

**City of Sanford
City Manager's Monthly Update
February 2024**

CITY MANAGER'S OFFICE

- Spoke on behalf of the City at the Ribbon Cutting For AutoNation USA Sanford.
- Held meeting with representatives of WastePro and City staff to discuss their contract.
- Had meeting regarding 1,4 Dioxane.
- Represented the City at the Tri-County League of Cities January General Membership Meeting.
- Attended and provided information about the City at the Castille Townhomes Condo Association Homeowner's Association meeting.
- Met with Nina Yon and Michelle Smith regarding a housing project that the Sharing Center has proposed within the City.
- Along with Brynt Johnson and Bill Marcous, met with representatives of the Florida Department of Environmental Protection regarding issues with the City's Utilities operations.
- Along with Craig Radzak attended a Florida City and County Management Association training program on local government use of artificial intelligence (AI).
- Welcomed seven (7) new police officers to the City.
- Was interviewed by Jonathan Rodriguez, the executive director for "Invest: Greater Orlando" for a report Capital Analytics is doing on the Orlando area (see [Capital Analytics: About Us \(youtube.com\)](#)).
- Toured "Decision Tactical" ([Home - Decision Tactical](#)) a new business in the City.
- Attended February General Membership meeting of the Tri-County League of Cities where the speaker shared information about a State-Funded Cybersecurity Leadership and Strategy Program.
- Attended Ribbon cutting ceremony at the newly designated Artisan Square located next to the Sanford Information Center.
- Met with County Manager, County Attorney, City Managers and City Attorneys for Seminole County to discuss projects for the penny sales tax.
- Along with Mayor Woodruff, represented the City at the Grand Opening Ribbon Cutting Ceremony for St. John's Rivership.
- **Mayfair Clubhouse**
 - The pre-construction contract has been presented to the top-ranked firm (Wharton-Smith, Inc.). After receiving the signed contract from Wharton-Smith, Inc., the City will begin negotiations for the Guaranteed Maximum Price under the Construction Manager at Risk process. A ground-breaking ceremony will be held on Thursday, March 7, 2024 at 9:00am.
- **William Clark Court Ball Fields**
 - The Environmental Survey Form 58 has been completed and sent to Housing and Urban Development (HUD) for review. An amendment to the Contract for Sale of Real Estate has been prepared for the

CITY MANAGER'S OFFICE CONTINUED

- **William Clark Court Ball Fields**

- The Environmental Survey Form 58 has been completed and sent to Housing and Urban Development (HUD) for review. An amendment to the Contract for Sale of Real Estate has been prepared for the Commission's consideration at the February 26, 2024 meeting. This is necessary due to the provisions of the contract stated a closing date before February 9, 2024. We are expecting to close on the property in April 2024.

- **Parking Assessment Study**

- Final review and analysis of the parking assessment study are concluding. Staff are planning to present the findings at the 2nd Commission meeting in March (March 25, 2024) to discuss the study. No action is expected from the City Commission, discussion only with any direction from the Commission to City staff.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT

- **Community Relations & Neighborhood Engagement (CRANE)**

- Conducted Community Relations and Neighborhood Engagement night at Citizens Academy
- Participated in Central Florida Commission on Homelessness Board Meeting.
- Attended the Sanford Housing Authority Board Meeting.
- Participated in the RFP 23/24 Diversity and Inclusion review.
- Processing purchase orders for two appraisals for the City's duplexes.
- Facilitated completion of the Part 58 Environmental Report of the William Clark Property.
- Participated in Community Day at the Westside Community Center
- Attended budget kick-off meeting.
- Participated in Seminole County Broadband Project: Local Technology Planning Team (LTPT) Update Meeting.
- Participated in Georgetown Steering Team Meeting.
- Attended Ridership Ribbon Cutting.
- Attended Artisan Square Ribbon Cutting.
- Attended the MBK Black History Celebration at the Dr. Velma H. Williams Community Center.

