



Sun 'n Lake of Sebring Improvement District, Florida
Annual Budget FY 2008-09



SUN 'N LAKE OF SEBRING
FY 2009 ADOPTED BUDGET
IMPROVEMENT DISTRICT

October 1, 2008 through September 30, 2009

ELECTED OFFICIALS

President

George Puffenburger

Vice President

Robert Severino

Supervisor

Frank Guglielmi

Supervisor

Diana Johnson

Supervisor

Dave Halbig

General Manager

Al Grieshaber Jr.

Board Secretary

Ann Mitchell

Treasurer

Dale Merrill

Prepared by:

Dana March, District Accountant

ADOPTED BY BOARD OF SUPERVISORS

August 22, 2008

Special Recognition

The following individuals played a key role in the development of the 2008-09 Sun 'n Lake of Sebring Improvement District budget. We would like to recognize them for their hard work and valuable contribution.

District Staff

Julian Deleon, P.E. – Director of Public Works & Utilities
Dale Merrill, CPA – Director of Finance
George Loyd – Head of Roads and Drainage
Bob Brumfield – Code Enforcement/Public Works Assistant
Don Gavoni – Head of Utility Operations
Ileana Martinez – Administrative Coordinator
Sam Henderson – Director of Public Safety
Dana March – District Accountant
Mandy Davis – Accounts Payable
Ann Mitchell – Board Secretary

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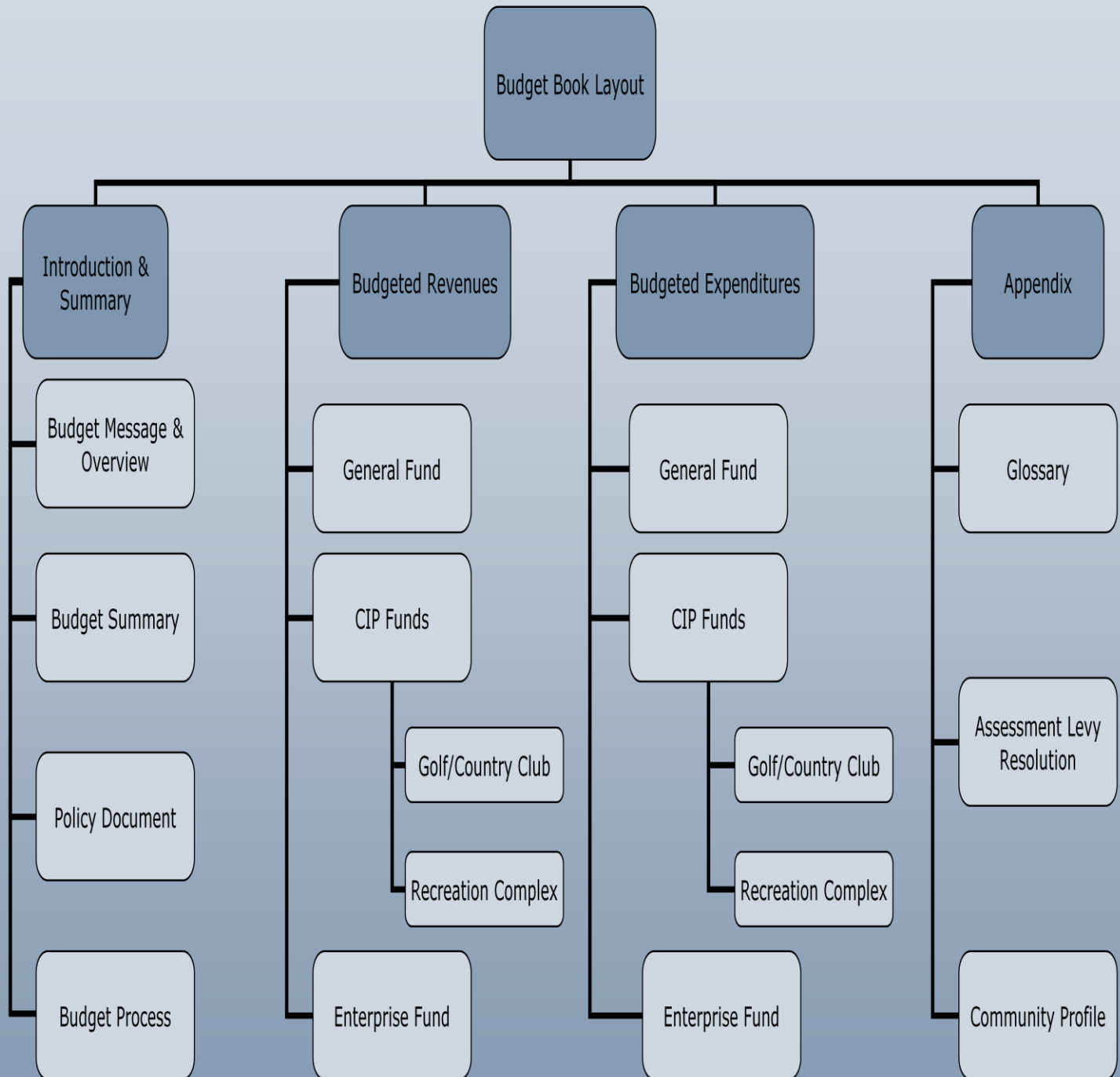
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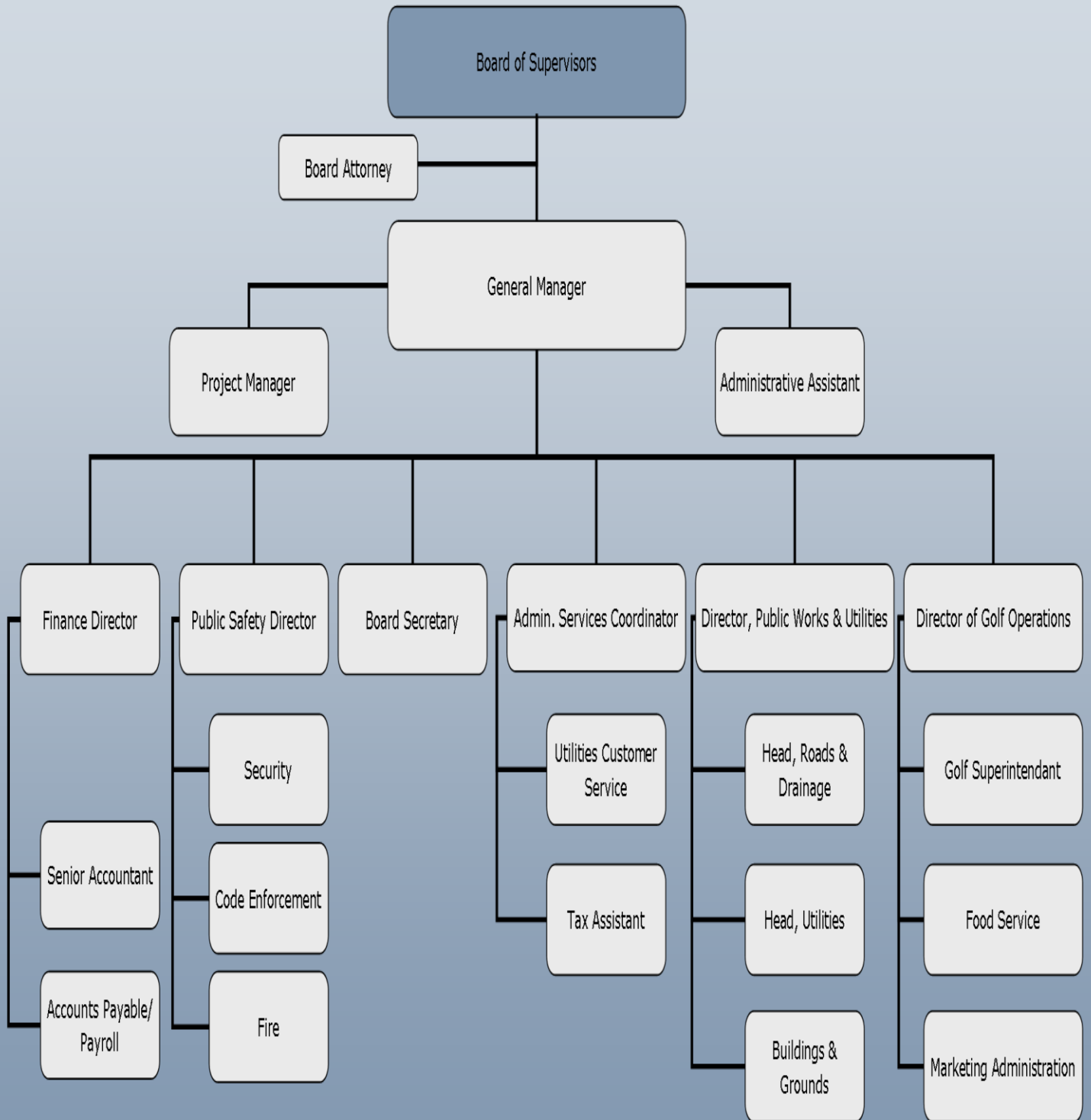
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Sun 'n Lake of Sebring Improvement District



Sun 'n Lake of Sebring Improvement District Organizational Chart



Budget Message and Overview

The purpose of every government is to provide public safety, public services, and a better community environment for its residents. Sun 'n Lake of Sebring Improvement District continuously strives to provide the quality of services that residents, business owners, and visitors demand while maintaining a healthy and safe working environment for its employees. The challenge that the District faces is to promote the growth of the District while at the same time making sure the needs of each group are being met. To achieve the desired goal of the District, making Sun 'n Lake an attractive community in which to live, work and play, the District has created the "District's Strategic Direction" below:

Vision

Sun 'n Lake Improvement District is committed to being a pre-eminent District, providing an exemplary environment in which to live, work and play.

Mission

The mission of Sun 'n Lake of Sebring Improvement District is to be a self governing community providing protection, governmental services and recreational facilities for its residents. To accomplish our mission we will:

- Practice responsive, effective governance;
- Be unrelenting in our efforts to improve service quality, cost and effectiveness;
- Create and maintain effective partnerships;
- Value diversity in the organization and the community;
- Be accountable to residents and each other for our actions; and,
- Uphold the highest professional and ethical standards.

Values

Responsiveness– being proactive; having a bias for action and a sense of urgency in getting things done; anticipating resident's needs and taking fast action to surpass their expectations; encouraging citizen input.

Integrity– possessing an unwavering commitment to doing the right things right, with consistent adherence to the highest professional standards; keeping commitments to our residents, co-workers and others.

Innovation– dedicating ourselves to learning and growing; constantly searching for better ways to get the job done; using our collective imagination to creatively and effectively solve problems for our residents; going beyond perceived boundaries to get desired results.

Teamwork– recognizing that every employee and every board member is important to the complete satisfaction of our residents as well as the ultimate success of our District; feeling personally responsible for successful outcomes, treating everyone with respect; communicating regularly, directly and honestly with our employees, board members, and residents.

The Elected Officials face the challenge of balancing the needs of all residents, businesses, and organizations while protecting and enhancing the fiscal health of the District. The FY2008-09 proposed budget is based upon approximately \$3.2 million in assessment revenue, which is approximately 8.5% lower than last years' budgeted assessment revenue of \$3.5 and includes a 14% assessment increase over the FY2007-08 rates. The District continuously looks for ways to enhance revenues and efficiently provide services to its residents.

Policy Direction

As in the past, all efforts were made to build the budget to be consistent with the long-range plans of the District. Although not formally adopted, the long-range plans consist of the ability to:

- ***Provide critical public services in a cost effective, efficient manner (critical public services include security and fire protection and water/sewer services).***
- ***Promote the growth and retention of existing businesses within the District.***
- ***Promote the growth of single-family home ownership within the District.***
- ***Promote family oriented activities that preserve and enrich the quality of life.***

The ultimate ability of the District to achieve these long-range plans is dependent upon the successful implementation and maintenance of a number of projects/programs designed to achieve these goals. The current budget has been established to fund, within the existing financial and revenue constraints of the District, those programs and projects that most effectively move us toward these long-term goals.

The adopted budget focuses on improving core services and providing consistent levels of service for all residents. Previous revenue growth has been primarily derived from assessments resulting from escalating real estate market and new construction activity. Recognizing that this aggressive growth has leveled off and is actually declining as other economic factors negatively affect residents, such as the lack of affordable property insurance, decreasing economy, increasing energy and gas costs and the uncertainty surrounding traditional retirement income streams, every effort has been made to minimize new programs which would offer additional services but require future budget commitments. Additionally, a long-term financial model is utilized to forecast future revenue and expenditure trends, based on historical data with varying assumptions of future conditions, to help Elected Officials assess the long-term fiscal impact of possible decisions.

The District continuously strives to develop proactive measures to offset increasing expenditures and potentially slowing revenue growth, thus, ensuring the ability to prioritize funding for programs that contribute to our long-term goals.

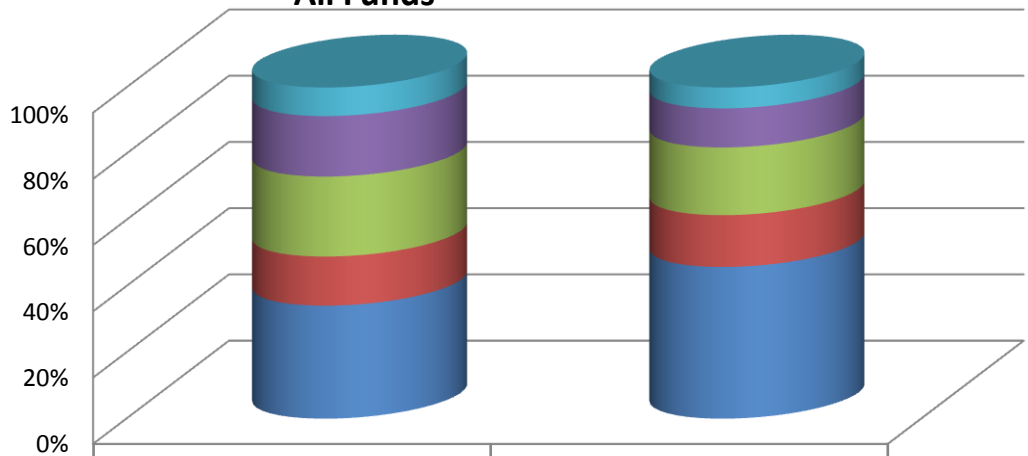
Budget Summary

	Actual FY07	Budget FY08	Budget FY09
Revenues:			
General Fund	\$ 5,048,070	\$ 5,813,510	\$ 4,743,000
CIP Fund-Golf/Restaurant	1,305,209	1,495,900	2,537,300
CIP Fund-Recreational Complex	800,000	800,000	1,200,000
Utility Fund	7,474,109	1,983,100	2,061,000
Golf Fund	2,556,413	2,597,414	3,358,306
Total Revenues	17,183,801	12,689,924	13,899,606

Expenditures:			
General Fund	4,866,039	5,813,510	4,743,000
CIP Fund-Golf/Restaurant	181,583	1,495,900	2,537,300
CIP Fund-Recreational Complex	-	800,000	1,200,000
Utility Fund	1,762,769	1,983,100	2,061,000
Golf Fund	2,984,245	2,597,414	3,358,306
Total Expenditures	\$ 9,794,636	\$ 12,689,924	\$ 13,899,606

Summary of Revenues

All Funds



	Rev (FY09 Adopted Budget)	Rev (FY08 Amended Budget)
■ CIP Fund- Recreational Complex	\$1,200,000	\$800,000
■ CIP Fund-Golf/Restaurant	\$2,537,300	\$1,495,900
■ Golf Fund	\$3,358,306	\$2,597,414
■ Utility Fund	\$2,061,000	\$1,983,100
■ General Fund	\$4,743,000	\$5,813,510

POLICY DOCUMENT

The financial policies of Sun 'n Lake of Sebring Improvement District, compiled below, set forth the basic framework for the overall fiscal management of the District. These policies are built upon the District's Mission Statement to both preserve and enrich the quality of life for those people who live and work in the District along with the employees who provide those services.

