

Raymond "Boz" Bossert, *General Manager*
Ariel Fells, *Director of Human Resources*
Coral Benka, *Director of Finance*
Cynthia Kramer, *Director of Community Services*
Melissa Dahl, *Board Secretary*



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Beverly Phillips, *Vice President, Board of Supervisors*
Ray Brooks, *Board of Supervisors*
Michael Gilpin, *Board of Supervisors*
Greg Norton, *Board of Supervisors*

Date: 31 October 2023 (Report Period 1-30 September 2023)

To: District Board of Supervisors, Staff and Residents

Subject: General Managers REPORT, **September 2023**

Summary: *(A summary of events since last meeting. This will include an assessment in safety, security, Infrastructure, fiscal issues and general government for the District. This area should also address any external/regional factors that may impact the city.)*
Your District continues to move forward with no major issues. We are heavy into transitioning activities, into fall- landscaping, new water meter installs and debris removal. We continue to engage in community activities with some major events on the horizon. We have completed the 2023 Budget and will begin the audit for rollover funds and what to do with them.

DUE OUTS from 26 September, 2023 meeting:

- 1 Commissioner Kirovac- Discussion with ADVENT Hospital on a recycling center along frontage road. Question from President Herrick on the Granada Street recycle center, answered that the County staff stated that is not a viable option. **We will consider this issue and see where we can assist if possible.**
- 2 Supervisors discussing the Schumacher extension and the SNL and County contributions. A SNL assessment of impacted parcels would raise approx. \$125K along Schumacher Rd. The concern from the Board is to present the entire issue to the County when it comes to our access road and WWTP costs. **We will submit a detailed list of concerns thru the County administrator to explain our case.**
- 3 SUP. Brooks comment- If the County does not approve our landowner changes (Absentee ballots) soon can we adjust our plan to conduct the election? **We are still working with the proxy votes in the January 2024 election, however we plan to transition to an absentee ballot system instead. We will work on the process for the District and provide updates to the Board as necessary.**
- 4 SUP. Brooks comment- When could we transition to inhouse accounting? **Then issue is the lack of a CPA on staff, as we transition other services in the District we can asses the cost to hire a fulltime CPA compared to Inframark and determine if we want to transition.**
- 5 President Herrick comment- Can you run out the financing plan for the new wastewater plant for the life of the loan. **As part of the wastewater plant public comment session, we will present a 25+ year funding plan.**
- 6 All Supervisors- In discussion on transitioning to a City, can we re-address the County on some of our issues with zoning, building permits, code enforcement etc... rather than change to a city. **Yes we will approach the County administration and commissioners on or issues we have instead of the moving forward on a potential transition to a city.**

- 7 **SUP Brooks-** Does the Hornick parcel(Unit 12) with the tortoise preserve have the ability to sell that land to another developer. **After the option years, he can sell that parcel to someone else. Not during the two-year timeframe.**
- 8 SUP Brooks- Can you get the Golf minutes and financials posted. **As of 3 October we have posted the Golf Financials, Golf committee minutes and the updated Treasurer reports on our website**
- 9 SUP Gilpin- Please provide an update on the foreclosed parcels and the Bond companies selling parcels then paying us. **We will provide a summary of the total parcels sold, revenue generated and what's left for this year.**
- 10 SUP Brooks- What's the update on a district lighting plan. **We will work with Duke power and provide an update on a plan for the district.**
- 11 SUP Brooks- Are we replacing the bridge to Granada Island. We need to clarify the language in the newsletter. **We will bring back an updated recreation plan. To include an update of the bridge and other projects. We will clarify the language on "bridge replacement."**

Human Resources:

Employee Roster: 38 full-time | 15 part-time | 1 upcoming vacancy

Employee Roster a/o 10/23/2023

Department	Full-Time Employees	Part-Time Employees	Vacant Positions	Temp Positions	Total Employees
Board of Supervisors		5			5
Administration	3				3
Community Services	1				1
Recreation	2	4			6
Finance	2				2
Utilities – Customer Service	2		1		3
Code Enforcement	2				2
Security	3	6			9
Construction Services	1				1
Equipment/Mechanic	1				1
Roads & Drainage	8				8
Grounds	4				4
Utilities - Operations	8				8
TOTALS	37	15	1	0	53