- **Community Development Block Grant (CDBG)**

- Signed 24 Safety Home Repair program contracts.
- Ten Minor Home Repair program inspections completed.
- Completed five purchase orders for CDBG sub-recipients.
- Provided the 1st quarter financials to the advisory board.
- Shared a presentation on CDBG Minor Home Repair Program success stories with the advisory board.

- **My Brother's Keeper (MBK)**

- Hosted a Community Black History Showcase "From Where We Cometh".

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT CONTINUED

- **Low Income Home Energy Assistance Program (LIHEAP)**
 - Home Energy - Households assisted - 30 - Disabled - 12
 - Crisis Energy - Households assisted - 37 - Disabled - 14
 - 50% of these households are new families.
 - Completed two home visits for residents in need of transportation.
- **Race, Equality, Equity, & Inclusion (REEI)**
 - Committee presented the Pathways to Reconciliation draft project to the City Commission
 - The 2023 REEI Committee Final Report was accepted by the City Commission.
 - New committee member added this month.

ECONOMIC DEVELOPMENT (ED)/COMMUNITY REDEVELOPMENT AGENCY (CRA)

- The following action items were approved at the February 7, 2024 CRA Board Meeting which are: Alive After Five Live – Signature Special Event, the Civic Center Enhancements, and the CRA Budget Rollover.
- Economic Development's Citizen's Academy night takes place on Wednesday, February 14th. Boss Laser is our featured business as a stop on the bus tour where their team will provide a tour and leadership will share information about their business and manufacturing facility.
- Decision Tactical held a grand opening on Friday, February 9th. What a great addition to the City of Sanford! They have a virtual range facility that provides training for law enforcement, security personnel, and first responders. Civilians can also enjoy partaking in experiencing this type of realistic crisis environment.
- On February 6th, Economic Development was the featured speaker at the River Council Business Networking Meeting. There was a great turnout and attendees love to hear what's happening and in the near future for the City.
- Starbucks estimates opening their doors in the next thirty to forty-five days.
- Culver's opened their doors on Monday, January 22nd. There has been a steady flow of customers at their new Sanford location, 3418 South Orlando Drive.
- On January 29th, the Economic Development team, in partnership with Seminole State College's Film Department, filmed a business spotlight at Culver's. Students are working on the production of the film.
- On January 31st, Publix at King's Crossing held their family and friends pre-opening celebration with their grand opening occurring the following morning of February 1st. With the opening of this location, Publix surpassed their employment numbers of 250,000 and is the largest employee-owned company in the country. The King's Crossing Publix Store Manager is a graduate of Seminole High School and started working for Publix at seventeen years old.
- The Economic Development team is working with the Orlando Economic Partnership on a few new projects in the airport area, as well as working with an existing company in the City of Sanford, involving space needs for their business expansion.

ECONOMIC DEVELOPMENT (ED)/COMMUNITY REDEVELOPMENT AGENCY (CRA) CONTINUED

- The Economic Development team is working very closely on expansion efforts with an existing, well-established manufacturer to retain this very important business in our City.
- For the 110 South Palmetto property, a meeting took place with the Project Manager, ownership, and their team to discuss their plans for a building which has sat vacant for several years. The upstairs is planned for their family business offices and the downstairs will be retail or a restaurant. In addition, discussions have transpired with the Owner of this property, to donate to the City of Sanford, an approximate 10' x 10' footprint to house a lift station and take pressure off the vacuum sewer system.
- Towns Garden Center has executed a lease for the 555 West 1st Street building (former Goodyear space). Towns currently has a location in Winter Park and this would be an additional, new location.
- The Seminole Town Center remains a top priority for the Economic Development Department. Our team is working with numerous groups of potential buyers and are confident that the property will trade in calendar year 2024.
- The Sanford Airport Authority officially assumes above wing operations from the private operator Vinci, as relations deteriorated, and have resulted in an operational divorce. Economic Development has offered, and provided, assistance in this critical transition period.
- As representatives of the City, ongoing attendance at the Sanford Regional Chamber of Commerce meetings, Sanford Main Street meetings, River Council meetings, and the Sanford Airport Authority Monthly Board Meeting.

