

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, February 01, 2022
9:00 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

1 MEETING CALLED TO ORDER: Invitation to fill out “COMMENTS BY THE PUBLIC” forms.
Please silence all cell phones and devices.

2 INVOCATION

3 PLEDGE OF ALLEGIANCE

4 ANNOUNCEMENTS

Highlands County Construction Licensing, Enforcement and Appeals Board will hold a regular meeting on Tuesday, February 1, 2022 at 7:00 p.m., in the Board Room, 600 S. Commerce Ave., Sebring

The Veterans Advisory Board will hold a special meeting (Bylaws) 1:00 p.m., on Thursday, February 3, 2022 at the Veteran Services Office, 7209 S. George Blvd, Sebring

The Historic Preservation Commission will meet on Friday, February 4, 2022 at 2:30 p.m., in the Engineer’s Training Room, 505 S. Commerce Ave., Sebring

Highlands County Soil & Water Conservation District will hold a Board of Supervisors meeting on Tuesday, February 8, 2022 at 3:00 p.m., in Conference room #3 of the Bert J. Harris, Jr. Agricultural Center, 4505 George Blvd., Sebring

Highlands County Zoning Board of Adjustment and the Planning & Zoning Commission and Local Planning Agency will hold a Public Hearing on Tuesday, February 8, 2022 at 3:00 p.m., in the Commissioners Board Room, 600 S. Commerce Ave.

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

- 6.A *Request approval of a Proclamation recognizing Saturday, February 5, 2022 as "American Pickers Day" in Highlands County.*
[AmericanPickersProclamation 020122.1 doc.doc](#)
- 6.B *Presentation on Sebring Parkway Projects*
Clinton Howerton Jr., P.E. - County Engineer
No Fiscal Impact

7 PUBLIC COMMENT

8 CONSENT AGENDA

- 8.A *Request approval of the minutes from the December 21, 2021 regular meeting of the Board.*
[122121REG.pdf](#)
- 8.B *Request to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary for the Quarter Ended September 30, 2021.*
Clerk's Accounting Department
No fiscal impact.
[FY 2021 Court-Related and Other Misc Funds Memo Sept 2021.pdf](#)
- 8.C *Request approval of revisions to Tourism's Administrative position including title change, pay grade, job description and education preference as recommended by the Tourism Development Council Advisory Board at their January 27, 2022 meeting.*
Leah Sauls, Development Services Director
There is no fiscal impact.
[TDC Admin.pdf](#)
[Tourist Development Coordinator - PDF no signatures.pdf](#)
- 8.D *Request approval of the FWC Contract No. 21044 between Highlands County and Florida Fish and Wildlife Conservation Commission*
Jonathan Harrison, Road & Bridge Director
No Fiscal Impact
[Drainage Canal Maintenance Agreement.pdf](#)
- 8.E *Request to rename roads in the Lake Byrd subdivision.*
Clinton Howerton, Jr., P.E., County Engineer and Don Colip, HCSO GIS Technician
The fiscal impact will be \$800, the cost of 8 new street signs. Funding is available in Fund 110 - Transportation Trust Fund, Cost Center 4105 - Traffic Operations, Account 55209 - Traffic Control Devices.
[Lake Byrd.pdf](#)
- 8.F *Request to waive the Landfill Tipping Fees for The Lake Placid Arts and Crafts Country Fair on February 5 and 6, 2022.*
Clinton Howerton, Jr., P.E., County Engineer
Landfill staff estimates that the Lake Placid Arts and Crafts Country Fair will haul an estimated one (1) ton of Class 1 waste at a cost of \$45.00 per ton for a total of \$45.00 to be waived. The figures are based upon The Lake Placid Arts and Crafts Country Fair estimate of one (1) roll off bin for this event.
[Letter for waiving tipping fees.PDF](#)
[Table of Waived Tipping fees LPACCF.pdf](#)
- 8.G *Request adoption of Resolution 21-22-67 for approval of Budget Amendment 21-22-046 to restore funding to the Legal Aid budget.*
David Nitz, OMB Manager
The fiscal impact is an increase to Fund 005 (General) and Fund 179 (Court Technology) in the amount of \$17,810, each.
[21-22-046 State Attorney Tech 1002B \(BA\).pdf](#)

- 8.H *Request adoption of resolution 21-22-68 providing for a pledge of support for Florida Soil and Water Conservation Districts.*
Liz Barber, Legislative Affairs & Grants Coordinator
No fiscal impact to the county.
[Resolution support.Soil and Water Conservation District.SGS \(003\).pdf](#)

9 PUBLIC HEARING

- 9.A *Public hearing to consider adoption of P&Z Hearing No. 2096, changing the Official Zoning Atlas for an approximate 12.69-acre parcel from Agricultural District (AU) and Multiple Family Dwelling including Motel and Hotel District (R-3) to Multiple Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD).*
Melony Culpepper, Planning and Zoning Manager
There is no fiscal impact.
[Staff Report P&Z 2096 for BCC Spanish Moss Eco Apartments.pdf](#)
[Application P&Z 2096 - Spanish Moss ECO Apts.pdf](#)
[Resolution P&Z 2096 - SMEA.pdf](#)

10 ACTION AGENDA

- 10.A *Impact Fee Study Discussion and Request for Direction.*
Leah Sauls, Development Services Director
Clinton Howerton, County Engineer
The fiscal impact is an estimated decrease of \$116,500 to Fund 005 (General).
[Duncan-KHA Highlands Co impact fee update.docx](#)
[Impact Fee Presentation Feb 22 - public.pptx](#)
- 10.B *ARPA Disaster Facilities Project*
Laurie Hurner, Assistant County Administrator & ARPA Project Manager
Five million dollars of ARPA money has been ear marked for this project. There will be no fiscal impact on the General Fund.

11 COUNTY ADMINISTRATOR AND LEGAL

- 11.A *County Attorney Status Report*
Sherry G. Sutphen, County Attorney
There is no fiscal impact.
[COUNTY ATTORNEY LOG.pdf](#)
- 11.B *Commissioner's Priorities and the Project Status Report*
Randy Vosburg, County Administrator
No Fiscal Impact.
[Status - Project Updates \(FINAL\) 02.01.2022.pdf](#)
[Status - Commissioner's Priorities \(FINAL\) 02.01.2022.pdf](#)
- 11.C *Review of FY 21 Revenues and 1st Quarter Collections YTD*
David Nitz, OMB Manager
No fiscal impact determined at this time.

12 COMMISSIONERS

13 INFORMATIONAL

13.A *Board payables from January 18, 2022 to January 31, 2022*

14 ADJOURN

Any person who decides to appeal any decision made by this Board of County Commissioners of Highlands County, Florida, in public hearing or meeting 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 County Commissioners of 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 Human Resources, 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 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 Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER:

SUBJECT/TITLE: Request approval of a Proclamation recognizing Saturday, February 5, 2022 as
"American Pickers Day" in Highlands County.

Attachments: [AmericanPickersProclamation 020122.1 doc.doc](#)

Proclamation

WHEREAS, the Board of County Commissioners, Highlands County, Florida (the Board) has always honored and recognized the importance of both the citrus industry and the arts and cultural community and the positive economic and social impact they provide for the citizens of Highlands County; and

WHEREAS, according to the 2019-2020 University of Florida Economic Impact Analysis Program, Highlands County produced 10,333,000 boxes of citrus (which included fruit from more than 8,000,000 orange trees) from 57,351 commercial citrus acres that provided jobs for 1,402 people with a value added impact of more than \$89 million; and

WHEREAS, the Highlands Art League (HAL) was incorporated in 1967 by a visionary group that identified the need for an art and cultural entity in Highlands County with a goal to bring about awareness of the visual arts and support for the endeavors of local and regional artists which includes operation of the Highlands Museum of the Arts located at the Allen C. Altwater Cultural Center, 351 W. Center Ave., in Sebring; and

WHEREAS, artist Tony Rosa, a longtime resident of Sebring, has created a group of oil paintings that captures and celebrates the working spirit of a Florida orange grove which he has entitled, "American Pickers"; and

WHEREAS, the "American Pickers" exhibit is currently on display at the Highlands Museum of the Arts running through February 19, 2022 with a special day dedicated to the grove workers planned for Sunday, February 6, 2022; and

NOW, THEREFORE, the Board of County Commissioners of Highlands County wishes to recognize and celebrate the often overlooked and forgotten citrus grove workers for the vital service they provide to our community, and does hereby proclaim Saturday, February 5, 2022, as:

"AMERICAN PICKERS DAY"

to honor the working spirit of our orange groves.

Done and adopted this 1st day of February 2022.

Kathleen G. Rapp, Chair

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: Feb 1, 2022 9:00 AM

PRESENTER: Clinton Howerton Jr., P.E. - County Engineer

SUBJECT/TITLE: Presentation on Sebring Parkway Projects

STATEMENT OF ISSUE

Presentation on Sebring Parkway projects, to include summary of past, current, and proposed future projects

FISCAL IMPACT

No Fiscal Impact

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER:

SUBJECT/TITLE: Request approval of the minutes from the December 21, 2021 regular meeting of the Board.

RECOMMENDED ACTION

Move approval of the minutes from the December 21, 2021 regular meeting of the Board.

Attachments: [122121REG.pdf](#)

REGULAR MEETING OF THE BOARD, DECEMBER 21, 2021

1. The meeting was called to order at 9:03 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

**Commissioner Kathleen G. Rapp
Commissioner Kevin J. Roberts
Commissioner Scott A. Kirouac**

**Commissioner Chris Campbell
Commissioner Arlene Tuck**

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

2. INVOCATION

The meeting opened with a prayer led by Pastor George Miller, with the Emmanuel Church of Christ.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Denise Williams, Veteran Services Officer, US Army.

4. ANNOUNCEMENTS

The Highlands Soil & Water Conservation District will meet at 3:00 p.m. on Tuesday, December 21, 2021, in Room 3 of the Bert J. Harris, Jr. Agricultural Center, 4509 George Blvd., Sebring, FL.

County offices will be closed December 23-24, 2021 in observance of the Christmas holidays.

County offices will be closed December 31, 2021 in observance of the New Year's holiday.

The Highlands County Board of County Commissioners Regular Board meeting previously scheduled for January 4, 2022 has been cancelled.

Randy Vosburg, County Administrator, informed the Commission about the new practice of providing addendums to Board agenda when there are changes after the agendas have been released to the Clerk and the public. He stated an addendum has been provided to the Commission for today's regular meeting agenda, with changes to items 9 and 10.

Mr. Vosburg stated that Agenda Item 9.B has been withdrawn and Agenda Items 9.D and 9.F. have been revised. A new item has been added to the Action Agenda as item 10.G.

5. CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

Jerome Kaszubowski, Clerk of Courts, recognized Angie Guzman, Court Specialist, nominated as the Clerk's Court Services Employee of the Year and Kevin Hernandez, Service Desk Support Specialist, nominated as the Clerk's Business Services Employee of the Year.

Mr. Kaszubowski provided an update on the Employee Benefit Fund Forecast (Fund 510). ***See Clerk of Court's website & SMB 145 Page 62.***

6. RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:**A. Presentation of Employee of the Quarter for the 2nd Quarter of 2021.**

Randy Vosburg, County Administrator, and Sarah Albritton, Capital Projects Manager, presented an Employee of the Quarter plaque to Gary Dawson, with Facilities Maintenance. **See SMB 145 Page 63.**

B. County Administrator Randy Vosburg, Presentation of Years of Service Awards.

E. Laney Stearns, Public Safety Director, presented an award to Ms. Jamee Cook, Administrative Assistant, for her 5 years of service to the county; and to Mr. Tim Eures, Deputy Chief, Public Safety, for his 30 years of service to the county. The Commission congratulated and thanked the employees for their years of service. **See SMB 145 Page 64.**

(NOT ON AGENDA): Presentation of Senate Resolution.

Ms. Karen Whaley, Legislative Assistant from Florida Senator Ben Albritton's office, came before the Commission to present the Senate Resolution commemorating the 100th Anniversary of the creation of Highlands County. Ms. Whaley read the Resolution into the record. **See SMB 145 Page 64-A (FL Senate Resolution No. 2070).**

7. PUBLIC COMMENT

No participants.

8. CONSENT AGENDA

Commissioner Campbell moved to approve the consent agenda as presented. Commissioner Tuck seconded the motion.

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

- A. Request to accept into record the Audited Financial Statements and Independent Auditor's Report for Fiscal Year Ending (FYE) June 30, 2021 with Comparative Totals for June 30, 2020 for Tri-County Human Services, Inc. See Tri-County Human Services, Inc. file.**
- B. Request appointment of two new members to the Historic Preservation Commission, Mr. David Schmidt to fill the vacancy of a professional member and Ms. Gaylin Thomas to fill the vacancy of a lay member, for terms which expire June 30, 2022. See SMB 145 Page 65.**
- C. Approval of nomination to appoint Emma Ezell, Vivienne Sclater and Josh Daskin to 4-year terms on the Natural Resources Advisory Commission (NRAC). See SMB 145 Page 66.**
- D. Request adoption of the 2022 version of the "Highlands County Roads & Street Maps" map book. See SMB 145 Page 67.**
- E. Request adoption of Resolution 21-22-44 for Budget Amendment 21-22-026 to make adjustments to Fiscal Year 20/21 Special Benefit Fire District Project rollovers into Fiscal Year 21/22 according to actuals after end-of-year close-out. See Res. Book 32 Page 91 & SMB 145 Page 68.**
- F. Consideration to approve the Contract Agreement between Highlands County Board of County Commissioners and E.O. Koch Construction Co. for the Sebring Library Roof**

Replacement, Project No. 20038 in the amount of \$194,814.00 and approve up to a 10% project contingency allowance with County Administrators approval. *See E.O Koch Construction file.*

- G. **Consideration of Addendum No. 1 to Consultant Service Agreement with Chastain-Skillman, Inc. for Environmental Services needed for the Engineering Design and Permitting for the Highlands County Solid Waste Management Center – Borrow Pit Mining for Cover Material Project and Budget Amendment 21-22-029. *See Chastain-Skillman file.***
- H. **Request approval of the Addendum to the Agreement with Motorola Solutions for the Command Central AXS dispatch console equipment for the use of emergency operations in the amount of \$1,627,780.00 using American Rescue Plan Act (ARPA) funds. *See Motorola Solutions, Inc. file.***

9. PUBLIC HEARING

- A. **Public Hearing to consider Proposed Ordinance amending Chapter 5.4 Housing, Article II, State Housing Initiatives Partnership Program, Section 5.4-37, Creation of Affordable Housing Advisory Committee, of the Highlands County Code of Ordinances.**

Ingra Gardner, Community Programs Director, presented the request and stated this public hearing was properly advertised and a proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Gardner read the recommended motion into the record.

Chairman Rapp opened the floor for public comment. Input was received from Mr. Larry Overfield.

Commissioner Roberts moved approval to execute and adopt Ordinance 21-22-08 amending Chapter 5.4 Section 5.4-37 of the Code of Ordinances as submitted. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Ordinance Book 19 (21-22-08), SMB 145 Page 69 & Proof of Publication file.***

- B. ~~**Public hearing to consider adoption of Large-Scale Plan Amendment for Text Amendments to the Highlands County 2030 Comprehensive Plan, CPA-21-592LS, pertaining to the addition of a Property Rights Element.**~~ This public hearing was withdrawn. ***See SMB 145 Page 70.***

- C. **Public hearing to consider adoption of P&Z Hearing No. 2087, changing the Official Zoning Atlas for three parcels totaling approximately 0.79 acres, from Neighborhood Business District (B-1) to Residential District (R-1).**

Sandra S. Vázquez, Planner I, and Melony Culpepper, Planning and Zoning Manager, presented the request. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Vázquez questioned if any of the commissioners held ex parte communications concerning this hearing. All commissioners stated no. Ms. Kimberly Sapp, representing the applicant, came before the Commission and provided a brief presentation regarding the request.

Chairman Rapp opened the floor for public comment. Input was not provided.

Ms. Vázquez read into the record the recommended motion for **P&Z Hearing No. 2087.**

Commissioner Kirouac moved approval of the motion as read into the record. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 32 Page 92 (Res. No. 21- 22-31) & Zoning Changes file.**

- D. **(REVISED): Public hearing to consider adoption of Small-Scale Comprehensive Plan Future Land Use Amendment CPA-21-593SS, for approximately 6.28 acres, from Commercial (C) to Medium Density Residential (RM).**
- E. **Public hearing to consider adoption of P&Z Hearing No. 2090, changing the Official Zoning Atlas for approximately 6.28 acres, from Business District with a Conditional Use (B-3 CU) to Residential District (R-1).**

Sandra S. Vázquez, Planner I, and Melony Culpepper, Planning and Zoning Manager, presented items 9D and 9E together, as they both pertain to the same property. These public hearings were properly advertised, and proofs of publication were submitted to the Clerk to become part of the permanent record. Ms. Vázquez questioned if any of the commissioners held ex parte communications concerning these hearings. All commissioners stated no.

Ms. Vázquez read the caption of the proposed ordinance into the record and stated that the applicant was present and that he and staff are available to answer any questions. The applicant, Mr. Norman Sutton, came before the Commission to thank the Planning and Zoning staff for their hard work on this project and answered questions from the Commission. Ms. Culpepper stated that this project will need to be platted and will come back to the Board for the approval on recordation.

Chairman Rapp opened the floor for public comment. Input was not provided.

Ms. Vázquez read into the record the recommended motion for **CPA-21-593SS**.

Commissioner Tuck moved approval of the motion as read into the record. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ord. Book 19 (Ord. No. 21-22-05) & Comprehensive Plan Amendment file.**

Ms. Vázquez read into the record the recommended motion for **P&Z Hearing No. 2090**.

Commissioner Kirouac moved approval of the motion as read into the record. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 32 Page 93 (Res. No. 21-22-32) & Zoning Changes file.**

- F. **(REVISED): Public hearing to consider adoption of Small-Scale Comprehensive Plan Future Land Use Amendment CPA-22-596SS, for an approximate 5.04-acre parcel, from Agriculture (AG) to Public/Quasi-Public Facility and Institutional Lands (P).**

H. (Agenda Item 9.H was requested to be heard together with Agenda Item 9.F): Public hearing to consider adoption of P&Z Hearing No. 2095, changing the Official Zoning Atlas for an approximate 5.04-acre parcel, from Agricultural District (AU) to Public and Quasi-Public Lands District (P).

Sandra S. Vázquez, Planner I, and Melony Culpepper, Planning and Zoning Manager, presented items 9F and 9H together, as they both pertain to the same property. These public hearings were properly advertised, and proofs of publication were submitted to the Clerk to become part of the permanent record. Ms. Vázquez questioned if any of the commissioners held ex parte communications concerning these hearings. All commissioners stated no.

Ms. Vázquez read the caption of the proposed ordinance into the record and stated that the applicant and staff are available to answer any questions. Mr. Bob Boggus, Utilities Director for the City of Sebring, provided a brief presentation and answered questions raised by the Commission.

Chairman Rapp opened the floor for public comment. Input was not provided.

Ms. Vázquez read into the record the recommended motion for **CPA-22-596SS**.

Commissioner Roberts moved approval of the motion as read into the record. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ord. Book 19 (Ord. No. 21-22-07) & Comprehensive Plan Amendment file.**

Ms. Vázquez read into the record the recommended motion for **P&Z Hearing No. 2095**.

Commissioner Campbell moved approval of the motion as read into the record. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 32 Page 94 (Res. No. 21-22-34) & Zoning Changes file.**

G. Public hearing to consider the adoption of modifications to the Five-Year Capital Improvement Schedule of the Highlands County 2030 Comprehensive Plan.

Sandra S. Vázquez, Planner I, and Melony Culpepper, Planning and Zoning Manager, presented the request and addressed concerns raised by the Commission. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Vázquez read the caption of the proposed ordinance into the record.

Chairman Rapp opened the floor for public comment. Input was not provided.

Commissioner Kirouac moved approval to adopt by Ordinance No. 21-22-06, modifying the Five-Year Capital Improvement Schedule of the Highlands County 2030 Comprehensive Plan and forward the adopting ordinance to the Florida Department of Economic Opportunity for notification. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ord. Book 19, SMB 145 Page 71 & Proof of Publication file.**

I. Public hearing to consider approval of Affordable Transport Inc. a Class 2 Basic Life Support and Class 3 Advanced Life Support Ambulance Certificate of Public Convenience and Necessity (COPCN).

E. Laney Stearns, Public Safety Director, presented the request. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Chief Stearns read into the record the recommended motion.

Chairman Rapp opened the floor for public comment. Input was not provided.

Commissioner Roberts moved approval of the Affordable Transport Inc. Class 2 Basic Life Support and Class 3 Advanced Life Support Ambulance Certificate of Public Convenience and Necessity (COPCN). Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Certificate of Public Convenience and Necessity (COPCN) file & Proof of Publication file.***

10. ACTION AGENDA

Commissioner Kirouac moved approval to set the action agenda as presented. Commissioner Campbell seconded the motion.

Commissioner Kirouac amended his motion to include agenda item 10.G to the action agenda. Commissioner Campbell seconded the amended motion.

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

A. Request approval of an Interlocal Agreement with the Spring Lake Improvement District Request for a broadband project within the Spring Lake community in the amount not to exceed \$1,250,000 using American Rescue Plan Act (ARPA) funds.

Sherry G. Sutphen, County Attorney, presented the request.

Chairman Rapp opened the floor for public comment. Input was not provided.

Commissioner Tuck moved approval of an Interlocal Agreement with the Spring Lake Improvement District Request for a broadband project within the Spring Lake community in the amount not to exceed \$1,250,000.00, using American Rescue Plan Act (ARPA) funds. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Spring Lake Improvement District file.***

B. Request consideration of Professional Services Agreement between Highlands County and Wharton-Smith, Inc. Construction Group to perform construction management at risk services for the new Lake Placid Fire/EMS Station 36; Project No. 18051.

Sarah Albritton, Capital Projects Manager, and Tanya Cannady, Business Services Director, presented the request. Ms. Cannady stated that the representatives from Wharton-Smith, Inc. are present to answer questions the Commission may have regarding this agreement.

Mr. James Auld, Project Executive, and Mr. Gerry Kelly, Director of Operations, with Wharton-Smith, Inc., came before the Commission and along with the County Administrator and County Attorney, addressed concerns and questions raised by the Commission.

Chairman Rapp opened the floor for public comment. Input was not provided.

Commissioner Roberts moved approval of the Professional Services Agreement between Highlands County and Wharton-Smith, Inc. Construction Group, to perform construction management at risk services for the new Lake Placid Fire/EMS Station 36 Project No. 18051 in the amount of \$6,000.00. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye, except for Commissioner Tuck, who voted nay. The motion carried. **See Wharton-Smith, Inc. file.**

C. Request adoption of Resolution 21-22-41 for Budget Amendment 21-22-024 to set up project 21050 and appropriate funds pursuant to the Victims of Crime Act (VOCA) Grant award accepted on November 16, 2021.

Sara Beth Rogers, Children's Advocacy Center Manager, presented the request and answered questions raised by the Commission.

Chairman Rapp opened the floor for public comment. Input was not provided.

Commissioner Tuck moved approval to adopt Resolution 21-22-41 for Budget Amendment 21-22-024 to set up Project 21050 and appropriate funds pursuant to the Victims of Crime Act (VOCA) Grant award accepted on November 16, 2021. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 32 Page 95 & SMB 145 Page 72.**

D. Request adoption of Resolution 21-22-43 for Budget Amendment 21-22-025 to bring unreserved fund 180 balance forward into Project 21054 for building department expansion.

Leah Sauls, Development Services Director, presented the request and, along with the County Administrator, answered questions raised by the Commission.

Chairman Rapp opened the floor for public comment. Input was received from Ms. Chantel Parris.

Commissioner Kirouac moved approval to adopt Resolution 21-22-43 for Budget Amendment 21-22-025 to bring unreserved fund 180 balance forward into Project 21054 for Building Department expansion. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 32 Page 96 & SMB 145 Page 73.**

E. Request adoption of Resolution 21-22-42 for Budget Amendment 21-22-021 to rollover encumbrances from Fiscal Year 20/21 into Fiscal Year 21/22.

David Nitz, OMB Manager, presented the request.

Chairman Rapp opened the floor for public comment. Input was not provided.