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Payroll/Salary Expenses (as of 09/22/23):

Department	Current Year Salary Budget	Budget YTD Actual	% of Budget
Administration	\$168,303.00	\$233,215.35	139%
Community Services	\$53,838.00	\$73,612.16	137%
Recreation	\$133,150.00	\$83,893.14	63%
Finance	\$115,412.00	\$116,973.79	101%
Utilities – Customer Service	\$94,436.00	\$90,211.96	96%
Code Enforcement	\$44,990.00	\$36,958.32	82%
Security	\$179,067.00	\$127,284.93	71%
Equipment/Mechanic	\$36,870.00	\$32,686.60	89%
Roads & Drainage	\$256,563.00	\$265,576.88	104%
Grounds	\$92,208.00	\$114,582.75	124%
Utilities - Operations	\$512,451.00	\$274,940.11	54%
	\$1,687,288.00	\$1,449,935.99	86%

Salaries account for approximately 31% of the District’s total annual budget (\$2.5M).

As of 1-Sept – approximately 86% of the salaries budget has been spent, with 0% of the fiscal year remaining.

Highlighted areas are of concern and the GM will investigate the reasons.

Overtime Expense (for previous *three pay periods):

*There were three check dates in the month of September. You will notice that the first pay period is a rollover from last month’s report, but it is included for a full snapshot for the September month.

Pay Period	Check Date	Overtime Hours	Overtime Amounts
*08/12/23 to 08/25/23	9/1/2023	107.66	\$ 3,300.00
08/26/23 to 09/08/23	9/15/2023	351.51	\$ 9,679.52
09/09/23 to 09/22/23	9/29/2023	135.99	\$ 4,033.11

Overtime Expense by Department (08/12/23 to 9/22/23)

Department	Overtime Hours	Overtime Amounts
100 Administration	11	\$ 297.00
1000 Utilities – Customer Service	32	\$ 764.50
1100 Utilities - Operation	282	\$ 8,959.99
200 Community Services	0	\$ -
300 Recreation	43.99	\$ 905.01

400 Finance	13.33	\$	439.89
500 Code Enforcement	15.17	\$	492.19
600 Security	97.01	\$	2,298.41
700 Grounds	25	\$	582.65
800 Roads	65.66	\$	1,992.04
900 Equipment	10	\$	280.95

Position Vacancies: (as of 10/23/23) *Vacancy is due to employment separation/termination

- Customer Service Representative – Full-Time (starting 30-Nov-2023)

New Hires

- Recreation Attendant – Martha Cook (started 11-Oct-2023)
- Public Safety Assistant – Erik Fuentes Aviles (started 02-Oct-2023)
- Code Enforcement Officer – Roger Jacobsen (started 02-Oct-2023)
- Building Maintenance Technician - Gustavo Camacho (position transfer as of 01-Oct-2023)
- Customer Service Representative – Carmen Howard (started 25-Sep-2023)
- Utility Technician – Corey Laue (started 25-Sep-2023)
- Utility Field Foreman – Phillip Tuck Phillips (started 18-Sep-2023)

Pending Staff Departures

- Kathy Haney, *Billing Specialist*, made the decision to resign from her position with the District to enjoy retirement and time with her husband. Kathy’s last day in the office will be Thursday, November 30th – giving us some time to sort out the details following her departure. We plan to fill this position internally, leaving a Customer Service Representative position vacancy.

Evaluations and Assessments

Annual performance evaluations have been distributed to managers/department heads. This is an opportunity for managers and employees to review accomplishments and set goals for the upcoming year. While this is not the only counseling that employees receive from their manager(s) throughout the year, this provides actionable evaluation of employee performance and guides development moving forward.