POLICE DEPARTMENT

- Currently have 13 sworn vacancies and one support staff vacancy.
- Swore in 10 new officers.
- Hosted a successful Coffee with a Cop at Starbucks.
- Agency wide participation in the Sanford K.I.S.S.(Keep It Safe Sanford) Campaign to promote safe driving and reduce texting and driving.
- Our Community Relations Unit participated in Seminole County Emergency Management's 'Touch-A-Truck' event that kicked off Florida's Severe Weather Awareness Week.
- Participated in the Three Kings Festival at Iglesia Vida Nueva
- Command Staff, School Resource Officers and a number of additional officers participated in and/or assisted with traffic control at the MLK Day Parade

FIRE DEPARTMENT

- **Training and Activities:**

- 1ST Quarter County-wide training.
- Medical Director meetings attended.
- Ride Along
 - Seminole State- 8 students.
 - Observers – 6.
- Pre-fire plans completed – 10 businesses.
- Rescue standby for 2 events.
- Fire Department Peer Support meeting.
- Emergency Medical Services (EMS) training completed.

- **Fire Prevention:**

- Annuals - 215.
- Re-inspections on annuals - 302.
- New Construction Inspections - 44.
- State Required Inspections - 26.
- Food Truck Inspections - 31.
- BC Pass down/follow ups - 18.
- Plans Review - 134.
- Special/Complaint inspections - 63.
- Car seat installs - 29.
- Public Education Events - 5.
- Smoke alarms installed - 9.
- Fire Investigations - 5.

- **Administration:**

- Currently down 3 Firefighters, 2 started February 17th and have 4 with letters of intent for April start date for training 6 weeks.
- Working with Lunz architect on Station 40 design. Meeting to bring on General Contractor (Oelrich) to speed up the process and hopefully break ground either March or April 2024.

PARKS AND RECREATION

- The Dale Aquatic Center has been chosen to host the Florida High School Athletic Association (FHSAA) Water Polo Championship Tournament. This will take place April 8-13 and will be the highest caliber event in the Aquatic Center's history.
- The Westside Community Center Mentoring program will be participating in an initiative called "Know Your "E". Education, Employment, Enlistment. The goal is to expose mentees to various career paths, what would be their interests and best fit for each of them.
- Park Rangers are busily preparing the Ft. Mellon Park Splash Pad for the 2024 season beginning March 1st. Rangers assess operational needs and make repairs to create a safe and fun environment for all.
- The Senior Center is partnering with AARP to offer free tax assistance for Seniors. This program is by appointment and over 700 seniors are expected to take part through April 15th.

PARKS AND RECREATION CONTINUED

- Parks staff has been working with the City Attorney to update park ordinances as well as ordinances as they pertain the municipal cemetery.
- Youth baseball Opening Day is Saturday, February 24th with over 500 players participating in the twelve-week season.

FINANCE

- Working on Fire Assessment Fee.
- Continued work on Parking Assessment Fee.
- Fiscal Year (FY) 2023 audit work wrapping up and work starting on the 2023 ACFR.
- Auditors will start work on Tuesday January 16, 2024 for the FY 2023 audit.
- Continued work on updating purchasing policies including new Consultants' Competitive Negotiation Act CCNA (consultants' competitive negotiation act) guidelines.
- Working with contractor and Federal Emergency Management Agency (FEMA) to formulate project worksheets for reimbursement of Hurricane related costs for IAN and Nicole.
- Working on hiring four new employees.
- Information Technology (IT Service Requests)
 - IT tracks requests or incidents reported by staff. The numbers below are based on totals for January 2024.
 - New IT Service Requests/Tickets 378
 - Closed IT Service Requests/Tickets 408
- Digital Transformation Project
 - m365 Migrations
 - Development Services, Police, and Fire are next on the migration schedule.
 - 20% Complete
 - Process Modernizations
 - City Procurement process
 - Initial design phase continues to be developed.
 - Prototype will be developed based on initial design.
 - Budget Transfer Request
 - Initial design phase is complete.
 - Prototype will be developed based on initial design.
 - Police processes
 - Testing of forms and workflows.
 - Intranet Modernization
 - Initial Overall City intranet design phase – in process.
 - Initial Department Intranet sites – Finance, Human Resources and Information Technology.
 - CIP Request and Tracking
 - Final testing phase.

