

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, February 07, 2023
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

The Highlands County Construction Licensing, Enforcement and Appeals Board will hold a regular meeting on Tuesday, February 7, 2023, at 7:00 p.m., in the Board Room, 600 S. Commerce Ave., Sebring

A Public Hearing of the Highlands County Planning & Zoning Commission and Local Planning Agency and the Zoning Board of Adjustment will be held at 3:00 p.m., on Tuesday, February 14, 2023, in the Board Room, 600 S. Commerce Ave., Sebring

The Heartland Library Cooperative Governing Board will hold a meeting at 10:30 a.m., on Wednesday, February 15, 2023, at the Lake Placid Memorial Library, 205 W. Interlake Blvd., Lake Placid, FL

The Affordable Housing Advisory Committee will hold a meeting at 3:30 p.m., on Wednesday, February 15, 2023, in the Engineering Training Room, 505 S. Commerce Ave., Sebring

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

6.A *Recognition of Promotions for FF/EMT Max Sherwood and FF/EMT Ceceil “CJ” Williams and FF/Medic Branden Fitch to Lieutenant and FF/Medic Daniel Ciorrocco to Battalion Chief. Captain/Medic Karin Richardson and Captain/Medic Tim Langston will also be promoted to Battalion Chief.*
E. Laney Stearns, Public Safety Director
no fiscal impact

6.B *Tourist Development Council (TDC) End of Year Update to the Highlands County Board of County Commissioners.*
Casey Hartt, Lead Marketing Consultant
There is no fiscal Impact.
[1.26.23 TDC presentation.pptx](#)

- 6.C *ARPA Project Quarterly Update*
Brandon Gunn, Projects Manager
[ARPA Approved Projects.pdf](#)
[ARPA Project Update 2.7.23.pdf](#)

7 PUBLIC COMMENT

8 CONSENT AGENDA

- 8.A *Request acceptance of the Audited Financial Statements and Independent Auditor's Report for Fiscal Year Ended (FYE) June 30, 2022, with Comparative Totals for June 30, 2021, for Tri-County Human Services, Inc.*
Tanya Cannady, Business Services Director
There is no fiscal impact.
[TCHS Audited Financial Statements 6.30.22_.pdf](#)
- 8.B *Request to adopt Resolution 22-23-58 for Budget Amendment 22-23 044 to realign excess funds from Projects 12054 Memorial Drive Pipe, 21093 E Winthrop St, and 21094 AP Fuel Island in the amount of \$154,819.67 to Project 22041 Hammock Rd Drainage with a net fiscal impact of \$0.00.*
Jonathan Harrison, Road and Bridge Director
There is no fiscal impact to Fund 151 or the overall budget. This budget amendment is merely moving adopted funds and re-appropriating said funds into Project # 22044 (Hammock Road Drainage) in the amount of \$154,819.71, with a net fiscal impact of \$0.00.
[22-23-044R Xfer Fds to Project 22041 Hammock Rd Drainage \(Resolution\).pdf](#)
[22-23-044 Xfer Fds to Project 22041 Hammock Rd Drainage \(BA\).pdf](#)
- 8.C *Request adoption of Resolution 22-23-59 for Budget Amendment 22-23-045 to appropriate VOCA (Victims of Crime Act) grant funds awarded.*
Julie Richardson, Children's Advocacy Center Manager
The fiscal impact is an increase to 005 (General Fund) Cost Center 3995 (Children's Advocacy Center) Project 22042 in the amount of \$72,722.58.
[22-23-045 Project 22042 VOCA_CAC 22-23 \(BA\).pdf](#)
[22-23-045R Project 22042 VOCA 22-23 \(Resolution\).pdf](#)
- 8.D *Request to adopt Budget Amendment 22-23-048 to realign excess funds from Projects 22026 Tobler Ter NW, 22027 Wayne Ave NE, and 22028 Farrell Dr NE in the amount of \$30,000.00 to Project 22043 Lake Clay Dr-CR 621 Intersection with a net fiscal impact of \$0.00.*
Jonathan Harrison, Road and Bridge Director
There is no fiscal impact to Fund 151 (Infrastructure Surtax) or the overall budget. This budget amendment is merely moving adopted funds and re-appropriating said funds into Project 22043 (Lake Clay Dr-CR 621 Intersection) in the amount of \$30,000.00 with a net fiscal impact of \$0.00.
[22-23-048 Xfer Fds to Proj 22043 Lk Clay Dr-CR621 Intersection \(BA\).pdf](#)
- 8.E *Request adoption of Budget Amendment 22-23-047 to enable the use of contractual staff in the Purchasing Department.*
Tanya Cannady, Business Services Director (Lori DeLoach, Purchasing Manager)
\$0.00. Funds are being transferred from Regular Salaries & Wages (005-2558-51200)

to Contractual Services (005-2558-53400)
[22-23-047 Purchasing Sunshine Staffing \(BA\).pdf](#)

- 8.F *Request to waive the Landfill Tipping Fees for Placid Lakes Homeowner Association Annual Community Cleanup April 1, 2023*
Clinton Howerton, Jr, P.E., County Engineer
Landfill staff estimates that the Placid Lakes Homeowner Association Annual Community Cleanup will collect an estimated six (6) tons of Class 1 waste to be hauled to the landfill at a cost of \$45.00 per ton for a total of \$270.00 to be waived. The figures are based upon the Placid Lakes Homeowners Association estimate of two (2) roll-off bins for this event.
[Email - Karen Lepera requesting community cleanup 1-19-23.pdf](#)
[Placid Lakes HOA Community Cleanup History Brd. Mtg. 2-7-23.pdf](#)
- 8.G *Continuation of Other Personnel Services (OPS) Employment for A. Fernandez and waiving the six (6) calendar month limit as stated in Section 402:4 of the Highlands County Personnel Rules and Regulations Manual adopted 09/20/2016.*
Lucy Castillo, Housing Coordinator
The fiscal impact is estimated to be \$3,716.00 from cost center 5366 (SHIP) account 52200 (Retirement Contributions) for payment to the Florida Retirement System from May 4, 2022, in addition to her regular wages.
[Attachment_A_Policy_402-4_Other_Personnel_Services__OPS_.pdf](#)
- 8.H *Request acceptance of the Florida Department of Health EMS Matching Grant 22-23 and adoption of Resolution 22-23-62 for Budget Amendment 22-23-050 to appropriate funding in the amount of \$205,200.00 (90%) to be received from the Florida Department of Health, with a 10% County Match in the amount of \$22,800.00 for project 22045.*
E. Laney Stearns, Public Safety Director
The fiscal impact is an increase to Fund 005 (General) in the amount of \$205,200.00 as the Florida Department of Health would provide Highlands County EMS with a grant in the amount of \$205,200.00 with a 10% County Match in the amount of \$22,800.00, totaling \$228,000.00 for project 22045. The grant will provide the EMS with equipment and supplies in the reserve ambulances to serve and respond more adequately to the citizens of Highlands County
[22.23 FDOH Matching Grant.pdf](#)
[22-23-050 Project 22045 EMS Matching Grant 22-23 \(BA\).pdf](#)
[22-23-050R Project 22045 EMS Matching Grant 22-23 \(Resolution\).pdf](#)
[22-23-050 Project 22045 EMS Matching Grant \(Reserve\).pdf](#)
- 8.I *Request approval of amendment #2 to the agreement for professional financial services between Highlands County and Clifton Larson Allen, L.L.P. for the fiscal year 2022 audit.*
Sally Hood, Accounting and Finance Director
Highlands County Clerk of Circuit Court & Comptroller
No fiscal impact
[CLA Amend 2 - JF Signature.pdf](#)
- 8.J *Request to replace the Risk Management Coordinator job description with a new position titled Risk Management/HR Specialist*
Tanya Cannady, Business Services Director

Sherri Bennett, Human Resources Manager

The fiscal impact will be a cost savings of approximately \$16,000.00 to Fund 005 (General).

[Risk Management HR Specialist 02.07.2023.pdf](#)

- 8.K *Request adoption of Resolution 22-23-65, suspending the processing of applications requesting the vacation of a right of way, roadway, easement, or a portion thereof, owned by the County.*

Sherry G. Sutphen, County Attorney

[Res_22.23.65_Suspend_Processing_Vacation_App.SGS.docx](#)

- 8.L *Request approval of a letter of support for Heartland Food Reservoir, Inc., d/b/a Heartland Food Bank.*

Sherry G. Sutphen, County Attorney

There is no fiscal impact.

[Heartland Food Bank Letter of Support_County.SGS.docx](#)

- 8.M *Request approval of the minutes from the December 20, 2022 Regular Meeting of the Board.*

[122022REG.pdf](#)

- 8.N *Request approval of a Letter of Agreement from the Highlands County Board of County Commissioners, Highlands County, Florida authorizing Polk County Crime Stoppers, Inc. dba Heartland Crime Stoppers to act as Highlands County's agent for the purpose of applying for and receiving funding from the Crime Stoppers Trust Fund.*

Laurie Hurner, County Administrator

No fiscal impact.

[Crimestoppers letter 020723.docx](#)

9 COMMITTEE ASSIGNMENTS:

- 9.A *Request to appoint Jason Dunkel, President/CEO of AdventHealth Sebring, Lake Placid, Wauchula, to the Highlands County Industrial Development Authority and Economic Development Council.*

Jeff King, Executive Manager of Business and Economic Development

No fiscal impact.

[HC Indust application.pdf](#)

10 PUBLIC HEARING

11 ACTION AGENDA

- 11.A *Request adoption of Resolution 22-23-63 for Budget Amendment 22-23-051 to reverse a portion of encumbrances that rolled from FY 21/22 into FY 22/23.*

Tanya Cannady, Business Services Director

David Nitz, OMB Manager

The fiscal impact will be a decrease to the overall budget in the amount of \$640,019.02 by reversing encumbrances that rolled forward from FY 21/22 into FY 22/23. The

following funds decreased, and amounts are as follows: Fund 005 General

(\$149,546.46), Fund 110 Transportation Trust (\$155,942.19), Fund 151 Infrastructure

Surtax (\$12,309.69), Fund 152 Tourist Development Trust (\$97,225.91), Fund 166 SHIP

(\$315.26), Fund 176 State Court Facilities Trust (\$671.31), Fund 180 Building (\$3,043.76), Fund 181 Fire Assessment (\$60,193.29), Fund 401 Solid Waste (\$147,645.98), and Fund 420 Energy Recovery (\$13,297.17).

[22-23-051 Reverse Encumbrance Roll_Closed PO's \(BA\).pdf](#)

[22-23-051R Reverse Encumbrances Roll_Closed PO's \(Resolution\).pdf](#)

- 11.B *Request adoption of Resolution 22-23-61 for Budget Amendment 22-23-049 for Courthouse Façade Repairs.*

Lance Marine, Parks & Facilities Department

This fiscal impact is an increase of \$297,188.57 to Fund 005 (General) account 3991000 (Fund Balance Brought Forward) and cost center 1031 (Courthouse Facilities) account 54600Z (Repair & Maintenance) for Project #22044 Courthouse Façade Repairs.

[1.22-23-049 Proj. 22044 Courthouse Facade Rep. \(BA\).pdf](#)

[1.22-23-049R Proj. 22044 Courthouse Facade Rep. \(Resolution\).pdf](#)

[1.Highlands Court House Facade Repairs WITH ALTERNATE Tremco OMNIA IPA R180903.pdf](#)

[5054096 Highlands County Courthouse Facade - ADD OPTION LIP.pdf](#)

[HC Courthouse Overhead Breakdown Map.pdf](#)

12 COUNTY ADMINISTRATOR AND LEGAL

- 12.A *Commissioner's Priorities and the Project Status Report.*

Laurie Hurner, County Administrator

There is no fiscal impact.

[Project Updates \(FINAL\) 2-7-23.pdf](#)

[Commissioner's Priorities \(FINAL\) 2-7-23.pdf](#)

13 COMMISSIONERS

14 INFORMATIONAL

- 14.A *Change of corrected expiration date (December 21, 2023) to the Class 2 and 3 Certificate of Public Convenience and Necessity (COPCN) to Affordable Transport, Inc. due to scrivener's error on initial COPCN.*

E. Laney Stearns, Public Safety Director

There is no fiscal impact.

[ATI.Corrected COPCN.pdf](#)

- 14.B *Board payables from January 19, 2023, to February 6, 2023*

- 14.C *Request to accept into the record notification of 5 upcoming vacancies on the Tourist Development Council, each for a 4 year term.*

Leah Sauls, Development Services Director

No Fiscal Impact.

15 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 Rely 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 7, 2023

PRESENTER: E. Laney Stearns, Public Safety Director

SUBJECT/TITLE: Recognition of Promotions for FF/EMT Max Sherwood and FF/EMT Ceceil “CJ” Williams and FF/Medic Branden Fitch to Lieutenant and FF/Medic Daniel Ciorrocco to Battalion Chief. Captain/Medic Karin Richardson and Captain/Medic Tim Langston will also be promoted to Battalion Chief.

STATEMENT OF ISSUE

Highlands County Fire Rescue has continued the practice of encouraging all team members to gain additional knowledge, skills, and abilities and Max, Ceceil, Branden and Daniel serve as prime examples. A formal testing was conducted utilizing a third party and as a result, were Promoted on January 15, 2023. Max has been employee with Highland County since 2014 and Ceceil has with Highlands County since 2019.

FF/PM Daniel Ciorrocco and Branden Fitch were promoted on January 27th, 2023. Daniel was promoted to Fire Captain and Branden was promoted to Lieutenant. Both Daniel and Branden have been employed with Highlands County since 2020.

Karin Richardson has been employed with Highlands County since 1997 and Tim Langston has been employed since 2004.

RECOMMENDED ACTION

Recognition of FF/EMT Max Sherwood and FF/EMT Ceceil “CJ” Williams and FF/Medic Branden Fitch to Lieutenant and FF/Medic Daniel Ciorrocco to Battalion Chief on their promotion to Captain/Medic Karin Richardson and Captain/Medic Tim Langston on being promoted to Battalion Chief.

FISCAL IMPACT

no fiscal impact

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Casey Hartt, Lead Marketing Consultant

SUBJECT/TITLE: Tourist Development Council (TDC) End of Year Update to the Highlands County Board of County Commissioners.

STATEMENT OF ISSUE

Casey Hartt, Lead Marketing Consultant, to give a brief presentation and provide an update on the Tourist Development Council's accomplishments of 2022.

RECOMMENDED ACTION

For Information Only

FISCAL IMPACT

There is no fiscal Impact.

Attachments: [1.26.23 TDC presentation.pptx](#)



Marketing Update – January 26, 2023

2021 Economic Impact (Data from VISIT FL)

Total Visitor Spending: \$247.5 million

- Food & Beverage: \$71.5 million
- Lodging: \$52.4 million
- Ground Transportation: \$43 million
- Entertainment/Recreation: \$42.6 million
- Shopping: \$37.9 million

17.1% increase over 2020; 0.2% over 2019

\$23.1 million state & local taxes generated

9.8% jobs in area supported by tourism

- 3,866 jobs; \$82.5 million wages

Industry, PR + Media Outreach

- VISIT FLORIDA Editorial Submissions
- Jared Ranahan Media FAM
 - Forbes, Travel + Leisure, 10Best, Fodor's Travel
- Much PR
 - Visit March 7-9
 - Stakeholder Meetings & Visit New Tourism Businesses
 - Meet with three Chambers of Commerce
 - Prepping for Soda Festival PR & FAM Trip
- Citrus Golf Trail video shoot
- Highlands News Sun – monthly Tourism Talk
- VISIT FLORIDA Accessibility Call
- Only in Your State – Best Small FL Towns to Visit



Staff Outreach & Events

- Citrus Golf Trail Open
 - Added Pro-Am Tournament
- International Network of Golf (ING) Fall Conference
- Spartan Race/Spartan Kids World Championship
 - Downtown Sebring Parade of Nations
- Citrus Golf Trail Ladies Invitational
- Highlands County Career & Community Service Fair
- Art & Culture Stakeholder Meeting
- Sebring CRA presentation
- Hosted ISPS site visit



2022-2023 Budget Update

	Budgeted	Earmarked/Spent	Balance Remaining
Advertising/SEO/SEM/ Website	360,000	257,643	102,357
Promotions/PR	50,000	29,700	20,300
Sports Marketing	72,000	75,000	-3,000
Visitor Services	40,000	23,086	16,914
Industry Relations	11,000	3,665	7,335
Event Grants	385,000	376,750	8,250
Special Projects	27,000	0	27,000
FSF Income	+15,000		+4,364 rec'd (Motosurf) +16,265 pending
TOTAL	960,000	765,844	183,520



2023 Winner's Circle Tourism Awards

- Nomination Deadline: March 10
- Eight categories
 - Hotel
 - Restaurant
 - Attraction
 - Volunteer
 - Innovation
 - Rising Star
 - Sports
 - Humanitarian
- Winners will be announced at Tourism Luncheon in May; date TBD



| Any Questions?

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: 2/7/23

PRESENTER: Brandon Gunn, Projects Manager

SUBJECT/TITLE: ARPA Project Quarterly Update

STATEMENT OF ISSUE

Presentation on the status of the American Rescue Plan Act (ARPA) projects that are included in the approved spending plan.

Attachments: [ARPA Approved Projects.pdf](#)
[ARPA Project Update 2.7.23.pdf](#)

ARPA Project Allocation Summary		
Project Name	Project #	Amount
Salaries & Wages	GR	\$ 9,999,998.00
Highlands County's Broadband Project	20072	\$ 4,500,000.00
EOC Expansion and Upgrade	19040	\$ 2,800,000.00
Dispatch Console Upgrade	20073	\$ 1,694,759.00
Storage Facility for Emergency Items	20076	\$ 400,000.00
Road & Bridge Building Expansion	20077	\$ 300,000.00
Admin Project Management- ARPA	20084	\$ 109,680.97
GSG/Consultant	20056_ADM	\$ 47,500.00
Healthy Families: Household Assistance Funds	21069	\$ 25,000.00
Veterans Services	21070	\$ 6,500.00
Generators for Admin/Jail	20078	\$ 5,600.00
COVID-related Insurance Expenses (COMPLETE)	20056_CVD	\$ 500,000.00
Body Scanner at Jail (COMPLETE)	20080	\$ 159,000.00
Mail-In Election Process (COMPLETE)	20085	\$ 56,705.00
Spring Lake Broadband Request (COMPLETE)	20074	\$ 20,761.74
Computer Equipment (COMPLETE)	21071	\$ 3,516.11
Water Bottle Refilling Station (COMPLETE)	21073	\$ 2,600.00
Human Services Computer Needs (COMPLETE)	21072	\$ 563.18
ARPA Project Total		\$ 20,632,184.00

Project Funds Made Available by ARPA		
Hurricane Shelter	20071	\$ 5,000,000.00
Library Outreach/Upgrades	20079	\$ 175,000.00
Development Software	20081	\$ 150,000.00
Annex Building Remodel	20082	\$ 125,000.00
Road & Bridge Main Facility Upgrade	20083	\$ 100,000.00
City of Sebring Sewer Expansion	20075	\$ 1,000,000.00
CAC Families: Household Assistance Funds	21068	\$ 42,500.00
Revenue Replacement	20056_RR	\$ 2,522,453.00
SNL Bypass Pump	21086	\$ 340,000.00
SNL Remote Pressure Sensor	21087	\$ 3,500.00
SNL Automatic Flushing Stations	21084	\$ 42,000.00
SNL Water System VFD	21091	\$ 42,500.00
SNL Water Tank Mixer	21092	\$ 39,500.00
SNL Water Booster Stations	21085	\$ 24,000.00
SNL Water Pressure Valve	21090	\$ 22,300.00
SNL Unit 16 Analyzer	21088	\$ 27,500.00
SNL Unit 23 Modifications	21089	\$ 19,800.00
Jail Generator	21113	\$ 244,400.00
Contingency Fund (Unallocated Funds)	20056_CF	\$ 79,545.00
Project Funds Made Available by ARPA		\$ 9,999,998.00

TOTAL ARPA FUNDS AWARDED

\$ 20,632,184.00

ARPA Project Updates: Board Meeting February 7th 2023

Hurricane Shelter: Purchasing has resolicited the project and is opening 1.26.23.

***EOC:** Geotech survey is being conducted. Initial walkthrough has been done by the engineers and architect for incorporation of MEP. Plan concept has been approved and schematic is being refined.

***County Broadband:** RFP opened on 1.18.23 with 3 submissions. First round evaluations scheduled for 1.31.23

***Emergency Storage R&B:** Foundation poured 1.25.23. Building expected to be erected 2.1.23 pending insulation delivery.

***Unit 2 Expansion R&B:** Preliminary plan has been completed. Consultant is working on the incorporation of Electrical/Plumbing/HVAC/Life Safety.

Library Outreach: Delivery estimation for machine is late Feb to early March. Working with library staff for software integration meeting.

Development Software: Reviewing alternative funding options if three-year contract is mandatory for all modules. Smaller modules may be purchased and implemented separately.

Annex Building: Design plans have been approved. Consultant has started on bid documents and estimation of cost.

R&B Main: -ON HOLD- Project funds are being held in the event Sun N Lake matches funding for road project.

Admin/Jail Generator: TOA/PO cancelled. Project has been closed and new project opened. Jail expansion consultant has agreed to include the generator study with the next task.

***Dispatch Console:** Addendum 2 was approved by Board on 12.20.22. Towers have passed load test and install will tentatively be completed September 2023.

SnL Water Projects: SNL will be submitting reimbursement request of several projects. Bypass pumps have been ordered and are expected to be delivered between April and June.

EOC Sewer: Consultant has submitted a \$10mil grant request on behalf of City of Sebring to include RedBeach Lake community. All George Blvd facilities would be included with County \$1mil ARPA funds.

***Healthy Families Household Assistance:** Accepting resident applications. The project will be ongoing until depleted. Policy has been changed to allow use of funds for more residents while meeting all federal and local guidelines.

CAC Needs: Accepting resident applications. The project will be ongoing until depleted. Policy has been changed to allow use of funds for more residents while meeting all federal and local guidelines.

Veteran Services Outreach: Equipment has been purchased and set up for use by VSO staff for outreach programs.

*Denotes ARPA funding

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Tanya Cannady, Business Services Director

SUBJECT/TITLE: Request acceptance of the Audited Financial Statements and Independent Auditor's Report for Fiscal Year Ended (FYE) June 30, 2022, with Comparative Totals for June 30, 2021, for Tri-County Human Services, Inc.

STATEMENT OF ISSUE

Tri-County Human Services, Inc. provides evaluation, counseling and substance abuse treatment of individuals directly and under contract to various governmental and other third-party payers.

Tri-County Human Services, Inc. has submitted their Audited Financial Statements and Independent Auditor's Report for the FYE June 30, 2022, with Comparative Totals for June 30, 2021.

RECOMMENDED ACTION

Move to accept into the record the Audited Financial Statements and Independent Auditor's Report for FYE June 30, 2022, with Comparative Totals for June 30, 2021, for Tri-County Human Services, Inc.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [TCHS Audited Financial Statements 6.30.22_.pdf](#)



TRI-COUNTY HUMAN SERVICES, INC.
AND SUBSIDIARIES

CONSOLIDATED AUDITED FINANCIAL STATEMENTS

JUNE 30, 2022
WITH COMPARATIVE TOTALS
JUNE 30, 2021



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INDEPENDENT AUDITORS' REPORT

Board of Directors
Tri-County Human Services, Inc. and Subsidiaries
Lakeland, Florida

Opinion

We have audited the accompanying consolidated financial statements of Tri-County Human Services, Inc. and Subsidiaries (the "Agency"), a nonprofit organization, which comprise of the consolidated statement of financial position as of June 30, 2022, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Tri-County Human Services, Inc. and Subsidiaries, as of June 30, 2022, and the changes in its net assets, functional expenses and cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of Tri-County Human Services, Inc. and Subsidiaries and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Tri-County Human Services, Inc. and Subsidiaries' ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditors' Responsibility for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 8, 2022, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited Tri-County Human Services, Inc. and Subsidiaries' 2021 financial statements and we expressed an unmodified audit opinion on those financial statements in our report October 28, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent in all material respects, with the financial statements from which it was derived.