Annual Evaluations in 2023 – Returned for Human Resources/General Manager review on 23-Oct, and to be reviewed with managers/employees in the beginning of November.

General Manager’s initial evaluation/counseling for all staff has been completed and forms have been filed to employment files.

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Roads and Drainage:

Roads repaired or repaved- 37 potholes.

Streetlights repaired- 0 fixed, 1 requested on Darnel RD, 4 requested to be repaired at the Park. We are updating our Streetlight long-range install plan.

Swales cleared/checked- 141 miles of swales, easements, Right of Ways

Retention ponds checked- 24 ponds checked and cleared

Street signs repaired- 11 signs

We edged approximately 6,000 linear feet of sidewalks and approximately 5,000 linear feet of multi-purpose paths on Sun 'N Lake Blvd

Projects completed/ongoing-

- Upgrading the Volley Ball area behind the Recreation center and awaiting fence install in October as well as installing additional bench's and trash cans.
- The Columbus Blvd with Clyde Johnson, ~\$350K project with FEMA reimbursement 25% complete

Next 30 days projects-

- Review of current streets and road network by the GM with Polston Engineering
- Road and swale repairs from Hurricane damage for 4 locations
- Street light plan

Water and Wastewater Utility: September 2023

Total water usage-___24,589,000___/ last month sept 2023\ YTD total---223,644,000 million gal__

Total wastewater processed-___21,322,000/last month Sept 2023\ YTD total---171794,000 million gal

Valves checked / exercised ___13___/ total Sept 2023\ YTD exercised –870 valves_____

Hydrants checked/ exercised_____416_All hydrants in district exercised for the year.___/ Total this year_416__Jan 2023_____

Manholes inspected __Sept 2023__45_/ total this year—171 inspected -126_repaired thruOct 2022

Repair of lines___0 for Sept 2023. Replacement of over 1500 LF of PVC and ACL Pipe.

Revenue from water use___\$103,930.00/ past month_Sept 2023_ YTD -\$846,829.08

Revenue from wastewater services_\$150,998.98/ past month_Sept 2023_---YTD-\$1,220,504.90

159 tons of grit removed from unit 23, during grit removal project, Freeing up roughly 6.5-7% capacity.

Meter project is rolling good, Travis said avg 250-350 meters a week in the ground. We are pretty much past the bad section where a lot of the valves didn't work, those took a lot of time. Total to date is 1700

Elementary lift station is now on scada network leaving 4 lift stations

Completed our tri annual lead and copper samples, all came back within good range.

Completed our tri annual SOC, and V0c's

Pulled yearly DBp's samples

All samples came back within range

Meter Faults/Leaks- 15 meters reading leaks/excessive water use, over 28,000 gallons identified for customers notification.

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Safety/Security:

(This will be provided by the Sherrif and Fire departments)

1. We have had 159 calls (Down) for service, 26 (Down) written incident reports; 10 Traffic stops, 3 Traffic citations, 6 traffic verbal warnings and 5 crash investigations. 1 Thefts, 1 burglaries, 8 battery (family disturbance), 4 arrests, 15 extra patrols.
2. Total for the 2023;
 We have had 2064 calls for service, 316 written incident reports; 194 Traffic stops, 151 Traffic citations, 168 traffic verbal warnings and 17 crash investigations. 22 Thefts, 38 burglaries, 82 battery (family disturbance), 32 arrests, 55 extra patrols.
3. Fire- Responded to 65 events (15x Fire calls and 50x EMS events).

SNL Security-

772 total work hours in August 2023 (+66.66 hours Overtime) - Average-175 hrs per week, Average 24.9 hours per day. We had 2 staff out for illness and one resigned, thus the manager was covering these positions for excessive overtime allowance.

215 incidents reported this month/126 Last Month / 26 at the same time last year.
 6211 total miles patrolled (2 cars)/ Total miles in 2023- 30,184 miles for both cars.

- Establishing security cameras monitoring at the District office and integration of the Clubhouse system.

TOP 5 ISSUES		
Animal issues	5	3%
Suspicious Activity	12	6%
Vehicle Issues	12	6%
Dumping Trash	4	3%
Info/Security Check	84	40%

SNL Code enforcement-

- infractions, 123 Recurring violations, 6 Pending fines
 - 13 for Parking (336 in 2023)
 - 34 high grass (175 in 2023)
 - 3 RV (26 in 2023)
 - 40 Trash Cans (366 in 2023)
 - 1 vehicle (79 in 2023)
 - 0 water (14 in 2023)
 - 8 trash (342 in 2023)
 - 23 sign violations (136 in 2023)
 - 0 structure (15 in 2023)
- Warnings issued- 123 / 1500 YTD
- Violation compliance- 115/ 1455 YTD
- Pending Fines in process- 6 (High Grass)(~\$6000)
- Payments made on past violations- 0 / 29 YTD- \$2900
- PAST DUE violation fees – N/A
- Recurring issues/locations – 60+ locations

Golf and Clubhouse Operations

Golf Operations:

Average 147 Rounds per day, this is up from 92 prior year.

Member Rounds 2596 / prior year 1714 (51% increase YOY)

Outing Rounds 426/ prior year 166 (157% increase YOY)

Public Rounds 1388/ prior year 869 (60% increase YOY)

Total Rounds 4410/ prior year 2749 (60% increase YOY)

Green fee revenue \$44,153/ prior year \$25,286 (75% increase YOY)

Driving Range revenue \$4,655 prior year \$3,623 (28% increase YOY)

Pro -shop revenue \$20,065/ prior year \$6,205 (223% increase YOY)

Membership Revenue \$71,517 / Prior year \$72,223 (1% decrease YOY)

Expenses:

COGS \$13,861 / Prior year \$8,812

Golf Ops Labor \$20,107 / prior year \$23,021

Golf Ops Expense \$1,740 / prior year \$1,581

Maintenance Labor \$57,701 / prior year \$55,626

Maintenance Expense \$37,074 / prior year \$45,930

Major events these past 30 days and analysis-

- Minor League Golf Tour 10/10-10/12 \$7k in revenue
- MGA Member/Member 10/12-10/13 \$2k in revenue

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- Caring Hearts Tournament 10/14 - \$10k in revenue
- WGA Octoberfest 10/18-10/19 - \$2k in revenue
- FICAP Tournament 10/24
- MGA Couples Tournament 10/28

Major events in the next 30 days-

- Advent Health Celebrity Tournament – 11/6
- Citrus Golf Trail Open (MLGT) 11/12-11/15
- MGA Quad 4 11/16-11/17
- Just 4 Girls 11/16-11/17
- MGA Round Robin 11/27-11/30

Projects Completed-

- Replaced phone system with VOIP.
- Roof replacement on all buildings

Projects in the execution-

- Painting of all buildings
- Replacement of divider wall
- Replacement of AV System

Golf Course Maintenance

Completed projects.

- Applied pre-emergent to greens - Prodimide
- Top dressed greens
- Rough was lowered to 1.75”
- Applied bulk application to wall to wall of 15-5-15
- Edged all sprinkler heads
- Edged both courses cart paths
- Edged bunkers
- Over seeding tees on 10/23

Upcoming projects

- Applying foliar bi-weekly
- Granular application monthly
- Trimming up low hanging limbs on cart paths and mow areas
- We are bush hogging non-play areas on both courses

Applying Specticle @ 4oz./ acre on both courses will retreat in January

Restaurant operations:

Food sales- \$79,733 / prior year \$49,760 (60% increase YOY)

Beverage sales- \$24,793 / prior year \$16,158 (53% increase YOY)

Misc. Rev - \$2,530 / Prior year -\$805

TOTALS- \$107,056/ prior year \$65,918 (59% increase YOY)

Total entrees served 4140/ prior year 2597 (59% increase YOY)

Average entrée cost \$15.05 / prior year \$14.26 (5.5% increase YOY)