The District is in the process of developing/implementing a new strategic plan, along with the implementation of a new financial, utility and assessment software system, thus, may be revising policies and procedures in the process to further the growth and financial security of the District. Operating independently of changing circumstances and conditions, the financial Policies guide the decision-making process of the General Manager, Elected Officials and Administration. These policies provide guidelines for evaluating both current activities and proposals for future programs.

Fiscal Management Goal

The Board is responsible for ensuring prudent fiscal management of the District. The budget will provide adequate funding for operations / maintenance and replacement of capital items.

Balanced Budget

The District will pay for all current expenditures with current revenues. The District will avoid budgetary procedures that balance expenditures at the expense of meeting future years' expense, such as postponing expenditures or accruing future years' revenues.

Budget Hearings and Reviews

The Board shall hold public hearings on the proposed budget prior to final action. The annual maintenance assessment shall be established at the time of the budget adoption. A notice stating the location, date, and hour of the public hearings together with the amount of the annual maintenance assessment shall be placed in the newspaper of record for the District in accordance with Florida Law.

Final Budget Adoption Process

The budget and annual maintenance assessment shall be adopted by resolution of the board annually and the budget may be revised, as necessary, by majority vote of the Board at any official meeting.

Accounting System

The District uses a system of accounts as established by Florida Law.

Financial Reporting

The Board of Supervisors will be provided monthly budget reports comparing actual versus budgeted revenue and expense activity. The District shall establish and maintain accounts according to standard accounting practices.

Annual Audit

The accounting system and financial practices of the District shall be audited by an independent CPA as required by Florida Law.

Performance Measure Policy

Annually, each department shall develop departmental performance measures that support achieving successful results in the KIO's (Key Intended Outcome) with the General Manager. Goals should be related to core services of the department and should reflect customer needs. The measures should be a mix of different types, including effectiveness, efficiency, demand and workload. Measures should have sufficiently aggressive "stretch" to ensure continuous improvement.

Department Heads shall establish performance measures for each division of program within their department to monitor and project program performance. Quarterly summaries of progress on KIO's and departmental performance measures will be published and distributed.

Planning and Capital Improvement Policy

The District will annually prepare a Five-Year Forecast. The forecast will include estimated operating costs and revenues of future capital improvements, such as new parks and fire station, included in the capital budget.

The District will develop a Five Year plan for capital improvements and update it annually. The District will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with the new capital improvements will be projected and include in operating budget forecasts.

The District will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and District's priorities whose operating and maintenance costs have been included in operating budget forecasts. The District will maintain all its assets at a level adequate to protect the District's capital interest and to minimize future maintenance and replacement costs. The District will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the Board of Supervisors for approval.

District Purchasing Policy

The District purchasing policy adopted by motion of the Board on February 24, 1995 is hereby renamed: "Sun 'n Lake of Sebring Improvement District Purchasing Rules and Regulations".

Purchasing Authority

The purchasing agent is authorized to purchase and supervise the purchase of all goods, materials, professional services and supplies for the District subject to the District purchasing rules and regulations.

All purchases over \$10,000 (except State or Municipal contract) shall require a formal sealed bid procedure and Board approval.

Operating bids are opened by the General Manager, department head or designated agent in the presence of any interested bidders.

Construction bids are opened by the General Manager, department head or designated agent in the presence of any interested bidders.

Professional services bids, except for legal services, are reviewed by a Professional Services Acquisition Committee appointed by the General Manager which shall include one board member. The committee shall rank the bids, negotiate the best price and make recommendation for award to the Board in accordance with Florida Law.

No bid shall be considered or opened if submitted after the specified deadline.

Emergency maintenance or repairs estimated to be in excess of \$10,000 may be approved by the General Manager without bidding. Board members shall be notified of such occurrence and a full report shall be submitted to the Board at its next meeting.

Revenue Policy

The District will try to maintain a diversified and stable revenue system to shelter it from unforeseeable short-run fluctuations in any one-revenue source. The District will estimate its annual revenues by an objective, analytical process, wherever practical. The District will project revenues for the next year and will update this projection annually. Each existing and potential revenue source will be reexamined annually. Each year, the District will recalculate the full costs of activities supported by user fees to identify the impact of inflation and other cost increases.

Debt Management Policy

When applicable, the District shall review its outstanding debt annually for the purpose of determining if the financial marketplace will afford the District the opportunity to refund an issue and lessen its debt service costs. In order to consider the possible refunding of an issue a Present Value savings of three percent over the life of the respective issue, at a minimum, must be attainable. The District will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues. The District will not use long-term debt for current operations. When the District finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.

Capital improvements, equipment and facility projects shall be classified into “pay as you go” and “debt financing” classifications. Pay as you go capital items will be \$5,000 or less with short lives (less than 4 years) or replacement of existing equipment. Debt financing will be used for major, non-recurring items with a minimum of four years useful life. The District will use special assessment, revenue, or other self-supporting bonds. The District will maintain good communication with bond rating agencies regarding its financial condition. The District will follow policy of full disclosure on every financial report and borrowing prospectus.

Fixed Asset Policy

Fixed assets include equipment, computers, furniture and vehicles. Once purchased, all capital items are maintained in the Fixed Capital Asset List and Depreciation Schedule until disposed. GFOA’s recommended capitalization threshold level for individual items is \$5,000 with a minimum life of 2 years.

Capital items (fixed assets) shall be identified for purchase through three methods: new, replacement, emergency.

Each March, as part of the Capital Replacement Program, a complete inventory of fixed assets will be distributed to every department. At that time, all items on the inventory must be physically verified by a representative and corrections or changes made on the inventory sheets.

Investment Policy

These investment policies apply to the investment of short-term operating funds of the Sun ‘n Lake of Sebring Improvement District in excess of those funds required in order to meet current District expenditures. This policy does not apply to longer-term funds and proceeds from bond issues.

Topics included in the investment policy section are detailed and include information on:

- Investment Objectives: Safety, Liquidity, Yield
- Standards of Care
- Internal Controls
- Safekeeping and Custody
- Authorized Investments
- Investment Parameters
- Reporting
- Investment Pools

Financial Reserve Policy

On an annual basis, after the year-end audit has been completed, the staff shall produce a schedule of all fund surpluses and deficits, with projections of reserve requirements and a plan for the use of an excess surplus for the current year.

Working Capital

The General Fund un-appropriated fund balance will be maintained in an amount greater than or equal to seventeen percent (17%) of the annual General Fund Budget. This amount approximates 50 days of working capital. The District shall include in the General Fund operating budget annually a contingency account equal to .5% of the General Fund total expenditures, less charge backs, debt service, inter-fund transfers and capital expenditures. This contingency will expire at the end of each fiscal year and balances will not be brought forward.

Surplus Policy

It is the intent of the District to use all surpluses generated to accomplish three goals: meeting reserve policies, avoidance of future debt and reduction of outstanding debt.

Any surpluses realized in the General Fund at year-end shall be used first to meet reserve policies as set forth in the Financial Reserve Policy. Excess surplus will then be used for the following purposes:

- Capital Replacement programs
- Retirement or Refinancing of existing debt
- Cash payments for Capital Improvement Projects

Disposal of District Property

The General Manager is authorized to dispose of district property in accordance with Florida Law after obtaining approval from the Board.

Maintenance Assessment Appeals

The Sun 'n Lake of Sebring Improvement District Board of Supervisors shall establish written procedures for appeals of property owners to their maintenance assessments.

- A. The annual budget shall be adopted no later than the regular monthly meeting to be held in August of the preceding fiscal year for implementation on October 1 of the fiscal year for which the budget is adopted. The budget adoption date will be the base point from which other dates are derived.
- B. The Administrative Review Board will consist of the controller and two board members to be appointed at the May Board of Supervisors meeting.
- C. The process will include a draft budget proposal as close to the actual anticipated budget as possible.

The following dates will be adhered to in each fiscal year:

1. Not later than July 15: Notices sent out to all property owners of proposed assessment, with procedures specified for requesting a hearing challenging the assessment.
2. Not later than July 31: 1st public hearing for budget adoption.
3. Not later than August 8: Administrative appeal process.
4. Not later than August 15: Board hearing conducted to hear appeals.
5. Fourth Friday in August: Public hearing and final budget approval.

Following approval of the final budget, property owner assessment notices will be mailed out, due and payable as of November 1 of the new fiscal year, delinquent after March 31st of the new fiscal year.

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Budget Preparation Process and Budgetary Control

The District Charter requires the General Manager to submit a proposed budget to the Board of Supervisors for the fiscal year beginning October 1. Coordination of the budget process and preparation of the budget book has been delegated to the Finance/Accounting Department. Each Department Director is responsible for preparing a proposed budget for his/her department. The Finance/Accounting Department is responsible for projecting revenues and beginning available fund balances for each fund.

The budget is prepared on a line item basis.

As part of the budget process, the General Manager shall recommend to the Board of Supervisors a proposed assessment rate, within the guidelines as established by State Statute that establishes a balanced budget for the fiscal year. The budget must provide a financial plan for District Funds for the next fiscal year.

Annual budgets are legally adopted for the General Fund, Debt Service Funds, Enterprise Funds.

In addition, project budgets are approved for the Capital Project Funds. Reports that compare the budget to actual results are prepared and presented to the Board of Supervisors on a monthly basis to maintain control through fund management.

All appropriations lapse at fiscal year end to the extent that they have not been expended. All budgets that have been encumbered are projected to be carried forward into the next year's budget.

2008/2009 BUDGET SCHEDULE

2008

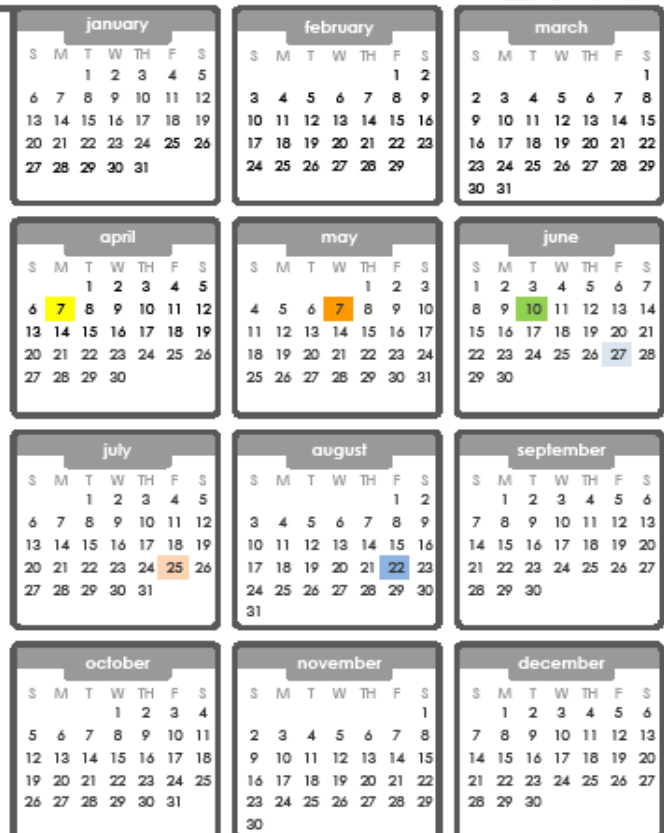
SUN 'N LAKE OF IMPROVEMENT DISTRICT

NOTES:

May – Must appoint Administrative review board at May board meeting – includes Director of Finance and 2 Board Members.

July – Assessment notices are to be published no later than July 15, 2008.

August – Administrative appeal process no later than August 8, 2008. Administrative Board hearing conducted to hear appeals no later than August 15, 2008.



BUDGET PHASE	START DATE	END DATE
Budget Kick-off	04.07.08	04.07.08
Operating Budget Requests Due to General Manager	05.07.08	05.07.08
Budget Review Team Meets With Departments	05.27.08	05.27.08
General Manager Review With Departments	06.10.08	06.10.08
Board Approval of Preliminary Assessments	06.27.08	06.27.08
1 st Public Hearing/Budget	07.25.08	07.25.08
2 nd Public Hearing/Adopt Proposed Budget	08.22.08	08.22.08

Basis of Accounting

The District's accounting records for general governmental operations are maintained on a modified accrual basis with revenues being recorded when available and measurable. Expenditures are recorded when the services or goods are received and the related liabilities are incurred. Accounting records for the District's proprietary funds are maintained on a modified accrual basis during the year and converted to a full accrual method at year-end only.

Basis of Budgeting

The budgets of all fund types are prepared on a modified accrual basis. Briefly, this means that revenues are recognized when they become measurable and available and expenses are recognized when they are incurred.

The District-wide Annual Financial Report shows the status of the District's finances in accordance with "Generally Accepted Accounting Principles" (GAAP). This conforms to the way the District prepares its budgets, with a few exceptions. For budget purposes, depreciation expense is not shown in the budget. The full purchase price of equipment and capital improvements are shown as expenses in the business type funds and expenditures in the governmental funds while, at the District-wide level, these outlays are treated as fixed assets and depreciated in both governmental and business type funds. At the fund financial statement level, the business type activities record depreciation, while the governmental funds do not. Another exception is principal and interest (debt service) expenses. The District-wide reports debt service as reductions to liability accounts while the budget reports as current year expenditures.

Budget Amendment Process

Budgetary control during the year is maintained on a department basis and not a line item basis. The Budget Officer will be responsible for maintaining records of the budget transfers and will present them for review by the Board of Supervisors on a quarterly basis for all transfers. Whereas the adopted budget is meant to control and provide for the efficient and economical running of the District, *amendments* may be required during the year to properly account for actual results. All amendments will be presented to the Board of Supervisors on a quarterly basis at a regularly scheduled Board meeting before being implemented. All amendments to appropriations or estimates of revenue in amounts shall require the Board of Supervisors' approval prior to implementation into the adopted budget. Transfers to capital projects, and/or increases/decreases in fleet vehicles are considered to be a change in service level and thus, require Board of Supervisor approval. The Board of Supervisors grants such approval by means of a motion at a regular Board of Supervisors' meeting, allowing public input on the proposed change.