Commissioner Campbell moved approval to adopt Resolution 21-22-42 for Budget Amendment 21-22-021 to rollover encumbrances from Fiscal Year 20/21 into Fiscal Year 21/22. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 32 Page 97 & SMB 145 Page 74.**

F. Request adoption of Resolution 21-22-45 for Budget Amendment 21-22-028 to bring the Infrastructure Surtax Fund balance forward into the current Fiscal Year 21/22 budget to properly budget the final project line-up on the Adopted Capital Financial Strategy (CFS).

David Nitz, OMB Manager, presented the request.

Chairman Rapp opened the floor for public comment. Input was not provided.

Commissioner Tuck moved approval to adopt Resolution 21-22-45 for Budget Amendment 21-22-028 to bring the Infrastructure Surtax Fund balance forward into the current fiscal year (21/22) budget to properly budget the final project line-up on the Adopted Capital Financial Strategy (CFS). Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 32 Page 98 & SMB 145 Page 75.**

G. (NEW ITEM): Request consideration of an additional Holiday for Board employees for December 30, 2021.

Randy Vosburg, County Administrator, presented the request and addressed questions raised by the Commission.

Jerome Kaszubowski, Clerk of Courts, stated that the courts will not be closed and will adhere to the judicial calendar, but will only have one judge with a small staff. If the Board approved the request, Mr. Kaszubowski stated he will consequently do the same and give as much staff as possible the day off and provide another day to those employees who work on this day. Mr. Kaszubowski also stated that the Clerk IT has to support other constitutional offices with technology departments.

The Commission expressed their concerns in great detail.

Commissioner Roberts moved approval of December 30, 2021 as an additional holiday for Board employees. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye, except for Commissioner Kirouac and Commissioner Tuck, who voted nay. The motion carried. **See SMB 145 Page 76.**

11. COUNTY ADMINISTRATOR & LEGAL

A. County Attorney Status Report.

Sherry G. Sutphen, County Attorney, presented the updated County Attorney File Log as of December 13, 2021. **See SMB 145 Page 77.**

B. Commissioner's Priorities and the Project Status Report.

Randy Vosburg, County Administrator, presented the updated list of Commissioner's Priorities and Project Status Report. **See SMB 145 Page 78.**

Mr. Vosburg provided an update on the status of the Istokpoga Marsh Watershed Improvement District (IMWID) project, confirming that the certified letters have been mailed and received, and we have been contacted by some of the parties.

Mr. Vosburg provided an update on the "Rudolph Roundup" Toy Donation Drive for children who are in foster care, stating that county employees signed up to sponsor 30 kids but received enough toys for over 260 kids.

Mr. Vosburg provided an update on the Children's Advocacy Center's fundraiser called "Kinship Care" for children who are not placed in foster care but with a grandparent or relative.

Mr. Vosburg stated the Healthy Families program had a gathering for all the families in their program and through their partnership with Beall's and the Highlands Regional Medical Center, they were able to assist over 90 children.

Mr. Vosburg provided an update on the ongoing United Way fundraisers and on the veteran's program.

Mr. Vosburg recognized Commissioner Kirouac and his efforts with his organization, Ag Angels.

C. Presentation of action proposed to address drainage concerns in and around the Sebring Falls Mobile Home Park.

Clinton Howerton, Jr., County Engineer, provided a brief presentation and addressed questions & concerns in great detail raised by the Commission. **See SMB 145 Page 79.**

Chairman Rapp opened the floor for public comment. Input was received from Larry Overfield, Terry Winters, Vice-President of Sebring Falls, Stephanie & Ken Leonard, Gene Page, Vicki Winger, and William Jenkins. Mr. and Mrs. Leonard presented additional information and pictures to the Clerk to become part of the permanent record. **See SMB 145 Page 79A.**

12. COMMISSIONERS

Commissioner Kirouac stated that it is good to have Deputy County Administrator Laurie Hurner back and wished everyone a very Merry Christmas and a Happy New Year.

Commissioner Tuck stated that she is also happy to see Ms. Hurner and wished everyone a Merry Christmas and a Happy New Year and for everyone to please stay safe.

Commissioner Roberts stated that it has been a pleasure and honor to serve with these other four commissioners and with the county staff for all of 2021 and wished everyone a Merry Christmas and a Happy New Year.

Commissioner Campbell stated that serving the veterans meals and gifts with his fellow commissioners was one of the most rewarding things he has done as a commissioner and wished everyone a Merry Christmas and a Happy New Year.

Commissioner Rapp agreed with Commissioner Campbell and stated that it was an honor to greet and serve our veterans and to thank them for their service. Commissioner Rapp wished everyone a Merry Christmas and a Happy New Year and to stay safe.

13. INFORMATIONAL

A. Board payables from December 7, 2021 to December 20, 2021. *See Check Reports 2021 file.*

B. County Administrator's Evaluation Results. *See SMB 145 Page 80.*

14. ADJOURN

Commissioner Kirouac moved to adjourn the Regular Meeting of the Board. Commissioner Tuck seconded the motion.

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

The meeting was adjourned at 12:07 p.m.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER: Clerk's Accounting Department

SUBJECT/TITLE: Request to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary for the Quarter Ended September 30, 2021.

STATEMENT OF ISSUE

This summary report is being provided in accordance with section 318.18(13) and 939.185 Florida Statutes, and Section 2.5 and 2.8 of the Highlands County Code of Ordinances.

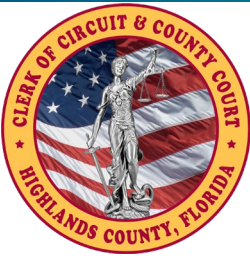
RECOMMENDED ACTION

Move approval to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary for the Quarter Ended September 30, 2021.

FISCAL IMPACT

No fiscal impact.

Attachments: [FY 2021 Court-Related and Other Misc Funds Memo Sept 2021.pdf](#)



Jerome Kaszubowski
Clerk of Circuit Court & Comptroller
Highlands County, Florida

CLERK OF CIRCUIT COURT
CLERK OF COUNTY COURT
COUNTY AUDITOR
COUNTY RECORDER
CLERK TO THE BOARD OF COUNTY COMMISSIONERS

590 S COMMERCE AVE
SEBRING FL 33870-3867
PHONE (863) 402-6565
FAX (863) 402-6768

MEMORANDUM

Date: February 1, 2022

To: Highlands County Board of County Commissioners

**From: Sally B. Hood, Accounting and Finance Director
Highlands County Clerk of Courts**

**Subject: Court-Related and Other Miscellaneous Funds Revenue and Expenditures for the
Board of County Commissioners**

Following is a summary of various court-related and other miscellaneous funds revenue and expenditures for July through September 2021.

Fund	Reference	Quarterly Revenues	Quarterly Expenditures	Fiscal Year Expenditure Budget Balance
122	E911 Operations Fund	\$ 170,596.69(a)	(\$ 61,943.07)(b)	\$ 159,331.08
131	Intergovernmental Radio Communications Fund	21,117.36	0.00	2,000.52
140	Law Enforcement Education Trust Fund (Ord. No. 98-16 and 98-17)	6,202.77	0.00	22,595.00
149	Dori Slosberg Driver Education Safety Act (Ord. No. 02-03-2 and 10-11-03)	6,255.67	36,521.39	2.22
176	State Court Facilities Trust Fund (F.S. 318.18 and Ord. No. 02-03-23)	37,708.95	79,333.05	35,317.61
177	Court Innovations (F.S. 939.185 and Ord. No.03-04-23)	6,257.53	45,560.05	57,939.95
177A	Law Library (F.S. 939.185 and Ord. No.03-04-23)	6,041.80	6,041.80	0.00
177B	Legal Aid Program (F.S. 939.185 and Ord. No.03-04-23)	6,036.65	17,198.60	528.98
177C	Juvenile Alternative Program (F.S. 939.185 and Ord. No.03-04-23)	6,144.81	0.00	0.00
160	Teen Court – F.S. 939.19(5) (Clerk Fund)	4,727.03	5,364.12	N/A

- (a) Revenues received from the state lag 2-3 months.
(b) Year-end adjustments resulting from FY 21 unexpended funds.

Please do not hesitate to contact our office if you need additional information.

Thank you.

cc: Jerome Kaszubowski, Clerk of Courts
Randy Vosburg, County Administrator
Raymond Hancock, Senior Director Court Services
Paul Blackman, Sheriff
Garrett Roberts, General Counsel, Sheriff's Office



HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER: Leah Sauls, Development Services Director

SUBJECT/TITLE: Request approval of revisions to Tourism's Administrative position including title change, pay grade, job description and education preference as recommended by the Tourism Development Council Advisory Board at their January 27, 2022 meeting.

STATEMENT OF ISSUE

This request is to reflect the modern needs of the division and more accurately outlines how the in-house tourism position is utilized. The original Job Description was written to assist a Director but as the office has evolved, the proposed updates to the Job Description more accurately reflects the autonomous nature of the position and allows it serve as an extension of the office - representing the county at various events, when needed. The proposed updates to the position were compared to positions who work in a similar capacity, and found the position to be most consistent with the 108 pay grade.

While there is a request for an update to the pay grade, there is no fiscal impact for this item as the position is currently filled and the position is being paid within the budgeted range.

Requested changes to Tourism Development for the Administrative position:

Title: Administrative Secretary - updated to: Tourist Development Coordinator

Pay Grade: 105; \$25,747.62 - \$39,908.81 - updated to: 108; \$31,541.94 - \$48,890.01

General Description: A skilled position responsible for complex clerical and stenographic work including administrative responsibilities. - updated to: A professional and technical position responsible for coordinating all the tourist development duties. This position is responsible for complex clerical work including administrative responsibilities, working with marketing personnel, providing support to and interaction with public/tourism partners, and overseeing and administer TDC grants.

Proposed Essential Job Functions:

- Performs duties of an administrative nature for the Tourism Division and the Tourism Development Council (TDC).
- Assist Tourist Development Marketing Personnel as a County liaison with vendors, the public, and tourism partners.
- Assist in composing letters and reports, and follows up, as needed, to ensure timely response from the division.
- Schedules appointments, meetings and maintains the division's appointment calendar.
- Assist in preparing agendas, transcribes minutes, and completes reports for the TDC, conferences and other related functions.
- Prepares agenda items for the Highlands County Board of County Commissioners.
- Assist in managing policy for, implementation of and review of the division's grant program.

- Receives and coordinates documentation on incoming applications for tourism grants, contracts, and special event permits.
- Receives, codes and processes client invoices.
- Maintains office ledgers, prepares monthly reports as directed or required.
- Process invoices and contracts.
- Assist in preparing the division's annual budget.
- Assist in monitoring monthly expenditures in regards to budget requirements according to reimbursement procedures for tourism events.
- Assist in maintaining the VisitSebring.com website.
- Research, applies for, and manages grants to support the division's goals.
- Participates in the creation of marketing materials.
- Assist and participates in special events as needed.
- Maintains the division supplies and inventory.
- Consistently follows Board policies and procedures.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desire for the organization.
- Responds productively to change and performs all other tasks as directed.

Essential Job Functions, as the position is currently written:

- Acts as personal secretary and/or aide to director.
- Performs duties of an administrative nature for the director.
- Participates in the work of the director such as interviewing office visitors, securing details of injury and issuing information regarding the services of the department.
- Records and transcribes dictation where the position requires this skill.
- Prepares forms independently and composes letters for director's signature.
- Prepares agenda items to go before the Board of County Commissioners.
- Composes routine transmittal letters and memos.
- Reconciles monetary collections and expenditures.
- Sets up and maintains functional paper and electronic file systems.
- Files letters, reports and related information in the prescribed manner.
- Operates word processing, recording and audio-visual equipment.
- Assists in special events as directed.
- Keeps director's appointment calendar and schedules meetings.
- Advises director of meetings and events.
- Refers callers to other employees, officials or departments as needed.
- Takes minutes of meetings and official functions.
- Follows consistently the Boards policies and procedures.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Responds productively to change and performs all other tasks as directed.

Knowledge, Skills and Abilities: Items to be added to the position under this section of the Job Description:

- Knowledge of the ability to work with digital platforms.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors tourist, event planners, and the general public.
- Ability to conduct research.
- Ability to problem solve.

- Provide exceptional customer service.
- Must be tasked oriented with attention to detail.
- Maintain a professional image of behalf of the Tourism Division.

Physical Skills: no changes to the physical skills section of the Job Description.

Degree requirements: High School Diploma - updated to: Associates Degree preferred.

RECOMMENDED ACTION

Move to approve revisions to Tourism's Administrative position including title change, pay grade, job description and education preference as recommended by the Tourism Development Council Advisory Board at their January 27, 2022 meeting.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [TDC Admin.pdf](#)
[Tourist Development Coordinator - PDF no signatures.pdf](#)

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

REGULAR ☒		SENIOR MANAGEMENT SERVICE ☐		OPS/OTHER ☐	
POSITION INFORMATION				Position Type Admin ☐ Director ☐ Manager ☐ Supervisor ☐ Non-Supervisor ☒	
Job Title: Administrative Secretary		Division: Development Services		Department: Tourist Development	
Job Code: 0118		Pay Grade: 105		Cost Center: 5301	
Included/Exempt: Included		Pay Band: \$25,747.62 - \$39,908.81		FTE: 1.0	
EMPLOYEE:		Type of Transaction:			
		Special Risk: Yes ☐ No ☒		Overtime: Yes ☒ No ☐	

1. This position reports directly to:	Job Title <u>Development Services Director</u>	Job Code <u>0751</u>	Pay Grade <u>121</u>
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2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:			

POSITION DUTIES & RESPONSIBILITIES

General Description:

A skilled position responsible for complex clerical and stenographic work including administrative responsibilities.

Essential Job Functions:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Acts as personal secretary and/or aide to director.
- Performs duties of an administrative nature for the director.
- Participates in the work of the director such as interviewing office visitors, securing details of injury and issuing information regarding the services of the department.
- Records and transcribes dictation where the position requires this skill.
- Prepares forms independently and composes letters for director's signature.
- Prepares agenda items to go before the Board of County Commissioners.
- Composes routine transmittal letters and memos.
- Reconciles monetary collections and expenditures.
- Sets up and maintains functional paper and electronic file systems.
- Files letters, reports and related information in the prescribed manner.
- Operates word processing, recording and audio-visual equipment.
- Assists in special events as directed.
- Keeps director's appointment calendar and schedules meetings.
- Advises director of meetings and events.
- Refers callers to other employees, officials or departments as needed.
- Takes minutes of meetings and official functions.
- Follows consistently the Boards policies and procedures.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Responds productively to change and performs all other tasks as directed.

Knowledge, Skills, and Abilities:

- Knowledge of Business English, spelling and punctuation.
- Knowledge of office practices and procedures.
- Knowledge of computer operations pertaining to administrative office work, word processing, and spread sheeting.
- Ability to prepare complex documents and compose letters and memorandum.
- Ability to make decisions in accordance with departmental rules, regulations and policy.
- Skill in recording and transcribing information at a normal rate of speed.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors and the general public.

Physical Skills:

Must be able to remain in a stationary position for 50% of the time. Must be able to inspect and assess daily email and postal mail correspondence. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. The individual in this position frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Rarely moves materials and office equipment weighing up to 25 lbs. Consistently works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to (4) hours continuously or intermittently. Must be able to frequently position self to reach files and other office items located on low shelves or the floor.

MINIMUM QUALIFICATIONS

Education & Experience:

Degree Required: Yes ☒ No ☐ If yes: High School Diploma/GED ☒ Associates ☐ Bachelors ☐ Masters ☐ Doctorate ☐

Experience:

Graduation from an accredited high school or possession of an acceptable equivalency diploma. Four (4) years of secretarial/clerical and word processing experience.

Licenses, Certifications, or Registrations:

Must possess a valid Florida Drivers License while employed.

Other job related requirements:

Disaster Essential.

Working hours: (A) Daily from to (B) Total hours in workweek 40 hours (C) (split shift, rotation, etc.)

8am to 5pm Monday - Friday

I confirm I have read the above job description, fully understand the requirements of the job, and agree that I have the ability to perform my duties accordingly.

Employee Signature:

Date:

Discussed with Employee: Yes ☐ No ☐

Title:

Date:

Supervisor/Director Signature:

Internal Use Only:

Check those that apply: Uniforms ☐ Drug Screening ☐ Background Check ☒ Background & fingerprint required ☐ Cell Phone ☐ Vehicle ☐ Other:

Approval of Human Resources:

Title: Human Resources Manager

Date:

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

REGULAR ☒		SENIOR MANAGEMENT SERVICE ☐		OPS/OTHER ☐	
POSITION INFORMATION				Position Type Admin ☐ Director ☐ Manager ☐ Supervisor ☐ Non-Supervisor ☒	
Job Title: Tourist Development Coordinator		Division: Tourist Development		Department: Development Services	
Job Code: TBD		Pay Grade: 108		Cost Center: 5301	
Included/Exempt: Included		Pay Band: \$31,541.94 - \$48,890.01		FTE: 1.0	
EMPLOYEE:		Type of Transaction: Change PG and title/add duties/change quals. Special Risk: Yes ☐ No ☒ Overtime: Yes ☐ No ☐			
1. This position reports directly to: Job Title <u>Development Services Director</u> Job Code <u>0751</u> Pay Grade <u>121</u>					
2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:					
POSITION DUTIES & RESPONSIBILITIES					
General Description:					
A professional and technical position responsible for coordinating all the tourist development duties. This position is responsible for complex clerical work including administrative responsibilities, working with marketing personnel, providing support to and interacting with the public, tourism partners, and overseeing and administering Tourism Development grants.					
Essential Job Functions:					
The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.					
• Performs duties of an administrative nature for the Tourism Division and the Tourism Development Council (TDC). • Assist Tourist Development Marketing Personnel as a County liaison with vendors, the public, and tourism partners. • Assist in composing letters and reports, and follows up, as needed, to ensure timely response from the division. • Schedules appointments, meetings and maintains the division's appointment calendar. • Assist in preparing agendas, transcribes minutes, and completes reports for the TDC, conferences and other related functions. • Prepares agenda items for the Highlands County Board of County Commissioners. • Assist in managing policy for, implementation of and review of the division's grant program. • Receives and coordinates documentation on incoming applications for tourism grants, contracts, and special event permits. • Receives, codes and processes client invoices. • Maintains office ledgers, prepares monthly reports as directed or required. • Process invoices and contracts. • Assist in preparing the division's annual budget. • Assist in monitoring monthly expenditures in regards to budget requirements according to reimbursement procedures for tourism events. • Assist in maintaining the VisitSebring.com website. • Research, applies for, and manages grants to support the division's goals. • Participates in the creation of marketing materials. • Assist and participates in special events as needed. • Maintains the division supplies and inventory. • Consistently follows Board policies and procedures. • Maintains a professional and safe unit and work area adhering to established safety policies and the image desire for the organization. • Responds productively to change and performs all other tasks as directed.					

Knowledge, Skills, and Abilities:

- Knowledge of Business English, spelling and punctuation.
- Knowledge of office practices and procedures.
- Knowledge of computer operations pertaining to administrative office work, Microsoft Office Suite.
- Knowledge of the ability to work with digital platforms.
- Ability to prepare complex documents and compose letters and memorandum.
- Ability to make decisions in accordance with departmental rules, regulations and policy.
- Ability to establish and maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors tourist, event planners, and the general public.
- Ability to conduct research.
- Ability to problem solve.
- Skill in recording and transcribing information at a normal rate of speed.
- Provide exceptional customer service.
- Must be tasked oriented with attention to detail.
- Maintain a professional image of behalf of the Tourism Division.

Physical Skills:

Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the clients, public, and co-workers. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Occasionally operates motor vehicle for up to (4) hours continuously or intermittently. Must be able to frequently position self to reach files and other office items located on low shelves or the floor.

MINIMUM QUALIFICATIONS

Education & Experience:

Degree Required: Yes ☒ No ☐ If yes: High School Diploma/GED ☒ Associates ☐ Bachelors ☐ Masters ☐ Doctorate ☐

Experience:

Graduation from high school or possession of an acceptable equivalent diploma and a minimum of four years (4) of administrative/clerical experience. Associates preferred.

Licenses, Certifications, or Registrations:

Must possess and maintain a valid Florida Driver License.

Other job related requirements:

Disaster Essential.

Working hours: (A) Daily from to (B) Total hours in workweek 40 hours (C) (split shift, rotation, etc.)

I confirm I have read the above job description, fully understand the requirements of the job, and agree that I have the ability to perform my duties accordingly.

Employee Signature:

Date:

Discussed with Employee: Yes ☐ No ☐

Title:

Date:

Supervisor/Director Signature:

Internal Use Only:

Check those that apply: Uniforms ☐ Drug Screening ☒ Background Check ☒ Background & fingerprint required ☐ Cell Phone ☐ Vehicle ☐ Other:

Approval of Human Resources:

Title: Human Resources Manager

Date:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: 2/1/2022

PRESENTER: Jonathan Harrison, Road & Bridge Director

SUBJECT/TITLE: Request approval of the FWC Contract No. 21044 between Highlands County and Florida Fish and Wildlife Conservation Commission

STATEMENT OF ISSUE

This contract will allow for Highlands County to develop an access route to the East Chain Canal for the purpose of maintenance activities. Highlands County has experienced access issues traversing the easement to perform herbicide maintenance. Also, the train trestle prohibits complete access from the north. This contract permits for a 2,200' route to be cleared within an FWC management area so that utility vehicles can access the canal.

RECOMMENDED ACTION

Move to approve FWC Contract No. 21044 between Highlands County and Florida Fish and Wildlife Conservation Commission

FISCAL IMPACT

No Fiscal Impact

Attachments: [Drainage Canal Maintenance Agreement.pdf](#)

MEMORANDUM OF AGREEMENT
BETWEEN
THE FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
AND
HIGHLANDS COUNTY
FOR THE
LAKE WALES RIDGE WILDLIFE AND ENVIRONMENTAL AREA
DRAINAGE CANAL ACCESS ROUTE

THIS MEMORANDUM OF AGREEMENT is entered into by and between THE FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION, 620 South Meridian Street, Tallahassee, Florida 32399-1600, hereafter called the Commission, and HIGHLANDS COUNTY, hereafter called the County.

1. **PURPOSE.** The purpose of this Memorandum of Agreement is to establish an agreement between the parties to provide mutually beneficial support in their respective efforts to conduct drainage canal maintenance from Lake Clay to Lake Apthorpe in Highlands County, Florida. The County wishes to install a 10' wide access route abutting the railroad right-of-way on the Highlands Park Estates tract of the Lake Wales Ridge Wildlife Environmental Area (WEA) to gain access to the drainage canal. The County will use this access route up to four times per year for maintenance on the canal if alternate access via private lands cannot be secured. Access route attached as Exhibit "A".

2. **RESPONSIBILITIES OF THE PARTIES.** The parties hereby agree to accept and undertake the following responsibilities assigned to them under this Agreement:

A. Responsibilities of the Commission.

1. The Commission will survey the area to be cleared for gopher tortoise burrows before work begins. Burrows will be marked with flagging tape and equipment operators will be instructed to stay at least 13 feet away from them.
2. The Commission reserves the right to stop work if site conditions (rainfall, etc.) necessitate. The Commission shall have sole discretion in this determination.
3. The Commission reserves the right to maintain the access route, including frequency and types of maintenance activities utilized. The Commission shall have sole discretion in this determination.

B. Responsibilities of the County

1. The County will be responsible for clearing vegetation to create a 10' wide mowed access route. Vegetation cleared from the access route must either be removed and properly disposed off-site or chipped/mulched and left on the access route. No vegetation shall be placed outside of the access route. The County will take full responsibility to remediate any damage to the WEA and shall leave the area in as good or better condition.

2. The County will ensure that equipment operators are properly instructed to avoid any wildlife observed during clearing. If mortality occurs, the County will report it to the Commission immediately.
3. The County will take all steps necessary to prevent the spread of exotic invasive plants by cleaning equipment before bringing in on-site.
4. The County will ensure that any trash is picked up and disposed of, along the route, up to 4 times per year, during the routine maintenance on said drainage canal, including, but not limited to cigarette butts and bottle caps.
5. Ingress and egress shall be for the sole purposes of initial clearing of vegetation along the access route and for UTV access along route up to 4 times per year in order to conduct routine maintenance on said drainage canal. Access to the surrounding conservation area is prohibited without an FWC-issued permit.
6. Gates must remain closed and locked while conducting work and leaving the site.
7. All WEA rules and regulations must be followed.
8. The County agrees to notify the Commission of any planned activities to conduct future maintenance on the right-of-way or the drainage canal at least 1 week prior to planned activities to prevent scheduling conflicts with land management operations on Commission lands such as prescribed burning.