FINANCE (CONTINUED)

- **Lucity Work Order and Asset Management**
 - Public Works currently processing work orders.
 - Parks group requested training to begin processing work orders.
 - Utilities is in the process of finalizing testing various work order scenarios and configurations – target go live date is January 2024.
 - Testing delayed due to Naviline version update not compatible with Lucity 21.1.
 - Target Go Live March 2024.
- **City Website Content Editor Training**
 - Content Editor training sessions continue – this includes news, articles, events, minor page edits.
 - Communications office and other departments training and transition completed.
 - Communications office developing a content review process as directed by the City Manager.
- Working on 23 solicitations throughout the City.
- Meeting with IT the committee team to put together to continue the process of a new solicitation for the copiers. The City decided to move forward with a solicitation. The team is working on the scope of services.
- Continued working on updating templates for the bidding process (mapping the process).
- Working on updating templates for bids, construction documents, and terms and conditions.
- Working with legal to revise construction documents including contracts.
- Training continues with our new purchasing coordinator.
- Worked with IT Digital Transformation Team to create a new Capital Improvement Plan (CIP) form and process for budget preparation.
- Built a measurable objective Dashboard for the city website (will be ready for the public in February)
- Continued to educate and work with IT and Public Works in their continued efforts with Lucity.
- Continued to work toward Power Bi certification.
- Continued to assist Utilities with their CIPs as they relate to the SRF loans.

DEVELOPMENT SERVICES

- **Land Development Regulations in Revision**
 - Schedule A – Definitions, Schedule B – Permitted Uses, Schedule E – Additional Requirements & Provisions for Specific Uses, Schedule G – Design Guidelines, and Schedule D, Planned Developments are in progress. A draft is now under review by staff.
 - Schedule P, Utilities Standards and Specifications and Design Standards for Water Conservation is scheduled for the February 26, 2024 Commission meeting for second reading.
 - Articles III and VI are still in Zoning in Progress. Staff are making modifications and will forward to legal when ready for review.
- **Comprehensive Plan Amendments**
 - Staff are working with purchasing to finalize the contract for the 2024 Evaluation and Appraisal (EAR) data update.
- **Citizenserve Updates**
 - Staff continues to work on closing out and denying abandoned applications per Florida Statutes.
 - Staff continues working to collect any unpaid balances as part of the end of year closeout on applications.
- **Mapping and Data Analysis**
 - Planning continues to work with the Finance Department on the feasibility and analysis in regards to the downtown parking garage.
- **Special Projects**
 - Staff is engaged in a revision to the Development Agreement relating to relocation and elimination of Billboards on the west side of town.
 - Staff continues to assess the multiple family residential construction as directed by the City Commission.
 - Staff continue to work with Seminole County on updating the Joint Planning Agreement and the incorporation of the East Lake Mary Boulevard corridor study.
- **Ongoing list of projects under construction**
 - Starbucks – Certificate of Completion has been issued.
 - Culvers- Open
 - I-4 Beltway Commerce Park – 3205 St Johns Parkway – CO issued.
 - Story Apartments – 1751 Rinehart Road – Certificates of Occupancy are in process (Clubhouse and 2 Residential Buildings and accessory structures have been CO'd)
 - Bahama Bay Club (ALF) – 3441 W. 1st Street – Nearing completion.
 - Kings Crossing
 - Publix – Open.
 - McDonalds - Site Plans received and in review.
 - WaWa - Site Plans received and in review.
 - Apartments - Site Plan under review.

DEVELOPMENT SERVICES CONTINUED

- **Ongoing list of projects under construction**

- Queens Crossing
 - Wendy's – Site Plans received and in review.
- All Souls PD
 - Beryl Landing Infrastructure - Plat is recorded, finalizing construction.
 - Emerald Point – Plat ready for recording, pending Beryl Landing
 - Narcissus Cell Tower Relocation – Tower up, antenna relocation is progress.
- Monroe Place Apartments – 2306 W 1st Street – Nearing CO. ROW repair needed.
- Towns of Riverwalk – 2485 W. Seminole Blvd –Plat in review. Models and clubhouse underway.
- Skylar Crest – 3100 Kentucky St. – Plat approved by Commission, pending close-out documents.
- Concorde Community - 2401 E. Lake Mary Blvd – Working on Phase 3, Phase 2 Plat recorded.
- Spacebox – 2461 Cherry Laurel – Building and site under construction.
- Afton Palms – 1150 Upsala Road – Final Plat recorded. Construction continues.
- Apiary – 2678 Richmond Avenue – Nearing completion, close out pending.
- Wayne Densch Addition – Infrastructure and building are underway.
- Harvest Time, Phase 2 – Permit issued for site construction, sitework underway.
- Top Kids Daycare – 700 Historic Goldsboro Boulevard – Nearing completion.
- Wynn Funeral Home – 1300 Historic Goldsboro Boulevard - Building and sitework underway
- Belair – 1701 Celery Avenue – Plat recorded. Building Plans submitted.
- TD Bank – SR 46 – Now under construction.
- Ford's Garage – Project approved. Awaiting construction.
- Leadership Lane – Working with Habitat for Humanity to start housing permit review.
- La Braza – Orlando Drive (Lake Mary Corners) – Under Construction

- **Code Enforcement**

- Currently 2 vacancies.
- Increased parking enforcement with an emphasis on the downtown area. 56 citations written.
- 1601 Historic Goldsboro Blvd. was identified as a nuisance property and adjudicated in "violation" by the Magistrate.
- 52 cases brought before the Magistrate.
- Foreclosure continues on 503 Sanford Avenue (contrary to their social media posting).

DEVELOPMENT SERVICES CONTINUED

- **Building**

- Maintained 100% staffing levels.
- Certificate of Occupancy for Culvers issued.
- Certificate of Occupancy for Auto Nation issued.
- Certificate of Occupancy for Sanford Story Apartments issued.
- Maintaining Residential Plan review times of 8 days or less.
- Maintaining Commercial Plan Review times of 12 days or less.
- Facilitated the incorporation of the 8th Edition 2023 Florida Building Code.

PUBLIC WORKS AND UTILITIES DEPARTMENT

- The Georgetown Project Phase 1 construction continues. The project is behind schedule but making progress.
- The Georgetown Project Phase 2 project is in design. The stormwater model is supposed to be ready this month.
- Drainage system construction on Maplewood Avenue is starting.
- The Washington Avenue - Randolph Avenue - Mellonville Avenue drainage improvements contractor has had the contract for several weeks and has not yet returned it signed.
- The Aero Lane and 5th Street roadway and drainage improvements bid close on February 8th. No bids were received. We are discussing options.
- Both the Trailhead Restroom and the Artisan Square Restroom are in process with the contractors for production and scheduling. We have an onsite at Artisan Square park with both Leesburg Concrete and All Terrain to go over specifics on Thursday, February 22nd.
- We anticipate receiving the 90% Plans for the Maple Avenue Drainage Improvements in the next month.
- We had a pre-construction meeting set with the roofing contractor doing the City Administration Building on Wednesday February 14th.
- The new Utility Building has been awarded to Oelrich Construction. The Utility Dept. is working on the finance end before taking to commission and issuing the Notice to Proceed.
- The Fulton Street Building project is on hold subject to receiving a Brownfield Grant from the Environmental Protection Agency (EPA) that removes this work from the project cost.
- We are scheduling the annual repaving and meeting with the contractors next week.
- Stormwater staff and City Geographical Information Systems (GIS) staff are working together to fill in the blanks in our Stormwater GIS product provided by our consultant. We have worked out a two-week trial of Leica's Global Positioning System (GPS) system to utilize in collecting the data. It looks promising based on the meeting we had with their representative.
- Citywide resurfacing is underway. We have completed 8.3 Lane Miles of roadway so far.

PUBLIC WORKS AND UTILITIES DEPARTMENT CONTINUED

- Over 250 locate requests have been responded to.
- Twenty-Five Right-of-Way (ROW) Permits have been reviewed and responded to.
- Street sweeping Approx. 400 miles.
- Clean/Jetted Approx. 11,113 Ft. of storm pipe.
- Finished installing inlet at 24th & Revona.
- We had driveway aprons redone on 8th Street (2) and Krider Road (1).
- We had curb installed on 15th St.
- Finishing up retention area off 15th St. by garden.
- Pick up trash throughout the City of Sanford.
- Picked up debris that was dumped in alleys and on city rights of ways around the City of Sanford.
- Alley maintenance on various areas throughout the City of Sanford.
- Leased parking lot maintenance/regrade and pick up trash.
- Maintenance/repair stamped crosswalk areas on 17-92.
- Mayfair Golf Course cart path prep for paving and tree trimming.
- Tree Trimming on Mellonville Ave – 20th St to 25th St.
- Replaced damaged decorative signs in Historic District from vehicle crash/fire.
- Assist Marina with concrete work.
- Stump grinding for sidewalk replacement.
- New Sanford City Limit sign installation.
- Repainted the Utilities Department Lobby.
- Retrofit the outside building light to LED at the Public Safety Complex.
- Removed the old Artwork in the Commission Chambers and hallway.
- Hung new Artwork in the Commission Chambers and hallway.
- 202 Work Orders completed in the month of January 2024
- Completed 75 regularly scheduled Preventative Maintenance Services on City fleet.
- Submitted Monthly Work Order Reports to each division and Finance for monthly accounting journal entries.
- Performed five roadside services for City vehicles from Fleet staff due to vehicle malfunction, mechanical failure or flat tire.
- Continued revamping City Fleet Badging as per City Manager directive.
- Three Fleet employees successfully re-certified Automotive Service Excellence (ASE) Certifications.
- State Road (SR) 46 water main replacement project continues. CSX crossing 2-26-24 and working connection at Oak Ave.
- SR 46 force main project continues and both taps are in the ground.
- 3rd street water main project continues, waiting on hydrant inspection.
- SR 46 widening is beginning; Utility Water Services submitted plans to Florida Department of Transportation's (FDOT) engineer.
- Pine way water main extension. Plans submitted to Cathcart for quote on install of 8" water main and relocate hydrant.
- New main water plant is undergoing ongoing testing.
- Mass meter exchange project planning and launch continues.