CPS Group CPAs, PA

CPS Group CPAs, PA

Lakeland, Florida
December 8, 2022

CONSOLIDATED FINANCIAL STATEMENTS

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
JUNE 30, 2022
WITH COMPARATIVE TOTALS AS OF JUNE 30, 2021

	<u>2022</u>	<u>2021</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash, cash equivalents and restricted cash	\$ 5,905,002	\$ 5,901,749
Grants receivable, net	2,449,820	2,714,949
Accounts receivable, net	821,513	576,323
Inventory	34,540	77,343
Prepaid expenses	550,694	433,585
	<u>9,761,569</u>	<u>9,703,949</u>
PROPERTY AND EQUIPMENT, net	4,931,907	4,023,101
INVESTMENTS	225,353	41,176
OTHER ASSETS	<u>15,056</u>	<u>17,785</u>
TOTAL ASSETS	<u><u>\$ 14,933,885</u></u>	<u><u>\$ 13,786,011</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 1,214,489	\$ 1,249,164
Deferred revenue	94,178	84,949
PPP loan	-	335,871
Mortgage note payable, current portion	75,752	65,626
	<u>1,384,419</u>	<u>1,735,610</u>
LONG TERM LIABILITIES	<u>1,473,415</u>	<u>1,280,738</u>
Total liabilities	<u>2,857,834</u>	<u>3,016,348</u>
NET ASSETS		
Without donor restrictions	12,076,051	10,769,663
With donor restrictions	<u>-</u>	<u>-</u>
Total net assets	<u>12,076,051</u>	<u>10,769,663</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 14,933,885</u></u>	<u><u>\$ 13,786,011</u></u>

See Independent Auditors' Report and Notes to Consolidated Financial Statements

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2021

	Without Donor Restrictions 2022	Without Donor Restrictions 2021
SUPPORT AND REVENUE		
Support:		
Contributions	\$ 75,380	\$ 12,945
Contributions in-kind	577,752	624,058
United Way	54,755	54,269
Net assets released from restrictions	-	-
Total support	<u>707,887</u>	<u>691,272</u>
Revenue:		
Net patient service revenue	1,414,165	1,565,618
State of Florida contract	11,268,555	10,403,387
Federal grants and contracts	66,600	1,057,504
Public grants and contracts	4,120,657	4,096,827
DWUI/DWI program	594,330	482,052
Interest	4,147	8,764
Business-like activities	90,543	20,164
Gain (loss) on disposal of assets	5,044	7,750
Net investment income (loss)	(15,232)	(8,824)
Miscellaneous	410,774	499,381
Total revenue	<u>17,959,583</u>	<u>18,132,623</u>
Total support and revenue	<u>18,667,470</u>	<u>18,823,895</u>
EXPENSES		
Program services:		
Adult mental health (AMH)	1,440,555	1,192,011
Adolescent mental health (CMH)	215,013	244,276
Adult substance abuse (ASA)	9,899,327	8,441,510
Adolescent substance abuse (CSA)	544,300	636,542
Other programs - adult	1,563,656	2,146,153
DWUI/DWI program	578,046	482,052
Total program services	<u>14,240,897</u>	<u>13,142,544</u>
Supporting services:		
Business-like activities	1,063,429	434,399
Management and general	2,038,609	2,660,072
Fund raising	18,147	1,191
Total supporting services	<u>3,120,185</u>	<u>3,095,662</u>
Total expenses	<u>17,361,082</u>	<u>16,238,206</u>
CHANGE IN NET ASSETS	\$ 1,306,388	\$ 2,585,689
Net assets, beginning of year	<u>10,769,663</u>	<u>8,183,974</u>
NET ASSETS, end of year	<u>\$ 12,076,051</u>	<u>\$ 10,769,663</u>

See Independent Auditors' Report and Notes to Consolidated Financial Statements

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2021

	Program Services					Supporting Services				
	Adult Mental Health	Adolescent Mental Health	Adult Substance Abuse	Adolescent Substance Abuse	DUI	Other Programs	Business-like Activities	Management, General & Fund Raising	Total 2022	Total 2021
Personal & Other Expenses:										
Salaries	\$ 941,042	\$ 147,596	\$ 5,205,050	\$ 262,736	\$ 302,981	\$ 776,093	\$ 522,739	\$ 1,486,573	\$ 9,644,810	\$ 9,252,704
Fringe benefits	70,745	11,967	691,232	23,988	46,843	92,983	59,599	223,207	1,220,564	1,060,611
Building occupancy	48,561	7,987	623,155	15,879	47,970	21,055	101,568	88,627	954,802	859,717
Professional services	194,004	6,707	169,700	1,061	810	28,800	63,366	10,708	475,156	494,047
Travel	6,329	1,124	37,488	8,307	3,454	15,809	1,738	15,777	90,026	76,704
Equipment	6,610	689	84,733	1,977	5,561	6,247	11,296	47,488	164,601	142,035
Food services	-	-	290,963	-	-	-	174,623	(35)	465,551	430,361
Medical and pharmacy	3,255	104	467,362	185	1,697	658	367	2,105	475,733	226,624
Subcontracted services	23,241	3,782	490,951	17,354	17,348	115,117	54,603	84,579	806,975	834,293
Insurance	19,014	3,475	254,021	9,520	13,100	28,041	37,388	67,926	432,485	427,070
Interest paid	311	10	10,105	3,887	4,801	555	9,586	16,458	45,713	52,795
Operating supplies & expenses	13,314	1,913	363,134	144,818	53,996	33,168	24,339	85,251	719,933	468,145
Administration allocation	-	-	-	-	74,785	-	-	(74,785)	-	-
Other	89,389	26,637	723,214	14,522	-	429,525	1,917	1,777	1,286,981	1,289,042
Donated facilities	23,178	-	486,656	38,503	4,700	10,085	-	-	563,122	570,172
Subtotal	1,438,993	211,991	9,897,764	542,737	578,046	1,558,136	1,063,129	2,055,656	17,346,452	16,184,320
Other Support Costs:										
Other donated items	1,562	3,022	1,563	1,563	-	5,520	300	1,100	14,630	53,886
TOTAL EXPENSES	\$ 1,440,555	\$ 215,013	\$ 9,899,327	\$ 544,300	\$ 578,046	\$ 1,563,656	\$ 1,063,429	\$ 2,056,756	\$ 17,361,082	\$ 16,238,206

See Independent Auditors' Report and Notes to Consolidated Financial Statements

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2021

	<u>2022</u>	<u>2021</u>
OPERATING ACTIVITIES		
Change in net assets	\$ 1,306,388	\$ 2,585,689
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation and amortization	232,248	207,852
(Gain) loss on disposal of assets	(5,044)	(7,750)
Realized (gain) loss on investments	418	8,824
Unrealized (gain) loss on investments	14,958	-
Changes in operating assets and liabilities:		
(Increase) decrease in grants receivable	265,129	(805,439)
(Increase) decrease in accounts receivable	(245,190)	(220,757)
(Increase) decrease in inventory	42,803	129,786
(Increase) decrease in prepaid expenses and other assets	(114,380)	(39,836)
Increase (decrease) in accounts payable and accrued expenses	(34,675)	(405,559)
Increase (decrease) in deferred revenue	9,229	11,496
Increase (decrease) in advance on government grants	-	(1,393,375)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>1,471,884</u>	<u>70,931</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(1,141,054)	(161,613)
Proceeds from sale of equipment	5,044	7,750
Purchase of investments	(206,601)	-
Proceeds from sale of investments	7,048	-
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>(1,335,563)</u>	<u>(153,863)</u>
FINANCING ACTIVITIES		
Principal payments on long term borrowings	(408,068)	(62,932)
Issuance of long term debt	275,000	335,871
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	<u>(133,068)</u>	<u>272,939</u>
CHANGE IN CASH, CASH EQUIVALENTS, AND RESTRICTED CASH	<u>3,253</u>	<u>190,007</u>
CASH, CASH EQUIVALENTS, AND RESTRICTED CASH, beginning of year	<u>5,901,749</u>	<u>5,711,742</u>
CASH, CASH EQUIVALENTS, AND RESTRICTED CASH, end of year	<u>\$ 5,905,002</u>	<u>\$ 5,901,749</u>

See Independent Auditors' Report and Notes to Consolidated Financial Statements

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR JUNE 30, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principal Activity and Description of Organization

Tri-County Human Services, Inc. (the "Agency") is a nonprofit provider of evaluation, counseling, substance abuse treatment, mental health treatment, and co-occurring treatment of individuals directly and under contract to various governmental and other third-party payors. The Agency endeavors to provide an array of high-quality human services consistent with the needs of the community. Services are provided in a cost effective, ethical, and professional manner and focus on improving the quality of life of persons served. The Board is self-sustaining with members elected by existing members.

The Agency serves Polk, Hardee, and Highlands counties. The Agency operates all of its programs with the philosophy that substance addiction and mental health disorders are primary, progressive, chronic, and potentially fatal if left untreated. The Agency accepts the premise that substance addiction and mental health conditions impact all areas of an individual's life, including his/her interpersonal relationships, vocational/educational skills, emotional well-being, and physical health. The Agency does not adhere to any one etiological theory regarding substance addiction or mental health conditions. On the contrary, staff understands that addictive disorders and mental health conditions are likely caused by a combination of several factors, including genetics, emotional/psychological influences, cultural attitudes, and behavioral reinforcement. The Agency's staff understands that substance addiction and mental health conditions are family illnesses in which each member of the affected individual's immediate and perhaps extended family is affected by the behaviors and attitudes of the addicted individual. In keeping with this philosophy, treatment teams encourage family participation in the treatment process whenever possible.

The Agency recognizes that many of the individuals served by the Agency's substance abuse program have a concurrent mental health problem. Like substance abuse disorders, mental health problems can cause severe dysfunction in an individual's life, especially in the areas of day-to-day living skills, interpersonal relationships, and vocational/educational skills. For these dually diagnosed clients, simultaneous treatment of both disorders is preferred. Residential treatment is available for dually diagnosed clients who have not responded favorably to outpatient treatment or whose symptom severity contraindicates outpatient care.

The Agency is licensed by the State of Florida as a provider of substance abuse prevention, intervention, and treatment services and as a primary vendor for both substance abuse and mental health counseling. Consistent with this licensure, agency programs and services are reviewed and audited annually by the State of Florida. The Agency's CARF. accreditation for integrated substance abuse/mental health services has been extended through January 31, 2025.

In 2021, a not-for-profit foundation called Tri-County Human Services Foundation, LLC. ("Foundation") that serves as its fundraising arm of the Agency was created. The foundation is investing in assets that will return revenues based on the performance of the asset.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR JUNE 30, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Principal Activity and Description of Organization - Continued

The Agency has recognized that the sustainability of the organization cannot be dependent upon government subsidies contracted through the State of Florida and its approved Managing Entity, Central Florida Behavioral Health Network (CFBHN). To that end, in 2021, Tri-County Human Services, Inc. formed a for profit organization called Meadowbrook Psychiatric and Counseling Centre, LLC. ("Meadowbrook") that focuses primary on Mental Health (psychiatric and clinical) services for those having insurance and/or private pay for services. Both organizations will, over time help to reduce the dependance of government contracts and move toward the self-sustainability of Tri-County Human Services, Inc.

The Agency is funded through a variety of sources, including the United Way of Central Florida, State of Florida, GiveWell Community Foundation, Polk, Hardee and Highlands counties, Central Florida Behavioral Health Network, Homeless Coalition, program fees, various fund-raising events sponsored by the board of directors, federal and private grants, and private contributions.

Basis of Consolidation

In determining the requirements for consolidation of related organizations, the Agency follows the guidance provided in Financial Accounting Standards Board Accounting Standards Codification Topic 958, Subtopic 810, Not-for-Profit Entities - Consolidation (FASB ASC 958-810). FASB ASC 958-810 requires consolidation of nonprofit organizations that are financially related to one another by means of ownership or control and economic interest. The Agency is the sole member of the Foundation and Meadowbrook. The consolidated financial statements of the Agency include the accounts of the Foundation and Meadowbrook, and all significant inter-organizational balances and transactions have been eliminated.

Basis of Presentation

The Agency's consolidated financial statements presented have been prepared on the accrual basis of accounting and in accordance with the American Institute of Certified Public Accountants' *Audit and Accounting Guide for Not-for-Profit Organizations*. The significant accounting policies followed are described below to enhance the usefulness of the consolidated financial statements to the reader.

The Agency is considered a Not-for-Profit (NFP) business-oriented health care entity and follows the NFP financial reporting model described in FASB *Accounting Standards Codification (ASC) 958, Not-for-Profit Entities*, subject to, and in accordance with, additional financial reporting guidance provided in FASB ASC 954, *Health Care Entities* and Florida Rule 15A-10.012. The Agency is required to report information regarding its financial position and activities according to the following net asset classifications:

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR JUNE 30, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Basis of Presentation - Continued

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Agency's management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Agency or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity, if any.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities. Donor restricted contributions whose restrictions are met in the same reporting period are reported as without donor restrictions.

Measure of Operations

The consolidated statement of activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Agency's ongoing mission and interest and dividends earned on investments. Nonoperating activities are limited to other activities considered to be of a more unusual or nonrecurring nature.

Comparative Financial Information

The accompanying financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with our audited financial statements for the year ended June 30, 2021, from which the summarized information was derived.

Cash, Cash Equivalents, and Restricted Cash

The Agency's cash consists of cash on deposit with banks. The Agency considers all cash and highly liquid financial instruments with original maturities of 90 days or less, which are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents. Cash and highly liquid financial instruments restricted to building projects, endowments that are perpetual in nature, or other long-term purposes are excluded from the definition.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR JUNE 30, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Cash, Cash Equivalents, and Restricted Cash - Continued

The following table provides a reconciliation of cash, cash equivalents, and restricted cash reported within the statement of financial position that sum to the total of the same such amounts shown in the consolidated statement of cash flows:

	<u>2022</u>	<u>2021</u>
Undesignated cash and cash equivalents	\$ 5,862,839	\$ 5,900,129
Designated cash - DUI	42,183	1,620
Cash restricted to donor specific purposes	<u>-</u>	<u>-</u>
Total	<u>\$ 5,905,002</u>	<u>\$ 5,901,749</u>

Financial Instruments and Credit Risk

The Agency manages deposit concentration risk by placing cash and money market accounts with financial institutions believed to be creditworthy by management. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. To date, the Agency has not experienced losses in any of these accounts. Credit risk associated with accounts receivable and promises to give is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from the Agency and others who are supportive of the Agency's mission. The Agency had cash and cash equivalents of \$1,115,435 and \$2,107,848 in excess of federally insured or other insured limits as of June 30, 2022 and 2021, respectively. The Agency has entered into an agreement with a bank whereby their operating checking account is collateralized with federal securities wholly owned by the Agency.

Grants Receivable, Net

Grants receivable represents amounts due from Central Florida Behavioral Health Network, Medicaid, Polk County and other federal, state and local agencies.

Management has determined that the grants receivable are fully collectible, therefore, no allowance for uncollectible accounts is considered necessary as of June 30, 2022 and 2021.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR JUNE 30, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Accounts Receivable and Allowance for Doubtful Accounts

Accounts receivable are patient obligations due for services rendered. Accounts receivable are recorded at the invoiced amount and do not bear interest. The allowance for doubtful accounts is based on a combination of identified patient accounts believed to be uncollectible and on a percentage of aged receivables, based on historical experience. If actual collections experience changes, revisions to the allowance percentage are made. After all attempts to collect a receivable have failed, the receivable is written off against the allowance. Based on the information available, management believes the allowance for doubtful accounts of \$36,754 and \$67,268 as of June 30, 2022 and 2021, respectfully is adequate. However, actual write-offs may exceed the recorded allowance.

Inventory

Inventories of medical supplies are carried at the lower of cost or net realizable value, using the first-in, first-out method of costing.

Property and Equipment

The Agency records property and equipment additions over \$1,000 at cost, or if donated, at fair value on the date of donation. The Agency's policy is to capitalize renewals and betterments acquired for greater than \$5,000 and expense normal repairs and maintenance, as incurred. Depreciation and amortization are computed using the straight-line method over the estimated useful lives of the assets ranging from 5 to 30 years, or in the case of leasehold improvements, the useful life of the asset. When assets are sold or otherwise disposed of, the cost and related depreciation or amortization are removed from accounts, and any resulting gain or loss is included in the consolidated statement of activities. The Agency's management periodically evaluates whether events or circumstances have occurred indicating that the carrying amount of long-lived assets may not be recovered.

Investments

The Agency records investment purchases at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the consolidated statement of financial position. Net investment return (loss) is reported in the consolidated statement of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR JUNE 30, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset in the principal or most advantageous market for the asset in an orderly transaction between market participants on the measurement date. Fair value should be based on the assumptions market participants would use when pricing an asset. US GAAP establishes a fair value hierarchy that prioritizes investments based on those assumptions. The fair value hierarchy gives the highest priority to quoted prices in active markets (observable inputs) and the lowest priority to an entity's assumptions (unobservable inputs). The Agency groups assets at fair value in three levels, based on markets in which the assets and liabilities are traded, and the reliability of the assumptions used to determine fair value.

These levels are:

- | | |
|---------|---|
| Level 1 | Observable market inputs that are unadjusted quoted market prices for identical assets or liabilities in active markets as of the measurement date. |
| Level 2 | Other observable inputs, either directly or indirectly, including: <ul style="list-style-type: none">• Quoted prices for similar assets/liabilities in active markets;• Quoted prices for identical or similar assets/liabilities in non-active markets;• Inputs other than quoted prices that are observable for the asset/liability; or• Inputs that are derived principally from or corroborated by other observable market data. |
| Level 3 | Unobservable inputs that cannot be corroborated by observable market data. |

In many cases, a valuation technique used to measure fair value includes inputs from multiple levels of the fair value hierarchy. The lowest level of significant input determines the placement of the entire fair value measurement in the hierarchy.

The interest rate swap agreement is valued using a third party's propriety discounted cash flow model, which considers past, present, and future assumptions regarding interest rates and market conditions to estimate the fair value of the agreement. This is classified within Level 2.

Investments in Integrated Care Network of Florida ("ICNF") are classified within Level 3 as significant assumptions are not observable in the market. Management used appraisal information and contract values from the surrounding area in estimating fair value.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR JUNE 30, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Interest Rate Swap

The Agency uses an interest-rate swap to mitigate interest-rate risk on a note payable (Note H). If material, the related liability, or asset is reported at fair value in the statement of financial position, and unrealized gain or losses are included in the statement of activities.

Basis of Recognizing Revenue and Expenses

Revenue and expenses are recognized on the accrual basis. Contributions are recognized when cash, securities or other assets, or an unconditional promise to give is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Revenue consists primarily of grants and program service fees and are recognized in the period in which the services are provided. Amounts received for program service fees not yet provided are recorded as deferred revenue. Expenses consist of the cost of providing the various programs of the Agency and operating expenses. Realized and unrealized gains and losses on the sale of investment securities are also reflected in revenue and expenses.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to the Agency's administrative services and programs; however, the consolidated financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by generally accepted accounting principles. Contributed goods are recorded at fair value at the date of donation. Donated professional services are recorded at the respective fair values of the services received.

Net Patient Service Revenue and Charity

The Agency provides care to all patients without regard to their ability to pay. Patients are charged on a sliding scale based on their ability to pay as determined by the Florida Department of Children and Family Services. Net patient service revenue is reported at the estimated net realizable amounts from patients, third party payers and others for services rendered since there is no pursuit of collection for the charges in excess of ability to pay or contractual agreement.

Concentration of Business Risk

About 59% and 53% of the Agency's revenue is derived from indirect federal and state grants funding passed through Central Florida Behavioral Health Network which are renewed annually for the years ended June 30, 2022 and 2021, respectively. The current level of the Agency's operations and program services may be impacted, or segments discontinued if funding is not renewed.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR JUNE 30, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Concentration of Business Risk - Continued

Approximately 63% and 70% of the Agency's grants receivable is derived from indirect federal and state grants funding passed through Central Florida Behavioral Health Network which are renewed annually for the years ended June 30, 2022 and 2021, respectively.

Allocation of Indirect Costs

All direct costs are allocated directly. Support costs and administrative costs (indirect costs) which cannot be directly allocated are allocated, by one or more distribution bases, appropriate to the costs and clearly represent a reasonable basis for allocating among the benefiting functions or programs. Administrative costs with no more reasonable basis for allocation are distributed based on the relationship of the cost center's total costs to all cost centers' accumulated costs. The Agency must receive prior approval on its cost allocation plan which is submitted to the Central Florida Behavioral Health Network (CFBHN) with its budget.

Functional Allocation of Expenses

The costs of program and supporting service activities have been summarized on a functional basis in the consolidated statement of activities. The consolidated statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, costs have been allocated among programs and supporting services. Such allocations are determined by management on an equitable basis.

Some categories of expenses are attributable to more than one program or supporting function. These expenses require an allocation that is applied on a consistent basis. Depreciation and mortgage interest are allocated based on percentage of total expenses, excluding personnel expenses. Salaries and benefits are allocated on the basis of employee time records. Other expenses are assigned directly to specific activities as expenditures are made.

Income Taxes

The Agency is a not-for-profit organization that is exempt from income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code; therefore, no provision for income taxes has been made in these consolidated financial statements. The Agency has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(vi). During 2021, the Agency became the sole member of the Foundation and Meadowbrook. These are wholly owned entities and are reported as disregarded entities in these consolidated statements and on the tax returns.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR JUNE 30, 2021

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Income Taxes - Continued

The most significant tax positions of the Agency are its assertion that it is exempt from income taxes and its determination of whether any amounts are subject to unrelated business income tax (UBIT). All significant tax positions have been considered by management. It has been determined that it is more likely than not that all tax positions would be sustained upon examination by taxing authorities. The Agency, the Foundation, and Meadowbrook file consolidated tax returns. Form 990 for 2019 through 2021 are open to examination by the Internal Revenue Service as of June 30, 2022.

Use of Estimates

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Change in Accounting Principles

FASB issued several Accounting Standards Updates (ASU) that were effective during July 1, 2021, through June 30, 2022. The following is the new pronouncement adopted:

- In September 2020, the FASB issued Accounting Standards Update 2020-07, Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets. The update requires the Agency to disclose a disaggregation of the amount of contributed nonfinancial assets recognized within the Statement of Activities by the category of contributed nonfinancial assets and update the disclosure for each of these categories.

Reclassification

Certain prior year amounts may have been reclassified to conform with the current year's consolidated financial statement presentation.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
JUNE 30, 2022
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NOTE B - LIQUIDITY AND AVAILABILITY

The following represents the Agency's liquid financial assets at June 30, 2022 and 2021:

	2022	2021
Cash, cash equivalents, and restricted cash	\$ 5,905,002	\$ 5,901,749
Grants receivable, net	2,449,820	2,714,949
Accounts receivable, net	821,513	576,323
Investments	184,536	-
	<u>9,360,871</u>	<u>9,193,021</u>
Total financial assets		
	9,360,871	9,193,021
Less: Designated funds - DUI	(42,183)	(1,620)
Less: Donor restricted funds, if any	<u>-</u>	<u>-</u>
Net financial assets available to meet general expenses and obligations over the next 12 months	<u>\$ 9,318,688</u>	<u>\$ 9,191,401</u>

None of the net available financial assets are subject to any donor or other contractual restrictions that make them unavailable for general expenses and other obligations within one year of the consolidated statement of financial position date.

As a part of the Agency's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

The net grants and accounts receivable are subject to implied time restrictions but are expected to be collected within one year.

NOTE C - GRANTS RECEIVABLE, NET

Summary of grants receivable, as of June 30, 2022 and 2021, are as follows:

	2022	2021
Central Florida Behavioral Health Network (CFBHN)	\$ 1,532,646	\$ 1,910,014
Polk County	793,418	671,577
Other	123,756	133,358
	<u>2,449,820</u>	<u>2,714,949</u>
Total grants receivable		
	2,449,820	2,714,949
Less: Allowance for doubtful accounts	<u>-</u>	<u>-</u>
Net grants receivable	<u>\$ 2,449,820</u>	<u>\$ 2,714,949</u>

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE D - PROPERTY AND EQUIPMENT

A summary of property and equipment, at cost, consists of the following, as of June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>	<u>Estimated Useful Lives</u>
Land	\$ 1,057,452	\$ 663,738	-
Construction in progress	38,129	5,217	-
Buildings	3,607,598	3,058,356	5 - 30 years
Building improvements	2,124,499	2,081,635	5 - 30 years
Machinery and equipment	1,232,104	1,309,478	5 - 10 years
Furniture and fixtures	22,588	22,588	5 - 10 years
	<u>8,082,370</u>	<u>7,141,012</u>	
Less accumulated depreciation	<u>(3,150,463)</u>	<u>(3,117,911)</u>	
Total	<u>\$ 4,931,907</u>	<u>\$ 4,023,101</u>	

Depreciation expense was \$232,248 and \$207,852 for the years ended June 30, 2022 and 2021, respectively.

NOTE E - INVESTMENT SECURITIES AND CONSORTIUM

The primary purpose of the consortium investment is to provide the Agency a preferred provider participant status. This is part of ongoing efforts to maximize opportunities for insurance billing.

Investment securities are carried at quoted market prices, are held for trading purposes, and consist of the following as of June 30, 2022 and 2021, respectively:

	<u>2022</u>		<u>2021</u>	
	<u>Cost</u>	<u>Market</u>	<u>Cost</u>	<u>Market</u>
Merrill Lynch - Equities	\$ 148,474	\$ 134,941	-	-
Merrill Lynch - Mutual Funds	51,019	49,595	-	-
Integrated Care Network of Florida ("ICNF")	40,817	40,817	41,176	41,176
Total investments	<u>\$ 240,310</u>	<u>\$ 225,353</u>	<u>\$ 41,176</u>	<u>\$ 41,176</u>

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE E - INVESTMENT SECURITIES AND CONSORTIUM - CONTINUED

The Agency recognizes its role as a responsible investor. While the primary purpose of managing investments is to maximize return on the assets within an appropriate level of risk, investments are reviewed regularly by the Finance Committee, who report to the Board.

A summary of earnings on investments as of June 30, 2022 and 2021, respectively, is as follows:

	Without Donor Restrictions	With Donor Restrictions	Total 2022	Total 2021
Interest and dividends	\$ 503	\$ -	\$ 503	\$ -
Net realized gain (loss)	(418)	-	(418)	(8,824)
Net unrealized gain (loss)	(14,958)	-	(14,958)	-
Investment expenses	(359)	-	(359)	-
Total	<u>\$ (15,232)</u>	<u>\$ -</u>	<u>\$ (15,232)</u>	<u>\$ (8,824)</u>

NOTE F - FAIR VALUE MEASUREMENT

The following table sets forth, by level, within the fair value hierarchy, amounts recorded in the Agency's consolidated financial statements at fair value as of June 30, 2022:

	Fair Value	Level 1	Level 2	Level 3
Financial assets:				
Merrill Lynch - Equities	\$ 134,941	\$ 134,941	\$ -	\$ -
Merrill Lynch - Mutual Funds	49,595	49,595	-	-
Investments - ICNF	40,817	-	-	40,817
	<u>\$ 225,353</u>	<u>\$ 184,536</u>	<u>\$ -</u>	<u>\$ 40,817</u>
Interest rate swap liability	<u>\$ 29,237</u>	<u>\$ -</u>	<u>\$ 29,237</u>	<u>\$ -</u>

The following table sets forth, by level, within the fair value hierarchy, amounts recorded in the Agency's financial statements at fair value as of June 30, 2021:

	Fair Value	Level 1	Level 2	Level 3
Financial assets:				
Investments - ICNF	<u>\$ 41,176</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 41,176</u>
Interest rate swap liability	<u>\$ 46,522</u>	<u>\$ -</u>	<u>\$ 46,522</u>	<u>\$ -</u>

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE F - FAIR VALUE MEASUREMENT - CONTINUED

The following methods and assumptions were used to estimate the fair value of each class of financial instruments for which it is practicable to estimate that value:

Interest rate swap - The fair value of interest rate swap agreements is the estimated amount that the financial institutions would receive or pay to terminate the swap agreements at the reporting date, taking into account current interest rates and the current credit worthiness of the swap counter parties.

Changes in valuation techniques - None.

Investments are measured at fair value on a recurring basis for which the Agency has utilized Level 3 inputs to determine fair value. Purchases/additions were \$0 and \$0 for the years ended June 30, 2022 and 2021, respectively. Sales/deductions were \$359 and \$8,824 for the years ended June 30, 2022 and 2021, respectively.

NOTE G - COMPENSATED ABSENCES

The Agency's liability for compensated absences was \$455,017 and \$449,020 which was included in accounts payable and accrued expenses as of June 30, 2022 and 2021, respectively. This represents amounts owed to employees under the Agency's paid time off (PTO) policy. For employees hired prior to July 1, 2009, employees may carryover up to a maximum of 40 days unused PTO each year. For employees hired from July 1, 2009 to the present, employees may carry up to 160 hours into the next calendar year. Excess hours as of December 31 are forfeited.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE H - LONG TERM LIABILITIES

A summary of mortgage notes payable as of June 30, 2022 and 2021, respectively, is as follows:

	<u>2022</u>	<u>2021</u>
Mortgage note payable, payable in 120 monthly installments of \$7,381 with principal balloon payment of \$721,952 in February 2025. Variable interest rate of LIBOR plus 2.25% is included in monthly payment, with interest rate swap of fixed rate of 4.37%. Collateralized with administration building real estate, with a net book value of \$1,075,784.	\$ 857,252	\$ 906,651
Mortgage note payable, payable in 84 monthly installments of \$2,373 with principal balloon payment of \$273,909 in February 2026. Interest rate of 4.37% is included in monthly payment. Collateralized with building real estate, with a net book value of \$564,116.	319,288	332,621
Mortgage note payable, payable in 60 monthly installments of \$697 with principal balloon payment of \$93,016 in February 2025. Interest rate of 4.25% is included in monthly payment. Collateralized with building real estate, with a net book value of \$133,040.	103,073	107,092
Mortgage note payable, payable in 60 monthly installments of \$1,638 with principal balloon payment of \$226,073 in November 2026. Interest rate of 3.75% is included in monthly payment. Collateralized with building real estate, with a net book value of \$796,257.	<u>269,554</u>	<u>-</u>
	1,549,167	1,346,364
Less portion considered current	<u>(75,752)</u>	<u>(65,626)</u>
Total long term liabilities	<u>\$ 1,473,415</u>	<u>\$ 1,280,738</u>

There were no instances of material noncompliance noted with loan covenants related to the above debt as of June 30, 2022 and 2021, respectively.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE H - LONG TERM LIABILITIES - CONTINUED

Annual maturities of long term debt for the next five years and thereafter are as follows:

Year Ending June 30,	Amount
2023	\$ 75,752
2024	81,376
2025	875,389
2026	290,267
2027	226,383
Thereafter	<u>-</u>
Total	<u>\$ 1,549,167</u>

Interest paid was \$62,999 and \$64,940 for the years ended June 30, 2022 and 2021, respectively.

Line of Credit

The Agency has a line of credit up to \$500,000, which renews annually, secured by accounts receivable, of which \$0 was outstanding as of June 30, 2022. Principal and interest would be due on demand, with interest based on the bank's prime rate. Due to renew January 2023.

The Agency has \$0 outstanding borrowings on the line of credit as of the date of this report.

NOTE I - NET ASSETS

Composition

Composition of **net assets with donor restrictions** consists of \$0 and \$0 as of June 30, 2022 and 2021, respectively.

Composition of **net assets without donor restrictions** consists of the following as of June 30, 2022 and 2021, respectively:

	2022	2021
Undesignated	\$ 8,651,128	\$ 8,071,062
Designated funds - DUI	42,183	21,864
Property and equipment, net of related debt, if any	<u>3,382,740</u>	<u>2,676,737</u>
Total	<u>\$ 12,076,051</u>	<u>\$ 10,769,663</u>

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE I - NET ASSETS - CONTINUED

Release

Net assets released from donor restrictions for the years ended June 30, 2022 and 2021 consists of the following:

	<u>2022</u>	<u>2021</u>
Satisfaction of Specific Purpose Restrictions:		
Program expenses – None	\$ -	\$ -
Total	<u>\$ -</u>	<u>\$ -</u>

NOTE J - DEFINED CONTRIBUTION PLAN

The Agency has a Tri-County Human Services, Inc. Employee Plan which is a defined contribution 403(b) thrift plan that was established by the Agency in 1999 to provide benefits at retirement to substantially all employees of the Agency. Employees become eligible for participation in the plan after attainment of age 18 and one year of full-time service. Plan benefits vest at a rate of 20% per year and become fully vested after 6 years of service. Employer contributions are discretionary and are determined annually by the board of directors. For the years ended June 30, 2022 and 2021, employer contributions totaled \$0 and \$0, respectively. As of June 30, 2022 and 2021, the Agency has a payable to the Plan of \$715 and \$773 respectively. For the years ended June 30, 2022 and 2021, fees incurred and paid for the Plan were \$250 and \$250 respectively.

NOTE K - MATCHING REQUIREMENTS

Certain contracts require local match for contracted services which are provided by CFBHN's subrecipients. Responsibility for meeting this match has been passed down to the subrecipients under these contracts. The Agency received \$3,819,126 and \$4,256,659 in Maintenance of Effort dollars used to meet the required federal match. The Agency is currently in material compliance with all matching requirements on all major federal and state financial assistance programs.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE L - RELATED PARTIES

The Agency receives grant funding from CFBHN, for which the chief executive officer served on its board of directors until December 2021. Below is a summary of transactions during the year from Central Florida Behavioral Health Network:

	<u>2022</u>	<u>2021</u>
Substance abuse and mental health contracts	\$ 10,929,385	\$ 10,088,079
Year-end accounts receivable on above contracts	(1,532,646)	(1,910,014)
Less behavioral health administration fees	<u>-</u>	<u>-</u>
Total related party receipts, net of fees	<u>\$ 9,396,739</u>	<u>\$ 8,178,065</u>

The main operating bank account and loans for the Agency are held at a bank where an Agency's Board member is a key employee. Deposit balances totaled \$5,704,909 and \$5,749,281 for the years ended June 30, 2022 and 2021, respectively. Loan balances totaled \$1,549,167 and \$1,682,235 for the years ended June 30, 2022 and 2021, respectively.

NOTE M - CONTRIBUTED MATERIALS, EQUIPMENT AND SERVICES

Donated materials and space received as donations, if any, are recorded and reflected in the accompanying consolidated financial statements at their fair values at the date of receipt. The Agency received \$577,752 and \$624,058 in donated materials and space for the years ended June 30, 2022 and 2021, respectively.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE M - CONTRIBUTED MATERIALS, EQUIPMENT AND SERVICES - CONTINUED

The Agency received donated facilities, professional services and materials as follows during the year ended June 30, 2022:

Expense	AMH	CMH	ASA	CSA	Program Other	Mgmt, General, & Fundraising	Total 2022
Donated space:							
Donated facilities	\$ 23,178	\$ -	\$486,656	\$ 38,503	\$ 14,785	\$ -	\$ 563,122
Other donated items:							
Professional services	198	198	198	198	198	-	990
Miscellaneous	1,364	2,824	1,365	1,365	5,622	1,100	13,640
Total other donated items	1,562	3,022	1,563	1,563	5,820	1,100	14,630
Total in-kind operating expenses	\$ 24,740	\$ 3,022	\$ 488,219	\$ 40,066	\$ 20,605	\$ 1,100	\$ 577,752
Capitalized in-kind							\$ -
Total contributions in-kind							\$ 577,752

The Agency received donated facilities, professional services and materials as follows during the year ended June 30, 2021:

Expense	AMH	CMH	ASA	CSA	Program Other	Mgmt, General, & Fundraising	Total 2021
Donated space:							
Donated facilities	\$ 27,500	\$ -	\$464,012	\$ 68,935	\$ 9,725	\$ -	\$ 570,172
Other donated items:							
IDP Drugs	-	-	13,050	-	-	-	13,050
Professional services	1,552	340	5,817	1,001	5,723	2,683	17,116
Miscellaneous	-	-	21,220	-	2,500	-	23,720
Total other donated items	1,552	340	40,087	1,001	8,223	2,683	53,886
Total in-kind operating expenses	\$ 29,052	\$ 340	\$ 504,099	\$ 69,936	\$ 17,948	\$ 2,683	\$ 624,058
Capitalized in-kind							\$ -
Total contributions in-kind							\$ 624,058

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE N - COMMITMENTS AND CONTINGENCIES

Lease Expense

The Agency has a number of multi-year lease commitments on office equipment and building rentals. Buildings, or space in buildings, are used for the Agency's administration and its community service programs. Space is provided at various locations in Highlands and Hardee counties for counseling services. Free use of facilities and other assets are recorded as in-kind contributions and as equipment and facilities expenses based on market square footage rental rates or equipment rental rates in the communities where facilities are located. Some of the leases are non-cancelable. The lease payments range from \$37 to \$11,575 per month for a period of 12 - 84 months. The lease expense under these leases was \$244,309 and \$215,238 for the years ended June 30, 2022 and 2021, respectively.

Future minimum lease payments under the lease are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2023	\$ 55,148
2024	35,578
2025	13,422
2026	-
2027	-
Thereafter	<u>-</u>
Total	<u>\$ 104,148</u>

Other

The Agency participates in a number of federal and state programs, which are subject to financial and compliance audits by the grantors or their representatives. The audits of all programs for or including the year ended June 30, 2022, have not been completed. The amount, if any, of expenditures which may be disallowed by the grantor agencies, cannot be determined at this time although the Agency expects such amounts, if any, to be immaterial.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE N - COMMITMENTS AND CONTINGENCIES - CONTINUED

Interest Rate Swap Agreement

The Agency entered into a ten year interest rate swap agreement to eliminate the impact of changes in interest rates on its variable long-term obligation. The agreement was effective February 12, 2015. The agreement effectively changed the Agency's variable rate to a fixed 4.37% for a fixed term and results in a fixed monthly principal and interest payment of approximately \$7,381 until maturity on February 12, 2025.

The Agency would be required to pay an "unwind fee", as estimated by the financial institution using a proprietary model, to dissolve the agreement. The amount of \$29,237 and \$46,522 has been recorded on the consolidated statement of financial position at June 30, 2022 and 2021, respectively, under accounts payable and accrued expenses and the statement of functional expenses under interest paid.

There were no instances of material noncompliance noted with loan covenants related to the above debt as of June 30, 2022.

NOTE O - PAYCHECK PROTECTION PROGRAM (PPP)

On April 28, 2020, the Agency received loan proceeds in the amount of \$1,989,157 under the Paycheck Protection Program ("PPP"). The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"), provides for loans to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. The loans and accrued interest are forgivable after twenty-four weeks if the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains its payroll levels. The amount of loan forgiveness will be reduced if the borrower terminates employees or reduces salaries during the twenty-four-week period. The unforgiven portion of the PPP loan is payable over two years at an interest rate of 1%, with a deferral of payments for the first six months.

The Agency applied for loan forgiveness with the lender and received forgiveness of \$1,653,286 in principal and \$17,543 in interest from the Small Business Administration ("SBA") on May 26, 2021. The remaining principal balance of \$335,871 and \$4,394 in accrued interest, as of August 25, 2021, was recorded as PPP Loan on the statement of financial position under current liabilities. Interest accrues at a rate of \$9.33 per day. Monthly principal and interest payment in the amount of \$37,967 are due on the 4th of each month. PPP loan matured on May 4, 2022 and was paid in full.

TRI-COUNTY HUMAN SERVICES, INC. AND SUBSIDIARIES
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NOTE P - IMPACT OF COVID-19

The World Health Organization has declared the spread of the Coronavirus Disease (COVID-19) a worldwide pandemic. The COVID-19 pandemic is having significant effects on global markets, supply chains, businesses, and communities.

Specific to the Agency, COVID-19 may impact various parts of its fiscal year 2023 operations including, but not limited to, reductions in contributions and reductions of various programs and related expenses. Management believes the Agency is taking appropriate actions to mitigate the negative impact. However, the full impact of COVID-19 is unknown and cannot be reasonably estimated as these events are still developing.

NOTE Q - SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 8, 2022, the date which the consolidated financial statements were available for issue and has determined that there are no additional adjustments and/or disclosures required.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Jonathan Harrison, Road and Bridge Director

SUBJECT/TITLE: Request to adopt Resolution 22-23-58 for Budget Amendment 22-23 044 to realign excess funds from Projects 12054 Memorial Drive Pipe, 21093 E Winthrop St, and 21094 AP Fuel Island in the amount of \$154,819.67 to Project 22041 Hammock Rd Drainage with a net fiscal impact of \$0.00.

STATEMENT OF ISSUE

Drainage improvements are needed along Hammock Rd between Jacklin Ave and Lakewood Rd. The project will consist of implementing a ditch closure from the existing ditch east of Jacklin Ave and proceeding east, then north under Hammock Rd to connect with the existing outlet to Lake Jackson. Improvements will also be made to the drainage connection on the north side of Hammock Rd. The intent of the project is to improve drainage capacity to assist in the flow of water from S Heron St.

RECOMMENDED ACTION

Move to adopt Resolution 22-23-58 for Budget Amendment 22-23 044 to realign excess funds from Projects 12054 Memorial Drive Pipe, 21093 E Winthrop St, and 21094 AP Fuel Island in the amount of \$154,819.67 to Project 22041 Hammock Rd Drainage with a net fiscal impact of \$0.00.

FISCAL IMPACT

There is no fiscal impact to Fund 151 or the overall budget. This budget amendment is merely moving adopted funds and re-appropriating said funds into Project # 22044 (Hammock Road Drainage) in the amount of \$154,819.71, with a net fiscal impact of \$0.00.

Attachments: [22-23-044R Xfer Fds to Project 22041 Hammock Rd Drainage \(Resolution\).pdf](#)
[22-23-044 Xfer Fds to Project 22041 Hammock Rd Drainage \(BA\).pdf](#)

RESOLUTION NO. 22-23-58

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA
PERTAINING TO BUDGET AMENDMENT 22-23-044 TO
THE LOCAL GOVT INFRASTRUCTURE SURTAX FUND;
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 Local Govt Infrastructure Surtax Fund.

**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 22-23-044 is hereby approved and authorized to transfer excess funds from Projects 12054 Memorial Drive Pipe Replacement, 21093 E Winthrop St, and 21094 AP Fuel Island in the amount of \$154,819.67 to Project 22041 Hammock Rd Drainage with a net fiscal impact of \$0.00.

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 7th day of February, 2023.

HIGHLANDS COUNTY, FLORIDA

By: _____
Chris Campbell, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

January 11, 2023

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 1/5/2023

SUBMITTED BY: Jonathan Harrison

FUND(S): 151 FUND TITLE(S): Local Govt Infrastructure Surtax COST CENTER(S) #: 4102A
PROJECT(S) #: 12054, 21093, 21094, 22041 PROJECT TITLE(S): Memorial Drive Pipe Replace, E Winthrop St, AP Fuel Island, Hammock Rd Drainage COST CENTER TITLE(S): Transportation Projects
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
				Project Fd Balance					
R	151		3999100Z	Forward	12054	129,964.59		129,964.55	0.04
				Project Capital Infrastructure	12054	129,964.59		129,964.55	0.04
				Project Fd Balance					
R	151		3999100Z	Forward	21093	64,222.36		13,714.01	50,508.35
				Project Capital Infrastructure	21093	64,222.36		13,714.01	50,508.35
				Project Fd Balance					
R	151		3999100Z	Forward	21094	36,624.97		11,141.11	25,483.86
				Project Capital Infrastructure	21094	36,624.97		11,141.11	25,483.86
				Project Fd Balance					
E	151		3999100Z	Forward	22041	0.00	154,819.67		154,819.67
				Project Capital Infrastructure	22041	0.00	154,819.67		154,819.67

REASON: To transfer excess funds from Projects 12054, 21093 & 21904 to Project 22041 Hammock Rd Drainage for improvements needed along Hammock Rd between Jacklin Ave and Lakewood Rd.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 22-23-044

TRANSFER TYPE:

Approval
Denial

ACTION:

Board Approved Denied
County Administrator Approved Denied

ITEM TO ITEM
RESERVE
XX BY RESOLUTION
SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: ____ / ____ / ____

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Julie Richardson, Children's Advocacy Center Manager

SUBJECT/TITLE: Request adoption of Resolution 22-23-59 for Budget Amendment 22-23-045 to appropriate VOCA (Victims of Crime Act) grant funds awarded.

STATEMENT OF ISSUE

The Children's Advocacy Center was awarded \$72,722.58 by the Office of the Attorney General's VOCA (Victims of Crime Act) to pay for seventy five percent of CAC's Licensed Mental Health Counselors Salary.

RECOMMENDED ACTION

Move to adopt Resolution 22-23-59 for Budget Amendment 22-23-045 to appropriate VOCA (Victims of Crime Act) grant funds awarded.

FISCAL IMPACT

The fiscal impact is an increase to 005 (General Fund) Cost Center 3995 (Children's Advocacy Center) Project 22042 in the amount of \$72,722.58.

Attachments: [22-23-045 Project 22042 VOCA_CAC 22-23 \(BA\).pdf](#)
[22-23-045R Project 22042 VOCA 22-23 \(Resolution\).pdf](#)

RESOLUTION NO. 22-23-59

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-045 TO THE GENERAL FUND; 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 Fund.

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 22-23-045 is hereby approved and authorized to set up grant funds to Project 22042 VOCA 22/23 in the amount of \$72,722.58.

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 7th day of February, 2023.

HIGHLANDS COUNTY, FLORIDA

By: _____
Chris Campbell, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Jonathan Harrison, Road and Bridge Director

SUBJECT/TITLE: Request to adopt Budget Amendment 22-23-048 to realign excess funds from Projects 22026 Tobler Ter NW, 22027 Wayne Ave NE, and 22028 Farrell Dr NE in the amount of \$30,000.00 to Project 22043 Lake Clay Dr-CR 621 Intersection with a net fiscal impact of \$0.00.

STATEMENT OF ISSUE

This project will consist of adding a right-hand turning lane from Lake Clay Drive to CR-621. This was a potential project in years past, but was postponed. The entirety of Lake Clay Dr. is already approved within the 22/23 FY Budget for milling and resurfacing. The addition of the turn lane and milling/resurfacing will be accomplished within the same project period to be completed within the next 3 months. Highlands County Road & Bridge and Highlands County Engineering/Traffic Operations will be performing all associated work.

RECOMMENDED ACTION

Move to adopt Budget Amendment 22-23-048 to realign excess funds from Projects 22026 Tobler Ter NW, 22027 Wayne Ave NE, and 22028 Farrell Dr NE in the amount of \$30,000.00 to Project 22043 Lake Clay Dr-CR 621 Intersection with a net fiscal impact of \$0.00.

FISCAL IMPACT

There is no fiscal impact to Fund 151 (Infrastructure Surtax) or the overall budget. This budget amendment is merely moving adopted funds and re-appropriating said funds into Project 22043 (Lake Clay Dr-CR 621 Intersection) in the amount of \$30,000.00 with a net fiscal impact of \$0.00.

Attachments: [22-23-048 Xfer Fds to Proj 22043 Lk Clay Dr-CR621 Intersection \(BA\).pdf](#)

BUDGET AMENDMENTS

SUBMITTED BY: **Jonathan Harrison**

PROJECT(S) #:	22026, 22027, 22028, 22043	PROJECT TITLE(S):	Tobler Ter NW, Wayne Ave NE, Farrell Dr NE, Lk Clay Dr-CR 621 Intersection	COST CENTER TITLE(S):	Transportation Projects
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TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	151	4102A	56301Z	Project Capital Infrastructure	22026	63,000.00		14,000.00	49,000.00
E	151	4102A	56301Z	Project Capital Infrastructure	22027	30,000.00		4,000.00	26,000.00
E	151	4102A	56301Z	Project Capital Infrastructure	22028	30,000.00		12,000.00	18,000.00
E	151	4102A	56301Z	Project Capital Infrastructure	22043	0.00	30,000.00		30,000.00

OFFICE USE ONLY

<u>XX</u>	ITEM TO ITEM
<u> </u>	RESERVE
<u> </u>	BY RESOLUTION
<u> </u>	SUPPLEMENTAL BUDGET

Posted by Clerk:

60

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: Feb 7, 2023

PRESENTER: Tanya Cannady, Business Services Director (Lori DeLoach, Purchasing Manager)

SUBJECT/TITLE: Request adoption of Budget Amendment 22-23-047 to enable the use of contractual staff in the Purchasing Department.

STATEMENT OF ISSUE

Due to a staffing shortage and workload in the Purchasing Department, the request is being made to utilize Contractual Staffing to assist with Purchasing needs.

RECOMMENDED ACTION

Move to adopt the Budget Amendment 22-23-047, in the amount of \$9,000 for contractual staff.

FISCAL IMPACT

\$0.00. Funds are being transferred from Regular Salaries & Wages (005-2558-51200) to Contractual Services (005-2558-53400)

Attachments: [22-23-047 Purchasing Sunshine Staffing \(BA\).pdf](#)

January 24, 2023

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 1/24/2023

SUBMITTED BY: Lori DeLoach

FUND(S): 005 FUND TITLE(S): General COST CENTER(S) #: 2558

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): Purchasing Department

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	2558	51200	Regular Salaries & Wages		232,810.00		9,000.00	223,810.00
E	005	2558	53400	Contractual Services		0.00	9,000.00		9,000.00
									0.00
									0.00
									0.00
									0.00
									0.00

REASON: Realign funding to utilize Sunshine Staffing employee for Purchasing Agent position currently vacant. Funding for approximately 10 weeks.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 22-23-047

TRANSFER TYPE:

Approval

ACTION:

Denial

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

XX ITEM TO ITEM

RESERVE

BY RESOLUTION

SUPPLEMENTAL BUDGET

SIGNATURE: _____

Signature: _____

DATE: _____ / _____ / _____

Posted by Clerk: _____

Form Revised 08/05/2020

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

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

SUBJECT/TITLE: Request to waive the Landfill Tipping Fees for Placid Lakes Homeowner Association Annual Community Cleanup April 1, 2023

STATEMENT OF ISSUE

The Placid Lakes Homeowner Association is requesting that the board waive the landfill tipping fee for their annual community cleanup scheduled for Saturday, April 01, 2023. The waste will be hauled to the landfill on Monday April 3, 2023.

RECOMMENDED ACTION

Move to approve waiving the Lanfill tipping fee for The Placid Lakes Homeowner Association Annual Community Cleanup.

FISCAL IMPACT

Landfill staff estimates that the Placid Lakes Homeowner Association Annual Community Cleanup will collect an estimated six (6) tons of Class 1 waste to be hauled to the landfill at a cost of \$45.00 per ton for a total of \$270.00 to be waived. The figures are based upon the Placid Lakes Homeowners Association estimate of two (2) roll-off bins for this event.

Attachments: [Email - Karen Lepera requesting community cleanup 1-19-23.pdf](#)
[Placid Lakes HOA Community Cleanup History Brd. Mtg. 2-7-23.pdf](#)

Diefendorf Jr, Robert A.

From: Lepera, Karen
Sent: Thursday, January 19, 2023 1:12 PM
To: Hestand, Rhonda S.; Diefendorf Jr, Robert A.
Cc: Willis, Jennifer
Subject: RE: Placid Lake cleanup 04.01.2023

Good Afternoon,

The HOA contact can be either:

Brad Shuman, phone 301-730-1928, email dshuman161@comcast.net

Or Greg Dunlop, phone 863-840-3231, email gregdunlop13@gmail.com

The roll offs can be placed at 349 Parker Street, NE, Lake Placid, FL 33852

They are also asking for approximately 30 vests, 30 pickup tools, and garbage bags.

Please let me know what else we will need to provide.

Thank you,
Karen

Karen M. Lepera
NAV Specialist
Office of Management & Budget
Highlands County Board of County Commissioners

PH: 863-402-6520
CELL: 863-991-0129
FAX: 863-402-6507
EMAIL: klepera@highlandsfl.gov

From: Hestand, Rhonda S. <rhestand@highlandsfl.gov>
Sent: Tuesday, January 17, 2023 1:32 PM
To: Diefendorf Jr, Robert A. <rdiefendorf@highlandsfl.gov>; Lepera, Karen <klepera@highlandsfl.gov>
Cc: Willis, Jennifer <jwillis@highlandsfl.gov>
Subject: RE: Placid Lake cleanup 04.01.2023

Thank you so much for the info!

From: Diefendorf Jr, Robert A. <rdiefendorf@highlandsfl.gov>
Sent: Tuesday, January 17, 2023 1:13 PM
To: Hestand, Rhonda S. <rhestand@highlandsfl.gov>; Lepera, Karen <klepera@highlandsfl.gov>
Cc: Willis, Jennifer <jwillis@highlandsfl.gov>
Subject: RE: Placid Lake cleanup 04.01.2023

Rhonda,

A community clean up was done 4-9-22 and all information can be found in the following location:

[\\hc.lan\Organization\Bcc-SW-Groups\Solid Waste\Board Waive Tipping Fees\CY 2022\Placid Lakes\Community Cleanup](#)

Also a canal cleanup was also done 4-30-22 and all information regarding board waiving of tipping fees and the event can be found in the following location:

[\\hc.lan\Organization\Bcc-SW-Groups\Solid Waste\Board Waive Tipping Fees\CY 2022\Placid Lakes\Canal Cleanup](#)

Let me know if any questions.

Robert A. Diefendorf, Jr., E.I.
Assistant to the County Engineer
County Engineering Department
Transportation/Landfill/Recycling/Utility Division
Highlands County Board of County Commissioners
505 S. Commerce Avenue
Sebring, Florida 33870-3869
Phone: (863) 402-6877
Fax: (863) 402-6548
rdiefendorf@highlandsfl.gov

From: Hestand, Rhonda S. <rhestand@highlandsfl.gov>
Sent: Tuesday, January 17, 2023 11:46 AM
To: Lepera, Karen <klepera@highlandsfl.gov>
Cc: Diefendorf Jr, Robert A. <rdiefendorf@highlandsfl.gov>
Subject: Placid Lake cleanup 04.01.2023

Karen,

We need additional information...

The contact's name, phone # and email address of the Place Lakes HOA personnel requesting the event.

The location to deliver the two-roll offs.

According to your email, the event will be Saturday, April 1st and I am assuming the pickup date will be Monday, April 3rd?

To confirm our conversation, this will not be a canal clean up.

Thanks!

Rhonda Hestand



Solid Waste Accounting Manager
Highlands County Board of County Commissioners
Address: 12700 Arbuckle Creek Rd, Sebring FL. 33870
Phone: (863) 402-7787
Email: rhestand@highlandsfl.gov

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From: Lepera, Karen <klepera@highlandsfl.gov>
Sent: Tuesday, January 17, 2023 11:31 AM
To: Hestand, Rhonda S. <rhestand@highlandsfl.gov>
Subject: RE: Placid Lakes 4/10/21 Comm Cleanup & 4/24/21 Canal Cleanup

They have not schedule that yet because their Weedoo machine has been down. If they decide to do it, we will have to handle that one separately.

From: Hestand, Rhonda S. <rhestand@highlandsfl.gov>
Sent: Tuesday, January 17, 2023 11:29 AM
To: Lepera, Karen <klepera@highlandsfl.gov>
Subject: RE: Placid Lakes 4/10/21 Comm Cleanup & 4/24/21 Canal Cleanup

Karen,

Is this a canal clean up as well?

Rhonda

From: Lepera, Karen <klepera@highlandsfl.gov>
Sent: Tuesday, January 10, 2023 3:46 PM
To: Hestand, Rhonda S. <rhestand@highlandsfl.gov>
Subject: FW: Placid Lakes 4/10/21 Comm Cleanup & 4/24/21 Canal Cleanup

Hi Rhonda,

We miss you.

Hoping you can help. You may have helped us before when you were there before. Placid Lakes does a neighborhood clean up each year and ask for two dumpsters and waive tipping fees. They are hoping to do this on April 1, 2023. I worked with Beverly Waldron before but cannot find her in the system. I included the last email I received from her so that you would get an idea of what I am talking about. I know your department has to bring it before the Board so that is why I am reaching out now.

*Thank you,
Karen*

Karen M. Lepera
NAV Specialist
Office of Management & Budget
Highlands County Board of County Commissioners

PH: 863-402-6520
CELL: 863-991-0129
FAX: 863-402-6507
EMAIL: klepera@highlandsfl.gov

From: Waldron, Beverly D. <bwaldron@highlandsfl.gov>
Sent: Thursday, March 11, 2021 2:27 PM
To: Lepera, Karen <klepera@highlandsfl.gov>
Cc: Landers, Alisha M. <alanders@highlandsfl.gov>; Diefendorf Jr, Robert A. <rdiefendorf@highlandsfl.gov>
Subject: Placid Lakes 4/10/21 Comm Cleanup & 4/24/21 Canal Cleanup

Karen,

Attached you will find the Memos for both of these events, also I have attached the Hold Harmless agreement that all of the volunteers that are attending both events will have to fill out and sign prior to the event and those forms need to be emailed back to us. You can print out what you need or I can print them for you have them ready for pick up, which ever you like just let me know. Also I need to know a close count of volunteers on each event so I can make sure there are enough supplies to cover the event. If you have any questions please let us know. Have a blessed day.

Sincerely,



Denise Waldron
Public Works Specialist, Solid Waste Department
Highlands County Board of County Commissioners
(863) 402-7786
bwaldron@highlandsfl.gov
www.highlandsfl.gov



12700 Arbuckle Creek Road, Sebring, FL, 33870

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HIGHLANDS COUNTY LANDFILL TIPPING FEES WAIVED PLACID LAKES HOA COMMUNITY CLEAN-UP						
Transaction Number	Date	MT	Tons	Cost Per Ton if Charged	Total Fees Waived	Note
<u>2017</u>						
1528419	3/25/2017	2001	1.12	\$ 45.00	\$ 50.40	Board Waived Fees - Placid Lakes HOA Community Clean-up
			1.12		\$ 50.40	
<u>2018</u>						
1572963	5/24/2018	2001	1.45	\$ 45.00	\$ 65.25	Board Waived Fees - Placid Lakes HOA Community Clean-up
1573338	5/24/2018	2001	2.76	\$ 45.00	\$ 124.20	
1574066	5/24/2018	2001	1.75	\$ 45.00	\$ 78.75	
1574265	5/24/2018	2001	3.06	\$ 45.00	\$ 137.70	
1574376	5/24/2018	2001	1.07	\$ 45.00	\$ 48.15	
			10.09		\$ 454.05	
<u>2019</u>						
1602903	4/15/2019	2002	0.8	\$ 45.00	\$ 36.00	Board Waived Fees - Placid Lakes HOA Community Clean-up
1602933	4/15/2019	2002	2.35	\$ 45.00	\$ 105.75	
1603431	4/19/2019	2002	0.44	\$ 45.00	\$ 19.80	
			3.59		\$ 161.55	
<u>2020</u> CANCELLED DUE TO COVID						
						Board Waived Fees - Placid Lakes HOA Community Clean-up
<u>2021</u>						
1675127	4/20/2021	2001	1.55	\$ 45.00	\$ 69.75	Board Waived Fees - Placid Lakes HOA Community Clean-up
1675925	4/28/2021	2001	0.57	\$ 45.00	\$ 25.65	
1675930	4/28/2021	2001	2	\$ 45.00	\$ 90.00	
1676288	4/28/2021	2001	0.91	\$ 45.00	\$ 40.95	
			5.03		\$ 226.35	
<u>2022</u>						
1712841	4/13/2022	2001	0.65	\$ 45.00	\$ 29.25	Board Waived Fees - Placid Lakes HOA Community Clean-up
1712813	4/13/2022	2001	1.16	\$ 45.00	\$ 52.20	
1713541	4/20/2022	2001	0.4	\$ 45.00	\$ 18.00	
			2.21		\$ 99.45	

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Lucy Castillo, Housing Coordinator

SUBJECT/TITLE: Continuation of Other Personnel Services (OPS) Employment for A. Fernandez and waiving the six (6) calendar month limit as stated in Section 402:4 of the Highlands County Personnel Rules and Regulations Manual adopted 09/20/2016.

STATEMENT OF ISSUE

The State Housing Initiatives Partnership (SHIP) is funded by the State of Florida Housing Trust Fund which derives its revenues from documentary stamp fees resulting from real estate transactions. State funds are distributed to Florida counties based upon population with a minimum allocation of \$350,000. Highlands County received \$711,188.00 for FY21/22 and \$936,751.00 for FY22/23 (not including program income). The program is designed to create affordable housing for Highlands County residents for Home Ownership (Down Payment Assistance), Rehabilitation, Emergency Home Repair, Foreclosure Intervention and Multi-Family Rental Housing Development. The newest strategy Rapid Re-Housing/Rental Assistance assists individuals or families obtain quality, safe and affordable rental housing and prevent eviction and homelessness. Funds may be used for security and/or utility deposits, first month's rent and assistance for utility and rent in arrears.

Currently, the Housing Division is experiencing an influx of calls for information/referrals and assistance. This has increased with the Rapid Re-Housing/Rental program. Therefore, an OPS position was approved on March 7, 2022, to assist the limited staff with the processing of housing applications. A. Fernandez, employee number 8678 was hired on May 4, 2022, and has done well in the Housing Division. The Housing Division stays busy, and we anticipate needing this position for the foreseeable future due to the increased need for housing assistance/ submission of applications. Section 402:4 of the Highlands County Personnel requires approval by the Board of County Commissioners to allow temporary OPS employee to work for periods greater than six (6) months.

If approved, the Florida Retirement System requires payment into the retirement fund from the start date of employment until the end of employment. The estimated fiscal impact for Fiscal Year 22/23 is \$ 3,716.00 from cost center 5366 (SHIP) account 52200 (Retirement Contributions) for payment to the Florida Retirement System from May 4, 2022.

RECOMMENDED ACTION

Move to approve the continuation of Other Personnel Services (OPS) employment for A. Fernandez, employee number 8678, and waiving the six (6) calendar month limit as stated in Section 402:4 of the Highlands County Personnel Rules and Regulations Manual adopted 09/20/2016.

FISCAL IMPACT

The fiscal impact is estimated to be \$3,716.00 from cost center 5366 (SHIP) account 52200 (Retirement Contributions) for payment to the Florida Retirement System from May 4, 2022, in addition to her regular wages.

Attachments: [Attachment_A_Policy_402-4_Other_Personnel_Services__OPS_.pdf](#)



HIGHLANDS COUNTY BOCC PERSONNEL RULES & REGULATIONS

6. **Application Status.** Applicants not selected for an interview will be advised by mail or telephone. Applicants examined or interviewed will be advised by mail or telephone of their status following the interview.
7. **Not Hired.** Applicants not hired may request to use the application on file for up to six (6) months after submission. After six (6) months a new application will be required.
8. **File.** Human Resources shall maintain the original application as part of the personnel file for all persons hired.

402:3 INTERVIEW

All appointments will be made on the basis of merit and fitness to be determined as far as practical and possible by a competitive examination process, which may include, but not be restricted to, any or all of the following: oral interview, written test, oral test, performance test, physical or fitness test, evaluation of training and experience, length of time in present position, and any other applicable criteria which will fairly measure the relative abilities of individuals competing in examinations.

Candidates may be required to attain at least a minimum performance on each part of the examination process in order to be considered for employment.

Reasonable accommodations will be provided in the examination process when requested by disabled job applicants.

Interviews for the position of Department Director and above require public notice.

Applicants may be examined by one or more of the following methods:

1. **Personal Interview.** An in-person or web-based interview to determine abilities and qualification, which may include any or all of the following: oral interview, written test, oral test, performance test, physical or fitness test. Personal interviews shall be conducted by an interview panel. Applicants may be scored or ranked using a numeric grading scale.
2. A second or third interview may be required at the request of the interview panel, Department Director, Human Resources, or County Administrator.
3. **Interview Panel.** The interview panel should be comprised of three (3) or more members to include the Supervisor, Department Director or department designee, and a member of Human Resources. Prior approval through Human Resources is required for all non-Board panel members. The County Administrator may participate in a two (2) person panel of his or her choosing for which Human Resources does not have to participate.

Public Information and Records Retention. Following an interview, Human Resources will make available, upon request, the results in accordance with Chapter 119, Florida Statutes.

402:4 OTHER PERSONNEL SERVICES (OPS)

Other Personnel Services (OPS) positions are intended to fulfill short-term or sporadic needs of the Board, except professionals, who are to be used on a fill-in status only. Employment of personnel in the OPS category in the same position for a period longer than six (6) months requires prior approval by the Board of County Commissioners. See Policy 410, Supplemental Workforce.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: E. Laney Stearns, Public Safety Director

SUBJECT/TITLE: Request acceptance of the Florida Department of Health EMS Matching Grant 22-23 and adoption of Resolution 22-23-62 for Budget Amendment 22-23-050 to appropriate funding in the amount of \$205,200.00 (90%) to be received from the Florida Department of Health, with a 10% County Match in the amount of \$22,800.00 for project 22045.

STATEMENT OF ISSUE

The Florida Department of Health would provide Highlands County EMS with a grant in the amount of \$205,200.00 with a 10% County Match in the amount of \$22,800.00, totaling \$228,000.00 for project 22045. The grant will provide the EMS with equipment and supplies in the reserve ambulances to serve and respond more adequately to the citizens of Highlands County.

RECOMMENDED ACTION

Move to accept the Florida Department of Health EMS Matching Grant 22-23 and adoption of Resolution 22-23-62 for Budget Amendment 22-23-050 to appropriate funding in the amount of \$205,200.00 (90%) to be received from the Florida Department of Health, with a 10% County Match in the amount of \$22,800.00 for project 22045.

FISCAL IMPACT

The fiscal impact is an increase to Fund 005 (General) in the amount of \$205,200.00 as the Florida Department of Health would provide Highlands County EMS with a grant in the amount of \$205,200.00 with a 10% County Match in the amount of \$22,800.00, totaling \$228,000.00 for project 22045. The grant will provide the EMS with equipment and supplies in the reserve ambulances to serve and respond more adequately to the citizens of Highlands County

Attachments: [22.23 FDOH Matching Grant.pdf](#)
[22-23-050 Project 22045 EMS Matching Grant 22-23 \(BA\).pdf](#)
[22-23-050R Project 22045 EMS Matching Grant 22-23 \(Resolution\).pdf](#)
[22-23-050 Project 22045 EMS Matching Grant \(Reserve\).pdf](#)

Applicant Information and Form for 2022-2023 Matching Grant Requests

Optional: In your application package cover letter, you may request to be, or recommend a person to be, a reviewer of matching grant applications during this grant cycle. If selected, reviewers will only evaluate applications that are not associated with them.

Request for Grant Fund Distribution Page: this page is the last page herein and you must complete the top part of the form. State EMS will complete the bottom part, as indicated on the form. We need this to obtain state funds for awards.

A staff member of your organization who has cash transactions with the state for your organization must provide the address on the top part of this Distribution Page because the address on this page is not a normal mailing address. It must exactly be the same address as in the state financial system for your organization's corresponding nine-digit ID code and the additional three-digit sequence code of the address, for any funds to be provided.

Number of pages. Each application must be no more than 15 one sided pages, including the form and all content. Reviewers may not read any pages beyond 15 one sided pages. However, you may submit a one-page cover letter and letters of recommendation, and these do not count against the 15 pages.

Fastening. If you send a paper application, do not use a cover or folder, just staple in the upper left corner, with the first page of the application form the first of the stapled pages.



EMS MATCHING GRANT APPLICATION

**FLORIDA DEPARTMENT OF HEALTH
Emergency Medical Services Program**

Complete all items unless instructed differently within the application

Type of Grant Requested: ☒ Rural ☒ Matching

ID. Code (The State Bureau of EMS will assign the ID Code – (leave this blank) _____)

1. <u>Organization Name:</u> HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS	
600 SOUTH COMMERCE AVENUE	
SEBRING, FLORIDA 33870	
2. <u>Grant Signer:</u> (The applicant signatory who has authority to sign contracts, grants, and other legal documents. This individual must also sign this application)	
Name: CHRIS CAMPBELL	
Position Title: HIGHLANDS COUNTY COMMISSIONER	
Address: 600 SOUTH COMMERCE AVENUE	
City: SEBRING	County: HIGHLANDS
State: Florida	Zip Code: 33870
Telephone: 863-402-6630	Fax Number: 863-402-7404
E-Mail Address: _____	

3. <u>Contact Person:</u> (The individual with direct knowledge of the project on a day-to-day basis and responsibility for the implementation of the grant activities. This person may sign project reports and may request project changes. The signer and the contact person may be the same.)	
Name: MARK ELLIS	
Position Title: DEPUTY CHIEF	
Address: 4506 KENILWORTH BLVD	
City: SEBRING	County: HIGHLANDS
State: Florida	Zip Code: 33870
Telephone: 863-402-6630	Fax Number: 863-402-7404
E-Mail Address: mellis@highlandsfl.gov	

4. Legal Status of Applicant Organization (Check only one response):

- (1) ☐ Private Not for Profit [Attach documentation-501 (3) ©]
(2) ☐ Private for Profit
(3) ☐ City/Municipality/Town/Village
(4) ☒ County
(5) ☐ State
(6) ☐ Other (specify): _____

5. Federal Tax ID Number (Nine Digit Number): VF 59-6000655 _____

6. EMS License Number: 2801 Type: ☒ Transport ☐ Non-transport ☐ Both

7. Number of permitted vehicles by type: _____ BLS; 11 ALS Transport; _____ ALS non-transport.

8. Type of Service (check one): ☐ Rescue; ☒ Fire; ☐ Third Service (County or City Government, non-fire);
☐ Air ambulance; ☐ Fixed wing; ☐ Rotowing; ☐ Both; ☐ Other (specify) _____.

9. Medical Director of licensed EMS provider: If this project is approved, I agree by signing below that I will affirm my authority and responsibility for the use of all medical equipment and/or the provision of all continuing EMS education in this project. [No signature is needed if medical equipment and professional EMS education are not in this project.]

Signature:  Date: 1/25/13

Print/Type: Name of Director Donald Blair Geldhart

FL Med. Lic. No. ME 27412

Note: All organizations that are not licensed EMS providers must obtain the signature of the medical director of the licensed EMS provider responsible for EMS services in their area of operation for projects that involve medical equipment and/or continuing EMS education.

If your activity is a research or evaluation project, omit Items 10, 11, 12, 13, and skip to Item Number 14. Otherwise, proceed to Item 10 and the following items.

10. Justification Summary: Provide on no more than three one sided, double spaced pages a summary addressing this project, covering each topic listed below.

- A) Problem description (Provide a narrative of the problem or need).
- B) Present situation (Describe how the situation is being handled now).
- C) The proposed solution (Present your proposed solution).
- D) Consequences if not funded (Explain what will happen if this project is not funded).
- E) The geographic area to be addressed (Provide a narrative description of the geographic area).
- F) The proposed time frames (Provide a list of the time frame(s) for completing this project).
- G) Data Sources (Provide a complete description of data source(s) you cite).
- H) Statement attesting that the proposal is not a duplication of a previous effort (State that this project doesn't duplicate what you've done on other grant projects under this grant program).

Next, **only complete one of the following:** Items 11, 12, 13 or 14. Read all four and then select and complete the one that pertains the most to the preceding Justification Summary. Note that on all, that credible before-after differences for emergency victim data are the highest scoring items on the Matching Grants Evaluation Worksheet used by reviewers to evaluate your application form.

11. Outcome For Projects That Provide or Effect Direct Services To Emergency Victims: This may include vehicles, medical and rescue equipment, communications, navigation, dispatch, and all other things that impact upon on-site treatment, rescue, and benefit of emergency victims at the emergency scene. Use no more than two additional one-sided, double-spaced pages for your response. Include the following.

- A) Quantify what the situation has been in the most recent 12 months for which you have data (include the dates). The strongest data will include numbers of deaths and injuries during this time.
- B) In the 12 months after this project's resources are on-line, estimate what the numbers you provided under the preceding "(A)" should become.
- C) Justify and explain how you derived the numbers in (A) and (B), above.
- D) What other outcome of this project do you expect? Be quantitative and explain the derivation of your figures.
- E) How does this integrate into your agency's five-year plan?

12. Outcome For Training Projects: This includes training of all types for the public, first responders, law enforcement personnel, EMS, and other healthcare staff. Use no more than two additional one-sided, double-spaced pages for your response. Include the following:

- A) How many people received the training this project proposes in the most recent 12-month time period for which you have data (include the dates).
- B) How many people do you estimate will successfully complete this training in the 12 months after training begins?
- C) If this training is designed to have an impact on injuries, deaths, or other emergency victim data, provide the impact data for the 12 months before the training and project what the data should be in the 12 months after the training.
- D) Explain the derivation of all figures.
- E) How does this integrate into your agency's five-year plan?

13. Outcome For Other Projects: This includes quality assurance, management, administrative, and other. Provide numeric data in your responses, if possible, that bear directly upon the project and emergency victim deaths, injuries, and/or other data. Use no more than two additional one-sided, double-spaced pages for your response. Include the following.

- A) What has the situation been in the most recent 12 months for which you have data (include the dates)?
- B) What will the situation be in the 12 months after the project services are on-line?
- C) If this project is designed to have an impact on injuries, deaths, or other emergency victim data, provide the impact data for the 12 months before the project and what the data should be in the 12 months after the project.
- D) Explain the derivation of all numbers.
- E) How does this integrate into your agency's five-year plan?

Skip Item 14 and go to Item 15, unless your project is research and evaluation and you have not completed the preceding Justification Summary and one outcome item.

14. Research and Evaluation Justification Summary, and Outcome: You may use no more than three additional one-sided, double spaced pages for this item.

- A) Justify the need for this project as it relates to EMS.
- B) Identify (1) location and (2) population to which this research pertains.
- C) Among population identified in 14(B) above, specify a past time frame, and provide the number of deaths, injuries, or other adverse conditions during this time that you estimate the practical application of this research will reduce (or positive effect that it will increase).
- D) (1) Provide the expected numeric change when the anticipated findings of this project are placed into practical use.
(2) Explain the basis for your estimates.
- E) State your hypothesis.
- F) Provide the method and design for this project.
- G) Attach any questionnaires or involved documents that will be used.
- H) If human or other living subjects are involved in this research, provide documentation that you will comply with all applicable federal and state laws regarding research subjects.
- I) Describe how you will collect and analyze the data.

ALL APPLICANTS MUST COMPLETE ITEM 15.

15. Statutory Considerations and Criteria: The following are based on s. 401.113(2)(b) and 401.117, F.S. Use no more than one additional double-spaced page to complete this item. Write N/A for those things in this section that do not pertain to this project. Respond to all others.

Justify that this project will:

- A) Serve the requirements of the population upon which it will impact.
- B) Enable emergency vehicles and their staff to conform to state standards established by law or rule of the department.
- C) Enable the vehicles of your organization to contain at least the minimum equipment and supplies as required by law, rule, or regulation of the department.
- D) Enable the vehicles of your organization to have, at a minimum, a direct communications linkup with the operating base and hospital designated as the primary receiving facility.
- E) Enable your organization to improve or expand the provision of:
 - 1) EMS services on a county, multi county, or area wide basis.
 - 2) Single EMS provider or coordinated methods of delivering services.
 - 3) Coordination of all EMS communication links, with police, fire, emergency vehicles, and other related services.

11. Outcome For Projects That Provide or Effect Direct Services To Emergency Victims: This may include vehicles, medical and rescue equipment, communications, navigation, dispatch, and all other things that impact upon on-site treatment, rescue, and benefit of emergency victims at the emergency scene. Use no more than two additional one-sided, double-spaced pages for your response. Include the following.

A) Quantify what the situation has been in the most recent 12 months for which you have data (include the dates). The strongest data will include numbers of deaths and injuries during this time.

The situation from January 1st, 2022 until December 31st, 2022 recognizes a need for additional advanced life support (ALS) resources in the County to address a county-wide shortfall. Highlands County has maintained nine full-time 2-person ALS rescue ambulances since 2017, however our volume of EMS calls has increased, our full-time population has increased, and we're seeing a marked increase in our ED wait times to transfer patient care. We routinely experience 20 min wait times to transfer patient care, however in recent weeks we've seen times between 45 mins to 1 1/2 hours.

Due to our location, in the Heartland of Florida, we do not have a useful mutual aid system. Mutual aid resources would have to travel between 20 and 50 miles to access our two main cities. Equally, our local hospitals must depend upon us to provide interfacility transports of critical patients due to a lack of private ambulance coverage. All of these factors are placing our rescue units out of service more frequently, for longer periods of time and ultimately leaving no ALS resources available to answer medical calls. We are unable to meet the national standard of an ALS unit on scene within 8 minutes 90% of the time.

B) In the 12 months after this project's resources are on-line, estimate what the numbers you provided under the preceding "(A)" should become.

During the 12 months after this project's resources come on-line, we will have added three full-time ALS engine companies to the system. This addition of three new ALS resources will have a significant impact on our system. For example, we send 2 ALS rescues to acute calls and motor vehicle accidents, we send 1 ALS rescue to falls (even without injury). This new resource will allow us to change our run assignments and send 1 ALS rescue and 1 ALS engine. When all ALS rescues are busy, we still have 3 ALS engines to handle calls until a transport unit becomes available. We will be able to free up ALS ambulances from a call that can be mitigated by the ALS engine response. We expect to see a reduction in the number of calls each rescue runs daily, a reduction in the number of times the County has no ALS

resources available to send to 9-1-1 calls, and an increase in the percentage of ALS calls were dispatched to and arrive within 8 minutes.

C) Justify and explain how you derived the numbers in (A) and (B), above.

Our numbers are based upon call data and data which is not formally tracked but noted by our command staff in its regularity. Specifically, we're critically concerned about those instances where we have no ALS rescues available to send to 9-1-1 calls. We use data pulled from our ePCR system (ESO) to track call volumes, ED wait times, and turn around times. We don't have a formal mechanism to track how many times the County is without ALS coverage; however, our command staff informally tracks the regularity of the occurrence.

D) What other outcome of this project do you expect? Be quantitative and explain the derivation of your figures.

The main outcome of the project will be to provide ALS level care to our residents and visitors more quickly and efficiently and this project will allow us to take great strides in that direction. Additional or collateral outcomes of the project will be the ability of our Paramedics to have an occasional engine day. Since our Paramedics are primarily assigned to rescue units, they rarely get to have a shift where they're assigned to the engine and can focus on firefighting skills. ALS engines are a proven ideology within the fire rescue industry and will allow us to increase our service level and provide ALS level of care more rapidly.

E) How does this integrate into your agency's five-year plan?

The Highlands County 5-Year Plan identifies ALS response shortfalls. Adding ALS engines as a key component to addressing the EMS response shortfall and will directly impact that aspect of our 5-year plan. As a County of rural communities, we simply don't have regional or mutual aid resources readily available to us and this unfortunately forces the department to do a lot with a little. This project will be a game changer for Highlands County.

16. <u>Work activities and time frames</u> : Indicate the major activities for completing the project (use only the space provided). Be reasonable, most projects cannot be completed in less than six months and if it is a communications project, it will take about a year. Also, if you are purchasing certain makes of ambulances, it takes at least nine months for them to be delivered after the bid is let.		
<i>Work Activity</i>	<i>Number of Months After Grant Starts</i>	
	<u>Begin</u>	<u>End</u>
Prepare quotes for equipment purchase	Month 1	Month 2
Order equipment	Month 3	Month 4
Receive and deploy equipment	Month 4	Month 5
Final check off	Month 6	Month 7

17. <u>County Governments</u> : If this application is being submitted by a county agency, describe in the space below why this request cannot be paid for out of funds awarded under the state EMS county grant program. Include in the explanation why any unspent county grant funds, which are now in your county accounts, cannot be allocated in whole or part for the costs herein.
--

The County receives varying amounts of funding from the state, over the past few years those funds have averaged to approximately \$14,000.00/year. With the needs described in this application it would take over 16 years to put the project into full service.

18. <u>Budget:</u>		
Salaries and Benefits: For each position title, provide the amount of salary per hour, FICA per hour, fringe benefits, and the total number of hours.	Costs	Justification: Provide a brief justification why each of the positions and the numbers of hours are necessary for this project.
TOTAL:	<u>\$ 0.00</u>	Right click on 0.00 then left click on “Update Field” to calculate Total

Expenses: These are travel costs and the usual, ordinary, and incidental expenditures by an agency, such as, commodities and supplies of a consumable nature, <u>excluding</u> expenditures classified as operating capital outlay (see next category).	Costs: List the price and source(s) of the price identified.	Justification: Justify why each of the expense items and quantities are necessary to this project.
TOTAL:	<u>\$ 0.00</u>	Right click on 0.00 then left click on “Update Field” to calculate Total

Vehicles, equipment, and other operating capital outlay means equipment, fixtures, and other tangible personal property of a non- consumable and non-expendable nature, <u>and</u> the normal expected life of which is 1 year or more.	Costs: List the price of the item and the source(s) used to identify the price.	Justification: State why each of the items and quantities listed is a necessary component of this project.
(3) LifePak 15 Cardiac Monitors	3 @ \$44,000.00 \$132,000.00 Price is a quote from Stryker	None of our engine companies have cardiac monitors for ALS assessments and this is a state requirement for licensing
(3) Lucas 3 Chest Compression Systems	3 @ \$22,000.00 \$66,000.00 Price is a quote from Stryker	None of our engine companies have chest compression devices. These are necessary with 2 person crews to be able to provide ALS care during a cardiac arrest.
(3) Autovent	3 @ \$3,900.00 \$11,700.00 Price is a quote from our supplier	None of our engine companies have ventilators and this is a state requirement for licensing.
(3) Portable Suction	3 @ \$1,000.00 \$3,000.00 Price is a quote from our supplier	None of our engine companies have portable suction units and this is a state requirement for licensing.
(3) Medical Bags & ALS Equipment	3 @ \$600.00 \$1,800.00 Price is a quote from our supplier	None of our engine companies have ALS medical bags and this is a state requirement for licensing.
(3) ALS Engine Cabinetry	3 @ \$4,500 \$13,500 Price is a quote from our apparatus manufacturer.	None of our engine companies have ALS cabinetry to keep the ALS supplies in the air conditioning and a safe for narcotics. This is a state requirement for licensing.
TOTAL:	<u>\$228,000.00</u>	Right click on 0.00 then left click on "Update Field" to calculate Total

State Amount (Check applicable program)		
☐ Matching: 75 Percent	<u>\$ 0.00</u>	Right click on 0.00 then left click on “Update Field” to calculate Total
☒ Rural: 90 Percent	<u>\$205,200.00</u>	Right click on 0.00 then left click on “Update Field” to calculate Total
Local Match Amount (Check applicable program)		
☐ Matching: 25 Percent	<u>\$ 0.00</u>	Right click on 0.00 then left click on “Update Field” to calculate Total
☒ Rural: 10 Percent	<u>\$ 22,800.00</u>	Right click on 0.00 then left click on “Update Field” to calculate Total
Grand Total	<u>\$ 228,000.00</u>	Right click on 0.00 then left click on “Update Field” to calculate Total

DH FORM 1767 [2013]

19. <u>Certification:</u>	
My signature below certifies the following.	
I am aware that any omissions, falsifications, misstatements, or misrepresentations in this application may disqualify me for this grant and, if funded, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I certify that to the best of my knowledge and belief all of the statements contained herein and, on any attachments, are true, correct, complete, and made in good faith.	
I agree that any and all information submitted in this application will become a public document pursuant to Section 119.07, F.S. when received by the Florida Bureau of EMS. This includes material which the applicant might consider to be confidential or a trade secret. Any claim of confidentiality is waived by the applicant upon submission of this application pursuant to Section 119.07, F.S., effective after opening by the Florida Bureau of EMS.	
I accept that in the best interests of the State, the Florida Bureau of EMS reserves the right to reject or revise any and all grant proposals or waive any minor irregularity or technicality in proposals received, and can exercise that right.	
I, the undersigned, understand and accept that the Notice of Matching Grant Awards will be advertised in the <i>Florida Administrative Weekly</i> , and that 21 days after this advertisement is published I waive any right to challenge or protest the awards pursuant to Chapter 120, F.S.	
I certify that the cash match will be expended between the beginning and ending dates of the grant and will be used in strict accordance with the content of the application and approved budget for the activities identified. In addition, the budget shall not exceed the department, approved funds for those activities identified in the notification letter. No funds count towards satisfying this grant if the funds were also used to satisfy a matching requirement of another state grant. All cash, salaries, fringe benefits, expenses, equipment, and other expenses as listed in this application shall be committed and used for the activities approved as a part of this grant.	
Acceptance of Terms and Conditions: If awarded a grant, I certify that I will comply with all of the above and also accept any attached grant terms and conditions and acknowledge this by signing below.	
_____ Signature of Authorized Grant Signer (Individual Identified in Item 2)	_____ / ____ / ____ MM / DD / YY

DH FORM 1767 [2013]

THE TOP PART OF THE FOLLOWING PAGE MUST ALSO BE COMPLETED AND SIGNED.

**FLORIDA DEPARTMENT OF HEALTH
EMERGENCY MEDICAL SERVICES (EMS) GRANT UNIT**

REQUEST FOR GRANT FUND DISTRIBUTION

In accordance with the provisions of section 401.113(2) (a), *Florida Statutes*, the undersigned hereby requests an EMS grant fund distribution for the improvement and expansion of pre-hospital EMS.

DOH Remit Payment To:

A finance person in your organization who does business with the state should provide the address and corresponding 9 and 3 digit numbers of this part of the form, but it should be signed by the person identified in Item 2, 1st application page.

Name of Agency: Highlands County Board of County Commissioners

Address in State: 600 S commerce Avenue

Financial System Sebring, FL 33870

Federal 9-digit Identification number: 59-6000655 3-digit seq. code _____

Authorized Official: _____

Signature

Date

Chris Campbell, County Commissioner

Type or Print Name and Title

Sign and return this page with your application to:

*Florida Department of Health
Emergency Medical Services Unit, Grants
4052 Bald Cypress Way, Bin A-22
Tallahassee, Florida 32399-1722*

Do not write below this line. For use by State Emergency Medical Services Section

Grant Amount for State to Pay: \$ _____ Grant ID: Code: _____

Approved By: _____
Signature of State EMS Unit Supervisor Date

Approved By: _____
Signature of Contract Manager Date

State Fiscal Year: 2022 - 2023

<u>Organization Code</u>	<u>E.O.</u>	<u>OCA</u>	<u>Object Code</u>	<u>Category</u>
64-61-70-30-000	03	SF003	751000	059999

Federal Tax ID: VF _____ Seq. Code: _____

Grant Beginning Date: _____ Grant Ending Date: _____

January 26, 2023

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 1/25/2023

SUBMITTED BY: Roxanna Taylor

FUND(S): **005** FUND TITLE(S): **General** COST CENTER(S) #: **9990; 5105**

PROJECT(S) #:	22045	PROJECT TITLE(S):	EMS Matching Grant 22-23	COST CENTER TITLE(S):	Budget Expenditure AC/005; Ambulance Service 005
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*list additional cost centers on reverse side of form

[illegible]

REASON: To set up the new FY22-23 EMS Matching Grant and allocate the funds for approved expenses, including a match from General Fund Reserves of 10%.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 22-23-050

TRANSFER TYPE:

Approval

ACTION:

Board	Approved	Denied
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County Administrator Approved Denied

	ITEM TO ITEM
<u>XX</u>	RESERVE
<u>XX</u>	BY RESOLUTION
	SUPPLEMENTAL BUDGET

SIGNATURE: _____

Signature: _____

DATE: / /

Posted by Clerk:

RESOLUTION NO. 22-23-62

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-050 TO THE GENERAL FUND; 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 Fund.

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 22-23-050 is hereby approved and authorized to appropriate funding in the amount of \$228,000.00 for Project EMS Matching Grant 22/23 for a fiscal impact of an increase in the amount of \$205,200.00.

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 7th day of February, 2023.

HIGHLANDS COUNTY, FLORIDA

By: _____
Chris Campbell, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS RESERVE FOR CONTINGENCY ADJUSTMENTS	
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GENERAL FUND - 005 (9990)	
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FISCAL YEAR 2022-2023

DATE INTENDED	BCC APPROVED	B.A.#	AMOUNT	BALANCE	DESCRIPTION
10/01/22		BEGINNING BALANCE		\$450,000.00	
10/18/22	10/18/22	22-23-003	\$3,371.00	\$453,371.00	To adjust the Property Appraiser's budget to reflect the EDR salary adjustment and operating expense reductions.
10/18/22	10/18/22	22-23-004	(\$7,211.67)	\$446,159.33	To adjust the Supervisor of Election's budget to reflect the EDR salary adjustment for the Elected Official.
10/18/22	10/18/22	22-23-005	(\$5,500.00)	\$440,659.33	To adjust the Clerk of Court's budget to reflect the EDR salary adjustment for the Elected Official.
11/29/22	11/29/22	22-23-023	\$0.27	\$440,659.60	To balance the VOCA grant Project 22033
12/20/22	12/20/22	22-23-028	(\$8,160.00)	\$432,499.60	To provide additional funding due to Health Insurance renewal increase effective 1/1/23.
02/07/23		22-23-050	(\$22,800.00)	\$409,699.60	To set up the new FY22-23 EMS Matching Grant of 10%.
REVISED TOTAL:				\$409,699.60	

CONTINUED ON NEXT PAGE

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Sally Hood, Accounting and Finance Director
Highlands County Clerk of Circuit Court & Comptroller

SUBJECT/TITLE: Request approval of amendment #2 to the agreement for professional financial services between Highlands County and Clifton Larson Allen, L.L.P. for the fiscal year 2022 audit.

STATEMENT OF ISSUE

On April 6, 2021, the Board entered into an agreement with Clifton Larson Allen, L.L.P. for professional auditing services. Section 7 of that agreement establishes Time Requirements for Services. The Clerk's Office is requesting a 30 day extension to the requirements established in 7b, 7c and 7d to provide sufficient time for the completion of the County's FY 2022 annual audit and annual comprehensive report.

RECOMMENDED ACTION

Move to approve amendment #2 to the agreement for professional financial services between Highlands County and Clifton Larson Allen, L.L.P. for the fiscal year 2022 audit.

FISCAL IMPACT

No fiscal impact

Attachments: [CLA Amend 2 - JF Signature.pdf](#)

**AMENDMENT 2 TO THE AGREEMENT BETWEEN HIGHLANDS COUNTY AND
CLIFTONLARSONALLEN LLP FOR PROFESSIONAL FINANCIAL AUDITING
SERVICES**

THIS AMENDMENT made by and between Highlands County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, 600 S. Commerce Avenue, Sebring, Florida 33870, hereinafter referred to as "COUNTY" and CliftonLarsonAllen LLP, 2523 US Highway 27 South, Sebring, Florida 33870, hereinafter referred to as "AUDITOR".

WITNESSETH: WHEREAS, on April 6, 2021, the COUNTY executed an Agreement with the AUDITOR to provide professional external auditing services related to RFP #20-038, hereinafter referred to as "Agreement"; and

WHEREAS, the parties have concluded that the time provided for in Sections 7b, 7c and 7d should be extended for thirty days; and

WHEREAS, the parties have determined that it is in their best interest to amend the Agreement to extend the time accordingly.

NOW, THEREFORE, in consideration of the mutual covenants, terms and provisions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Agreement between the COUNTY and the AUDITOR is amended as follows:

The time deadlines provided for in Sections 7b, 7c, and 7d are hereby extended for thirty (30) days.

All of the terms and conditions of the original Agreement, or any modification thereof shall remain in full force and effect, and to the extent of any conflict between this Amendment and the original Agreement, or any modification thereof, this Amendment shall prevail.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Amendment effective the ____ day of _____, 2023.

HIGHLANDS COUNTY, a political subdivision
of the State of Florida

Kathleen G. Rapp, Chair

[SEAL]

ATTEST: _____
Jerome Kaszubowski, Clerk

AUDITOR

By: Julie S. Fowler

Print: Julie S. Fowler, CPA

Title: Signing Director

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization of _____, as _____, of _____, who personally swore or affirmed that he/she is authorized to execute this Agreement and thereby bind the Contractor, and who is personally known to me or who produced _____ as identification, and who did/did not take an oath this _____ day of _____, 2023.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Tanya Cannady, Business Services Director
Sherri Bennett, Human Resources Manager

SUBJECT/TITLE: Request to replace the Risk Management Coordinator job description with a new position titled Risk Management/HR Specialist

STATEMENT OF ISSUE

The Human Resources department is responsible for a high volume of administrative work on a daily basis. Changing the Risk Management Coordinator position to Risk Management/HR Specialist will allow this individual to support both functions, which will better serve the County. The change will allow the person in this position to primarily work with Risk Management but also assist the HR department with special projects and other duties.

RECOMMENDED ACTION

Move to approve request to replace the Risk Management Coordinator job description with a new position titled Risk Management/HR Specialist.

FISCAL IMPACT

The fiscal impact will be a cost savings of approximately \$16,000.00 to Fund 005 (General).

Attachments: [Risk Management HR Specialist 02.07.2023.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: Risk Management/HR Specialist		Division: Human Resources		Department: Business Services	
Job Code: TBD		Pay Grade: 105		Pay Band: \$31,511.42 - \$47,267.14	
Included/Exempt: Included		Type of Transaction:			
EMPLOYEE:		Special Risk: Yes ☐ No ☒		Overtime: Yes ☒ No ☐	
1. This position reports directly to: Job Title <u>Human Resources Manager</u> Job Code <u>1026</u> Pay Grade <u>117</u>					
2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:					

Knowledge, Skills, and Abilities:

- Knowledge of industrial safety practices, procedures, and methods.
- Knowledge of federal, state, and local safety programs, procedures, and methods.
- Knowledge of the principles and practices of risk management.
- Knowledge and ability to conduct accident/incident investigations.
- Knowledge of current laws, regulations, and policies regarding commercial insurances.
- Knowledge of records retention.
- Skill in researching legal or insurance issues.
- Skill in the use of automated word processing, spreadsheets, and graphics.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.
- Ability to communicate effectively with the public, business, and civic groups.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise good judgment and tact, particularly when dealing with accidental injuries or fatalities.

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 public, vendors, businesses, co-workers, and the Board of County Commissioners. 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. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

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. Three years of experience in insurance claims processing, worker's compensation, auto/property liability or human resources 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:

Business Services Director

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: Feb 7, 2023

PRESENTER: Sherry G. Sutphen, County Attorney

SUBJECT/TITLE: Request adoption of Resolution 22-23-65, suspending the processing of applications requesting the vacation of a right of way, roadway, easement, or a portion thereof, owned by the County.

STATEMENT OF ISSUE

During a recent legal review of certain County policies and procedures, various concerns were revealed with respect to the process being followed related to submitting a request for the County to vacate a right of way, roadway or easement which it owns. The County Engineering Department and the County Legal Department are working together to develop an updated policy related to submitting requests for the County to vacate a right of way, roadway or easement which it owns.

In pursuit of government efficiency and the best interest of the citizens of Highlands County, it is necessary to temporarily suspend the processing of applications requesting that the County vacate a right of way, roadway or easement which it owns, until an updated vacation request policy can be adopted which furthers the County's objective of protecting the health, safety and welfare of the citizens of Highlands County and preserves the County's authority over its property and property interests.

RECOMMENDED ACTION

Move to adopt Resolution 22-23-65, suspending the processing of applications requesting the vacation of a right of way, roadway, easement, or a portion thereof, owned by the County.

Attachments: [Res_22.23.65_Suspend_Processessing_Vacation_App.SGS.docx](#)

RESOLUTION NO. 22-23-65

A RESOLUTION OF THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS SUSPENDING THE PROCESSESSING OF APPLICATION FOR THE VACATION OF A COUNTY OWNED RIGHT OF WAY, ROADWAY, EASEMENT OR PORTION THEREOF; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING SUSPENSION OF APPLICATION PROCESSING; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE AND DURATION.

WHEREAS, pursuant to Florida Statutes, Section 125.01, the County has the broad authority to carry on County government to the extent not inconsistent with general or special law; and

WHEREAS, the County has specific authority to regulate roadways in the County road system, dispose of its property and property interests and adopt resolutions and ordinances for the exercise of its powers; and

WHEREAS, in 2007, in furtherance of its rights afforded by Florida law, the County adopted a policy and procedure for requesting that the County vacate a right of way, roadway or easement which it owns; and

WHEREAS, the County master fee schedule which is adopted annually, includes fees which are required for the submission of an application requesting the vacation of a County owned right of way, roadway or easement; and

WHEREAS, during a recent legal review of certain County policies and procedures, various concerns were revealed with respect to the process being followed related to submitting a request for the County to vacate a right of way, roadway or easement which it owns; and

WHEREAS, the County Engineering Department and County Legal Department are working together to develop an updated policy related to submitting requests for the County to vacate a right of way, roadway or easement which it owns; and

WHEREAS, the County has determined, in pursuit of government efficiency, that it is in the best interest of the citizens of Highlands County for it to temporarily suspend the processing of applications requesting that the County vacate a right of way, roadway or easement which it owns, until an updated vacation request policy can be adopted which furthers the County's

objective of protecting the health, safety and welfare of the citizens of Highlands County and preserves the County's authority over its property and property interests.

NOW, THEREFORE, BE IT RESOLVED BY THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS 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. Suspension of Application Processing.

- A. Beginning on the Effective Date of this Resolution, the processing of applications requesting that the County vacate a right of way, roadway, easement, or portion thereof, is hereby suspended until such time as an updated policy can be adopted which furthers the County's objective of protecting the health, safety and welfare of the citizens of Highlands County and also preserves the County's authority over its property and property interests.
- B. The Engineering Department has several unprocessed vacation applications which have been submitted with the appropriate fees requesting that the County vacate either a right of way, roadway, easement, or portion thereof, which it owns. These applications have been sorted into two separate categories which are as follows:
 - i. **CATEGORY 1** - requests which are not supported by County staff as the vacation relates to property, a property interest or a portion thereof, which is needed for County purposes; and
 - ii. **CATEGORY 2** - requests which could possibly be supported as the vacation may relate to property, a property interest, or portion thereof, which may not be entirely needed for a County purpose.
- C. All vacation applications submitted to the County with the required fees, that are in the possession of the County as of the Effective Date of this Resolution, and which fall into CATEGORY 1 above, are hereby authorized to receive a full refund of all fees paid.
- D. All vacation applications submitted to the County with the required fees, that are in the possession of the County as of the Effective Date of this Resolution, and which fall into CATEGORY 2 above, shall be notified in writing of the current application suspension and given the opportunity to receive a full refund of all fees paid or keep the application on hold with the County Engineering Department until such time as a new vacation request policy can be adopted in accordance herewith.
- E. Notwithstanding the foregoing, the County will finalize the processing of the vacation application submitted by Spanish Moss Eco Apartments, LLC, related to the easement vacation located at 6500 US 98 and 430 Duane Palmer Boulevard, Sebring, Florida, as this application has already been scheduled for a public hearing to be held on February 21, 2023.

SECTION 3. Implementation of Administrative Actions. The County Administrator is hereby authorized and directed to take such actions as 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 suspension of processing vacation applications for a County owned right of way, roadway, easement or portion thereof, 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 become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of February, 2023.

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**

By: _____
Chris Campbell, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: Feb 7, 2023

PRESENTER: Sherry G. Sutphen, County Attorney

SUBJECT/TITLE: Request approval of a letter of support for Heartland Food Reservoir, Inc., d/b/a Heartland Food Bank.

STATEMENT OF ISSUE

The Heartland Food Bank serves a great need in our community. Our network of local food pantries serves from 15,000 to 20,000 neighbors who live with food insecurity in Highlands County. A letter of support from the County would help Heartland Food Bank in their grant applications that they intend to apply for in order to gain funding to help provide for this need.

RECOMMENDED ACTION

Move to approve the letter of support for Heartland Food Reservoir, Inc., d/b/a Heartland Food Bank.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Heartland Food Bank Letter of Support_County.SGS.docx](#)



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ADMINISTRATION

600 S. Commerce Ave., Sebring, Florida 33870

Office (863) 402-6833 Fax (863) 402-6835 www.highlandsfl.gov

February 7, 2023

To Whom It May Concern

**RE: Heartland Food Reservoir, Inc.
d/b/a Heartland Food Bank**

Dear Sir or Madam:

On behalf of the Highlands County Board of County Commissioners, I am writing to express our steadfast support for the Heartland Food Bank and its mission. The Heartland Food Bank is committed to "let no one go hungry". It is the only local food bank serving the citizens of Highlands County with a primary purpose of supplying food to area pantries which in turn provide food directly to needy families in our community.

The Florida Department of Health in Highlands County has identified food insecurity as a matter of primary concern in our community. A portion of the Heartland Food Bank's success is attributed to grant opportunities. Your grant award to the Heartland Food Bank will benefit our community and further Heartland Food Bank's mission to end food insecurity.

If you need any further information, please do not hesitate to contact me.

Sincerely,

Chris Campbell
Chairman
**HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS**

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER:

SUBJECT/TITLE: Request approval of the minutes from the December 20, 2022 Regular Meeting of the Board.

RECOMMENDED ACTION

Move approval of the minutes from the December 20, 2022 Regular Meeting of the Board.

Attachments: [122022REG.pdf](#)

REGULAR MEETING OF THE BOARD, DECEMBER 20, 2022

1. The meeting was called to order at 9:00 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

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

Commissioner Don Elwell
Commissioner Arlene Tuck

Also, present: Laurie Hurner, County Administrator; 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 Kenneth Kirk, with the Wauchula United Methodist Church.

3. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Kenneth Kirk, Ret. US Army Col, with the Veterans Advisory Board (Chair).

4. **ANNOUNCEMENTS**

No announcements.

5. **CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

Jerome Kaszubowski, Clerk of Courts, wished everyone a Merry Christmas and a blessed and happy New Year.

6. **RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:**

- A. **Presentation of Employee of the Quarter for the 3rd Quarter of 2022.**

Laurie Hurner, County Administrator, presented a plaque to Donnie Goins, Finish Equipment Operator / Assistant Supervisor, Road & Bridge Department, in recognition of being chosen as Employee of the Quarter for the 3rd Quarter of 2022. **See SMB 150 Page 98.**

- B. **County Administrator Laurie Hurner, Presentation of Years of Service Awards.**

Vicki Brown, Library System Manager, presented an award to Crystal Martinez, Library Assistant II, for her 5 years of service to the county.

Jonathan Harrison, Road & Bridge Director, presented an award to Jeffery Herstein, Equipment Operator II, and Christopher Green, Equipment Operator III, for their 5 years of service to the county.

Chief E. Laney Stearns, Public Safety Director, presented an award to Roxanna Taylor, Administrative Assistant, Jennifer Bidlack, Paramedic, and Karin Richardson, Captain Paramedic, for their 5, 10, and 25 years of service, respectively.

Leah Sauls, Development Services Director, presented an award to Rachel Barry, Zoning Supervisor, for her 5 years of service to the county.

Ingra Gardner, Community Programs Director, presented an award to Cynthia Acevedo, Healthy Families Program Manager, for her 15 years of service to the county.

Laurie Hurner, County Administrator, presented an award to Michelle Drake, Executive Assistant, for her 25 years of service to the county. **See SMB 150 Page 99.**

C. Recognition of District 45 Fire Chief Steve Irving on his retirement.

Chief E. Laney Stearns, Public Safety Director, presented District 45 Fire Chief Steve Irving with a plaque in recognition of his years of service and dedication to the county and wished him well on his retirement. **See SMB 150 Page 100.**

Chief Stearns introduced the new Emergency Management Manager, Corey Amundsen, to the Commission and recognized him for his dedication to the county and to his department.

7. PUBLIC COMMENT

No participants.

8. CONSENT AGENDA

Laurie Hurner, County Administrator, presented an additional item on behalf of Sheriff Paul Blackman to the Commission and requested the item be added to the consent agenda as item 8T. Ms. Hurner read the recommended motion into the record.

Commissioner Kirouac moved approval of the consent agenda as presented, with the addition of item 8T. Commissioner Roberts seconded the motion.

Commissioner Roberts expressed his gratitude towards county staff's accomplishments and presentations.

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

Regarding items 8K and 8Q, County Administrator Laurie Hurner addressed questions raised by Commissioner Tuck.

- A. Request approval to declare the indicated lists of library materials surplus and allow designated items to be donated to the Friends of the Libraries of Avon Park, Sebring and Lake Placid. All Library Friends groups are nonprofit corporations. See SMB 150 Page 101.**
- B. Request approval of Budget Amendment 22-23-027 and Interlocal Agreement pursuant to the Recreation & Parks Advisory Committee's (RPAC) recommendation of a Funding Request from the City of Sebring, for an amount up to \$110,497.93 for the construction of pickleball courts at Charlie Brown Park. See City of Sebring file & SMB 150 Page 102.**
- C. Request approval of Budget Amendment 22-23-028 to provide additional funding to the Supervisor of Elections to fund Health Insurance renewal increases effective 1/01/2023. See SMB 150 Page 103.**
- D. 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 \$1,694,759.00 using American Rescue Plan Act (ARPA) funds. See Motorola Solutions Inc. file.**
- E. Request approval of four (4) part-time Firefighter/EMT and four (4) part-time Paramedic positions. See SMB 150 Page 104.**
- F. Request approval of the minutes from the October 25, 2022 Special Meeting of the Board. See**

Clerk of Courts website.

- G. Request approval of the Affordable Housing Authority Committee's (AHAC) Review of the Local Housing Incentive Strategies Report and authorize submittal to the Florida Housing Finance Corporation. *See Affordable Housing file.*
- H. Request adoption of Resolution 22-23-44 for Budget Amendment 22-23-031 to realign and setup grant/project funds awarded by the Bureau of Justice Assistance for SCAAP 2021 Project 22037 within the General Fund to accomplish the grant/project program goals with a Fiscal Impact of a net increase in the amount of \$25,098. *See Res. Book 34 Page 40 & SMB 150 Page 105.*
- I. Request adoption of Resolution 22-23-45 for Budget Amendment 22-23-032 to increase the Sheriff's FY 22/23 adopted budget to offset the increase in Health Insurance premiums that were unknown during the budget process *See Res. Book 34 Page 41 & SMB 150 Page 106.*
- J. Request approval of a High Impact Signature Event Tourist Development Grant in the amount of \$10,000.00 for the Sebring Soda Festival per the recommendation of the Tourism Development Council. *See Tourist Development Council file.*
- K. Request approval of Change Order 1 for an increase in compensation in the amount of \$45,650.00 and 22 additional contract days related to the W. Stryker Road Project, from North Olivia Drive to US 27, for the replacement of the damaged existing 48" diameter aluminum culvert. *See Cobb Site Development, Inc. file.*
- L. Request authorization for Chairman/Vice-Chairman to execute a Corrective County Deed related to that property located at 5388 Pebble Beach Drive, Sebring, FL 33872. *See County Deed file.*
- M. Additional board meeting added to the 2023 schedule on Tuesday, November 28, 2023. *See SMB 150 Page 107.*
- N. Request adoption of Resolution 22-23-47 pertaining to Medical Marijuana legislation. *See Res. Book 34 Page 42 & SMB 150 Page 108.*
- O. Request approval of Local Mitigation Strategy Working Group Organizations for Calendar Year 2023. *See Local Mitigation Strategy file.*
- P. Request approval of a New Event Tourist Development Grant in the amount of \$17,250.00 for Year #1 (2023), \$10,125.00 for Year #2 (2024), and \$10,500.00 for Year #3 (2025) for the Sunshine State Clubs Championship per the recommendation of the Tourism Development Council. *See Tourist Development Council file.*
- Q. Request adoption of Resolution 22-23-46 for Budget Amendment 22-23-034. The Budget Amendment is associated with Change Order 1 for an increase in compensation, in the amount of \$45,650.00 related to the W. Stryker Road Project, from North Olivia Drive to US 27, for the replacement of the damaged existing 48" diameter aluminum culvert and roadway repairs. *See Res. Book 34 Page 43 & SMB 150 Page 109.*
- R. Request acceptance of the State of Florida Emergency Medical Services Grant application for \$16,571.00, and request adoption Resolution 22-23-49 for Budget Amendment 22-23-036. *See Res. Book 34 Page 44, Emergency Medical Services file & SMB 150 Page 110.*

- S. **Request approval of Amendment 2 to the Agreement between Highlands County and Mowrey Elevator Company of Florida, Inc.** *See Mowrey Elevator Company of Florida, Inc. file.*
- T. **Request approval to expend funds from the Special Law Enforcement Trust Fund.** *See SMB 150 Page 111.*

9. COMMITTEE ASSIGNMENTS:

- A. **Request to appoint (1) alternate member to the Construction Licensing, Enforcement and Appeals Board.**

Leah Sauls, Development Services Director, presented the request and Sherry G. Sutphen, County Attorney, addressed questions raised by Commissioner Tuck.

Commissioner Kirouac moved to approve the appointment of George Abboud as an alternate member from the building industry to the Construction Licensing, Enforcement and Appeals Board for a four-year term expiring December 30, 2027. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 112.***

- B. **Requesting Highlands County Board of County Commissioner liaison for the Coastal and Heartland National Estuary Partnership (CHNEP) Highlands County Policy Committee member.**

Dawn Ritter, Natural Resources Manager, presented the request.

Commissioner Roberts moved to reappoint Commissioner Scott Kirouac as County Commissioner liaison for the Coastal and Heartland National Estuary Partnership (CHNEP), which includes all representation from Highlands County. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 150 Page 113.***

10. PUBLIC HEARING

- A. **Public hearing to consider adoption of P&Z Hearing No. 2114, changing the Official Zoning Atlas for an approximate 1.45-acre parcel, from Agricultural District with a Conditional Use (AU CU) to Residential District (R-1).**

Melony Culpepper, Assistant Development Services Director/Planning & 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. Culpepper questioned if any of the commissioners held ex parte communications concerning this hearing. All commissioners stated no.

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

Ms. Culpepper read the recommended motion for **P&Z Hearing No. 2114.**

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 34 Page 45 & Zoning Changes file.***

- B. Public hearing to consider adoption of Small-Scale Comprehensive Plan Future Land Use Amendment CPA-22-610SS, for two parcels totaling an approximate 18.29 acres, from Agriculture (AG) to Industrial (I).**
- C. Public hearing to consider adoption of P&Z Hearing No. 2116, changing the Official Zoning Atlas for two parcels totaling an approximate 18.29 acres, from Agricultural District (AU) to Industrial District with a Conditional Use (1-2 CU).**

Melony Culpepper, Assistant Development Services Director/Planning & Zoning Manager, presented items 10B and 10C 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. Culpepper questioned if any of the commissioners held ex parte communications concerning these hearings. Commissioner Tuck stated she spoke with Andy Tuck, who questioned how she felt about this situation, and stated the development plans were explained to her. Commissioner Kirouac stated he was contacted by the applicant and the applicant's counsel regarding this project. Commissioner Roberts stated he spoke to the applicant's attorney, and with two representatives from the P&Z Committee to acquire further information. Commissioner Campbell stated he spoke with Scott Crutchfield, whose family sold this property to the current owner, and Mark Howard, who is a resident on Red Beach on the north side of Hwy 98. County Attorney Sherry Sutphen questioned the commissioners if their disclosures were for both items. All commissioners stated yes.

Ms. Culpepper read the caption of the proposed Ordinance into the record and stated the Planning & Zoning Commission recommended denial of CPA-22-610SS and P&Z Hearing No. 2116, due to the close proximity to residential areas.

Attorney Bert J. Harris, III, representing the applicant, addressed the Board and gave a detailed presentation of the proposed use for the property.

After the presentation, Mr. Harris questioned the County Attorney if he has the jurisdiction allowed to convert this to a Planned Development (PD) and bring back a site plan for consideration. The County Attorney stated as long as this is brought back on a date certain because this has been publicly advertised as a public hearing and appropriate conditions be set.

Jonathan Harrison, Road and Bridge Director, and Clinton Howerton, Jr., County Engineer, addressed a couple of comments made in reference to Twitty Road and Scenic Highway.

The applicant, Mordechai Gelbhauer, addressed questions raised by the Commission.

Commissioner Elwell arrived during these presentations and shared he did not have ex parte communications concerning these two hearings.

The Commission expressed their concerns in great detail. The County Attorney, Ms. Culpepper, and Mr. Harris addressed their concerns.

Chairman Campbell opened the floor for public comment. Input was received by Reverend George Miller, Ms. Jeanne Campbell, Mr. Ray Royce, and Mr. Rick Whidden.

Commissioner Roberts made a motion for these particular items to be continued and sent to the Planning Development Department and back to Planning & Zoning and bring back to the Board in February 2023.

Commissioner Kirouac asked the County Attorney to clarify the timeline and dates.

The County Attorney stated the motion that is on the floor is to continue the items (CPA-22-610SS and P&Z Hearing No. 2116), to go back to the Planning and Zoning Commission on January 10, 2023, and then come before the Board of County Commissioners for final approval on February 21, 2023. That would be continuing both, the rezoning and the future land use, until that time and the rezoning is subject to any changes that are proposed. The January 10, 2023 meeting will be readvertised because that is the Planning & Zoning hearing, but the February 21, 2023 Board of County Commissioners hearing will not be readvertised, as it would be set as a date certain, if the Board chooses today.

After clarification of the motion, Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye, except for Commissioner Tuck, who voted nay. The motion carried. **See SMB 150 Page 114 & SMB 150 Page 115.**

D. Public hearing to consider adoption of Large-Scale Comprehensive Plan Future Land Use Amendment CPA-22-603LS, for an approximate 17.69-acre portion of an approximate 35.33-acre parcel, from Commercial (C) to High Density Residential (RH) and amend the text of the Future Land Use Element of the Highlands County 2030 Comprehensive Plan.

Melony Culpepper, Assistant Development Services Director/Planning & 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. Culpepper questioned if any of the commissioners held ex parte communications concerning this hearing. All commissioners stated no. Ms. Culpepper read the caption of the proposed ordinance into the record and addressed questions raised by Commissioner Tuck.

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

Ms. Culpepper read into the record the recommended motion for **CPA-22-603LS**.

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 Ordinance Book 20 (Ordinance No. 22-23-01) & Comprehensive Plan Amendment file.**

E. Public hearing to consider Text Amendments to the Highlands County Land Development Regulations, pertaining to Agricultural Worker Housing.

Melony Culpepper, Assistant Development Services Director/Planning & Zoning Manager, presented. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Culpepper read the caption of the proposed ordinance into the record.

Chairman Campbell opened the floor for public comment. Input was received by Mr. Ray Royce.

Commissioner Elwell moved approval to adopt by Ordinance 22-23-11, the proposed Text Amendments to the Land Development Regulations, pertaining to Agricultural Worker Housing. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ordinance Book 20 & Land Development Regulations file.**

Commissioner Roberts left the Boardroom and was not present during the above roll call.

11. ACTION AGENDA

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

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

A. Request to adopt Resolution 22-23-43 for Budget Amendment 22-23-030 to roll forward and setup funding within the Special Law Enforcement Trust Fund for an increase in the amount of \$278,464.31.

Sheriff Paul Blackman presented the request and addressed questions raised by Commissioner Roberts.

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

Commissioner Kirouac moved approval to adopt Resolution 22-23-43 for Budget Amendment 22-23-030. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 34 Page 46 & SMB 150 Page 116.**

B. Review, discuss and adopt the FY 23-24 Legislative Priority Program.

Liz Barber, Legislative Affairs & Grants Coordinator, presented the proposed FY 23-24 Legislative Priority Program and County Attorney Sherry G. Sutphen provided an update regarding the hospital sale proceed bill.

Ms. Barber and Ms. Sutphen addressed questions and concerns raised by the Commission.

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

Commissioner Elwell moved approval to adopt the Fiscal Year 23-24 Legislative Priority Program as presented. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 150 Page 117.**

12. COUNTY ADMINISTRATOR & LEGAL

A. County Attorney Status Report.

Sherry G. Sutphen, County Attorney, presented the County Attorney Status Report as of December 9, 2022 and wished everyone a Merry Christmas. **See SMB 150 Page 118.**

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

Laurie Hurner, County Administrator, presented the Commissioners' Priorities and the Project Status Report as of November 22, 2022 and provided an update on the search for a deputy county administrator. **See SMB 150 Page 119A.**

Jeffrey King, Executive Manager of Business & Development, and Leah Sauls, Development Services Director, presented an update on economic development and housing in Highlands County and addressed questions and concerns raised by the Commission. Ms. Sauls stated the complete housing report for 2022 will be updated and sent to the Commission once the month of December closes. **See SMB 150 Page 119B.**

Ms. Hurner expressed gratitude to staff and the Commission and wished everyone a Merry Christmas and a Happy New Year.

Chairman Campbell thanked Mr. King and Ms. Sauls for their presentation.

13. COMMISSIONERS

Commissioner Elwell apologized for missing the early part of the meeting and congratulated the employees who were recognized for their years of service awards, to Donnie Goins for being chosen as Employee of the 3rd Quarter of 2022, and to Chief Steve Irving on his retirement and years of service to the county.

Commissioner Elwell questioned the County Administrator if there is news on cold weather shelters possibly for the upcoming weekend. County Administrator Laurie Hurner stated an announcement has not been made yet about openings, but staff is working to put a plan in place as they continue monitoring the weather.

Commissioner Tuck commented on the Veteran Services holiday event and the Christmas parades and wished everyone a Merry Christmas and a Happy New Year.

Commissioner Kirouac concurred with Commissioner Tuck on the Veteran Services holiday event and commended Denise Williams, County Veteran Services Officer, and the Veterans Advisory Board staff for doing a terrific job for this event. Commissioner Kirouac expressed his concerns regarding the approaching cold weather and wished everyone a Merry Christmas and a Happy New Year.

Commissioner Roberts wished everyone a Merry Christmas and stated the Veteran Services holiday event was very heartwarming.

Commissioner Campbell stated he enjoyed the Veteran Services holiday event and mentioned the most experienced veteran that attended was 96 years old.

Commissioner Campbell shared a post from the Public Information Office posted on December 9, 2022 regarding the Florida Treasure Hunt link (floridatreasurehunt.gov) the Florida Department of Financial Services puts on their website every year. Commissioner Campbell wished everyone a Merry Christmas and a Happy New Year.

14. INFORMATIONAL

- A. Correction of term expiration for reappointment of two regular members and appointment of one new regular member to the Historic Preservation Commission. See SMB 150 Page 120.**
- B. Board payables from December 6, 2022 to December 19, 2022. See Check Reports file.**

15. ADJOURN

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

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

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

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Laurie Hurner, County Administrator

SUBJECT/TITLE: Request approval of a Letter of Agreement from the Highlands County Board of County Commissioners, Highlands County, Florida authorizing Polk County Crime Stoppers, Inc. dba Heartland Crime Stoppers to act as Highlands County's agent for the purpose of applying for and receiving funding from the Crime Stoppers Trust Fund.

STATEMENT OF ISSUE

State Statute requires the Board to authorize an entity to act as their agent for the purpose of applying for and receiving funding from the Crime Stoppers Trust Fund.

RECOMMENDED ACTION

Move approval of a Letter of Agreement from the Highlands County Board of County Commissioners, Highlands County, Florida authorizes Polk County Crime Stoppers, Inc. dba Heartland Crime Stoppers to act as Highlands County's agent for the purpose of applying for and receiving funding from the Crime Stoppers Trust Fund.

FISCAL IMPACT

No fiscal impact.

Attachments: [Crimestoppers letter 020723.docx](#)



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
ADMINISTRATION

600 S. Commerce Ave., Sebring, Florida 33870

Office (863) 402-6833 Fax (863) 402-6835 www.highlandsfl.gov

February 7, 2023

The Honorable Ashley Moody, Attorney General State of Florida
Office of the Attorney General Crime Stoppers Trust Fund The Capitol
Tallahassee, FL 32399-1050

Re: Heartland Crime Stoppers Trust Fund Grant

Dear Attorney General Moody:

Please accept this correspondence from the Highlands County Board of County Commissioners, as authorization for Polk County Crime Stoppers, Inc., d/b/a Heartland Crime Stoppers, act on behalf of Highlands County for the purpose of applying for and receiving funding assistance from the Crime Stoppers Trust Fund. This request is made pursuant to Florida Statutes, Section 16.555(5)(b). If you need any additional information, please do not hesitate to contact me.

Sincerely,

Chris Campbell, Chair
Highlands County Board of County Commissioners

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Jeff King, Executive Manager of Business and Economic Development

SUBJECT/TITLE: Request to appoint Jason Dunkel, President/CEO of AdventHealth Sebring, Lake Placid, Wauchula, to the Highlands County Industrial Development Authority and Economic Development Council.

STATEMENT OF ISSUE

Jason Dunkel, President/CEO of AdventHealth Sebring, Lake Placid, Wauchula, is the nomination of the Highlands County Industrial Development Authority and Economic Development Council to replace previous President/CEO, Randy Surber.

RECOMMENDED ACTION

Move to appoint Jason Dunkel, President/CEO of AdventHealth Sebring, Lake Placid, Wauchula, to the Highlands County Industrial Development Authority and Economic Development Council.

FISCAL IMPACT

No fiscal impact.

Attachments: [HC Indust application.pdf](#)



INDUSTRIAL DEVELOPMENT AUTHORITY

The Highlands County Industrial Development Authority, as authorized by Florida Statute 159.44 - 159.53, is responsible for authorizing industrial revenue bond financing and refinancing projects for the public purposes described in, and in the manner provided by, the Florida Industrial Development Financing Act and by Florida Statute 159.44-159.53, and for fostering the economic development of a county. Each IDA shall study the advantages, facilities, resources, products, attractions, and conditions concerning the county with relation to the encouragement of economic development in that county, and shall use such means and media as the authority deems advisable to publicize and to make known such facts and material to such persons, firms, corporations, agencies, and institutions which, in the discretion of the authority, would reasonably result in encouraging desirable economic development in the county.

IDA members are appointed by the Board of County Commissioners and serve four-year terms. The IDA is coordinated by the BOCC's Economic Development office, which is part of the County's Development Services Division.

IDA board members also serve concurrent terms on the Highlands County Economic Development Commission, which is the nonprofit component of economic development efforts in Highlands County.

Applicants must be electors of Highlands County and may not serve on more than three County Commission committees simultaneously, provided only one of the committees has final decision-making authority.

The committee appointment process requires the attached "Application for Committee Appointments" form to be completed, either online and submitted via e-mail to mdrake@highlandsfl.gov, or printed and mailed to:

Highlands County Board of County Commissioners
Attn: Michelle Drake
600 S. Commerce Ave.,
Sebring, FL 33870

Additionally, please review the Policy for Appointed Committee for guidelines on serving on a BOCC advisory committee. The Policy is available on the [Citizen Committees](#) tab on highlandsfl.gov.

To learn more about economic development efforts in Highlands County, visit highlandsbusiness.com.



Application for Appointment

(To request appointment to a board, committee, authority or other special activity)

Name: Jason Dunkel

Address: 4150 Lakeview Dr. Sebring, FL 33780

Phone: 4234329094

Email: jason.dunkel@adventhealth.com

I wish to be appointed to the following board, committee, authority or special activity of the
Highlands County Board of County Commissioners:

as a: ☒ regular member ☐ alternate ☐ advisory only

Employment experience

Current: President/CEO AdventHealth Sebring, Lake Placid, Wauchula

Brief description: Provide executive oversight over all operations of the 3 hospitals

Previous: CEO AdventHealth North Pinellas

Brief description: Provided executive oversight for 168 bed facility in Tarpon Springs, FL

Education/special training

High School: Shenandoah Valley Academy

College: Southern Adventist University/Andrews University

Special training: Business and theology

Activities & interests: Singing, church, golf, boating, family, Bucs/Lightning/Rays

List any boards or committees to which you are currently appointed, elected offices held, or law enforcement positions held:

N/A

Are you related to any county employee or county commissioner ? ☐ Yes ☒ No

Name of relative:

Relationship:

Important:

The Highlands County Board of County Commissioners has an adopted Code of Conduct for persons serving on committees, boards, and panels appointed by the Highlands County Board of County Commissioners. A copy can be found at <http://hcbcc.net/section/index.php>. Please indicate by signing below that you have read and understand the adopted Code of Conduct.

Signature:



Date submitted:

9/22/22

**Highlands County Industrial Development Authority and Economic Development
Commission Board of Directors Q&A**

1) What does economic development mean to you?
It's a continual process that seeks to improve the standard of living in a community. It should involve the execution of local strategies that enhance businesses and workforces to ensure the community continues to thrive and can attract talent and families.
2) Why do you want to serve on the Board of Directors for the Highlands County IDA/EDC?
I'd like to serve to ensure AdventHealth is doing it's part to further our obligation to the community as its largest employer.
3) As a board member, how would you promote economic development for the county?
I would seek to partner with local business owners, local leaders and politicians to continue to develop world class health care in Highlands County. That means expanding services and offerings to our community so they don't have to leave it for larger hospitals elsewhere. It also means more jobs and more high wage earners will be moving here.
4) What are your goals for Highlands County economic development?
To be a leader and advocate for healthcare in Highlands County and serve as an advisor and partner to the other members.
5) What other organizations, if any, have you previously or do you currently belong to? What responsibilities did you have (Officer seats, Community Service, etc.)?
Williamsburg, KY Kawanis Club President Littleton Business Coalition, President Leepa Ratner Museum of Fine Arts Board Member, Tarpon Springs, FL Salvation Army Board Member, Clearwater FL AdventHealth Tampa Board Member

Please submit formal résumé

Jason Dunkel, M.Div, MBA

4150 Lakeshore Dr | Sebring, FL 33780

423-432-9094 | jasondunkel@hotmail.com

EXECUTIVE SUMMARY

- Dedicated healthcare professional with proven track record of consistently meeting and exceeding established goals
- Excellent written, oral and interpersonal communication skills
- Unique background in theology and business
- Accomplished healthcare entrepreneur
- Exceptional physician experience in hospitals and clinics
- Advanced leadership and management skills
- Successful operator and strategic planner
- Diverse background in medical retail and outpatient services
- Mission Driven

EDUCATION

Master of Business, Healthcare Administration Southern Adventist University Collegedale, TN	2013
Master of Divinity Andrews University Berrien Springs, MI	2002
Bachelor of Arts, Theology Southern Adventist University Collegedale, TN	1999

EXPERIENCE AND RESPONSIBILITIES

Advent Health --- Sebring, Lake Placid, Wauchula | Sebring, FL Aug 2022 – present
President/CEO

Advent Health --- North Pinellas | Tarpon Springs, FL June 2018 – July 2022
President/CEO

- Attained highest achievements in clinical quality -- CMS 5 Star Rating (2020-current); Leapfrog A Grade for last 18 semesters (longest running A graded hospital in Tampa Bay market)
- Directed significant upgrades to ICU, cardiology, orthopedics, spine programs through new clinical structures, technology and operational changes that improved quality, outcomes and volumes
- Visioned and executed cultural enhancements that made AHNP the top Glint score hospital in Advent Health from 2018—2022
- Demonstrated enormous success in total turnover reduction in Q4 2019 -- AHNP had the lowest total turnover at 18% and led the West Florida Division
- Secured \$50M of capital to better compete in market and modernize hospital through major facilities upgrades, new ER and lobby
- Successfully built physician network of 20 physicians and provided oversight in recruiting physicians in primary care (7), internal medicine (1), general surgery (1), vascular surgery (1), gastroenterology (1), bariatrics (1), cardiology (1), interventional cardiology (2), orthopedics (1), podiatry (1)
- Achieved prolonged success with Physician Engagement Survey (Willingness to Recommend): 2019 – 91%; 2020 – 85%; 2021 – 84% compared to benchmark of 75%.
- Met EBITA budget 2018/2019 (prior to COVID) and grew net revenue from 116M – 150M (2018-2022 projected)
- Completed 2 successful Joint Commission surveys (2018/2022)
- Established and reached ER Foundation fundraising goal of \$5M; raised \$1.5M for new lobby

- Built strong relationships with local and state politicians: Tarpon Springs Mayor, Chris Alahouzos; Congressman, Gus Bilirakis; Florida Speaker of House, Chris Sprowls

Florida Hospital --- North Pinellas | Tarpon Springs, FL
VP Operations and Business Development

June 2015 - 2018

- Led all growth activities for FHNP including growth strategies, marketing & community relations and daily operations for cardiology, imaging, pharmacy and lab (124 employees)
- Provided executive leadership for contracted services: PT Solutions (7 outpatient clinics); Innovative Wound Care (2 outpatient clinics); Advent Health Physician Group (11 primary care physicians/5 specialists)
- Executive Project Manager for 24 bed Palm Harbor ER: \$18-million-dollar off-site ER completed Dec. 2016; oversaw growth responsibilities: EBDITA performance of 36% YTD (5M EBITA 2022)
- Responsible for physician recruitment activities including searches for 5 PCPs, 3 OB/GYNs, 1 Neurologist
- Recruited new aligned colorectal surgeon and provided strategy and operations for this service line which led to general/colorectal surgical growth of 30% 2018 Q1 YTD
- Successfully implemented new electrophysiology mapping system and developed EP strategy that yielded 40% increase in total procedures 2018 Q1 YTD
- Expanded medical office footprint in PSA to include multi-specialty office in Palm Harbor, FL and primary care office in Trinity, FL
- Developed cultural enhancement programs (Just Because, Corn Roast, Aspire, Creation Health Committee) that encouraged wholistic behaviors, improved culture, and furthered mission to our employees
- Strong involvement in local Tarpon Springs community; executive lead for Shepherd Center, Rotary, Chamber, City of Tarpon Springs, BEST Program, St. Pete College

Centura Health—Littleton Adventist Hospital | Littleton, CO
Director, Business Development

June 2013 – June 2015

- Strategically organized and advanced Littleton Adventist Hospital marketing department to all-time high levels of success as measured by SEM (1.4 million impressions), Facebook (3700 Followers) and CRM campaigns (3:1 ROI)
- Directed physician services at LAH and established physician outreach plans that led to service line growth in neurology, oncology and primary care
- Successfully recruited 19 physicians in the specialties of neurology, gynecologic oncology and primary care
- Spearheaded search for gynecologic oncology candidate for LAH/South Denver Operating Group and developed contractual framework and relationship that aided getting candidate under contract
- Chair Growth Council and led business development activities at LAH that resulted in EBITA for FY14 of \$42 million, FY15 of \$47 million, along with considerable gains in LAH market share
- Represented South Denver Operating Group on Strategic Marketing Executive Council and coordinate for group-related marketing functions and outreach
- Developed idea with Claire Davis Family and helped raise money (\$400,000) for Clarity Commons project (high school shooting tragedy)

Adventist Health System—Jellico Community Hospital | Jellico, TN
Executive Director, Business Development/Marketing

January 2010 – May 2013

- Developed and implemented strategies for surgery, home health, radiology, wound care, obstetrics and EMS
- Project manager for the emergency department renovation, including coordination and oversight of the \$3.6 million project
- Oversaw EMS operations and led them from major annual losses of \$200,000 to breaking even
- Strengthened business relationships with area physicians which led to increase in general/vascular surgical volumes
- Increased OB volumes by 20 percent in three years through “Baby Perks” program
- Helped bring cardiology services into JCH outpatient facility by partnering with large group in Oakridge, TN
- Partnered with human resources to increase employee participation in Press Ganey by 25 percent

- Oversaw community health needs assessment and wrote the 2013 Community Health Needs Assessment Plan
- Served as the foundation director, leading to more than \$660,000 in donations for obstetrics renovation, new digital mammography and ultrasound machines
- Responsible for determining operational and staffing models for Care Plus After-Hours clinic in Williamsburg, KY

PM Pediatrics, LLC | Chattanooga, TN
Founder and President

May 2006 – December 2010

- Founded company
- Defined vision and organized the business structure and plan
- Met with potential investors and procured sufficient capital from banks
- Kept the company solvent through the 2008 recession
- Executed comprehensive marketing plan
- Recruited providers, including physicians, physician assistants, and nurse practitioners
- Led the company to accretive bottom line
- Company is still thriving in 2022

Board and Community Positions

2019 - Current: Board Member, Salvation Army Clearwater

2018 - Current: Board Member, Advent Health Tampa

2017 - 2020: Head Elder New Port Richey, SDA Church

2016 - 2018: Board Member, Leepa Ratter Museum of Art

2015 - President of the Littleton Business Coalition

2014 - Leader in *Clarity Commons* project at Arapahoe High School
Littleton Adventist Hospital

2014 - Board member, Littleton Adventist Hospital Foundation

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: Feb 7, 2023

PRESENTER: Tanya Cannady, Business Services Director
David Nitz, OMB Manager

SUBJECT/TITLE: Request adoption of Resolution 22-23-63 for Budget Amendment 22-23-051 to reverse a portion of encumbrances that rolled from FY 21/22 into FY 22/23.

STATEMENT OF ISSUE

On October 19, 2022, the Clerk of Court's office, as part of the year-end close, rolled forward all encumbrances in the financial system from FY 21/22 into FY 22/23. Subsequently, it was determined that a portion of the encumbrances that rolled were no longer needed, and purchase orders were closed out. This budget amendment is removing funds in the FY 22/23 budget to reflect this process that has already occurred and thus, reducing the overall budget.

RECOMMENDED ACTION

Move to adopt resolution 22-23-63 for budget amendment 22-23-051 to reverse a portion of encumbrances that rolled from FY 21/22 into FY 22/23.

FISCAL IMPACT

The fiscal impact will be a decrease to the overall budget in the amount of \$640,019.02 by reversing encumbrances that rolled forward from FY 21/22 into FY 22/23. The following funds decreased, and amounts are as follows: Fund 005 General (\$149,546.46), Fund 110 Transportation Trust (\$155,942.19), Fund 151 Infrastructure Surtax (\$12,309.69), Fund 152 Tourist Development Trust (\$97,225.91), Fund 166 SHIP (\$315.26), Fund 176 State Court Facilities Trust (\$671.31), Fund 180 Building (\$3,043.76), Fund 181 Fire Assessment (\$60,193.29), Fund 401 Solid Waste (\$147,645.98), and Fund 420 Energy Recovery (\$13,297.17).

Attachments: [22-23-051 Reverse Encumbrance Roll_Closed PO's \(BA\).pdf](#)
[22-23-051R Reverse Encumbrances Roll_Closed PO's \(Resolution\).pdf](#)

January 26, 2023

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

BOARD OF COUNTY COMMISSIONERS PAGE 1 of 8
HIGHLANDS COUNTY FLORIDA

DATE: 1/20/2023

SUBMITTED BY: **OMB**

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

PROJECT(S) #:	See List	PROJECT TITLE(S):	See List	COST CENTER TITLE(S):	See List
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*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	005		3999110	Encumbrances Carried Forward		455,121.71		149,546.46	305,575.25
E	005	2101	54400	Rentals & Leases		1,386.77		1,386.77	0.00
E	005	2103	53100	Professional Services		195,314.15		4,694.65	190,619.50
E	005	2107	53100	Professional Services		17,233.33		6,486.85	10,746.48
E	005	2107	53400	Contractual Services		13,186.15		4,161.15	9,025.00
E	005	2107	54400	Rentals & Leases		2,597.04		1,298.04	1,299.00
E	005	2107	54900	Other Charges & Obligations		6,397.31		1,453.31	4,944.00
E	005	2558	54600	Repair & Maintenance		16,040.85		1,592.85	14,448.00

REASON: To reverse rolled encumbrances for closed PO's.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 22-23-051

TRANSFER TYPE:

Approval

ACTION:

Board	Approved	Denied
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County Administrator Approved Denied

Denial

ITEM TO ITEM

RESERVE

BY RESOLUTION

SUPPLEMENTAL BUDGET

SIGNATURE: _____

Signature: _____

DATE: / /

Posted by Clerk:

BOARD OF COUNTY COMMISSIONERS

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BUDGET AMENDMENTS

REQUEST NUMBER 22-23-051

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	2111	54100	Communications & Freight		113,746.72		184.72	113,562.00
E	005	2111	54300	Utility Services		1,378.00		678.00	700.00
E	005	2111	54400	Rentals & Leases		8,907.72		4,452.72	4,455.00
E	005	2111	54900	Other Charges & Obligations		57,482.75		668.00	56,814.75
E	005	2672	54600	Repair & Maintenance		152,050.88		4,671.56	147,379.32
E	005	2672	54601	Air Conditioning		74,282.00		3,937.00	70,345.00
E	005	2700	54400	Rentals & Leases		6,979.12		3,489.12	3,490.00
E	005	2700	55200	Operating Supplies		8,167.16		1,421.91	6,745.25
E	005	2810	53100	Professional Services		151,489.94		15,000.00	136,489.94
E	005	2810	54800	Promotional Activities		3,800.00		1,800.00	2,000.00
E	005	2810	55404	Dues & Memberships		2,185.00		125.00	2,060.00
E	005	2991	54400	Rentals & Leases		4,761.07		1,943.12	2,817.95
E	005	3400	54100	Communications & Freight		2,180.00		420.00	1,760.00
E	005	3991	54400	Rentals & Leases		4,758.62		2,149.62	2,609.00
E	005	3991	54600	Repair & Maintenance		93,384.79		2,509.39	90,875.40
E	005	3995	51300	Other Salaries & Wages		290.00		290.00	-
E	005	3995	53400	Contractual Services		779.37		779.37	-
E	005	3995	54400	Rentals & Leases		3,568.54		1,706.54	1,862.00

BOARD OF COUNTY COMMISSIONERS

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BUDGET AMENDMENTS

REQUEST NUMBER		22-23-051							
TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	3998B	54600	Repair & Maintenance		38,938.17		9,946.17	28,992.00
E	005	3998B	55211	Gas & Oil		3,770.03		2,116.03	1,654.00
E	005	5105	53400	Contractual Services		187,110.06		1,344.00	185,766.06
E	005	5105	54300	Utility Services		41,733.10		1,733.10	40,000.00
E	005	5105	54600	Repair & Maintenance		224,383.79		15,753.89	208,629.90
E	005	5105	55200	Operating Supplies		513,752.04		37,866.98	475,885.06
E	005	5105	55403	Education & Training		60,093.00		2,980.00	57,113.00
E	005	5229	54400	Rentals & Leases		3,568.54		1,706.54	1,862.00
E	005	6105	55200	Operating Supplies		17,850.50		185.50	17,665.00
E	005	6209	54400	Rentals & Leases		5,491.55		2,145.55	3,346.00
E	005	6210	54400	Rentals & Leases		5,672.18		2,325.18	3,347.00
E	005	6211	54400	Rentals & Leases		5,492.55		2,145.55	3,347.00
E	005	6302	54400	Rentals & Leases		3,887.28		1,943.28	1,944.00
E	005	6303	54600	Repair & Maintenance		12,793.00		5.00	12,788.00
E	005	6304	54600	Repair & Maintenance		17,531.00		50.00	17,481.00
									-
									-
									-

BOARD OF COUNTY COMMISSIONERS

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BUDGET AMENDMENTS

REQUEST NUMBER 22-23-051

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	110		3999110	Encumbrances Carried Forward		328,872.08		155,942.19	172,929.89
E	110	4101	53100	Professional Services		31,966.00		37.50	31,928.50
E	110	4101	54400	Rentals & Leases		5,222.60		2,298.60	2,924.00
E	110	4102	53400	Contractual Services		121,043.40		10,693.40	110,350.00
E	110	4102	54100	Communications & Freight		31,229.09		1,071.09	30,158.00
E	110	4102	54400	Rentals & Leases		24,760.78		4,730.78	20,030.00
E	110	4102	54600	Repair & Maintenance		855,408.82		68,288.63	787,120.19
E	110	4102	54605	Signals		53,617.00		3,617.00	50,000.00
E	110	4102	55200	Operating Supplies		43,259.34		8,811.34	34,448.00
E	110	4102	55300	Road Materials & Supplies		64,911.20		8,911.20	56,000.00
E	110	4102	55403	Education & Training		25,305.00		765.00	24,540.00
E	110	4103	54600	Repair & Maintenance		14,515.00		25.00	14,490.00
E	110	4104	54400	Rentals & Leases		12,015.01		1,325.01	10,690.00
E	110	4104	54600	Repair & Maintenance		80,276.66		22,467.66	57,809.00
E	110	4104	55200	Operating Supplies		10,601.15		1,084.15	9,517.00
E	110	4105	54400	Rentals & Leases		39,897.73		1,148.73	38,749.00

BOARD OF COUNTY COMMISSIONERS

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BUDGET AMENDMENTS

REQUEST NUMBER 22-23-051

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	110	4106	54600	Repair & Maintenance		68,322.77		12,354.77	55,968.00
E	110	4108	54600	Repair & Maintenance		70,841.76		7,044.05	63,797.71
E	110	4998	54400	Rentals & Leases		3,430.28		1,268.28	2,162.00
R	151		3999110	Encumbrances Carried Forward		384,762.68		12,309.69	372,452.99
E	151	2672A	56300	Improvements Other Than		3,303.02		529.83	2,773.19
E	151	4102A	55303	Resurface Asphalt		1,994,284.66		11,779.86	1,982,504.80
R	152		3999110	Encumbrances Carried Forward		168,931.07		97,225.91	71,705.16
E	152	5301	54400	Rentals & Leases		2,575.91		1,225.91	1,350.00
E	152	5305	53400	Contractual Services		343,275.00		96,000.00	247,275.00
R	166		3999110Z	Project Encumbrance Forward	20366	177,005.69		315.26	176,690.43
E	166	5366	54400Z	Rentals & Leases - Project	20366	712.26		315.26	397.00
R	176		3999110	Encumbrances Carried Forward		10,848.31		671.31	10,177.00
E	176	1031B	54600	Repair & Maintenance		53,082.31		671.31	52,411.00
R	180		3999110	Encumbrances Carried Forward		97,772.40		3,043.76	94,728.64
E	180	3440A	53400	Contractual Services		131,720.76		1,404.32	130,316.44
E	180	3440A	54400	Rentals & Leases		3,279.44		1,639.44	1,640.00

BOARD OF COUNTY COMMISSIONERS

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BUDGET AMENDMENTS

REQUEST NUMBER 22-23-051

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	181		3999110	Encumbrances Carried Forward		234,975.68		60,193.29	174,782.39
E	181	3217	53400	Contractual Services		228,027.97		21,427.91	206,600.06
E	181	3217	54300	Utility Services		64,430.40		1,155.40	63,275.00
E	181	3217	54600	Repair & Maintenance		385,582.63		7,176.08	378,406.55
E	181	3217	55200	Operating Supplies		736,726.51		28,093.05	708,633.46
E	181	3217	55211	Gas & Oil		74,975.00		100.00	74,875.00
E	181	3217	55403	Education & Training		113,968.10		2,240.85	111,727.25
R	401		3999110	Encumbrances Carried Forward		493,620.60		147,645.98	345,974.62
E	401	4210	53117	Hazardous Waste		52,509.09		9,449.09	43,060.00
E	401	4210	53400	Contractual Services		576,490.00		840.00	575,650.00
E	401	4210	53434	Hauling		70,277.45		5,297.45	64,980.00
E	401	4210	54400	Rentals & Leases		28,287.19		2,700.19	25,587.00
E	401	4210	54600	Repair & Maintenance		815,817.50		121,861.27	693,956.23
E	401	4210	54608	R/M Leachate/Gas		69,815.10		1,673.10	68,142.00
E	401	4210	54900	Other Charges & Obligations		62,054.41		204.41	61,850.00
E	401	4210	55200	Operating Supplies		95,996.84		2,263.37	93,733.47

BOARD OF COUNTY COMMISSIONERS

PAGE 7 of 8

BUDGET AMENDMENTS

REQUEST NUMBER 22-23-051

[illegible]

BOARD OF COUNTY COMMISSIONERS

PAGE 8 of 8

[illegible]

RESOLUTION NO. 22-23-63

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-051 TO THE GENERAL, TRANSPORTATION TRUST, INFRASTRUCTURE SURTAX, TOURIST DEVELOPMENT TRUST, STATE HOUSING INITIATIVE PROGRAM, STATE COURT FACILITIES TRUST, BUILDING, FIRE ASSESSMENT, SOLID WASTE, AND ENERGY RECOVERY 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, Transportation Trust, Infrastructure Surtax, Tourist Development Trust, State Housing Initiative Program, State Court Facilities Trust, Building, Fire Assessment, Solid Waste, and Energy Recovery 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 22-23-051 is hereby approved and authorized to reverse a portion of encumbrances that rolled forward from fiscal year 21/22 into the current fiscal year 22/23 for purchase orders that were closed after the encumbrance roll from the General, Transportation Trust, Infrastructure Surtax, Tourist Development Trust, State Housing Initiative Program, State Court Facilities Trust, Building, Fire Assessment, Solid Waste, and Energy Recovery Funds in the total amount of \$640,191.02, to remove the budget no longer needed in fiscal year 22/23.

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 7th day of February, 2023.

HIGHLANDS COUNTY, FLORIDA

By: _____
Chris Campbell, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Lance Marine, Parks & Facilities Department

SUBJECT/TITLE: Request adoption of Resolution 22-23-61 for Budget Amendment 22-23-049 for Courthouse Façade Repairs.

STATEMENT OF ISSUE

The expansion to the Highlands County Courthouse was completed in 2004, adding, among other things, four new courtrooms and six Judges' Chambers. The third floor, which houses the Judge's chambers and administrative staff, has in recent years had a progressively increasing problem with water intrusion in the Judges' chambers and stairwells. Since Hurricane Irma in 2017, Facilities Management has responded to this issue on multiple occasions and attempted to seal noticeable defects. Despite their efforts, high wind events continue to bring more and more water intrusion into the affected areas. During Hurricane Ian in 2022, all six Judges Chambers were significantly flooded by the blowing rain that found its way into the building through exterior wall deficiencies.

For the week following Hurricane Ian, Facilities Staff spent countless hours moving furniture, vacuuming up water and drying out the wet offices. During those remediation efforts, Facilities Management requested the services of TREMCO, a Commercial Sealant and Waterproofing Company, who conducted an extensive evaluation of both the interior and exterior of the Courthouse looking for the cause of the problem. In their detailed report, TREMCO reports several areas of concern, mostly targeted at failed building control joints, failed window gaskets and seals around metal flashings. The proposed work will begin with a full pressure cleaning of the new courthouse building, repair of the identified deficiencies and sealing of the entire exterior of the building. While this solution will address the ongoing concerns related to the new side of the Courthouse, we have also asked Tremco to provide an alternate option for cleaning the exterior of the old Courthouse and conducting a detailed inspection in effort to be proactive in preventing this same problem on the old side.

RECOMMENDED ACTION

Move to adopt Resolution 22-23-61 for Budget Amendment 22-23-049 for Courthouse Façade repairs and approve the contract for restoration services and alternate number one in the amount of \$297,788.57.

FISCAL IMPACT

This fiscal impact is an increase of \$297,188.57 to Fund 005 (General) account 3991000 (Fund Balance Brought Forward) and cost center 1031 (Courthouse Facilities) account 54600Z (Repair & Maintenance) for Project #22044 Courthouse Façade Repairs.

Attachments: [1.22-23-049 Proj. 22044 Courthouse Facade Rep. \(BA\).pdf](#)
[1.22-23-049R Proj. 22044 Courthouse Facade Rep. \(Resolution\).pdf](#)

1.Highlands Court House Facade Repairs WITH ALTERNATE Tremco OMNIA IPA R180903.pdf
5054096 Highlands County Courthouse Facade - ADD OPTION LIP.pdf
HC Courthouse Overhead Breakdown Map.pdf

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

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

SUBMITTED BY: **Lance Marine**

*list additional cost centers on reverse side of form

REASON: Courthouse Repairs - Pressure wash, joint sealant and Façade coating.

Posted by Clerk:

RESOLUTION NO. 22-23-61

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-049 TO THE GENERAL FUND; 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 Fund.

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 22-23-049 is hereby approved and authorized to appropriate Fund Balance Brought Forward to cover the cost of the Courthouse Façade Repairs in project #22044 for FY22/23. The fiscal impact is an increase in the amount of \$297,188.57.

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 7th day of February, 2023.

HIGHLANDS COUNTY, FLORIDA

By: _____
Chris Campbell, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court



Florida License #CC-C 1328815
WTI GENERAL SERVICES PROPOSAL
3020 Reynolds Rd
Lakeland, FL 33803

Phone: (407) 221-0539

Proposal Submitted To: Mr. Lance Marine	Date: January 10, 2023
Client: Highlands County	Job Address:
Client Phone:	Job City, State, Zip: Sebring, FL 33875
Job Name: Courthouse Façade Repairs	Tremco Representative: Justin A. Ranck, RRO & Thomas Wessels

We hereby propose to furnish the materials and perform the labor necessary for the completion of the following roof work as outlined below:

Courthouse Façade Repairs

TREMCO/WTI OMNIA IPA #R180903



Typical Window Perimeter Sealant to be addressed as described in Work Item #1.



Typical Failed/Shrunken Gaskets to be addressed as described in Work Item #2.

et):



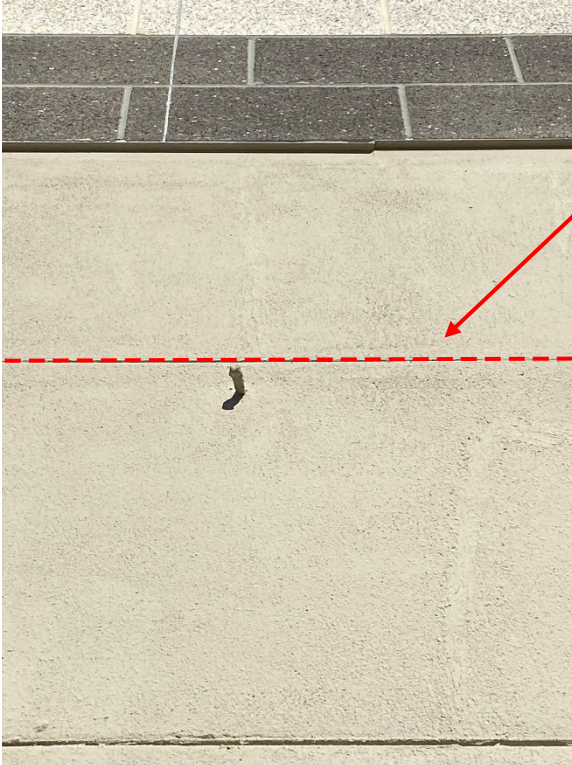
- We will remove approximately 1,040 lineal feet of existing window perimeter sealant, lightly abrade the joint edges to remove loose residual sealant and place a new single component Tremco Spectrem 2 silicone sealant. The sealant color will be as chosen from the manufacturer's standard color chart. Primers will be used as directed by the product manufacturer based on substrate type.

\$25,027.14

2. Window Wet Seal (1,440 Lineal Feet):

- Approximately 1,440 lineal feet of the existing window glazing/gaskets shall be trimmed flush with window mullions and thoroughly cleaned utilizing a solvent wipe method. Once cleaned, a new Tremco Spectrem 2 silicone sealant shall be placed. Cut tests shall be performed to insure proper installation. Care shall be taken to provide a neat clean joint edge. Colors to be selected from standard colors.

\$11,495.71



Typical Stucco Cladding Expansion Joints to be sealed as described in Work Item #3.

Exterior Wall Coating @ 4 Stair Towers to be addressed as described in Work Item #4.