3. **TERM OF THE AGREEMENT.** It is understood and agreed that the relationship established by this Agreement is meant to be for the benefit of both parties, and that this Agreement shall be effective on the date of execution by both parties and shall remain in effect until, unless otherwise terminated, suspended or modified in writing by an appropriate amendment executed by both parties.

4. **TERMINATION.** Either party may terminate this Agreement by giving written notice to the other party specifying the termination date, by certified mail, return receipt requested, at least 30 days prior to the termination date specified in the notice.

5. **NOTICES.** All notices shall be delivered to the parties at the following addresses (or such changed address or addressee as may be provided by notice). A notice or other communication shall be deemed received by the addressee on the next business day after having been placed in overnight mail with the U.S. Postal Service, or other overnight express service such as FedEx, UPS, or similar service. Notices sent by means other than overnight delivery shall be deemed received when received by the addressee:

FOR THE COMMISSION:

Jimmy Conner
Section Leader
Wildlife and Habitat Management Section
620 South Meridian Street
Tallahassee, FL 32399
(850) 617-9583

FOR THE COUNTY:

Randy Vosburg
County Administrator
500 S. Commerce Ave.
Sebring, FL 33870
(863) 402-6500

6. **PUBLIC RECORDS.** All records in conjunction with this Agreement shall be public records in accordance with the laws applicable to the parties.

7. **LIABILITY.** Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing herein shall constitute a waiver by either party of sovereign immunity or statutory limitations on liability.

8. **NON-ASSIGNMENT.** This Agreement may not be assigned in whole or in part without the written approval of all parties. Any such assignment or attempted assignment shall be null and void.

9. **SEVERABILITY AND CHOICE OF VENUE.** This Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. Any action in connection herewith, in law or equity, shall be brought in Leon County, Florida, to the exclusion of all other lawful venues.

10. **NO THIRD-PARTY RIGHTS.** The parties hereto do not intend, nor shall this Agreement be construed to grant any rights, privileges, or interest to any person not a party to this Agreement.

11. **JURY TRIAL WAIVER.** As part of the consideration for this Agreement, the parties hereby waive trial by jury in any action or proceeding brought by any party against any other party pertaining to any matter whatsoever arising out of or in any way connected with this Agreement, or with the products or services provided under this Agreement; including but not limited to any claim of quantum meruit.

12. **ENTIRE AGREEMENT;** This Agreement with all incorporated attachments and exhibits represents the entire agreement of the parties. This Agreement may be amended by mutual written agreement of the parties.

Remainder of Page Intentionally Left Blank
Signature Page to Follow

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Agreement to be executed through their duly authorized signatories on the day and year last below written.

HIGHLANDS COUNTY, a political
subdivision of the State of Florida

By Its Board of County Commissioners

By: _____
Kathleen G. Rapp, Chair

Date _____

Florida Fish and Wildlife
Conservation Commission

Thomas H. Eason Digitally signed by Thomas H. Eason
Date: 2021.12.09 08:20:08 -05'00'
Executive Director or designee

Date _____

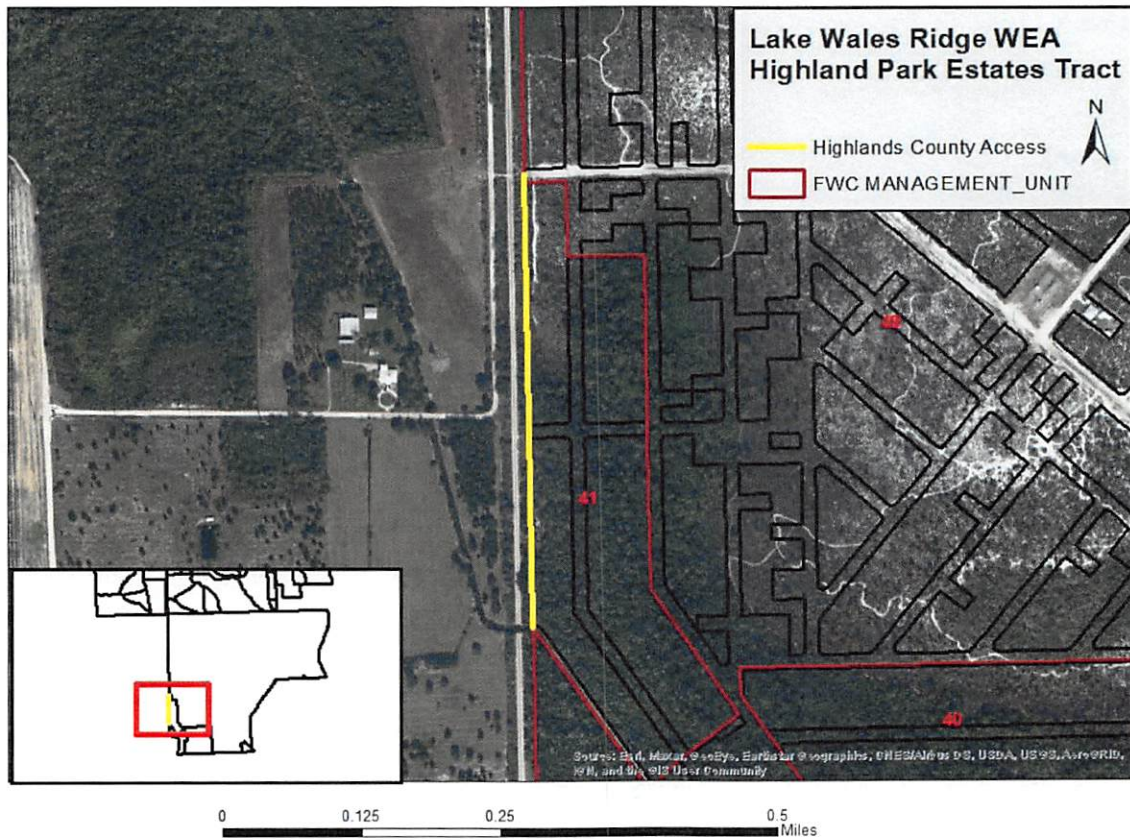
ATTEST:

By: _____
Jerome Kaszubowski, Clerk

APPROVED as to form and legality:

Digitally signed by Anthony
Pinzino
Date: 2021.12.06 11:20:44
-05'00'
By: **Anthony Pinzino**
Commission Attorney Signature

Exhibit A



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER: Clinton Howerton, Jr., P.E., County Engineer and Don Colip, HCSO GIS Technician

SUBJECT/TITLE: Request to rename roads in the Lake Byrd subdivision.

STATEMENT OF ISSUE

It was discovered that Lake Byrd Boulevard has two adjacent roads (Lake Byrd Court and West Lake Byrd Boulevard) and two access roads off of Lake Byrd Boulevard (also called Lake Byrd Boulevard) which are duplicates. These duplications of names are a violation of county ordinance (Ordinance 14-15-05) and a potential E911 safety issue. The Highlands County Engineering/GIS Addressing and the Sheriff's Office E911 department recommend that West Lake Byrd Boulevard be changed to Ridge Drive and that Lake Byrd Court be changed to Kestrel Court. In addition, we recommend that the northern access road, between Lake Byrd Boulevard and US 27 North, be changed to Quartz Drive, and the southern access road, between Lake Byrd Boulevard and West Striker Road be changed to Amethyst Drive. No current addresses will be affected by this change.

The Highlands County Engineering/GIS Addressing and Sheriff's Office E911 department have determined that this action will improve E911 response time and bring the roadways in question into compliance with the ordinance. The E-911 Coordinator, and the County Engineer approve this name change.

RECOMMENDED ACTION

Move to approve the request to rename the duplicate road names in the Lake Byrd subdivision as recommended by the Engineering/GIS Addressing and E911 departments.

FISCAL IMPACT

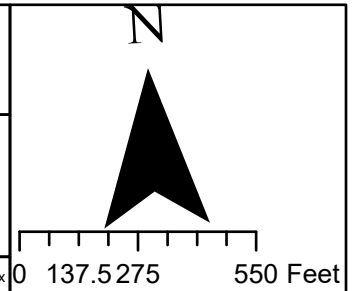
The fiscal impact will be \$800, the cost of 8 new street signs. Funding is available in Fund 110 - Transportation Trust Fund, Cost Center 4105 - Traffic Operations, Account 55209 - Traffic Control Devices.

Attachments: [Lake Byrd.pdf](#)

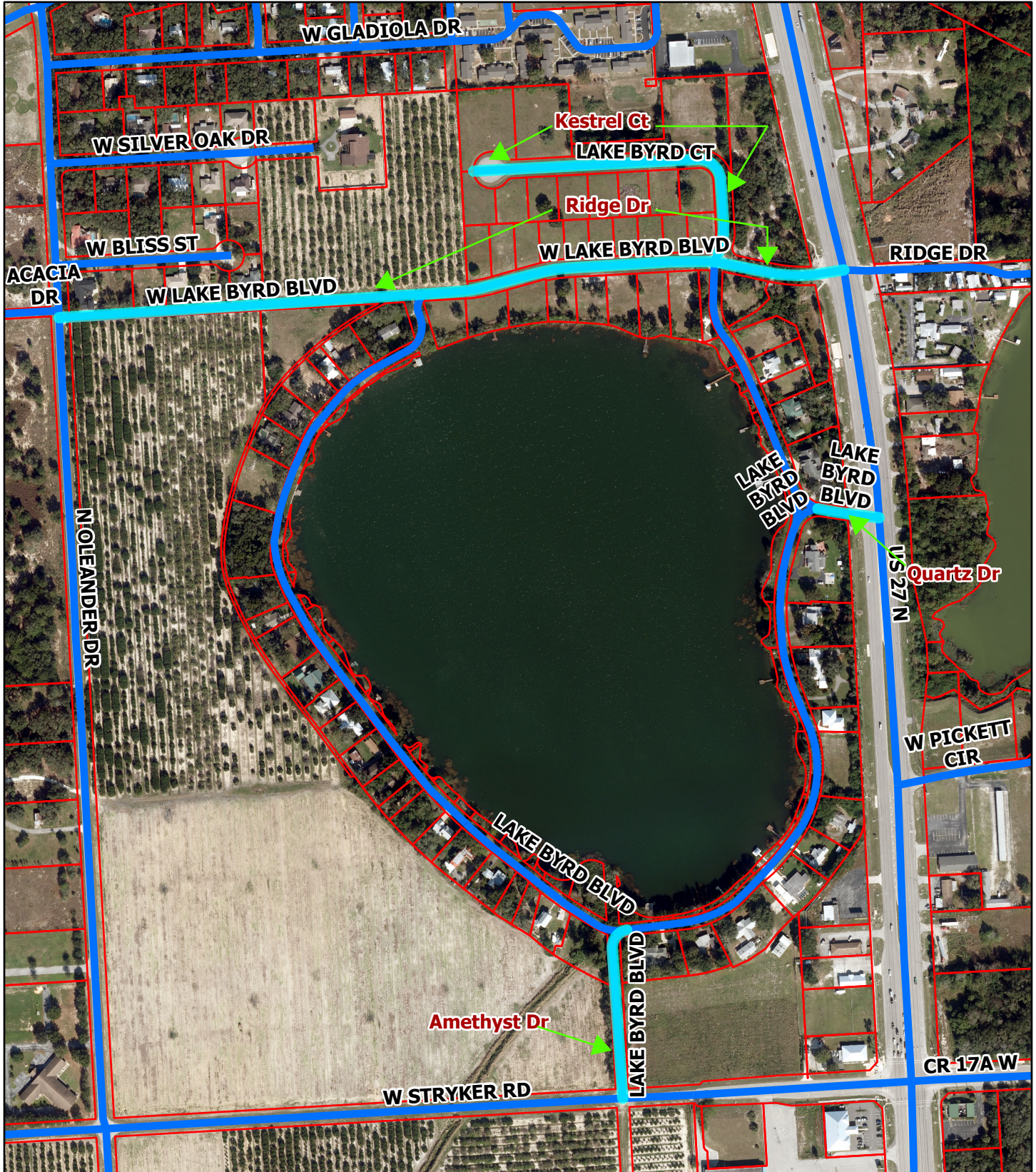


LAKE BYRD

Prepared by the Highlands County Geographic
Information Systems Department (GIS Department)
For reference ONLY. NOT a boundary survey
Date Exported: 1/10/2022 11:58 AM



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**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER: Clinton Howerton, Jr., P.E., County Engineer

SUBJECT/TITLE: Request to waive the Landfill Tipping Fees for The Lake Placid Arts and Crafts Country Fair on February 5 and 6, 2022.

STATEMENT OF ISSUE

The Lake Placid Arts and Crafts Country Fair is requesting that the board waive the landfill tipping fee for waste collected from The Lake Placid Arts and Crafts Country Fair which is scheduled for February 5 and 6, 2022.

RECOMMENDED ACTION

Motion to approve waiving the Landfill tipping fee for The Lake Placid Arts and Crafts Country Fair.

FISCAL IMPACT

Landfill staff estimates that the Lake Placid Arts and Crafts Country Fair will haul an estimated one (1) ton of Class 1 waste at a cost of \$45.00 per ton for a total of \$45.00 to be waived. The figures are based upon The Lake Placid Arts and Crafts Country Fair estimate of one (1) roll off bin for this event.

Attachments: [Letter for waiving tipping fees.PDF](#)
[Table of Waived Tipping fees LPACCF.pdf](#)



The Greater
Lake Placid
Chamber of Commerce
"Building a Future that reflects our past"

PRESIDENT

Donald Clarke
Clarke Pest Control
Clarke Self Storage

January 18, 2022

VICE PRESIDENT

Bill Brantley
Brantley Construction

Highlands County Board of County Commissioners

Randy Vosburg, County Administrator

SECRETARY

Kim Miller
Clarke Pest Control

600 S Commerce Ave

Sebring FL 33870

TREASURER

Curtis Slade III
First Insurance
of Lake Placid

Dear Mr. Vosburg,

PAST PRESIDENT

Vicki Spires
MidFlorida Credit Union

We are planning for the 56th Annual Arts & Crafts Country Fair, to be held February 5-6, 2022. We are respectfully requesting the tipping fees be waived. As always, we appreciate your support. Should you require additional information, please do not hesitate to contact me.

DIRECTORS

Tiffany Bender
AdventHealth

Mary Birge
SouthState Bank

Jean Deuth
Lake & Land Realty
of Highlands Inc.

John Varady
The School Board of
Highlands County

Gilbert Randall
Beef O'Brady's
The Barn at Paso Fino

Katie Wilson
Remax Realty Plus

Jennifer M Bush
Executive Director

Best regards,

Jennifer M. Bush
Executive Director

Cc: Phil Williams, Lake Placid Town Administrator

**HIGHLANDS COUNTY LANDFILL
TIPPING FEES WAIVED
Lake Placid Arts and Crafts Country Fair**

Transaction Number	Date	MT	Tons	Cost Per Ton if Charged	Total Fees Waived	Note
1412164	2/9/2012	199	0.93	\$ 45.00	\$ 41.85	Board waived fees - Lake Placid Arts and Crafts Country Fair
					\$ 41.85	
1454426	2/3/2014	2002	0.90	\$ 45.00	\$ 40.50	
					\$ 40.50	
1475827	2/9/2015	2002	0.61	\$ 45.00	\$ 27.45	
1475854	2/9/2015	2002	0.52	\$ 45.00	\$ 23.40	
					\$ 50.85	
1524264	2/8/2017	2002	0.48	\$ 45.00	\$ 21.60	
1524275	2/9/2017	2002	0.36	\$ 45.00	\$ 16.20	
					\$ 37.80	
1558669	2/9/2018	2002	0.55	\$ 45.00	\$ 24.75	
1558804	2/10/2018	2002	0.45	\$ 45.00	\$ 20.25	
					\$ 45.00	
GRAND TOTAL					\$ 216.00	

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER: David Nitz, OMB Manager

SUBJECT/TITLE: Request adoption of Resolution 21-22-67 for approval of Budget Amendment 21-22-046 to restore funding to the Legal Aid budget.

STATEMENT OF ISSUE

This budget amendment is necessary to restore funding, that was reduced by the Office of Management & Budget, to match the original budget request submitted last March by the State Attorney's office. Per an agreement between Administration and the State, any unspent funds in this cost center are being set aside in a project (20012) for a future renovation of the State Attorney's facility, up to \$50,000 per year to reach a total estimated project amount of \$200,000 in year four (FY23-24).

RECOMMENDED ACTION

Move to adopt resolution 21-22-67 for approval of Budget Amendment 21-22-046 to restore funding to the Legal Aid budget.

FISCAL IMPACT

The fiscal impact is an increase to Fund 005 (General) and Fund 179 (Court Technology) in the amount of \$17,810, each.

Attachments: [21-22-046 State Attorney Tech 1002B \(BA\).pdf](#)
[21-22-046R State Attorney Tech 1002B \(Resolution\).pdf](#)

January 20, 2022

BOARD OF COUNTY COMMISSIONERS PAGE 1 of 2
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 1/20/2022

SUBMITTED BY: OMB

FUND(S): 005, 179 FUND TITLE(S): General, Court Tech 28.24(12)(E)1 COST CENTER(S) #: 9101D, 1002B

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): Interfund Transfers 005, State Attorney Technology

*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		1,845,228.88	17,810.00		1,863,038.88
R	005		3999100						
				Non Operating Transfers		1,335,704.00	17,810.00		1,353,514.00
E	005	9101D	59100						
R	179		3810000	Interfund Transfer		213,165.00	17,810.00		230,975.00
				Regular Salaries & Wages		49,500.00	15,500.00		65,000.00
E	179	1002B	51200						
E	179	1002B	52100	FICA Taxes		3,787.00	1,186.00		4,973.00
				Retirement Contributions		5,356.00	1,144.00		6,500.00
E	179	1002B	52200						
E	179	1002B	52300	Life & Health Insurance		10,416.00		600.00	9,816.00

REASON: To restore budget to the original request as submitted by the State Attorney's office during the budget process.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 21-22-046

TRANSFER TYPE:

Approval

ACTION:

Denial

Board _____ Approved _____ Denied _____
County Administrator _____ Approved _____ Denied _____

XX ITEM TO ITEM

RESERVE
XX BY RESOLUTION

SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: ____ / ____ / ____

Signature: _____

Posted by Clerk: _____

BOARD OF COUNTY COMMISSIONERS

PAGE 2 of 2

BUDGET AMENDMENTS

REQUEST NUMBER 21-22-046

[illegible]

RESOLUTION NO. 21-22-67

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA
PERTAINING TO BUDGET AMENDMENT 21-22-046 TO
THE GENERAL AND COURT TECH 28.24(12)(E)1 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, Florida Statutes, Section 129.06, (Execution and Amendment of Budget) provides that the Board of County Commissioners may by resolution amend its budget; and

WHEREAS, Highlands County has determined that the following budget amendment is necessary and proper within the General and Court Tech 28.24(120(E)1 Funds.

**NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY,
FLORIDA 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 21-22-046 is hereby approved and authorized to appropriate additional funding in the amount of \$17,810.00, to restore funding as requested by the State Attorney's office during the budget process.

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.

PASSED AND ADOPTED this 1st day of February, 2022.

HIGHLANDS COUNTY, FLORIDA

By: _____
Kathleen G. Rapp, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER: Liz Barber, Legislative Affairs & Grants Coordinator

SUBJECT/TITLE: Request adoption of resolution 21-22-68 providing for a pledge of support for Florida Soil and Water Conservation Districts.

STATEMENT OF ISSUE

This resolution is to express the County' support of Florida's Soil & Water Conservation Districts, and the opposition to Florida SB 1078 and HB 783, which seek to abolish all Soil & Water Conservation Districts in our state.

Chartered in 1942, the Highlands Soil & Water Conservation District (HSWCD) works in partnerships with the U.S. Department of Agriculture & Natural Resource Conservation Service (NRCS), the Florida Department of Agriculture and Consumer Services-Office of Ag Water Policy (FDACS-OAWP) and local county governments to provide conservation services.

The work accomplished by the HSWCD plays a critical role in the protection of our natural resources, the sustainability of the Agriculture Industry and continuous provision of economic impact in our local communities.

The Soil & Water Conservation Districts throughout the state serve to assist our farmers, but more importantly they work to protect the critical future of water supply in Florida. Conservation should be of upmost concern of every person who drinks clean water, eats nutritious food and enjoys quality of life, making Soil & Water Conservation Districts irreplaceable. All other states in the US have this critical piece to the protection of our natural resources.

RECOMMENDED ACTION

Move to adopt resolution 21-22-68 providing for a pledge of support for Florida Soil and Water Conservation Districts.

FISCAL IMPACT

No fiscal impact to the county.

Attachments: [Resolution support.Soil and Water Conservation District.SGS \(003\).pdf](#)

RESOLUTION NO. 21-22-68

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA,
PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT;
PROVIDING FOR A PLEDGE OF SUPPORT FOR FLORIDA
SOIL AND WATER CONSERVATION DISTRICTS;
PROVIDING FOR THE IMPLEMENTATION OF
ADMINISTRATIVE ACTIONS; PROVIDING AN EFFECTIVE
DATE; AND PROVIDING DIRECTIONS TO THE COUNTY
ADMINISTRATOR.**

WHEREAS, while Florida's economy and population continue to grow, its Soil and Water Conservation Districts continue to provide critical services of promoting conservation of Florida's natural resources; and

WHEREAS, Florida's Soil and Water Conservation Districts also fully support maintaining Florida's agricultural industry which is one of the most productive and profitable in the United States of America and the world; and

WHEREAS, Florida's Soil and Water Conservation Districts provide essential technical assistance to agricultural producers and landowners relating to the implementation and use of Best Management Practices (BMPs) in their operations; and

WHEREAS, Florida's Soil and Water Conservation Districts assist agricultural producers and landowners in securing cost share dollars for conservation practices and equipment; and

WHEREAS, Florida's Soil and Water Conservation Districts work closely with various agriculture associations to promote all Florida Agriculture through programs and educational outreach to teach citizens about the various commodities produced in Florida; and

WHEREAS, Florida's Soil and Water Conservation Districts support and provide assistance to youth educational activities, County Extension programs, Ag Venture programs and soil judging contests; and

WHEREAS, Florida's Soil and Water Conservation Districts act in partnership to assist Federal (USDA-Natural Resources Conservation Service) and State (Florida Department of Agriculture and Consumer Services) agencies to host workshops, conduct surveys and complete various other projects; and

WHEREAS, Highlands County recognizes the importance of and strongly supports the continued operation of Florida's Soil and Water Conservation Districts.

**NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY, FLORIDA,
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. Pledge of Support for Florida Soil and Water Conservation Districts. Highlands County hereby pledges its support for the continued existence of all Florida Soil and Water Conservation Districts because of their protection of our State's natural resources, our State's agricultural industry and the general health and well-being of the citizens of the State of Florida. In addition, Highlands County hereby strongly opposes any legislation, including but not limited to Senate Bill 1078 and House Bill 783, which would dissolve or weaken any of the Florida Soil and Water Conservation Districts.

SECTION 3. Implementing 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. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

SECTION 5. Directions to the County Administrator. The County Administrator is directed to forward this Resolution along with the supporting Resolution supplied by the District to the offices of Representative Kaylee Tuck and Senator Ben Albritton.

PASSED AND ADOPTED this 01 day of February, 2021.

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**

By: _____
Kathleen G. Rapp, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER: Melony Culpepper, Planning and Zoning Manager

SUBJECT/TITLE: Public hearing to consider adoption of P&Z Hearing No. 2096, changing the Official Zoning Atlas for an approximate 12.69-acre parcel from Agricultural District (AU) and Multiple Family Dwelling including Motel and Hotel District (R-3) to Multiple Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD).

STATEMENT OF ISSUE

The Applicant is requesting to change the Official Zoning Atlas for an approximate 12.69-acre parcel, from AU and R-3 to R-3 PD. The parcel is vacant of structures and native vegetation. The Applicant is proposing to utilize the property for a multi-family residential development with a maximum of 104 residential units.