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Overview of Revenues

This section provides a table of revenues by Fund for an overall historical perspective of revenues District wide and a brief explanation highlighting those Funds with significant changes from FY 07/08 budgeted revenues. This section also contains a review of significant revenue sources collected by the District. Descriptions of the revenue sources, fees and charges associated with revenue generation, and other comments or special requirements that may be of interest to the reader has been included. In addition, the legal authority supporting the collection of each revenue, a three year revenue collection history, and the assumptions used in projecting the Fiscal Year 08/09 Budgets have been provided.

Major Revenue Sources

General Fund:

Assessments:

Assessments are non-ad valorem assessments on all platted lots and acreage within the District. Assessments are levied each November 1st on property as of the previous January 1st to pay for the operations and maintenance of the District. The fiscal year for which the assessments are levied begins on October 1st with discounts available for payments through February 28th and they become delinquent on April 1st.

Penalty Income:

Penalty income is from penalties collected on delinquent accounts that are accrued at the rate of 1% a month for nonpayment of the operation and maintenance assessments and bond principal and interest assessed.

Operating Transfer In:

Monies not used in prior year will be transferred back to the General Fund in the Budget Year.

Fund Balance (Prior Years Reserve):

Fund balance is using prior years reserve to fund the current year's budget.

Interest Income:

Interest income is the amount of interest earned from the SBA operated by the State and interest received from Riverside Bank.

Reimbursement of Legal Services:

These are legal fees expected to be collected from the Attorney's office for them sending demand letters and foreclosure proceedings.

Utility Fund

Water and Sewer Revenues:

The water and sewer customers are billed once a month for water and sewer services. The monthly charge is based on a monthly base rate and an amount for consumption.

Interest and Dividend Income:

Interest is received the monies at the SBA and Riverside Bank.

Golf Fund

Golfing Fees:

The main source of revenues in the Golf/Restaurant Fund is the fees that are charged to the golfing community. These fees are for annual memberships, annual trail fees (for use of private cart on the course) green fees, rental of golf carts and merchandise sales.

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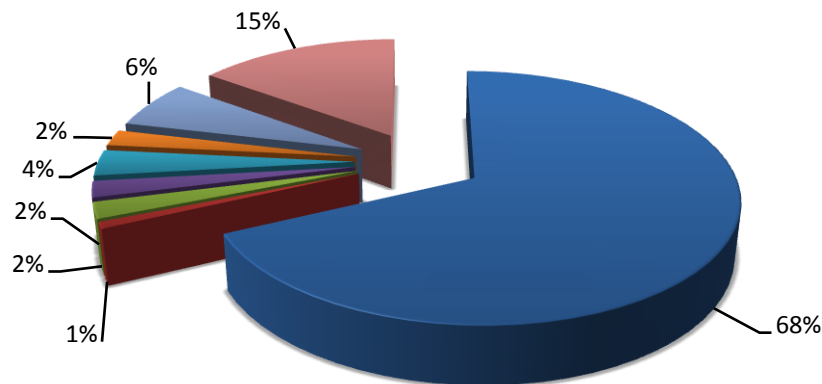


**Revenue by Fund
General Fund**

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
Maintenance Fees	\$ 3,468,473	\$ 3,554,164	\$ 3,727,529	\$ 3,200,000
Community Building Fees	16,501	17,000	11,307	13,000
Phase 1	503,132	63,000	56,205	40,000
Phase 2	32,674	20,000	26,805	-
Phase 5 1% Collection Fees	194,858	100,000	164,160	100,000
Unit 16 A&C District 1% Collection Fees	-	-	16,737	-
Licenses and Permits	12,665	14,000	2,440	8,000
FEMA/Insurance Reimbursement	18,876	6,000	6,804	-
Protective Inspection Fees	-	-	60	-
Interest Income	212,905	150,000	154,551	100,000
Proceeds From Sale of FA	4,400	39,000	39,753	12,000
Donations From Private Sources	2,500	-	-	-
Penalty Income	225,023	150,000	16,366	160,000
Reimbursements Legal Services	287,110	100,000	84,101	100,000
Other Miscellaneous Revenues	68,953	25,000	2,809	10,000
Operating Transfer In	-	-	-	300,000
Fund Balance (Prior Years Reserve)	-	1,575,346	-	700,000
Total General Fund	\$ 5,048,070	\$ 5,813,510	\$ 4,309,627	\$ 4,743,000

**Adopted Budget Revenue Summary
General Fund**

- Maintenance Fees
- Phase 5 1% Collection Fees
- Penalty Income
- Operating Transfer In
- Phase 1
- Interest Income
- Reimbursements Legal Services
- Fund Balance (Prior Years Reserve)

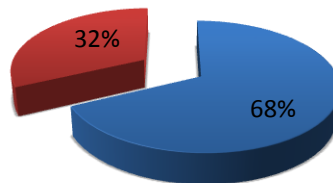


Revenue by Fund
CIP Fund- Golf/Restaurant

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
Interest Income	\$ 15,758	\$ 30,000	\$ 30,834	\$ 10,000
Revenue Assessment	-	500,000	-	500,000
Donations From Private Sources	1,225,000	-	-	-
Transfer In	64,451	-	500,000	-
Debt Proceeds	-	-	-	828,174
Fund Balance - Prior Years Equity	-	965,900	-	1,199,126
Total Revenue	\$ 1,305,209	\$ 1,495,900	\$ 530,834	\$ 2,537,300

CIP Funds
Total Adopted Budget

■ CIP Fund- Golf/Restaurant
 ■ CIP Fund- Recreational Complex



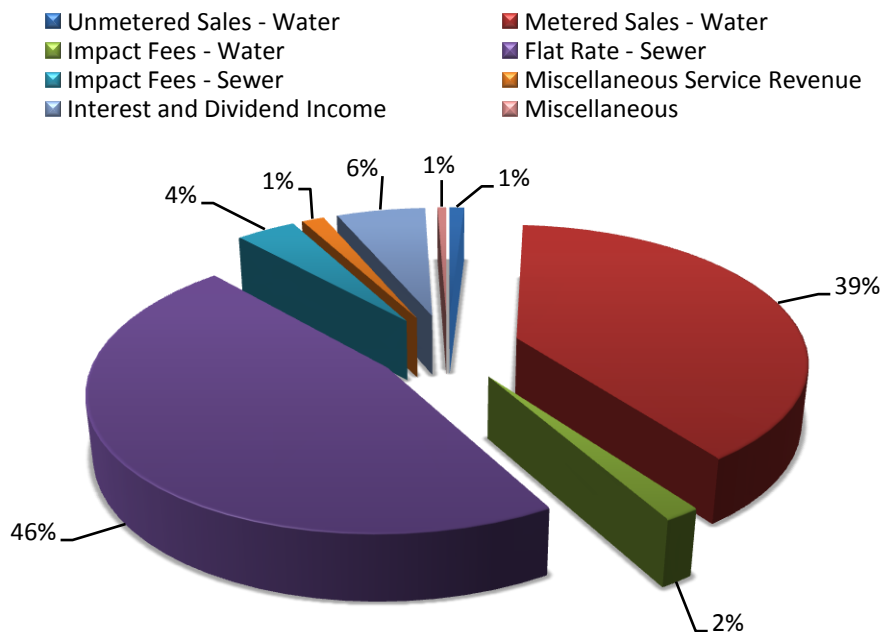
Revenue by Fund
CIP Fund- Recreational Complex

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
Interest Income	\$ -	\$ 24,000	\$ 27,084	\$ -
Miscellaneous and Other	\$ -	\$ 400,000	\$ -	\$ 400,000
Operating Transfer from General Fund	\$ 800,000	\$ -	\$ -	\$ -
Fund Balance - Prior Years Equity	-	376,000	-	800,000
Total Revenue	\$ 800,000	\$ 800,000	\$ 27,084	\$ 1,200,000

**Revenue by Fund
Utility Fund**

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
Utility Fund				
Unmetered Sales - Water	\$ 22,170	\$ 24,000	\$ 10,170	\$ 20,000
Metered Sales - Water	712,424	770,000	1,026,667	800,000
Impact Fees - Water	60,000	50,000	66,667	35,000
Backflow Sales	250	-	-	-
Flat Rate - Sewer	829,017	900,000	1,200,000	954,000
Impact Fees - Sewer	100,764	80,000	106,667	80,000
Miscellaneous Service Revenue	22,702	21,000	28,000	30,000
Miscellaneous Operation Revenues/Tap Ins	21,985	32,000	42,667	-
New Water Meter Fees	2,380	-	-	6,000
Interest and Dividend Income	115,697	94,000	125,333	120,000
Miscellaneous	7,128	10,000	13,333	12,000
Late Penalty Income	2,848	2,100	2,800	4,000
Operating Transfer In	5,576,742	-	-	-
Total Utility Fund	\$ 7,474,109	\$ 1,983,100	\$ 2,622,303	\$ 2,061,000

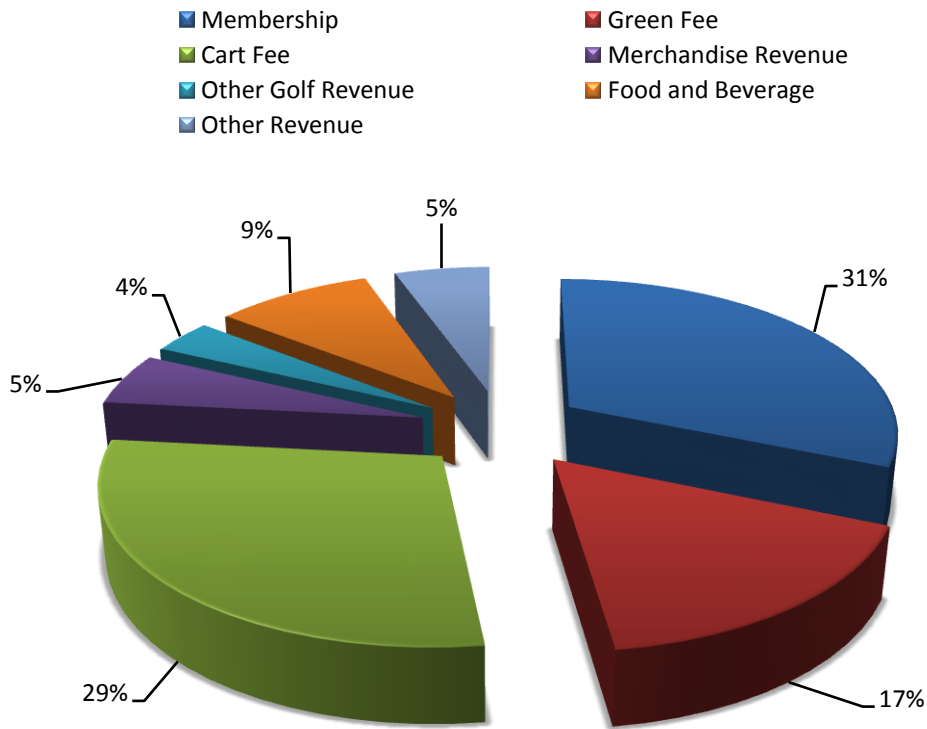
**Adopted Budget Revenue Summary
Utility Fund**



**Revenue by Fund
Golf Fund**

Golf Fund	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
Membership	\$ 734,942	\$ 744,000	\$ 751,108	\$ 738,812
Green Fee	290,063	653,507	740,000	390,493
Cart Fee	663,858	313,992	309,000	678,484
Merchandise Revenue	139,428	112,000	-	127,000
Other Golf Revenue	96,377	88,953	310,320	82,671
Food and Beverage	533,195	241,512	209,500	211,726
Other Revenue	98,550	118,982	-	129,120
Other Non-Operating Revenue	1,472,630	1,070,000	1,300,000	1,000,000
Total Golf Fund	\$ 4,029,043	\$ 3,342,945	\$ 3,619,928	\$ 3,358,306

**Adopted Budget Revenue
Golf Fund**



Overview of Expenditures

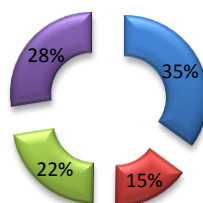
This section provides a table of expenditures by Fund for an overall historical perspective of expenditures District wide and a brief explanation highlighting those Funds with significant changes from FY 07/08 budgeted expenditures.

Expenditure Summary by Fund
(includes capital purchases)

	Actual 2006-07	Ammended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
General Fund				
Administration	\$ 1,501,777	\$ 1,459,600	\$ 1,556,301	\$ 1,103,500
Recreation & Leisure Services	49,714	160,600	119,817	53,000
Finance & Accounting	273,050	575,060	558,158	544,100
Planning & Development	38,117	-	-	-
Public Safety	267,820	288,850	268,286	230,800
Fire Department	148,826	147,200	161,357	150,800
Buildings & Grounds Maintenance	774,422	1,004,000	624,262	836,600
Road & Drainage Maintenance	932,739	1,551,200	578,543	1,253,000
Contingency, Reserve & Other	879,575	627,000	-	571,200
	\$ 4,866,039	\$ 5,813,510	\$ 3,866,722	\$ 4,743,000
Utility Fund				
Utility Billing & Customer Service	\$ 647,338	\$ 203,600	\$ 115,691	\$ 220,400
Public Works/Utility Operations	1,115,430	1,497,820	893,304	1,425,600
Contingency, Reserves & Non-Operating	-	281,680	-	415,000
	\$ 1,762,769	\$ 1,983,100	\$ 1,008,995	\$ 2,061,000
Golf Fund				
Marketing	\$ 76,133	\$ 73,375	\$ 79,333	\$ 135,980
Golf	253,365	280,023	256,083	355,158
Tennis & Recreation	115,275	37,259	44,165	49,520
Course Maintenance	1,270,131	1,316,081	1,320,316	1,303,310
Food & Beverage	448,517	191,198	150,809	149,646
Occupancy	81,782	84,782	70,766	62,304
General & Administrative	284,411	318,947	331,913	288,328
Management Fee	114,000	114,000	114,000	114,000
Non-Operating	340,631	181,750	181,750	545,076
	\$ 2,984,245	\$ 2,597,414	\$ 2,549,135	\$ 3,003,322
CIP Funds				
Golf/Restaurant	\$ 181,583	\$ 1,495,900	\$ 31,487	\$ 2,537,300
Recreational Complex	-	800,000	21,387	1,200,000
	\$ 181,583	\$ 2,295,900	\$ 52,873	\$ 3,737,300

Total Funds Expenditures Budget

■ General Fund
 ■ Utility Fund
 ■ Golf Fund
 ■ CIP Funds



*Sun 'n Lake of Sebring Improvement District
General Fund
Five-Year Capital Acquisition Plan
FY2009-2014*