PUBLIC WORKS AND UTILITIES DEPARTMENT CONTINUED

- Vacuum sewer repairs ongoing for a more streamlined way to handle high volumes of sewage at various times, on various days, and to be more prepared for storms and heavy rainfalls. Installation of vacuum pedestals on main six of the vacuum system continues. Design work for converting two existing vacuum pits to lift station and one existing vacuum pit to gravity sewer is complete and ready for bid advertisement.
- Consumptive use permitting is ongoing.
- Alternative water piloting continues.
- Sanitary Sewer upgrades ongoing.
- 1,4 Dioxane updates and review ongoing.
- Distribution of flyers to water customers on increase to utilities costs.
- Water quality flyer distribution to customers.
- Relocation project for Raw Water Main Hidden Lakes Well was completed.
- Cathcart has completed the raw water main relocation in the utility easement on the Culvers property. Construction is still ongoing on Country Club for sewer manhole installation and rehabilitation.
- Staff has installed 100 MDX components and programmed meters to be ready for trial drive by meter reading with Sense meters.
- Awarded a \$6.255 million facilities grant for water treatment planning for PFAS and 1,4 dioxane treatment. Carollo Engineers has been selected to prepare the facilities plan and work is about to start.
- Water modeling will begin on Water Master Plan.
- Awarded a 2.9-million-dollar grant from Florida Department of Environmental Protection (FDEP) for nutrient reduction.
- Concorde Subdivision Phase 2 has FDEP sewer clearance and Certificate of Completion of utilities work.
- Belair Park should have their Certificate of Completion in December / January
- Main Water Treatment Plant Phase II Request for Qualifications (RFQ) has closed.
- Utilities and Planning are coordinating with Seminole County Building Department for approval of city water and sewer services.
- Pressure washed a large portion of the sidewalk by the Celery Lakes.
- Replaced the submersible pump base plates, risers, piping, check valves and gate valves at Celery Lakes lift station.
- Purchased and received five (5) new submersible pumps at a cost of \$123,670.00 which will serve as "spares" for the latest eight (8) lift stations that the City has taken ownership of.
- Drained, cleaned and had the North Ground Storage Tank (NGST) at Water Plant #1 inspected per FDEP requirements for the second of three Ground Storage Tanks (GST) required under Consent Order (CO).
- Oregon Well - replaced the electrical panel, re-run new wires and added a disconnect.
- Prepared Wynnwood, Bakers Crossing & Celery Key Lift Stations for the new generators.

HUMAN RESOURCES & RISK MANAGEMENT

- **Risk Management:**

- Workers Compensation Claims:5.
- Liability Claims:4.
- Auto Claims:2
- Mediations:2.
- Coordinate Safety Committee Meeting:1.
- Special Events Committee Meeting Attendance:2.
- Recoveries: \$10,000.
- Recoveries fiscal year to date: \$59,020.
- Participation in Various Litigated Files.
- Multiple conversations and meetings with the Trial Attorney on various matters.

- **Recruitment and Employment:**

- Job Postings: 19.
- Applicants:415.
- New Hires:6.
- Promotions:6.
- New Hire Incentives:2.
- New Hire Incentives Paid: \$16,370.
- New FML cases:.2.
- Continued Communication and Data Transfer with Management Advisory Group, nearing completion of Pay Study; only open items Stability/Longevity Pay calculations.
- Conducted 11 concentrated hours of Effective Supervisory Training to 11 participants, Final Exam taken at end for the training sessions.
- Seven scheduled training sessions for Supervisors on Evaluating employee performance, 36 supervisory staff attended.
- Attended Job Fair in Orlando on January 31, 2024.

- **Benefits, Wellness and Records Administration**

- Coordinated monthly AIG (457) visit: 1.
- Processed benefits for new hires: 6.
- Coordinated New Hire Orientation Session, 6 hours: 1.
- Continue implementation of new benefits platform, Bentek, while maintaining the current system.
- Responded to multiple Verifications of Employment.
- Responded to multiple Public Records Request.
- Enter Change in Status:64.
- Processed Health Reimbursement Account deductible refunds: 2.
- Entered Wellness Logs:270.
- Processed Wellness Log checks:90.
- Processed Wellness Reimbursement Requests:10.
- On the committee to select a new copier company.
- Attended Safety Meeting:1.
- Processed Retiree death claims:3.
- Processed DROP paperwork for entry into DROP:1.
- Processed retiree paperwork:1.
- Off-boarded 1 terminating employee.