



Cindy Stuart

CLERK OF COURT & COMPTROLLER
HILLSBOROUGH COUNTY

Date: August 4, 2022

To Whom It May Concern

Devante Swanson was a paid Intern in the Board Services Area of our Office from June 2022 through August 2022. During that time, he was a pleasure to work with, learned quickly, and completed every assignment we gave him. If he were to apply for a job opening after graduation, I would not hesitate to hire him.

The duties he performed for us ranged from administrative to analytical. He analyzed Board of County Commissioner Meeting agenda items for possible financial impacts and operational implications. These analyses were timely and well thought out. He also prepared summary minutes of the County Commission meetings, which were easy to understand and accurately reflected their actions. On the administrative end, he helped with record retention requirements by scanning and indexing multiple types of documents. He also helped with reception duties in the Board of County Commissioner's main office – both answering constituent phone calls and directing visitors.

He also completed several of the financial analyses our office is responsible for. He prepared revenue projections and the debt service payment requirements for the upcoming year's budget. He analyzed long term revenue and expenditure trends on selected major program areas to assess long-term financial viability (this included utilizing several different trend assumptions). And probably the most time consuming project, reviewing the 2022 legislation changes for financial impact, policy implications, and possible operational changes. Again, these were all well thought out, accurate, and easy to understand.

If you have any questions, please contact me at (813) 307-7042 or vanarsda@hillsclerk.com

Sincerely,

Rick Van Arsdall
Chief Operating Officer, Board Services

Equity. Transparency. Independence.

Swanson, Devante D

41917H

5/13/2022 - 8/04/2022,
Selected range of dates

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Mon 8/01												272:06
Tue 8/02	8:00AM- 5:00PM			7:57AM		11:58AM	1:00PM		4:58PM	8:00	8:00	280:06
Wed 8/03												280:06
Thu 8/04	8:00AM- 5:00PM			■ 9:19 AM		12:00PM	12:59PM		4:57PM	6:42	6:42	286:48

Totals

All

All

Account	Pay Code	Amount
CCC-CLK-Clerk of the Circuit Court-Comptroller/CCC-CTB-Clerk to Board/CCC-CTB-Board Services/6465H/900102/016885/00	H- Holiday	16:00
CCC-CLK-Clerk of the Circuit Court-Comptroller/CCC-CTB-Clerk to Board/CCC-CTB-Board Services/6465H/900102/016885/00	H-No Pay	8:00
CCC-CLK-Clerk of the Circuit Court-Comptroller/CCC-CTB-Clerk to Board/CCC-CTB-Board Services/6465H/900102/016885/00	H- Regular	262:48