Beverage cart \$2,823/ per round cost \$.64/ PY \$2,893 per round cost \$1.05

Expenses:

COGS \$41,828 / Prior year \$28,368

Restaurant Labor \$48,491 / prior year \$41,367

Restaurant Expense \$11,834 / prior year \$5,335

<u>September 2023</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>	<u>SUN</u>	
LCH/DNR	84	136	143	183	173	181	47	Average by day

<u>September 2022</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>	<u>SUN</u>	
LCH/DNR	39	53	105	126	104	141	23	Average by day

Major events next 30 days-

- Trivia Night 11/13
- Thanksgiving Buffet 11/23
- Live Music 11/24 (SNL Drive)
- Bingo 11/27
- 20 Total Banquets and Events.

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Community Services:

Recreation; September 2023

Pool Memberships

New memberships: 11 individual/4 family
Revenue: \$ 2,150
Total current memberships: 218
Total current members: 422
Total revenue YTD: \$ 35,525
2022-23 revenue goal: \$20,000

Facility Usage: 375 uses by 88 members
Classes: 12 classes held, 11 members attended

Racquet Club Memberships

Resident
New memberships: 23 individual/9 family
Total current memberships: 358
Total current members: 499
Revenue: \$0

Non-Resident

New memberships: 3
Revenue: \$750
Total current memberships: 65 individual/2 family/4 monthly
Total current members: 74
Total revenue YTD: \$ 20,175
2022-23 revenue goal: \$12,000

Facility Usage: 568 uses by 120 Members

Fitness Memberships

New memberships: 12
Revenue: \$1,500
Total current members: 118
Total revenue YTD: \$14,500
2022-23 revenue goal: \$8,000

Facility Usage: 378 uses by 71 members
Classes: 8 classes held, 10 members attended

Silver Sneakers members: 37
New memberships: 3
Silver Sneakers usage: 42 uses by 7 members
Silver Sneakers reimbursement: \$67.50
Silver Sneakers reimbursements YTD: \$410

Dog Park Memberships

New memberships: 5
Total current memberships: 112
Revenue: \$0

Facility Usage: 361 uses by 39 members

All Inclusive Membership (Golf Members)

New memberships: 1 individual/0 family
Total current memberships: 147
Total current members: 213
Revenue: \$0

All Inclusive Memberships (Resident)

New memberships: 0 individual/0 family
Total current memberships:
Total current members:
Revenue: \$0

Daily Pool Passes

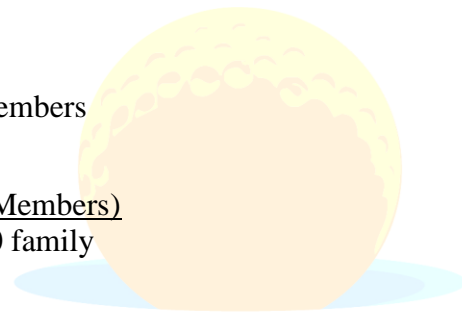
Admissions: 327 residents / 80 non-residents
Revenue: \$2,636.55

Total admissions YTD: 5,109 residents / 484 non-residents
Total revenue YTD: \$30,508.65
2022-23 revenue goal: \$15,500

Community Center/Library Access

New memberships: 9
Total current members: 129

Facility Usage: 108
Revenue: \$0



SUN 'N LAKE
FLORIDA'S CENTERPIECE
COMMUNITY

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Community Events

Regular Events:

Ice Cream Socials (monthly) – approx. 50 attendees per month – avg \$100 per month cost
 Walk with a Doc (biweekly) – approx. 5-10 attendees per walk – no cost

Special Events:

Trunk or Treat (Oct 26)
 Veterans Day (Nov 11)
 Merry Market (Dec 9)
 Santa Paws – Pet Photos with Santa (Dec TBD)
 Xmas Lights Competition (Dec 21)

Amenity Traffic Assessment-

Pool usage- 375 uses by 88 members, 12 classes held, 11 members attended
 Racquetball usage- 568uses, 120 members
 Fitness usage- 378 uses, 71 members
 Community center usage- 108 uses, 9 members
 Dog park usage- 361 uses, 39 members

Facility Rentals

Community Center (\$350-850)	Days rented: 2	Revenue: \$2200
Picnic Pavilion (\$70)	Days rented: 1	Revenue: \$35.00
Island Pavilion (\$35)	Days rented: 1	Revenue: \$0.00

Total revenue YTD: \$13,240
 2022-23 revenue goal: \$10,000

Community events completed/analysis

	<u>Participants</u>	<u>Cost, Revenue</u>	<u>Notes</u>
Ice Cream Social	50 p/mth	\$100/\$0	
Fireworks	1000+	\$14,523.64/\$250	5 vendors
Community Yard Sale	50 pax	\$0/\$510	
Walk with a DOC(monthly)	20 pax	\$0	steady growth

Upcoming Events: Walk with a Doc, Veterans Day

Email List

New subscribers: 38

Total current subscribers: 2,883

Emails sent: 14

Email open rate: 46%

Facebook

New Followers: 44

Total current followers: 4,256

Posts: 43

People reached: 7,200

Grants

Grants being researched: 4 (street lights, sidewalks, bike paths, Island bridge replacement)

Grants received: 1 - \$108,500 from County for playground

Grants awaiting reimbursement: 1 - \$200,000 from State for playground

Printed Newsletter – Distributed in the first week of September 2023- Some content: GM remarks, HR director has a section, updated calendar, budget section and a clubhouse/golf section.

Budget/Finance:

1. Our District budget is on track on execution. We have expended approx. \$11,567,925 so far this year, a **86% expenditure rate, we expected to have spent 100%**.
2. Our revenue this period is \$684,332 to date is \$14,452,212 approx. **115%** of our expected revenue this year (\$12,662,429), no issues.
3. General Administration expended this report \$54,728, YTD \$523,425, 89 % utilization.
4. Community services expended this report \$19,995, YTD \$162,745, 107% utilization
5. Recreation Services expended this report \$42,044, YTD \$321,594, 86% utilization
6. Finance services expended this report \$18,600, YTD \$354,824 78% utilization
7. Code enforcement expended this report \$10,164, YTD \$89,851, 90% utilization
8. Security expended this report \$21,568, YTD \$250,474, 100% utilization
9. Building and grounds expended this report \$43,156, YTD \$511,877, 155% utilization.
10. Roads and Drainage expended this report \$116,376, YTD \$1,289,732, 76% utilization.
11. Equipment and vehicle MAINT expended this report \$9547, YTD \$75,377, 102% utilization.
12. Capital Improvements expended \$45,023, YTD \$1,299,013, utilization 169%
13. Utility Department expended this report \$248,059, YTD \$2,702,666 budget 127% utilization
14. Utility Revenue this period was \$288,996, YTD \$3,947,270. 102% of expected revenue.
15. Utility CIP expended this report \$0, YTD \$1,075,839. 92% utilization.
16. Golf expended this report \$168,248, YTD \$1,992,506. 85% utilization
17. Restaurant expended this report \$95,008 / total budget \$1,036,149 87% utilization

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- 18. TOTAL expended this report \$11,567,925 / total budget \$10,335,449 % utilization 86%
- 19. Reserves totals \$3,639,155, a 1.5% increase from last report /amount ~\$16K
- 20. Expenditures over \$25K- NO required MOTIONS (2 in total= \$80,799)

District Administration:

1. **Permits:** Summary on Building Permits since JAN 1, 2023= Total 151 Building/ 66 Land clearing (approx. \$871,480) (+\$45K since last month)
 - a. New Construction- 8 (\$45K), Land Clearing/Driveway- 6 (\$2700)
 - b. Number of Homes with occupancy Finals in 2023- 151
 - c. Total Revenue for SEPTEMBER 2023- \$47,730
 - d. Building UP 300% from August, Land Clearing UP 600% from August.
2. **External meetings-** Met with State Senator Grall on 26 SEP at 1:30pm to discuss District issues (wastewater funding & state direct funding opportunities). Also met with the County Administrator and deputy to start a dialogue on recurring issues.
3. **HOA meetings attended-** Met with The Preserve HOA. Conducted Introductions and communication procedures with District staff.
4. **Manhole Inspection:** Maxx Environmental has completed leak sealing on Unit 23 wastewater plant, three storm water catch basins and UNIT #2. They will also inspect the remaining manholes in the district and give us a final status and cost to seal those that need repair. There is \$100,000 in the budget for 2023 – 2024 to begin the process of inspection and repair on Tanglewood manholes.
5. **Human Resources** The new personnel policy is out for final review, it will be submitted for discussion to the board of supervisors. We have one Worker Comp Claim for a security guard with minor injuries reported.
6. **Bond status:** Working with the Bond Company we have 50 land parcels for sale as of 22 October 2023. Signs have been placed. This leaves less than 100+ remaining parcels from

the initial Bond. We have only 6 left from the foreclosure process with the other Attorney the District Has, Solkolov.

7. **Employee of the Month:** Our Employee of the Month has been selected as Sarah Heiter-Recreation Manager. She, along with others were submitted by their supervisors and peers for consideration for this title. After a review and senior level vote, Sarah was selected as the employee that not only has done an extraordinary job in her position but has influenced other departments in a positive manner. She truly embodies the team approach for the Sun N Lake Staff.
8. **Staff Town Hall:** On 24 October 2023, at 2pm at the Community center the Entire SNL staff had a Town Hall. All district services will cease operations at 1:00 that day for this event. We will advertise this each week to better inform our residents. After the meeting, our Pool, Security and on call utility staff will return to work.
9. **District EV Concept:** We will have a meeting with vendors/State leadership on Electric Vehicle charging at District locations as well as a future EV vehicle plan for the Public Works trucks. On 27 SEP 2023. There are federal and state funding opportunities for this.

General Manager COMPLAINT TRACKER-

- Since the last Board meeting, we have had (24) GM level complaints. (24) Have been resolved at a lower level and we are working the other (0). No issues we feel require Board attention.

HOLIDAY Activities:

1. Golf Events- See Tournament schedule.

November 6	ADVENT Celebrity Golf	200 pax
November 8	LGA scramble	16 pax
November 13-15	Citrus Golf Trail Open	100 pax
November 16-17	MGA Quad 4	144 pax
November 16-17	Just 4 Girls	144 pax
November 27/29/30	MGA Round Robin	56 Pax
2. Veterans Day- Will work with local veterans' groups to see if an event and speaker can be programed on 11 NOV 2023 at 11am at the clubhouse memorial.
3. No events for Thanksgiving
4. Light festival planning
5. District Holiday Tree Lighting, TBP

Raymond "Boz" Bossert, *General Manager*
Ariel Fells, *Director of Human Resources*
Coral Benka, *Director of Finance*
Cynthia Kramer, *Director of Community Services*
Melissa Dahl, *Board Secretary*



Craig Herrick, *President, Board of Supervisors*
Beverly Phillips, *Vice President, Board of Supervisors*
Ray Brooks, *Board of Supervisors*
Michael Gilpin, *Board of Supervisors*
Greg Norton, *Board of Supervisors*

MAJOR Initiatives in the next 30-60 DAYS:

1. Employee Handbook Distro
2. Assessment of departments by General Manager
3. Complete the Initial Counseling of all staff by General Manager
4. All District Contracts being reviewed.
5. Department equipment assessment and repair/purchase
6. GRANT requests and preparations
7. Street light install plan
8. Road resurfacing Plan
9. Wastewater Plant planning
10. Recreation plan review

SUN "N LAKE DISTRICT
Raymond "BOZ" Bossert
District General Manager

C: Board members
C: Department Heads
C: File