

**City of Sanford
City Manager's Monthly Update
October 2023**

CITY MANAGER'S OFFICE

- Had introduction meeting with Lt. Oma Lugo of the Salvation Army of Seminole County.
- Met with Richard Heisenbottle prior to the bond public meeting.
- Conducted second interview for Director of Public Works and Utilities.
- Met with Jamie Merrill, the new President & CEO of Boys and Girls Club to discuss concerns they have with the Sanford facility.
- Represented the City at the 3rd Central Florida Business Convention put on by Maria Lord of Lord & Lords Consulting.
- Attended the all-day HCA Lake Monroe Hospital Board of Trustees Retreat.
- Attended the PBAS (Private Business Association of Seminole, Inc.) meeting where County Commissioner Jay Zembower and County Manager Darren Gray spoke about transportation developments in the County along with the projects that have been accomplished using the one cent sales tax.
- Met with the County Manager, School Superintendent, city managers and their public works staff regarding the 4th Generation Sales Tax.
- Met with Richard Heisenbottle and Hilltop Securities, the bond underwriters for Heritage Park Project, along with Mayor Woodruff and Brady Lessard, to discuss the financing of the project.
- Participated in the Celery Lakes HOA virtual Board Meeting.
- Represented the City at the Central Florida Foundation's "TableTalk" session held at the University of Central Florida's College of Community Innovation and Education. The Foundation's TableTalk Initiative is to have group conversations about ways to make Central Florida a better place to live, work, and play. Table discussions cover various topics within economics, healthcare, education, livability, and community & social connection.
- Met with Altamonte Springs' City Manager Frank Martz to discuss their use of Artificial Intelligence (AI) to do site plan reviews.

CITY MANAGER'S OFFICE CONTINUED

- **Public Parking Lots**

- On Wednesday, October 11, 2023 our contractor sprayed Cyclogen (recycled agent) on some of public parking lots and the 26th Street Public Works yard to rejuvenate the aged asphalt millings, reduce the dust crated when cars drive upon them, and harden the surface. The public parking lot between the Civic Center and the library will be re-configured to add 20% more parking spaces.

- **Marina**

- The ship store has passed final inspections, and open to the boating community. The office counter and slat walls are expected to be installed next week. Founders 3 has started ordering supplies. The parking lot striping of the marina parking lots are expected to be completed on October 17, 2023.
- City staff submitted an Economic Development Public Works and Economic Adjustment Assistance Grant for the elevation of the older portions of the sea wall around Marina Isle. If approved, the grant will fund the design and re-construction of older portions of the seawall by elevating to meet current flood elevations to reduce the likelihood of
- flooding, overtopping, evacuation of the assisted living facility, and closure of businesses located on the Marina.

- **Mayfair Golf Course**

- There was a pre-bid meeting at the Mayfair Golf Course on Thursday, October 12, 2023 at 10:00 a.m. for the Clubhouse . The Competitive bidding process closes on construction of on October 27, 2023. The bid opening is scheduled on November 7, 2023, then the Committee will review the proposals.
- Irrigation work is completed, and landscape work continues on Hole # 3 (near the Main Water Plant). The sod work is expected to be completed by the week of October 20th. Hole #3 is a temporary par 3 for approximately one month until the new sod takes root.
- The Sanford Fire Department's Lieutenant Aaron Hinson conducted Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training for all of the Mayfair staff on Tuesday, October 10, 2023. It was well-received – there is now an AED located inside the Pro Shop at Mayfair.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT

- **Community Relations**
 - Attended Good Morning Seminole "Marketing to the LGBTQ+ Community".
 - Toured Teem Challenge Sanford Administrative Office.
 - Visited Habitat for Humanity Altamonte Springs office.
 - Attend Georgetown Steering Committee Meeting.
 - Attend the 2nd Annual International Culture of Remembrance Symposium in Orlando.
 - Attend the Capital Trust Authority Meeting to hear the community's feedback on the Heritage Park Project.
 - Attend Gratitude in Action Luncheon in Lake Mary benefiting the Rescue Outreach Mission.
 - Meet with Seminole County to discuss the Seminole County Broadband project.
 - Participate in ethic training.
 - Attend Homeless Services Network 30th Anniversary Luncheon in Orlando.
- **Community Development Block Grant (CDBG)**
 - Finalize performance measures for sub-recipients and mail out letters.
 - Re-opening Minor Home Repair program October 17th.
 - 30 applicants approved for the Safety Home Repair Program.
- **My Brother's Keeper (MBK)**
 - Eight students from Markham Woods Middle lead the pledge at the Sept. 25th City Commission meeting. Students were selected for positive behavior and good attendance in the program sessions.
 - Students were given MBK shirts to promote the program throughout school and local communities. Students were required to turn in enrollment form and parent agreement forms.
 - MBK students will play in the upcoming Jr. Magic Basketball league sponsored by City of Sanford Recreation Department.
 - MBK will continue be visible in the community to bring more awareness.
- **Low Income Home Energy Assistance Program (LIHEAP)**
 - Low Income Household Water Assistance program closed.
 - LIHEAP Casselberry office closed.
 - LIHEAP staffing reduced by 2.5 FTEs
 - LIHEAP FY24 budget allocation \$1,081,741
 - Home Energy-\$270,435
 - Crisis Energy-\$549,255
 - Administrative Expenses-\$91,947
 - Outreach Expenses-\$148,469
 - Weather Related-\$21,635
- **Race, Equality, Equity, & Inclusion (REEI)**
 - Committee holds two additional meetings per month to discuss the Pathways to Reconciliation project.
 - Board application window reopened to fill three committee vacancies.

ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)

- At the October 4th CRA Board meeting, two special event grants were approved, the first is the Festival Puertorriqueno y Multicultural and the other is for the Sanford VW event. The CRA Board was notified that the Interlocal Agreement between the City of Sanford and the Sanford Community Redevelopment Agency has been approved by the City Commission for termination.
- A meeting took place with CRA Chairman Charles Davis, Public Works staff, and the CRA Executive Director to receive input and discuss CRA funded, alternative streetscapes projects for Downtown Sanford.
- Some available land at the Orlando Sanford International Airport has been selected as one of the top ten FPL Florida First Sites. The ED team worked with Seminole County's Economic Development Department and airport leadership to make the case by providing a collaborative presentation, as well as a tour to FPL and their consultant in becoming a FPL Florida First Site This program helps showcase sites to companies looking for optimum sites in a supportive, business-friendly location. A rigorous certification process was completed, which involves ensuring some pre-work is in place, and taking the majority of the risk out of the site selection process for businesses.
- Discussions continued with the G3 team regarding the Memorandum of Understanding (MOU) for a structured parking facility.
- Richmond Avenue continues to be an area of focus for several developers. Availability of utilities and the current roadway appears to hinder development for this area.
- Although the Magnolia Square Clock has been updated with new clock faces, mechanisms, a controller, and LED lights, it appears that the motor is bad on the west facing clock. The company making the dial framing is also the company that is sending the replacement clock motor. Replacement of the motor and dial framing should occur within the next few weeks.
- The Seminole Towne Center Mall continues to be of interest by various developers. The Economic Development team has been contacted by various developers who wish to either use a portion or the majority of the mall property.
- Participated in the "Florida's Current and Future Property Insurance Market" Webinar to discuss the status of our state's property insurance market. The plan is to follow-up with a town hall and include Representative Rachel Plakon and Commissioner Andria Herr as speakers.
- As representatives of the City, attendance occurred at the weekly Sanford Chamber of Commerce meetings, the River Council meetings, the Sanford Main Street Board Meeting (as a non-voting member), the Women's Professional Business Luncheon, the Sanford Airport Authority Monthly Board Meeting, and met with various prospective and existing business owners.
- Seminole Towne Center work related to current ownership, possible new ownership, and associated financiers.

ECONOMIC DEVELOPMENT/CRA CONTINUED

- Orlando Sanford International Broker Symposium at Heathrow Country Club, 10/9/23. Very successful event, presentations and introductions made by Brady Lessard, Nicole Martz, President of Orlando Sanford International, and Paul Partyka as non-aviation Broker for Orlando Sanford International. Numerous leads were generated at the event, and are currently being worked by the Department.
- Jointly working with Orlando Sanford International technical and administrative staff to circulate and promote the revised and updated Airport Master Development Plan. A critical component of this promotion is addressing concerns the private sector continues to express related to the “lease limitation” of Federal Aviation Authority property.
- Department continues to work with the private sector in seeking opportunities to collaborate on extending utilities to the Richmond Avenue Industrial Corridor.
- Targeted Broker Outreach and Assistance continues in an effort to attract tenants and buyers that will contribute to the overall increase in ad valorem receipts.
- As the City has identified utility dependability, availability, and accuracy as a vulnerability, the Economic Development Department is assisting Utility staff on a number of initiatives.
- Continued coordination and requests with Florida Power and Light to complete Hardening and Dependability improvements in key commercial corridors.

