	13.50
2/4/2021	53092	IV. E.	Employee recognition item return	Water	4031	431130		(11.04)	(11.04)
2/4/2021	53092	IV. E.	Employee recognition item return	Sewer	4051	431130		(5.95)	(5.95)
2/9/2021	53092	IV. E.	Employee recognition item - chain	Water	4031	431130		22.74	22.74
2/9/2021	53092	IV. E.	Employee recognition item - chain	Sewer	4051	431130		12.25	12.25
3/15/2021	53237	IV. E.	Employee recognition item - coins and display case	Water	4031	431130		611.65	611.65
3/15/2021	53237	IV. E.	Employee recognition item - coins and display case	Sewer	4051	431130		329.35	329.35
3/17/2021	53246	IV. E.	Employee recognition items - pins	Water	4031	431130		170.95	170.95
3/17/2021	53246	IV. E.	Employee recognition items - pins	Sewer	4051	431130		92.05	92.05
Total							0.00	1,314.19	1,314.19

Submitted By: _____
Erin Dowie - DAS Procure to Pay Manager

Date: 16-Apr-21

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