

KEN BURKE

CLERK OF THE CIRCUIT COURTAND 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

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

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

Denartment

Economic Development Food and refreshments for County Sponsored event General Revenue Development Council me Pood and Supplies for County Sponsored event General Revenue Food and supplies for Journal Revenue Replacement labels for Journal Revenue Two microwaves for Sou Utilities - Sewer Appliances for Common Area Sewer Revenue Two microwaves for Sou Utilities - Sewer Awards Sewer Revenue Replacement labels for Journal Revenue Microwave and toaster for Transportation Trust Revenue Microwave and toaster for Sou Surface Water Utility Promotional trash picker volunteers Public Works Promoting County programs Surface Water Utility Promotional trash picker volunteers Food and refreshments for County Sponsored event General Revenue Meeting, Animal Services Food and Supplies for County Employee Health Benefits Fund Meeting and Wellness Cl Business Technology Services Awards General Revenue Awards to BTS Board Meeting and Workforce & Employee Health Tampa Bay Local Govern Meeting and Wellness Cl Business Technology Awards General Revenue Awards to BTS Board Meeting and Workforce & Employee Health Tampa Bay Local Govern Tourist Development Tourist Develo	### ### ### ### ### ### ### ### ### ##	315.30 425.54 13.00 225.00
Economic Development Marketing and Communication Food and Supplies for County Sponsored event Water Revenue General Revenue General Revenue Food and Supplies for Journy Sponsored event Water Revenue Replacement labels for promoting for Common Area Water Revenue Two microwaves for Sounty Revenue Replacement labels for promoting for Common Area Water Revenue Two microwaves for Sounty Revenue Replacement labels for promoting for Common Area Wicrowave and toaster for Common Area Commemorative items Public Works Food and refreshments for County Sponsored event Food and Supplies for County Business Technology Services Awards General Revenue Replacement labels for promoting Transportation Trust Revenue Microwave and toaster for Promotional trash picker volunteers Pollunteer Appreciation: Meeting, Animal Services Business Technology Services Awards General Revenue General Revenue Food and Supplies for County Benefits Fund Relocation Relocation Relocation Food and Refreshments for County Administration Relocation Appliances for Common Area Food and Refreshments Appliances for Common Area	### ### ### ### ### ### ### ### ### ##	425.54 13.00 225.00
Communication Sponsored event General Revenue event Utilities - Water Awards Water Revenue Replacement labels for public Works Appliances for Common Area Sewer Revenue Replacement labels for public Works Appliances for Common Area Revenue Replacement labels for public Works Appliances for Common Area Revenue Replacement labels for public Works Appliances for Common Area Revenue Microwave and toaster for Surface Water Utility Promotional trash picker volunteers Public Works Promoting County programs Revenue Volunteers Food and refreshments for County Sponsored event General Revenue Meeting, Animal Services Food and Supplies for County Benefits Fund Meeting and Wellness Clearing Surface Water Utility Promotional trash picker volunteers Wolunteer Appreciation: Meeting, Animal Services Business Technology Services Awards General Revenue Awards to BTS Board Meeting and Wellness Clear Revenue Awards to BTS Board Meeting and Workforce & Employ Tourist Development Tourist D	425.54 reviously purchased trophies 13.00 th Cross 218.00 reviously purchased trophies 7.00 or ERB breakroom 184.98 s for Lakes & Ponds Day 415.77 Waster Gardeners, Holiday	225.00
Utilities - Water Appliances for Common Area Sewer Revenue Two microwaves for Sou Utilities - Sewer Awards Sewer Revenue Replacement labels for provided to the first sewer Revenue Two microwaves for Sou Replacement labels for provided to the first sewer Revenue Revenue Replac	13.00	225.00
Utilities - Sewer	th Cross 218.00 reviously purchased trophies 7.00 or ERB breakroom 184.98 s for Lakes & Ponds Day 415.77 Waster Gardeners, Holiday	225.00
Utilities - Sewer Awards Sewer Revenue Transportation Trust Revenue Microwave and toaster for Revenue Public Works Appliances for Common Area Revenue Surface Water Utility Revenue Promotional trash picker volunteers Public Works Promoting County programs Food and refreshments for County Sponsored event General Revenue Food and Supplies for County Employee Health Benefits Fund Meeting, Animal Services Business Technology Services Awards General Revenue Awards to BTS Board Meeting and Wellness County Administration Relocation General Revenue Awards to BTS Board Meeting and Workforce & Employ Revenue Tourist Development T	reviously purchased trophies 7.00 or ERB breakroom 184.98 s for Lakes & Ponds Day 415.77 Waster Gardeners, Holiday	225.00