FINANCE

- Working on final budget document.
- Working on Fire Assessment Fee.
- Continued work on Parking Assessment Fee.
- Completed Grant policy implementation 10/1/23.
- Started FY2023 audit work.
- Continued work on updating purchasing policies including new CCNA (consultants’ competitive negotiation act) guidelines.
- Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for IAN and Nicole.
- **IT Service Requests**
 - IT tracks requests or incidents reported by staff. The numbers below are based on totals for September 2023.
 - New IT Service Requests/Tickets 294
 - Closed IT Service Requests/Tickets 227
- **Digital Transformation Project**
 - m365 Migrations
 - Economic Development, City Clerk’s office, City Manager’s office, and Community Relations groups are next on the migrations schedule.

FINANCE CONTINUED

- **Process Modernizations**
 - **City Procurement process**
 - Initial design phase is wrapping up.
 - Prototype will be developed based on initial design.
 - **Budget Transfer Request**
 - Initial design phase is wrapping up.
 - Prototype will be developed based on initial design.
 - **Police processes**
 - Development and testing of forms and workflows.
 - Inventory current processes with staff – TBD.
 - **Intranet Modernization**
 - Initial Overall City intranet design phase – in process.
 - Initial Department Intranet sites – Finance, HR, and IT.
 - **CIP Request and Tracking**
 - Initial design phase delayed due to Utility Customer Service opportunity.
- **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 testing various work order scenarios and configurations.
- **City Website Content Editor Training**
 - Content Editor training sessions have begun – this includes news, articles, events, minor page edits.
 - Parks and Recreation training is completed.
 - Communications office and other departments to be scheduled.
 - Communications office developing a content review process as directed by the City Manager.
- Working on 22 solicitations throughout the City.
- Working on cleaning VendorLink – updating Notice of Award (NOA), Notice to Proceed (NTP), Contracts etc.
- Meeting with IT the committee team that Bob 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.
- New Green Belt project and training of 5 employees has started.
- Conducted measurable objective meetings with all City Departments.
- Created a standardized format and list of the objectives each Department will be recording for FY 24.
- Presented a draft of the upcoming employee survey to the Executive management staff.
- Continued work on FBC data collection and reporting.
- Continued work with the Digital Transformation team by process mapping certain purchasing processes. Continued to assist city-wide survey with the Communications office.

PARKS AND RECREATION POLICE DEPARTMENT

- The Velma H. Williams Westside Community
- The Westside Community Center has partnered with Meals on Wheels to provide hot meals to our senior citizens. This program is available Monday through Friday 11:30A -12:45P.
- The Westside Mentoring program has taken 12 teens on college tours and also provided other students exposure to trade skills in various areas.
- Basketball coaches in our youth basketball league have been invited to a Coaches Clinic at the Amway Center. This invitation was offered by Orlando Magic Head Coach Jamahl Mosley.
- League play will begin in December.
- The Aquatic Center staff taught over 400 individual swim lessons between March and October. The center also hosted the District Swimming Championships on October 11th.
- The City will host 14 special events during October.
- Youth baseball, soccer and flag football have all begun with over 600 youth participating.
- Parks staff has been asked to seek quotes for fencing at the new Fire Station.
- Parks and Grounds Lead Maintenance workers, Teresa Van Court and Edric Diaz, have recently completed Maintenance of Traffic (MOT) training.
- Parks staff met with residents who live in the area of George Touhy Park. Among topics discussed were a tree survey, trimming and removal if needed, as well as signage and the fountain.
- Parks staff is working with the City Attorney to review and update ordinances as they pertain to fees, hours of operation and general park rules.