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY2014
<u>Administration</u>						
Printer	5,000	-	-	-	-	-
GIS Printer	10,000	-	-	-	-	-
Servers (2)	20,000	-	-	-	-	-
<i>Total Administration</i>	<i>35,000</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<u>Recreation & Leisure</u>						
Community Center Complex	400,000	400,000	400,000	-	-	-
Playground/Recreation	-	18,000	18,000	-	-	-
<i>Total Recreation & Leisure</i>	<i>400,000</i>	<i>418,000</i>	<i>418,000</i>	<i>0</i>	<i>0</i>	<i>0</i>
<u>Public Safety</u>						
Gator 4x4	-	-	-	58,000	-	-
<i>Total Public Safety</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>58,000</i>	<i>0</i>	<i>0</i>
<u>Fire Department</u>						
Replace Engine	-	260,000	-	-	-	-
New Station	-	1,200,000	-	-	-	-
Replace Brush Truck	-	-	75,000	-	-	-
Replace Breathing Apparatus	-	-	-	-	80,000	-
<i>Total Fire Department</i>	<i>0</i>	<i>1,460,000</i>	<i>75,000</i>	<i>0</i>	<i>80,000</i>	<i>0</i>

Sun 'n Lake of Sebring Improvement District
General Fund, Continued
Five-Year Capital Acquisition Plan
FY2009-2014

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
<u>Ground Maintenance</u>						
Mower	20,000	-	-	-	-	-
New Office Trailer	-	25,000	-	-	-	-
<i>Total Ground Maintenance</i>	<i>20,000</i>	<i>25,000</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<u>Roads & Sidewalks</u>						
Roads & Sidewalks	50,000	50,000	50,000	50,000	50,000	50,000
Road Shoulder Reconstruction	-	30,000	30,000	30,000	30,000	30,000
<i>Total Roads & Sidewalks</i>	<i>50,000</i>	<i>80,000</i>	<i>80,000</i>	<i>80,000</i>	<i>80,000</i>	<i>80,000</i>
<u>Drainage</u>						
Drainage Ditch/Channel Construction (\$2600/Ac)	50,000	50,000	50,000	50,000	50,000	50,000
New Culvert & Replacements	-	50,000	50,000	50,000	50,000	50,000
GIS Facility Inventory Software/surveying/modeling	-	20,000	20,000	20,000	-	-
Model Development for SWMP	-	-	-	150,000	150,000	150,000
<i>Total Drainage</i>	<i>50,000</i>	<i>120,000</i>	<i>120,000</i>	<i>270,000</i>	<i>250,000</i>	<i>250,000</i>
<u>Roads & Drainage</u>						
Tractor	30,000	-	39,000	-	-	-
Utility Vehicle 4x4	-	-	11,000	-	-	-
Bat-wing Mower	-	12,500	-	20,000	-	-
Mower	20,000	-	-	-	-	-
<i>Total Roads & Drainage</i>	<i>50,000</i>	<i>12,500</i>	<i>50,000</i>	<i>20,000</i>	<i>0</i>	<i>0</i>
<u>Total Cost of Acquisition</u>	<i>605,000</i>	<i>2,115,500</i>	<i>743,000</i>	<i>428,000</i>	<i>410,000</i>	<i>330,000</i>

Sun 'n Lake of Sebring Improvement District
Utility Fund
Five-Year Capital Acquisition Plan
FY2009-2014

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
<u>Water and Sewer</u>						
Lift Station Rehab	6,000	40,000	40,000	40,000	40,000	40,000
Gravity Collection Pipe Lining Capital Program	-	-	60,000	60,000	60,000	60,000
SCADA for District Infrastructure	20,000	20,000	20,000	20,000	20,000	-
Jet Machine With Trailer	25,000	-	-	-	-	-
Utility Truck	20,000	-	-	-	-	-
0.5 MGD Water Storage Tank	-	-	-	350,000	-	-
WWTP Reuse	-	4,000,000	-	-	-	-
Well Construction with Transmission Facility	-	-	-	-	500,000	-
GIS Facility Management and Locations	20,000	20,000	-	-	-	-
Utility Billing Software	40,000	-	-	-	-	-
Centralized WWTP	-	10,000,000	-	-	-	-
<u>Total Cost of Acquisition</u>	131,000	14,080,000	120,000	470,000	620,000	100,000

Sun 'n Lake of Sebring Improvement District
Capital Projects
Five-Year Capital Acquisition Plan

	FY 2009	FY 2010	FY 2011	FY 2012
<u>Capital Projects</u>				
Golf/Restaurant Building	2,691,800	429,800	-	-
Recreation Complex	1,330,000	203,600	-	-
<u>Total Cost of Acquisition</u>	4,021,800	633,400	0	0

Sun 'n Lake of Sebring Improvement District
Statement of Fund Balance

	General	Capital Projects Unit 16 A& C	Capital Projects Golf/Restaurant Building	Capital Projects Recreational Complex
Fund balances - 10/01/07	\$ 4,648,999	\$ 261,258	\$ 1,123,626	\$ 800,000
Forecast 9/30/08 net increase	442,900	(261,258)	530,800	374,211
Fund balances - 9/30/08	5,091,899	-	1,654,426	1,174,211
Budgeted 9/30/09 net decrease	(700,000)	-	(1,199,126)	(800,000)
Fund balances - 9/30/09	\$ 4,391,899	-	\$ 455,300	\$ 374,211



General Fund Expenditures

Our Department's Work/Life Balance Vision

Administration

Mission

Responsible for implementing policies and directives of the District, this is a self-governing community that provides governmental services. This division provides guidance in leadership and management of the District's mission, vision and strategic plan.

Program Description

General Administration is responsible for District operations in general government, establishing standard operating procedures and innovative approaches that continuously improve departmental management and employee support services through the District. The budget for General Administration includes funding for the General Manager, Board of Supervisors, Human Resources, and Legislative and Records Management programs. The General Manager is the chief executive officer of the District and under the direction of the Board of Supervisors has general supervision of all the services and functions of the District in accordance with district policies.

In FY 2008

In 2008 we had a very busy year; the Candlelight Rest and swimming pool were demolished. And consequently we started obtaining the professionals to build the new Golf Club house and Recreational complex. Also the updating of District offices to be used in case of Emergency management, not to mention our newly improved and updated web site, to facilitate to the residents important information in the District, whether they are here or not.

In FY 2009

We will continue working towards improved and diverse services for the community, obtaining grant monies to assist with District-wide projects, improving communications with residents, marketing District operations and land development for growth opportunity, and ensuring responsive serve delivery to all residents of Sun 'n Lake.

Position Count

Position	FY06-07	FY07-08	FY08-09
General Manager	1	1	1
Board Secretary	1	1	1
Administrative Services Coordinator	1	1	1
Project Manager	1	1	1
Receptionist	0	1	1
Administrative Assistant	1	0	0
Total Department Count	5	5	5

**General Fund
Administration
Expenditure Detail by Department**
(includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
SALARIES AND WAGES	\$ 225,467	\$ 257,400	\$ 225,715	\$ 272,900
FICA	16,200	19,700	15,235	20,700
RETIREMENT CONTRIBUTIONS	12,455	18,400	14,560	19,300
RETIREMENT ADMINISTRATIVE FEE	6,793	6,000	-	6,000
INSURANCE GROUP	8,947	45,600	20,407	53,400
WORKERS' COMPENSATION	4,092	4,700	4,200	4,700
UNEMPLOYMENT COMPENSATION	376	-	1,415	2,000
LEGAL SERVICES-GENERAL	118,640	105,000	147,796	120,000
LEGAL SERVICES-FORECLOSURES	524,863	350,000	506,566	120,000
ENGINEERING FEES	24,577	47,000	23,802	47,000
COMPUTER PROGRAMMING	20,301	16,000	38,090	25,000
CONSULTANTS FEES	95,355	50,000	35,846	50,000
MANAGEMENT FEES	235,330	-	-	-
CAPITAL PROGRAM ADMINISTRATION	26,825	-	-	-
SUNSHINE STAFFING	7,166	25,000	6,928	25,000
CONTRACTUAL SERVICES	1,095	219,000	249,240	60,000
TRAVEL AND TRAINING	6,311	7,500	7,054	8,500
TELEPHONE	10,007	11,500	14,191	12,700
POSTAGE	6,352	24,000	3,130	20,000
ELECTRIC	17,436	23,000	24,321	25,000
RENTALS AND LEASES	9,475	16,000	10,420	16,000
INSURANCE GENERAL	40,141	46,200	37,758	46,200
PRINTING AND STATIONERY	8,918	10,000	6,751	15,000
LEGAL ADVERTISING	3,931	22,500	7,205	12,000
PROMOTIONS	-	10,000	17,999	12,000
MISCELLANEOUS	778	4,000	277	4,000
OFFICE EXPENSE	33,029	32,000	48,276	32,000
OPERATING SUPPLIES	-	16,000	18,055	20,000
GASOLINE AND OIL	51	-	3,447	6,000
SMALL TOOLS/MINOR EQUIP	-	1,500	-	1,500
UNIFORMS	-	12,000	560	8,000
DUES AND SUBSCRIPTIONS	6,561	3,600	2,806	3,600
EQUIPMENT	30,307	56,000	71,380	35,000
TOTAL ADMINISTRATION	\$ 1,501,777	\$ 1,459,600	\$ 1,563,430	\$ 1,103,500

Our Department's Work/Life Balance Vision

Recreation and Leisure Services

Mission

The mission of the Recreation and Leisure Services Department is to provide quality services, facilities, programs and opportunities for the positive development enhancement and well-being of the community and quality of life to all residents.

Program Description

The department will strive to provide a year-round recreation and leisure program to ensure a positive quality of life for all residents to enjoy while working in cooperation with other service providers in the community to maximize all available resources. The department will also provide environmental stewardship to enhance the physical, cultural, and social well-being of the community.

In FY 2008

In 2008 we had a very exciting year. We made available to our residents a Fun Day for the families and fireworks on two different occasions. The occasions were New Years and July 4th.

In FY 2009

In FY 2009, the Recreation and Leisure will continue with the Family Fun Days as in 2008. Also, the District will work with the school to begin children activities.

General Fund Recreation and Leisure Expenditure Detail by Department (includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
SPECIAL EVENTS	\$ 40,433	\$ 45,000	\$ 48,348	\$ 48,000
OPERATING SUPPLIES	2,940	5,000	10	5,000
GOLF CARTS - PRINCIPAL	-	68,000	71,553	-
GOLF CARTS - INTEREST	-	11,600	8,022	-
BUILDINGS	1,000	-	-	-
IMPROVEMENTS OTHER THAN BUILDINGS	-	18,000	2,500	-
MACHINERY AND EQUIPMENT	5,340	13,000	-	-
TOTAL RECREATION AND LEISURE SVCS	\$ 49,714	\$ 160,600	\$ 130,433	\$ 53,000

Our Department's Work/Life Balance Vision

Finance and Accounting

Mission

To ensure accurate recording and reporting of the District financial activities and to ensure that District funds are expended in a manner that follows all Generally Accepted Accounting Principals (GAAP) and the Government Accounting Standards Board (GASB).

Program Description

The Department is responsible for the accounting activities of the General Fund, the Utility Fund, two debt service funds, and two capital project funds. The activities include treasury and revenue collections, accounting and auditing, performance budgeting, customer billing and management information systems.

In FY 2008

During the year, the Department received another clean opinion from the external auditors for the FY ending 2007. Reports to the State and the County were filed on a timely basis. We closed out the old 401(k) plan and started a 401(a) plan through ICMA.

In FY 2009

Staff will continue to work with the District team toward the goals established by the Board of Supervisors for the District. We will achieve these goals by working diligently to serve all our customers with strong ethics, professionalism, and exceptional service. We will continue to upgrade our skills and experiences to create a greater aggregate human knowledge base which will serve all our customers.

Position Count			
Position	FY06-07	FY07-08	FY08-09
Finance Director	1	1	1
District Accountant	1	1	1
Accounts Payable/Payroll Clerk	1	1	1
Tax Assistant	1	1	1
Total Department Count	4	4	4

General Fund
Finance and Accounting
Expenditure Detail by Department
(includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
SALARIES AND WAGES	\$ 66,334	\$ 163,300	\$ 157,117	\$ 169,900
FICA	5,018	12,500	11,969	13,000
RETIREMENT CONTRIBUTIONS	2,970	8,200	7,849	8,600
LIFE AND HEALTH INSURANCE	8,199	33,700	13,300	39,500
WORKERS' COMPENSATION	819	960	857	1,000
COMPUTER PROGRAMMING	5,531	34,000	13,448	34,000
ACCOUNTING/AUDITING FEES	28,322	78,000	29,985	35,000
TRAVEL AND TRAINING	-	10,000	12,407	12,000
TELEPHONE	-	1,400	-	1,400
REPAIRS AND MAINTENANCE-EQUIPMENT	-	5,000	5,023	6,000
REAL ESTATE TAXES	112,884	200,000	250,795	200,000
OFFICE EXPENSE	3,445	3,600	3,375	4,000
BANK CHARGES	39,338	20,000	14,433	15,000
OPERATING SUPPLIES	-	2,000	947	2,400
UNIFORMS	-	-	-	1,100
DUES AND SUBSCRIPTIONS	190	2,400	1,530	1,200
TOTAL FINANCE AND ACCOUNTING	\$ 273,050	\$ 575,060	\$ 575,060	\$ 544,100

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Our Department's Work/Life Balance Vision

Public Safety

Mission

The mission of the Public Safety Division is to provide a safe and secure environment for all residents, landowners and businesses within the District.

Program Description

The Division of Public Safety seeks to enhance neighborhoods and residents health, security, safety and general welfare through an efficient and effective security and fire protection and education programs. All actions shall be conducted in a responsive and fair manner focusing on customer service and public awareness while respecting the property rights of our land owners. The Public Safety Director oversees the fire department and performs all fire inspections and plans review for new construction to ensure compliance with state and federal regulations and the District contracts out security services including security patrols, response to non emergency calls and managing a daily house watch program.

In FY 2008

Public Safety worked with residents to come into compliance with minimum maintenance issues and performed inspections of commercial buildings within the District. Public Safety has also started laying the ground work to make Sun 'n Lake's a fire wise community and set a date in October to have a fire wise day to educate residents on fire safety and how to keep their house safe from wild fires. The security contractor has been keeping up with the house watch program and patrols through the District. They have assisted in the recovery of a couple golf carts and helping the Sheriff Deputies with a rash of car burglaries that occurred .

In FY 2009

Public Safety will continue to conduct annual fire inspections of commercial business and plans more in house training of the Fire Department. Sun 'n Lake's will become a safer place to live with the addition of the fire wise community program and will educate the residents on how to safe from wildfires. The security will keep a vigilant eye on the community and continue the security watch orders while residents are away from their homes.

Position Count

Position	FY06-07	FY07-08	FY08-09
Code Enforcement Officer/ Public Works Assistant	0	1	1
Total Department Count	0	1	1

**General Fund
Public Safety
Expenditure Detail by Department**
(includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
SALARIES AND WAGES	\$ 50,479	\$ 53,550	\$ 48,510	\$ 30,000
FICA	3,865	4,100	3,716	2,200
RETIREMENT CONTRIBUTIONS	1,373	2,700	2,413	1,500
LIFE AND HEALTH INSURANCE	65	-	-	-
WORKERS' COMPENSATION	2,454	2,800	2,508	1,800
CONTRACTUAL SERVICES	160,000	169,600	168,130	175,000
EMERGENCY PLANNING	17,597	20,000	10,091	10,000
TRAVEL AND EDUCATION	-	1,200	1,188	1,200
TELEPHONE	1,002	600	-	600
INSURANCE GENERAL	1,103	1,300	1,062	1,200
REPAIRS AND MAINT - EQUIP	11	1,000	1,110	1,000
OFFICE EXPENSE	2,460	3,000	2,274	2,000
OPERATING SUPPLIES	2,567	1,700	2,168	1,500
GASOLINE AND OIL	2,032	1,500	1,483	2,000
UNIFORMS	919	500	803	500
DUES AND SUBSCRIPTIONS	-	300	311	300
EQUIPMENT	21,893	25,000	17,764	-
TOTAL PUBLIC SAFETY DEPARTMENT	\$ 267,820	\$ 288,850	\$ 263,532	\$ 230,800

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Our Department's Work/Life Balance Vision

Fire Department

Mission

The mission of the Fire Department is to provide quality and dependable service in a responsive manner, while showing care and compassion for those in need. We will protect lives, property and the environment through fire suppression, rescue, disaster preparedness, fire prevention, community education, first responder medical care and hazardous material mitigation.

Program Description

The Fire Department team consists of both paid and volunteer members that work together to provide a professional and caring environment that is fair, honest, ethical, and treats all individuals with the utmost respect and dignity. The Division members will be supportive and responsive to the needs of the District in a loyal, ethical, and professional manner. The Fire team members provide rescue and fire protection throughout Sun 'n Lake which includes inspection of businesses, schools, religious institutions and adult living facilities. In addition, the division provides complimentary Fire safety education to all residents, schools and local civic groups.

In FY 2008

The Fire Department continued its fire prevention and education programs which included going to the property owners meeting and local schools with fire prevention programs. Also a Fire wise Community program is in process with a community gathering scheduled for October of this year. The Fire Division has continued to increase the knowledge of its personnel with regular training schedules and having more members certified through the State as instructors, Firefighter 1, and Emergency Medical Technicians.

In FY 2009

The Fire Department plans to continue its proactive approach to fire safety through prevention and education. The Fire Department plans to have a Nationally recognized Fire wise Community where all members of the District are educated and participate to make Sun 'n Lake's a safe and enjoyable place to live and play. All members will continue to comply with National Incident Management System on scenes and training exercises.

Position Count

Position	FY06-07	FY07-08	FY08-09
Fire Chief/Public Safety Director	1	1	1
Part-time Firefighter	17	17	17
Volunteer Firefighter	8	8	8
Total Department Count	25	25	25

**General Fund
Fire Department
Expenditure Detail by Department**
(includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
SALARIES AND WAGES	\$ 88,352	\$ 88,200	\$ 99,443	\$ 92,000
FICA	6,759	6,800	7,672	7,100
RETIREMENT CONTRIBUTIONS	767	-	-	-
WORKERS' COMPENSATION	7,365	8,500	7,608	8,500
TRAVEL AND TRAINING	3,521	4,000	6,784	5,000
INSURANCE GENERAL	4,365	5,100	4,592	5,000
REPAIRS AND MAINT - EQUIP	16,540	19,000	24,359	15,000
OFFICE EXPENSE	3,619	1,800	1,637	2,000
OPERATING SUPPLIES	11,342	6,000	8,899	8,000
GASOLINE AND OIL	3,938	4,200	3,834	4,000
UNIFORMS	2,257	2,400	2,813	3,000
DUES AND SUBSCRIPTIONS	-	1,200	829	1,200
TOTAL FIRE DEPARTMENT	\$ 148,826	\$ 147,200	\$ 168,469	\$150,800

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Our Department's Work/Life Balance Vision

Building and Grounds

Mission

This Division ensures public and employee safety while utilizing District public grounds and buildings in addition to ensuring that all areas accessed by the public are clean and well maintained.

Program Description

The Division is responsible for all repairs, maintenance and improvements to all District buildings including the District office, the Community Center and appurtenances, and the Golf Clubhouse along with all other facilities accessed by the public.

In FY 2008

Building and Grounds...

- ✓ Replaced town hall sign with new district office sign, stucco and painted wall.
- ✓ Painted all district signs.
- ✓ Painted the interior of the community center
- ✓ Painted offices at the district office building.
- ✓ Installed a new proximity card entry system at the district office building.
- ✓ Replaced kitchen appliances at the community center.
- ✓ Updated the sound system at the community center to allow more microphones to be used.
- ✓ Updated the recording system at the community center to allow digital recording.
- ✓ Repairs were made to restrooms on the golf course.
- ✓ Repairs were made to the kitchen and restrooms at the community center.
- ✓ The floor at the community center was completely stripped of old wax and re-waxed for the first time in three years.
- ✓ Installed a new U.S. Postal box at the district office.
- ✓ Updated fluorescent tubes at the district office.
- ✓ Installed A/C unit at the district office to replace four smaller units, to improve the efficiency of the system.
- ✓ Installed a new electrical panel at the district office to replace the original electrical panel.
- ✓ Built a new deck behind the temporary clubhouse to tie it in with the temporary restrooms.
- ✓ Enlarged storage areas at the maintenance facility.
- ✓ Installed fencing at Ponce Deleon and Granada to close of the right of way to ATV traffic.
- ✓ Installed park benches on Edgewater.
- ✓ Remodeled district office to make it more efficient.
- ✓ Install fence around water tanks at the water treatment plant.

In FY 2009

Buildings and Grounds will...

- Replace existing vertical blinds at the community center.
- Paint the exterior of the community center; pressure cleaning first.
- Paint the exterior of the district office; pressure cleaning first.
- Replace the existing light fixtures at the community center.
- Paint the bridge.
- Replace the kitchen cabinets at the community center.
- Completely strip and wax floor at the community center.
- Add panels for microphone cords to the front of the stage in the community center.

General Fund
Buildings and Grounds
Expenditure Detail by Department
(includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
SALARIES AND WAGES	\$ 53,090	\$ 161,000	\$ 134,417	\$ 156,600
FICA	4,102	12,400	10,276	12,000
RETIREMENT CONTRIBUTIONS	1,950	8,100	5,097	7,800
LIFE AND HEALTH INSURANCE	17,757	39,700	29,418	46,600
WORKERS' COMPENSATION	7,365	8,500	7,608	8,500
CONTRACTUAL SERVICES	11,115	15,000	1,150	15,000
JANITORIAL SERVICES	13,471	15,000	12,220	15,000
TRAVEL AND TRAINING	-	2,100	2,001	1,000
ELECTRIC	1,800	8,000	2,144	8,000
GROUNDS EXPENSE - KITSON REIM	117,329	150,000	37,927	150,000
INSURANCE GENERAL	6,468	5,700	4,658	5,700
REPAIRS AND MAINTENANCE	377,146	70,000	11,663	-
REPAIRS & MAINT-DISTRICT	79,492	120,000	126,431	120,000
REPAIRS AND MAINTENANCE-BUILDING	20,505	25,000	42,240	100,000
REPAIRS AND MAINTENANCE-EQUIPMENT	547	25,000	7,261	60,000
REPAIRS AND MAINTENANCE-GROUNDS	2,250	9,800	19,916	30,200
LANDSCAPE MAINTENANCE	5,250	25,800	9,834	25,800
REPAIR AND MAINTENANCE-IRRIGATION	1,347	15,000	3,245	15,600
OPERATING SUPPLIES	4,086	5,700	6,644	9,000
GASOLINE AND OIL	6,093	5,000	8,217	9,000
UNIFORMS	2,148	3,200	1,013	1,500
WASTE REMOVAL	2,049	5,500	3,851	5,800
FERTILIZER	-	6,000	969	6,000
EXTERMINATING	1,846	1,500	3,037	2,500
INSECTICIDES AND SPRAYS	3,495	5,000	2,475	5,000
BUILDINGS	-	159,000	93,672	-
MACHINERY AND EQUIPMENT	33,721	97,000	39,601	20,000
TOTAL BLDS/GRD MAINT	\$ 774,422	\$ 1,004,000	\$ 626,985	\$ 836,600

Position Count

Position	FY06-07	FY07-08	FY08-09
Grounds Supervisor	1	1	0
Maintenance Technicians	2	2	2
Janitor	1	1	1
Total Department Count	4	4	3

Our Department's Work/Life Balance Vision

Roads and Drainage

Mission

The mission of the Roads and Drainage Division is to ensure District roads, ROW, and drainage are well maintained within the budgetary constraints.

Program Description

This division maintains all roads, right-of-ways and drainage ditches within the District. In addition, the division is responsible for all landscaping and beautification of right-of-ways and ensuring that all garbage and debris is picked up. Public Works staff also administers ROW permits, and driveway inspections. The division maintains irrigated areas of the district including mowing, fertilizing and general up-keep of the grounds. The flood control/storm water management personnel are responsible for mowing the drainage areas and preventing harmful vegetation from invading the mitigated wetlands.

In FY 2008

Roads and Drainage...

- ✓ Reconstructed an estimated 1000 ft of road shoulder per month.
- ✓ The Department is also working on a pavement management program to improve the level of service provided to the residents. This project is on-going.
- ✓ The District funded the design and property purchases to improve the drainage level of service provided in Unit-2. This project is on-going.
- ✓ The District funded approximately 22,000 square ft of road base and pavement reconstruction.
- ✓ The District funded over 15,000 square feet of Bahia grass along the new Sun 'n Lakes side walk.
- ✓ Corrected pot-holes
- ✓ The District corrected damage to a drainage structure at the Magnolia Place development, and replaced a 36" culvert on Caballero Blvd.
- ✓ The District cleared 4000 ft of drainage ditch which runs along Orduna.
- ✓ Beautification of District entrances and Sun 'n Lake Blvd median
- ✓ Updated permit forms & Fees, launched web site and placed forms on line to facilitate permitting.

In FY 2009

Roads and Drainage will...

- Reconstruct and maintain an estimated 1000 ft of road shoulder per month.
- Implement and administer a pavement management program to improve the level of service provided to the residents. The goal is to fund the paving of 3 to 5 miles per year.
- The objective is to start construction of the Unit-2 drainage project. This project is on-going; and depends on property acquisition.
- Construct sidewalks along Sun 'n Lake Blvd for recreational purposes.
- Construct improvements at the playground by the community center.

General Fund
Roads and Drainage
Expenditure Detail by Department
(includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
SALARIES AND WAGES	\$ 74,039	\$ 169,200	\$ 157,382	\$ 176,000
FICA	5,686	13,000	12,013	13,600
RETIREMENT CONTRIBUTIONS	762	8,500	2,257	8,900
INSURANCE GROUP	15,795	20,000	26,082	23,400
WORKERS' COMPENSATION	16,368	18,900	16,908	18,900
ENGINEERING FEES	117,746	75,000	55,133	75,000
ELECTRIC/STREET LIGHTS	53,945	56,000	48,346	58,300
RENTAL AND LEASES	-	7,000	-	5,000
INSURANCE GENERAL	14,833	17,000	13,894	17,700
REPAIRS AND MAINT	110,333	66,000	31,070	66,000
R/M STRIPING ROADS	-	9,000	4,871	9,000
REPAIRS AND MAINT - EQUIP	14,357	45,000	20,857	45,000
REPAIR/MAINT-TRACTORS	10,739	30,000	5,706	30,000
REPAIRS/MAINT-SPRAY RIGS	-	10,000	50	-
REPAIR/MAINT-WEEDEATERS	594	5,000	1,323	-
REPAIRS AND MAINT-IRRIGATION	-	20,000	819	-
MISCELLANEOUS	-	1,500	3,133	1,500
OPERATING SUPPLIES	14,457	22,900	9,360	24,000
GASOLINE AND OIL	9,335	10,000	17,895	18,000
UNIFORMS	1,199	4,200	2,767	4,400
INSECTICIDES AND SPRAYS	-	5,000	1,719	4,000
ROAD MATERIALS AND SUPPLIES	923	27,500	6,629	20,000
ROAD REPAIR ASPHALT	-	200,000	2,485	450,000
ROAD REPAIR SHELL	-	5,500	-	4,300
DRAINAGE MAINTENANCE	-	-	-	30,000
ROADS AND SIDEWALKS	380,524	264,000	99,892	50,000
DRAINAGE PROGRAM	7,700	324,000	30,224	50,000
MACHINERY AND EQUIPMENT	83,404	117,000	73,967	50,000

Position Count

Position	FY06-07	FY07-08	FY08-09
Roads Supervisor	1	1	1
Crew Leader	1	1	1
Road Technician	3	3	3
Total Department Count	5	5	5



CIP Fund Expenditures

CIP Fund - Golf/Country Club
Expenditures

	Actual	Amended	Forecast	Adopted
	2006-07	Budget	2007-08	Budget
		2007-08	2007-08	2008-09
Engineering fees	\$ 7,428	\$ -	\$ 12,000	\$ -
Consultants fee	45,350	-	138,000	-
Operating supplies	1,581	-	13,000	-
Capital project expenditures	127,224	1,495,900	136,000	2,495,900
Interest				41,400
Total Expenditures	\$ 181,583	\$ 1,495,900	\$ 299,000	\$ 2,537,300

CIP Fund - Recreational Complex
Expenditures

	Actual	Amended	Forecast	Adopted
	2006-07	Budget	2007-08	Budget
		2007-08	2007-08	2008-09
Engineering fees	\$ -	\$ -	\$ 5,000	\$ -
Consultants fee	-	-	138,000	-
Operating supplies	-	-	-	-
Capital project expenditures	-	800,000	-	900,000
Interest	-	-	-	300,000
Total Expenditures	\$ -	\$ 800,000	\$ 143,000	\$ 1,200,000



Utility Fund Expenditures

Our Department's Work/Life Balance Vision

Utility Customer Service

Mission

Customer service is a very special and integral part of the service that the District provides. Our residents are the very reason for our operation. The prime function of the department is to help and work with many of the departments, especially those that have direct interaction with the community. The sole mission of this department is to provide the residents with quality, efficient and courteous service at all times.

Program Description

The customer service department offers a wide range of services to the community, such as assessments, utilities, construction permits, and notary services, bilingual services.

In FY 2008

The Utility Customer Service's overall purpose was to accurately bill and collect payments for the water and sewer utilities system. Also implementation of phase one to the document scanning system, in our ongoing effort to modernize the District office.

In FY 2009

Our primary goal will be to enhance and maintain the website to keep our residents informed and to facilitate many transactions from their home computer, such as forms, job openings, payments, etc.

