

MEETING OF THE DISTRICTS
Tuesday, April 18, 2023
9:30 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

DISTRICTS LIST

AVON PARK ESTATES S. B. D.	ORANGE VILLA MOBILE HOME ESTATES S. B. D.
DESOTO CITY S. B. F. D.	PLACID LAKES S. B. D.
HIGHLANDS PARK ESTATES S. B. D.	PLACID LAKES S. B. F. D.
HIGHLANDS PARK S. B. F. D.	RED HILL FARMS IMPROVEMENT DISTRICT
HIGHWAY PARK S. B. D.	SEBRING ACRES S. B. D.
LAKE HAVEN ESTATES S. B. D.	SEBRING COUNTRY ESTATES S. B. D.
LAKE PLACID S. B. F. D.	SEBRING HILLS S. B. D.
LEISURE LAKES S. B. F. D.	THUNDERBIRD ROAD WASTEWATER S. B. D.
LORIDA S. B. F. D.	VENUS SPECIAL B. F. D.
ORANGE BLOSSOM ESTATES S. B. D.	WEST SEBRING S. B. F. D.
ORANGE BLOSSOM UNIT 12 S. B. D.	
ISTOKPOGA MARSH WATERSHED IMPROVEMENT DISTRICT	
SUN 'N LAKE ESTATES AND ACREAGE OF LAKE PLACID—S. B. D.	
SUN 'N LAKES OF LAKE PLACID RECREATION DISTRICT	
HIGHLANDS LAKES SPECIAL TAX DISTRICT	
COUNTYWIDE FIRE DISTRICT	
OAK MANOR AVENUE ROAD PAVING MUNICIPAL SERVICE BENEFIT DISTRICT	

1 MEETING CALLED TO ORDER

2 PRESENTATIONS:

3 PUBLIC COMMENT

4 CONSENT AGENDA

- 4.A *Request approval of the minutes from the March 7, 2023 Meeting of the Special Districts.*
[030723SPC.pdf](#)
- 4.B *Request adoption of Resolution 22-23-93 for Budget Amendment 22-23-077 to appropriate additional revenues collected and adjust the fund balances according to actuals to spend out the Fire District Funds on equipment purchases.*
E. Laney Stearns, Public Safety Director
The fiscal impact is an increase to Fund 114 (Leisure Lakes SP Tax Fire), Fund 116 (Highlands Park Fire SBF), Fund 120 (Placid Lakes Fire District), Fund 133 (West Sebring SBF), Fund 137 (Venus SB Fire District), Fund 138 (Lorida SB Fire District), Fund 101 (Sun N Lakes Placid Fire), Fund 102 (Desoto City Fire), and Fund 113 (Highlands Lakes Fire SDF), in the amounts of \$4,430.30, \$422.40, \$38.55, \$4,722.41, \$176.06, \$569.55, \$3,722.57, \$145.72, and \$499.55, respectively, an overall budget

increase of \$14,727.11. These District funds will be used along with Fire District Fund Balances to assist Fund 181 (Fire Assessments) in the purchase of fire equipment.

[22-23-077 Fire Equipment Purchase - SBD \(BA\).pdf](#)

[22-23-077R Fire Equipment Purchase - SBD \(Resolution\).pdf](#)

5 PUBLIC HEARING

6 ACTION AGENDA

7 ADJOURN

Any person who decides to appeal any decision made by the Board of Supervisors of any of the Special Districts of Highlands County, Florida, in a public hearing or quasi-judicial proceeding is hereby advised that he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record will include the testimony and evidence upon which such appeal is to be based.

The Board of Supervisors of the Special Districts in Highlands County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans With Disabilities Act or Section 286.26, Florida Statutes should contact the Highland County Human Resources Department, ADA Coordinator at: 863-402-6509 (voice), or via Florida Relay Service 711, or by e-mail: hrmanager@highlandsfl.gov. Requests for CART or interpreter services should be made as soon as possible but no later than 48 hours in advance of a public meeting to permit coordination of the service.

Please note our new website address: www.highlandsfl.gov

Any invocation that may be offered before the official start of the meeting of the Board of Supervisors of the Special Districts of Highlands County shall be the voluntary offering of a private citizen. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Highlands County, nor is Highlands County allowed by law to endorse the religious beliefs or views of any speaker.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: April 18, 2023

PRESENTER:

SUBJECT/TITLE: Request approval of the minutes from the March 7, 2023 Meeting of the Special Districts.

RECOMMENDED ACTION

Move approval of the minutes from the March 7, 2023 Meeting of the Special Districts.

Attachments: [030723SPC.pdf](#)

MEETING OF THE SPECIAL DISTRICTS, MARCH 07, 2023

1. The meeting was called to order at 10:31 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Chris Campbell
Commissioner Kevin J. Roberts
Commissioner Scott A. Kirouac

Commissioner Arlene Tuck
Commissioner Don Elwell

Also, present: Laurie Hurner, County Administrator; Sherry G. Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts; and Jill Ann Shields, Deputy Clerk.

2. **PRESENTATIONS**

No presentations.

3. **PUBLIC COMMENT**

No participants.

4. **CONSENT AGENDA**

Commissioner Elwell moved approval of the consent agenda as presented. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried.

- A. **Request approval of the minutes from the February 7, 2023 Meeting of the Special Districts.** *See Clerk of Court's website.*

5. **PUBLIC HEARING**

No public hearings.

6. **ACTION AGENDA**

No action items.

7. **ADJOURN**

Commissioner Kirouac moved to adjourn the Meeting of the Districts. Commissioner Roberts seconded the motion.

Chairman Campbell called for those in favor. The ayes have it and the motion is carried.

The meeting was adjourned at 10:32 a.m.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: April 18, 2023

PRESENTER: E. Laney Stearns, Public Safety Director

SUBJECT/TITLE: Request adoption of Resolution 22-23-93 for Budget Amendment 22-23-077 to appropriate additional revenues collected and adjust the fund balances according to actuals to spend out the Fire District Funds on equipment purchases.

STATEMENT OF ISSUE

This budget amendment is appropriating additional revenues collected in the current fiscal year for Fire District cost centers and adjusting the Fund Balances according to actuals to spend out the Fire District funds for much needed fire equipment.

RECOMMENDED ACTION

Move to adopt Resolution 22-23-93 for Budget Amendment 22-23-077 to appropriate additional revenues collected and adjust the fund balances according to actuals to spend out the Fire District Funds on equipment purchases.

FISCAL IMPACT

The fiscal impact is an increase to Fund 114 (Leisure Lakes SP Tax Fire), Fund 116 (Highlands Park Fire SBF), Fund 120 (Placid Lakes Fire District), Fund 133 (West Sebring SBF), Fund 137 (Venus SB Fire District), Fund 138 (Lorida SB Fire District), Fund 101 (Sun N Lakes Placid Fire), Fund 102 (Desoto City Fire), and Fund 113 (Highlands Lakes Fire SDF), in the amounts of \$4,430.30, \$422.40, \$38.55, \$4,722.41, \$176.06, \$569.55, \$3,722.57, \$145.72, and \$499.55, respectively, an overall budget increase of \$14,727.11. These District funds will be used along with Fire District Fund Balances to assist Fund 181 (Fire Assessments) in the purchase of fire equipment.

Attachments: [22-23-077 Fire Equipment Purchase - SBD \(BA\).pdf](#)
[22-23-077R Fire Equipment Purchase - SBD \(Resolution\).pdf](#)

BOARD OF COUNTY COMMISSIONERS

April 10, 2023

BOARD OF COUNTY COMMISSIONERS PAGE 1 of 3
HIGHLANDS COUNTY FLORIDA

BUDGET AMENDMENTS

(Transfers over \$5,000 require Board approval)

DATE: 4/3/2023

SUBMITTED BY: R TAYLOR

FUND(S): See List FUND TITLE(S): See List COST CENTER(S) #: See List

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): See List

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
				Fund Balance Brought Forward					
R	101		3999100			28,146.87	3,722.57		31,869.44
E	101	7981	56400	Machinery & Equipment		28,146.87	3,722.57		31,869.44
				Fund Balance Brought Forward					
R	102		3999100			38,966.52	145.72		39,112.24
E	102	7982	56400	Machinery & Equipment		38,966.52	145.72		39,112.24
				Fund Balance Brought Forward					
R	113		3999100			1,501.57	499.55		2,001.12
E	113	7988	56400	Machinery & Equipment		1,501.57	499.55		2,001.12

REASON: To adjust Fire District Fund Balances to purchase needed fire equipment.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 22-23-077

TRANSFER TYPE:

Approval

Denial

ACTION:

Board _____ Approved _____ Denied
County Administrator _____ Approved _____ Denied

ITEM TO ITEM

RESERVE

XX BY RESOLUTION

SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: / /

Signature: _____

Posted by Clerk: _____

BOARD OF COUNTY COMMISSIONERS

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BUDGET AMENDMENTS

REQUEST NUMBER 22-23-077

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	114		3999100	Fund Balance Brought Forward		129,251.00	1,430.30		130,681.30
E	114	7994	54600	Repair & Maintenance		3,000.00		3,000.00	-
E	114	7994	56400	Machinery & Equipment		126,251.00	4,430.30		130,681.30
R	116		3999100	Fund Balance Brought Forward		67,505.43	422.40		67,927.83
E	116	7997	56400	Machinery & Equipment		67,505.43	422.40		67,927.83
R	120		3999100	Fund Balance Brought Forward		554.73	38.55		593.28
E	120	7991	56400	Machinery & Equipment		554.73	38.55		593.28
R	133		3999100	Fund Balance Brought Forward		87,138.92	4,722.41		91,861.33
E	133	7960	56400	Machinery & Equipment		87,138.92	4,722.41		91,861.33
R	137		3999100	Fund Balance Brought Forward		47,080.34	176.06		47,256.40
E	137	7969	56400	Machinery & Equipment		47,080.34	176.06		47,256.40
R	138		3999100	Fund Balance Brought Forward		2,821.33	569.55		3,390.88
E	138	7968	56400	Machinery & Equipment		2,821.33	569.55		3,390.88

Form Revised 08/05/2020

REQUEST NUMBER 22-23-077

FUND(S)	FUND TITLE(S)
101	SUN'N LAKES PLACID FIRE
102	DESOTO CITY FIRE
113	HIGHLANDS LAKES FIRE SDF
114	LEISURE LAKES SP TAX FIRE
116	HIGHLANDS PARK FIRE SBF
120	PLACID LAKES FIRE DISTRIC
133	WEST SEBRING SBF
137	VENUS SB FIRE DISTRICT
138	LORIDA SB FIRE DISTRICT

COST CTR(S)	
7981	SUN'N LAKES PLACID FIRE
7982	DESOTO CITY FIRE
7988	HIGHLANDS LAKES FIRE SDF
7994	LEISURE LAKES SP TAX FIRE
7997	HIGHLANDS PARK EST FIRE SBF
7991	PLACID LAKES FIRE DISTRIC
7960	WEST SEBRING SBF
7969	VENUS SB FIRE DISTRICT
7968	LORIDA SB FIRE DISTRICT

FND	CST CTR	PROJ #	PROJECT TITLE

RESOLUTION NO. 22-23-93

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA AS GOVERNING BODY FOR THE SUN 'N LAKES PLACID SPECIAL BENEFIT FIRE DISTRICT, DESOTO CITY SPECIAL BENEFIT FIRE DISTRICT, HIGHLANDS LAKES SPECIAL BENEFIT FIRE DISTRICT, LEISURE LAKES SPECIAL BENEFIT FIRE DISTRICT, HIGHLANDS PARK SPECIAL BENEFIT FIRE DISTRICT, PLACID LAKES SPECIAL BENEFIT FIRE DISTRICT, WEST SEBRING SPECIAL BENEFIT FIRE DISTRICT, VENUS SPECIAL BENEFIT FIRE DISTRICT, AND LORIDA SPECIAL BENEFIT FIRE DISTRICT FUNDS (HEREIN REFERRED TO COLLECTIVELY AS THE "DISTRICTS"); PERTAINING TO BUDGET AMENDMENT 22-23-077 TO THE SUN 'N LAKES PLACID SPECIAL BENEFIT FIRE DISTRICT, DESOTO CITY SPECIAL BENEFIT FIRE DISTRICT, HIGHLANDS LAKES SPECIAL BENEFIT FIRE DISTRICT, LEISURE LAKES SPECIAL BENEFIT FIRE DISTRICT, HIGHLANDS PARK SPECIAL BENEFIT FIRE DISTRICT, PLACID LAKES SPECIAL BENEFIT FIRE DISTRICT, WEST SEBRING SPECIAL BENEFIT FIRE DISTRICT, VENUS SPECIAL BENEFIT FIRE DISTRICT, AND LORIDA SPECIAL BENEFIT FIRE DISTRICT FUNDS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the creation Ordinances, as codified by the Highlands County Code of Ordinances, for the various Districts which are subject of this Resolution, the governing body of each such District may amend the budget thereof; and

WHEREAS, the Highlands County Board of County Commissioners as the governing body for each District set forth herein has determined that a budget amendment is necessary and proper within the Sun 'N Lakes Placid Special Benefit Fire District, Desoto City Special Benefit Fire District, Highlands Lakes Special Benefit Fire District, Leisure Lakes Special Benefit Fire District, Highlands Park Special Benefit Fire District, Placid Lakes Special Benefit Fire District, West Sebring Special Benefit Fire District, Venus Special Benefit Fire District, and Lorida Special Benefit Fire District Funds.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS AS THE GOVERNING BODY OF THE DISTRICTS, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent. Highlands County has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

SECTION 2. Approval of Budget Amendment. Budget Amendment 22-23-077 is hereby approved and authorized to appropriate and make available additional funds in the Fire District Machinery & Equipment accounts according to actuals to purchase needed fire equipment for a net increase of \$14,727.11.

SECTION 3. Implementation of Administrative Actions. The County Administrator is hereby authorized and directed to take such action as may be deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 4. Savings Clause. All prior actions of Highlands County pertaining to the budget amendment approved hereby, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 5. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 6. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 7. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 8. Effective Date. This Resolution shall take effect immediately upon adoption.

(Signatures on the following page)

PASSED AND ADOPTED this 18th day of April, 2023.

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS AS
GOVERNING BODY FOR THE
DISTRICTS**

By: _____
Chris Campbell, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court