POLICE DEPARTMENT

- Our Traffic Unit joined a number of local agencies to promote Railroad Safety Week, conducting operations at a number of railway crossings in the City.
- Our Major Crimes Unit arrested three suspects for attempted homicide of Gelver Obdulio Bamaca Ramos that occurred in early August.
- Launched our Domestic Violence Awareness Campaign for the month of October. All officers will wear a purple butterfly pin as part of their uniform for the month of October, and those participating in the wellness campaign will walk/run 31 miles by the end of the month.
- Our Community Relations Unit put on another successful and well attended National Night Out event at Derby Park. The event had a great number of vendors and activities for citizens to enjoy while meeting their neighbors.
- We celebrated National Coffee With a Cop day at Palate Coffee. The coffee shop was packed with officers and residents engaged in casual conversation over delicious cups of coffee.
- Unveiled our Soft Interview Room that was completed in partnership with Architects Design Group. This redesigned interview room provides a comforting environment where survivors of crimes can feel at ease while speaking with our investigators.
- Currently, there are 7 job openings within the police department.

DEVELOPMENT SERVICES

- **Comprehensive Plan Amendment and EAR**
 - Pursuant to Section 163.3191 of the Florida Statutes every seven years the City is required to evaluate its success at addressing planning issues through the implementation of its comprehensive plan and update the Plan, if necessary, to be consistent with state policies. The City Commission approved the last EAR in October of 2018. Planning staff has begun the process to update the EAR to meet state statutes.
- **Land Development Regulations in Revision**
 - Staff continues to work on Schedule A – Definitions, Schedule B – Permitted Uses, Schedule E - Additional Requirements & Provisions for Specific Uses, Schedule G – Design Guidelines, and Schedule D, Planned Developments. Public meetings will be scheduled upon staff draft completions.
 - Staff has initiated Zoning in Progress for Article III and VI.
- **Joint Planning Agreement**
 - The City is continuing to work with Seminole County to update the existing Joint Planning Agreement including modifications to reflect the East Lake Mary Boulevard Corridor Study. This project will be ongoing.
- **Citizenserve Updates**
 - Working on Citizenserve closeout in preparation of the conversion to Central Square
- **Mapping and Data Analysis**
 - Planning continues to work with the Finance Department on the feasibility and analysis in regards to the downtown parking garage.
- **Comprehensive Sign Program**
 - In order to provide signage alternatives and creative flexibility criteria to uphold the City’s intent for aesthetic values, community character and quality, the City regularly approves Comprehensive Sign Programs. The following Comprehensive Sign Program has been approved.
 - Towns at Riverwalk – 2485 W. Seminole Boulevard - Beazer Homes
- **Ongoing list of projects under construction**
 - KEMCO Manufacturing – 3851 E. Lake Mary Boulevard - Contractor working on final closeout
 - KFC – 4659 W. 1st Street -Anticipated completion October 2023.
 - Starbucks – 3764 Orlando Drive - Sitework underway – moving
 - Monroe Place Apartments – 2306 W 1st Street - Anticipating completion December 2023.
 - Paulucci Oaks- Washington Avenue - Starting to receive Certificates of Occupancy Homes.

DEVELOPMENT SERVICES CONTINUED

- Towns of Riverwalk – 2485 W. Seminole Boulevard - Infrastructure and model homes underway.
- Kings Crossing (Publix) – 4141 E. SR 46 - Anticipated completion date in December 2023.
- Skylar Crest – 3100 Kentucky Street - Working on install of utilities and stormwater ponds.
- Concorde Community - 2401 E . Lake Mary Boulevard – Installing Roads, grading and utilities.
- Culvers- 3418 Orlando Drive - working on underground utilities.
- Spacebox – 2461 Cherry Laurel – Building and site under construction
- Afton Palms – 1150 Upsala Road – Under construction, anticipate first buildings in October 2023
- Story Apartments – 1751 Rinehart Road – Under construction, anticipate first buildings Oct 2023
- Bahama Bay Club (ALF) – 3441 W. 1st Street – Final Interior Work underway
- Apiary – 2678 Richmond Avenue – Working on Parking Lot
- All Souls PD – Beryl Landing Plat is recorded and Emerald Point is under construction
- Narcissus Cell Tower Relocation – Underway
- I-4 Beltway Commerce Park – 3205 St Johns Parkway – Several CO’s Issued, final storm install.
- Wayne Densch Addition – Infrastructure well underway, working on the building pad.
- Harvest Time, Phase 2 – Permit issued for site construction, sitework beginning.
- Top Kids Daycare – 700 Historic Goldsboro Boulevard – Building up, sitework pending.
- Wynn Funeral Home – 1300 Historic Goldsboro Boulevard - Building and sitework underway.
- Belair – 1701 Celery Avenue – Underground infrastructure and roads underway.
- **Code Enforcement**
 - Hired new Code Officer
 - Facilitated the “Legal Issues in Code Enforcement” class from USF
 - We are facilitating the “Administrative Aspects of Code Enforcement” class in October
 - Nuisance Abatement meeting for October identified 14 chronic nuisance properties for enforcement
- **Building**
 - Retained ZHA for project management of the breezeway expansion project
 - Received and closed the bidding process on breezeway expansion
 - Received one vehicle from our capital requests
 - We continue to work on Permit Coordinator incentive/promotion plan

DEVELOPMENT SERVICES CONTINUED

- **Building**

- Exploring the new position of Building Coordinator to enhance communication across departments for permit approval.

FIRE DEPARTMENT

- **Training and Activities:**

- 3rd Quarter County-wide training finished.
- Medical Director meetings attended.
- Ride Along
 - Seminole State- 2 students.
 - Observers - 0.
- Pre-fire plans completed- 10 businesses.
- Rescue standby for 3 events
- Fire Department Peer Support meeting.
- EMS training completed.
- Yearly physicals completed.
- Technical Rescue Team completed Confined Space Rescue with Deltona, Deland, Orange City.
- Total Incident Responses by Sanford Units: 13,327
- Total Incidents in Sanford JZ: 12,241
- Total Transports: 5326

- **Fire Prevention:**

- Annuals—195
- Re-inspections on annuals—239
- New Construction Inspections—121
- State Required Inspections—8
- Food Truck Inspections—11
- BC Pass down/follow ups—23
- Plans Review—126
- Special/Complaint inspections—71
- Car seat installs—2
- Public Education Events—2
- Smoke alarms installed—8
- Fire Investigations—1

- **Administration:**

- Currently down 6 (1 quit in training (new hire)/ 4 left for another fire department, 1 retirement) interviews at the end of the month.
- Working with Lunz architect on Station 40 design.

PUBLIC WORKS

- The Georgetown Project Phase 1 construction continues.
- The Georgetown Project Phase 2 project is in design. We are meeting with the consultant to go over the schedule next week.
- Drainage system construction on Maplewood Avenue should start soon. The PO has been provided to the contractor and they say they are ready to start.
- The Washington Avenue - Randolph Avenue - Mellonville Avenue drainage improvements bid closes October 19th. We have 54 plan holders.
- The consultant is working to get the Aero Lane and 5th Street roadway and drainage improvements out to bid.
- We are working with the consultant to get the Mayfair Area Drainage Project out to bid.
- The contractor is scheduling work on the new Trailhead Restroom. We still need a PO for the unit and for the electrical work. We are still having an issue finding an electrician for the project.
- CPH is working to put out to bid (again) The Celery Avenue - Mellonville Avenue and St. Johns Parkway. - Upsala Road intersection improvement.
- We are still waiting on the 90% Plans for the Maple Avenue Drainage Improvements while Finance processes a Purchase Order.
- Last month we submitted to EDA for a grant to purchase 3000 feet of Tiger Dam to keep Palmetto Avenue and Mangoustine Avenue when Lake Monroe hits major flood stages and yesterday we submitted the application for EDA to provide grant money to rebuild the seawall around the Marina as well. Both Grants are close to \$6,000,000
- TREMCO has completed the testing for the Administration building roof and provided us with three proposals for a complete a complete roof replacement. At the advice of counsel, we are in the process are putting this out to bid
- We are coordinating with FDOT on the 1st Street modifications which are nearing design completion. These will include street lights at Persimmon Avenue, Aero Lane and Mangoustine Avenue. The City will also have improvements on Persimmon Avenue to address the Auto Train Queues.
- The new Utility Building has completed bidding and we are waiting for the Consultant to recommend the bid award.
- The consultant has scheduled a pre-bid meeting for the Fulton Street Building for the 24th of this month.
- The annual repaving PO has been issued and the contractor has started working on this year's list of streets and speed tables to repave. Material availability has delayed the start this year.
- We have scheduled the Artisan Square restroom for City Commission approval at the second meeting in October. This will include the 3rd Gen fund notification.
- We are requesting scopes from design consultants for additional downtown streetscape projects that will use the CRA funds previously earmarked for the Heritage Project.

PUBLIC WORKS CONTINUED

- We are working with Urban SDK to provide real time traffic information on all City Streets to help eliminate the need to do Traffic Studies in response to Traffic Calming Requests and signal warrants. Bob Keegan has already reviewed and approved.
- Stormwater staff and City GIS staff are working together to fill in the blanks in our Stormwater GIS product provided by our consultant. A number of structures were unavailable for them to acquire data for and our staff is in the process of working through a list provided by them.
- City wide sign maintenance to straighten & replace.
- Prep and regrade parking lots for contractor to treat with Cyclogen.
- Repair/replace sidewalk panels throughout the City.
- Remove dead/dying trees on city ROWs throughout the City.
- Tree Trimming for Fire Department at traffic signals and side streets.
- Respond and remove fallen trees and tree limbs.
- Pothole repairs and asphalt road crossings throughout the City of Sanford.
- Mow city lots & rights of ways.
- Pick up trash throughout the City of Sanford.
- Respond to citizen complaints.
- Provide special event support.
- Provide emergency afterhours support.
- 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.
- Assist Mayfair Golf Course with fallen tree after strong storm.
- Sign Shop – layout and install 140 parking bumpers in parking lot at 1st Street & Palmetto Avenue.
- Stump grind tree stumps after trees have been removed.
- Clean pond and ditch around Mulberry pond.
- Re - Build inlet on Hardy Avenue.
- Weed eat fence line along hays ditch.
- Remove tree from ditch along Park Drive
- Mowing and weed eating ditches and ponds.
- Repair storm water pipe and inlet in Hidden Lake.
- Cleaned inlets, the rainy season has started.
- Street sweeping.
- Cleaning storm pipes with the Vac-Truck.
- Complete work orders that come in.
- We have been working on the Ditches on Fridays to get ahead.
- Removed old artwork and installed new artwork in the Commission Chambers.
- Installed new rail hanging system in Utilities hallway.
- Painted the Utilities hallway.
- Assisted I.T. Department with reorganizing their training room.
- Completed multiple street light repairs.
- Completed multiple electric repairs.
- Completed multiple plumbing repairs.
- Hosted the Citizens Academy at the Public Works Complex.
- Assisted I.T. Department in installing new cameras at the PSC.

UTILITIES DEPARTMENT

- Pressure Wash & Paint Ground Storage Tank's at Aux Plant
- Paint & updated the Logo on the Elevated Tanks
- Installed a temporary transfer pump at Groveview Lift Station
- SWRC Master L/S rehab—by-pass the entire SWRC Plant while work was being completed replaced all risers, pipings, & valves.
- Replaced Plantation Lakes Lift Station piping, valves, & pump elbows

HUMAN RESOURCES & RISK MANAGEMENT

- **Risk Management**
 - Workers Compensation Claims:... 50
 - Liability Claims:... 91
 - Mediations:...6
 - Recovery dollars of City property damaged by others:... \$115,292.58
 - Coordination of Safety/Risk Management Safety Training Sessions:...12
 - Coordination and Hosting the Annual Safety Incentive Luncheon
- **Recruitment and Employment**
 - Job Postings:.....148
 - New Hires.....119
 - Promotions.....40
 - Retirements.....4
 - Resignations.....49
 - Dismissals.....13
 - Deaths.....1
 - New Family Medical Leave Applications...27
 - New Hire Incentives (Excl. SPD Officers) : 27
 - New Hire Incentives Paid (Excl. SPD Officers) ...\$55,846,55
 - Coordination and Hosting the Annual Employee Service Awards Luncheon
- **Benefits, Wellness and Records Administration**
 - Coordinated Fourteen New Hire Orientation Session (Comprehensive Sessions, about 6 hours each)
 - New Hires Benefits Coordination...119
 - Employees Out-Processed.....67
 - Coordination of Monthly AIG (457) visits...12
 - Coordination of Monthly Blood Mobile Visits..12
 - Change in Status Forms Processed.....905
 - Coordinated and Hosted Multiple Health and Wellness Lunch and Learns