Public Works Appliances for Common Area Commemorative items promoting County programs Food and refreshments for County Sponsored event Human Resources Food and Supplies for County Sponsored event Human Resources Food and Supplies for County Sponsored event Business Technology Services Awards County Administration Convention and Visitor Bureau Appliances for Common Area Transportation Trust Revenue Microwave and toaster for Mounteers Volunteer Appreciation: Meeting, Animal Services Meeting and Wellness Cl Benefits Fund Meeting and Wellness Cl Beneral Revenue Awards to BTS Board Me Relocation Expenses for and Workforce & Employ Tourist Development Tax Replacement microwave Food and Refreshments and March Tenant and M Volunteer Luncheon // M	or ERB breakroom 184.98 s for Lakes & Ponds Day 415.77 Waster Gardeners, Holiday	
Public Works Appliances for Common Area Commemorative items promoting County programs Food and refreshments for County Sponsored event Food and Supplies for County Business Technology Services Awards County Administration Convention and Visitor Bureau Appliances for Common Area Revenue Surface Water Utility Revenue Surface Water Utility Revenue Food and refreshments for County Sponsored event General Revenue Employee Health Benefits Fund General Revenue Awards to BTS Board Me Relocation Expenses for and Workforce & Employ Tourist Development Tax Replacement microwave Food and Refreshments and March Tenant and M Volunteer Luncheon // M	s for Lakes & Ponds Day 415.77 Waster Gardeners, Holiday	
Public Works promoting County programs Revenue volunteers Food and refreshments for County Sponsored event General Revenue Meeting, Animal Services Food and Supplies for County Employee Health Benefits Fund Meeting and Wellness Cl Business Technology Services Awards General Revenue Awards to BTS Board Meeting and Workforce & Employee Health Tampa Bay Local Govern Meeting and Wellness Cl Business Technology Services Awards General Revenue Relocation Expenses for County Administration Convention and Visitor Bureau Appliances for Common Area Food and Refreshments and March Tenant and M Volunteer Luncheon // M	415.77 Waster Gardeners, Holiday	600.75
Human Resources Food and Supplies for County Human Resources Sponsored event Business Technology Services Awards General Revenue Employee Health Benefits Fund Meeting, Animal Services Employee Health Benefits Fund Meeting and Wellness Cl Relocation Expenses for and Workforce & Employ Tourist Development Tax Replacement microwave Food and Refreshments and March Tenant and M Volunteer Luncheon // M		
Human Resources Business Technology Services Awards General Revenue County Administration Convention and Visitor Bureau Appliances for Common Area Food and refreshments for Benefits Fund Meeting and Wellness CI Meeting and Wellness CI Meeting and Wellness CI Meeting and Wellness CI Relocation Expenses for and Workforce & Employ Tourist Development Tax Food and Refreshments and March Tenant and M Volunteer Luncheon // M	s, Ext Services, Parks 3,042.00	
Services Awards General Revenue Relocation County Administration Convention and Visitor Bureau Appliances for Common Area Food and refreshments for General Revenue Tourist Development Tax Replacement microwave Food and Refreshments and March Tenant and M Volunteer Luncheon // M	ment Wellness Collaborative nampion Meeting 536.46	3,578.46
County Administration Relocation General Revenue and Workforce & Employ Convention and Visitor Bureau Appliances for Common Area Tax Replacement microwave Food and refreshments for Food and refreshments for	mbers for their service 233.70	233.70
Bureau Appliances for Common Area Tax Replacement microwave Food and Refreshments and March Tenant and M Volunteer Luncheon // M	Assistant County Administrator ee Relations Director 25,958.22	25,958.22
Food and refreshments for and March Tenant and M	for CVB lunchroom 89.03	89.03
Airport County Sponsored event Airport Revenue Tri-Annual Drill Meeting	for: December, January, February, anager Meeting // Star Award entor Lunch // PR Training Lunch // 1,860.57	1,860.57
	input on permit process, County Planning Meeting at St. Pete 756.54	
General Government Awards General Revenue February	Program: December, January, and 11,301.99	7
Food and refreshments for Parks County Sponsored event General Revenue Auxiliary Ranger Meeting	s and Volunteer Training 415.45	
Parks Awards General Revenue Plant award for extension		-
	,	1.55.00
Commissioners County Sponsored event General Revenue Drive	C Holiday Open House & Food	460.78
	CC Holiday Open House & Food 460.78	\$ 46,269.23

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended		March 31, 2020	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
01/30/20		PCED Council Meeting	Breakfast for Quarterly Mtg	General revenue	0001	261140		315.30	
		9							
		a							

Submitted By: Muthul Needle	Date:	7-Apr-20	
Department Director or Designee's Signature			

Total

0.00

315.30

315.30

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter end March 31, 2020	Department:	Marketing & Communications
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							Amount	Amount	
		Category		Source of	Fund	Center	Travel	Incentives & Awards	Total
Date	CATS#	of Expenditure	Description of Expenditure	Funding	Number	Number	5490060	5490060	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:	Εı	ma	il /	Approval	В	elo	W	
_		_			-	_		

Erin Dowie - DAS Procure to Pay Manager

Date: 9-Apr-20

From: Dowie, Erin

Sent: Friday, April 10, 2020 3:27 PM

To: Carey, Peter R Cc: Jones, Sharita

Subject: FW: Incentives & Awards - Marketing & Communications

DAS_2020_2ndQtr_M&C_09APR20.xlsx; DAS_2020_2ndQtr_M&C_09APR20.pdf **Attachments:**

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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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

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

Quarter end March 31, 2020	Department:	Utilities
----------------------------	-------------	-----------

							Amount	Amount	
		Category		Source of	Fund	Center	Travel	Incentives & Awards	Total
Date	CATS#	of Expenditure	Description of Expenditure	Funding	Number	Number	5490060	5490060	Expenses
3/7/2020	52134	IV. E.	Replacement labels for trophies previously purchased	Water Fund	4031	431130		13.00	13.00
3/7/2020	52134	IV. E.	Replacement labels for trophies previously purchased	Sewer Fund	4051	431130		7.00	7.00
12/10/2019	Res. 03-85	IV. J.	Microwave for South Cross	Sewer Fund	4051	431360		218.00	218.00
Total							0.00	238.00	238.00

Submitted By:	Em	ail a	appr	oval	be	low	
_	-i D		DAC	D=====	4-	Day May	

Erin Dowie - DAS Procure to Pay Manager

Date: 9-Apr-20

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.

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter end March 31, 2020 Department: Public Works

							Amount	Amount	
		Category		Source of	Fund	Center	Travel	Incentives & Awards	Total
Date	CATS#	of Expenditure	Description of Expenditure	Funding	Number	Number	5490060	5490060	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

Date: 14-Apr-20

Submitted By: email approval below

Erin Dowie - DAS Procure to Pay Manager

*

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

From: Dowie, Erin

Sent: Wednesday, April 15, 2020 2:47 PM

To: Carey, Peter R Cc: Jones, Sharita

Subject: FW: Incentives & Awards - Public Works

DAS_2020_2ndQtr_PW_14APR20.xlsx; DAS_2020_2ndQtr_PW_14APR20.pdf **Attachments:**

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 Pav 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:

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

Quarter ended	Jan - Mar 2020	Department:	Human Resou
Quarter ended	Jan - Iviar 2020	Department:	Human Res

				1			Amount	Amount	
	Resolution			Source of	Fund	Center	Travel	Incentives & Awards	Total
Date	CATS #	Category of Expenditure	Desription of Expenditure	Funding	Number	Number	5490020	5490060	Expenses
		J J I	·						
			Ext. Srvcs PCR MGV Graduation,						
01/16/20	N/A	Meals	Appreciation, Holiday Meeting	General Revenue	0001	661111		778.00	778.00
03/27/20	N/A	Meals and Tokens of Recogn	Volunteer Appreciation - Animal Srvcs, Ext Srvcs, Parks & Rec	General Revenue	0001	661111		2,264.00	2,264.00
02/05/20	N/A	Meals	Tampa Bay Local Gov. Wellness Collaborative Meeting	Benefits Fund	5006	662110		161.97	161.97
03/05/20	N/A	Meals and Tokens of Recognition	Wellness Champion Meeting	Benefits Fund	5006	662110		310.52	310.52
03/05/20	N/A	Tokens of Recognition	Wellness Champion Meeting	Benefits Fund	5006	662110		63.97	63.97
		9	1 2 2 2 3						
Total							0.00	3,578.46	3,578.46

Submitted By: Danielle Holland	(Dept. Director email approval below)
--------------------------------	---------------------------------------

Department Director or Designee's Signature

Date: 4/13/2020

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

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

DanieleHollard

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.

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended	31-Mar-20	March 12, 2020	Department:	Business Technology Services

							Amount	Amount	
Date	Resolution CATS #	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Travel 5400020	Incentives & Awards 5490060	Total Expenses
03/03/20			(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
		8							
		7							
Total							0.00	233.70	233.70

Submitted	Ву:	de & the
1		ment Director or Designee's Signature

Date:	03/12/20

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

Quarter end March 31, 2020 Department: County Admin

							Amount	Amount	
		Category		Source of	Fund	Center	Travel	Incentives & Awards	Total
Date	CATS#	of Expenditure	Description of Expenditure	Funding	Number	Number	5490060	5490060	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
			T. Almonte relocation reimbursement (\$4899.29) & R. Marion						
03/18/20	Offer Letter	IV. D.	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: Date: 15-Apr-20

Erin Dowie - DAS Procure to Pay Manager

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

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended

December 31, 2019

Department:

Convention and Visitors Bureau

Date	_CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5400020	Amount Incentives & Awards 5496001	Total Expenses
12/12/19	52184	(J) Appliances for common break areas	Replacement microwave for CVB lunchroom	Tourist Development Tax	1040	381210	0.00	89.03	89.03
otal							0.00	89.03	89.03

Submitted	d By:	
	Department Director or Designee's Signatu	ır

Date:

OnHayer

12/17/19

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

Quarter e	nded	March 31, 2020	_		Department:			AIRPORT	
Data	Resolution		Description of Europediture	Source of Funding	Fund	Center	Amount Travel 5400020	Amount Incentives & Awards 5490060	Total
Date 01/22/20	05-236	Category of Expenditure food & refreshments for county-sponsored events	Description of Expenditure SPRAGUE tenant/mgr meeting DEC (CATS 52006)	Airport	Number 4001	Number 421011	5400020	144.45	Expenses 144.45
02/17/20	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/mgr meeting JAN (CATS 52006)	Airport	4001	421011		130.79	130.79
03/26/20	05-236	food & refreshments for county-sponsored events	SPRAGUE tenant/mgr meeting FEB/MAR (CATS 52006)	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:	Date:	
Department Director or Designee's Signature		

email approval below

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

TAMPA BAY THE EASY WAY

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Follow the Airport:



From: Griffith, Laurie L < llgriffith@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 llgriffith@fly2pie.com

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From: Carey, Peter R < pcarey@co.pinellas.fl.us>

Sent: Monday, April 20, 2020 12:14 PM

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

Qtr ended March 31, 2020 Department: GENERAL GOVERNMENT

							Amount	Amount	
		Category		Source of	Fund	Center	Travel	Incentives & Awards	Total
Date	CATS#	of Expenditure	Description of Expenditure	Funding	Number	Number	5490060	5490060	Expenses
1/23/2020	No#	IV. A. a. 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. İİ	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

15-Apr-20

Date:

Submitted By: Cecilia McCorn

Cecilia McCorkell - OMB Director

* Approved by Resolution 00-58

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

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Qtr ended	March 31, 2020		Department:						PCR			
	Т —					· · · · · · · · · · · · · · · · · · ·	T ***					
					•				Amount	Amount		
										Incentives &		
Date	Resolution	Category		Source of	Fund	Center	Project	Program	Travel	Awards	Total	
posted	CATS#	of Expenditure	Description of Expenditure	Funding	#	Number	task#	Number	5400020	5490060	Expenses	
01/22/20	05-196	AWARDS	PLAQUE	Gen Rev	0001	251005		1001	-	160.50	160.50	
02/11/20	05-196	AWARDS	COZZIE REIMBURSE	Gen Rev	0001	251005		1001		-160.50	-160.50	
01/30/20	05-196	AWARD	PLANT	Gen Rev	0001	252032		1004		34.90	34.90	
1			AUXILARY RANGER							000	 	
02/03/20	05-196	VOLUNTEERS	MEETING	Gen Rev	0001	254040		1386		339.91	339.91	
03/27/20	05-196	VOLUNTEERS	REFUND OF TAX PAID	Gen Rev	0001	254040	"	1386		-18.76	-18.76	
02/25/20	05-196	4H TRAINING	VOLUNTEER TRAINING	Gen Rev	0001	252032		1004		25.55	25.55	
1			AUXILARY RANGER	1								
03/27/20	05-196	VOLUNTEERS	MEETING	Gen Rev	0001	254040		1386		68.75	68.75	
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Total							7		-	450.35	 	
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Prepared b	o <u>y:</u>	<u> </u>		_ Sul	bmitted By:	1 C		1	$\overline{}$			
						Departme	nt Directo	r or Design	ee's/Signa	ture	-	
Date:					Date: 4/22/20							
					- a.c.	7	, ~~ / /	~				

FOOD, BEVERAGE, RECRUITMENT & AWARDS RELATED EXPENSES POLICY

Quarterly Report

Quarter ended			March 31, 2020		_Department:		Board of County Commissioners		
Date	Resolution CATS#	Category of Expenditure	Desription of Expenditure	Source of Funding	Fund Number	Center Number	Amount Travel 5490020	Amount Incentives & Awards 5490060	Total Expenses
10/10/19	07-26	Refreshments	Items for Farm Share Event	General Review	0001	111011-17		51.79	51.79
1011/19	07-26	Refreshments	Items for Farm Share Event	General Review	0001	111011-17		74.93	74.93
12/01/19	07-26	Refreshments	Items for BCC Holiday Open House & Food Drive	General Review	0001	111011-17		90.71	90.71
12/02/19	07-26	Refreshments	Items for BCC Holiday Open House & Food Drive	General Review	0001	111011-17		117.46	117.46
12/02/19	07-26	Refreshments	Items for BCC Holiday Open House & Food Drive	General Review	0001	111011-17		61.75	61.75
12/03/19	07-26	Refreshments	Items for BCC Holiday Open House & Food Drive	General Review	0001	111011-17		64.14	64.14
Total							0.00	460.78	460.78
Submitted	l Bv·				Date [.]				

Department Director or Designee's Signature

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)

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.