This is Phase two of the Spanish Moss ECO Apartments project. Phase one is being built on the adjacent parcel to the east that has an R-3 zoning designation.

The Planning and Zoning Commission recommended approval of P&Z Hearing No. 2096 as presented.

RECOMMENDED ACTION

Move to approve and adopt by Resolution, P&Z Hearing No. 2096, changing the Official Zoning Atlas for approximately 12.69 acres from Agricultural District (AU) and Multiple Family Dwelling including Motel and Hotel District (R-3) to Multiple Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD), referencing the mandatory findings of fact and becoming effective as provided by law.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Staff Report P&Z 2096 for BCC Spanish Moss Eco Apartments.pdf](#)
[Application P&Z 2096 - Spanish Moss ECO Apts.pdf](#)
[Resolution P&Z 2096 - SMEA.pdf](#)

**HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT**

Type: Rezone	BCC Hearing Date: 2/1/2022
Case Number: P&Z 2096	Case Name: Spanish Moss ECO Apts.
Agent: N/A	Property Owners: Spanish Moss ECO Apartments, LLC c/o Brad Kortbein
Public Hearing: BCC	Case Staff Member: Melony Culpepper

Request: Rezone an approximate 12.69-acre parcel from Agricultural District (AU) and Multiple Family Dwelling including Motel and Hotel District (R-3) to Multiple Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD).

General Location: An approximate 12.69-acre parcel located approximately 2.62 miles east of Haywood Taylor Blvd. and 0.72 miles north of Lake Istokpoga, on the north side of US 98 and south side of Duane Palmer Blvd.; the address being 430 Duane Palmer Blvd., Sebring.

PARCEL ID: C-15-35-30-070-P0J0-0010

Staff Recommendations and Minutes:

- 1. Staff Recommendation to the Board of County Commissioners (BCC) concerning the Planning and Zoning Commission (P&Z) Recommendation:** Move to approve and adopt by Resolution, P&Z 2096, changing the Official Zoning Atlas for approximately 12.69 acres from Agricultural District (AU) and Multiple Family Dwelling including Motel and Hotel District (R-3) to Multiple Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD), referencing the mandatory findings of fact and becoming effective as provided by law.
- 2. Staff Recommendation to the P&Z:** Recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2096, changing the Official Zoning Atlas for approximately 12.69 acres from Agricultural District (AU) and Multiple Family Dwelling including Motel and Hotel District (R-3) to Multiple Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD), referencing the mandatory findings of fact and becoming effective as provided by law.
- 3. Excerpt from the January 11, 2022, DRAFT P&Z Minutes and Recommendation to the BCC: “6.A. HEARING NUMBER P&Z 2096 – SPANISH MOSS ECO APARTMENTS, LLC** An approximate 12.69-acre parcel located

approximately 2.62 miles east of Haywood Taylor Blvd. and 0.72 miles north of Lake Istokpoga, on the north side of US 98 and south side of Duane Palmer Blvd.; the address being 430 Duane Palmer Blvd., Sebring; and abbreviated legal as follows: An approximate 12.69-acre parcel located in Section 15 and 16, Township 35 South, Range 30 East, Highlands County, Florida.

The Applicant is requesting a zoning change from Agricultural District (AU) and Multiple Family Dwelling including Motel and Hotel District (R-3) to Multiple Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD). Mr. Roberts read the request and Mrs. Culpepper presented the request. There were 15 letters received in objection, and five letters received in favor; four people spoke against the request due to the following concerns: impacts on wildlife, increase in traffic, emergency vehicle access, possibilities of low-income housing, and marketability based on the proposed rental rates. Jeff King, Economic Development Manager for Highlands County, gave an overview of the Housing Study that was conducted by Kimley Horn in 2019.

Motion by Mr. Ingler and seconded by Mrs. Hunnicutt to recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2096, changing the Official Zoning Atlas for approximately 12.69 acres from Agricultural District (AU) and Multiple Family Dwelling including Motel and Hotel District (R-3) to Multiple Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD), referencing the mandatory findings of fact and becoming effective as provided by law, including the conditions listed in the Staff Report. Upon roll call, all members voted yes. **Motion carried 6-0.**"

4. Recommended conditions of approval are included in the adopting resolution and are as follows:

1. The underlying or base zoning regulations for this PD District shall be the R-3 District and any use or allowance not specified herein will be as defined in the R-3 District as provided in Section 12.05.213 of the Code of Ordinances, Highlands County, Florida.
2. This R-3 PD shall be used for a multi-building, multi-family residential development that will include 2 apartment buildings and 5 detached, multi-unit private storage garages buildings.
3. This Property consists of the second phase (Phase 2) of the Spanish Moss ECO Apartments project.
 - Residential Units. There shall be a maximum of 104 residential living units arranged in the 2 buildings in this Phase 2.
 - Detached Private Storage Garages. There shall be a maximum of 110 detached private storage garages in 5 buildings in this Phase 2.
4. The approved PD site development plan for this R-3 PD, pursuant to the requirements set forth in Section 12.05.290 of the Code is attached hereto as **"Exhibit A"**. The property shall be subject to the County Code for final site plan approval.

Supplemental Material/Issue Analysis Report:

1. **Request:** The matter for consideration is for a change to the Official Zoning Atlas of an approximate 12.69-acre parcel, from AU and R-3 to R-3 PD.

The parcel is vacant of structures and native vegetation. The Applicant is proposing to utilize the property for a multi-family residential development with a maximum of 104 residential units.

This is Phase two of the Spanish Moss ECO Apartments project. Phase one is being built on the adjacent parcel to the east that has an R-3 zoning designation.

2. **Existing Use Analysis:**

LOCATION	EXISTING USE	LAND USE CATEGORY	ZONING
Subject Property	Golf Course	Mixed Use (MU)	AU/R-3
Adjacent Property to the North	Single-Family Residences/Vacant	MU	Residential District (R-1)
Adjacent Property to the South	Grazing	Agriculture (AG)	AU
Adjacent Property to the East	Single-Family Residences/Vacant	MU	R-3
Adjacent Property to the West	Drainage Canal/ Golf Course/Vacant	MU	AU/R-3

3. **Applicable References:**

Planning...§163.3194(1)(a) - (b), F.S.; Highlands County 2030 Comprehensive Plan: Future Land Use Policies: 1.1, General Growth Management Strategy; Policy 1.2.D.12, Mixed Use (MU).

Zoning...Highlands County Land Development Regulations (LDRs): Sections 12.05.200: Agricultural District (AU), 12.05.213: Multiple-Family Dwelling including Motel and Hotel District (R-3), and 12.05.290: Planned Development District (PD).

4. Department Analysis and Comments of Petitioner's Proposal:

4.A. The Departments, Divisions, and Agencies listed below provided comments as follows:

Engineering Department: Approved with conditions. At the time of development, the applicant shall undergo the development review process, and additional requirements may be identified at that time.

Natural Resources: It [appears that] the existing wetland disappears...They will need the proper permits...from the [South Florida Water Management District].

Zoning Division: The staff has no objection to this request.

Florida Department of Health: No objection.

Sebring Airport Authority (SEF): Changing the zoning has no impact to SEF, however the developer should be made aware that any structure will need to undergo a 7640 review by the FAA.

4.B. The following Departments, Divisions, and Agencies offered no comment: None.

4.C. The following Departments, Divisions, and Agencies did not respond: Spring Lake Improvement District, Florida Department of Environmental Protection, Florida Department of Transportation, Highlands County Emergency Management, Highlands County Emergency Medical Services, Highlands County Fire Rescue, and Highlands County School Board.

Planning Division: The following analysis and findings of fact describe the physical, legal and cultural characteristics of the Applicant's property:

5.A. Natural Features Analysis:

1. **Topography:** The topographic map depicts the subject property as mostly level with an elevation between 40 and 45 feet.

2. **Soils:** The soils underlying the property are *Ardents*, *Organic Substratum*, *Basinger Fine Sand* and *Immokalee Sand*.

Ardents, *Organic Substratum* consists of soil materials that have been dug from different areas in the county and have been spread over the muck soils for urban area development. In most places, the soil is made up of loose, sandy, mineral material. This soil is not used for cultivated crops, citrus crops, pasture, pine trees, or native rangeland. This soil has varied limitations for urban and recreational development depending on the type of fill material and the thickness of the material.

Basinger Fine Sand and *Immokalee Sand* have severe limitations for urban uses because of wetness. The limitations can be overcome with proper drainage.

The proposed structures will be constructed mainly within the *Ardents, Organic Substratum* soil.

3. **Surface Waters:** The subject parcel contains a drainage easement. The Applicant is working with the Spring Lake Improvement District to modify the existing South Florida Water Management District permit.
4. **Vegetative Cover:** The site has been mostly cleared of native vegetation and maintained as a golf course.

5.B. Zoning Analysis:

1. **Current Use of Land:** The current use of the lands is a golf course.
2. **Current Zoning Designation:** The current zoning designations of the site are AU and R-3.
3. **Proposed Zoning Designation:** The proposed zoning designation is R-3 PD.
4. **Current Population Yield:** The current zoning allows up to 1 dwelling unit per 5 acres for the portion of property that has an AU zoning designation and up to 12 dwelling units per acre for the portion of the property that has an R-3 zoning designation. The parcel would currently carry a potential population yield of 72 persons; 10.24 acres zoned AU ÷ 5 acres = 2.05 dwelling units; 2.05 dwelling units x 2.3 persons = 4.7 persons; 2.45 acres zoned R-3 x 12 dwelling units = 29.4 dwelling units; 29.4 dwelling units x 2.3 persons = 67.6 persons.
5. **Proposed Population Yield:** The proposed zoning allows a maximum of 104 dwelling units and would carry a potential population yield of 239 persons; 104 dwelling units x 2.3 persons = 239.2 persons.
6. **The Applicant's proposed development program:** The Applicant is proposing to use the site for a multi-family residential development.

5.C. Special Designated Areas:

1. **Environmental Protection:** The Conservation Overlay Map series of the Comprehensive Plan indicates that the site contains Wetland habitat. Pursuant to Natural Resource Element Policy 3.3. of the Comprehensive Plan, the Applicant **is required** to obtain Environmental Clearance, or a permit through the South Florida Water Management District, at the time of development.
2. **Historic Resources:** The Florida Master Site File (FMSF) indicates that there are no known historic resources on the property.
3. **Archaeological Resources:** The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Comprehensive Plan and the FMSF indicate no known archaeological resources on the site.
4. **Floodplains (FEMA designation):** The property has flood zone designations of X Protected by Levee, for areas located outside the Special Flood Hazard Areas, as depicted on the Flood Insurance Rate Map Community Panel Number **12055C0262C**, effective November 18, 2015.
5. **Military Airport Zones (MAZ):** The property is located within MAZ III as designated by Section 12.12.800 of the Highlands County LDRs.
6. **Wellhead Protection Zones:** The property is not located within any of the defined protection zones as defined by Infrastructure Policy 6.6. of the Comprehensive Plan.

7. **Airport Surface Areas:** The property is located within the landfill boundary and the horizontal and conical surface areas of the Sebring Executive Airport as designated by Chapter 2.1 of the Highlands County Code of Ordinances.

5.D. Public Facilities and Services:

1. **Potable Water:** The property will be served by an off-site central potable water system provided by the Spring Lake Improvement District.
2. **Central Wastewater:** The property will be served by an off-site central wastewater system provided by the Spring Lake Improvement District.
3. **Solid Waste:** The properties will be serviced by a county-approved refuse collection company.
4. **Vehicular Access and Traffic Circulation:** The site has direct access onto Duane Palmer Blvd. and US 98. The developer is proposing to develop an access road off of US 98.
5. **Recreation:** The proposed development will require approximately 0.24 acres of recreation for both phases.
6. **Drainage:** The Applicant will be required to comply with Section 12.13.104.F. of the Highlands County LDRs and the applicable water management district regulations.

5.E. Traffic Impacts: Pursuant to the Comprehensive Plan: Technical Support Section, a traffic analysis **is** required at the time of development.

5.F. Schools: The permitted uses within the R-3 PD zoning designation will generate student impacts to the school district; school concurrency **is** required.

5.G. Airports: The subject properties are located less than 16.33 miles southeast of the Avon Park Executive Airport and less than 1.65 miles east of the Sebring Regional Airport.

6. Mandatory Findings of Fact:

Use Consistency Finding: The proposed zoning change **is consistent** with the patterns of existing development within this area and compatible with the surrounding land uses.

Plan Consistency Finding: The proposed zoning change **is consistent** with the goals, objectives, and policies of the adopted Comprehensive Plan.

Environmental Clearance Finding: Environmental Clearance, pursuant to Natural Resources Element Policy 3.3 of the Comprehensive Plan, **is not required** for the proposed zoning change.

Historical and Archaeological Clearance: The proposed zoning change **is not required** to obtain Historical and Archaeological clearance, pursuant to FLU Policy 7.1 and NRE Policy 1.3 of the Comprehensive Plan. The Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the

Comprehensive Plan and the Florida Master Site File indicate that there are no known cultural resources on the property.

Conformity Finding: If approved, all future development actions for the property shall be made to conform to applicable Comprehensive Plan policies and to LDRs in effect at the time the applicable development order becomes effective as provided by law.

The Planning Division, based on the Mandatory Findings of Fact and Consistency with the Comprehensive Plan, recommends the Board of County Commissioners to approve and adopt by Resolution, P&Z 2096, changing the Official Zoning Atlas for approximately 12.69 acres from Agricultural District (AU) and Multiple Family Dwelling including Motel and Hotel District (R-3) to Multiple Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD), referencing the mandatory findings of fact and becoming effective as provided by law with the following conditions of approval:

- 1. The underlying or base zoning regulations for this PD District shall be the R-3 District and any use or allowance not specified herein will be as defined in the R-3 District as provided in Section 12.05.213 of the Code of Ordinances, Highlands County, Florida.**
- 2. This R-3 PD shall be used for a multi-building, multi-family residential development that will include 2 apartment buildings and 5 detached, multi-unit private storage garages buildings.**
- 3. This Property consists of the second phase (Phase 2) of the Spanish Moss ECO Apartments project.**
 - Residential Units.** There shall be a maximum of 104 residential living units arranged in the 2 buildings in this Phase 2.
 - Detached Private Storage Garages.** There shall be a maximum of 110 detached private storage garages in 5 buildings in this Phase 2.
- 4. The approved PD site development plan for this R-3 PD, pursuant to the requirements set forth in Section 12.05.290 of the Code is attached hereto as “Exhibit A”. The property shall be subject to the County Code for final site plan approval.**

Attachments:

Exhibit 1: Location Map
Exhibit 2: Aerial Map
Exhibit 3: Future Land Use Map
Exhibit 4: Zoning Map
Exhibit 5: Proposed Zoning Map
Exhibit 6: Site Plan

Exhibit 1:

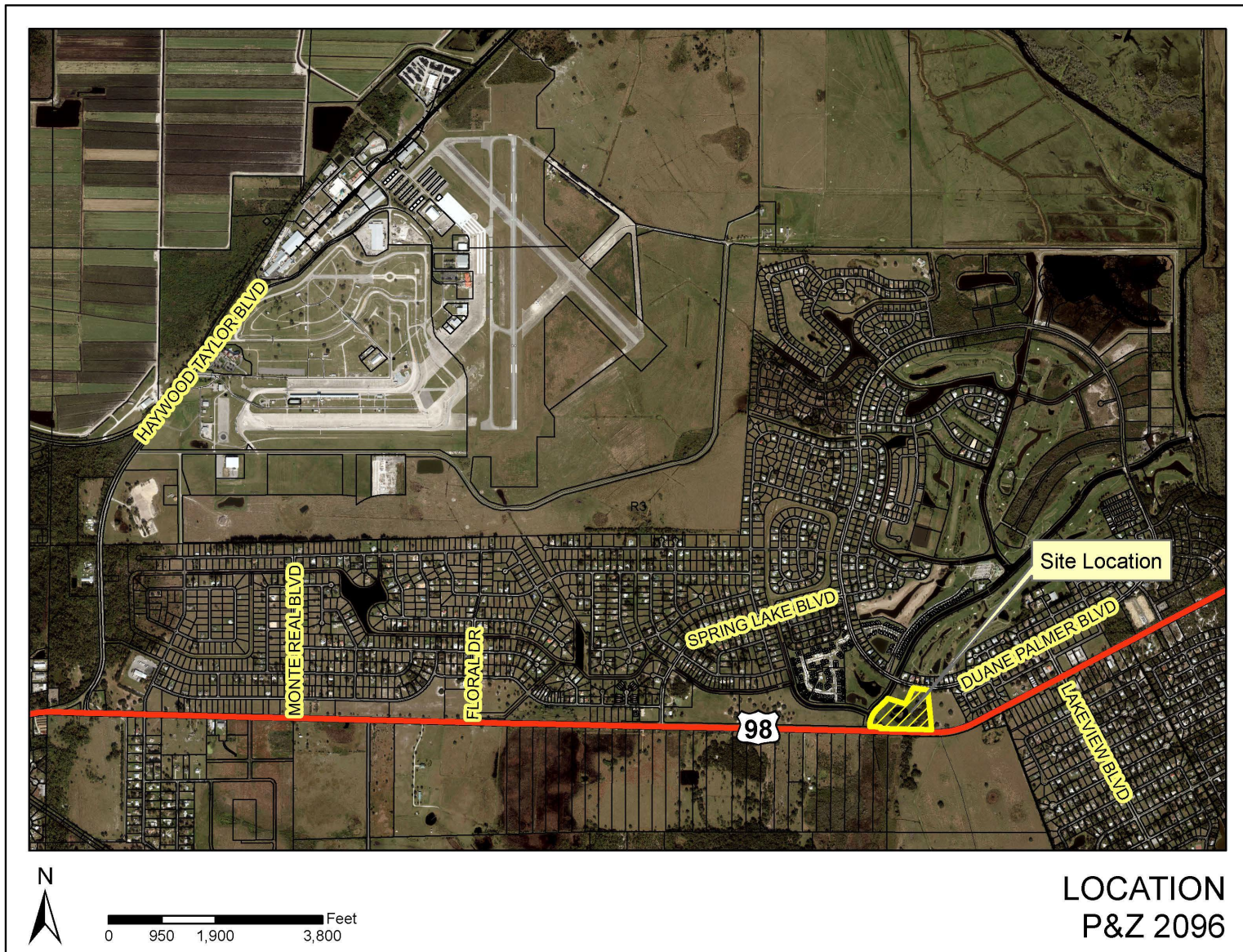


Exhibit 2:

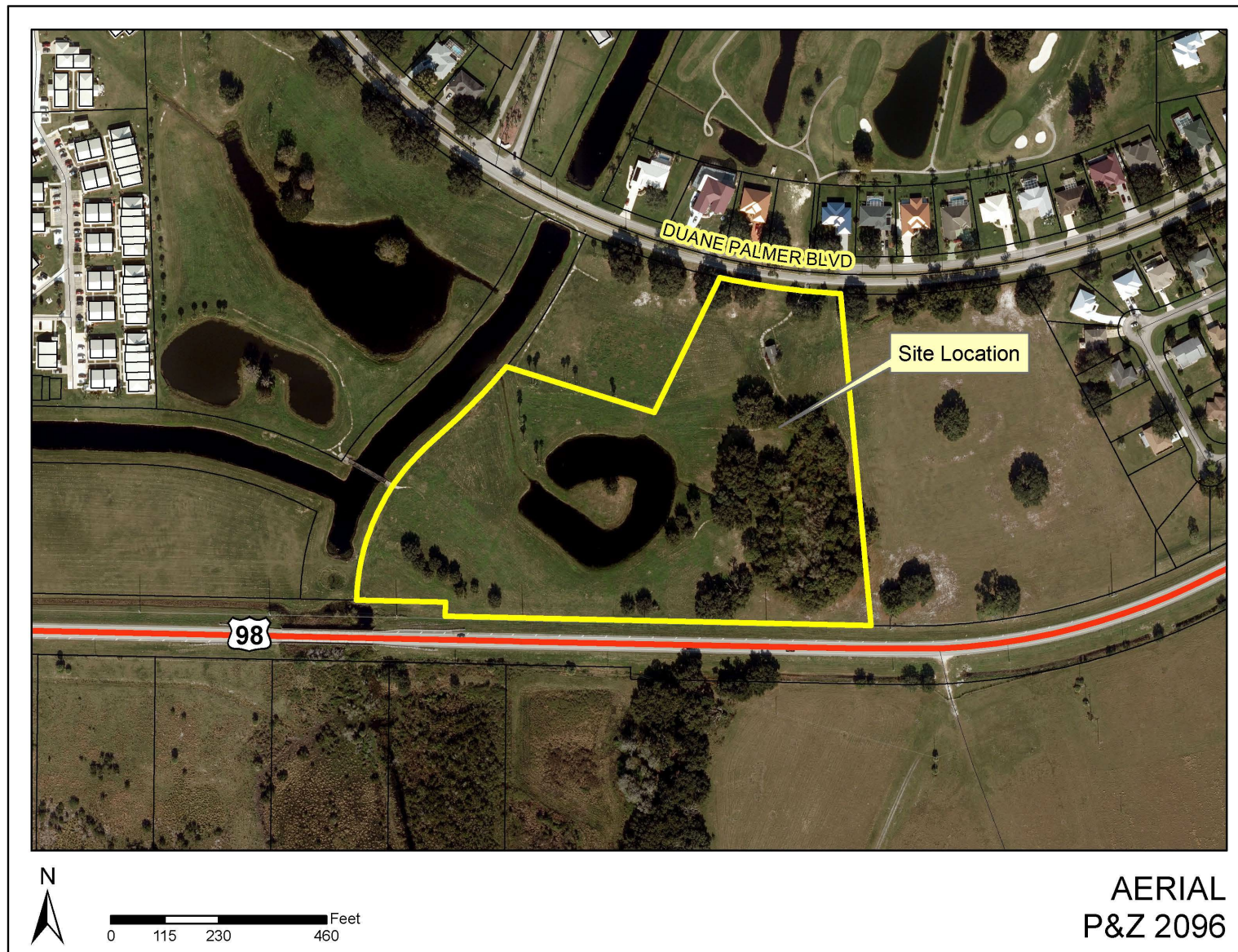


Exhibit 3:

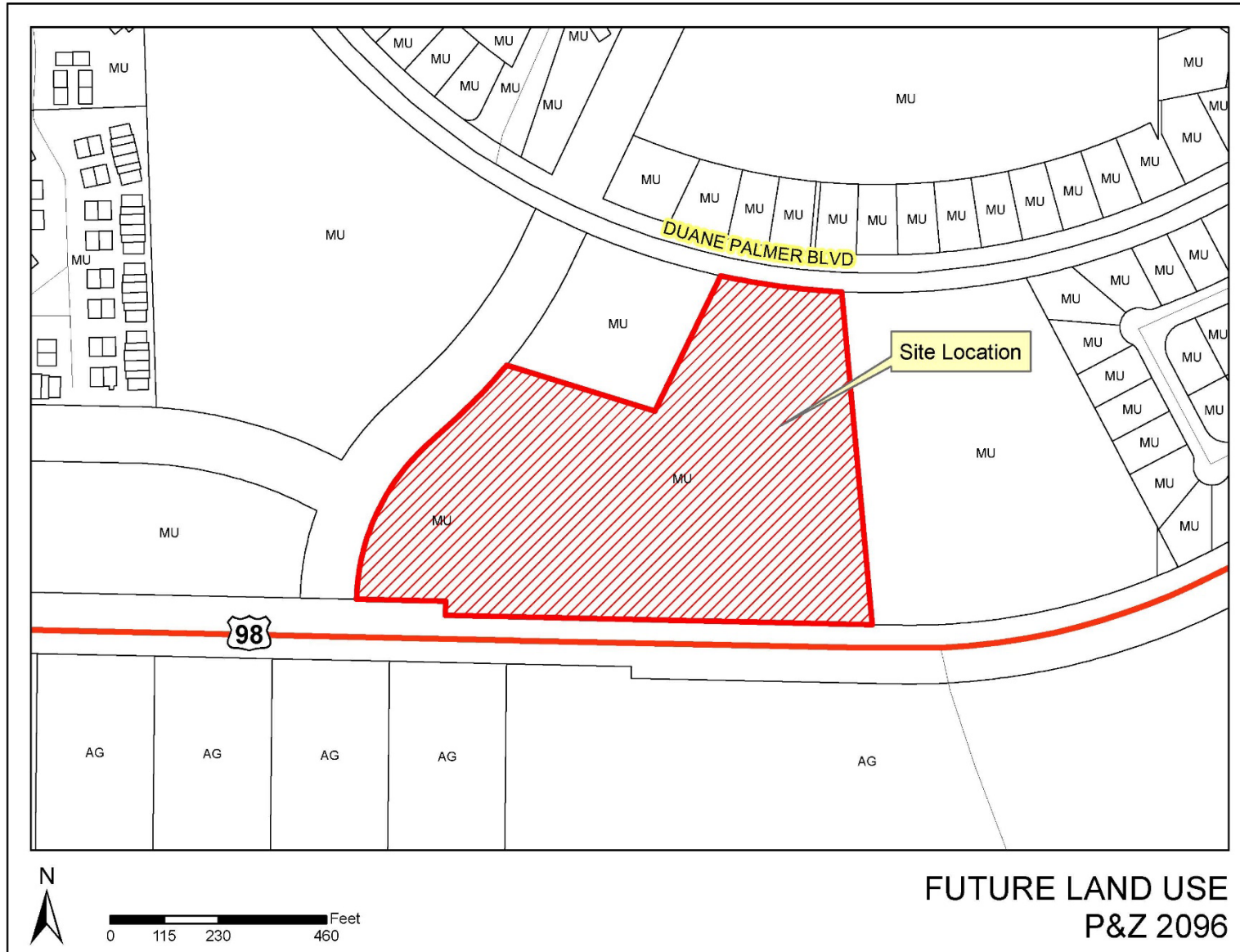


Exhibit 4:

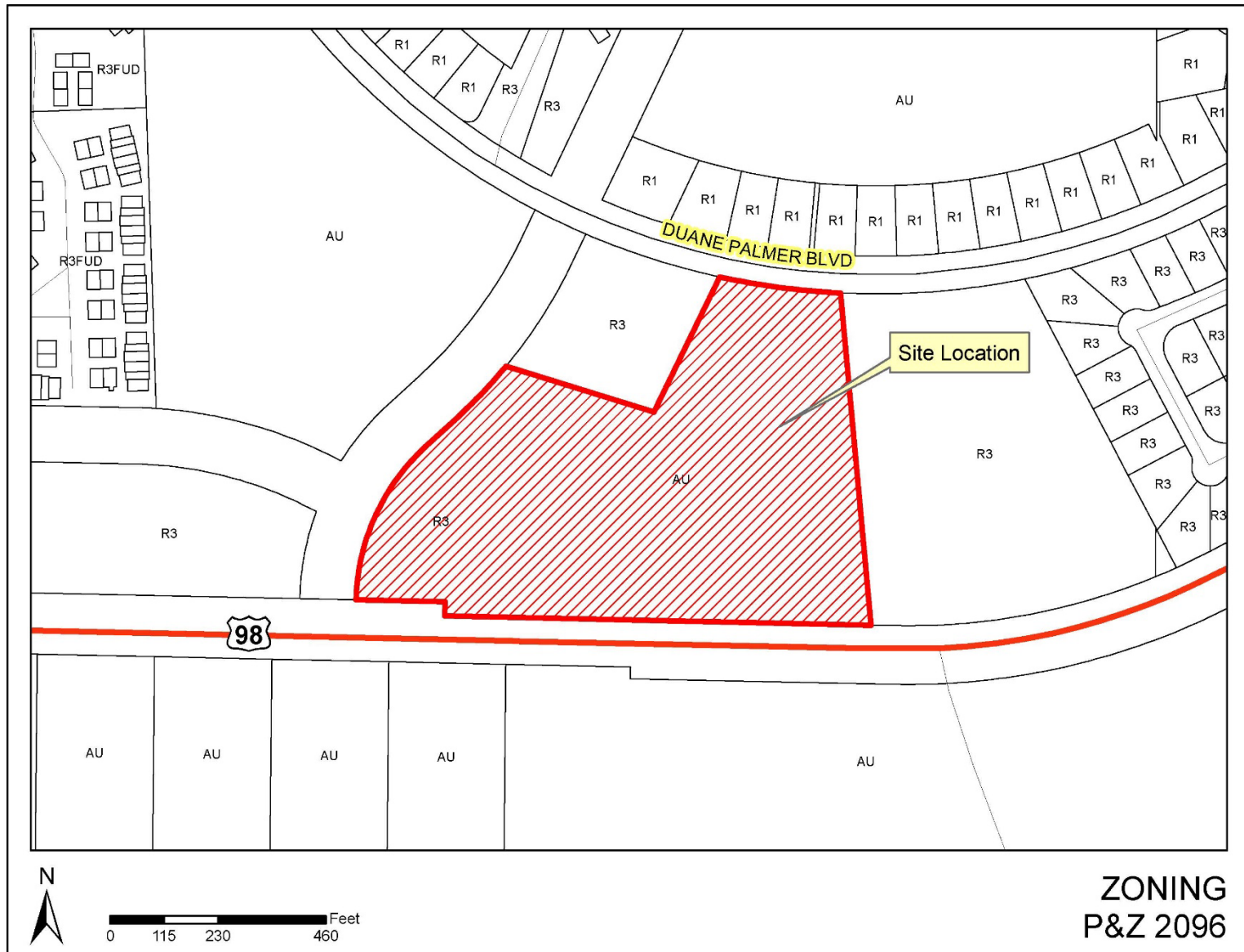


Exhibit 5:

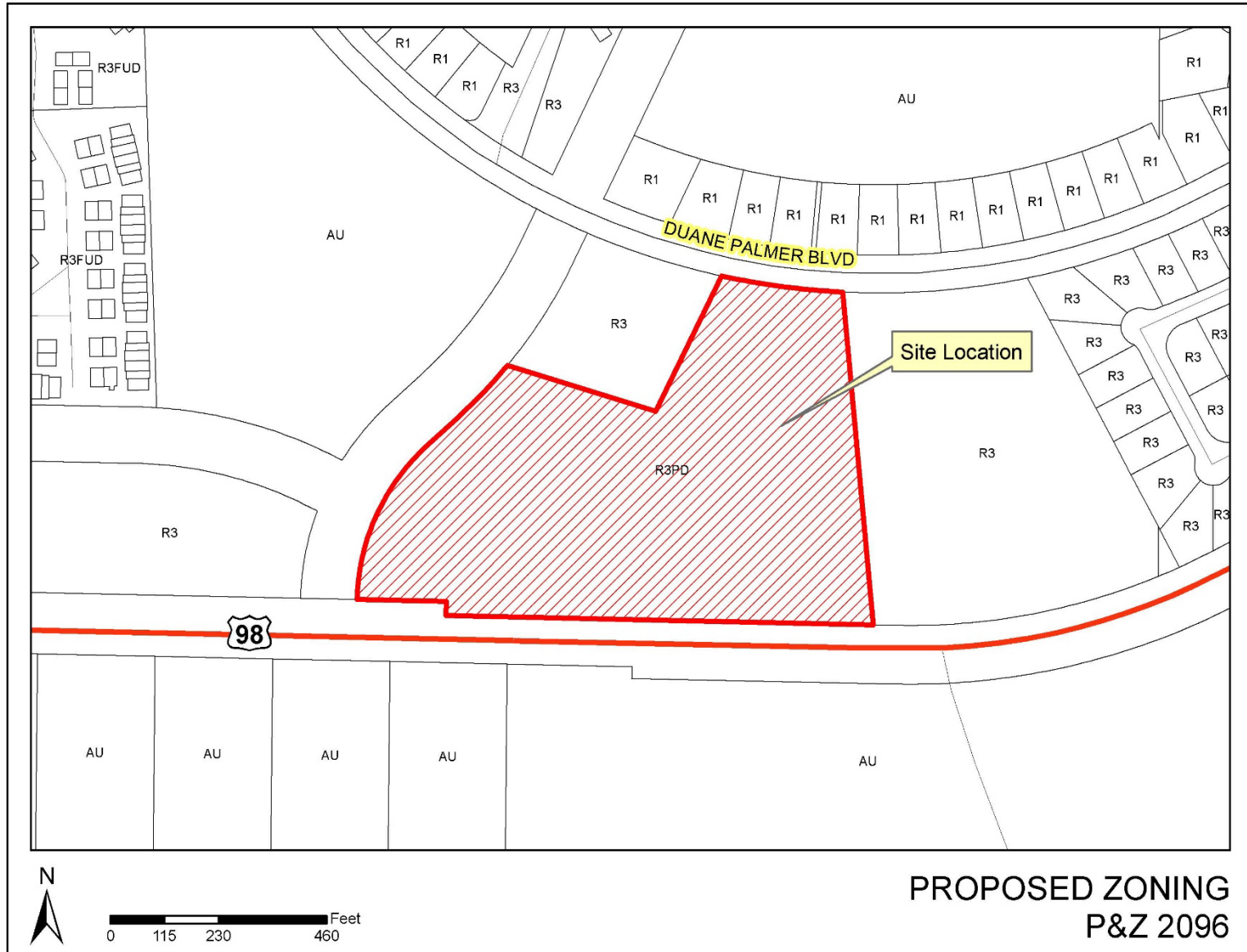


Exhibit 6:



Highlands County, Florida
Zoning Change Application

Zoning change from: AU & R-3
Zoning change to: R-3 (PUD)

Note: Do not leave any blank lines; if something does not apply, indicate that it is not applicable by using N/A

SECTION I: STAFF USE ONLY:

P&Z Hearing Number: 2096 Project Date of Application: 10/20/2021
Amount of Fee: \$ 1,950.00 Receipt No.: 21100015 Tax Map No.: 155-A
Hearing Dates: LP: _____ P&Z: 12/14/2021 BCC: 01/18/2022

This application has been reviewed for completeness and determined sufficient:

Zoning Supervisor [Signature]

Date 10/27/2021

SECTION II: APPLICANT & PROPERTY INFORMATION:

1. Name of Property Owner(s): If more than one, all owners must sign the Owner's Affidavit (attached), which must accompany the application.

Print Name: Spanish Moss ECO Apartments, LLC (Brad Kortbein)
Mailing Address: 6154 Sweden Blvd, Punta Gorda, FL 33982
Telephone No.: _____ E-Mail Address: _____

2. Name of Agent: Complete the Agent's Affidavit (attached) from property owner, which must accompany application, giving agent authority to represent this application.

Print Name: NA
Mailing Address: _____
Telephone No.: _____ E-Mail Address: _____

NOTARIZED AUTHORIZATION:

- ☐ If the applicant is not the owner of the property, a written, notarized authorization from each owner must be provided with this application – use Form A, attached. Property owner authorization is required. If the property owner withdraws permission at any point during the review and approval process, the application is considered null and void.
- ☐ If an agent is submitting the application for the owner/applicant – authorization from the owner/applicant is required – use Form B, attached.

3. Legal Description Covered by Application: If subdivided: Lot, block, complete name of subdivision, plat book, page number, section, township and range. If metes and bounds description, complete description, including section, township and range. See Exhibit A attached

4. Strap No.(s) of Property Covered by Application:

STRAP #:C- 15-35-30-070-POJO-0010 STRAP #:C- _____
STRAP #:C- _____ STRAP #:C- _____

5. Street Address(es) of Property Covered by the Application: 430 Duane Palmer Blvd,
Sebring, FL 33876

SECTION III: INFORMATION ABOUT EXISTING USES:

6. Existing Zoning District: AU / R-3 Existing Land Use Classification: MU
Are the Zoning and Comprehensive Plan Consistent? ☒ Consistent ☐ Not Consistent
7. Existing Property Information: Size of Property (width) 260 - 1,100 feet, (depth) 710 feet, street frontage 1,360 feet, water frontage _____ feet, Total acres 12.69
If different from the total acreage, the upland, or developable portion is _____ +/- acres.
8. Are there existing structures on the property? ☒ Yes ☐ No If Yes, what type (CBS, Frame, Stucco, Other Multiple Units, Number of Dwellings per Building), and what are they used for? It is vacant now, but was the Driving Range office. It will be used as the Construction Office during construction, then demolished as part of the project.
- If multiple units, the number of dwellings per building/number of buildings: NA
9. Is the property located within the Lake Placid Regional Plan (LPRP) area? ☐ Yes ☒ No If yes, please submit a draft PD Resolution and site plan as part of the application. A separate application meeting should be arranged with the Town of Lake Placid. Please ask the Town staff (County Planning Department) for assistance.
10. Vesting: Is the property vested for specific property rights? ☒ Yes ☐ No If Yes, list the Vesting Action or Order Number or the method used to grant vested rights (state binding letter, legal lot of record, etc.): Spring Lake
11. Has a public hearing been held on this property within the last 12 months? ☐ Yes ☒ No If Yes, in whose name and when? _____

12. Information on the Adjacent Properties:

	Existing Uses	FLUM Designations	Zoning Districts
North	<u>SFRs / Vacant</u>	<u>MU</u>	<u>R-1 / R-3</u>
South	<u>Vacant / Grazing</u>	<u>AG</u>	<u>AU</u>
East	<u>Vacant</u>	<u>MU</u>	<u>R-3</u>
West	<u>Vacant</u>	<u>MU</u>	<u>AU / R-3</u>

SECTION IV: INFORMATION ABOUT THE PROPOSED CHANGE:

13. Reason for Proposed Change(s) (DO NOT INCLUDE SPECIFIC USES): _____
14. Proposed Number of Dwelling Units Desired or Number of Square Feet of Commercial Space (if applicable): 104 dwelling units in 2 Two Story buildings
15. Proposed Development Standards (if applicable):

- A. Proposed parcel size (if increasing area with this application) _____ square feet/acre
- B. Proposed Floor Area Ratio (FAR): Gross floor area of existing building _____ divided by Parcel size _____ = FAR _____ %

SECTION V: ADDITIONAL INFORMATION REQUIRED: 16 & 17 – NOT APPLICABLE FOR EXISTING DEVELOPMENT THAT IS NOT INCREASING IN SIZE; INDICATE N/A.

16. Potable Water: The proposed development will be served by an off-site central potable water system. ☒ Yes ☐ No
If Yes, the potable water system requirements will be accommodated by the Spring Lake Improvement District water system.

(See the attached model letter requesting this information from the respective servers). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

The Applicant must provide the following data of the water system that will be used (gallons per capita per day or gpcd):

- a. The facility has the designed capacity for pumping and treating _____ gpcd.
- b. The facility has a permitted capacity for _____ gpcd.
- c. The facility has an average demand or committed capacity for _____ gpcd.
- d. The facility has an excess capacity of _____ gpcd.
- e. This proposed development will require approximately 57,360 gpcd.

Note: The required level of service (LOS) for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site potable water (well) system that will be designed to connect to a central water system when it becomes available. _____ Applicant's Initial

17. **Wastewater Treatment:** The proposed development will be served by an off-site central wastewater treatment system. ☒ Yes ☐ No

If Yes, the wastewater treatment system requirements will be accommodated by the SLID system.

(See the attached model letter requesting this information from the respective servers). PLEASE ATTACH THEIR LETTER TO THIS APPLICATION. THIS APPLICATION WILL NOT BE COMPLETE WITHOUT THIS LETTER.

The Applicant must provide the following data of the wastewater treatment system that will be used:

- a. The facility has the designed capacity for pumping and treating _____ gpcd.
- b. The facility has a permitted capacity for _____ gpcd.
- c. The facility has an average demand or committed capacity for _____ gpcd.
- d. The facility has an excess capacity of _____ gpcd.
- e. This proposed development will require approximately 57,360 gpcd.

Note: The required LOS for potable water for Highlands County is:

Residence Type	Gallons per Capita per Day
RV Park	75
Mobile Home Park	100
Single Family or Multi-Family	120

If No, the proposed development will be served by an on-site wastewater tank system that will be designed to connect to a central wastewater treatment system when it becomes available. _____ Applicant's Initial

18. **Surface Drainage:** I (we) certify that storm water management will comply with the requirements of Section 12.13.104.F of the Highlands County Land Development Regulations (See County Engineer) and the applicable water management district regulations: ☒ Yes ☐ No _____ Applicant's Initial

Note: The required LOS for the County is premised upon the applicable water management district standards.

SFWMD:25-year/24-hour storm event (peak discharge, 25-year/36-hour)

SWFWMD:25-year/24-hour storm event (peak discharge, 25-year/24-hour)

*Applicants must utilize the appropriate water management district standards for drainage procedures and methods to assure that post-development run-off will not exceed pre-development run-off for a minimum of 24-year/24-hour storm event, and that Best Management Practices shall be utilized to meet or exceed state water quality standards. Direct discharge into designated outstanding Florida waters requires a treatment area 1.5 times standard area.

19. **Solid Waste Disposal:** The proposed development will be served by the Waste Connections refuse collection company.

Note: The required LOS for the County is based upon the landfill capacity to accommodate at least 5.21 pounds/person/day.

20. **Recreation and Green Space:** The recreation and green space LOS adopted by Highlands County will be met at the time of development which will include, in part, the following facilities, if any: _____

Note: The required LOS for the County is to provide adequate facilities to maintain a County-wide standard of 10 acres/1,000 population.

21. **Military Airport Zones (MAZ):** Is this property located in an MAZ? ☒ Yes ☐ No

If Yes, please indicate the area as MAZ I, MAZ II, or MAZ III _____.

SECTION VI: ADDITIONAL ZONING AMENDMENT INFORMATION:

22. **Owner's Affidavit:** Owner's Affidavit(s) must be completed and submitted as part of all applications.

23. **Agent's Affidavit:** Agent's Affidavit(s), if applicable, must be completed and submitted as part of all applications.

24. **Map Properties within 500 Feet:** Submit a map which delineates the boundary of the proposed development site and its location on the map. Include each parcel of land within **500 feet** of the property being considered in the application.

25. **List of Property Owners:** List all current property owners within a 500-foot radius of the property being considered for a rezone, including names, mailing and site addresses, and STRAP numbers of their properties. If the property being considered for a rezone is an area currently zoned Agriculture, the list must contain a minimum of 6 different property owners adjacent to or in the vicinity of the rezoning being requested (Attach separate sheets to this application).

26. **Land Survey:** A copy of the survey, showing all dedications or easements within the property that is the subject of the application, prepared by a Florida registered land surveyor may be required and attached to the application.

27. **Proposed Flexible Unit Development (FUD) or Planned Development (PD) – Site Plan, Resolution, and Letter of Intent:** A site plan, a draft resolution, and a letter of intent are required which indicate uses, density, building locations, streets, site access, off-street parking, water courses or bodies, buffers, setbacks (dimensions), and environmentally sensitive areas. (See Section 12.05.291 of the Code of Ordinances for FUD requirements and Section 12.05.290 for PD requirements.)

28. **Surrounding Property Owners:** Have you discussed this rezoning request with the surrounding property owners?
☒ Yes ☐ No

29. **Contract to Sell:** Is this property under contract to sell contingent on the rezoning? ☐ Yes ☒ No

30. **Proposed Multiple Zoning Changes:** If more than one zoning change is being requested, it is necessary to show the exact areas to be covered by the different zoning designations. The legal description, along with an illustration showing the dimensions, of each different zoning designation must be included (Attach to the application if applicable).

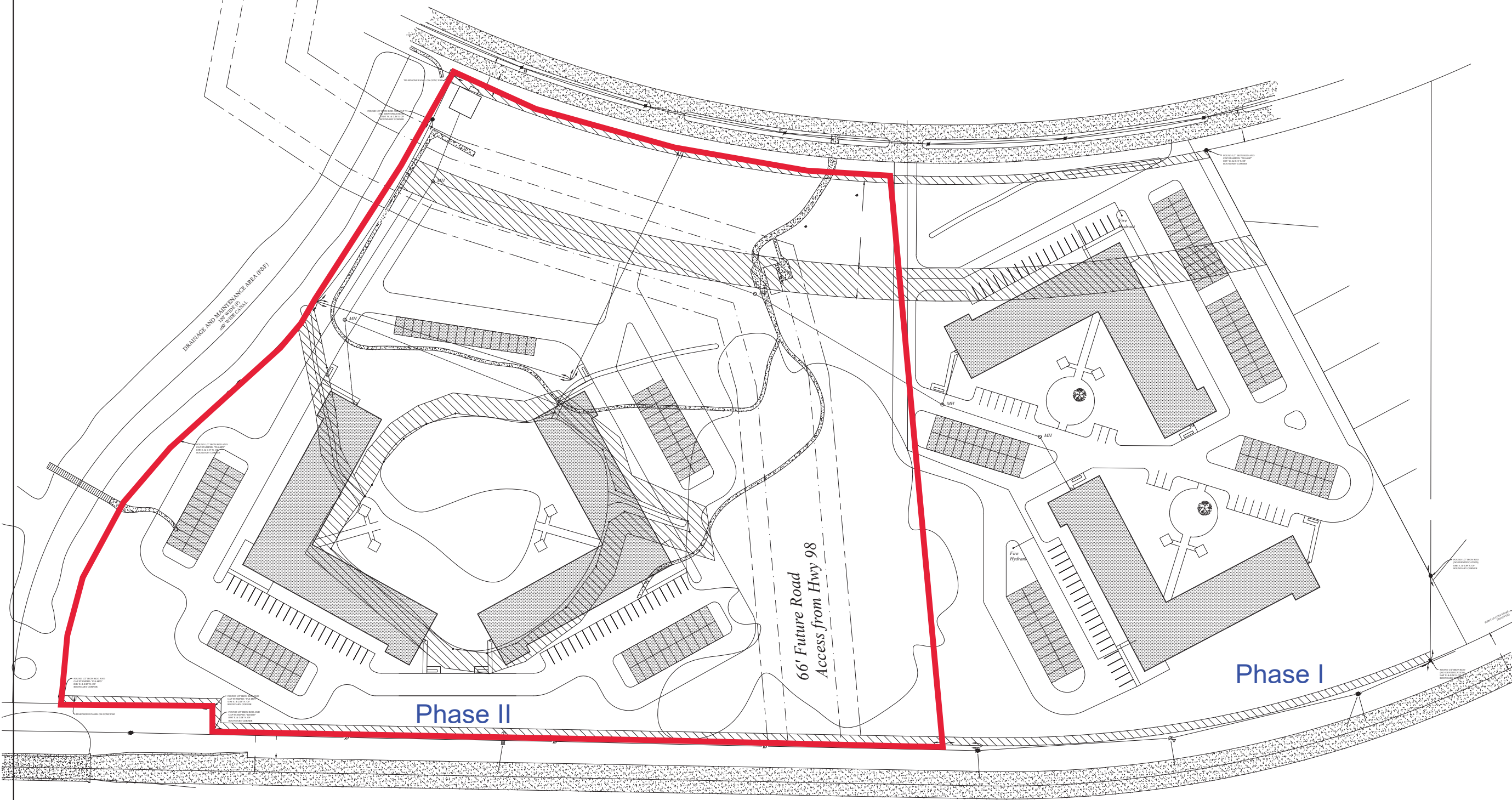
END OF APPLICATION

ATTACHMENTS:

- 1) Owner's Affidavit(s) or Corporation Affidavit
- 2) Agent's Affidavit(s)
- 3) Notarized authorization from each owner, as applicable (Form A)
- 4) Notarized authorization for agent to submit petition, as applicable (Form B)
- 5) Public Utility Information Request Format
- 6) Application Due Dates
- 7) Fee Schedule

Spanish Moss ECO Apartments

at Sebring International Golf Resort, Sebring, FL



Site Layout
Scale: 1" = 60'-0"

Cornerstone Architects, LLC

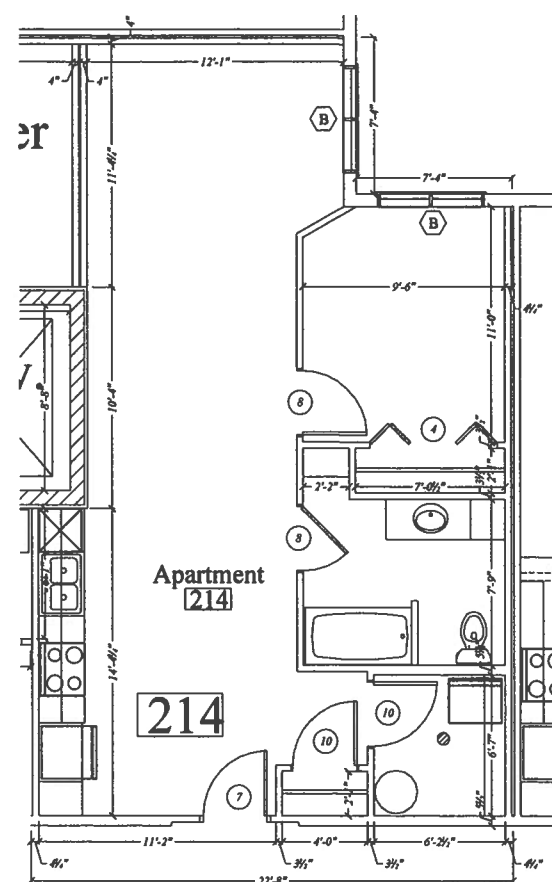
"Designing the Future"

6154 Sweden Boulevard
Punta Gorda, FL 33982
Voice: 888-343-0211 Email: brad@cornerstonearchitects.com

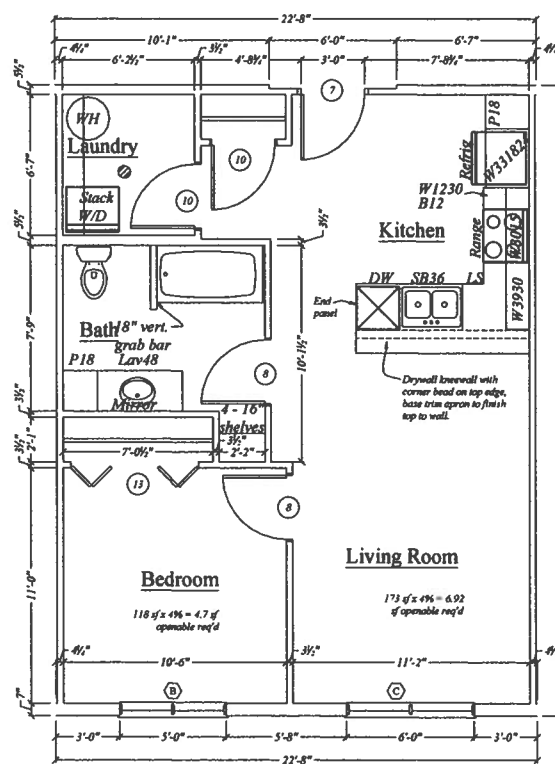
ECO Living Real Estate Development
Spanish Moss ECO Apartments (52 Unit Bldgs)
Highway 98, Sebring, FL 33876

Sheet Description	Site Layout
By: <i>hsk</i>	Scale: <i>As Noted</i>
Date: <i>3/28/21</i>	File: <i></i>
Last Revision: <i></i>	Revision Date: <i>10/22/21</i>

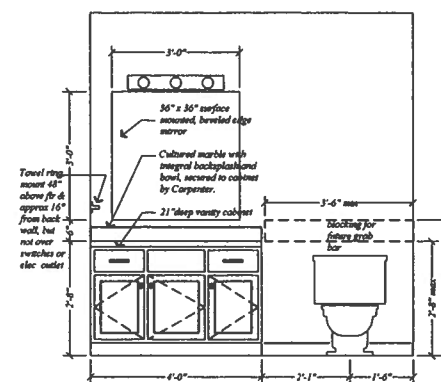
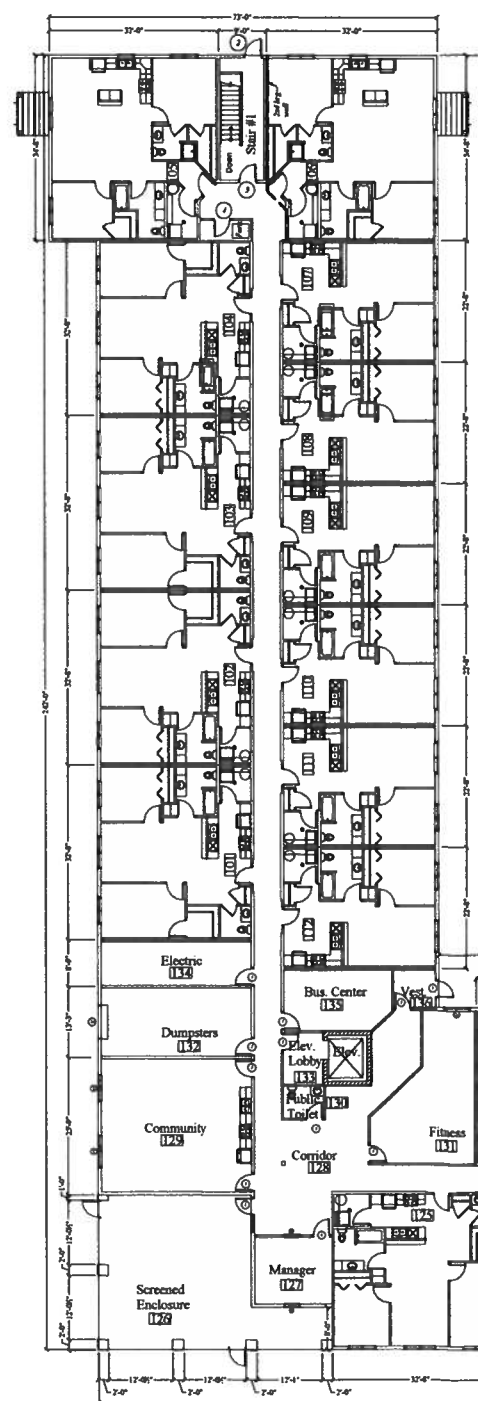
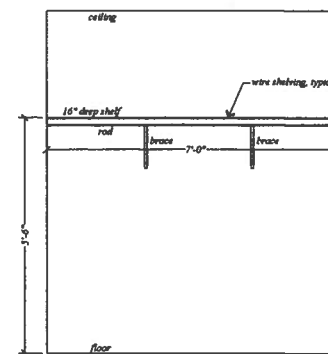
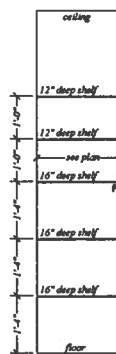
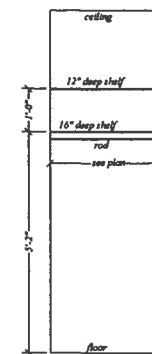
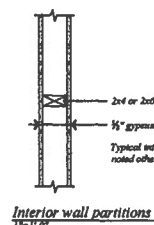
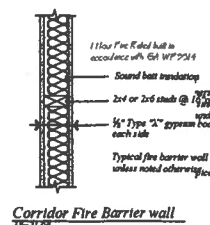
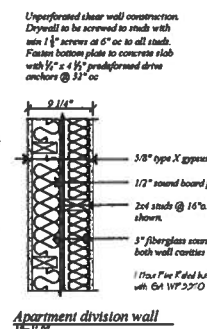
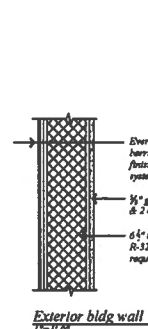
Sheet No. **A1**



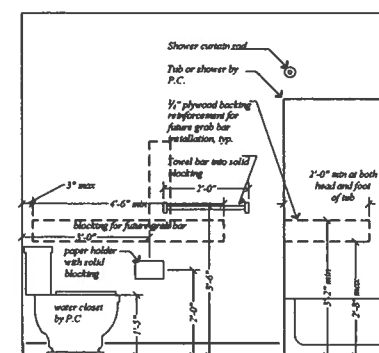
1 Bedroom Unit 214 Layout
Scale: 1/4" = 1'-0"



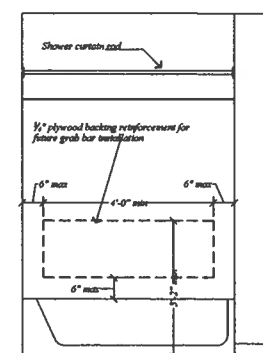
1 Bedroom - 670 sf
1 Bedroom Layout
Scale: 1/4" = 1'-0"



Bathroom elevation
1/2" = 1'-0"



Bathroom elevation
1/2" = 1'-0"



Bathroom elevation
12' x 12'

1st Floor Details:

1st Floor Area = 27,504 sq. ft.

25 Apartment Units:

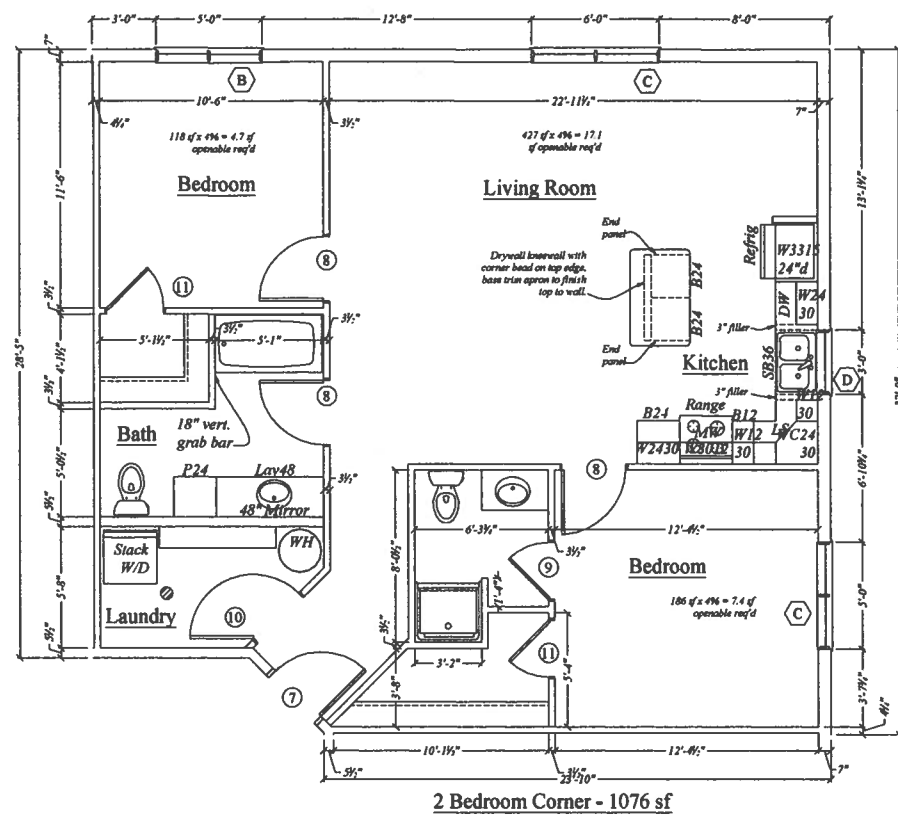
12 - 1 Bedroom (668 sq. ft.)

13 - 2 Bedroom (964 or 1083 sq. ft.)

Note: WHEDA Accessible units are to have a roll under cultured vanity top with oak support per detail on Sheet A2.2. No vanity cabinet.

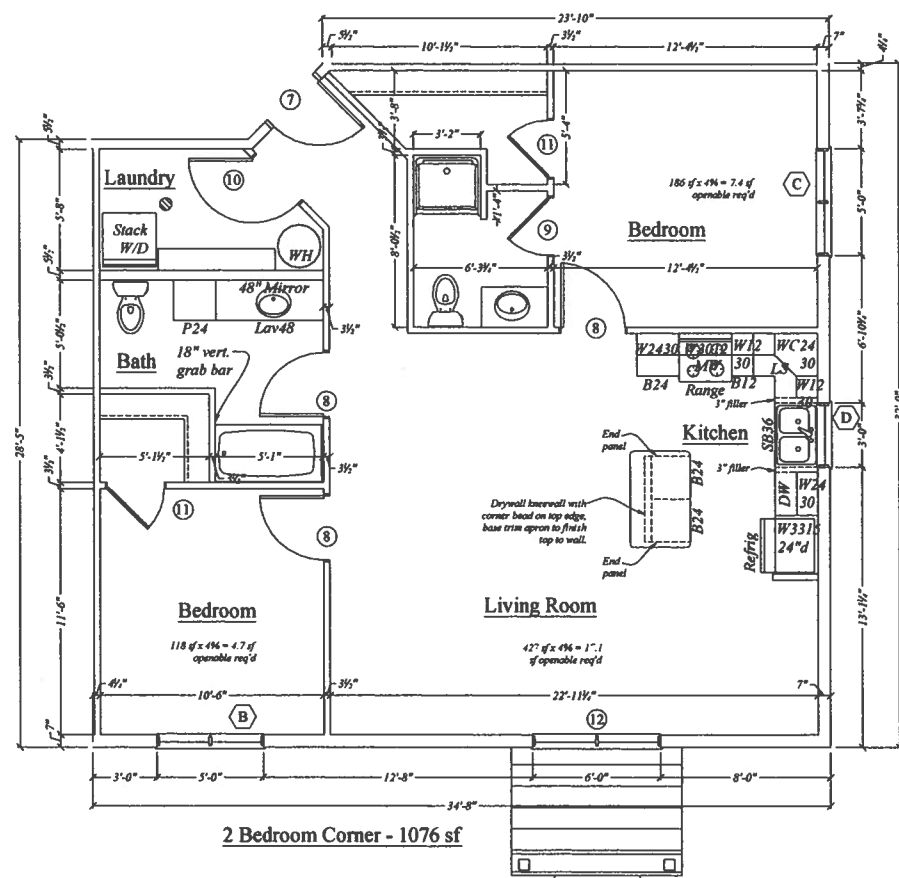


1st Floor Layout
Scale: 1/16" = 1'-0"



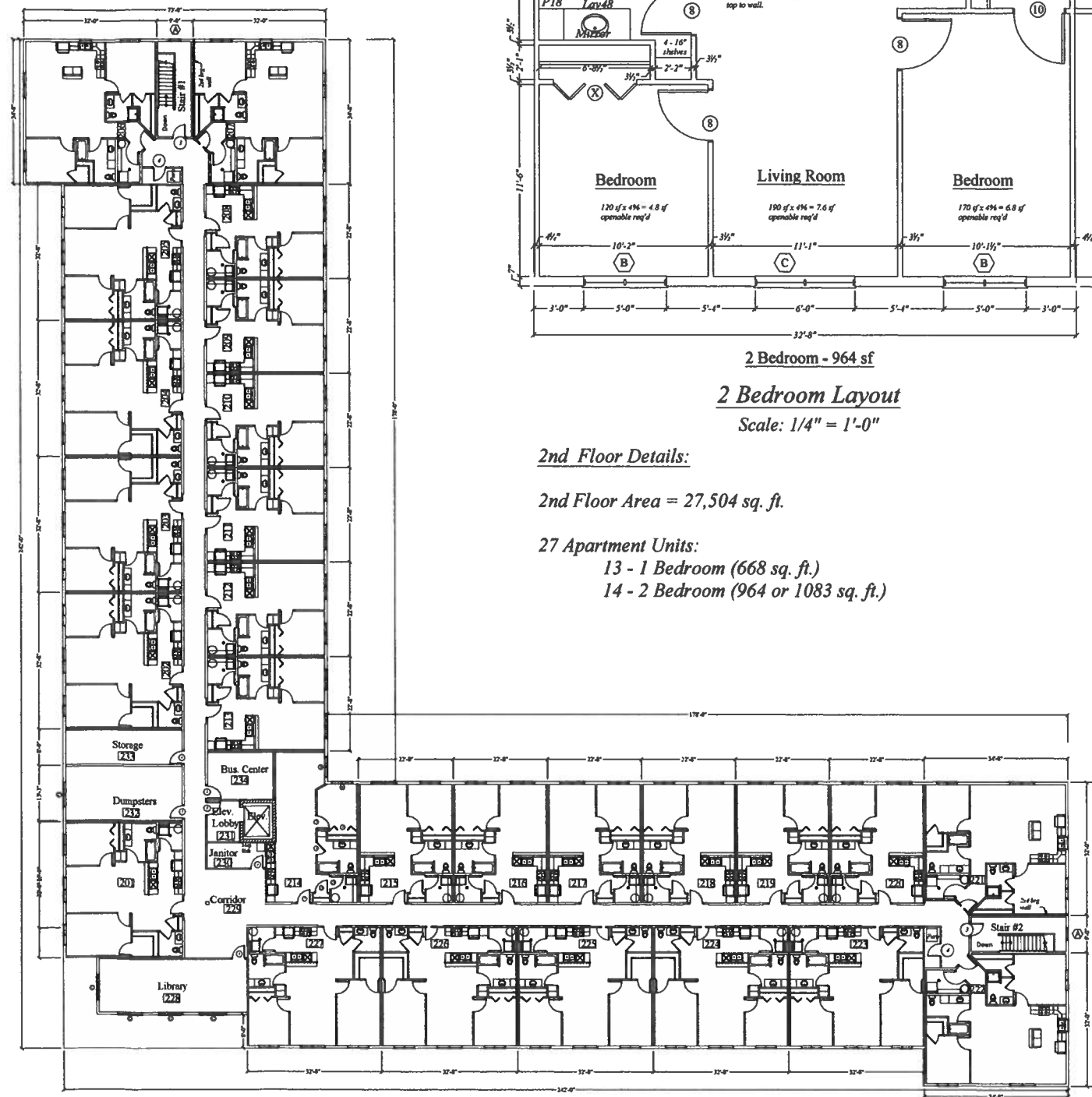
Corner 2 Bedroom Layout - 2nd Floor

Scale: 1/4" = 1'-0"



Corner 2 Bedroom Layout - 1st Floor

Scale: $1/4" = 1'-0"$



2 Bedroom Layout

Scale: $1/4" = 1'-0"$

2nd Floor Details:

2nd Floor Area = 27,504 sq. ft.

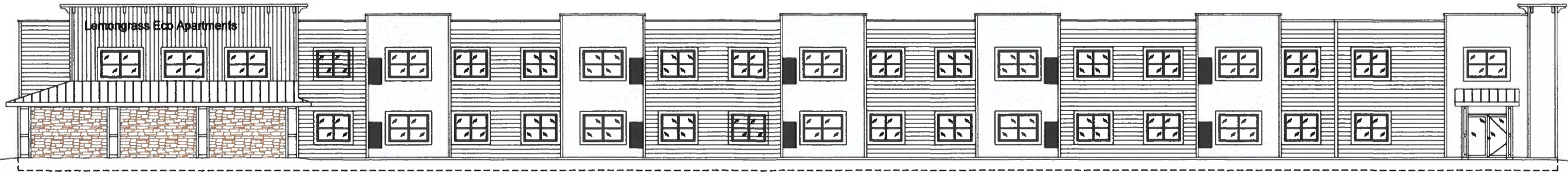
27 Apartment Units:

13 - 1 Bedroom (668 sq. ft.)

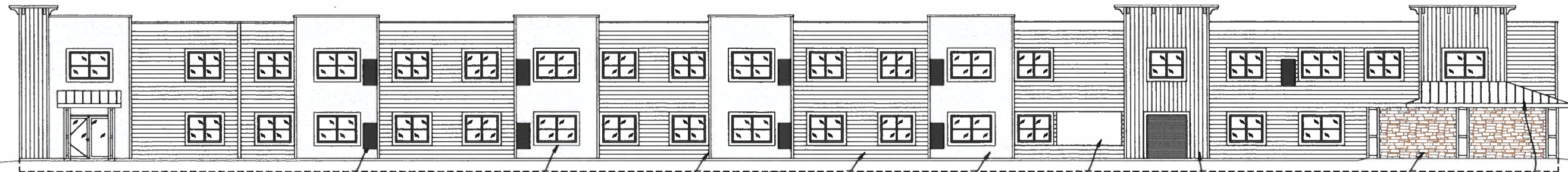
14 - 2 Bedroom (964 or 1083 sq. ft.)



2nd Floor Layout



Southeast Elevation
Scale: 1/8" = 1'-0"



MagicPak louver,
color matched with
sand texture.

5/8" thick x 5 1/4" wide
LP board accent
around all doors
and windows, white

5/8" thick x 3 1/4" wide
LP board accent,
white

8" wide horizontal lap
siding, cementious
finish, painted.

Sand texture,
cementious finish,
painted.

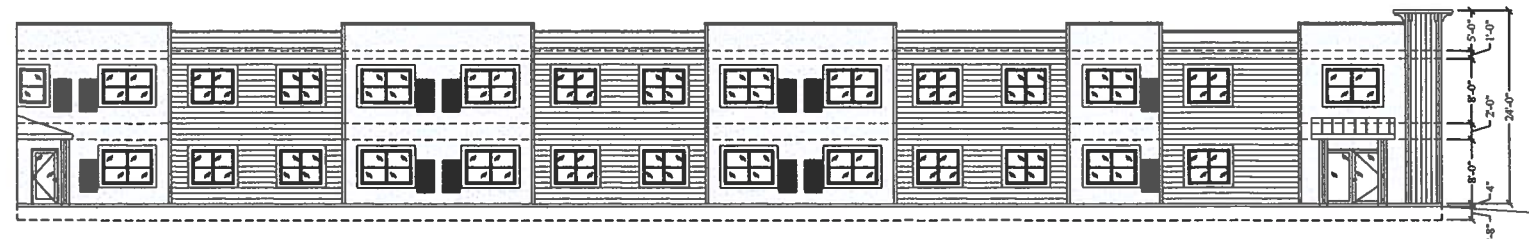
Electric service
entrance cabinets

Wood look, 8" wide
vertical board, Hardi
finish, dark brown.

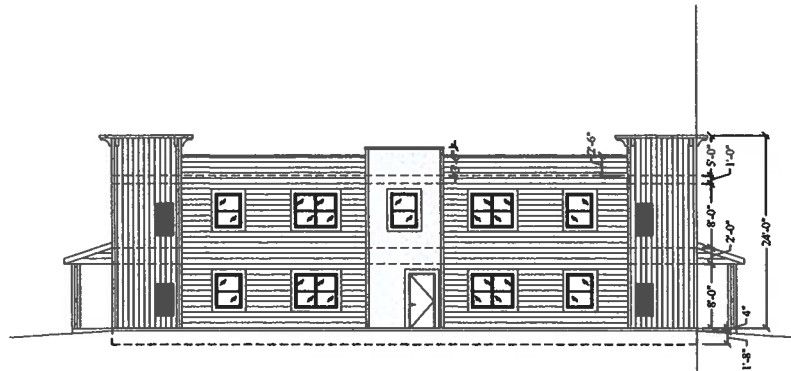
Perseta stone
vener wall panels,
field applied

Standing seam steel
roofing, painted finish.

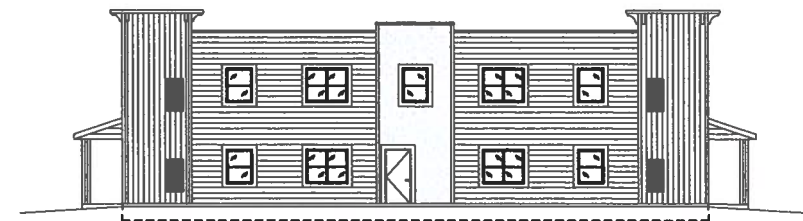
Southwest Elevation
Scale: 1/8" = 1'-0"



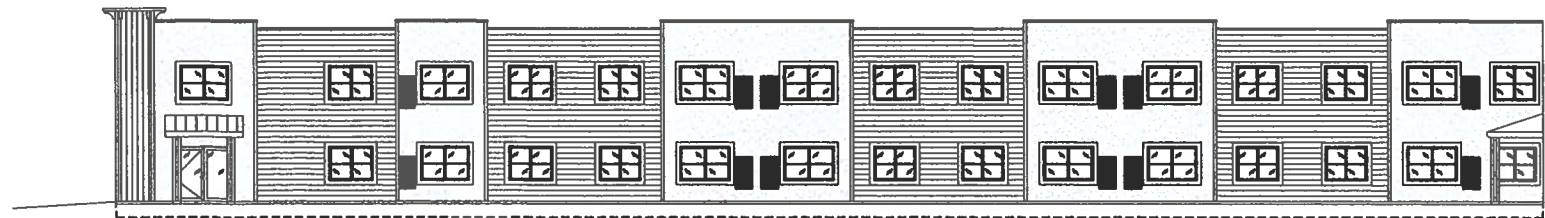
Northeast Elevation
Scale: 3/32" = 1'-0"



Northwest End Elevation
Scale: 3/32" = 1'-0"



Northeast End Elevation
Scale: 1/8" = 1'-0"



Northwest Elevation
Scale: 3/32" = 1'-0"

Cornerstone Materials, LLC
Commercial General Contractor

6151 Sweden Boulevard
Punta Gorda, FL 33982
Voice: 888-343-0211 Email: brad@cornerstoneinc.com

ECO Living Real Estate Development
Spanish Moss ECO Apartments (52 Unit Bldgs)

Duane Palmer Boulevard, Sebring, FL 33876

Project:	ECO Living Real Estate Development
Sheet Description:	Elevations
By:	ask
Date:	9/1/21
Scale:	As Noted
File:	
Revision:	
Revision Date:	

Sheet No. **A5**

RESOLUTION NO. 21-22-54

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE ZONING CHANGE FOR THAT PROPERTY IDENTIFIED BY THE HIGHLANDS COUNTY PROPERTY APPRAISER THROUGH PARCEL ID# C-15-35-30-070-P0J0-0010; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF ZONING CHANGE AND ZONING ATLAS 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 Highlands County Code of Ordinances, Section 12.03.401, the Property Owner of that property identified by the Highlands County Property Appraiser through Parcel ID# C-15-35-30-070-P0J0-0010 (Property), has requested a change to the existing zoning classification on the Property for the specific purposes of furthering residential objectives; and

WHEREAS, the County has determined that the proposed zoning change is consistent with FLU Policy 1.1.A., which states that the Future Land Use Element shall be used as a common framework to govern land use decisions by the public sector and to guide the development activities of the private sector; and

WHEREAS, the County has determined that the proposed zoning change is consistent with the goals, objectives and policies of the Highlands County 2030 Comprehensive Plan (Plan); and

WHEREAS, the County has determined that Environmental Clearance, pursuant to NRE Policy 3.3 of the Plan, is not required for the proposed zoning change; and

WHEREAS, the County has determined that the Archaeologically Sensitive Areas Map of the Conservation Overlay Map series of the Plan and the Florida Master Site File indicate that there are no known cultural resources on the Property and the proposed zoning change does not require Historical and Archaeological clearance, pursuant to FLU Policy 7.1 of the Plan, NRE Policy 1.3 of the Plan and the Highlands County Land Development Regulations; and

WHEREAS, all future development actions for the Property shall be made to conform to applicable Plan policies and to the County's Land Development Regulations in effect at the time of any development.

NOW, THEREFORE BE IT RESOLVED, by the County, after public hearing and comment that:

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 Zoning Change and Zoning Atlas Amendment.

A. The zoning designation for that Property identified by the Highlands County Property Appraiser through Parcel ID# C-15-35-30-070-P0J0-0010 and as more particularly described as:

A portion of Parcel "J" of Spring Lake Village VII, as per plat recorded in Plat Book 11, Page 7, of the Public Records of Highlands County, Florida, being more particularly described as follows: Commence at the Northwest corner of Parcel "J" of said subdivision, said point lying on the South Right of Way line of Duane Palmer Blvd. and on the arc of a curve concave to the North; thence in an Easterly direction and along the arc of said curve to the left and along said Right of Way line (curve having for its elements a radius of 1571.46 feet, a central angle of 10 degrees 56'17", and a chord bearing of South 72 degrees 21'13" East) a distance of 300.00 feet for a Point of Beginning; thence continue in a Easterly direction and along the arc of said curve to the left (curve having for its elements a radius of 1571.46 feet and a central angle of 9 degrees 28'45") a distance of 259.99 feet; thence South 05 degrees 22'27" East, a distance of 710.66 feet to a point on the North Right of Way line of U.S. Hwy 98; thence North 88 degrees 53'16" West, and along said Right of Way line, a distance of 908.85 feet; thence North 01 degree 06'45" East, a distance of 30.00 feet; thence North 88 degrees 53'15" West, a distance of 189.51 feet to a point on the Easterly Right of Way line of a Drainage and Maintenance Area, said point lying on the arc of a curve concave to the Southeast: thence in a Northeasterly direction and along the arc of said curve to the right (curve having for its elements a radius of 456.29 feet, a central angle of 46 degrees 09'35", and a chord bearing of North 24 degrees 11'32" East) a distance of 367.60 feet to the Point of Tangency of said curve; thence North 47 degrees 16'20" East, a distance of 94.45 feet to the point of curvature of said curve concave to the Northwest; thence in a Northeasterly direction and along the arc of said curve to the left (curve having for its elements a radius of 1090.40 feet and a central angle of 07 degrees 51'11") a distance of 149.45 feet; thence South 72 degrees 50'13" East, a distance of 330.09 feet; thence North 25 degrees 50'49" East, a distance of 320.27 feet to Point of Beginning.

is hereby changed from AU (Agricultural District) and Multiple-Family Dwelling including Motel and Hotel District (R-3) to Multi-Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD).

B. The official Zoning Atlas of the County is hereby amended to reflect that the zoning for the Property is Multi-Family Dwelling including Motel and Hotel District with a Planned Development (R-3 PD).

C. At the time of development on the Property, the Property Owner, or a representative thereof shall submit a traffic study and such other requirements imposed during the development review process.

SECTION 3. General Condition, Restrictions and Limitations. This R-3 PD shall be subject to the conditions, restrictions, and limitations stated in Sections 12.05.213 and 12.05.290 of the Highlands County Code of Ordinances (hereinafter referred to as the “Code”), except as expressly modified as follows:

1. The underlying or base zoning regulations for this PD District shall be the R-3 District and any use or allowance not specified herein will be as defined in the R-3 District as provided in Section 12.05.213 of the Code.
2. This R-3 PD shall be used for a multi-building, multi-family residential development that will include 2 apartment buildings and 5 detached, multi-unit private storage garages buildings.
3. This Property consists of the second phase (Phase 2) of the Spanish Moss ECO Apartments project.
 - Residential Units. There shall be a maximum of 104 residential living units arranged in the 2 buildings in this Phase 2.
 - Detached Private Storage Garages. There shall be a maximum of 110 detached private storage garages in 5 buildings in this Phase 2.
4. The approved PD site development plan for this R-3 PD, pursuant to the requirements set forth in Section 12.05.290 of the Code is attached hereto as “**Exhibit A**”. The property shall be subject to the County Code for final site plan approval.

SECTION 4. 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 5. Savings Clause. All prior actions of Highlands County pertaining to P&Z 2096, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 6. 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 7. Conflicts. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 8. 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 9. Effective Date. This Resolution shall take effect immediately after adoption.

DONE AND ADOPTED, this 1st day of February, 2022.

BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA

By: _____
Kathleen G. Rapp, Chairperson

(SEAL)

ATTEST:

Jerome Kaszubowski, Clerk

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 1, 2022

**PRESENTER: Leah Sauls, Development Services Director
Clinton Howerton, County Engineer**

SUBJECT/TITLE: Impact Fee Study Discussion and Request for Direction.

STATEMENT OF ISSUE

On September 5, 2006, the County adopted their Impact Fee Ordinance (05-06-44). The ordinance has been amended several times since the September 2006 adoption date. The Board suspended impact fees on an annual basis beginning in 2009. On June 24, 2014, the Board suspended the Impact Fees from July 1, 2009 – June 30, 2017 (Ordinance 13-14-09).

Currently, Impact Fees are under a moratorium until June of 2022.

Staff is seeking direction from the Board regarding moving forward with an update to the Impact Fee Study.

RECOMMENDED ACTION

Move to precede with an Impact Fee study update and set a budget for the study.

FISCAL IMPACT

The fiscal impact is an estimated decrease of \$116,500 to Fund 005 (General).

Attachments: [Duncan-KHA Highlands Co impact fee update.docx](#)
[Impact Fee Presentation Feb 22 - public.pptx](#)



December 21, 2021

Leah Sauls, Development Services Director
Highlands County
501 S. Commerce Ave.
Sebring, FL 33870

Sent via email to lsauls@highlandsfl.gov

RE: Quote for Impact Fee Study Update

On behalf of Duncan Associates and Kimley-Horn, I am pleased to submit our proposal to assist the County in updating your impact fees for transportation, schools, parks, libraries, fire rescue, EMS, law enforcement, and correctional facilities.

Duncan Associates, headquartered in Austin, Texas, is one of the nation's leading impact fee consultants. We have extensive experience in Florida, which accounts for over a quarter of our current and previous clients, including Highland County's most recent update in 2010. Kimley-Horn brings to the team specialized expertise in transportation planning, modeling, GIS, and construction cost estimation. Our firms have worked together on impact fee projects for Polk, Charlotte, and Citrus County. Although Duncan Associates would normally be the lead on a joint impact fee project like this, we could also be a subconsultant to Kimley-Horn under their ongoing contract with the County.

Our understanding of this project, and the basis for our proposed cost estimate, is that it will not involve any fundamental changes to the methodology or geographic structure of the County's impact fee system, which is currently based on our 2010 study. An example of a fundamental change would be shifting to a plan-based methodology, such as a mobility fee for transportation (revenue from a consumption-based fee can be spent on multi-modal improvement without being based on a mobility plan). Another major change would be adding new service areas for which separate fees would need to be calculated.

Please let me know if you have any questions.

Sincerely,
DUNCAN ASSOCIATES

A handwritten signature in black ink that reads "Clancy Mullen". The signature is written in a cursive, flowing style.

Clancy Mullen
President

Scope of Services

Project Understanding and Approach

The purpose of this project is to assist Highlands County in updating its impact fees for transportation, schools, parks, libraries, fire rescue, emergency medical services, law enforcement and public buildings. Our understanding is that no fundamental changes will be made to the methodology or geographic structure of the County's impact fee system, which is currently based on our 2010 study. An example of a fundamental change would be shifting to a plan-based methodology, such as a mobility fee for transportation (revenue from a consumption-based fee can be spent on multi-modal improvement without being based on a mobility plan). Another major change would be adding new service areas for which separate fees would need to be calculated.

Coordination with Other Jurisdictions. It is anticipated that the County will ensure that the School Board will be informed in advance on all impact fee meetings and hearings where the school component is to be discussed, have the opportunity to be present when Commissioners are briefed on school impact fee issues by the consultant, and have access to the consultant on issues related to school impact fees, as long as the County is informed of all communications. Consultant also intends to rely on County staff to facilitate communication with the fire districts.

Task 1: Project Organization/Data Collection

The first task of the project will involve project organization and the initiation of data collection. Immediately upon contract execution, the consultant will work with the County's project manager to schedule one or two teleconference or videoconference meetings with key County and School Board staff. At these initial organizational meetings, the consultant and staff will discuss key contacts and communication protocols, potential policy or technical changes to address issues related to impact fee structure or administration, recent changes to state law restricting phasing of impact fee increases, project timeline, and other relevant considerations.

A significant amount of local data is required for any impact fee study. Prior to the organizational meetings, consultant will provide an initial list of data needs, recognizing that some desired data may not be readily available. Data availability and responsibilities for providing that data will be discussed at the meetings.

At the conclusion of the task, the consultant will prepare a memorandum summarizing the organizational framework for the project, accompanied by a revised list of data needs to be provided by the County and School Board. The Project Organization Memorandum will be delivered to the County and School Board project managers within two weeks of the organizational meeting.

Deliverables:

- Initial Data Needs List*
- One or Two Remote Project Organization Meetings*
- Project Organization Memorandum*
- Revised Data Needs List*

Task 2: Staff Review Draft

This task entails the preparation of an initial draft of the impact fee analysis for staff review. This report will contain all of the elements needed to calculate updated transportation, schools, parks, libraries, fire rescue, emergency medical services, law enforcement, and corrections impact fee schedules. These include current demand factors by land use type, appropriate level of service standards to ensure that new development is not charged for a higher level of service than existing development, reasonable capital facility costs and appropriate revenue credits to ensure that new development is not charged twice for the same level of service. The study will comply with the requirements of the Florida impact fee statute and case law.

The methodologies used to calculate the fees and the service area structure will reflect the basic approach used in the 2010 study, although minor modifications to the fee calculations and schedules may be made as desired by the County and School Board or as needed to incorporate the most current relevant data. The methodologies will be clearly explained, and data sources will be documented.

Deliverable: Staff Review Draft Impact Fee Study

Task 3: Public Review Draft

Following receipt of staff comments, the consultant will make appropriate amendments to the study and prepare a public review draft. Consultant will also suggest to legal staff any changes to the County's impact fee ordinance needed to implement the updated study.

Deliverables: Public Review Draft Impact Fee Study

Task 4: Final Study

Prior to the adoption public hearing, consultant will make appropriate amendments to the study to respond to critiques, comments, policy directions or other input via public meetings or other communications from the County Commission, School Board, stakeholders, and the public and prepare the final impact fee study. The final study, including all supporting spreadsheets, will be delivered to the County in electronic format (Word, Excel, and Adobe Acrobat). Consultant will also suggest to County legal staff any additional changes to the County's impact fee ordinance needed to implement the final study.

Deliverables: Final Impact Fee Study

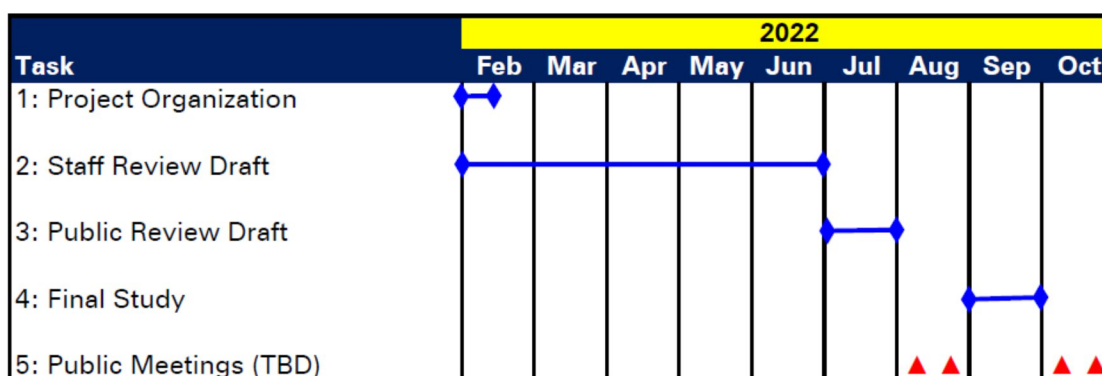
Task 5: Public Meetings

Throughout the project, the consultant will be available to participate in public meetings to present the study findings to the public, stakeholders, advisory committees, School Board and/or Board of County Commissioners, as directed by the County. It is anticipated that consultant participation will be remote via videoconference, although in-person attendance may also be arranged. Consultant will prepare presentation materials as needed for such meetings.

Project Schedule and Budget

Project Schedule

A realistic time schedule for this project is illustrated below. The Consultant will deliver the staff review draft within five months of the organizational meeting, assuming that County and School Board staff provide all the required data within two months of the organizational meeting. If the project organization meeting is held in early February, for example, the initial report would be delivered for staff review in early July. If County and School Board staff can provide their comments within two weeks, the public review draft would be delivered by early August. The remaining schedule would depend on the number and scheduling of public meetings.



Project Budget

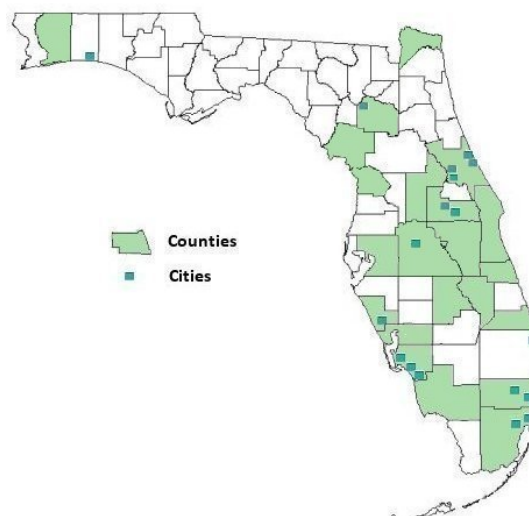
The Consultant will perform the tasks described in the Scope of Services for the following fixed fees by task, with a total fixed-fee budget for the updated study of \$95,500. This excludes participation at public meetings, which will depend on the number and types of meetings, to be billed based on \$1,750 per meeting for remote participation and \$3,500 per meeting for in-person attendance. The County will be billed monthly, based on the percentage completion of tasks.

Task	Budget
1: Project Organization	\$4,000
2: Staff Review Draft	\$72,500
3: Public Review Draft	\$11,500
4: Final Study	\$7,500
Total Fixed Fee	\$95,500
5: Public Meetings (TBD)	n/a
Total Budget	n/a

Additional services will be provided as negotiated or on an hourly basis. Duncan Associates' standard rate is \$175 per hour. Kimley-Horn's rates are those set out in their contract with the County.

Duncan Associates Experience

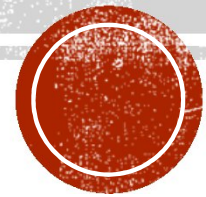
Duncan Associates has prepared impact fee studies for 149 jurisdictions across the country, including 35 in Florida. The types of facilities addressed in our Florida impact fee studies are summarized in the matrix below. The map to the right shows the location of Florida cities and counties that are current or previous impact fee clients.



Client	Roads	School	Parks	Lib.	Fire	EMS	Police	Jail	Govt
Alachua County		•							
Belle Isle	•		•				•		
Bonita Springs	•		•						
Brevard County			•		•		•		
Broward County		•							
Cape Coral	•								
Charlotte County	•		•	•	•	•	•	•	•
Citrus County	•	•	•	•	•	•	•		•
Collier County		•						•	
Daytona Beach	•		•		•		•		•
DeLand			•		•		•		•
Deltona	•		•		•		•		•
Destin	•		•	•			•		
Estero	•								
Fort Lauderdale			•						
High Springs	•		•		•		•		•
Highlands County	•	•	•	•	•	•	•	•	
Hillsborough County	•	•	•		•				
Indian River County	•	•	•	•	•		•	•	•
Lake County	•		•	•	•				
Lee County	•	•	•		•	•			
Levy County	•				•				
Martin County				•					•
Miami/Dade County		•	•						
Nassau County			•		•		•		•
New Smyrna Beach	•								
North Bay Village							•		
North Port	•		•		•		•		•
Okeechobee County	•	•			•	•	•		
Orange County	•	•	•		•		•		
Osceola County					•				
Palm Beach Gardens	•		•		•		•		
Plantation			•	•	•		•		•
Polk County	•	•	•	•	•	•	•	•	
Santa Rosa County	•		•				•		
	23	11	25	9	21	6	20	5	11

IMPACT FEE DISCUSSION

Leah Sauls, Development Services Director
Clinton 'Gator' Howerton, Jr., County Engineer
February 1, 2022



WHAT IS AN IMPACT FEE?

A fee to assist in maintaining a community's level of service standards for public facilities in response to the increased demand that is generated from new development.



WHO IS ASSESSED?

An entity (developer) who generates an impact to public facilities from new development.



COLLECTION OF IMPACT FEES

- Impact fees are typically assessed countywide at pre-development and collected before a certificate of occupancy is issued.
- Impact fees are typically assessed on square footage and type of dwelling unit.
- Impact fees may only be collected for the purposes identified and must be retained in separate interest-bearing accounts for each service area.



USE OF IMPACT FEES

- The fees may only be used for the purposes for which they were collected and must be spent in the service area in which they were collected.
- Impact fees cannot be used for operating or maintenance purposes.



EXEMPTIONS TO IMPACT FEES

- Development that does not impact a capital facility
- Development that obtains a waiver for affordable or workforce housing.
- Such other or further exemptions determined to be in the best interest of the County.



BASIS FOR IMPACT FEES

- Impact fees must meet the Dual Rational Nexus Test
- Local governments must:
 - (1) establish that a portion of a capital facility's consumption is connected to new development, and that the portion can be measured;
 - (2) establish a Capital Improvements Program that demonstrate a Level of Service will be met;
 - (3) establish service areas that ensure the benefit is received to the area from where the fees were paid;
 - (4) establish separate trust funds by infrastructure type and service area;
 - (5) issue refunds, if the fees that are collected are not used in a reasonable time.

Slide 7 of 11



IMPACT FEES AND DEVELOPMENT

- Do impact fees slow development?
- Impact fees create paced, self-supporting growth.
- Impact fees increase the cost of new and existing homes, \$1 increase for every \$1 of fee.¹
- According to the National Home Builders Association, less impact fees encourage more development, and therefore an overall increase to the general fund and associated funds.²

SOURCES: ¹FLORIDA STATE UNIVERSITY: THE JAMES MADISON INSTITUTE & ECONOMIST GREGORY BURGE AND KEITH IHLANFELDT

²NATIONAL ASSOCIATION OF HOME BUILDERS, IMPACT FEE HANDBOOK BY DPGF; PUBLISHED 2008, UPDATED 2016

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HIGHLANDS COUNTY IMPACT FEE HISTORY:

- September 5, 2006 - Impact fees were last adopted
- January 1, 2007 – Impact fees were implemented for Correctional Facilities, Law Enforcement, Fire Rescue, EMS, Libraries, Parks and Recreation, Schools, and Transportation
- July 1, 2009 - Impact Fees were suspended
- HC Impact Fee Status: Under a moratorium until June 2022, the moratorium is renewed annually.



STEPS TO REINSTATING IMPACT FEES:

- Commissioner consideration, establishing goals and objectives (Today)
- Complete an Impact Fee study (Nexus Study)
- Incorporate Capital Improvement Program
- Establishing Service Areas
- Draft ordinance
- Conduct public hearings
- Adoption of fees
- Fee Implementation, collection and administration
 - Florida Statutes, Section 163.31801(6) governs impact fees and limits impact fee increases.



REQUEST FOR DIRECTION & QUESTIONS

Thank you

Slide 11 of 11



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: 12/21/2021

PRESENTER: Laurie Hurner, Assistant County Administrator & ARPA Project Manager

SUBJECT/TITLE: ARPA Disaster Facilities Project

STATEMENT OF ISSUE

Over the past five years, Highlands County has reached a population exceeding 100,000. As we have grown it has become apparent we do not have adequate shelter facilities for two very important sub sets of our population during a disaster: those with documented special needs and those seeking shelter with their pets. Due to recent state legislation the pet shelter has become a priority as we do not have one in the county.

Over the last year COVID has brought about additional reductions in our current sheltering abilities due to social distancing requirements and additional break-out areas for those needing to be isolated from the general population of the special needs shelter. This project will provide adequate room for additional special needs citizens to be housed safely and provide a location for those seeking shelter with their pets. During other times these facilities will be available for rental by county divisions, other county entities and citizens who are looking for mid-size meeting facilities at a reasonable rental fee.

FISCAL IMPACT

Five million dollars of ARPA money has been ear marked for this project. There will be no fiscal impact on the General Fund.

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 01, 2022

PRESENTER: Sherry G. Sutphen, County Attorney

SUBJECT/TITLE: County Attorney Status Report

STATEMENT OF ISSUE

Attached is a copy of the pending items on the County Attorney File Log as of January 25, 2022.

RECOMMENDED ACTION

None. This is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [COUNTY ATTORNEY LOG.pdf](#)

County Attorney Log

	Commissioner Priority	RECEIVED FROM	REQUEST	STATUS
1	Priority 7	Sarah Albritton	Review Lincoln Heights Park Lease Agreement	Assigned SS/Under review
2	Priority 4	Clinton Howerton	Sebring Parkway Maintenance Agreement	Assigned SS/Under review
3	Priority 7	David Nitz	Tract J project	SS-Need more info
4	Priority 4	Karen Lepera	Community Garden in Special District	SS/MR-Need more info
5	Priority 4	Tanya Cannady	Volunteer Fire Districts & Hickory Hill	SS-Under review
6	Priority 4	Clinton Howerton	Lot Splitting	SS-under review
7	Priority 5 & 7	Clinton Howerton	Recycling Site Agreement Interlocal	SS-under review
8	Priority 7	Jonathan Harris	W. County Line Rd. Agreement	SS-Under review
9	Priority 4	Ric Fleeger	Girl Scout Building Lease	MR-Need more info
10	Priority 4	Garrett Roberts	Knox Box Ordinance	SS-Under review
11	Priority 4	Laurie Hurner	UF Highlands Faculty Staff MOU	SS
12	Priority 4	Randy Vosburg	Soil & Water Conservation District	SS
13	Priority 8	BOCC	IMWID Letters/Easements	SS
14	Priority 4	David Nitz	Heart of FL Legal Aid Society Agreement	MR
15	Priority 4	Thomas Haralson	Sketchup Pro License Agreement	MR
16	Priority 4	Sarah Beth Rogers	CareNet Contract	MR

Assigned – will be followed by initials of attorney

Under Review – being worked on by attorney

Additional Information Needed – information being sought

Meeting Scheduled or Needed – meeting scheduled or coordination underway

Pending – newly provided without sufficient time to assign or perform cursory review

Blank – lacking information and detail when added to log

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER: Randy Vosburg, County Administrator

SUBJECT/TITLE: Commissioner's Priorities and the Project Status Report

STATEMENT OF ISSUE

Attached are the copies of the Commissioner's Priorities and Project Status Report as of January 18, 2022.