Position Count

Position	FY06-07	FY07-08	FY08-09
Customer Service Representative	3	3	3
Total Department Count	3	3	3

Utility Fund
Customer Service
Expenditure Detail by Department
(includes capital purchases)

	Actual	Amended	Forecast	Adopted
	2006-07	Budget	2007-08	Budget
		2007-08	2007-08	2008-09
SALARIES AND WAGES	\$ 28,991	\$ 80,700	\$ 42,346	\$ 86,200
FICA	2,207	6,200	3,217	6,500
401K RETIREMENT SAVINGS	312	4,100	-	4,300
INSURANCE GROUP	10,926	33,400	19,191	39,100
WORKERS' COMPENSATION	819	1,200	1,070	1,200
COMPUTER PROGRAMMING	4,403	3,600	3,111	8,400
MANAGEMENT FEES	55,190	-	-	-
CONTRACTUAL SERVICES	7,959	24,000	27,603	10,000
POSTAGE	-	-	-	22,000
ELECTRIC	3,857	7,600	2,814	9,200
RENTALS AND LEASES	1,070	1,800	649	2,200
REPAIRS AND MAINT - EQUIP	-	4,800	3,872	5,100
MISCELLANEOUS	6,342	1,200	-	1,200
DEPRECIATION	488,043	-	490,000	-
BAD DEBTS	13,469	-	516	1,000
OFFICE EXPENSE	6,297	12,000	5,445	15,000
BANK CHARGES	15,190	18,000	4,356	4,000
OPERATING SUPPLIES	2,264	5,000	268	5,000
TOTAL UTILITY BILLING/CUST SVC EXP	\$ 647,338	\$ 203,600	\$ 604,458	\$ 220,400

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Our Department's Work/Life Balance Vision

Utility Public Works/Operations

Mission

The mission of the Utility Operations Division is to provide water and wastewater treatment services in accordance with mandated State and Federal regulations. The Division also maintains and operates the water transmission and wastewater collection systems.

Program Description

The Utility Division provides safe drinking water for the entire Sun 'n Lake Community and maintains this critical asset to the standards set by the State of Florida Department of Environment Protection in compliance with the Department of Health. In addition, the division maintains governmental standards for reporting water and wastewater laboratory data, ensures compliance with new permitting procedures, and maintains current testing procedures and proper licensing. Maintenance of the water and wastewater systems are in accordance with state policies by using up to date technology and equipment to protect the groundwater source that the community depends upon.

In FY 2008

Utility operations accomplished the following projects:

- ✓ Water Treatment Plant and Wastewater facilities had no operational violations because sampling and water quality met all standards and all equipment was properly maintained
- ✓ Painted the Water Treatment Plant exterior in-house.
- ✓ Painted the Raw Water Well pump house.
- ✓ Installed automatic generator transfer switch at two lift stations.
- ✓ Installed Carbon filters to mitigate odor complaints from Lift stations
- ✓ Developed a GIS system to account for critical underground facilities
- ✓ Corrected major water & wastewater breaks in house
- ✓ Updated Utility permits and fees, and developed a web page to provide better access to District forms

In FY 2009

Utility operations intends on completed the following:

- Develop a water distribution hydraulic model
- 10 year CIP plan for Utility Facilities
- Automatic transfer switch at two more lift stations
- Replace electrical control panels at two lift stations
- Paint interior of the Water Treatment Plant

Position	Position Count		
	FY06-07	FY07-08	FY08-09
Public Works Director	1	1	1
Lead Operator	1	1	1
Plant Operator	3	1	1
Crew Leader	0	1	1
Senior Utility Technician	0	1	1
Utility Technicians	6	4	4
Total Department Count	11	9	9

Utility Fund
Utility Operations
Expenditure Detail by Department
(includes capital purchases)

	Actual	Amended	Forecast	Adopted
	2006-07	Budget	2007-08	Budget
		2007-08	2007-08	2008-09
SALARIES AND WAGES	\$ 139,318	\$ 337,100	\$ 250,806	\$ 350,600
FICA	10,641	25,800	19,185	26,800
401K RETIREMENT CONTRIBUTIONS	6,310	16,900	10,479	17,600
LIFE AND HEALTH INSURANCE	20,716	55,300	34,233	64,700
WORKERS' COMPENSATION	10,967	13,000	11,630	13,000
ENGINEERING FEES	193,594	175,000	76,195	60,000
COMPUTER PROGRAMMING	301	4,000	4,296	15,000
UTILITY OPERATIONS	156,225	-	-	-
ACCOUNTING/AUDITING FEES	12,500	15,000	8,400	15,000
TRAVEL AND TRAINING	-	10,000	12,281	8,000
TELEPHONE	6,770	9,000	12,281	11,000
ELECTRIC/BUILDING	-	3,000	-	3,000
ELECTRIC/PUMP/WATER	50,858	56,000	51,299	68,000
ELECTRIC/PUMP/SEWER	68,791	63,000	65,176	63,000
GENERAL LIABILITY INSURANCE	56,252	65,000	48,787	65,000
REPAIRS AND MAINTENANCE	107,587	90,000	30,462	90,000
REPAIRS AND MAINTENANCE-BLDG/WATER	12,022	8,500	3,502	8,500
REPAIRS AND MAINTENANCE-BLDG/SEWER	12,733	15,000	1,368	15,000
REPAIRS AND MAINTENANCE-EQUIP/WATER	13,371	35,000	11,191	35,000
REPAIRS AND MAINTENANCE-EQUIP/SEWER	15,733	17,000	19,281	17,000
LOW PRESSURE PANELS AND SUPPLIES	-	2,600	1,879	2,600
REPLACEMENT PUMPS LOW PRESSURE	240	2,600	24,044	15,000
REPAIRS AND MAINTENANCE-WATER MAINS	17,136	22,000	9,019	22,000
REPAIRS AND MAINTENANCE-SEWER MAINS	-	50,000	17,447	50,000
OFFICE EXPENSE	1,599	2,400	3,698	2,800
GASOLINE AND OIL	9,659	16,000	21,685	18,000
SMALL TOOLS	13	1,300	789	1,300
OPERATING SUPPLIES-WATER	10,906	28,100	26,042	28,000
OPERATING SUPPLIES-SEWER	21,446	15,900	9,078	42,000
TESTING WATER	1,693	5,000	10,923	5,000
TESTING SEWER	9,100	20,270	16,712	20,000
UNIFORMS	1,934	4,000	2,119	4,000
CHEMICALS/WATER	8,959	23,000	11,283	23,000
CHEMICALS/SEWER	1,303	18,000	17,288	18,000
WASTE REMOVAL	1,915	4,800	3,891	4,800
SLUDGE HAULING	114,006	100,000	109,872	140,000
LICENSES AND PERMITS	6,250	5,000	-	5,000
DUES AND SUBSCRIPTIONS	1,133	1,250	511	1,300
IMPROVEMENTS OTHER THAN BUILDINGS	3,958	6,000	1,921	6,000
MACHINERY AND EQUIPMENT	9,492	156,000	17,718	70,600
TOTAL PURB WRKS/UTLTY OPER	\$ 1,115,430	\$ 1,497,820	\$ 1,497,820	\$ 1,425,600



Golf Fund Expenditures

Our Department's Work/Life Balance Vision

Golf/Restaurant Division

Mission

The mission of the Golf/Restaurant Division is to provide a golf course with 36 holes of Championship play. The golf course and restaurant is open to the general public.

Program Description

The division will strive to provide a year-round golf and restaurant operation that the members, residents, and General Public will be delighted to play on, dine in and enhance the value of the community.

In FY 2008

In 2008 we had a very exciting year. Prior to the beginning of FY 2008, the temporary clubhouse was in full operation and the Candlelight restaurant and old pro-shop was torn down. A lot of planning and designing has been completed this year for the new club house

In FY 2009

In FY 2009, the entire community is anxiously looking forward to opening of the new Golf Clubhouse. This addition will be the focal point for our residents, guests and leaders of our community. The entire team is striving to earn the title of being the "Best Golf Course in Highlands County" for the third year in a row.

Position Count

Position	FY06-07	FY07-08	FY08-09
Director of Operations	1	1	1
Assistant Golf Professional	3	3	3
Director of Membership & Marketing	1	1	1
Superintendent	1	1	1
Assistant Superintendent	1	1	1
PT Golf Shop Staff	3	3	3
PT Outside Service Staff	10	10	10
FT Restaurant Staff	2	2	2
PT Restaurant Staff	2	2	2
Grounds & Rec Staff	1	1	1
Mechanic	1	1	1
FT Operators	15	15	15
PT Operators	5	5	5
Total Department Count	46	46	46

**Golf Fund
Marketing
Expenditure Detail by Department**
(includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
WAGES-REGULAR	\$ 50,770	\$ 49,728	\$ 53,190	\$ 47,819
BONUS/INCENTIVES	-	-	-	4,312
PAYROLL-TAXES	4,010	4,699	4,220	-
INSURANCE-GROUP HEALTH	2,664	-	2,767	-
INSURANCE-WORKER'S COMP	1,834	1,910	1,921	-
EMPLOYEE BENEFITS	2,200	2,138	2,307	12,509
ADVERTISING/MARKETING	-	-	485	54,550
CLUB PROMOTIONS	-	1,000	1,620	-
TRAVEL-GENERAL	645	-	-	4,000
POSTAGE	902	2,400	1,167	-
OFFICE SUPPLIES	664	-	76	-
DUPLICATIONS/PLAN & PRINTS	-	2,500	3,000	2,500
MEMBER RELATIONS	12,444	9,000	10,422	10,290
TOTAL MARKETING EXPENSE	\$ 76,133	\$ 73,375	\$ 81,176	\$ 135,980

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Golf Fund
Golf
Expenditure Detail by Department
(includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
WAGES-REGULAR	\$ 155,551	\$ 201,848	\$ 174,416	\$ 194,176
PAYROLL-TAXES	13,957	19,075	15,591	-
INSURANCE-GROUP HEALTH	6,214	1,320	9,984	-
INSURANCE-WORKER'S COMP	5,612	7,751	6,300	-
RECRUITMENT/ADVERTISING	1,300	-	-	-
PROFESSIONAL/UNION DUES	5,383	-	810	650
SUBSCRIPTIONS	-	100	240	200
EMPLOYEE BENEFITS	9,870	8,679	6,851	38,836
POSTAGE	243	-	-	-
CLUB PROMOTIONS	-	-	360	-
DUPLICATION/PLANS & PRINTS	2,301	4,800	3,475	5,000
TAXES-LEASED EQUIPMENT	14,645	-	-	-
UTILITIES-ELECTRIC	10,401	12,350	12,757	13,000
CARTS LEASE	-	-	-	79,596
CARTS REPAIR	1,300	2,100	1,573	1,200
REP & MAINT-EQUIPMENT	893	-	23	-
SUPPLIES-DRIVING RANGE	4,671	5,000	7,037	5,000
SUPPLIES-OPERATIONS	11,388	9,000	11,863	10,000
UNIFORMS	3,451	3,500	4,205	3,500
MEMBER RELATIONS	713	-	-	-
TOURNAMENT EXPENSE-NON MEMI	2,047	-	2,076	-
DISCOUNTS	-	-	(141)	-
LEASE-HANDICAP SYSTEM	3,642	4,500	4,478	4,000
CASHOVER/(SHORT)	(218)	-	(42)	-
TOTAL GOLF EXPENSE	\$ 253,365	\$ 280,023	\$ 261,897	\$ 355,158

Golf Fund
Tennis and Recreation
Expenditure Detail by Department
(includes capital purchases)

	Actual	Amended	Forecast	Adopted
	2006-07	Budget	2007-08	Budget
		2007-08	2007-08	2008-09
WAGES-REGULAR	\$ 72,438	\$ 20,800	\$ 20,317	\$ 20,800
PAYROLL-TAXES	5,605	1,966	2,014	-
INSURANCE-GROUP HEALTH	5,329	-	3,421	-
INSURANCE-WORKER'S COMP	2,210	799	850	-
EMPLOYEE BENEFITS	2,823	894	1,067	8,320
LICENSES AND PERMITS	200	-	-	-
UTILITIES-ELECTRIC	2,968	3,600	3,021	3,600
UTILITIES-GAS	6,549	-	-	1,200
CLEANING- CONTRACT SERVICES	-	-	4,170	6,000
LANDSCAPE-EXTERIOR CONTRACT	2,100	1,200	1,200	1,200
REP & MAINT-GEN BLDG INTERIOR	2,147	-	-	-
REP & MAINT-EQUIPMENT	1,245	-	-	2,400
REP & MAINT-OTHER	-	1,200	2,838	-
FERTILIZER	-	1,800	1,800	1,800
COURTS-REPAIR & MAINT	500	-	-	-
POOL-REPAIR & MAINT	676	-	-	-
SUPPLIES-HAND TOOLS	73	-	-	-
FERTILIZER	1,600	-	-	-
CHEMICAL/PARASITE/WEED CONTROL	2,975	3,000	3,000	3,000
SEED & SOD	2,000	2,000	2,400	-
SUPPLIES-OPERATIONS	3,794	-	-	1,200
UNIFORMS	43	-	-	-
TOTAL TENNIS & RECREATION EXPENSE	\$ 115,275	\$ 37,259	\$ 46,098	\$ 49,520

Golf Fund
Course Maintenance
Expenditure Detail by Department
(includes capital purchases)

	Actual	Amended	Forecast	Adopted
	2006-07	Budget	2007-08	Budget
		2007-08	2007-08	2008-09
WAGES-REGULAR	\$ 520,406	\$ 536,085	\$ 515,972	\$ 543,440
BONUS/INCENTIVES	2,500	12,510	11,198	13,140
CONTRACT/EVENT LABOR	25,714	11,200	14,233	9,500
PAYROLL-TAXES	43,813	51,842	43,178	-
INSURANCE-GROUP HEALTH	27,954	-	20,240	-
INSURANCE-WORKER'S COMP	18,797	21,066	18,195	-
PROFESSIONAL/UNION DUES	-	1,500	156	-
EMPLOYEE BENEFITS	23,204	23,590	23,605	139,146
PROF.-ADVISORY/CONSULTING	5,938	7,500	7,788	7,500
TRAVEL-GENERAL	831	2,000	1,910	3,600
LICENSES & PERMITS	6,055	3,000	2,616	-
UTILITIES-TELEPHONE	1,201	1,500	1,889	1,500
UTILITIES-ELECTRIC	53,235	56,000	45,016	51,000
UTILITIES-FUEL/OIL	40,986	42,750	45,678	64,000
UTILITIES-RUBBISH	1,762	2,100	2,385	2,400
VEHICLE LEASE	120,112	119,112	141,014	-
EQUIPMENT/VEHICLE RENTAL	-	1,000	2,771	2,500
LANDSCAPE-EXTERIOR CONTRACT	-	5,000	1,396	3,900
REP & MAINT-GEN BLDG INTERIOR	2,314	2,800	1,888	1,200
REP & MAINT-EQUIPMENT	45,706	39,000	53,573	59,004
REP & MAINT-IRRIGATION	21,412	16,500	19,045	17,500
SUPPLIES-HAND TOOLS	4,930	8,400	8,133	6,000
SOIL TESTING	-	3,000	1,698	4,000
RENTAL-MISC EQUIPMENT	409	-	-	-
FERTILIZER	100,722	91,096	91,291	128,251
CHEMICAL/PARASITE/WEED CONTROL	150,895	167,851	172,503	146,479
SEED & SOD	8,714	32,000	(948)	38,000
LAKE MAINTENANCE	-	12,000	10,008	12,000
SUPPLIES-OPERATIONS	18,444	19,800	18,358	19,800
UNIFORMS	11,036	11,180	12,941	9,600
AERIFICATION	-	-	-	5,225
SAND & GRAVEL	13,039	14,700	12,741	14,625
TOTAL COURSE MAINTENANCE EXPENSE	\$ 1,270,131	\$ 1,316,082	\$ 1,300,472	\$ 1,303,310

Golf Fund
Food & Beverage
Expenditure Detail by Department
(includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
WAGES-REGULAR	\$ 205,615	\$ 110,653	\$ 92,096	\$ 96,373
GRATUITIES	52,703	29,409	4,804	-
CONTRACT/EVENT LABOR	123	-	-	-
PAYROLL-TAXES	20,172	13,236	8,927	-
INSURANCE-GROUP HEALTH	8,261	-	6,353	-
INSURANCE-WORKER'S COMP	7,249	5,378	3,306	-
RECRUITMENT/ADVERTISING	250	-	-	-
TRAINING/EDUCATION	1,859	2,420	1,800	1,500
PROFESSIONAL/UNION DUES	719	-	-	-
TEAM MEETINGS	8,925	-	-	-
EMPLOYEE BENEFITS	10,964	6,023	4,504	26,019
CLUB ENTERTAINMENT	-	-	-	700
CLUB PROMOTIONS	-	-	576	-
PROF.-ADVISORY/CONSULTING	1,218	-	-	-
LICENSES & PERMITS	2,600	1,750	2,710	2,358
TAXES-LIQUOR	2,810	-	-	-
UTILITIES-ELECTRIC	63,816	-	-	-
UTILITIES-GAS	4,752	-	-	-
EQUIPMENT LEASE	9,498	7,428	8,058	8,496
COMPUTER/POS CONTRACT	141	-	90	-
REP & MAINT-GEN BLDG INTERIOR	175	-	-	-
REP & MAINT-EQUIPMENT	5,310	2,400	1,509	1,200
SUPPLIES-OPERATIONS	27,270	11,500	12,573	12,000
UNIFORMS	3,525	1,000	2,660	1,000
LAUNDRY & LINEN	10,456	-	644	-
CASH OVER/(SHORT)	107	-	(1,064)	-
TOTAL FOOD & BEVERAGE EXPENSE	\$ 448,517	\$ 191,198	\$ 149,546	\$ 149,646

**Golf Fund
Occupancy
Expenditure Detail by Department**
(includes capital purchases)

	Actual 2006-07	Amended Budget 2007-08	Forecast 2007-08	Adopted Budget 2008-09
WAGES-REGULAR	\$ 11,911	\$ -	\$ -	\$ -
CONTRACT-EVENT LABOR	655	500	-	-
PAYROLL-TAXES	1,050	-	12,000	-
INSURANCE-WORKER'S COMP	423	-	-	-
EMPLOYEE BENEFITS	551	-	-	-
OFFICE SUPPLIES	28	-	-	-
PERSONAL PROPERTY TAX -CURRENT YEAR	22,680	12,000	-	19,704
TAXES-LEASED EQUIPMENT	-	7,500	6,747	-
UTILITIES-TELEPHONE	22,681	15,000	18,167	19,500
UTILITIES-INTERNET/CABLE	3,463	2,400	2,096	2,400
UTILITIES-ELECTRIC	472	30,000	12,982	14,500
UTILITIES-GAS	-	-	(616)	-
UTILITIES-RUBBISH	6,234	5,352	3,411	-
COMPUTER/POS CONTRACT	75	-	270	-
CLEANING-CONTRACTED SERVICES	-	600	-	600
REP & MAINT-GEN BLDG INTERIOR	7,351	2,400	1,708	1,200
REP & MAINT-EQUIPMENT	298	-	1,717	-
REPAIRS & MAINT-HVAC	-	2,400	328	600
SECURITY-ALARM SERVICE	2,547	2,298	2,802	1,400
PEST CONTROL-CONTRACT	1,362	4,332	2,756	2,400
SUPPLIES-OPERATIONS	-	-	1,219	-
TOTAL OCCUPANCY EXPENSE	\$ 81,782	\$ 84,782	\$ 65,588	\$ 62,304

Golf Fund
General & Administrative
Expenditure Detail by Department
(includes capital purchases)

	Actual	Amended	Forecast	Adopted
	2006-07	Budget	2007-08	Budget
	2006-07	2007-08	2007-08	2008-09
WAGES-REGULAR	\$ 85,046	\$ 75,246	\$ 81,574	\$ 79,012
BONUS/INCENTIVES	-	13,544	12,121	14,220
PAYROLL-TAXES	7,091	8,391	6,445	-
INSURANCE-GROUP HEALTH	2,625	-	2,767	-
INSURANCE-WORKER'S COMP	3,288	3,410	2,972	-
TRAINING/EDUCATION	482	-	606	750
PROFESSIONAL/UNION DUES	187	-	-	-
SUBSCRIPTIONS	567	9,849	9,390	9,956
EMPLOYEE BENEFITS	4,479	3,818	3,958	22,374
PROF-LEGAL	2,683	-	-	-
PROF-ACCOUNTING	8,500	-	-	-
PROF-AUDIT/TAX	10,500	10,000	10,000	12,000
PROF.-ADVISORY/CONSULTING	(8,500)	-	-	-
ADVERTISING/MARKETING GENERAL	59,921	53,050	49,843	-
TRAVEL-GENERAL	7,137	5,000	6,860	5,000
OFFICE-FURN/EQUIP-LEASE	1,333	1,320	1,302	1,680
OFFICE-FURN/EQUIP-REPAIR	-	-	1,007	-
POSTAGE	2,310	1,800	2,437	3,000
OFFICE SUPPLIES	4,386	3,600	3,983	3,600
DUPLICATION/PLANS & PRINTS	57	-	-	-
TAXES-OTHER	(494)	-	(4,801)	-
INSURANCE-GENERAL LIABILITY	55,158	59,919	60,389	58,000
UTILITIES-TELEPHONE	189	-	-	-
COMPUTER/POS CONTRACT	1,114	1,500	1,899	1,500
REPAIRS & MAINT-EQUIPMENT	-	-	318	-
SUPPLIES-OPERATIONS	-	-	527	-
LEASE-BUILDING	-	36,000	36,432	36,000
CASH OVER/(SHORT)	60	-	32	-
BANK FEES	1,642	-	5,072	-
CREDIT CARD FEES	30,150	32,500	40,167	41,236
BAD DEBT	4,501	-	-	-
PROF.-GENERAL MANAGEMENT	114,000	114,000	114,000	-
TOTAL GENERAL & ADMINISTRATIVE EXPENSE	398,411	432,947	449,300	288,328
NON-OPERATING EXPENSES				
EXTRAORDINARY EXPENSES	\$ -	\$ 181,750	\$ 21,177	\$ 220,527
DEPRECIATION-OTHER	35,925	288,000	289,047	324,549
REP & MAINT-EXTRAORDINARY	(4,461)	-	1,486	-
DEPRECIATION-UNDEFINED	297,513	-	-	-
INTEREST-CAPITAL LEASE	11,653	-	-	-
TOTAL NON-OPERATING EXPENSE	\$ 340,631	\$ 469,750	\$ 311,710	\$ 545,076

Appendix



GLOSSARY

Accrual - Revenues are recognized when earned and expenses are recognized when they are incurred.

Adopted Budget - Financial plan of revenues and expenditures for a fiscal year as approved by the Board of Supervisors.

Amendment – Changes to the adopted budget increasing total appropriations, which requires the approval of the Board of Supervisors. The transfer of appropriations between Departments, or across Funds, withdrawal from reserves, the creation/deletion of positions or a change that effects the level of service or programs maintained by a Department.

Appropriation - Funds authorized by the Board of Supervisors to spend public funds for a specific purpose.

Balanced Budget – A budget in which total estimated revenues and balances brought forward equal total expenditures and reserves.

Basis Point - One-one-hundredth of a percent.

Bond - Written promise to pay a sum of money on a specific date at a specific interest rate as detailed in a bond ordinance.

Budget - An annual plan adopted by the Board of Supervisors, which grants authority for expenditures and projects revenues in the current year.

Budget Deficit - A budget in which expenditures exceed the planned or projected funds available.

Budget Document - Official written statement of the annual fiscal year financial plan.

Budget Hearing - Public Hearing conducted to consider and adopt the annual budget.

Capital Assets - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Capital Improvements - Expenditures for items costing more than \$20,000 with the underlying asset having a useful life of more than 5 years.

Capital Improvement Budget - The adopted capital improvement plan for the upcoming fiscal year.

Capital Outlay/Expenditures - Expenditures for items costing over \$5,000 but less than 20,000 having a useful life of more than one year.

Capital Improvement Plan - The second through fifth year of the capital improvement element of the comprehensive plan.

Charges for Service - User charges for services provided by the District to those specifically benefiting from those services.

Debt Service – Expense incurred related to repayment of debt obligations such as principal and interest.

Debt Service Requirement - Amount of money required to pay on outstanding debt and required contribution to accumulate money for future retirement of bonds.

Department – The District’s organizational unit that is responsible for a major governmental function.

Division – The basic organizational unit of the District that provides a specific service.

Encumbrance - The amount of money committed for the payment of goods and services not yet received or paid for.

Enterprise Fund - A fund designated for activities that is primarily supported by user charges. The Utility Fund is an example.

Expenditure - The total amount of funds paid out by a government to acquire various goods and services.

Fiscal Year - The twelve-month period which applies to the Annual Budget (October 1st to September 30th).

Full Time Position - Position that qualifies for full District benefits, usually 40 hours.

Fund - A set of interrelated accounts to record assets, liabilities, revenues, and expenditures associated with a specific purpose, or with a common revenue source.

Fund Balance - A term used to express the equity (assets minus liabilities) of governmental fund types and trust funds.

GAAP - Generally Accepted Accounting Principles as determined through common practice or as promulgated by the Government Accounting Standards Board, Financial Accounting Standards Board or various other accounting standard setting bodies.

General Fund - A fund used to account for all general-purpose activities of the District supported by assessments and other non-dedicated revenues such as license and permit fees. Unless there is a legal, contractual or managerial requirement for separate accounting, all activities of the unit are recorded in the General Fund.

Goal - Statement that describes the purpose toward which an endeavor is directed.

Impact fee - An estimated cost of providing needed improvement, or additions to public infrastructure systems depleted by development.

Levy - Imposed taxes, special assessments, or service charges.

LIBOR - London Inter-Bank Offered Rate. The rate at which the highest rated banks offer to lend to one another. LIBOR of various maturities, including 1-month, 3-month, 6-month and 1-year, are widely used as interest rate indices. Interest rates are frequently quoted as a spread to LIBOR.

Modified Accrual - Revenues are recognized when they become measurable and available.

Expenditures are generally recognized when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt, which is recognized when due except for the accrual of certain principal and interest in the Debt Service Funds for which financial resources have been provided during the current year for payment due early in the following year.

Objective - A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objectives should simply be a specific standard of performance for a given program:

1. An operational objective focuses on service delivery.
2. A managerial objective focuses on those aspects of management that help staff achieve operational objectives; i.e., staff training, work plan development, etc.

Operating Expenditures – Expenditures for goods and services, which primarily benefit the current period and are not defined as personal services or capital outlay. Some examples include contractual services, supplies, utilities, etc.

Ordinance - A formal legislative enactment by the governing board of a municipality.

Other Expenditures - Expenditures that are not personnel, operating or capital related, such as transfers or debt service.

Part-time Regular – Position, which is more than 20 hours and 52 weeks. Benefits are pro-rated - sick and vacation time only.

Personal Services - All costs directly associated with employees - salaries, fringe benefits, etc.

Prior Year Surplus – Revenues in excess of expenditures in previous year that are available for appropriation in the current year. Can also be defined as current assets less current liabilities at fiscal year end.

Proprietary Funds – Funds operated like a private business and charges user fees, includes Enterprise.

Purchase Order - A document that authorizes the delivery of specified merchandise or the rendering of certain services, establishes their cost, and creates a commitment on both the provider and receiver of the product or service.

Recurring Expenditure – A good or service that is expected to continue again in the next fiscal year or on a continuing annual basis, such as personnel salaries, utility payments, office space rentals, etc.

Requisition - A document generated by individual District Departments requesting goods or services.

Reserves – An accumulation of a fund's revenues in excess of expenditures over time. This is similar to retained earnings as used for corporations.

Reserve for Encumbrances - A reserve account that represents open encumbered contracts and purchase orders.

Resolution - An expression of a governing body concerning matters of administration, an expression of temporary character, or a provision for the disposition of a particular item of the administrative business of the governing body.

Revenue - Money that a government receives as income.

Revenue Reserves – Amount that reduces total revenues estimated that is set aside as a safe guard in the event that the revenues are not collected as planned.

Special Assessment - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special District - A local unit of special purpose, as opposed to general purpose, government within a limited boundary created by general law, special act, local ordinance, or by rule of the Governor and Cabinet. The special purpose or purposes of special districts are implemented by specialized functions and related prescribed powers.

“Dependent Special District” means a special district that meets at least one of the following criteria:

(a) The membership of its governing body is identical to that of the governing body of a single county or a single municipality.

(b) The governing body of a single county or a single municipality appoints all members of its governing body.

(c) During their unexpired terms, members of the special district’s governing body are subject to removal at will by the governing body of a single county or a single municipality.

(d) The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent Special District” means a special district that is not a dependent special district defined above.

Statute - A written law enacted by a duly organized and constituted legislative body.

Surplus - Excess of projected revenues over planned expenditures.

Tangible Personal Property - All assets used in a business that are subject to an ad valorem assessment, i.e. furniture, tools, machinery, equipment - whatever is used to generate income.

Trust - Account for assets held by a governmental unit in a trustee capacity.

User Charges - The payment of a fee for direct receipt of a public service by the party benefiting from the service.

RESOLUTION NO. 08-54

A RESOLUTION OF THE SUN 'N LAKE OF SEBRING IMPROVEMENT DISTRICT TO MAKE APPROPRIATIONS FOR THE FISCAL YEAR 2009 BASED ON THE OPERATING BUDGET ESTIMATE OF REVENUES AND EXPENDITURES FOR EACH OF THE DISTRICT'S FUNDS; PROVIDING FOR THE LEVY OF MAINTENANCE ASSESSMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Sun 'n Lake of Sebring Improvement District (hereinafter "District") was created by Ordinance Number 74-4, Highlands County, Florida, as codified at Section 9-81, *et seq.*, Code of Ordinances, Highlands County, Florida, as amended from time to time (hereinafter Enabling Act); and

WHEREAS, pursuant to Section 9-99 of the Enabling Act, the District has full authority for the establishment of District projects and finances, and the Board of Supervisors has exclusive jurisdiction and control over all the projects of the District and of the budget and finances of the District; and

WHEREAS, the fiscal year 2009 Operating Budget estimate of the revenues and other sources of income, and the requirement for expenditures and other uses of all District Operating Funds has heretofore been prepared by the General Manager of the Sun 'n Lake of Sebring Improvement District and submitted to the Board of Supervisors; and

WHEREAS, heretofore the Board of Supervisors has received said proposed annual budget for the fiscal year 2009 beginning October 1, 2008, as recommended by the General Manager, and has conducted public workshops to analyze and revise said proposed annual budget; and

WHEREAS, the Board of Supervisors has held public hearings on July 25, 2008 and August 22, 2008; and

WHEREAS, the public has had available to them copies of such budget and the opportunity to express themselves concerning the provision thereof at public hearings thereon; and

WHEREAS, the Board of Supervisors received and reviewed said recommendations and comments by the public, and in the course of public hearings and workshops certain modifications in the originally proposed budget were made; and

WHEREAS, typographical corrections from the proposed budget document will be printed in the adopted budget; and

WHEREAS, the Board of Supervisors has determined the amount of money which must be raised to conduct the affairs of the District as required by all District operating funds for the fiscal year 2009 so that the business of the District may be conducted on a balanced budget; and

WHEREAS, Section 9-154, Code of Ordinances, Highlands County, Florida, requires that the maintenance assessments levied by the Board of Supervisors shall be by resolution of the board entered upon the minutes of the board.

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of the Sun 'n Lake of Sebring Improvement District as follows:

1. That the "Whereas" clauses above are true and correct and incorporated herein by reference.
2. That the Operating Budget of the Sun 'n Lake of Sebring Improvement

District for the fiscal year beginning October 1, 2008 and ending September 30, 2009, as set forth in detail in Exhibit "A" attached hereto, and by this reference made a part thereof, be and the same is hereby approved, adopted and accepted as the Operating Budget to include the levy of the maintenance assessments as set forth in detail in Exhibit ~~B~~ for the fiscal year 2009.

3. That utilization of General Fund Reserves in the amount of \$700,000.00 is hereby authorized to balance the deficit from revenue generated from other sources for fiscal year 2009.

4. That capital expenditures in excess of \$100,000.00 must be separately approved by Board Resolution prior to obligation of funds, and such expenditures are temporarily stayed pending the employment of a Financial Services Advisor.

5. That the General Manager is hereby authorized to implement the cost of living and merit pay allowances as budgeted herein as of the beginning date of fiscal year 2009 (October 1, 2008) and employee anniversary dates, as appropriate.

6. That the General Manager is hereby authorized to implement the pay equity component of the classification and pay study as budgeted in the general contingency line items for each fund and contingent upon the Board's approval of the pay plan, inclusive of authority to transfer needed amounts to the appropriate line item accounts (i.e., salary and F.I.C.A.).

7. That there is hereby appropriated out of the total Operating Budget to the District operating funds, departments and divisions, for the fiscal year 2009, the sums as set forth in the attached Exhibit "A", the final budget document as adopted by the Board of Supervisors.

8. That all property owned by churches and used as a house of worship within the District shall be assessed at 50% of the normal assessment.

9. That the Secretary of the Board is authorized and instructed to keep a certified copy of this resolution and the budget provided for herein in the permanent files of the Sun 'n Lake of Sebring Improvement District.

10. That all resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

11. That if any clause, section, other part or application of this resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this resolution.

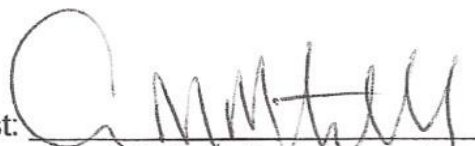
12. That this resolution shall become effective immediately upon its passage and adoption.

13. That all Resolutions or parts of Resolutions that are in conflict herewith be and the same are hereby revoked.

APPROVED AND ADOPTED by the Board of Supervisors of the Sun 'n Lake of Sebring Improvement District of Highlands County, Florida, this 22 day of August, 2008.

SUN 'N LAKE OF SEBRING IMPROVEMENT DISTRICT

By: 
George L. Puffenberger, President
Board of Supervisors

Attest: 
Ann Mitchell, Board Secretary

(S E A L)

N.C.

ORDINANCE NO. 77-4

AN ORDINANCE AMENDING A HIGHLANDS COUNTY ORDINANCE ENTITLED: "AN ORDINANCE CREATING AND ESTABLISHING SUN 'N LAKE OF SEBRING IMPROVEMENT DISTRICT IN HIGHLANDS COUNTY, FLORIDA; FIXING ITS BOUNDARIES; PROVIDING FOR ITS GOVERNING BODY; PROVIDING FOR THE POWERS, FUNCTIONS AND DUTIES OF THE DISTRICT AND ITS GOVERNING BODY; AND PROVIDING FOR AN EFFECTIVE DATE; "FOR THE PURPOSE OF CLARIFYING THE DISTRICT'S POWERS WITH RESPECT TO RECREATIONAL FACILITIES; AUTHORIZING THE DISTRICT TO PROVIDE FIRE PROTECTION AND AMBULANCE SERVICE; MODIFYING ITS POWERS WITH RESPECT TO ASSESSABLE IMPROVEMENTS; PROVIDING BASES FOR THE ASSESSMENT OF THE DISTRICT'S MAINTENANCE TAX; AND SUBSTITUTING THE PROPERTY APPRAISER WHERE THERE ARE REFERENCES TO THE TAX ASSESSOR

100- Clerk of Circuit

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, as follows:

Section 1. Authority for this Ordinance. This ordinance is enacted pursuant to Article VIII, Section 1 of the Constitution of the State of Florida and Section 125.65, Florida Statutes, and other applicable provisions of law.

Section 2. Findings. It is hereby found and determined that:

(A) On April 16, 1974, the Board of County Commissioners of Highlands County, Florida (the "County") enacted an ordinance creating the Sun 'N Lake of Sebring Improvement District (the "District") in the County, entitled as follows:

"AN ORDINANCE CREATING AND ESTABLISHING SUN 'N LAKE IMPROVEMENT DISTRICT IN HIGHLANDS COUNTY, FLORIDA; FIXING ITS BOUNDARIES; PROVIDING FOR ITS GOVERNING BODY; PROVIDING FOR THE POWERS, FUNCTIONS AND DUTIES OF THE DISTRICT AND ITS GOVERNING BODY; AND PROVIDING FOR AN EFFECTIVE DATE;"

hereinafter referred to as the "District Charter."

(B) In Section 8 of the District Charter, the District is granted the power "to own, acquire, construct, operate, and maintain parks, playgrounds, picnic grounds, camping facilities, and water recreation facilities within the District," and it is in the best interest of the health and welfare of the citizens and inhabitants of the District

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DORCE A. SHIVERS
SECRETARY STATE

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and of the County that it be made clear that the District shall have such power also with respect to golfing and tennis facilities and other recreational facilities of every kind.

(C) The District Charter does not provide for fire protection for the benefits of the citizens and inhabitants of the District and it is in the best interest of the health and welfare of such citizens and inhabitants that the District Charter be amended to add provisions for such authorization as hereinafter provided.

(D) In Section 18 of the District Charter the District is authorized to levy a maintenance tax to preserve the improvements of the District, and the basis for assessing the tax is not specified; and it is in the best interest of the welfare and economy of the citizens and inhabitants of the District and of the County, for the purpose of providing equitable bases for the assessment of such maintenance tax, that Section 18 be amended to add a provision whereby the Board of Supervisors of the District are authorized to levy the maintenance tax on an ad valorem basis or on the basis of an equal assessment upon each lot or parcel assessed, as shall from time to time appear most equitable and fair to such Board under the circumstances.

(E) In Section 30 of the District Charter it is provided that the District may accomplish assessable improvements, levy special assessments upon benefited property and issue bonds payable from such assessments under the provisions of Chapter 170, Florida Statutes, as if the District were a municipality; and it is in the best interest of the welfare and economy of the citizens and inhabitants of the District and of the County, for the purpose of providing a more equitable distribution of the cost assessable improvements, authorizing payment of such cost over a more extended period of time and making certain other charges in the operation of such Chapter, that Section 30 of the District Charter be amended as hereinafter provided, with corresponding amendments to Section 30 of the District Charter for consistency.

(F) There are references in the District Charter to the county tax assessor which should be corrected to refer to the property appraiser.

570 MAR 313

Section 3. Amendments. The District Charter is hereby amended in the following respects:

(A) Paragraph (11) of Section 8 thereof is hereby amended to read as follows:

"(11) to own, acquire, construct, operate and maintain parks, playgrounds, picnic grounds, camping facilities, water recreation facilities, golfing and tennis facilities and other recreational facilities of all kinds within the District."

(B) The following paragraph is hereby added to Section 8 thereof:

"(12) to provide protection against fire and for such purposes to acquire, construct, own, operate and maintain hydrants, automotive vehicles and fire extinguishing equipment, station facilities and such other equipment and facilities as may be necessary or desirable in order to give adequate fire protection."

(C) There shall be added to Section 18 thereof the following additional paragraph:

"Such maintenance tax may be an ad valorem tax or assessed on a flat rate basis, calling for an equal assessment upon each lot or parcel assessed, as shall from time to time be determined by the Board of Supervisors, upon a finding by such Board as to which basis, or combination thereof, shall be most equitable and fair under the circumstances and upon consideration of the special benefits resulting from such maintenance and preservation of the improvements of the District or any part thereof."

(D) Section 30 thereof is hereby amended to read as follows:

"Section 30. Assessable Improvements; Levy and Payment of Special Assessments; Assessment Bonds and Certificates. The District may provide for the construction or reconstruction of assessable improvements, for the levying of special assessments upon benefited property for the payment thereof and for the issuance of bonds payable from such assessments, and the District may proceed under the provisions of Chapter 170, Florida Statutes, as if the District were a municipality and the proposed project were one described in Section 170.01 of such Chapter, except as hereinafter provided otherwise:

570 314

"Special assessments against properties deemed to be benefited by a project shall be assessed upon such properties in proportion to the benefits, determined and prorated on a flat rate basis (providing an equal assessment upon each lot or parcel assessed), or on an area basis, or according to the front footage of the respective properties assessed or on such other basis as the Board of Supervisors may prescribe as being most equitable and fair under the circumstances.

"The Board of Supervisors may declare that any assessments may be made payable in not more than forty (40) equal yearly installments, with interest on the unpaid balance thereof at a rate not to exceed ten per centum (10%) per annum, to which, if not paid when due, there shall be added the penalty prescribed by such Chapter.

"Bonds payable from such assessments shall be executed with the manual or facsimile signatures of the President and the Secretary of the Board of Supervisors, shall bear interest at such rate or rates not exceeding ten per centum (10%) per annum, payable annually or semiannually, shall mature at such time or times not exceeding forty (40) years and shall be sold in such manner and at such price as the Board of Supervisors may determine to be for the best interests of the District, but no such sale may be made at a price of less than ninety per centum (90%) of the par value of the bonds or at a net interest cost greater than ten per centum (10%) per annum."

(E) The percentage of par value at which bonds may be sold referred to in Section 32 thereof as "ninety-five (95) percent" is hereby amended to read "ninety per centum (90%)."

(F) Wherever there appears a reference therein to the "county tax assessor" or the "tax assessor" the same shall be amended to read: "county property appraiser."

(G) The Board of County Commissioners of Highlands County and/or the property appraiser of Highlands County and tax collector of Highlands County, shall have the right to levy against the funds collected in the District in sufficient sums to pay the cost of administration.

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Section 4. Enactment of This Ordinance and Effective Date.

This ordinance is enacted pursuant to notice given by the Clerk of this Board of the Board's intent to consider the same, published in a newspaper of general circulation within Highlands County at least fifteen (15) days prior to enactment, excluding Saturdays, Sundays, and legal holidays. Such notice and proof of publication thereof shall be kept by such Clerk in a separate book open to the public for inspection during the regular business hours of his office. A certified copy of this ordinance, as enacted, shall be filed by said Clerk in the office of the Secretary of State of Florida within ten days after enactment, and this ordinance shall take effect upon receipt of official acknowledgment from the Secretary of State that this ordinance has been filed with his office.

PASSED AND DULY ENACTED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF HIGHLANDS, FLORIDA, this 19th day of July, A. D., 1977.

BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA

BY: Norman J. Dutton
Chairman
Robert Skippin
Carl R. ...
...
...

Attest: Carl R. ...
Clerk
COMMISSIONERS
HIGHLANDS COUNTY, FLORIDA

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HIGHLANDS COUNTY, FLA.

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Community Profile

The Sun 'n Lake of Sebring Improvement District was created by Highlands County through [Ordinance 74-4](#) on April 16, 1974. In 2009, the District will celebrate its 35th birthday. At 35, the District is wise enough to implement the best from past experiences and confident enough to adopt energetic, innovative approaches to steer us through this exciting century. This progressive philosophy highlights the District's commitment to the future. Happy 35th Birthday, Sun 'n Lake!

The Sun 'n Lake of Sebring Improvement District is an Independent Special District which has a governing body that is elected, not appointed. The Sun 'n Lake of Sebring Board of Supervisors is comprised of five board members. The board has enacted comprehensive policies, procedures and rules to guide the District's operations. Presently, the board meets once a month in a workshop setting to discuss important issues and once a month for a board meeting to conduct the business of the District, generally by resolutions. No action may be taken at board workshop meetings although members may arrive at a consensus on particular issues. The Board is responsible for appointing a General Manager who is responsible for hiring and supervision of District employees and the day-to-day operations of the District through various departments and in accordance with Board policies, District charter and applicable laws and ordinances.

Sun 'n Lake is approximately 12 square miles and has grown from what was known as a wilderness thirty years ago to around 5,000 residents. It was once considered a retirement community, but has now evolved into a diverse melting pot of both older adults and younger families. The District, as founded, comprised 25 units; Units 1-16 were platted in 1971 and Units 17-25 were platted in 1973. It originally contained 19,213 single-family lots, however, due to replatting, vacation and conservation sites; there are currently only 12,401 single-family lots. Of these, approximately 1,800 have been developed.

The golf facilities are the centerpiece of Sun 'n Lake and one of the most important attractions to the District. The care necessary to maintain the golf courses and other recreational facilities is the responsibility of all residents. The value of the Sun 'n Lake properties depend on the care and upkeep of the recreational facilities.

The District maintenance fee, billed to each property owner in November, covers services such as fire and public safety, code enforcement, parks and recreation, community facilities maintenance, street lighting, street repaving and maintenance, new sidewalks, landscaping and beautification, drainage improvements and maintenance of the pool, tennis courts, shuffleboard courts, the island pavilion and picnic area, other District amenities and general administration. The District's fiscal year for budgeting and accounting purposes runs from October 1 through September 30 of the following year.