3. Stairwell Stucco Exp. Joint Sealant (4,992 Lineal Feet):

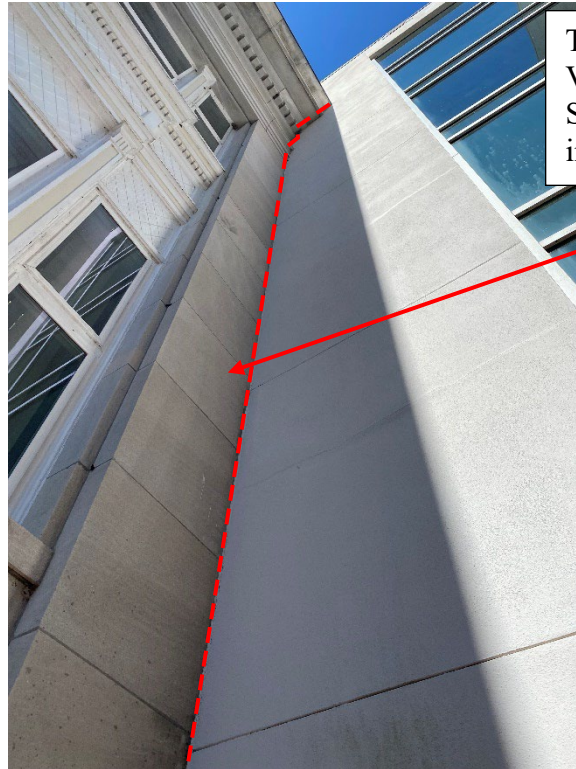
- We will install approximately 4,992 lineal feet of new sealant. Prior to installation, the joint shall be solvent wiped clean and a new single component Tremco Dymonic 100 urethane sealant shall be installed and tooled bi-directionally. The sealant color will be as chosen from the manufacturer's standard color chart. Primers will be used as directed by the product manufacturer based on substrate type.

\$66,697.14

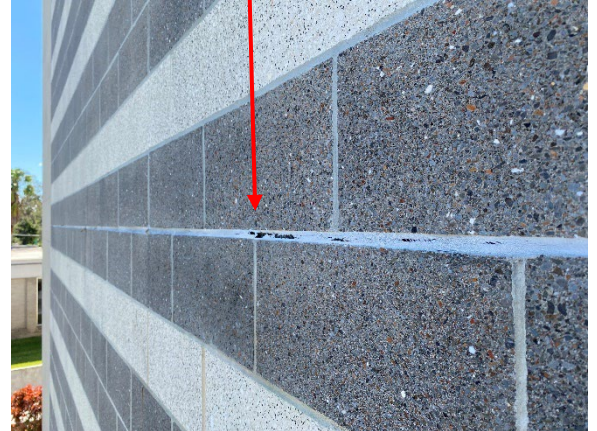
4. Stairwell Façade Coating (8,640 Square Feet):

- **SURFACE PREPARATION:** CMU Split Face Block surfaces shall be cleaned using high pressure water (minimum 3,000 psi pressure washer shall be utilized). A test sample may be required to determine if adequate cleaning results are obtained.
- **WALL COATING:** Approximately 8,640 square feet of substrate will be coated with 2 coats of Tremco Solarguard Hybuild elastomeric coating. The coating will be scrubbed in using a brush to force the product into the pores of the substrate. The coating will be applied at approximately 65-75 square feet per gallon and/or according to the manufacturer's recommendations. A color sample will be selected from standard colors and a sample will be approved by the owner prior to the start of our work.

\$63,500.00



Typical Failed/Deteriorated Vertical/Horizontal Control Joint Sealant to be treated as described in Work Item #5.



5. Vertical/Horizontal Control Joint Sealant (953 Lineal Feet):

- We will remove approximately 953 lineal feet of existing Control Joint sealant, lightly abrade the joint edges to remove loose residual sealant and place a new single component Tremco Spectrem 2 silicone sealant. The sealant color will be as chosen from the manufacturer's standard color chart. Primers will be used as directed by the product manufacturer based on substrate type.
- At all Horizontal Joints, a new weep tube & wick shall be installed every 18".

\$32,291.43

Typical Exposed Metal to Metal Flashing Joint to be treated as described in Work Item #6.



6. Tremco Simple Seal @ Metal to Metal Flashing Joint (250 Lineal Feet):

- Metal to Metal Flashing Transition to be sealed using Tremco Spectrem Simple Seal Extrusion Bridge.
- Prior to installation, the Metal-to-Metal Flashing Transition shall be solvent wiped clean.
- The new Tremco Custom Simple Seal Extruded Silicone Bridge shall then be installed. The new bridge will be rolled into continuous beads of uncured Tremco Spectrem 1 or 2 silicone sealant so that when applied, the ridges on the material are completely encapsulated.



- Colors to be selected from manufacturer's standard color chart.

\$17,707.14

Typical CMU Block to be treated as described in Work Item #7.



7. Pressure Wash & Seal Split Face Block (7,400 Lineal Feet):

- **SURFACE PREPARATION:** CMU Split Face Block surfaces shall be cleaned using high pressure water (minimum 3,000 psi pressure washer shall be utilized). A test sample may be required to determine if adequate cleaning results are obtained.
- **CLEAR SILANE SEALER:** Approximately 7,400 square feet of CMU Split Face Block substrate will be sealed with Tremco Decktite WDS silane sealer. The silane sealer will be applied at approximately 80-150 square feet per gallon and/or according to the manufacturer's specifications. The silane sealer will not etch or stain the glass, metal frames or paint. Therefore, window protection will not be required.

\$26,222.86

8. General Conditions :

- General Conditions cost will consist of the time, equipment, safety, materials, and sundries necessary to properly mobilize and demobilize the project. Also included is the time necessary for the proper supervision to manage the project and the necessary equipment and material to assist in the mobilization, demobilization, and supervision of the project.
- **PEDESTRIAN PROTECTION:** Pedestrian protection will include a combination of barricades and danger tape that will be installed around the perimeter of our work area throughout each phase of the work.
- General Conditions also includes all ancillary equipment rental including but not limited to:
 - Aerial Lifts/Access
 - Safety Equipment
 - Public/ Protection-Barricades
 - Storage Trailer
 - Portable Restrooms
- Includes the cost associated with destructive testing of installed materials to provide the respective warranties in each situation.

\$28,254.29

TREMCO/WTI OMNIA IPA #R180903

Complete For The Lump Sum Of: Two Hundred Seventy Eight Thousand Fifty Two Dollars and Eighty Six Cents (\$278,052.86)

ALTERNATE: Above Scope PLUS the Following:



Historic Courthouse Façade to be Pressure Cleaned as described in Work Item #1. Area highlighted in red below is to be include with the below pricing.



9. Pressure Wash Historic Courthouse :

- Historic Courthouse Stone surfaces shall be cleaned using high pressure water (minimum 3,000 psi pressure washer shall be utilized). A test sample may be required to determine if adequate cleaning results are obtained.
- This work to be completed during the restoration of the newly built addition to courthouse at the rear.
- This scope of work will utilize the 80' + 6' Aerial Lift that will already have been called on site for the other scope of work. This will save in trip charges from the rental yard.

TOTAL: \$19,135.71



Total with Alternate:

TREMCO/WTI OMNIA IPA #R180903

Complete For The Lump Sum Of: Two Hundred Ninety Seven Thousand One
Hundred Eighty Eight Dollars and Fifty Seven Cents (\$297,188.57)

Proposal Includes: The above work to be performed in accordance with Tremco/WTI printed instructions, and completed in a workmanlike manner:

Authorized Signature:

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to complete this contract as specified. Payment shall be upon completion.

Date of Acceptance:

Authorized Signature:

Title:

TERMS & CONDITIONS

This proposal is an offer by WTI to provide the Scope of Work set forth above to the customer on the terms & conditions set forth herein and in WTI's standard terms & conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/files/share/terms/TandCWTI.pdf>), which are hereby incorporated by reference (together, the "Terms and Conditions"). ~~The Terms and Conditions will govern the work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI.~~

					
WEATHERPROOFING TECHNOLOGIES, INC. CPN CONTRACT # R180903-318009					
Effective Date: 10/01/2021					
CONFIDENTIAL					
Name	HIGHLANDS COUNTY				
Description	COURTHOUSE FAÇADE - ADD OPTION				
Quote #	5054096				
Date	1.10.23				
This price is valid for 60 days. After that time, project conditions are subject to reassessment.					
Line Item #	Description	Unit of Measure	Unit Price	Quantity	Project Amount
48d	Multiplier/factor to be applied to the R.S. Means costs.	% to be applied	99%	\$ 19,627.54	\$ 19,431.26
FREIGHT PREPAID & ADD:					\$ -
TOTAL PROJECT COST					\$ 19,431.26
*The pricing contained in this proposal is based in part on site-specific conditions and unique circumstances presented on each individual project as per Contract #180903.					

Cost Estimate Report

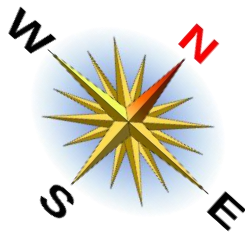
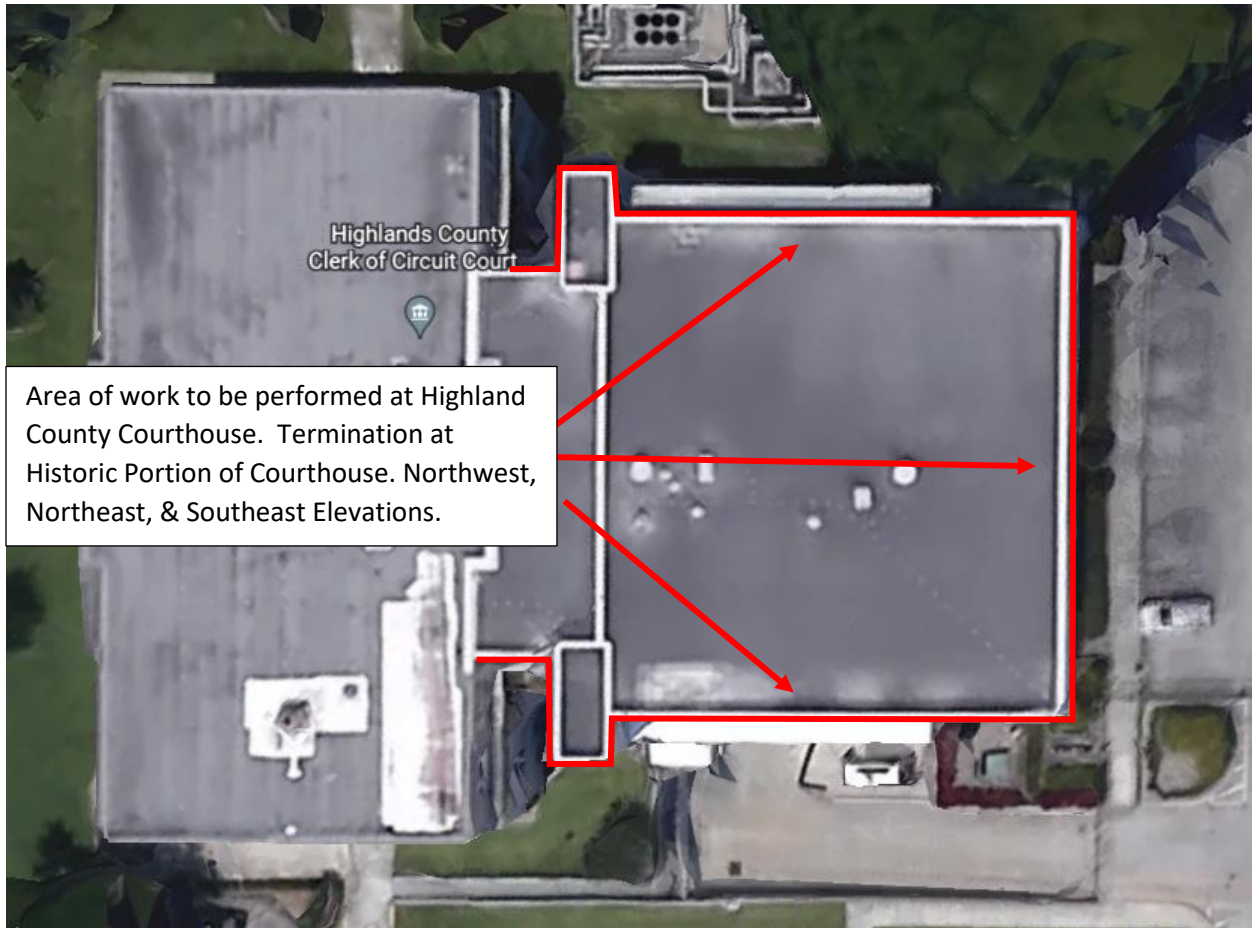
Date: 01/10/2023

5054096 Highlands County Courthouse Fa

Year 2023
Unit Detail Report
Prepared By: Tim Steffen WTI

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Division 01 General Requirements					
015433400080	Rent aerial lift, articulating boom, to 80' high, 500 lb. capacity, diesel, Incl. Hourly Oper. Cost.	2.00	Week	\$3,346.11	\$6,692.22
Division 01	General Requirements Subtotal				\$6,692.22
Division 04 Masonry					
040120520420	Cleaning masonry, high pressure wash, average soil, biological staining, water only, excludes scaffolding	18,900.00	S.F.	\$0.59	\$11,151.00
Division 04	Masonry Subtotal				\$11,151.00
Subtotal					\$17,843.22
General Contractor's Markup on Subs				0.00%	\$0.00
Subtotal					\$17,843.22
General Conditions				0.00%	\$0.00
Subtotal					\$17,843.22
General Contractor's Overhead and Profit				10.00%	\$1,784.32
Grand Total					\$19,627.54

Highland County Courthouse



Highland County Courthouse



Typical Window Perimeters, Wet Seal, & Simple Seal to be addressed. Only Top Floor locations have been included.

Typical Stairwell Stucco Expansion Joint Sealant & Façade Coating to be addressed. Only the 4 Stairwells have been included.

Typical Split Face Block Control Joint Sealant & Pressure Wash/Sealer Application to be addressed. Only Split Face Block locations to be included.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Laurie Hurner, 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 25, 2023.

RECOMMENDED ACTION

This information is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Project Updates \(FINAL\) 2-7-23.pdf](#)
[Commissioner's Priorities \(FINAL\) 2-7-23.pdf](#)

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
1	Engineering - Road & Bridge	Lacey Hills Improvement Projects	No change	Included in Carter Creek Watershed Study area. Awaiting results from study.	Pending funding
2	Engineering - Road & Bridge	Evaluation of Sebring Falls drainage issues	No change	Included in Sebring Watershed Study. Awaiting results from study.	Pending funding
3	Engineering - Road & Bridge	Memorial Drive Culvert Replacement and Extension PROJECT	FINISHED	Project Completed	Completed
4	Engineering	Sebring Parkway Phase IIA	Construction Complete	Final Closeout	Completed
5	Engineering	Sebring Parkway Phase IIB	Construction Complete	Final Closeout	Completed
6	Engineering	Heron St. Roadway Improvements - Project #18007	Construction Complete	Final Closeout	Completed
7	Engineering	W. Stryker Rd. Roadway Improvements - Project #18008	Construction began 08/25/2022 - On Schedule	Phase 3 construction began on 01-23-2023	Ongoing
8	Engineering	CR 623 Improvements - Project #18009 (Kenilworth Blvd)	Construction is complete and 2nd walk-through will be scheduled. Change Order	project close-out	Completed
9	Engineering	19016 Sun N Lake Sidewalk -LAP project	BID opening scheduled for 2/7/23 at 3:30 pm	Draft contract with lowest bidder	Ongoing
10	Engineering	Arbuckle Creek Road Turn Lane - Project #16002	Construction began 4/11/22 - On Schedule	Change order No. 2 was approved on 12/28/22 only for a time extension that extended the 10/17/22 substantial completion and 11/16/22 Final completion dates by 90 calendar days to a 1/15/23 and 2/14/23. The time extension is due to substantial manufacturer delays in the light poles and electrical installation of the load center. The most recent update is that poles were shipped and are expected to be delivered by mid January.	Ongoing
11	Engineering	17034 Memorial Drive MUP -LAP project	Staff is reviewing plans to determine if easements are necessary. Possible redesign.	Staff to meet with FDOT regarding plan to move forward & relocation of utilities.	Ongoing
12	Solid Waste	New Cell Expansion - Project No. 21078	Design NTP issued 9/14/22	Geological drill testing of soils in the cell construction area were conducted the end of October, 2022 and the Geotech report has been completed. Surveying of the landfill and new cell area was conducted in mid December. The consultant is currently working to have a design basic memo completed before the end of January, 2023 that outlines design processes and parameters to go over w county staff.	Ongoing
13	Solid Waste	Arbuckle Landfill Borrow Pit - Project No. 20045	Responses to Requests for additional information submitted to SFWMD and FDEP.	Additional RAI comments were request by SFWMD for the water use permit on 11/9/22 and additional information was submitted by the consultant on 12/15/22. Approval documents from SFWMD could be received in January, 2023.	Ongoing
14	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

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
15	Economic Development	Econ. Dev. Strategic Plan Progress Update	Implementing Strategic Plan Initiatives	Working with multiple industrial prospects doing due diligence on property acquisition and project viability. Also working with marketing firm to implement marketing/communications plan. As part of the ARPA funding allocation \$4.5M is being put toward broadband infrastructure. 3 RFP submissions have been received and will be reviewed over the next week. If there is an acceptable submission then we will expect design to begin immediately with permitting to follow and hopefully construction commencing before the end of the year.	Ongoing
16	Economic Development	Broadband/ Highspeed Internet	RFP has been posted and will be open for 60 days. Spring Lake returned the ARPA Funds as other funding became available.	To monitor Office of Broadband and State initiatives. RFP has closed with 3 submissions to be reviewed. Our coverage area has thankfully shrunk to those not in the Glades Electric Co-op territory.	Ongoing
17	Public Safety Director	Progress on development of Fire/EMS Department	Highlands County Fire Rescue continues to evolve , 3 new rescue units (chassis have been delivered to the vendor in Ocala). 1 rescue remount is still waiting on a chassis. Construction and planning continues on Fire Stations 20/36. We are still moving along with several construction projects at existing stations	Continuing project management and follow up.	Ongoing
18	Capital Project Manager	Hurricane shelter upgrades including a Pet-Friendly shelter	Animal Control Remodel scope changed to include animal only shelter	Animal shelter layout is complete. Still pending septic design. Haywood Taylor Blvd property was purchased (July 2021) for future campus complex to include human/animal shelter.	TBD
19	Casey Hartt	Planning for family-oriented tourism assets utilizing 3rd penny tourism tax	Staff held a community round table on the topic of what kind of facility is needed in the County. Groups from around the County are encouraged to submit their suggestions via email, if they were not in attendance.	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	The requested changes to FS155.40 did not make it through the legislature process. Rep. Tuck said she will take it through the next cycle as a single county item vs. a statewide change.	Met with the new CEO of Highlands Regional, and brought 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 and hydraulic modeling completed for all locations, except City of Sebring, which has started and should finish by spring 2023. City staff is short handed so having trouble completing their portions.	Sebring hydraulic modeling is the last part to be completed by Spring 2023. The entire project is 90% complete with some issues remaining gathering the necessary hardware data from the city to generate an quality hydraulic model. Hope they have the time to complete the ask. An additional task was added to the project. Using data from the Avon Park portion of the hydraulic model, an estimate for a plant expansion and extension of new lines to a proposed industrial area was able to be completed in just a couple of weeks for a project RFI. Normally this ask would be months and 4-5 times the cost.	Fall 2022
Priority 3	Tanya Cannady	Build reserves to 3.5 Months and plan for a millage reduction	The General Fund unassigned fund balance at September 30, 2022 is 4.26 months	OMB will be presenting a plan for millage reduction in the upcoming budget process	Complete
Priority 4	Leah Sauls	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. Sites approved for Lake Placid, Sebring, and Avon Park.	Lake Placid, Sebring and Avon Park sites are all open full schedule to the public.	Complete
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. SRF Loan Application approved. RFP for consultant to perform study in process.	Ongoing

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: E. Laney Stearns, Public Safety Director

SUBJECT/TITLE: Change of corrected expiration date (December 21, 2023) to the Class 2 and 3 Certificate of Public Convenience and Necessity (COPCN) to Affordable Transport, Inc. due to scrivener's error on initial COPCN.

STATEMENT OF ISSUE

Affordable Transport, Inc. COPCN for Class 2 -Basic Life Support Ambulance, and Class 3 -Advanced Life Support Ambulance, was issued on December 21, 2021, with a scrivener's error on our part and not the fault of Affordable Transport, the County always approves for a period of two years and this certificate was fully intended to be for two (2) years. The scrivener's error was corrected and the CORRECTED COPCN was issued by the Chairman. The corrected date of expiration is December 21, 2023

RECOMMENDED ACTION

None. This is being provided for informational purposes only.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [ATI.Corrected COPCN.pdf](#)

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

WHEREAS, Affordable Transportation Inc. applied for a Class 2 Basic Life Support Ambulance and Class 3 Advanced Life Support Ambulance certificate of public convenience and necessity to provide Advanced Life Support interfacility transfers and, at the County's request, transport patients to a medical facility; and

WHEREAS, Affordable Transportation Inc. has met all the requirements of Sections 5-52 thru 5-59 of the Code of Ordinances, Highlands County, Florida; and **WHEREAS, Affordable Transportation Inc.** has stated that it will provide twenty-four hour service to all of the geographic areas of Highlands County, will continue to comply with all the requirements of Florida law, Part III of Chapter 401, Florida Statutes, Chapter 64J-1, Florida Administrative Code, the Code of Ordinances, Highlands County, Florida, and the requirements of any other state and federal agencies regulating emergency medical transportation services.

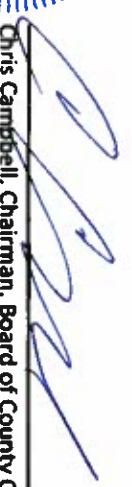
NOW, THEREFORE, the Board of County Commissioners of Highlands County, Florida, does hereby issue this Certificate of Public Convenience and Necessity to **Affordable Transportation Inc.** for Class 2 Basic Life Support Ambulance and Class 3 Advanced Life Support Ambulance pursuant to the terms, conditions, and limitations of Chapter 5 of the Code of Ordinances, Highlands County, Florida, for the remaining period of that Certificate of Public Convenience and Necessity as set forth herein, subject to and conditioned upon the following requirements:

- (1) **Affordable Transportation Inc.** complies with all requirements of Florida law, Part III of Ch. 401, Florida Statutes, Chapter 64J-1, Florida Administrative Code, the Code of Ordinances, Highlands County, Florida, and the requirements of any other state or federal agencies regulating emergency medical transportation services.
- (2) By acceptance of this certificate, **Affordable Transportation Inc.** agrees to indemnify the County and its elected officials, officers, employees, agents, and insurers, for all claims and losses arising out of the operations of **Affordable Transportation Inc.** specifically including, but not limited to, all claims and losses arising out of, resulting from or related to employment, by **Affordable Transportation Inc.**, of off-duty full-time or part-time employees of the County, which are included herein by this reference.
- (3) **Affordable Transportation Inc.** satisfies its obligations stated in Section 5-58(c) of the Code of Ordinances, Highlands County, Florida.
- (4) **Affordable Transportation Inc.** is authorized to provide only Advanced Life Support interfacility transfers between facilities described in Section 5-51 of the Code of Ordinances, Highlands County, Florida, and, at the County's request, transport patients to a medical facility subject to the terms, conditions, and limitations of Licensure by the State of Florida, and Divisions 1 and 2 of Article IV of Chapter 5 of the Code of Ordinances, Highlands County, Florida.
- (5) **Affordable Transportation Inc.** shall provide the services herein authorized twenty-four hours each day to all geographic areas of Highlands County.
- (6) This Certificate of Public Convenience and Necessity is effective December 21, 2021, and will expire December 21, 2023, unless earlier revoked by the Board of County Commissioners.

Attest:


Jedyne Kaszubowski, Clerk of Courts, Highlands County
Florida




Chris Campbell, Chairman, Board of County Commissioners

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER:

SUBJECT/TITLE: Board payables from January 19, 2023, to February 6, 2023

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: February 7, 2023

PRESENTER: Leah Sauls, Development Services Director

SUBJECT/TITLE: Request to accept into the record notification of 5 upcoming vacancies on the Tourist Development Council, each for a 4 year term.

STATEMENT OF ISSUE

The Tourism Development Council (TDC) will have 4 members' terms expiring in May 2023, those being Christine Hatfield, Cynthia Garren, Kacey Mee and Vicki Pontius. Applicants for these vacancies must fulfil one of the following categories: is an owner or operator of tourist accommodations (which are subject to the tourist development tax), or is a member of the community who is not subject to the tax, but has demonstrated an interest in tourism development.

City of Sebring will be submitting a council member as nomination to fill the vacancy of Mark Stewart's position on the TDC, whose term has also expired.

The Tourist Development Council was created by Ordinance to make recommendations to the Board of County Commissioners for the effective operation of the special projects or for uses of the Tourist Development Tax revenue and perform such other duties as may be prescribed by County ordinance or resolution. The TDC meets quarterly, and consists of nine members, with 2-3 members representing each of the above-mentioned categories, two serving as municipal officials, and one being a representative from the Board of County Commissioners.

RECOMMENDED ACTION

Accept into the record notification of 5 upcoming vacancies on the Tourist Development Council, each for a 4 year term.

FISCAL IMPACT

No Fiscal Impact.

Attachments: