

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

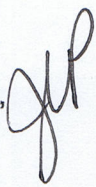
KEN BURKE

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 Gerard 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, 2020

DATE: May 11, 2020

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, 2020**

Department	Category of Expense	Source of Funding	Description of Expenditure	Line Amount	Department Total
Economic Development	Food and refreshments for County Sponsored event	General Revenue	Breakfast for quarterly Pinellas County Economic Development Council meeting	315.30	315.30
Marketing and Communication	Food and Supplies for County Sponsored event	General Revenue	Food and supplies for John Morroni EMS Center Dedication event	425.54	425.54
Utilities - Water	Awards	Water Revenue	Replacement labels for previously purchased trophies	13.00	13.00
Utilities - Sewer	Appliances for Common Area	Sewer Revenue	Two microwaves for South Cross	218.00	225.00
Utilities - Sewer	Awards	Sewer Revenue	Replacement labels for previously purchased trophies	7.00	
Public Works	Appliances for Common Area	Transportation Trust Revenue	Microwave and toaster for ERB breakroom	184.98	600.75
Public Works	Commemorative items promoting County programs	Surface Water Utility Revenue	Promotional trash pickers for Lakes & Ponds Day volunteers	415.77	
Human Resources	Food and refreshments for County Sponsored event	General Revenue	Volunteer Appreciation: Master Gardeners, Holiday Meeting, Animal Services, Ext Services, Parks	3,042.00	3,578.46
Human Resources	Food and Supplies for County Sponsored event	Employee Health Benefits Fund	Tampa Bay Local Government Wellness Collaborative Meeting and Wellness Champion Meeting	536.46	
Business Technology Services	Awards	General Revenue	Awards to BTS Board Members for their service	233.70	233.70
County Administration	Relocation	General Revenue	Relocation Expenses for Assistant County Administrator and Workforce & Employee Relations Director	25,958.22	25,958.22
Convention and Visitor Bureau	Appliances for Common Area	Tourist Development Tax	Replacement microwave for CVB lunchroom	89.03	89.03
Airport	Food and refreshments for County Sponsored event	Airport Revenue	Food and Refreshments for: December, January, February, and March Tenant and Manager Meeting // Star Award Volunteer Luncheon // Mentor Lunch // PR Training Lunch // Tri-Annual Drill Meeting	1,860.57	1,860.57
General Government	Food and refreshments for County Sponsored event	General Revenue	Contractors meeting for input on permit process, County Commissioners Strategic Planning Meeting at St. Pete College Epicenter	756.54	12,058.53
General Government	Awards	General Revenue	Employee Service Award Program: December, January, and February	11,301.99	
Parks	Food and refreshments for County Sponsored event	General Revenue	Auxiliary Ranger Meetings and Volunteer Training	415.45	450.35
Parks	Awards	General Revenue	Plant award for extension public classes	34.90	
Board of County Commissioners	Food and refreshments for County Sponsored event	General Revenue	Farm Share Event and BCC Holiday Open House & Food Drive	460.78	460.78
				\$ 46,269.23	\$ 46,269.23

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter end March 31, 2020

Department: Marketing & Communications

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
2/10/2020	52559	A.i.	Chairs and Supplies for John Morroni EMS Center Dedication	General Fund	0001	231010		425.54	425.54
Total							0.00	425.54	425.54

Submitted By: [Email Approval Below](#)
 Erin Dowie - DAS Procure to Pay Manager

Date: 9-Apr-20

Carey, Peter R

From: Dowie, Erin
Sent: Friday, April 10, 2020 3:27 PM
To: Carey, Peter R
Cc: Jones, Sharita
Subject: FW: Incentives & Awards - Marketing & Communications
Attachments: DAS_2020_2ndQtr_M&C_09APR20.xlsx; DAS_2020_2ndQtr_M&C_09APR20.pdf

Hi,

Here is the specific approval wording you requested.
The attached 2nd QTR Incentives and Awards Report for Marketing and Communications is approved in the amount of \$425.54.

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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All government correspondence is subject to the public records law.

From: Dowie, Erin
Sent: Friday, April 10, 2020 2:58 PM
To: Carey, Peter R <pcarey@co.pinellas.fl.us>
Cc: Jones, Sharita <sjones@co.pinellas.fl.us>
Subject: FW: Incentives & Awards - Marketing & Communications

Good afternoon,

The attached 2nd QTR Incentives and Awards Report for Marketing and Communications is approved in the amount of \$425.54.

Thank you!

Erin Dowie, MBA
Manager of Procure to Pay Services
Pinellas County Department of Administrative Services
509 East Ave South

Carey, Peter R

From: Dowie, Erin
Sent: Friday, April 10, 2020 3:26 PM
To: Carey, Peter R
Cc: Jones, Sharita
Subject: FW: Incentives & Awards - Utilities (Updated)
Attachments: DAS_2020_2ndQtr_UTL_09APR20.xlsx; DAS_2020_2ndQtr_UTL_09APR20.pdf

Good afternoon,

I approve the attached 2nd QTR Incentives and Awards report for Utilities in the amount of \$238.

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: Thursday, April 9, 2020 10:59 AM
To: Dowie, Erin <edowie@co.pinellas.fl.us>
Subject: Incentives & Awards - Utilities (Updated)

Good morning Erin,

Please review the attached I&A report and forward with your approval to Peter. Below is an email from him regarding the approval.

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter end March 31, 2020

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
1/9/2020	N/A	N/A	Unauthorized microwave and toaster purchase to be reimbursed	Transportation Trust	1001	436083		184.98	184.98
1/31/2020	52152	IV. E.	Trash pickers for Lakes & Ponds Day volunteers	Surface Water	1094	436064		415.77	415.77
Total							0.00	600.75	600.75

*

Submitted By: [email approval below](#)
Erin Dowie - DAS Procure to Pay Manager

Date: 14-Apr-20

* Approval was obtained from ACA subsequent to purchase. No reimbursement is due.

Carey, Peter R

From: Dowie, Erin
Sent: Wednesday, April 15, 2020 2:47 PM
To: Carey, Peter R
Cc: Jones, Sharita
Subject: FW: Incentives & Awards - Public Works
Attachments: DAS_2020_2ndQtr_PW_14APR20.xlsx; DAS_2020_2ndQtr_PW_14APR20.pdf

Good afternoon,

I approve the 2nd Quarter Incentives and Awards report purchases for Public Works in the amount of \$600.75.

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: Tuesday, April 14, 2020 10:39 AM
To: Dowie, Erin <edowie@co.pinellas.fl.us>
Subject: Incentives & Awards - Public Works

Good morning Erin,

Please review the attached and forward to Peter with your approval.

Thanks,

Sharita Jones
Accounting Services Coordinator - Procure to Pay Services
Pinellas County Department of Administrative Services
509 East Avenue S.
Clearwater, FL 33756
(727) 464-8976
sjones@pinellascounty.org

Follow Pinellas County:

Submitted By: Danielle Holland ([Dept. Director email approval below](#))
Department Director or Designee's Signature

Date: 4/13/2020

Carey, Peter R

From: Loring, Jack K
Sent: Monday, April 13, 2020 11:23 AM
To: Holland, Danielle
Cc: Wallace, Terri L; Carey, Peter R
Subject: RE: FY20 2nd Qtr Awards & Incentives Reports due by Monday, April 20th

Hello All,

I have reviewed the report and attachments and I approve the expenditures listed.

Thank you,



Jack K. Loring
Interim Human Resources Director
Pinellas County
(727) 464-4838

Human Resources continues to serve you as we work remotely. Bookmark the COVID-19 page for employees: www.pinellascounty.org/hr/coronavirus and check back frequently.

[How are We Doing?](#) (Please take a brief survey)

From: Holland, Danielle <dholland@co.pinellas.fl.us>
Sent: Monday, April 13, 2020 11:09 AM
To: Loring, Jack K <jkloring@co.pinellas.fl.us>
Cc: Wallace, Terri L <twallace@co.pinellas.fl.us>; Carey, Peter R <pcarey@co.pinellas.fl.us>
Subject: RE: FY20 2nd Qtr Awards & Incentives Reports due by Monday, April 20th

Good morning Jack-

Can you please reply to this email with your approval for the submitted Awards & Incentives submission?

Best Regards,



Danielle Holland, CPM, IPMA-CP
Contract Administration Coordinator
Pinellas County Human Resources
(727) 464-3293
dholland@pinellascounty.org

Human Resources continues to serve you as we work remotely. Bookmark the COVID-19 page for employees: www.pinellascounty.org/hr/coronavirus and check back frequently.

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended **31-Mar-20**

March 12, 2020

Department: _____

Business Technology Services

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
03/03/20	n/a	Awards & Incentives	(3) Awards to BTS Board Members for their Service on the Board - Deb Clark, Bob Dillinger and Commissioner Kenneth T. Welch	General revenue	5001	641111	0.00	233.70	233.70
Total							0.00	233.70	233.70

Submitted By: 
 Department Director or Designee's Signature

Date: 03/12/20

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter end March 31, 2020

Department: _____

County Admin

Date	CATS #	Category of Expenditure	Description of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490060	Amount Incentives & Awards 5490060	Total Expenses
1/8/2020	Offer Letter	IV. D.	Rodney Marion December & January rent	General Fund	0001	201010		4,804.00	4,804.00
1/22/2020	Offer Letter	IV. D.	Tom Almonte relocation reimbursement	General Fund	0001	201010		8,476.23	8,476.23
2/19/2020	Offer Letter	IV. D.	Rodney Marion February rent and utilities	General Fund	0001	201010		2,481.20	2,481.20
03/18/20	Offer Letter	IV. D.	T. Almonte relocation reimbursement (\$4899.29) & R. Marion March rent and utilites (\$2421.28)	General Fund	0001	201010		7,320.57	7,320.57
03/31/20	Offer Letter	IV. D.	Tom Almonte relocation reimbursement	General Fund	0001	201010		2,876.22	2,876.22
Total							0.00	25,958.22	25,958.22

Submitted By: Erin Dowie - DAS Procure to Pay Manager

Date: 15-Apr-20

Carey, Peter R

From: Dowie, Erin
Sent: Monday, April 27, 2020 8:55 AM
To: Jones, Sharita; Carey, Peter R
Subject: RE: Incentives & Awards 2nd Quarter Report - County Admin

Good morning,

I approve the 2nd QTR Incentives and Awards report in the amount of: \$2,5958.22.

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: Thursday, April 23, 2020 8:17 AM
To: Dowie, Erin <edowie@co.pinellas.fl.us>
Subject: FW: Incentives & Awards 2nd Quarter Report - County Admin

Good morning Erin,

Can you please send Peter the approval for the revised County Admin report?

Thanks,

Sharita Jones
Dept. of Administrative Services
(727) 464-8976
sjones@pinellascounty.org

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From: Carey, Peter R <pcarey@co.pinellas.fl.us>
Sent: Thursday, April 23, 2020 8:06 AM

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended March 31, 2020

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
01/22/20	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/mgr meeting <small>DEC (CATS 52006)</small>	Airport	4001	421011		144.45	144.45
02/17/20	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/mgr meeting <small>JAN (CATS 52006)</small>	Airport	4001	421011		130.79	130.79
03/26/20	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/mgr meeting <small>FEB/MAR (CATS 52006)</small>	Airport	4001	421011		334.63	334.63
									0.00
01/23/20	05-236	food & refreshments for county-sponsored events	ROUTH STAR award, volunteer luncheon	Airport	4001	421015		791.37	791.37
02/24/20	05-236	food & refreshments for county-sponsored events	ROUTH mentor lunch	Airport	4001	421015		260.80	260.80
03/25/20	05-236	food & refreshments for county-sponsored events	ROUTH PR training lunch	Airport	4001	421015		155.86	155.86
									0.00
03/03/20	05-236	refreshments for county-sponsored events	CARRINGTON tri-annual drill meeting	Airport	4001	421018		42.67	42.67
									0.00
									0.00
Total							0.00	1,860.57	1,860.57

Submitted By: _____
Department Director or Designee's Signature

Date: _____

[email approval below](#)

Carey, Peter R

From: Aehle, Yvette M
Sent: Monday, April 20, 2020 2:53 PM
To: Griffith, Laurie L
Cc: Carey, Peter R
Subject: RE: FY20 2nd Qtr Awards & Incentives Reports due by Monday, April 20th

I approve of the Awards and Incentives Report for the 2nd Quarter.

Thanks!
Yvette



Yvette Aehle
Deputy Director, Airport Finance & Administration
St. Pete-Clearwater International Airport
14700 Terminal Blvd. | Suite 221
Clearwater, FL 33762
Office: 727.453.7804
yaehle@fly2pie.com

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Follow the Airport:



From: Griffith, Laurie L <lgriffith@fly2pie.com>
Sent: Monday, April 20, 2020 1:59 PM
To: Aehle, Yvette M <yaehle@fly2pie.com>
Cc: Carey, Peter R <pcarey@co.pinellas.fl.us>
Subject: FW: FY20 2nd Qtr Awards & Incentives Reports due by Monday, April 20th

Yvette –

Please supply an approval email for the attached corrected template.

Thank you -

Laurie Griffith
Accounting Support Specialist
St. Petersburg-Clearwater International Airport
(727) 453-7806
lgriffith@fly2pie.com
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From: Carey, Peter R <pcarey@co.pinellas.fl.us>
Sent: Monday, April 20, 2020 12:14 PM

PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Qtr ended March 31, 2020

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
1/23/2020	No #	IV. A. e V	Bagels etc. for Cty Admin Invite to Contractors for input on Permit Process	GeneralGovt	0001	114300		111.45	111.45
1/31/2020	* SPO #431445	IV. E	Incentive Svcs #00084928 Dec 19 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
1/31/2020	* SPO #431445	IV. E	Incentive Svcs #00084929 Dec 19 Service Points Redeemed	GeneralGovt	0001	114300		3,366.34	3,366.34
2/13/2020	No #	IV. A. b ii	Natures Table Lunch & DunkinDonuts: Jan 27, 2020 Strategic Planning Meeting at St Pete College EpiCenter	GeneralGovt	0001	114300		645.09	645.09
2/28/2020	* SPO #431445	IV. E	Incentive Svcs #00085142 Jan 20 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
2/28/2020	* SPO #431445	IV. E	Incentive Svcs #00085143 Jan 20 Service Points Redeemed	GeneralGovt	0001	114300		3,269.51	3,269.51
3/30/2020	* SPO #431445	IV. E	Incentive Svcs #00086076 Feb 20 Email Maintenance	GeneralGovt	0001	114300		350.00	350.00
3/30/2020	* SPO #431445	IV. E	Incentive Svcs #00086077 Feb 20 Service Points Redeemed	GeneralGovt	0001	114300		3,616.14	3,616.14
Total							0.00	12,058.53	12,058.53

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

Date: 15-Apr-20

* Approved by Resolution 00-58

Carey, Peter R

From: Herring, Darlina
Sent: Friday, April 24, 2020 8:35 PM
To: Brill, Christine
Cc: Coughenour, Daniel J; Carey, Peter R; Herring, Darlina; Creech, Whitney
Subject: Fwd: BCC Incentive Awards Report for January to March 2020

Ms. Brill -

Chair Gerard approved the report.

Please confirm receipt.

Thank you,

Darlina Herring
(727) 418-5908

Sent from my iPhone

Begin forwarded message:

From: "Gerard, Pat" <pgerard@co.pinellas.fl.us>
Date: April 24, 2020 at 5:52:49 PM EDT
To: "Creech, Whitney" <wcreech@co.pinellas.fl.us>, "Gerard, Pat" <pgerard@co.pinellas.fl.us>, "Herring, Darlina" <dherring@co.pinellas.fl.us>
Subject: RE: BCC Incentive Awards Report for January to March 2020

I approve of this report.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Creech, Whitney" <wcreech@co.pinellas.fl.us>
Date: 4/24/20 5:28 PM (GMT-05:00)
To: "Gerard, Pat" <pgerard@co.pinellas.fl.us>
Subject: FW: BCC Incentive Awards Report for January to March 2020

Pat

This is a report that Darlina files with the Clerk's office for 5th floor Incentive expenses. This report includes the October Farmshare event, and the Holiday Open House at Lealman.

Let me know if you have any questions.

Otherwise, Darlina says that an email approval from you is sufficient.

Thanks.