RECOMMENDED ACTION

This information is being provided for informational purposes

FISCAL IMPACT

No Fiscal Impact.

Attachments: [Status - Project Updates \(FINAL\) 02.01.2022.pdf](#)
[Status - Commissioner's Priorities \(FINAL\) 02.01.2022.pdf](#)

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
1	Engineering	Sebring Parkway Phase IIA	Construction began 10/12/2020 - On Schedule	Construction Final Completion	09/01/22
2	Engineering	Sebring Parkway Phase IIB	Construction began 10/12/2020 - On Schedule	Construction Final Completion	09/01/22
3	Engineering - Road & Bridge	Lacey Hills Improvement Projects	No change	Included in Carter Creek Watershed Study area. Awaiting results from study.	Pending funding
4	Engineering - Road & Bridge	Evaluation of Sebring Falls drainage issues	No change	Included in Sebring Watershed Study. Awaiting results from study.	Pending funding
5	Road & Bridge - Engineering	Memorial Drive Culvert Replacement and Extension PROJECT	Working with consultant for dewatering portion	Bid Project	Ongoing
6	Engineering	Heron St. Roadway Improvements - Project #18007	Held Pre-Construction Meeting	Tentative Start of Construction	Ongoing
7	Engineering	W. Stryker Rd. Roadway Improvements - Project #18008	100% Design Complete	Bid Project	Ongoing
8	Engineering	CR 623 Improvements - Project #18009 (Kenilworth Blvd)	Contractor & FDOT approval of revised contract.	BOCC approval of contract	Ongoing
9	Engineering	19016 Sun N Lake Sidewalk -LAP project		Approval of BID documents	Ongoing
10	Economic Development	Econ. Dev. Strategic Plan Progress Update	Implementing Strategic Plan Initiatives	Still working on ESF 18 functions (lighter), pushing out information relating to the new stimulus packages and resources for businesses. Working with multiple industrial prospects doing due diligence on property acquisition and project viability. Also working with marketing firm to implement marketing/communications plan. Looking into infrastructure grant opportunities for strategic site development. As part of the ARPA funding allocation \$4.5M will be put toward broadband infrastructure. A RFI was issued Dec. 28 and a RFP will be issued shortly after the RFI closes. Early February should see the RFP advertised.	Ongoing
11	Community Programs	Homeless Roundtable Update	Samaritan's Touch Care Center has identified a building for the resource center and overnight shelter. Funding will need to be raised to lease the building and perform the remodel.	Homeless Taskforce Meeting	Ongoing
12	Legislative Affairs & Grants	Broadband/ Highspeed Internet	Actively working with Econ. Dev & IT, as well as Spring Lake to develop plan for grants to begin work in the area.	To monitor Office of Broadband and State initiatives	Ongoing

13	Public Safety Director	Progress on development of Fire/EMS Department	Highlands County Fire Rescue continues to evolve , 3 new rescue units and 1 chassis re-mount on order. 1 Air/Light unit on order. We are awaiting ETA's on deliver of the rescues due to supply chain issues and chassis delays. Construction and planning continues on fire stations. Station 20 and Station 36 along with several construction projects at existing stations	Continuing project management and follow up.	Ongoing
14	Sarah Albritton/ Ric Fleegeer	Hurricane shelter upgrades including a Pet-Friendly shelter	Animal Control Remodel scope changed to include animal only shelter	Met with animal control staff to determine new scope. Received animal shelter design from architect. Still pending site design. Haywood Taylor Blvd property was purchased (July 2021) for future campus complex to include human/animal shelter.	TBD
15	Casey Hartt	Planning for family-oriented tourism assets utilizing 3rd penny tourism tax	Work with TDC to utilize Sports Audit to bring suggestions for enhancements of current Sports Facilities to Board for approval	Staff is looking to meet with leadership to establish goals and objectives in a post-Covid environment.	Ongoing

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 1	Leah Sauls	Sell Highlands Regional & use funds for endowment for non-profits	BOCC and the Hospital District Board approved resolutions supporting changes to FS 155.40, and Staff have submitted those resolution to Rep. Tuck's office. Additionally an email has been prepared to be sent to the other counties who will be affected by the changes to the statute, requesting that they adopt similar resolutions. Staff have met the new CEO of Highlands Regional.	Met with the new CEO of Highlands Regional, and bring him up to speed. Follow the progress of the bill through the State Session. Intend to find a specialized appraiser to just represent HCBOCC. Map a plan for funds after the sale of the facility.	TBD
Priority 2	Leah Sauls	Develop a plan of action for utility extensions	Utility line maps have been compiled by Kimley-Horn into GIS format which has been shared with County GIS Team. Testing completed for all locations, except City of Sebring, and hydraulic modeling has commenced.	Kimley-Horn working on suggested next steps/deliverables for ongoing efforts and implementation. Hydraulic modeling for Lake Placid, Spring Lake, and Sun N' Lake have been completed. Kimley Horn is still combining the paper maps from Sebring. Sebring hydraulic modeling is the last part to be completed by summer 2022.	Ongoing
Priority 3	Laurie Hurner/Tanya Cannady	Build reserves to 3.5 Months and plan for a millage reduction	Continuing to monitor the current COVID-19 situation and the immediate and anticipated financial impacts. OMB engaged PFM to assist with future revenue estimations. Directors continue to be fiscally responsible during the budget process.	Continue to monitor the impacts of COVID and to be fiscally responsible with spending, while maintaining County services.	Ongoing
Priority 4	Laurie Hurner	Work to streamline County bureaucracy to protect & grow economy; encourage economic development to focus on grants to retain & expand existing businesses, also keep an eye on new opportunities	1st draft submitted to County Administrator for review and comment.	Review with County Administrator.	TBD
Priority 5	Clinton Howerton	Recycling Program	Program modified to shift to residential collection centers to be staffed when open to reduce contamination.	Negotiating locations with Avon Park and Sebring; awaiting interlocal agreement with Lake Placid for collection center sites.	Ongoing
Priority 6	Clinton Howerton	Septage Processing	Staff working with potential treatment providers in the area to identify improvements needed to have additional disposal options. AP seeking treatment plant upgrades to improve reliability and increase treatment volume.	Updates will be provided to Board as they become available.	Ongoing
Priority 7	TBD	Annexation/ Interlocal with Municipalities	To approve an agreement with municipalities to combine maintenance of pedestrian pathways and thoroughfares with annexations so there is a clear responsibility for future repairs and improvements. To bring roadways that are annexed by state on both sides of the street to Board to remove from Countywide Maintenance list	TBD	Ongoing
Priority 8	Clinton Howerton/ Jonathan Harrison	Countywide Drainage Issues	Engineering and Road and Bridge Department working together to identify needs and goals.	Generate a list of areas with concerns and estimated costs	Ongoing

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER: David Nitz, OMB Manager

SUBJECT/TITLE: Review of FY 21 Revenues and 1st Quarter Collections YTD

STATEMENT OF ISSUE

Presentation to review FY21 revenues collected as well as revenues collected YTD in FY22.

RECOMMENDED ACTION

No action necessary.

FISCAL IMPACT

No fiscal impact determined at this time.

Attachments: [REVENUE WORKSHEET_FY22.pdf](#)

AD VALOREM TAXES (005 - 3111000)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	495,157.75	1.19%	1,349,117.22	3.11%	2,032,197.47	4.41%
November	24,932,065.45	61.12%	28,855,763.01	69.66%	32,423,368.32	74.76%
December	8,348,340.13	81.18%	6,301,198.70	84.19%	2,696,798.48	80.61%
January	1,677,890.72	85.21%	1,539,211.95	87.74%		80.61%
February	1,007,058.50	87.63%	988,196.05	90.02%		80.61%
March	1,871,831.67	92.13%	2,711,728.62	96.27%		80.61%
April	1,524,986.15	95.80%	690,786.98	97.87%		80.61%
May	563,242.57	97.15%	430,992.40	98.86%		80.61%
June	(6,008.72)	97.14%	1,078,071.54	101.35%		80.61%
July	1,193,115.66	100.01%	(319.80)	101.34%		80.61%
August	(764.36)	100.00%	0.00	101.34%		80.61%
September	(1,640.04)	100.00%	36.22	101.34%		80.61%
Total/Variance	41,605,275.48	0.10%	43,944,782.89	1.34%	37,152,364.27	-19.39%
Budget	41,565,379.00		43,361,681.00		46,088,445.00	

STATE REVENUE SHARING (005 - 3351200)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	212,002.62	8.61%	197,576.52	8.44%	227,364.00	8.14%
November	212,002.63	17.22%	197,576.52	16.89%	227,364.00	16.28%
December	212,002.62	25.83%	197,576.52	25.33%	227,364.00	24.42%
January	212,002.63	34.44%	197,576.52	33.77%		24.42%
February	212,002.62	43.04%	197,576.52	42.21%		24.42%
March	212,002.63	51.65%	197,576.52	50.66%		24.42%
April	212,002.62	60.26%	197,576.52	59.10%		24.42%
May	106,024.86	64.57%	197,576.52	67.54%		24.42%
June	292,654.42	76.45%	582,438.44	92.43%		24.42%
July	184,770.63	83.95%	227,364.00	102.15%		24.42%
August	197,576.52	91.98%	227,364.00	111.86%		24.42%
September	197,576.52	100.00%	227,364.00	121.58%		24.42%
Total/Variance	2,462,621.32	-10.53%	2,845,142.60	21.58%	682,092.00	-75.58%
Budget	2,752,550.00		2,340,147.00		2,793,295.00	

HALF CENT SALES TAX (005 - 3351810)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	451,353.47	8.22%	475,526.92	9.01%	519,750.48	7.77%
November	456,856.14	16.55%	484,818.70	18.20%	504,562.01	15.32%
December	497,950.93	25.62%	536,087.36	28.36%		15.32%
January	473,969.99	34.25%	509,262.86	38.01%		15.32%
February	481,700.45	43.03%	511,955.01	47.71%		15.32%
March	473,251.38	51.65%	643,870.25	59.91%		15.32%
April	396,896.50	58.88%	580,238.98	70.90%		15.32%
May	459,150.55	67.25%	541,413.57	81.16%		15.32%
June	467,575.86	75.77%	514,671.20	90.91%		15.32%
July	442,758.25	83.83%	512,429.31	100.62%		15.32%
August	429,030.74	91.65%	464,380.75	109.42%		15.32%
September	458,375.42	100.00%	518,151.76	119.24%		15.32%
Total/Variance	5,488,869.68	2.59%	6,292,806.67	19.24%	1,024,312.49	-84.68%
Budget	5,350,342.00		5,277,341.00		6,685,443.00	

SOLID WASTE ASSESSMENT (401 - 3631300)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	4,267.24	0.07%	9,097.83		10,220.00	
November	1,875,423.18	29.33%	1,445,237.89	22.72%	1,775,877.48	22.21%
December	2,934,632.66	75.13%	3,586,430.64	78.76%	4,366,180.18	76.49%
January	160,521.53	77.63%	131,465.00	80.82%		76.49%
February	285,270.71	82.08%	274,614.77	85.11%		76.49%
March	367,137.27	87.81%	198,759.12	88.21%		76.49%
April	222,858.37	91.29%	440,204.74	95.09%		76.49%
May	230,232.28	94.88%	130,957.53	97.14%		76.49%
June	313,740.74	99.78%	229,920.89	100.73%		76.49%
July	4,402.38	99.85%	1,084.80	100.75%		76.49%
August	2,554.85	99.89%	3,199.43	100.80%		76.49%
September	7,303.73	100.00%	8,702.02	100.93%		76.49%
Total/Variance	6,408,344.94	-0.11%	6,459,674.66	0.93%	6,152,277.66	-23.51%
Budget	6,415,256.00		6,400,000.00		8,043,000.00	

LANDFILL TIPPING FEES (401 - 3434100)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	270,089.45	9.35%	248,605.95	8.72%	239,104.10	8.39%
November	240,140.65	17.67%	236,122.46	17.01%	252,156.03	17.24%
December	257,619.90	26.59%	288,248.78	27.12%	257,787.20	26.28%
January	242,367.85	34.99%	247,386.95	35.80%		26.28%
February	245,508.30	43.49%	50,878.40	37.59%		26.28%
March	242,471.59	51.89%	509,261.68	55.46%		26.28%
April	222,414.85	59.59%	56,974.55	57.46%		26.28%
May	224,986.25	67.39%	473,431.80	74.07%		26.28%
June	233,869.77	75.49%	256,005.98	83.05%		26.28%
July	237,262.20	83.70%	262,923.85	92.28%		26.28%
August	228,628.71	91.62%	264,091.95	101.54%		26.28%
September	241,927.20	100.00%	267,268.61	110.92%		26.28%
Total/Variance	2,887,286.72	16.72%	3,161,200.96	10.92%	749,047.33	-73.72%
Budget	2,473,643.00		2,850,000.00		2,850,000.00	

9TH CENT GAS TAX (110 - 3123000)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	45,755.84	8.90%	46,623.87	9.34%	51,293.93	8.38%
November	45,774.98	17.81%	46,104.69	18.57%		8.38%
December	46,013.43	26.76%	47,102.47	28.00%		8.38%
January	37,532.59	34.06%	41,011.00	36.21%		8.38%
February	41,901.62	42.21%	40,834.43	44.39%		8.38%
March	42,954.44	50.57%	51,202.85	54.64%		8.38%
April	30,362.02	56.47%	46,817.86	64.02%		8.38%
May	44,749.84	65.18%	42,425.52	72.51%		8.38%
June	43,011.37	73.55%	52,095.24	82.94%		8.38%
July	44,169.52	82.14%	48,252.03	92.61%		8.38%
August	46,003.84	91.09%	47,961.61	102.21%		8.38%
September	45,804.49	100.00%	44,995.73	111.22%		8.38%
Total/Variance	514,033.98	-4.87%	555,427.30	11.22%	51,293.93	-91.62%
Budget	540,370.00		499,394.00		611,920.00	

LOCAL OPTION GAS TAX - 6 CENTS (110 - 3124100)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	207,863.36	8.98%	210,966.24	9.70%	233,809.92	8.33%
November	204,833.67	17.83%	208,721.82	19.30%		8.33%
December	209,345.62	26.87%	213,688.36	29.12%		8.33%
January	166,306.43	34.05%	184,714.21	37.62%		8.33%
February	187,200.08	42.14%	185,996.35	46.17%		8.33%
March	192,312.90	50.44%	231,652.28	56.82%		8.33%
April	142,036.38	56.58%	213,773.00	66.65%		8.33%
May	195,300.21	65.01%	206,294.48	76.14%		8.33%
June	194,934.74	73.43%	236,363.32	87.01%		8.33%
July	199,867.43	82.07%	220,387.60	97.14%		8.33%
August	208,258.98	91.06%	218,654.53	107.20%		8.33%
September	206,945.97	100.00%	208,011.04	116.76%		8.33%
Total/Variance	2,315,205.77	-5.23%	2,539,223.23	16.76%	233,809.92	-91.67%
Budget	2,443,041.00		2,174,708.00		2,806,650.00	

ADDITIONAL LOCAL OPTION GAS TAX - 0-5 CENTS (110 - 3124101)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	117,000.96	7.97%	127,138.56	9.63%	137,581.39	7.99%
November	121,058.53	16.22%	127,284.30	19.27%		7.99%
December	125,620.25	24.78%	130,954.87	29.19%		7.99%
January	126,082.07	33.37%	138,607.37	39.68%		7.99%
February	128,318.71	42.12%	126,939.50	49.30%		7.99%
March	134,506.11	51.28%	156,874.43	61.18%		7.99%
April	99,315.31	58.05%	140,975.25	71.86%		7.99%
May	134,811.54	67.23%	132,473.45	81.89%		7.99%
June	114,842.74	75.06%	138,524.71	92.38%		7.99%
July	119,383.67	83.19%	128,288.20	102.09%		7.99%
August	127,073.68	91.85%	130,813.63	112.00%		7.99%
September	119,564.43	100.00%	124,249.64	121.41%		7.99%
Total/Variance	1,467,578.00	-4.23%	1,603,123.91	21.41%	137,581.39	-92.01%
Budget	1,532,326.00		1,320,399.00		1,722,081.00	

CONSTITUTIONAL (2cents) 5TH & 6TH CENT GAS TAX - (110 - 3354350)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	129,885.80	7.48%	126,706.04	7.34%	150,049.69	8.04%
November	164,296.13	16.94%	165,306.07	16.93%	180,335.23	17.70%
December	162,010.42	26.27%	126,549.69	24.26%		17.70%
January	152,468.54	35.05%	148,626.95	32.88%		17.70%
February	160,560.90	44.29%	147,262.70	41.41%		17.70%
March	177,159.88	54.49%	136,208.31	49.31%		17.70%
April	149,347.67	63.09%	167,359.08	59.01%		17.70%
May	88,680.65	68.20%	166,834.16	68.68%		17.70%
June	122,975.93	75.28%	179,538.57	79.08%		17.70%
July	138,659.35	83.27%	148,743.10	87.70%		17.70%
August	128,343.68	90.66%	178,642.81	98.06%		17.70%
September	162,277.71	100.00%	148,540.07	106.67%		17.70%
Total/Variance	1,736,666.66	-11.41%	1,840,317.55	6.67%	330,384.92	-82.30%
Budget	1,960,316.00		1,725,267.00		1,866,757.00	

COUNTY GAS TAX (1 cent) - "7TH CENT" (110 - 3354400)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	73,445.50	9.81%	65,896.27	8.99%	74,180.72	9.07%
November	64,274.16	18.40%	59,836.79	17.16%		9.07%
December	62,785.30	26.79%	65,548.34	26.11%		9.07%
January	74,588.71	36.76%	62,853.88	34.69%		9.07%
February	69,859.26	46.10%	59,420.27	42.80%		9.07%
March	65,344.07	54.83%	74,040.60	52.91%		9.07%
April	39,567.65	60.12%	70,797.43	62.57%		9.07%
May	51,069.45	66.94%	70,295.10	72.16%		9.07%
June	61,634.41	75.18%	72,563.84	82.07%		9.07%
July	62,483.43	83.53%	71,097.00	91.77%		9.07%
August	61,922.83	91.80%	71,409.06	101.52%		9.07%
September	61,346.08	100.00%	64,089.34	110.27%		9.07%
Total/Variance	748,320.85	-10.70%	807,847.92	10.27%	74,180.72	-90.93%
Budget	837,975.00		732,612.00		817,420.00	

LOCAL OPTION SALES TAX - INFRASTRUCTURE (151 - 3126001:3126006)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	664,682.22	6.68%	689,710.74	7.06%	770,719.20	6.22%
November	677,629.01	13.49%	730,954.33	14.54%		6.22%
December	1,178,117.67	25.33%	1,331,500.14	28.17%		6.22%
January	723,704.68	32.60%	755,591.88	35.90%		6.22%
February	732,443.24	39.96%	751,584.42	43.59%		6.22%
March	1,166,421.63	51.68%	1,539,555.22	59.35%		6.22%
April	581,498.16	57.52%	855,395.16	68.10%		6.22%
May	673,528.59	64.29%	786,664.07	76.15%		6.22%
June	1,146,394.53	75.81%	1,332,439.40	89.79%		6.22%
July	652,845.21	82.37%	757,606.12	97.54%		6.22%
August	613,467.26	88.53%	675,805.20	104.46%		6.22%
September	1,141,517.13	100.00%	1,427,688.90	119.07%		6.22%
Total/Variance	9,952,249.33	-1.00%	11,634,495.58	19.07%	770,719.20	-93.78%
Budget	10,053,219.00		9,771,338.00		12,387,220.00	

BUILDING PERMITS (180 - 3220000)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	83,145.75	8.96%	102,602.50	12.60%	111,257.00	11.83%
November	58,802.00	15.30%	77,936.00	22.18%	120,084.50	24.59%
December	57,198.50	21.46%	94,563.50	33.80%	118,171.50	37.15%
January	79,045.00	29.98%	80,260.60	43.66%		37.15%
February	73,174.00	37.86%	118,517.00	58.22%		37.15%
March	88,813.50	47.44%	127,076.00	73.83%		37.15%
April	71,203.00	55.11%	113,555.50	87.78%		37.15%
May	66,525.50	62.28%	112,249.00	101.57%		37.15%
June	85,839.00	71.53%	127,098.50	117.18%		37.15%
July	85,032.50	80.69%	113,810.00	131.16%		37.15%
August	87,543.50	90.13%	123,737.00	146.36%		37.15%
September	91,631.00	100.00%	110,095.50	159.89%		37.15%
Total/Variance	927,953.25	7.58%	1,301,501.10	59.89%	349,513.00	-62.85%
Budget	862,600.00		814,000.00		940,701.00	

FIRE ASSESSMENTS (FUND 181 - ACCOUNT 3631200)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Est.	Collection	% of Est.
October	77,605.39	1.48%	213,936.60	3.90%	353,929.02	5.91%
November	3,059,760.60	59.77%	3,462,210.10	67.09%	3,962,375.14	72.13%
December	831,602.39	75.62%	649,683.47	78.94%	599,785.45	82.15%
January	257,783.33	80.53%	274,466.79	83.95%		82.15%
February	180,055.06	83.96%	199,520.01	87.59%		82.15%
March	284,875.01	89.38%	406,075.13	95.00%		82.15%
April	223,238.05	93.64%	143,525.51	97.62%		82.15%
May	96,281.90	95.47%	58,517.11	98.69%		82.15%
June	202,812.01	99.34%	287,539.03	103.94%		82.15%
July	24,404.51	99.80%	58,253.86	105.00%		82.15%
August	4,179.72	99.88%	11,403.24	105.21%		82.15%
September	6,278.52	100.00%	6,723.55	105.33%		82.15%
Total/Variance	5,248,876.49	2.92%	5,771,854.40	5.33%	4,916,089.61	-17.85%
Budget	5,100,000.00		5,479,830.00		5,984,476.00	

TOURIST DEVELOPMENT TAX (FUND 152 - ACCOUNT 3121000)

Month	FY2019-20		FY2020-21		FY2021-22	
	Collection	% of Total	Collection	% of Total	Collection	% of Total
October	60,189.31	7.00%	76,983.30	10.26%	116,595.40	10.55%
November	69,726.59	15.11%	105,280.98	24.29%		10.55%
December	92,526.29	25.87%	62,031.90	32.56%		10.55%
January	127,770.82	40.73%	94,701.34	45.18%		10.55%
February	155,836.31	58.85%	101,089.30	58.66%		10.55%
March	63,375.03	66.22%	204,785.92	85.95%		10.55%
April	28,957.70	69.59%	100,342.73	99.33%		10.55%
May	42,345.38	74.52%	90,493.00	111.39%		10.55%
June	54,754.97	80.89%	79,392.61	121.97%		10.55%
July	61,748.83	88.07%	82,909.94	133.02%		10.55%
August	47,645.59	93.61%	71,031.85	142.49%		10.55%
September	54,958.12	100.00%	81,763.05	153.39%		10.55%
Total/Variance	859,834.94	-1.17%	1,150,805.92	153.39%	116,595.40	-89.45%
Budget	870,000.00		750,250.00		1,105,000.00	

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 1, 2022

PRESENTER:

SUBJECT/TITLE: Board payables from January 18, 2022 to January 31, 2022

Attachments: