

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, March 05, 2024
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

A Special Benefit Town Hall meeting will be held at 5:30 p.m., on Tuesday, March 5, 2024, for the Highlands Park Estates Special Benefit District at 16415 Deerglen Blvd., Lake Placid, FL

The Highlands County Construction Licensing, Enforcement and Appeals Board will hold a regular meeting on Tuesday, March 5, 2024, at 7:00 p.m., in the Board Room, 600 S. Commerce Ave., Sebring, FL

Highlands County Code Enforcement Special Magistrate will hold a hearing on Wednesday, March 6, 2024, at 1:30 p.m., in the Board Room, 600 S. Commerce Ave., Sebring, FL

The Veterans Advisory Board will hold a regular meeting on Thursday, March 7, 2024, at 3:30 p.m., in the Veteran Services Office, 7209 S. George Blvd., Sebring, FL

A Special Benefit Town Hall meeting will be held at 6:00 p.m., on Thursday, March 7, 2024, for the Sun N Lakes of Lake Placid Special Recreation District at 440 S. S N Lake Blvd. Lake Placid, FL

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, March 12, 2024, in the Board Room, 600 S. Commerce Ave., Sebring, FL

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

6.A *Presentation to Employee of the Quarter, 4th Quarter of 2023.*

Laurie Hurner, County Administrator

Nick Sawyer, Assistant County Administrator, Chief of Staff

The Employee of the Quarter recipients receive a plaque, eight (8) hours of personal leave, a gift card, and their name placed on a plaque displayed in the Government Center.

- 6.B *Presentation of Years of Service Awards*
Laurie Hurner, County Administrator
Tanya Cannady, Business Services Director
Jonathan Harrison, Road & Bridge Director
Leah Sauls, Development Services Director
Kelly Duppenthaler, Interim Fire Chief
Sara Beth Rogers, Economic Development Manager
No fiscal impact.
[Service Award Bios Mar 2024.pdf](#)

7 PUBLIC COMMENT

8 CONSENT AGENDA

- 8.A *Request approval to waive fees for the 2024 Kiwanis Aktion Softball Classic at the Highlands County Multi-Sports Complex.*
Brandon Gunn, Parks & Facilities Director
The fiscal impact is a loss of revenue of \$600.00 to Fund 005 (General Fund), account 3475100 (Revenue Account).
[2024 Aktion Club 2024.pdf](#)
[Fees Waived 2.12.2024.pdf](#)
- 8.B *Request approval of a retail study and recruitment agreement between Highlands County and Retail Strategies.*
Sarah Beth Rogers, Executive Manager of Business and Economic Development
There is a net neutral fiscal impact of \$0.00 to Fund 005 (General). A reimbursable grant has been awarded by the Florida Department of Commerce in the amount of \$40,000, to cover the cost of the Retail Strategies contract. Payment for the contract will be made from Fund 005 (General), Cost Center 2810 (Economic Development), Account 53100 (Professional Services), followed by a reimbursement of \$40,000 from the Florida Department of Commerce made directly into Fund 005 (General).
[Highlands County.Retail Strategies.2023.sgs.docx](#)
[Highlands County_2023 Signed Award Letter.pdf](#)
- 8.C *Request approval to waive the Landfill Tipping Fees for Placid Lakes Homeowner Association Annual Community Cleanup April 6, 2024*
Clinton Howerton, Jr., P.E. Critical Infrastructure Director
The fiscal impact will be a reduction in revenue for Fund 401 (Solid Waste) an estimated amount of \$135.00.
[Placid Lake Cleanup 04.06.24.pdf](#)
- 8.D *Request approval of the following minutes from the Regular Meeting(s) of the Board: November 28, 2023; December 5, 2023; December 19, 2023; January 4, 2024; and January 18, 2024; and the minutes from the December 5, 2023 Special Meeting/Workshop of the Board.*
[112823REG.pdf](#)
[120523REG.pdf](#)
[121923REG.pdf](#)

[010424REG.pdf](#)
[011824REG.pdf](#)
[120523Special.pdf](#)

- 8.E *Request approval of a letter of support for grant application for NU-HOPE Elder Care Services, Inc.*

Ingra Gardner, Community Programs Director

There is no fiscal impact.

[2024 Letterhead Chair_NU-HOPE.pdf](#)

- 8.F *Request approval to re-sign the attached forms for HUD Grant B-23-CP-FL-0431 Sebring Parkway Phase 4 to have consistent Chairperson signatures.*

Richard Oujevolk, P.E., Project Manager Construction Inspector

James D. Langford, P.E., County Engineer

There is no fiscal impact to Fund 151 (Infrastructure Surtax) or the overall budget. The request is for signatory approval for supplemental forms to complete the agreement. The formal Budget Amendment was approved and signed by the Board of County Commissioner's Chair on July 18, 2023.

[2-14-2024_Appendix 12_vers4.pdf](#)

[SF424_B-23-CP-FL-0431_Highlands_FL_notsigned.pdf](#)

[SFLL2-o V20_not signed.pdf](#)

[SF424D-V11_notsigned.pdf](#)

[HUD-1044_not signed_3copies.pdf](#)

[1199A FORM - HUD_notsigned_3copies.pdf](#)

[Grant Agreement B-23-CP-FL-0431_a_for signature.pdf](#)

- 8.G *Request approval to change the Capital Projects Manager from pay grade 113, non-supervisory, to pay grade 115, supervisor.*

Nick Sawyer, Deputy County Administrator

The fiscal impact is an increase of \$2,724.80 to Fund 005 to reflect the difference in pay grade. Funds for this revision are already budgeted within Fund 005.

[Capital Projects Manager.pdf](#)

- 8.H *Request approval of the title and job description for the Community Risk Reduction Officer (Fire Inspector) position.*

James K Duppenthaler, Interim Fire Chief

Fiscal impact is to Cost Center 3215 estimated at \$64, 526.00. This position is included in the 23/24 adopted budget.

[Comm Risk Reduction \(116\).pdf](#)

- 8.I *Request approval of the agreement with Florida Medal of Honor Memorial, Inc. for funding related to the operation of a Florida Medal of Honor Memorial and botanical gardens and provide educational programs related to the same for the citizens of Highlands County and to provide a visitors center centered around the Florida Medal of Honor Memorial.*

Laurie A. Hurner, County Administrator

The fiscal impact amount will be up but not to exceed \$93,000 from general fund 211/005, account 56200 and project Z2081.

9 COMMITTEE ASSIGNMENTS:

10 PUBLIC HEARING

- 10.A *Public hearing to consider transmittal of Plan Amendment CPA-23-629LS amending the Transportation Element Map Series of the Highlands County 2030 Comprehensive Plan to the Florida Department of Commerce and review agencies for expedited state review.*

Sergio Garcia, Planner II

There is no fiscal impact.

[Staff Report CPA-23-629LS for BCC TE Map Series Updates.pdf](#)

[CPA-23-629LS Ordinance.sgs.pdf](#)

[Ordinance Business Impact form.sgs.pdf](#)

11 ACTION AGENDA

- 11.A *Requesting direction to commence or terminate the Arbuckle Branch Rd Construction Project.*

Jonathan Harrison, Road & Bridge Director

There is no Fiscal Impact if approved to proceed. If approved for termination, the Fiscal Impact is an increase of \$336,000 to 4102A (Transportation Projects), Account 56300Z as Project #23029 Arbuckle Branch Rd will be closed.

[Arbuckle Branch Rd Petition.pdf](#)

- 11.B *Consideration of Statement of Legislative Intent to modify Highlands County Code of Ordinances, Chapter 8.5, Solid Waste*

Clinton Howerton, Jr., Director of Critical Infrastructure

There is no fiscal impact.

- 11.C *Request to approve and rank eight (8) Florida Department of Transportation (FDOT) Grant Applications for various projects being submitted to FDOT for the FY 2029-2030 Five Year Work Program.*

J.D. Langford, P.E., County Engineer

The fiscal impact to the County will be determined by the ranking and acceptance of the projects into the FY 2029-2030 Five Year Work Program. Please be aware that although it has not been required in the past, last year FDOT began suggesting a 25% fund match for some applications.

[2024 FDOT_District 1 Projects Ranking List - Working Updated Spreadsheet 02-13-2024.pdf](#)

- 11.D *Request adoption of Resolution 24-25-71 for Budget Amendment 23-24-056 regarding the FY 23/24 State Housing Initiative Partnership Program (SHIP) funds in the amount of \$1,184,677. 00.*

Ingra Gardner, Director of Community Programs

The Fiscal Impact is an increase to Fund 166 (SHIP) for FY 2023-2024 in the amount of \$1,184,677.00, which \$1,066,209.30 is being appropriated into cost center 5367 and \$118,467.70 into cost center 5366 (SHIP Phase 31).

[23-24-056 Proj 22366 SHIP PH 31 Allocate Funds \(BA\).pdf](#)

12 COUNTY ADMINISTRATOR AND LEGAL

- 12.A *County Attorney Status Report.*
Sherry G. Sutphen, County Attorney
There is no fiscal impact.
[Legal_Long_Range_Log.docx](#)
- 12.B *Commissioner's Priorities and the Project Status Report.*
Laurie Hurner, County Administrator
There is no fiscal impact.

13 COMMISSIONERS

14 INFORMATIONAL

- 14.A *Board payables from to February 6, 2023, to March 4, 2024*

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: March 5, 2024

PRESENTER: Laurie Hurner, County Administrator
Nick Sawyer, Assistant County Administrator, Chief of Staff

SUBJECT/TITLE: Presentation to Employee of the Quarter, 4th Quarter of 2023.

STATEMENT OF ISSUE

Human Resources received four (4) nominees for Employee of the Quarter for the 4th quarter of 2023. Samuel Eriksen was selected as the recipient of the Employee of the Quarter Award.

RECOMMENDED ACTION

Presentation of Employee of the Quarter plaque to Samuel Eriksen.

FISCAL IMPACT

The Employee of the Quarter recipients receive a plaque, eight (8) hours of personal leave, a gift card, and their name placed on a plaque displayed in the Government Center.

Attachments: [Samuel Eriksen Natural Resource Specialist I.pdf](#)

Samuel Eriksen Natural Resource Specialist I

Samuel Eriksen demonstrates dedication, hard work, and commitment to this County. His innovative ideas, willingness to support, and perseverance define excellency and high employee standards.

He has successfully increased educational outreach for the Natural Resources Division in the form of implementing monthly County Facebook posts, highlighting the importance of natural resources within our County. His expansive outreach includes initiating public meetings with lake residents and giving presentations to a variety of age groups. Besides his excellent outreach efforts, Sam's innovative ideas on water quality and conservation efforts are a great benefit to the County. He researches different ideas and techniques that have proven beneficial elsewhere. One of which was a pilot project introducing biochar socks to reduce nutrient loading and improve water quality. He is interested in solving reoccurring problems and seeking grant sources for his efforts. Sam is expedient to always volunteer for tasks within the small Natural Resource team of four.

He goes above and beyond to support and is always willing to be of assistance to other County Departments, as well as eagerly collaborate with outside agencies in mutual beneficial projects. Sam is committed to the continued success of Highlands County Natural Resources and their presence within the community. He is a perfect and worthy candidate for Employee of the Quarter.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Laurie Hurner, County Administrator
Tanya Cannady, Business Services Director
Jonathan Harrison, Road & Bridge Director
Leah Sauls, Development Services Director
Kelly Duppenthaler, Interim Fire Chief
Sara Beth Rogers, Economic Development Manager

SUBJECT/TITLE: Presentation of Years of Service Awards

STATEMENT OF ISSUE

Recognizing employees that have reached Years of Service milestones.

5 Years of Service - Yarima Cuencas, Mercees McNew, Omi Irizarry, Todd Barton, Lawrence Money, Nicholas White, Kenneth Fritz, Kaylynn King, Ceceil Williams, Aaron Eures

15 Years of Service - Tiffany Gunn, David Nitz

RECOMMENDED ACTION

Award pin and certificate to each recipient.

FISCAL IMPACT

No fiscal impact.

Attachments: [Service Award Bios Mar 2024.pdf](#)

Bios

5 Years of Service

Yarima Cuencas was hired by the Board of County Commissioners in January 2019 as a Code Enforcement Clerk. In April 2023, she was promoted to Economic Development Coordinator and in January 2024 she was promoted to Economic Development Manager.

5 Years of Service

Mercedes McNew hired by the Board in February 2019 as an Administrative Secretary. She was promoted to CAC Coordinator in October 2022. In November 2023, she moved to Administrative Assistant in Development Services.

5 Years of Service

Omi Irizarry worked for the Board of County Commissioners twice before. This third time he was hired in March 2019 as an Equipment Operator II and in July 2020 he was promoted to Finish Equipment Operator Grader.

5 Years of Service

Todd Barton was hired full-time by the Board of County Commissioners in January 2019 as a Lieutenant Firefighter/Medic. In March 2023, he was promoted to Battalion Chief.

5 Years of Service

Lawrence Money was hired as a full-time employee by the Board in January 2019 as a Lieutenant Firefighter/Medic. In May 2022, he was promoted to Battalion Chief. He was promoted to Division Chief in June 2023.

5 Years of Service

Nicholas White became a full-time employee of the Board in January 2019 as a Firefighter/EMT. In April 2022, he was promoted to Firefighter/Medic.

5 Years of Service

Kenneth Fritz was hired by the Board of County Commissioners in February 2019 as a Firefighter/Medic. In March 2020, he was promoted to Lieutenant Firefighter/Medic and in June of 2023 became a Battalion Chief.

5 Years of Service	Kaylynn King was hired in March 2019 as an Emergency Medical Technician. In November 2021, she was promoted to Paramedic and in September 2022 to Firefighter/Medic. In December 2022, she became a Field Training Officer.
5 Years of Service	Ceceil Williams was hired as a full-time employee of the Board in January 2019. His position was Firefighter/EMT until January 2023 when he was promoted to Lieutenant Firefighter/EMT.
5 Years of Service	Aaron Eures was previously employed by the Board. He was hired in February 2019 as a Firefighter/Medic. In June 2021 he became a Field Training Officer and in June 2023 he was promoted to Lieutenant Firefighter/Medic.
15 Years of Service	Tiffany Gunn was hired by the Board in March 2009 as a Public Works Specialist. In December 2015, she was promoted to Office Manager. In January 2019 she was promoted to Cartegraph Technician and in October 2022 she moved to Cartegraph Analyst. In September 2023, Tiffany was promoted to Capital Project Manager.
15 Years of Service	David Nitz was hired by the Board of County Commissioners in January 2009 as the Budget Analyst II. He was promoted in April 2012 to Budget Manager and in March 2018 to OMB Manager.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5 2024

PRESENTER: Brandon Gunn, Parks & Facilities Director

SUBJECT/TITLE: Request approval to waive fees for the 2024 Kiwanis Aktion Softball Classic at the Highlands County Multi-Sports Complex.

STATEMENT OF ISSUE

The Kiwanis Aktion Club of Highlands County is sponsoring the 23rd Annual Softball Classic Tournament for people in Highlands County with disabilities. The organization desire to have one practice date on April 7, 2024 from 3:00-5:00 pm and the tournament on April 14, 2024 from 12:00-4:00 pm. The fee for the practice fields will be \$200 and field fee for the tournament will be \$400.

Kiwanis Aktion Club of Highlands County will follow rule and regulations for the Sports Complex and will provide insurance as required by Highlands County.

RECOMMENDED ACTION

Move to approve waiver of fees for the 2024 Kiwanis Aktion Club Softball Classic at the Highlands County Multi-Sports Complex.

FISCAL IMPACT

The fiscal impact is a loss of revenue of \$600.00 to Fund 005 (General Fund), account 3475100 (Revenue Account).

Attachments: [2024 Aktion Club 2024.pdf](#)
[Fees Waived 2.12.2024.pdf](#)

P.O. Box 1431, Avon Park, FL 33826

February 9, 2024

Highlands County Board of County Commissioners
600 S. Commerce Avenue
Sebring, FL 33870

Dear Commissioners:

Aktion Club of Highlands County would like to once again host the annual Softball Classic Tournament for athletes with special needs at the Highlands County Softball Complex and would like to ask the Highlands County Board of County Commissioners to waive the fees to use the fields.

We would like to request all the fields on April 7 and April 14. We will have a practice from 3-5 p.m. on April 7 and host the tournament from 12-6 p.m., April 14. We will need access to the bathrooms and would only need to use the concession stand on April 14 to serve lunches and snacks to the players. We would need to bring items to the concession stand on April 13 for the tournament to be ready for the event.

If there are any questions, I can be reached at 863-443-0438. Thank you for your consideration in helping some very special athletes in our county.

Sincerely,

Cindy Marshall

Cindy Marshall

Aktion Club Advisor

HIGHLANDS COUNTY FACILITIES - FEES WAIVED									
ORGANIZATION	FACILITY	# OF YEARS	TOTAL FEES WAIVED AS OF 02.12.2024	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Boy Scouts of America	Desoto City Community Ctr.	8	\$ 16,400.00	\$ 400.00	\$ 400.00				
A.A.I.S.L - All American International Softball league	Sports Complex	1	\$ 635.00			\$ 635.00			
Friends of Istokpoga Lake Association, Inc.	Lorida Community Center	15	\$ 3,200.00	\$ 200.00	\$ 200.00	Cancelled	\$ 200.00	\$ 200.00	\$ 200.00
Leisure Lakes Home Owners Civic Association	H.L. Bishop Park Clubhouse	14	\$ 3,900.00	\$ 400.00	\$ 400.00	Cancelled			
Miracle League of Highlands Co.	AgCenter, Auditorium	1	\$ 250.00					\$ 250.00	
Nu-Hope Elder Care Services, Inc.	AgCenter, Auditorium	27	\$ 14,021.00	\$ 500.00	\$ 500.00	Cancelled	\$ 500.00	\$ 500.00	
Kiwanis Aktion Club of Highlands County (formally Ridge Area ARC & Special Stars)	Ag Center - Auditorium	6	\$ 4,215.00	\$ 1,120.00	\$ 1,120.00	Cancelled	\$ 380.00	\$ 250.00	
Kiwanis Aktion Club of Highlands County (formally Ridge Area ARC & Special Stars)	Sports Complex	15	\$ 14,525.00	\$ 1,250.00	\$ 1,250.00	Cancelled	\$ 325.00	\$ 925.00	\$ 600.00
Redbeach Community Homeowners Association	Desoto City Comm. Ctr.	7	\$ 5,825.00	\$ 400.00	\$ 400.00	Cancelled	\$ 400.00	\$ 400.00	\$ 400.00
Salvation Army	Sports Complex	3	\$ 1,125.00	\$ 375.00	\$ 375.00	\$ 375.00	Cancelled	Cancelled	
Sebring High School Boys and Girls Soccer Program	Sports Complex	4	\$12,170.00			\$ 645.00	\$ 4,150.00	\$ 4,975.00	\$ 2,400.00
Sebring High School Cross Country Athletic Program	Sports Complex	2	\$2,950.00		\$ 1,130.00	\$ 1,820.00	Paid Fees	Paid Fees	Paid Fees
Sebring Middle School Junior Varsity Football	Sports Complex	1	\$250.00						\$ 250.00
Softball Tournament Fundraiser for Chuck Detore / Jacob Eckblad	Sports Complex	1	\$ 265.00					\$ 265.00	

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Sarah Beth Rogers, Executive Manager of Business and Economic Development

SUBJECT/TITLE: Request approval of a retail study and recruitment agreement between Highlands County and Retail Strategies.

STATEMENT OF ISSUE

The Economic Development Office has been working with Retail Strategies for the last year through a grant through the Florida Heartland Economic Region of Opportunity. We have been awarded a grant from the Department of Commerce to enter into a second year with Retail Strategies. Their typical contract period is three (3) years, but we are entering year-by-year contracts with them in order to capitalize on grant funding opportunities.

RECOMMENDED ACTION

Move to approve a retail study and recruitment agreement between Highlands County and Retail Strategies.

FISCAL IMPACT

There is a net neutral fiscal impact of \$0.00 to Fund 005 (General). A reimbursable grant has been awarded by the Florida Department of Commerce in the amount of \$40,000, to cover the cost of the Retail Strategies contract. Payment for the contract will be made from Fund 005 (General), Cost Center 2810 (Economic Development), Account 53100 (Professional Services), followed by a reimbursement of \$40,000 from the Florida Department of Commerce made directly into Fund 005 (General).

Attachments: [Highlands County.Retail Strategies.2023.sgs.docx](#)
[Highlands County_2023 Signed Award Letter.pdf](#)

PROFESSIONAL SERVICES AGREEMENT TO RENEW CONSULTING SERVICES

This Professional Services Agreement to Renew Consulting Services (this “Agreement”) sets forth the mutual understanding of Highlands County, FL (the “Client”) and Retail Strategies, LLC, an Alabama limited liability company (the “Consultant”), for the provision of professional consulting services as more fully set forth below.

R E C I T A L S:

WHEREAS, the Consultant possesses a high degree of professional skill and experience and is a unique provider of professional consulting services in retail recruitment; and

WHEREAS the Client desires to receive those professional consulting services provided by the Consultant (the “Services”) pursuant to the terms and conditions of this Agreement; and

WHEREAS, the Services are special and unique and, thus, exempt from the competitive solicitation process under Section 17 of the Highlands County Purchasing Manual.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements set forth in this Agreement, the Client and the Consultant, intending to be legally bound, do hereby agree as follows:

1. **CONSULTING SERVICES; TERM.** The Consultant agrees to continue to provide the Services outlined in **EXHIBIT A**, attached hereto and made a binding part hereof, for a period of one year from the date of execution by the Client (the “Term”), at which time the Consultant’s engagement and this Agreement will terminate automatically unless earlier terminated as provided in Section 5 below. At the end of the Term, the Client may extend the Term at its option for successive one year periods on such terms and conditions as the Client and the Consultant may agree upon in writing.

2. **CONSULTING FEE.** In consideration for providing the Services, the Client agrees to pay the Consultant a consulting fee in an amount not to exceed \$40,000 (the “Consulting Fee”). The Consultant shall provide two invoices to the Client for work completed on behalf of the Client, by March 1, 2024 and June 15, 2024. The Client shall remit payment within thirty (30) days of receipt of an invoice from the Consultant.

3. **CLIENT INFORMATION AND ACCESS.**

- A. To the extent permitted by law, the Client will provide the Consultant with access to relevant personnel, facilities, records, reports and other information accessible by the Client that the Consultant may reasonably request from time-to-time during the Term. The Client acknowledges and agrees that the Consultant’s scheduled delivery of the Services is dependent upon the timely access to such personnel, facilities, records, reports and other requested information.

4. **INTELLECTUAL PROPERTY.** As part of the Services, the Consultant will prepare periodic and final reports including demographic and other research reports that will become the

property of the Client upon delivery from the Consultant. Any other reports, memoranda, electronic mail, facsimile transmissions or other written documents prepared or used by the Consultants in connection with the Services will remain the property of the Consultant. With the Consultant's prior permission, the Client may use other information provided by the Consultant, such as specifics related to retailers, developers, site information or other "confidential information" for internal purposes while taking reasonable steps to so limit the use of such materials and maintain its confidentiality.

5. **TERMINATION.**

- A. **By the Client At-Will.** The Client may terminate this Agreement at any time for any or no reason upon delivery of 30 days' prior written notice to the Consultant. Any portion of the Consulting Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable. Upon notice of termination, the Consultant shall cease all further Services and shall provide the Client with a final invoice. Client agrees to pay for any Services completed by the Consultant prior to Consultant's receipt of notice of termination.

By the Consultant At-Will. The Consultant may terminate this Agreement at any time for any or no reason upon delivery of 30 days' prior written notice to the Client. Upon providing such notice of termination, the Consultant shall cease all Services immediately and shall thereafter invoice the Client for any Services completed.

6. **NOTICES.** Any notice or communication in connection with this Agreement will be in writing and either delivered personally, sent by certified or registered mail, postage prepaid or delivered by a recognized overnight courier service addressed as follows:

Client: Highlands County, FL
600 S. Commerce Ave., Sebring, FL 33870
Attention: County Administrator

With Copy
To: Highlands County Attorney's Office
600 S. Commerce Avenue
Sebring, Florida 33870

Consultant: Retail Strategies, LLC
2200 Magnolia Ave. South, Suite 100
Birmingham, AL 35205
Email: Sleara@retailstrategies.com
Fax: (205) 313-3677
Attention: Stephen P. Leara, Esq. – EVP | General Counsel

or to such other address as may be furnished in writing by either party in the preceding manner.

7. **INDEPENDENT CONTRACTOR.** The Consultant, in its capacity as a professional

consultant to the Client, is and will be at all times an independent contractor. The Consultant does not have the express, implied or apparent authority either (A) to act as the Client's agent or legal representative or (B) to legally bind the Client, its officers, agents or employees.

8. **STANDARD TERMS.**

- A. **Applicable Laws:** The Consultant will abide by all laws, rules and regulations applicable to the provision of the Services.
- B. **Insurance:** The Consultant will carry all employee insurance necessary to comply with applicable state and federal laws, as well as general liability insurance in an amount and type acceptable to the County which lists the County as an additional insured.
- C. **Third Party Beneficiaries:** This Agreement is for the sole benefit of the parties to this Agreement and their permitted successors and assigns. Nothing in this Agreement, whether express or implied, is intended to or will confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.
- D. **Publicity:** The Client agrees that the Consultant may, from time-to-time, use the Client's name, logo and other identifying information on the Consultant's website and in marketing and sales materials.
- E. **Entire Agreement:** This Agreement supersedes and replaces the Original Agreement in its entirety. This Agreement, together with any exhibits or amendments hereto, constitutes the entire agreement of the parties, as a complete and final integration thereof with respect to its subject matter. Any prior written or oral understandings and agreements between the parties are merged into this Agreement, which alone fully and completely expresses their understanding. No representation, warranty, or covenant made by any party which is not contained in this Agreement or expressly referred to herein has been relied on by any party in entering into this Agreement.
- F. **Further Assurances:** Each party hereby agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.
- G. **Force Majeure:** Neither party to this Agreement will hold the other party responsible for damages or delay in performance caused by acts of God, strikes, lockouts or other circumstances beyond the reasonable control of the other or the other party's employees, agents or contractors.
- H. **Amendment in Writing:** This Agreement may not be amended, modified, altered, changed, terminated, or waived in any respect whatsoever, except by a further agreement in writing, properly executed by a duly authorized officer of the Consultant and the Client Representative, acting for and on behalf of the Client.

- I. **Binding Effect:** This Agreement will bind the parties and their respective successors and assigns. If any provision in this Agreement will be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby.
- J. **Captions:** The captions of this Agreement are for convenience and reference only, are not a part of this Agreement and in no way define, describe, extend, or limit the scope or intent of this Agreement.
- K. **Construction:** This Agreement will be construed in its entirety according to its plain meaning and will not be construed against the party who provided or drafted it.
- L. **Prohibition on Assignment:** No party to this Agreement may assign its interests or obligations hereunder without the written consent of the other party obtained in advance of any such assignment. No such assignment will in any manner whatsoever relieve any party from its obligations and duties hereunder and such assigning party will in all respects remain liable hereunder irrespective of such assignment.
- M. **Waiver:** Non-enforcement of any provision of this Agreement by either party will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remaining terms and conditions of this Agreement.
- N. **Counterparts; Electronic Transmission:** This Agreement may be executed in counterparts, each of which will be deemed to be an original, and such counterparts will, together, constitute and be one and the same instrument. A signed copy of this Agreement delivered by telecopy, electronic transmission or other similar means will be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.
- O. **Controlling Law and Venue:** This Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. The parties agree and consent to venue in Highlands County, Florida, for the resolution of any dispute, whether brought in or out of court, arising out of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Client and the Consultant have caused this Agreement to be executed by their duly authorized officers to be effective as of the Renewal Date.

CLIENT:

HIGHLANDS COUNTY

By: _____
Name: Kevin J. Roberts
Title: Chairman

ATTEST:

Jerome Kaszubowski, Clerk of Court

CONSULTANT:

RETAIL STRATEGIES, LLC

By: _____
Name: _____
Title: _____

EXHIBIT A

I. CONSULTANT AGREEMENT

*This section outlines what Retail Strategies (the “consultant”) will provide to Highlands County, **Florida** (the “client”).*

A. Research

1. Update Retail trade area using political boundaries, drive times and radii and custom boundary geographies as needed.
2. Update GAP analysis for trade area (i.e. leakage and surplus) as needed.
3. Update Retail peer market analysis as needed.
5. Update Tapestry lifestyles – psychographic profile of trade area / market segmentation analysis as needed.
6. Update Aerial imagery by trade area.
7. Continued identification of retail prospects to be targeted for recruitment.
8. Regular updates provided on retail industry trends.
9. Custom on-demand demographic research – historical, current, and projected demographics – to include market trade areas by radius/drive time, and custom trade area.
10. Update marketing guide and recruitment plan.
11. Update City Site with new demographic information.

B. Real Estate Analysis

1. Continued monitoring of priority commercial properties for development, re-development and higher and best use opportunities.
2. Continued identification of priority business categories for recruitment and/or local expansion.
3. Monitor existing shopping centers and retail corridors for closures and new opportunities.
4. Active outreach to local brokers and land owners.

C. Retail Recruitment

1. Continued pro-active retail recruitment for targeted zones.
2. Will contact a minimum of 30 retailers, restaurants, brokers and/or developers.
3. Updates on new activity will be provided to Client’s designated primary point of contact (Sec. II-A) via Basecamp, telephone, or email on a monthly and/or as needed basis.
4. One market visit per calendar year included in the agreement, any travel outside of the agreement shall be approved and paid for by the contracting entity.
5. ICSC conference representation- updates provided according to the yearly conference schedule.

August 15, 2023

Chris Campbell, Chairman
Highlands County Board of County Commissioners
501 S. Commerce Ave.
Sebring, Florida 33870

Re: State Fiscal Year 2023-2024 Competitive Florida Partnership Grant

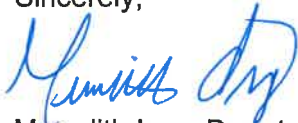
Dear Chairman Campbell:

Thank you for your interest in the Florida Department of Commerce's Competitive Florida Partnership Grant Program through the Bureau of Community Planning and Growth.

I am pleased to inform you that your application was selected for funding in the amount of \$40,000. We look forward to working with you on the Competitive Florida Partnership grant program. Program staff will be in contact with you to finalize the scope of work and execute the grant agreement for your project. Invoices for any work specifically related to the grant project performed on and after July 1, 2023 (the beginning of the grant period), will be eligible for reimbursement after the grant agreement has been fully executed. If for any reason the grant agreement is not executed by both parties, cost reimbursement for work performed will not be available.

If you have any questions, please contact Joshua Askey, Competitive Florida Partnership Program Manager, by telephone at (850) 717-8506 or by email at Joshua.Askey@Commerce.fl.gov.

Sincerely,



Meredith Ivey, Deputy Secretary
Division of Community Development

MI/cb

cc: Cristin Beshears, Agreement Manager, Florida Department of Commerce
Sara Beth Rogers, Economic Development Manager, Highlands County

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Clinton Howerton, Jr., P.E. Critical Infrastructure Director

**SUBJECT/TITLE: Request approval to waive the Landfill Tipping Fees for Placid Lakes
Homeowner Association Annual Community Cleanup April 6, 2024**

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 4, 2024. The waste will be hauled to the landfill on Monday, April 8, 2024

RECOMMENDED ACTION

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

FISCAL IMPACT

The fiscal impact will be a reduction in revenue for Fund 401 (Solid Waste) an estimated amount of \$135.00.

Attachments: [Placid Lake Cleanup 04.06.24.pdf](#)

From: [Lepera, Karen](#)
To: [Hestand, Rhonda S.](#)
Subject: RE: Placid Lakes Community Clean up
Date: Monday, February 12, 2024 11:40:05 AM
Attachments: [image001.png](#)

I'll give you two names:

Brad Shuman 301-730-1928 dshuman161@comcast.net

-

Greg Dunlap 863-840-3231 gregdunlop13@gmail.com

-

There will be a canal cleanup, but we have not decided when yet. I will check with them today so maybe we can do all of this at the same time.

Karen Lepera

HCBCC

NAV Specialist

600 S. Commerce Avenue

Sebring, FL 33870

863-402-6520 Office

863-991-0129 Cell

From: Hestand, Rhonda S. <rshestand@highlandsfl.gov>
Sent: Monday, February 12, 2024 9:34 AM
To: Lepera, Karen <klepera@highlandsfl.gov>
Subject: RE: Placid Lakes Community Clean up

Good morning!

Please provide the contact's name, phone # and email address of the Placid Lakes HOA personnel requesting the event. Will this also be a canal clean up?

Thank you!

Rhonda Hestand

Solid Waste Accounting Manager
Highlands County Board of County Commissioners



Email: rshestand@highlandsfl.gov
Phone: 863-402-7787
Online: <http://www.highlandsfl.gov>
Address: [12700 Arbuckle Creek Rd, Sebring, FL 33870](https://www.google.com/maps/place/12700+Arbuckle+Creek+Rd,+Sebring,+FL+33870)

From: Lepera, Karen <klepera@highlandsfl.gov>
Sent: Friday, February 9, 2024 1:38 PM
To: Hestand, Rhonda S. <rshestand@highlandsfl.gov>
Subject: FW: Placid Lakes Community Clean up

From: Lepera, Karen <klepera@highlandsfl.gov>
Sent: Tuesday, February 6, 2024 12:57 PM
To: rshestand@highlandsfl.gov
Cc: Diefendorf Jr, Robert A. <rdiefendorf@highlandsfl.gov>
Subject: Placid Lakes Community Clean up

Hi Rhonda,

Hope all is well. We miss ya over here.

It is time of year again for the Placid Lakes Community Cleanup. They are wanting to do this on Saturday, April 6, 2024. They are asking for two dumpsters be delivered the day before to 315 Adam Road, NW, Lake Placid, FL 33852.

They are expecting approximately 50 volunteers so we will need to use the vests, pickers, garbage bags and will need forms printed.

I know this has to go before the Board to waive the tipping fees so letting you know now.

Please let me know what other information I need to provide and who else I should be copying on the emails.

Thanks.

Karen Lepera

HCBCC/NAV

600 S. Commerce Avenue

Sebring, FL 33870

863-402-6520

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
2018	5/24/2018	2001	1.45	\$ 45.00	\$ 65.25	Board Waived Fees - Placid Lakes HOA Community Clean- up
1572963	5/24/2018	2001	2.76	\$ 45.00	\$ 124.20	
1573338	5/24/2018	2001	1.75	\$ 45.00	\$ 78.75	
1574066	5/24/2018	2001	3.06	\$ 45.00	\$ 137.70	
1574265	5/24/2018	2001	1.07	\$ 45.00	\$ 48.15	
1574376						
			10.09		\$ 454.05	
2019	4/15/2019	2002	0.8	\$ 45.00	\$ 36.00	Board Waived Fees - Placid Lakes HOA Community Clean- up
1602903	4/15/2019	2002	2.35	\$ 45.00	\$ 105.75	
1602933	4/19/2019	2002	0.44	\$ 45.00	\$ 19.80	
1603431						
			3.59		\$ 161.55	
2020 CANCELLED DUE TO COVID						Board Waived Fees - Placid Lakes HOA Community Clean- up
2021	4/20/2021	2001	1.55	\$ 45.00	\$ 69.75	Board Waived Fees - Placid Lakes HOA Community Clean- up
1675127	4/28/2021	2001	0.57	\$ 45.00	\$ 25.65	
1675925	4/28/2021	2001	2	\$ 45.00	\$ 90.00	
1675930	4/28/2021	2001	0.91	\$ 45.00	\$ 40.95	
1676288						
			5.03		\$ 226.35	
2022	4/13/2022	2001	.65	\$ 45.00	\$ 29.25	Board Waived Fees - Placid Lakes HOA Community Clean- up
1712841	4/13/2022	2001	1.16	\$ 45.00	\$ 52.20	
1712813	4/20/2022	2001	.40	\$ 45.00	\$ 18.00	
1713541				\$ 45.00	\$	
			2.21		\$ 99.45	
2023	4/4/2023	2001	.83	\$ 45.00	\$ 37.35	Board Waived Fees - Placid Lakes HOA Community Clean- up
1756186	4/4/2023	2001	.95	\$ 45.00	\$ 42.75	
1756220				\$	\$	
			1.78		\$ 80.10	

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER:

SUBJECT/TITLE: Request approval of the following minutes from the Regular Meeting(s) of the Board: November 28, 2023; December 5, 2023; December 19, 2023; January 4, 2024; and January 18, 2024; and the minutes from the December 5, 2023 Special Meeting/Workshop of the Board.

RECOMMENDED ACTION

Move approval of the following minutes from the Regular Meeting(s) of the Board: November 28, 2023; December 5, 2023; December 19, 2023; January 4, 2024; and January 18, 2024; and the minutes from the December 5, 2023 Special Meeting/Workshop of the Board.

Attachments: [112823REG.pdf](#)
[120523REG.pdf](#)
[121923REG.pdf](#)
[010424REG.pdf](#)
[011824REG.pdf](#)
[120523Special.pdf](#)

REGULAR MEETING OF THE BOARD, NOVEMBER 28, 2023

1. The meeting was called to order at 9:08 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Kevin J. Roberts
Commissioner Arlene Tuck
Commissioner Chris Campbell

Commissioner Scott A. Kirouac
Commissioner Don Elwell

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

2. **INVOCATION**

The meeting opened with a prayer led by Kenneth Kirk, with the Veterans Advisory Board (Chairman).

3. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Kenneth Kirk, with the Veterans Advisory Board (Chairman).

4. **ANNOUNCEMENTS**

No meeting announcements were received for the dates November 28, 2023 – December 4, 2023, prior to the production of this agenda.

5. **ELECTION OF CHAIR AND VICE-CHAIR:**

- A. Request by presiding Chair Campbell to open nominations for Chairperson.**

Chairman Campbell opened nominations for election of a new chairperson.

Commissioner Elwell nominated Commissioner Kevin J. Roberts as chairman.

Hearing no further nominations, Chairman Campbell called for a vote.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 60.**

Commissioner Campbell congratulated the newly elected chair, Commissioner Roberts.

The gavel was passed to the newly elected chairman, Commissioner Roberts.

- B. Request by the Chairperson to open nominations for Vice-Chairperson.**

Chairman Roberts opened nominations for vice-chairperson.

Commissioner Elwell nominated Commissioner Arlene Tuck as vice-chair.

Hearing no further nominations, Chairman Roberts called for a vote.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 61.**

6. **CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

Jerome Kaszubowski, Clerk of Courts, thanked Board staff for working with Clerk staff to get the final budget

amendments prepared for the Commission meeting today.

Mr. Kaszubowski announced the Clerk's office will be starting a new property fraud alert system where people can register their name on the Clerk's website and stated this will begin next week with a press release.

7. RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

A. Presentation of the CARE (Chairman Award for Reducing Expenses) Awards.

Commissioner Campbell recognized the top three departments and directors who presented the biggest savings in their budget.

- First place: Community Programs received \$1,000.00 (Ingra Gardner)
- Second place: Road and Bridge received \$500.00 (Jonathan Harrison)
- Third place: Critical Infrastructure received \$350.00 (Clinton "Gator" Howerton, Jr.)

Commissioner Campbell stated he will be visiting each of the departments personally to present their awards.

B. Recognition of the Highlands County Board of County Commissioners for their continued support of the Healthy Families Highlands program.

Cynthia Acevedo, Community Programs Assistant Director/Healthy Families Program Manager, and Sally Fernsel, Healthy Families Program Supervisor, provided a brief presentation and recognized the commissioners for their continued support of the Healthy Families Highlands program. **See SMB 153 Page 63.**

C. Request approval of the Highlands County Fire Rescue additional Chaplain Dixon and Father Walker to the Chaplaincy Program.

Dustin Fitch, Interim Deputy Chief, recognized and welcomed Fr. Scott Walker and Chaplain Scott Dixon to the Highlands County Fire Rescue Chaplaincy Program. **See SMB 153 Page 64.**

Chief Fitch recognized Chaplain Matt Wheelock for being the first chaplain certified and credentialed in Highlands County from the Federation of Fire Chaplaincy.

Chief Fitch addressed questions raised by Commissioner Roberts.

8. PUBLIC COMMENT

Willie Johnson came before the Commission to request assistance with funding for a non-profit youth boxing gym and addressed questions raised by Chairman Roberts and Commissioner Elwell. Laurie Hurner, County Administrator, stated Parks and Facilities Director Brandon Gunn and the Community Programs staff will contact Mr. Johnson.

Sandy Brown came before the Commission to express concerns for safety and code enforcement violations regarding weekend vendors on the corner of Hart and CR 64 in Avon Park, FL. Ms. Brown submitted photographs to the Clerk to become part of the permanent record. Chairman Roberts and County Attorney Sherry Sutphen addressed concerns raised by Ms. Brown.

Shannon Ritenour came before the Commission to read a letter into the record on behalf of Katie Sorrell and Reuben Isaacson expressing concerns of trailers on Fara Street. Ms. Ritenour submitted the letter to the Clerk to become part of the permanent record.

County Administrator Laurie Hurner stated Code Enforcement is actively investigating this case.

Shannon Ritenour and Sara Gilbreath came before the Commission to express concerns with trailers on Fara Street. County Attorney Sherry Sutphen addressed questions raised by Commissioner Kirouac regarding concerns with trailers on Fara Street.

Commissioner Kirouac addressed concerns raised by Mrs. Gilbreath.

9. CONSENT AGENDA

Sherry G. Sutphen, County Attorney, stated the addendum provided for the agenda has incorrect numbers and she made those changes so everyone in the public is aware.

The consent agenda is section 9 rather than section 8. The new items that will be added to the consent agenda will be 9J (8A on the addendum), 9K (8B on the addendum), 9L (8F on the addendum), 9M (8G on the addendum), and 9N (8H on the addendum), and there is a request to withdraw 8E on the addendum.

Commissioner Campbell moved approval of the consent agenda with those few amendments added. Commissioner Tuck seconded the motion for discussion.

Commissioner Elwell and Commissioner Tuck expressed their concerns.

After further discussion, Ms. Sutphen formed the further amended motion to pull designated items 12I (8A on the addendum) and 12J (8B on the addendum) completely from the agenda to be pushed to the next agenda, withdraw item 8E on the addendum, and the remainder of the items are on the consent agenda.

Commissioner Campbell moved approval of the amended motion as recommended. Commissioner Tuck seconded the amended motion.

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

- A. Request to approve and execute the plat of Moon Ranch Road Subdivision for recordation.** *See Plat Book 17 Page 58 & Moon Ranch Road Subdivision-Plat file.*
- B. Request approval of the job description and pay grade for the Parks & Facilities Administrator position.** *See SMB 153 Page 65.*
- C. Request approval of Board of County Commissioner Chairperson to sign the supplemental HUD form needed to complete the agreement for HUD Community Project Funding (CPF) Grant B-23-CP-FL-0431.** *See HUD file.*
- D. Request acceptance of the State of Florida Emergency Medical Services Grant application and approval of Resolution 23-24-020 for Budget Amendment 23-24-015.** *See EMS file, Res. Book 35 Page 25 & SMB 153 Page 66.*
- E. Request approval and authorization for a payment without Purchase Order to EMCI Wireless.** *See EMCI Wireless file.*
- F. Request approval of the contract between Unifirst Corporation and Highlands County for uniform services.** *See Unifirst Corporation file.*

- G. Request adoption of Resolution 23-24-21 for Budget Amendment 23-24-017 to rollover encumbrances from FY 22/23 into FY 23/24. See Res. Book 35 Page 26 & SMB 153 Page 67.
- H. Request approval of Budget Amendment 23-24-016 for the jail parking lot repave and restriping project 23023. See SMB 153 Page 68.
- I. Request waiver of fees for the Tobacco Free Partnership of Highlands County for the use of the Engineering Conference Room. See SMB 153 Page 69.
- J. ~~(Former 8A – Addendum) Request approval of Budget Amendment 23-24-019 for reallocation of funds within the Building Fund. (This item was moved to the action agenda and then pulled.)~~
- K. ~~(Former 8B – Addendum) Request adoption of Resolution 23-24-23 providing a pledge of support for the Avon Park Executive Airport appropriation request. (This item was moved to the action agenda and then pulled.)~~

~~(8E – Addendum) Request approval of the License Agreement with PGP PARTNERS, LTD., and DP PARTNERS, LTD., related to an irrigation pipe located under CR 621; approval of the License Agreement with PGP PARTNERS, LTD., and DP PARTNERS, LTD., related to the use of a ditch located in the right of way of CR 621; approval of the Encroachment Agreement with PGP PARTNERS, LTD., and DP PARTNERS, LTD., related to the encroachment of a portion of certain bona fide agricultural structures in the right of way of CR 621; and approval of the Easement Termination instrument in favor of PGP PARTNERS, LTD., and DP PARTNERS, LTD., which terminates various Easements over private property which are no longer needed for County purposes. This item was pulled/withdrawn. See SMB 153 Page 70.~~
- L. (Former 8F – Addendum) Request adoption of Resolution 23-24-24 for Budget Amendment 22-23-156 to realign Supervisor of Election's budgets for FY 22/23 and post additional revenue received. See Res. Book 35 Page 27 & SMB 153 Page 71.
- M. (Former 8G - Addendum) Request adoption of Resolution 22-23-28 for Budget Amendment 22-23-160 for FY 22/23 fiscal-year-end project budgets exceeded, closures and adjustments. See Res. Book 35 Page 28 & SMB 153 Page 72.
- N. (Former 8H – Addendum) Request adoption of Resolution 23-24-26 for Budget Amendment 22-23-158 for FY 22/23 end-of-year cost center cleanup for budgets exceeded. See Res. Book 35 Page 29 & SMB 153 Page 73.

10. COMMITTEE ASSIGNMENTS:

- A. Request appointment of Patricia Flynn to the Historic Preservation Commission (HPC) as a regular voting member for a four-year term to expire on June 30, 2027.

Sergio Garcia, Planner II, presented the request.

Commissioner Kirouac moved approval to appoint Patricia Flynn to the Historic Preservation Commission (HPC) as a regular voting member for a four-year term to expire June 30, 2027. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 74.**

11. PUBLIC HEARING

A. Public hearing to consider adoption of P&Z Hearing No. 2134, modifying the existing Mobile Home Subdivision with a Flexible Unit Development District (M-1 FUD) and the existing Two-Family Dwelling with a Flexible Unit Development District (R-2 FUD) for 289 parcels, spread throughout the Covered Bridge Community.

Sergio Garcia, Planner II, presented the request and read the caption of the proposed resolution into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Mr. Garcia questioned if any of the commissioners held ex-parte communications concerning this hearing. All commissioners stated no.

Mr. Garcia addressed questions raised by Commissioner Kirouac and Commissioner Roberts.

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

Commissioner Tuck moved approval to adopt Resolution 23-24-06, P&Z Hearing No. 2134, modifying the existing M-1 FUD and the existing R-2 FUD for 289 parcels, spread throughout the Covered Bridge Community, to allow carports to encroach into the minimum 25-foot front yard setback by up to 15 feet. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 30 & Zoning Changes file.**

12. ACTION AGENDA

Sherry G. Sutphen, County Attorney, stated the action agenda is correct, with the addition of 12H from the addendum which is listed as 11A.

Commissioner Kirouac moved approval to set the action agenda as presented, with the addition of item 12H, which was formerly given to the Board as item 11A. Commissioner Campbell seconded the motion.

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

A. The Lake Istokpoga Management Committee (LIMC) motioned to approve discussion by the Board of County Commissioners on the Agua-cultural workplan.

Dawn Ritter, Natural Resources Manager/LIMC Co-Chair, presented the Agua-cultural annual workplan.

County Attorney Sherry Sutphen and Ms. Ritter addressed questions and concerns raised by Commissioner Campbell and Commissioner Kirouac.

Chairman Roberts opened the floor for public comment. Input was received by Jonathan Madden, with South Florida Water Management District, Daniel Page, Bill Dwinell, Bert Galloway, Ray Royce, founder and CEO of AguaCulture LLC Nick Szabo, and Libby Pigman, with South Florida Water Management District.

Mr. Madden and Mr. Szabo addressed questions raised by Commissioner Campbell and Commissioner Kirouac.

Commissioner Elwell moved approval to support the draft workplan between AguaCulture and South Florida Water Management District. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See LIMC file.**

B. Request approval to rescope the previously approved CFS Project 21030 titled “SO Building” at the Kenilworth Shop to “Kenilworth Upgrades”.

Sheriff Paul Blackman presented the request.

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

Commissioner Campbell moved approval of the request to rescope previously approved CFS Project 21030 titled “SO Building” at the Kenilworth Shop to “Kenilworth Upgrades”. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 75.**

C. Request approval of the job description and pay grade for a Mechanic Shop Supervisor.

Jonathan Harrison, Road & Bridge Director, and Nick Sawyer, Deputy County Administrator/Chief of Staff, presented the request.

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

Commissioner Kirouac moved approval of the job description and pay grade for a Mechanic Shop Supervisor. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 76.**

D. Request approval of ITB 23-023 between Associated Asphalt LLC and Highlands County for Asphalt Binder.

Jonathan Harrison, Road and Bridge Director, presented the request and addressed questions raised by Commissioner Roberts.

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

Commissioner Kirouac moved approval of ITB 23-023 between Associated Asphalt LLC and Highlands County for Asphalt Binder. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Associated Asphalt Tampa, LLC file.**

E. Request to approve an Encroachment Agreement for 112 Lincoln Rd. NW.

JD Langford, County Engineer, presented the request and stated a scrivener’s error is on the encroachment agreement provided to the Board and clarified the easement width is 25’ instead of 20’ as depicted on the survey.

County Attorney Sherry Sutphen and Mr. Langford addressed questions and concerns raised by Commissioner Tuck and Commissioner Kirouac.

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

Commissioner Kirouac moved approval of an Encroachment Agreement for 112 Lincoln Rd. NW. Commissioner Tuck seconded the motion.

After further discussion, Commissioner Kirouac amended his motion to include the encroachment is indeed 25 feet and not 20 feet. Commissioner Tuck amended her second motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See County Deed file.**

F. Request adoption of Resolution 23-24-22 for Budget Amendment 23-24-018 to increase the Sheriff's FY 23/24 adopted budget.

Sheriff Paul Blackman presented the request.

Sheriff Blackman and David Nitz, OMB Manager, addressed questions raised by Commissioner Roberts and Commissioner Tuck.

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

Commissioner Tuck moved approval to adopt Resolution 23-24-22 for Budget Amendment 23-24-018 to increase the Sheriff's FY 23/24 adopted budget. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 31 & SMB 153 Page 77.**

G. Request to adopt Resolution 23-24-18 for Budget Amendment 22-23-155 to realign Sheriff budgets for yearend cleanup within General and E911 Program Funds.

Sheriff Paul Blackman presented the request.

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

Commissioner Elwell moved approval to adopt Resolution 23-24-18 for Budget Amendment 22-23-155 to realign the Sheriff's budgets for yearend cleanup within the General and E911 Program Funds. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 32 & SMB 153 Page 78.**

H. (Former 11A – Addendum) Request adoption of Resolution 23-24-25 for Budget Amendment 22-23-157 to align the Clerk's Board funded budget as of September 30, 2023, and post additional revenue received.

David Nitz, OMB Manager, presented the request.

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

Commissioner Campbell moved approval to adopt Resolution 23-24-25 for Budget Amendment 22-23-157 to align the Clerk's Board funded budget as of September 30, 2023, and post additional revenue received. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 33 & SMB 153 Page 79.**

I. ~~(Former 9J – Consent Agenda) Request approval of Budget Amendment 23-24-019 for reallocation of funds within the Building Fund.~~ This item was designated as item 12I and then pulled. See SMB 153 Page 80.

J. ~~(Former 9K – Consent Agenda) Request adoption of Resolution 23-24-23 providing a pledge of support for the Avon Park Executive Airport appropriation request.~~ This item was designated as item 12J and then pulled. See SMB 153 Page 81.

Break: 11:12 a.m. – 11:17 a.m.

13. COUNTY ADMINISTRATION AND LEGAL

A. County Attorney Status Report.

Sherry G. Sutphen presented the County Attorney File Log as of November 7, 2023, and stated there are no new lawsuits, and provided an update on the assistant county attorney position. **See SMB 153 Page 82.**

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

Laurie Hurner, County Administrator, presented a plaque to Commissioner Campbell, as outgoing chairman, in appreciation of his continuing commitment to the community and furtherance of the public trust in government by his service as Chair. Commissioner Roberts expressed words of gratitude towards Commissioner Campbell for his leadership as Chair and service to the citizens of Highlands County.

Ms. Hurner recognized Nick Sawyer on receiving his doctorate for public administration. The Commission congratulated Dr. Sawyer.

Ms. Hurner stated the next Board meeting will be one year since signing her contract with the county and as county administrator, shared it has been an honor and privilege every single day to serve and thanked the Commission.

Ms. Hurner provided the first annual state of the county address video presentation highlighting items accomplished by the Board and employees in the field over the past year.

Commissioner Roberts thanked Ms. Hurner, Commissioner Campbell, and Public Information Officer Karen Clogston, for the presentation. **See SMB 153 Page 83.**

Ms. Sutphen stated the fire union negotiations are starting on Thursday with both levels of the union and asked the Commission not to talk to members relating to this matter.

14. COMMISSIONERS

Commissioner Campbell stated it has been a pleasure serving as chair the past year and congratulated the newly elected chair, Commissioner Roberts and the newly elected vice-chair, Commissioner Tuck.

Commissioner Campbell commented on attending the Avon Park Christmas parade.

Commissioner Kirouac commented on attending the Veteran Services event handing out Thanksgiving meals to veterans and stated it is a highlight of the year sharing appreciation for everything the veterans do.

Commissioner Kirouac commented on attending the Avon Park Christmas parade and stated he is looking forward to attending the Sebring and Lake Placid parades and recognized Commissioner Campbell for his service this past year as chair.

Commissioner Kirouac expressed concerns during public comment regarding Sara Gilbreath's frustrations with the county.

Commissioner Tuck commented on attending the Veteran Services Thanksgiving event handing out meals to veterans, attending the Avon Park Christmas parade and Ag-Venture.

Commissioner Tuck recognized Commissioner Campbell for his service as chair and congratulated the newly elected chair, Commissioner Roberts.

Commissioner Tuck stated she was at the Sebring Chamber of Commerce a couple of weeks ago when Col. Mike Borders provided an update on the Medal of Honor Memorial Park museum and had expressed concerns of required permits to facilitate the project. Commissioner Tuck stated she would like to have this brought on the next agenda for further discussion.

County Attorney Sherry G. Sutphen addressed questions raised by Commissioner Roberts and Commissioner Campbell, stating there is a penny collected that allows for money to go towards museums.

County Administrator Laurie Hurner stated she will check and make sure when the next meetings are to give time for the Tourist Development Council to meet prior to an upcoming board meeting. Chairman Roberts concurred with Ms. Hurner and thanked Commissioner Tuck for bringing this to the Board's attention.

In regards to the museum, Commissioner Kirouac questioned Commissioner Tuck if she has contact with those involved in the project but if they have not formally made a request to the Sebring's City Council to waive the permit fees, he would certainly recommend they pursue that also in writing. Commissioner Tuck stated Col. Borders spoke with the city administrator. Commissioner Roberts stated the city council would need to vote and before it comes to the Board it would need to be done correctly.

Commissioner Elwell recognized Commissioner Campbell for his service as chair the past year and congratulated the newly elected chair, Commissioner Roberts, and the newly elected vice-chair, Commissioner Tuck.

Commissioner Elwell stated although it is near the end of hurricane season, he cautioned for citizens to start preparing now during the next six months to make sure everything is in order for the next hurricane season.

Commissioner Elwell thanked county staff and volunteers for their assistance in the community Thanksgiving efforts around the county making sure everyone had a warm meal.

Commissioner Elwell commented on the Avon Park Christmas parade and the upcoming Sebring and Lake Placid parades.

Commissioner Elwell expressed concerns on the upcoming budget year.

Commissioner Roberts commented on the Medal of Honor Memorial Park museum.

Commissioner Roberts stated he received concerns raised by citizens regarding the timing of the traffic light at Golfview and US 27 and asked the County Administrator to research the cause for the delays.

Commissioner Roberts thanked the Board to allow him to be chairman.

15. INFORMATIONAL

A. Board payables from November 7, 2023, to November 27, 2023. See Check Reports file.

16. ADJOURN

Commissioner Campbell moved to adjourn the Regular Meeting of the Board

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

The meeting adjourned at 12:00 p.m.

REGULAR MEETING OF THE BOARD, DECEMBER 05, 2023

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 Kevin J. Roberts
Commissioner Arlene Tuck
Commissioner Chris Campbell

Commissioner Scott A. Kirouac
Commissioner Don Elwell

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

2. **INVOCATION**

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

3. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Stephanie Ridley, US Army, Highlands County Assistant Veteran Services Officer.

4. **ANNOUNCEMENTS**

The Healthy Families Highlands Advisory Board Subcommittee of Childrens Services Council will meet on Tuesday, December 5, 2023, at 9:00 a.m., at 7205 S. George Blvd., Sebring, FL.

The Highlands County Board of County Commissioners will hold a Special Workshop meeting for the purpose of discussing mobile homes, on Tuesday, December 5, 2023, at 1:30 p.m., in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Highlands County Industrial Development Authority/Economic Development Commission will hold a general body meeting on Wednesday, December 6, 2023, at 7:30 p.m., in the Sebring Airport Conference Room, 128 Authority Lane, Sebring, FL.

A Code Enforcement Special Magistrate Hearing will be held on Wednesday, December 6, 2023, at 1:30 p.m., in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Auditor Selection Committee of the Highlands County Hospital District will be held on Thursday, December 7, 2023, at 1:30 p.m., in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Board of Commissioners of the Highlands County Hospital District will meet on Thursday, December 7, 2023, at 1:30 p.m., in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Veterans Advisory Board will meet on Thursday, December 7, 2023, at 3:30 p.m., in the Veteran Services Office, 7209 S. George Blvd., Sebring, FL.

A Public Hearing of the Highlands County Planning & Zoning Commission and Local Planning Agency and the Zoning Board of Adjustment will be held on Tuesday, December 12, 2023, at 3:00 p.m., in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Children's Services Council will hold a general body meeting on Wednesday, December 13, 2023, at 8:30 a.m.,

at the Children's Advocacy Center, 1968 Sebring Parkway, Sebring, FL.

5. CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

Jerome Kaszubowski, Clerk of Courts, presented and read into the record the press release of the Property Fraud Alert Service offered by the Clerk's office for any Official Records recorded in the records of Highlands County. **See SMB 153 Page 84.**

6. RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

A. Presentation of Employee of the Quarter for the 3rd Quarter of 2023.

Laurie Hurner, County Administrator, recognized Mari Pillay, Human Resources Specialist, for being nominated Employee of the Quarter for the 3rd Quarter of 2023. **See SMB 153 Page 85.**

B. County Administrator Laurie Hurner Presentation of Years of Service Awards.

Years of Service certificates and pins were presented to Frederick Tagtmeier, Leon Mason, Robert Horne, Jenna Levine, Sherri Bennett, Robert Diefendorf, and Ginger Svendsen for their years of service to Highlands County. **See SMB 153 Page 86.**

Stacey Mahoney, Chad Emmons, Brody Carr, and Michael Taylor were unable to attend to accept their years of service award certificate and pin.

C. Request approval of a Proclamation recognizing December 7, 2023 as Pearl Harbor Remembrance Day.

Stephanie Ridley, Highlands County Assistant Veteran Services Officer, presented the request and read the proposed proclamation into the record.

Commissioner Tuck moved approval of the Proclamation recognizing December 7, 2023 as Pearl Harbor Remembrance Day. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 34 & SMB 153 Page 87.**

7. PUBLIC COMMENT

No participants.

8. CONSENT AGENDA

Laurie Hurner, County Administrator, stated an internal item has been brought to her attention this morning and requested to present during her section (agenda item 12B).

Sherry G. Sutphen, County Attorney, stated consent agenda item 8N has been updated and provided to the Board.

Commissioner Campbell moved approval to accept the consent agenda as presented with the amendment for 8N. Commissioner Tuck seconded the motion.

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

A. Request approval of three (3) Health Services Grant Agreements for FY 2023-2024 per the recommendation of the Highlands County Hospital District Board. See Health Services Grant Agreements file.

- B. Request to approve and execute the plat of Snyder Road Subdivision for recordation. See Snyder Road Subdivision – Plat file & Plat Book 17 Page 59.**
- C. Request approval for Construction Manager at Risk Agreement with Semco Construction, Inc. See Construction Manager at Risk (CMAR) Continuing Services file.**
- D. Request approval for Construction Manager at Risk Agreement with A.D. Morgan Corporation. See Construction Manager at Risk (CMAR) Continuing Services file.**
- E. Request approval of Lumen internet and connectivity master service agreement. See Century Link d/b/a Lumen Technologies Group file.**
- F. Request authorization for the Chairman to execute the Duval Fleet release (waiver) to purchase the Ford F550 with an incomplete chassis and authorize the County Administrator to execute any necessary documentation to complete the final stage certification and compliance. See SMB 153 Page 88.**
- G. Request approval of Budget Amendment 23-24-019 for reallocation of funds within the Building Fund. See SMB 153 Page 89.**
- H. Request adoption of Resolution 23-24-29 for Budget Amendment 23-24-021 to appropriate awarded VOCA FY 23/24 grant/project funds. See Res. Book 35 Page 35 & SMB 153 Page 90.**
- I. Request approval to expend funds from the Special Law Enforcement Trust Fund. See SMB 153 Page 91.**
- J. Request adoption of Resolution 23-24-23 providing a pledge of support for the Avon Park Executive Airport appropriation request. See Res. Book 35 Page 36 & SMB 153 Page 92.**
- K. Request approval of Resolution 23-24-30 amending the master fee schedule to include Certificate of Public Convenience and Necessity (COPCN) Provisional Operational Fee, Advertising/Mailing Fees as well as an increase to Hospital “Hold the Wall” Fee. See Res. Book 35 Page 37 & SMB 153 Page 93.**
- L. Request approval of the Lumen voice master service agreement. See Century Link d/b/a Lumen Technologies Group file.**
- M. Request approval of the minutes from the following Regular Meetings of the Board: August 1, 2023; August 15, 2023; and September 7, 2023; the Emergency Meeting August 29, 2023; the Special Workshops: August 29, 2023 and September 12, 2023; and the Budget Public Hearing September 7 2023. See Clerk of Court’s website.**
- N. Request approval of the License Agreement with A. Duda & Sons, Inc., related to the use of a ditch located in the right of way of CR 621; approval of the License Agreement with A. Duda & Sons, Inc., related to the pipe located in the right of way of CR 621; approval of the Encroachment Agreement with A. Duda & Sons, Inc., related to the encroachment of a portion of certain bona fide agricultural structures in the right of way of CR 621, with all documents to be held in escrow until such time as the closing on the sale of the property between the Phypers family and A. Duda & Sons, Inc., occurs; however, if the closing does not occur within 90 days of the date of this approval, this approval is**

revoked without further action of the County. *See County Deed file.*

9. COMMITTEE ASSIGNMENTS:

No report.

10. PUBLIC HEARING

A. Public hearing to consider approval of Aloha Medical Services, Inc. application for a Class 1, Class 2 and 3 Certificate of Public Convenience and Necessity (COPCN).

Dustin Fitch, Interim Deputy Chief, 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.

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

Commissioner Elwell moved approval of Aloha Medical Services, Inc. application for a Class 1, Class 2 and Class 3 Certificate of Public Convenience and Necessity (COPCN). Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See COPCN file.***

11. ACTION AGENDA

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

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

A. Request approval of Budget Amendment 23-24-020 to add additional roads to the current FY 23/24 CFS Allocation, Road Reconstruction.

Jonathan Harrison, Road and Bridge Director, presented the request and addressed questions raised by Commissioner Elwell, Commissioner Tuck, and Commissioner Campbell.

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

Commissioner Campbell moved approval of Budget Amendment 23-24-020 to add additional roads to the current FY 23/24 CFS Allocation, Road Reconstruction. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 153 Page 94.***

B. Consider Statement of Legislative Intent to repeal Chapter 11.5 Utilities from Code of Ordinance.

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

Commissioner Elwell moved to instruct staff to draft an ordinance repealing Chapter 11.5 Utilities of the Highlands County Code of Ordinances. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See SMB 153 Page 95.***

12. COUNTY ADMINISTRATION AND LEGAL

A. County Attorney Status Report.

Sherry G. Sutphen presented the County Attorney File Log as of November 29, 2023. ***See SMB 153 Page 96.***

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

Laurie Hurner, County Administrator, provided an update on county probation operations and presented a request for the Board to approve a temporary deviation of thirty (30) days from the county's cash handling policy for the sole purpose of allowing the Probation Department to collect credit card payments over the phone, while the website payment processing platform is finalized.

Commissioner Elwell moved approval of a temporary deviation from the cash handling policy specifically for the probation operations for a period of up to the next thirty (30) days. Commissioner Kirouac seconded the motion.

After further discussion, Commissioner Elwell amended his motion to include an amount not to exceed Two Hundred Dollars (\$200.00) for a single transaction. Commissioner Kirouac seconded the amended motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 97.**

Chairman Roberts questioned when the Board has votes like this, would it need to be opened to the public for discussion.

County Attorney Sherry G. Sutphen stated in the future, it is appropriate procedure for the chair to ask if anyone wishes to speak if the Board is to vote on anything because the rule is the public has to have the opportunity to speak on a matter prior to the vote. Ms. Sutphen stated a similar item would go on the action agenda if it came before staff at the appropriate time period but because this did not and there was not an addendum to put it into a slot, it is appropriate to be on the Priorities and Project Status report.

Ms. Hurner stated there are copies of this item in the lobby with the agenda for the public.

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

Ms. Hurner expressed her gratitude for the honor and privilege of serving the Board as their official county administrator one year today and is looking forward to working with them for a long time.

The Commission congratulated Ms. Hurner with applause.

13. COMMISSIONERS

Commissioner Campbell commented on attending the Sebring and upcoming Lake Placid Christmas parades.

Commissioner Kirouac commented on attending the Lake Placid Christmas parade this Saturday and attending the 4-H Business Fair last Saturday at the Agri-Civic Center.

Commissioner Tuck commented on attending the Sebring Christmas parade and is looking forward to attending the parade in Lake Placid this Saturday.

Commissioner Tuck stated Highway Park is having a ribbon cutting ceremony to open their community education garden on Saturday, December 9, 2023, from 1:00 p.m. to 2:00 p.m.

Commissioner Tuck expressed her concerns regarding consent agenda item 8G.

Commissioner Elwell stated he will be a little bit late to the December 19, 2023 Board meeting as he has a tradition of helping out with Fred Wild Elementary school children's Christmas.

Commissioner Elwell congratulated Laurie Hurner's one-year anniversary and stated he is looking forward to attending Lake Placid's holiday parade.

Commissioner Roberts commented on the FY 23-24 Committee Assignments and Ms. Hurner stated they will be sent to the Board before the next meeting.

Commissioner Roberts stated the first Board meeting in the new year would be Tuesday, January 2, 2024 so the meeting has been moved to Thursday, January 4, 2024.

Commissioner Roberts stated there is a Manufactured Home/Mobile Home Workshop today at 1:30 p.m., in the Boardroom.

Regarding today's workshop, Commissioner Kirouac stated this is a workshop for the Board and there will not be an opportunity for public comment. The County Attorney concurred.

14. INFORMATIONAL

A. Board payables from November 28, 2023 to December 4, 2023. *See Check Reports file.*

15. ADJOURN

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

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

The meeting adjourned at 10:22 a.m.

REGULAR MEETING OF THE BOARD, DECEMBER 19, 2023

1. The meeting was called to order at 9:02 a.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

Commissioner Kevin J. Roberts
Commissioner Arlene Tuck
Commissioner Chris Campbell

Commissioner Scott A. Kirouac
Commissioner Don Elwell

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

2. **INVOCATION**

The meeting opened with a prayer led by Pastor Chantel Parris, with the Bountiful Blessing Church of God.

3. **PLEDGE OF ALLEGIANCE**

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

4. **ANNOUNCEMENTS**

County offices will be closed December 25-26, 2023, in observance of the Christmas and day after Christmas holidays.

The Highlands Soil & Water Conservation District will meet on Tuesday, December 19, 2024, at 3:00 p.m., in the HSWCD Conference Room of the Bert J. Harris, Jr. Agricultural Center, 4509 George Blvd., Sebring, FL.

The Affordable Housing Advisory Committee will hold a regular meeting at 3:30 p.m., on Wednesday, December 20, 2023, in the Engineering Training Room, 505 S. Commerce Ave., Sebring, FL.

County offices will be closed Monday, January 1, 2024, in observance of the New Year's Day holiday.

The Highlands County Board of County Commissioners will hold a regular meeting at 9:00 a.m., on Thursday, January 4, 2024, in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

County Attorney Sherry G. Sutphen expressed words of gratitude to Deputy Sheriff Paul Bogaert for assisting her with a vehicle issue.

5. **CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

Jerome Kaszubowski, Clerk of Courts, wished everyone a Merry Christmas and provided an update on the new Property Fraud Alert Service application offered by the Clerk's office.

To sign up for this application please visit the Clerk's website at [Highlands County Clerk of Courts \(highlandsclerkfl.gov\)](https://highlandsclerkfl.gov)

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

None presented.

7. **PUBLIC COMMENT**

Larry Roberts, with the American Legion Department of Florida Veterans Benefits and Project Relief (Avon Park

Chairman), came before the Commission to bring awareness of suicide amongst veterans and children and to announce the American Legion Post 69 will be hosting the 9th Annual Veterans Expo January 5-6, 2024. He stated the expo will be on Saturday, January 6, 2024, from 10:00 a.m. to 5:00 p.m., at 1301 W. Bell St., Avon Park, FL, and will feature the Traveling Vietnam Veterans Memorial Wall, the Traveling Globe War of Terror Wall, organizations providing free counseling, children's activities, live music, food trucks, and more.

Sandy Brown came before the Commission to express concerns and provide an update regarding weekend vendors and homeless camp on the corner of CR 64 and Hart in Avon Park. County Administrator Laurie Hurner addressed concerns raised by Ms. Brown.

8. CONSENT AGENDA

Commissioner Kirouac moved approval of the consent agenda as presented. Commissioner Campbell seconded the motion.

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

- A. Request to approve Amendment No. 2 to Agreement No. 20126 between the Board and State of Florida Fish and Wildlife Conservation Commission extending the term of Agreement from December 31, 2023 to June 30, 2024. See FWC file.**
- B. Request adoption of Resolution 23-24-31 for Budget Amendment 23-24-023 for Road and Bridge Project #22052 rollover balance from FY 22/23 to the current FY 23/24. See Res. Book 35 Page 38 & SMB 153 Page 99.**
- C. Request adoption of Resolution 23-24-43 amending the adopted FY 23-24 Engineering Fee Schedule by adding an Encroachment Agreement Fee. See Res. Book 35 Page 39 & SMB 153 Page 100.**
- D. Request approval of Budget Amendment 23-24-022 to transfer the shortfall of \$1,190.00 for the CFS approved Animal Control Vehicle from the CFS approved Patrol Vehicles. See SMB 153 Page 101.**
- E. Request approval to waive the Landfill Tipping Fees and the approval to donate, deliver and haul away up to 9 loads of clean sand from Road and Bridge for the Highlands County Junior Livestock Show at the Highlands County Fair. See SMB 153 Page 102.**
- F. Request approval to surplus items from the Florida Department of Health, Highlands County and donate them to Florida Department of Health, Polk County. See SMB 153 Page 103.**
- G. Request approval of Budget Amendment 23-24-027 to reallocate funds within Fund 151 for the purchase of a Ford (one) 1 ton diesel flatbed 4 X 4 cab and chassis. See SMB 153 Page 104.**
- H. Request approval of Resolution 23-24-37 for Budget Amendment 23-24-025 to realign funds for Oleander St. See Res. Book 35 Page 40 & SMB 153 Page 105.**
- I. Request approval for Construction Manager at Risk Agreement with Marmer Construction, Inc. See Construction Manager at Risk Agreement (CMAR) Construction Services file.**
- J. Request approval for Construction Manager at Risk Agreement with E.O. Koch Construction, Inc. See Construction Manager at Risk Agreement (CMAR) Construction Services file.**

- K. **Request approval of award for the Florida Fish and Wildlife Conservation Commission (FWC) Wildlife Diversity Conservation Section for habitat management assistance in optimizing gopher tortoise carrying capacity at Grassy Lake Scrub. See SMB 153 Page 106.**
- L. **Request to approve Professional Services Amendment #1 for Water Quality and Drainage Studies focus on three areas throughout the County to identify opportunities to improve both water quality and flood control. See Kimley-Horn & Associates, Inc. file.**
- M. **Request approval of the minutes from the September 19, 2023 Regular Meeting of the Board and the minutes from the September 19, 2023 Budget Public Hearing. See Clerk of Court's website.**
- N. **Request adoption of Resolution 23-24-44 for Budget Amendment 23-24-030 to appropriate CARE Award donation. See SMB 153 Page 107 (OMB is revising Budget Amendment and Resolution to come back for re-approval).**
- O. **Request approval of Local Mitigation Strategy Working Group Organizations for Calendar Year 2024. See LMS file.**

9. COMMITTEE ASSIGNMENTS:

No report.

10. PUBLIC HEARING

- A. **Public hearing to consider adoption of Small-Scale Comprehensive Plan Future Land Use Amendment CPA-23-623SS, for two (2) parcels totaling an approximate 3.82-acres, from Agriculture (AG) to Medium Density Residential (RM).**

Rachel Barry, Zoning Supervisor, and Sergio Garcia, Planner II, 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. Barry read the caption of the proposed ordinance into the record.

Chairman Roberts opened the floor for public comment. Input was received by Verna Flexon. Ms. Barry addressed questions raised by Ms. Flexon.

Commissioner Kirouac moved approval to adopt by Ordinance 23-24-03, CPA-23-623SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for an approximate 3.82-acres from Agriculture (AG) to Medium Density Residential (RM), and transmit CPA-23-623SS to the Florida Department of Commerce for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. **See Ord. Book 20 & Comprehensive Plan Amendment file.**

- B. **Public hearing to consider adoption of Small-Scale Comprehensive Plan Future Land Use Amendment CPA-23-625SS, for two (2) parcels totaling an approximate 9.57-acres, from Agriculture (AG) and Industrial (I) to Commercial (C).**

Sergio Garcia, Planner II, presented the request and read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

Commissioner Kirouac stated this item was misreported on the radio as a zoning change for a mobile home park and clarified for the record it is a zoning change for boat, RV, car, and truck storage.

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

Commissioner Campbell moved approval to adopt by Ordinance 23-24-04, CPA-23-625SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for an approximate 9.57 acres from Agriculture (AG) and Industrial (I) to Commercial (C), and transmit CPA-23-625SS to the Florida Department of Commerce for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. ***See Ord. Book 20 & Comprehensive Plan Amendment file.***

C. Public hearing to consider adoption of P&Z Hearing No. 2139, changing the Official Zoning Atlas for two (2) parcels totaling an approximate 9.57-acres, from Agricultural District (AU) and Industrial District (I-1) to Business District (B-3).

Sergio Garcia, Planner II, presented the request and read the caption of the proposed resolution into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Mr. Garcia questioned if any of the commissioners held ex-parte communications concerning this hearing. All commissioners stated no.

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

Commissioner Tuck moved approval to adopt by Resolution 23-24-33, P&Z 2139, changing the Official Zoning Atlas for an approximate 9.57 acres from Agricultural District (AU) and Industrial District (I-1) to Business District (B-3), referencing the mandatory findings of fact and becoming effective as provided by law. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 35 Page 41 & Zoning Changes file.***

Regarding quasi-judicial hearings, County Attorney Sherry G. Sutphen addressed questions and concerns raised by Chairman Roberts and swore in staff members providing testimony.

D. Public hearing to consider adoption of P&Z Hearing No. 2140, changing the Official Zoning Atlas for an approximate 4.79-acre parcel, from Estate District (EU) to Mobile Home Parks District with a Conditional Use (M-2 CU).

Sergio Garcia, Planner II, presented the request and read the caption of the proposed resolution into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Mr. Garcia questioned if any of the commissioners held ex-parte communications concerning this hearing. All commissioners stated no.

Commissioner Campbell stated this item was misreported in the newspaper as a zoning change for a mobile home park and clarified for the record it is a zoning change for a maintenance barn. Commissioner Kirouac concurred with Commissioner Campbell and stated this item was also misreported on the radio and encouraged the local media should they have questions to please reach out to staff to avoid misinformation.

Chairman Roberts opened the floor for public comment. Input was received by Verna Flexon. Zoning Supervisor Rachel Barry addressed questions raised by Ms. Flexon.

Owner/applicant Daniel Littlefield addressed the Board. Chairman Roberts and Ms. Barry addressed questions raised by Mr. Littlefield.

Commissioner Kirouac moved approval to adopt by Resolution 23-24-34, P&Z 2140, changing the Official Zoning Atlas for an approximate 4.79 acres from Estates District (EU) to Mobile Home Parks District with a Conditional Use (M-2 CU), referencing the mandatory findings of fact and becoming effective as provided by law. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 35 Page 42 & Zoning Changes file.***

E. Public hearing to consider transmittal of Large-Scale Comprehensive Plan Future Land Use Amendment CPA-23-627LS, for six (6) parcels totaling an approximate 610-acres, from Conservation/Management Lands (CM) to Agriculture (AG) to the Florida Department of Commerce and review agencies for Expedited State Review.

Sergio Garcia, Planner II, presented the request and read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

Chairman Roberts opened the floor for public comment. Input was received by Verna Flexon. Mr. Garcia and Zoning Supervisor Rachel Barry addressed questions raised by Ms. Flexon.

Commissioner Kirouac moved to approve and transmit CPA-23-627LS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for an approximate 610 acres from Conservation/Management Lands (CM) to Agriculture (AG), referencing the mandatory findings of fact, for transmittal to the Florida Department of Commerce and review agencies for expedited state review. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Comprehensive Plan Amendment file.***

F. Public hearing to consider adoption of P&Z Hearing No. 2142, changing the Official Zoning Atlas for six (6) parcels totaling an approximate 610-acres, from Conservation/Management Lands District (CM) to Agricultural District (AU).

Sergio Garcia, Planner II, presented the request and read the caption of the proposed resolution into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Mr. Garcia questioned if any of the commissioners held ex-parte communications concerning this hearing. All commissioners stated no.

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

Commissioner Campbell moved approval to adopt by Resolution 23-24-35, P&Z 2142, changing the Official Zoning Atlas for an approximate 610 acres from Conservation/Management Lands District (CM) to Agricultural District (AU), referencing the mandatory findings of facts and becoming effective as provided by law. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 35 Page 43 & Zoning Changes file.***

G. Public hearing to consider adoption of Small-Scale Comprehensive Plan Future Land Use Amendment CPA-23-628SS, for an approximate 3.07-acre parcel, from High Density Residential (RH) to Public/Quasi-Public Facility and Institutional Lands (P).

Sergio Garcia, Planner II, presented the request and read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part

of the permanent record.

Chairman Roberts opened the floor for public comment. Input was received by Bob Boggus, Utilities Director with the City of Sebring, and Verna Flexon. Mr. Boggus and Zoning Supervisor Rachel Barry addressed questions raised by the Commission. Chairman Roberts addressed questions raised by Ms. Flexon.

Commissioner Kirouac moved approval to adopt by Ordinance 23-24-06, CPA-23-628SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for an approximate 3.07-acre parcel from High Density Residential (RH) to Public/Quasi-Public Facility and Institutional Lands (P), and transmit CPA-23-628SS to the Florida Department of Commerce for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Ord. Book 20 & Comprehensive Plan Amendment file.***

H. Public hearing to consider adoption of P&Z Hearing No. 2144, changing the Official Zoning Atlas for an approximate 3.07-acre parcel, from Industrial District with a Conditional Use (I-2 CU) to Public and Quasi-Public Lands District (P).

Sergio Garcia, Planner II, presented the request and read the caption of the proposed resolution into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

Mr. Garcia questioned if any of the commissioners held ex-parte communications concerning this hearing. Commissioner Kirouac stated he received two emails in opposition, which he forwarded to Ms. Barry to become part of the permanent record. Commissioner Campbell stated he received an email, which he forwarded to Ms. Barry to become part of the permanent record. Chairman Roberts stated he received an email from David and Margaret Lukasek and had a conversation with Mr. Lukasek on the phone. Commissioner Tuck stated she received an email and forwarded to the administrative office. Commissioner Elwell stated he received two emails, one from Mr. Lukasek, and the other from Suellen Albert.

Rachel Barry, Zoning Supervisor, addressed questions raised by Commissioner Campbell, Chairman Roberts, and Commissioner Elwell.

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

Commissioner Tuck moved approval to adopt by Resolution 23-24-36, P&Z 2144, changing the Official Zoning Atlas for an approximate 3.07-acre parcel from Industrial District with a Conditional Use (I-2 CU) to Public and Quasi-Public Lands District (P), referencing the mandatory findings of fact and becoming effective as provided by law. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 35 Page 44 & Zoning Changes file.***

I. Public hearing to consider adoption of proposed text amendments to the Land Development Regulations amending Section 12.05.315, Temporary Use Permits, of the Highlands County Code of Ordinances.

Rachel Barry, Zoning Supervisor, 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. Barry questioned if any of the commissioners held ex-parte communications concerning this hearing. All commissioners stated no.

Ms. Barry read the caption of the proposed ordinance into the record and addressed questions raised by Commissioner Campbell.

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

Commissioner Campbell moved approval to adopt by Ordinance the proposed text amendments to the Land Development Regulations amending Section 12.05.315, Temporary Use Permits, of the Highlands County Code of Ordinances. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Ord. Book 20 (Ord. No. 23-24-07) & Land Development Regulations file.***

11. ACTION AGENDA

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

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

A. Request adoption of Resolution 23-24-45 for Budget Amendment 23-24-032 to roll forward and setup funding within the Special Law Enforcement Trust Fund.

David Nitz, OMB Manager, presented the request.

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

Commissioner Tuck moved approval to adopt Resolution 23-24-45 for Budget Amendment 23-24-032 to roll forward and setup funding within the Special Law Enforcement Trust Fund. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 35 Page 45 & SMB 153 Page 108.***

B. Request adoption of Resolution 23-24-42 extending the Certificate of Public Convenience and Necessity for Affordable Transport, Inc.

Dustin Fitch, Interim Deputy Chief, and James "Kelly" Duppenhaler, Interim Fire Chief, presented the request. Chief Fitch read the caption of the proposed resolution and recommended motion into the record.

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

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

Upon roll call, all Commissioners voted aye. The motion carried. ***See Res. Book 35 Page 46 & SMB 153 Page 109.***

C. Request adoption of Resolution 23-24-38 for Budget Amendment 23-24-026 for reallocating funds to Project #21104 (Spring Lake Fire Station 20).

Mitchell D. Thomas, Project Manager Drainage Infrastructure, and Tiffany Gunn, Capital Projects Manager, presented the request. Mr. Thomas and County Administrator Laurie Hurner addressed questions raised by the Commission.

Ms. Hurner commended Chief Duppenhaler and Assistant Chief Fitch for their assistance with expediting this

project.

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

Commissioner Kirouac moved approval to adopt Resolution 23-24-38 for Budget Amendment 23-24-026 for reallocating funds to Project #21104 (Spring Lake Fire Station 20). Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 47 & SMB 153 Page 110.**

D. Request adoption of Resolution 23-24-41 approving Supplemental Agreement No. 1 between the State of Florida Department of Transportation (FDOT) and Highlands County for additional construction funding for the resurfacing of Webster Turn Drive from Haywood Taylor Boulevard to Boeing Avenue and adoption of Resolution 23-24-032 for Budget Amendment 23-24-024.

JD Langford, County Engineer, presented the request.

Business Services Director Tanya Cannady, Ms. Hurner, and Mr. Langford addressed questions raised by Commissioner Tuck and Chairman Roberts.

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

Commissioner Campbell moved approval to adopt Resolution 23-24-41 approving Supplemental Agreement No. 1 between the State of Florida Department of Transportation (FDOT) and Highlands County for additional construction funding for the resurfacing of Webster Turn Drive from Haywood Taylor Boulevard to Boeing Avenue and adoption of Resolution 23-24-032 for Budget Amendment 23-24-024. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 48 (Res. No. 23-24-41), FDOT file, Res. Book 35 Page 49 (Res. No. 23-24-32) & SMB 153 Page 111.**

E. Request adoption of Resolution 23-24-39 for Budget Amendment 23-24-028 to rollover encumbrances from FY 22/23 into FY 23/24.

David Nitz, OMB Manager, presented the request.

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

Commissioner Tuck moved approval to adopt Resolution 23-24-39 for Budget Amendment 23-24-028 to rollover encumbrances from FY 22/23 into FY 23/24. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 50 & SMB 153 Page 112.**

12. COUNTY ADMINISTRATION AND LEGAL

A. County Attorney Status Report.

Sherry G. Sutphen presented the County Attorney File Log as of December 5, 2023, and stated there are no new lawsuits, and provided Commissioner Elwell an update on the assistant county attorney position. **See SMB 153 Page 113.**

Ms. Sutphen wished everyone a Merry Christmas and expressed her gratitude for the opportunities the Board has

given her to serve the citizens of Highlands County.

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

Laurie Hurner, County Administrator, expressed gratitude to staff and wished everyone a Merry Christmas and a Happy New Year. **See SMB 153 Page 114.**

13. COMMISSIONERS

Commissioner Elwell questioned if there was an update on the committee assignments. Chairman Roberts stated he received information and will make an announcement at the first Board meeting of the new year.

Commissioner Elwell wished everyone a Merry Christmas.

Commissioner Tuck questioned if there was an update on the Medal of Honor Memorial and Tourist Development Council to bring back as an agenda item at the end of January 2024 for further discussion. County Administrator Laurie Hurner stated she did contact the council to provide Commissioner Tuck's requests.

Commissioner Tuck apologized for missing the Lake Placid Christmas parade due to illness and wished everyone a Merry Christmas and a very blessed new year.

Commissioner Kirouac wished everyone a safe Merry Christmas and commended the county, non-profits and civic organizations for bringing a tremendous amount of good to those less fortunate in our community this time of year.

Commissioner Kirouac stated he is looking forward to expressing gratitude with distributing Christmas meals to the veterans tomorrow at 1:00 p.m. and said it has been a good year and the county is moving in the right direction.

Commissioner Campbell wished everyone a Merry Christmas and a Happy New Year and asked if you know of someone who have lost a loved one this year to keep them in mind during the holidays.

Commissioner Roberts stated Commissioner Campbell and the Tourist Development Council are aware of Commissioner Tuck's request and he had said previously he would be glad to agenda it back here before the Board once the council has vetted the request and make a recommendation to the Board. Commissioner Roberts questioned when the next council meeting is scheduled. Commissioner Campbell stated the council's first meeting is in January 2024.

Commissioner Roberts expressed gratitude to the thoughtful cards, chocolates and snacks he received and commented on attending a Christmas gathering at the Sebring Library last Friday and stated the Committee Assignments will be announced at the first Board meeting next month.

Commissioner Roberts expressed gratitude to staff, the commissioners, senior management and stated it has been a wonderful 2023, and a distinct honor and blessing to serve as a commissioner in Highlands County and wished everyone a Merry Christmas and a Happy New Year.

14. INFORMATIONAL

A. Board payables from December 5, 2023, to December 18, 2023. See Check Reports file.

15. ADJOURN

Commissioner Kirouac moved to adjourn the Regular Meeting of the Board.

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

The meeting adjourned at 11:12 a.m.

REGULAR MEETING OF THE BOARD, JANUARY 04, 2024

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 Kevin J. Roberts
Commissioner Arlene Tuck
Commissioner Chris Campbell

Commissioner Scott A. Kirouac
Commissioner Don Elwell

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

2. **INVOCATION**

The meeting opened with a prayer led by Pastor Craig Luckenbill, with the Church of the Brethren.

3. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Bob Brooks, US Air Force (Ret.), Military Officers Association of America (MOAA).

4. **ANNOUNCEMENTS**

The Veterans Advisory Board will meet on Thursday, January 4, 2024, at 3:30 p.m., at the Veteran Services Office, 7209 S. George Blvd., Sebring, FL.

A Public Hearing of the Highlands County Planning & Zoning Commission and Local Planning Agency and the Zoning Board of Adjustment will be held on Tuesday, January 9, 2024, at 3:00 p.m., in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Historic Preservation Commission will meet on Thursday, January 11, 2024, at 2:30 p.m., in the Engineering Training Room, 505 S. Commerce Ave., Sebring, FL.

The Affordable Housing Advisory Committee will meet on Wednesday, January 17, 2024, at 3:30 p.m., in the Engineering Training Room, 505 S. Commerce Ave., Sebring, FL.

5. **CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

Jerome Kaszubowski, Clerk of Court, provided an update on the Property Fraud Alert service application offered by the Clerk's office and stated 774 have registered.

To sign up for this application please visit the Clerk's website at [Highlands County Clerk of Courts \(highlandsclerkfl.gov\)](https://highlandsclerkfl.gov)

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

None presented.

7. **PUBLIC COMMENT**

Susie Bishop, Executive Director, Highlands Soil & Water Conservation District, announced their board chairman Dr. Causey has called for a special meeting on Tuesday, January 9, 2024, at 3:00 p.m., and the topic of discussion will be House Bill 1075 that was filed last week that will greatly change how Soil & Water Conservation Districts are functioning in the state of Florida. Ms. Bishop addressed questions raised by Chairman Roberts and stated she will keep the Board up to date.

8. CONSENT AGENDA

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

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

- A. Request approval of a High Impact Signature Event Tourist Development Grant for the annual Spartan Trifecta Weekend in Highlands County for years 2024 – 2026. See *Tourist Development Council* file.**
- B. Request approval for Construction Manager at Risk Agreement with Weatherproofing Technologies, Inc. See *Construction Manager at Risk (CMAR) Continuing Services* file.**
- C. Request approval of the Nu-Hope Elder Care Services, Inc., a Florida Non-Profit Corporation Grant Agreement. See *Nu-Hope Elder Care Services, Inc.* file.**
- D. Request approval of the Peace River Center for Personal Development, Inc., a Florida Non-Profit Corporation Grant Agreement. See *Peace River Center* file.**
- E. Request approval of Resolution 23-24-26 for Budget Amendment 23-24-036 to set up Project 23047 funds for the Bullet Proof Vest grant program for the Sheriff within the General Fund. See *Res Book 35 Page 52 & SMB 153 Page 116*.**
- F. Request adoption of Resolution 23-24-44 for Budget Amendment 23-24-030 to appropriate CARE Award donation. See *Res. Book 35 Page 53 & SMB 153 Page 117*.**
- G. Request approval of Budget Amendment 23-24-037 moving funds from Regular Salaries and Wages to Contractual Services for temporary staffing in Facilities Management. See *SMB 153 Page 118*.**

9. COMMITTEE ASSIGNMENTS:

- A. Request to appoint President Fred Hawkins, of South Florida State College, and Benjamin Wyatt, with Crews Bank and Trust, to the Highlands County Industrial Development Authority and Economic Development Commission.**

Sara Beth Rogers, Economic Development Manager, presented the request and addressed questions raised by Commissioner Kirouac.

Commissioner Campbell moved approval to appoint President Fred Hawkins, of South Florida State College, and Benjamin Wyatt, with Crews Bank and Trust, to the Highlands County Industrial Development Authority and Economic Development Commission. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See *SMB 153 Page 119*.**

10. PUBLIC HEARING

No public hearings presented.

11. ACTION AGENDA

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

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

A. Request adoption of Resolution 23-24-51 extending the Certificate of Public Convenience and Necessity for Atlantic Palm Beach Ambulance, Inc. d/b/a AMR.

Dustin Fitch, Interim Deputy Chief, and James “Kelly” Duppenthaler, Interim Fire Chief, presented the request. Chief Fitch addressed questions and concerns raised by Commissioner Elwell.

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

Commissioner Kirouac moved approval to adopt Resolution 23-24-51 extending the Certificate of Public Convenience and Necessity for Atlantic Palm Beach Ambulance, Inc. d/b/a AMR. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 54 & SMB 153 Page 120.**

B. Request adoption of Resolution 23-24-50 extending the Certificate of Public Convenience and Necessity for Lifefleet Southeast Inc. d/b/a American Medical Response.

Dustin Fitch, Interim Deputy Chief, and James “Kelly” Duppenthaler, Interim Fire Chief, presented the request.

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

County Attorney Sherry G. Sutphen and Chief Fitch addressed questions raised by Commissioner Tuck.

Commissioner Elwell moved approval to adopt Resolution 23-24-50 extending the Certificate of Public Convenience and Necessity for Lifefleet Southeast Inc. d/b/a American Medical Response. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 55 & SMB 153 Page 121.**

12. COUNTY ADMINISTRATION AND LEGAL

A. County Attorney Status Report.

Sherry G. Sutphen presented the County Attorney File Log as of December 22, 2023 and provided an update on the assistant county attorney position. **See SMB 153 Page 122.**

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

Laurie Hurner, County Administrator, stated the county is working closely with the court system to make sure the facilities and parking assistance is ready for the upcoming jury attendance, and parking for the Government Center will be interrupted this coming week for the construction on the sewer near the Medal of Honor Memorial site. **See SMB 153 Page 123.**

13. COMMISSIONERS

Commissioner Kirouac commented on holiday functions he attended around the county and announced a reminder the Traveling Vietnam Veterans Memorial Wall will be coming through the county tomorrow, January 5, 2024, at 11:00 a.m. and said he was looking forward to attending.

Commissioner Campbell recognized Fire Rescue and the Sheriff’s department regarding a call they had handled involving an eight-year-old boy.

Commissioner Tuck recognized the Lake Placid Police Department for their officer saving a baby who was not breathing.

Commissioner Tuck stated the Tourist Development Council will be holding a meeting on Thursday, January 25, 2024, at 8:15 a.m. to discuss the funds needed to start the Medal of Honor Memorial project.

County Attorney Sherry G. Sutphen addressed questions and concerns raised by Commissioner Tuck regarding Planning and Zoning procedures, Land Development Regulations, and POD/metal barn houses constructed in Leisure Lakes (Lake Placid, FL).

Regarding Commissioner Tuck's question on further discussion on mobile homes, Commissioner Roberts stated he is planning on meeting with Ms. Sutphen and Ms. Hurner before moving forward.

Commissioner Elwell expressed concerns hearing the radio had broadcast not being allowed to say, "Happy New Year" and stated he hopes that folks will keep that new year's feeling of hope, optimism, and understanding, and what is really important in life.

Commissioner Roberts stated between November 15 – January 2 with the celebration of light and giving unselfishly to help others in need is the happiest parts of his year and commented on new year resolutions and having a fresh start with new optimism, new ideas, and a new beginning to a new year.

Commissioner Roberts presented the 2024 Board meeting dates and Ms. Hurner stated the dates will come before the Board at the next meeting for approval or changes. **See SMB 153 Page 124.**

Commissioner Roberts presented the 2023-2024 Board Committee Liaison Appointments and stated committees numbered 24 through 28 and highlighted in yellow will come before the Board at the next meeting for approval. **See SMB 153 Page 125.**

Ms. Hurner acknowledged Commissioner Tuck for bringing up the officer from the Lake Placid Police Department and stated the officer's name is Jose Becerra and commended Officer Becerra for all he did in saving the child's life.

Ms. Hurner acknowledged January is Human Trafficking Month and expressed that if you see something, say something, please. Commissioner Roberts thanked Ms. Hurner for mentioning this.

14. INFORMATIONAL

A. Board payables from December 19, 2023, to January 3, 2024. See Check Reports file.

15. ADJOURN

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

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

The meeting adjourned at 9:44 a.m.

REGULAR MEETING OF THE BOARD, JANUARY 18, 2024

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 Kevin J. Roberts
Commissioner Arlene Tuck
Commissioner Chris Campbell

Commissioner Scott A. Kirouac
Commissioner Don Elwell

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

2. **INVOCATION**

The meeting opened with a prayer led by Chairman Kevin J. Roberts.

3. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Arlene Tuck.

4. **ANNOUNCEMENTS**

The Veterans Advisory Board will meet at 3:30 p.m., on Thursday, February 1, 2024, at the Veteran Services Office, 7209 S. George Blvd., Sebring, FL.

5. **CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

No report.

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

- A. **Recognition of District Chief Mark Fortier on his retirement.**

James “Kelly” Duppenhtaler, Interim Fire Chief, presented District Chief Mark Fortier with a plaque in recognition of his nearly 45 years of dedicated service to the citizens of Highlands County and wished him well on his well-deserved retirement. The Commission congratulated Chief Fortier on his retirement. **See SMB 153 Page 126.**

7. **PUBLIC COMMENT**

Sandy Brown came before the Commission to express concerns and provide an update regarding vendors on the corner of CR 64 and Hart in Avon Park and addressed questions raised by Chairman Roberts. County Administrator Laurie Hurner provided an update on Code Enforcement’s involvement. County Attorney Sherry G. Sutphen stated Code Enforcement should be able to strike a citation to the violator every single day. Ms. Sutphen addressed questions raised by Chairman Roberts and Commissioner Kirouac and stated she will discuss the trespass procedure after the meeting with Leah Sauls, Development Services Director. Chairman Roberts thanked Ms. Brown.

Barbara Moore came before the Commission to present a petition signed by 640 local residents in support of making Highlands County a Tree City, USA community and to provide a brief presentation on Tree City, USA. Ms. Moore addressed questions raised by Commissioner Elwell. Chairman Roberts thanked Ms. Moore for her presentation and requested the County Administrator and County Attorney to have staff review and come back to the Board with a recommendation. **See Citizens not on the Agenda file.**

8. CONSENT AGENDA

County Administrator Laurie Hurner requested item 8I be moved to the action agenda as item 11G.

Commissioner Elwell moved approval of the consent agenda with the removal of item 8I. Commissioner Kirouac seconded the motion.

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

- A. Request to accept a Florida Sport Foundation (FSF) Small Market Grant Award in the amount of \$1,418.00 and adopt Resolution 23-24-47 for Budget Amendment 23-24-034. See Tourist Development Council file, Res. Book 35 Page 56 & SMB 153 Page 127.**
- B. Request to accept a Florida Sport Foundation (FSF) Small Market Grant Award in the amount of \$3,879.00 and adopt Resolution 23-24-48 for Budget Amendment 23-24-038. See Tourist Development Council file, Res. Book 35 Page 57 & SMB 153 Page 128.**
- C. Request approval of the minutes from the October 3, 2023 and October 17, 2023 Regular Meeting(s) of the Board. See Clerk of Court's website.**
- D. Request approval to change the title and job description for two Finish Operator (Pay Grade 109, Job Code 0915) positions and eliminate the additional title of Assistant Supervisor. See SMB 153 Page 129.**
- E. Request approval of County Surplus Disposal, to waive the two-step Procedure for Disposable Tangible Personal Property, and to allow the Surplus to be disposed of by utilizing the Board's contract with Gov-Deals and Insight Auctioneers auction service companies pursuant to Section 274.05, Florida Statutes. See SMB 153 Page 130.**
- F. Request approval of Budget Amendment 23-24-033 for reallocating funds to Project #23043 (OSTDS Remediation Plan). See SMB 153 Page 131.**
- G. Request adoption of Resolution 23-24-52, authorizing the County Administrator to execute Corrective Deeds related to waiving any unintended reservation in phosphate, minerals, metals and/or petroleum rights and Deeds to correct inadvertent errors. See Res. Book 35 Page 58 & SMB 153 Page 132.**
- H. Approval of authorization letter for Department of Environmental Protection based on the Lake Istokpoga Nutrient Reduction Workplan agreement with South Florida Water Management District and Aguacultural LLC. See SMB 153 Page 133.**
- I. ~~Request approval of the 2024 Board Meeting Schedule.~~ (This item was moved to the action agenda.)**
- J. Court-related and Other Miscellaneous Funds Revenue and Expenditures for the Board of County Commissioners. See SMB 153 Page 134.**
- K. Request adoption of Resolution 23-24-56 approving the Emergency Management Performance Grant (EMPG) with Florida Division of Emergency Management. See Res. Book 35 Page 59 & Emergency Management Grant and Agreement file.**

9. COMMITTEE ASSIGNMENTS:

A. Request reappointment of two (2) regular voting members to the Highlands County Hospital District Board of Commissioners.

Ingra Gardner, Director of Community Programs, presented the request and addressed questions raised by Chairman Roberts.

Commissioner Elwell moved approval to reappoint Dean W. Gerber and Katherine (Katie) Wilson as regular voting members of the Highlands County Hospital District Board of Commissioners to a four-year term to expire January 1, 2028. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 135.**

B. Request reappointment of nine (9) regular voting members to the Highlands County Affordable Housing Advisory Committee (AHAC).

Ingra Gardner, Director of Community Programs, presented the request.

Ms. Gardner and County Attorney Sherry G. Sutphen addressed questions and concerns raised by Commissioner Elwell, Commissioner Tuck, and Chairman Roberts.

Commissioner Campbell moved approval to reappoint Audrey Asciutto, June Bateman, Anthony Cruz, Jimmie Fuller, Matt Griffin, Brittany McGuire, Tod Schwingel, Bill Stephenson, and Stefanie von Paleske-Bush as regular voting members to the Highlands County Affordable Housing Advisory Committee (AHAC) to a three-year term to expire January 31, 2027. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 136.**

C. Request appointment of Lidia Capote of TRU by Hilton/Residence by Marriott as a Regular Member to the Tourist Development Council with term expiring May 2027, fulfilling the Owners/Operators of Tourist Accommodation vacancy.

Leah Sauls, Development Services Director, presented the request.

Commissioner Tuck moved to table this item until the next meeting. Commissioner Kirouac seconded the motion for the purpose of discussion.

After further discussion, Chairman Roberts requested the Clerk poll the Board.

Upon roll call, all Commissioners voted aye, except for Commissioner Kirouac and Commissioner Elwell who voted nay. The motion carried. **See SMB 153 Page 137.**

D. Request approval of Commissioner appointments to the Value Adjustment Board, Career Source Board, the Coastal & Heartland National Estuary Partnership, the 10 County Coalition for Lake Okeechobee and the Small County Coalition for 2024.

Laurie Hurner, County Administrator, presented the request.

Commissioner Elwell moved approval of the appointments of Commissioner Scott Kirouac and Commissioner Chris Campbell to the Value Adjustment Board, Commissioner Kevin Roberts to the Career Source Board, Commissioner Scott Kirouac to the Coastal & Heartland National Estuary Partnership, Commissioner Chris Campbell to the 10 County Coalition for Lake Okeechobee, and Commissioner Don Elwell and Commissioner Arlene Tuck to the Small

County Coalition for 2024. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 138.**

10. PUBLIC HEARING

A. Public hearing to consider adoption of Ordinance 23-24-08 pertaining to the repeal of Section 11.5 Utilities from the Code of Ordinances.

Sherry G. Sutphen, County Attorney, presented the request and read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Tuck moved approval to adopt Ordinance 23-24-08 pertaining to the repeal of Section 11.5 Utilities from the Code of Ordinances. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. **See Ord. Book 20 & SMB 153 Page 139.**

B. Public hearing to consider adoption of P&Z Hearing No. 2145, changing the Official Zoning Atlas for a 14.73-acre parcel from Agricultural District (AU) to Multiple Family Dwelling District with a Planned Development (R-3 PD).

Rachel Barry, Zoning Supervisor, presented the request and read the caption of the proposed resolution into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. Ms. Barry questioned if any of the commissioners held ex-parte communications concerning this hearing. All commissioners stated no.

Ms. Barry addressed questions raised by Commissioner Tuck, Commissioner Campbell, and Commissioner Elwell.

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

Commissioner Kirouac moved approval to adopt by Resolution 23-24-53, P&Z 2145, changing the Official Zoning Atlas for an approximate 14.73 acres from Agricultural District (AU) to Multiple Family Dwelling District with a Planned Development (R-3 PD), referencing the mandatory findings of fact and becoming effective as provided by law. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 60 & Zoning Changes file.**

C. Public hearing to consider proposed Ordinance No. 23-24-09 to repeal Chapter 9, Article XIV (14), DeSoto City Special Benefit Fire District.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request and Ms. Cannady read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

Ms. Hurner and Ms. Sutphen clarified these do not dissolve the voluntary departments or assessments, they are only clean up items.

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

Commissioner Tuck moved approval to adopt Ordinance No. 23-24-09, to repeal Chapter 9, Article XIV (14), DeSoto City Special Benefit Fire District in its entirety and the MSBU created thereby be dissolved and shall have no further force or effect. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ord. Book 20 & SMB 153 Page 140.**

D. Public hearing to consider proposed Ordinance No. 23-24-10 to repeal Chapter 9, Article XVI (16) Highlands Lakes Special Tax District.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request and Ms. Morales read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Elwell moved approval to adopt Ordinance No. 23-24-10, to repeal Chapter 9, Article XVI (16) Highlands Lakes Special Tax District, in its entirety and the MSBU created thereby be dissolved and shall have no further force or effect. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ord. Book 20 & SMB 153 Page 141.**

E. Public hearing to consider proposed Ordinance No. 23-24-11 to repeal Chapter 9, Article XX (20), Highlands Park Special Benefit Fire Districts.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request and Ms. Cannady read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Campbell moved approval to adopt Ordinance No. 23-24-10, to repeal Chapter 9, Article XX (20), Highlands Park Special Benefit Fire Districts, in its entirety and the MSBU created thereby be dissolved and shall have no further force or effect. Commissioner Kirouac seconded the motion.

Chairman Roberts questioned to amend the motion to change the Ordinance No. to 23-24-11 instead of Ordinance No. 23-24-10. Commissioner Campbell moved approval to amend the motion. Commissioner Kirouac seconded the amended motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ord. Book 20 & SMB 153 Page 142.**

F. Public hearing to consider proposed Ordinance No. 23-24-12 to repeal Chapter 9, Article XXXIV (34), Lake Placid Special Benefit Fire District.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request and Ms. Morales read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Kirouac moved approval to adopt Ordinance No. 23-24-12, to repeal Chapter 9, Article XXXIV (34), Lake Placid Special Benefit Fire District, in its entirety and the MSBU created thereby be dissolved and shall have no further force or effect. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ord. Book 20 & SMB 153 Page 143.**

G. Public hearing to consider proposed Ordinance No. 23-24-13 to repeal Chapter 9, Article XIII (13), Sun 'N Lake Estates and Acreage of Lake Placid Special Benefit District.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request and Ms. Cannady read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Tuck moved approval to adopt Ordinance No. 23-24-13, to repeal Chapter 9, Article XIII (13), Sun 'N Lake Estates and Acreage of Lake Placid Special Benefit District, in its entirety and the MSBU created thereby be dissolved and shall have no further force or effect. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ord. Book 20 & SMB 153 Page 144.**

H. Public hearing to consider proposed Ordinance No. 23-24-14 to repeal Chapter 9, Article XXVII (17), Leisure Lakes Special Benefit Fire District.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request and Ms. Morales read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Elwell moved approval to adopt Ordinance No. 23-24-14 to repeal Chapter 9, Article XXVII (17), Leisure Lakes Special Benefit Fire District, in its entirety and the MSBU created thereby be dissolved and shall have no further force or effect. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ord. Book 20 & SMB 153 Page 145.**

I. Public hearing to consider proposed Ordinance No. 23-24-15 to repeal Chapter 9, Article XL (40), Placid Lakes Special Benefit Fire District.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request and Ms. Cannady read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Campbell moved approval to adopt Ordinance No. 23-24-15, to repeal Chapter 9, Article XL (40), Placid Lakes Special Benefit Fire District, in its entirety and the MSBU created thereby be dissolved and shall have no further force or effect. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Ord. Book 20 & SMB 153 Page 146.**

J. Public hearing to consider proposed Ordinance No. 23-24-16 to repeal Chapter 9, Article XXXII (32), Venus Special Benefit Fire District.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request and Ms. Morales read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Kirouac moved approval to adopt Ordinance No. 23-24-16, to repeal Chapter 9, Article XXXII (32), Venus Special Benefit Fire District, in its entirety and the MSBU created thereby be dissolved and shall have no further force or effect. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Ord. Book 20 & SMB 153 Page 147.***

K. Public hearing to consider proposed Ordinance No. 23-24-17 to repeal Chapter 9, Article XXXIX (39), West Sebring Special Benefit Fire District.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request and Ms. Cannady read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Tuck moved approval to adopt Ordinance No. 23-24-17, to repeal Chapter 9, Article XXXIX (39), West Sebring Special Benefit Fire District, in its entirety and the MSBU created thereby be dissolved and shall have no further force or effect. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Ord. Book 20 & SMB 153 Page 148.***

L. Public hearing to consider proposed Ordinance No. 23-24-18 to repeal Chapter 9, Article XXXI (31), Lorida Special Benefit Fire District.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request and Ms. Morales read the caption of the proposed ordinance into the record. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Elwell moved approval to adopt Ordinance No. 23-24-18, to repeal Chapter 9, Article XXXI (31), Lorida Special Benefit Fire District, in its entirety and the MSBU created thereby be dissolved and shall have no further force or effect. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. ***See Ord. Book 20 & SMB 153 Page 149.***

11. ACTION AGENDA

Commissioner Kirouac moved approval to set the action agenda with the addition of item 11G. Commissioner Campbell seconded the motion.

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

A. Request authorization for the County Administrator to transfer delinquent assessments collected from the 10 fire districts repealed on January 18, 2024 to the Fire Assessment Fund until year 2026.

Tanya Cannady, Business Services Director, and Rosa Morales, Budget Analyst II/NAV, presented the request.

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

Commissioner Campbell moved approval for the County Administrator to transfer delinquent assessments collected

from the 10 fire districts repealed on January 18, 2024 to the Fire Assessment Fund until year 2026. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 150.**

B. Request approval to apply to the Florida Department of Environmental Protection (DEP) Recreational Trails Program for the development of Sun-N-Lake Preserve improvements to include design, engineering, and construction of recreational trails and activities.

Dawn Ritter, Natural Resources Manager, presented the request.

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

Commissioner Kirouac moved approval of the request to apply for the Florida Department of Environmental Protection (DEP) Recreational Trails Program for the development of Sun-N-Lake Preserve improvements to include design, engineering, and construction of recreational trails and activities. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 151.**

C. Request approval to apply to the Duke Energy Foundation grant for funds supporting the educational improvements at Sun-N-Lake Preserve for land conservation and biodiversity of plant and animal species.

Dawn Ritter, Natural Resources Manager, presented the request.

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

Commissioner Kirouac moved approval of the request to apply for the Duke Energy Foundation grant for funds supporting the educational improvements at Sun-N-Lake Preserve for land conservation and biodiversity of plant and animal species. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 152.**

D. Request adoption of Resolution 23-24-55 for Budget Amendment 23-24-042 to make adjustments and corrections to the rollover project balances from FY 22/23 into the current FY 23/24 to properly budget the available funds in the projects in FY 23/24.

David Nitz, OMB Manager, and Valerie Fleege, Sr. Budget Analyst, presented the request.

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

Commissioner Tuck moved approval to adopt Resolution 23-24-55 for Budget Amendment 23-24-042 to make adjustments and corrections to the rollover project balances from FY 22/23 into the current FY 23/24 to properly budget the available funds in the projects in FY 23/24. Commissioner Elwell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 61 & SMB 153 Page 153.**

E. Request approval of Resolution 23-24-54 for Budget Amendment 23-24-040 to close Project 22046 and transfer funds to Project 22047 as well as transfer funds from Project 23045 to Project 22047 to provide for the purchase of two (2) ambulances.

James “Kelly” Duppenhaler, Interim Fire Chief, and Dustin Fitch, Interim Deputy Chief, presented the request.

Laurie Hurner, County Administrator, clarified the two (2) ambulances will replace ambulances in the current fleet, and the ambulance they are requesting for in the legislative appropriation will add a tenth (10th) ambulance to the fleet.

Chief Duppenhaler and Ms. Hurner addressed questions raised by Commissioner Elwell, Commissioner Tuck, and Commissioner Roberts.

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

Commissioner Elwell moved approval of Resolution 23-24-54 for Budget Amendment 23-24-040 to close Project 22046 and transfer funds to Project 22047 as well as transfer funds from Project 23045 to Project 22047 to provide for the purchase of two (2) ambulances. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 35 Page 62 & SMB 153 Page 154.**

F. Consider Statement of Legislative Intent for amendments, addendum of Class 5 COPCN and Medical Director Authority, and general cleanup of Highlands County Code of Ordinances Chapter 5 Article IV Medical Transportation Services.

Dustin Fitch, Interim Deputy Chief, and James “Kelly” Duppenhaler, Interim Fire Chief, presented the request.

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

Commissioner Elwell moved approval of the process of formatting the needed changes to Highlands County Code of Ordinance Chapter 5 Article IV Medical Transportation Services. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 155.**

G. (Former 8I) Request approval of the 2024 Board Meeting Schedule.

Laurie Hurner, County Administrator, presented the request and stated the meeting on November 19, 2024 will need to be moved to November 26, 2024 because of newer rules and regulations that have to be followed.

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

Commissioner Campbell moved approval of the 2024 Board Meeting Schedule and moving the meeting on November 19, 2024 to November 26, 2024. Commissioner Kirouac seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See SMB 153 Page 156.**

12. COUNTY ADMINISTRATION AND LEGAL

A. County Attorney Status Report.

Sherry G. Sutphen presented the County Attorney File Log as of January 6, 2024. **See SMB 153 Page 157.**

Ms. Sutphen provided an update on the assistant county attorney position and recognized Gloria Rybinski, Public Information Officer / Records Manager, for receiving an award and certificate as part of a deployment team representing the county and assisting those in need during Hurricane Idalia.

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

Laurie Hurner, County Administrator, stated she had received a message a few minutes ago from phone calls received regarding nails and screws being found on Arbuckle Creek Road by the bridge that may have fallen off enroute to the landfill and there is a crew heading there now.

Ms. Hurner provided an update regarding Ms. Brown's concerns with vendors in Avon Park, stating they did send someone out there right away and a warning citation was issued to the vendor with immediate compliance and there was a friend of the property owner who walked up during the time he had the property owner on the phone and the owner had just received the warning citation that he got as well in the mail. Ms. Hurner stated the vendor was vacated immediately and was reminded the citation stands for one (1) year. **See SMB 153 Page 158.**

13. COMMISSIONERS

Commissioner Elwell commented on the upcoming fair season underway.

Commissioner Tuck announced tomorrow there will be an Arbor Day event at 11:00 a.m., at Leisure Lakes Baptist Church and commented on finding an article in the local newspaper with a list of places to go to that provides food to the community.

Commissioner Kirouac commented on attending the MLK Prayer Breakfast in Avon Park on Monday with Commissioner Roberts at the Catholic Church and expressed concerns regarding nails and screws being found on Arbuckle Creed Rd. and has become a weekly concern for the citizens traveling this road.

Commissioner Campbell provided an update from a request a month or so ago from Mr. Wright in regards to a cat issue in his neighborhood, stating Mr. Wright is still having issues but was very complementary towards the Sheriff department's Animal Control who have been assisting Mr. Wright. Commissioner Campbell stated he would like the Board to have further discussion on what can be done going forward. Ms. Sutphen stated she will research and come back to the Board.

Commissioner Roberts commented on attending the MLK Prayer Breakfast with Commissioner Kirouac last Monday.

14. INFORMATIONAL

A. Board payables from January 4, 2024 to January 17, 2024. See Check Reports file.

15. ADJOURN

Commissioner Campbell moved to adjourn the Regular Meeting of the Board.

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

The meeting adjourned at 11:11 a.m.

**SPECIAL MEETING OF THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
WORKSHOP TO DISCUSS MOBILE HOMES**

DECEMBER 05, 2023

1. The meeting was called to order at 1:30 p.m., in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida, with the following members present:

**Commissioner Kevin J. Roberts
Commissioner Arlene Tuck
Commissioner Chris Campbell**

**Commissioner Scott A. Kirouac
Commissioner Don Elwell**

Also, present: Laurie Hurner, County Administrator; Nick Sawyer, Deputy County Administrator/Chief of Staff; Sherry G. Sutphen, County Attorney; and Jill Ann Shields, Deputy Clerk.

This special workshop meeting was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record. **See Proof of Publication file.**

2. INVOCATION

The invocation was delivered during the regular meeting of the Board.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited during the regular meeting of the Board.

4. MOBILE HOME WORKSHOP

A. Workshop on Mobile Homes.

Nick Sawyer, Deputy County Administrator/Chief of Staff, briefly outlined the purpose of this workshop and expressed gratitude to staff, and the county's Health Department, Tax Collector's office, and Property Appraiser's office for their involvement.

Present for the workshop and to address questions and concerns raised by the Commission were Rachel Barry, Leah Sauls, Sergio Garcia, Carley Fitzgerald, Patrick Hickey, with the Florida Department of Health, Melony Culpepper, Corey Amundsen, Richard "OJ" Oujevolk, Nick Sawyer, Laurie Hurner, and Sherry G. Sutphen. **See SMB 153 Page 98.**

The workshop was not open for public comment.

Detailed discussion of workshop available on the Clerk of Courts website. www.highlandsclerkfl.gov

5. ADJOURN

The meeting adjourned at 3:14 p.m.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Ingra Gardner, Community Programs Director

SUBJECT/TITLE: Request approval of a letter of support for grant application for NU-HOPE Elder Care Services, Inc.

STATEMENT OF ISSUE

NU-HOPE Elder Care Services, Inc., a private, not-for-profit organization, is applying for an AARP Community Challenge Grant for their innovative project, Connect Together Now. The project aims to address social isolation and barriers to connecting with the community and create a more connected and supportive environment for all residents in Highlands County.

RECOMMENDED ACTION

Move to approve the letter of support for grant application for NU-HOPE Elder Care Services, Inc.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [2024 Letterhead Chair_NU-HOPE.pdf](#)



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

March 5, 2024

AARP

Attn: Community Challenge Grant Selection Committee

601 E St NW,

Washington, DC 20004

Dear AARP Community Challenge Grant Selection Committee:

I am writing on behalf of the Highlands County Board of County Commissioners to express our support for NU-HOPE Elder Care Services' application for the AARP Community Challenge Grant and their innovative project, Connect Together Now. We commend NU-HOPE for addressing social isolation and barriers to connecting within our community and look forward to working with them to address these critical issues.

Highlands County has the unique designation as having the 5th highest percent of seniors (age 65+) in the United States. Over 35% of all residents are at least 65 years of age; over 43% are at least 60 years of age. In addition, approximately 12% of our county's population are veterans. Almost 16 % of all residents live in poverty.

Social isolation is a serious concern for each of these population groups. However, the impact is not limited just to individuals. Barriers to connectivity challenge the ability of governmental departments, nonprofits, and faith-based organizations to effectively provide services to those who need their services the most. These services include housing, veterans' services, libraries, senior services, food pantries, caregiver support programs, children's services, and crisis assistance programs.

NU-HOPE's Connect Together Now project aims to bridge these gaps and create a more connected and supportive environment for all residents of Highlands County. Specifically, the EZ Action Guides and Connect-Here Stations, each part of the Connect Together Now project, will facilitate personal interactions, improve access to resources, and foster a sense of community among our residents. NU-HOPE's focus on establishing a framework for addressing long-term goals also aligns with our vision for sustainable community development, as well as our county's commitment to fostering inclusivity and addressing the multifaceted issues associated with social isolation.

NU-HOPE has been a valuable partner for many years, consistently demonstrating a deep understanding of our community's needs and a proactive approach to finding solutions. Their track record of successful collaboration on various projects reflects their commitment to the well-being of our residents. We believe the Connect Together Now project has the potential to create a lasting impact on the well-being of our residents and our community as a whole. We support NU-HOPE Elder Care Services' application for the AARP Community Challenge Grant and look forward to working with them to reduce social isolation and improve connections within our community. We appreciate your consideration of this application.

Thank you for your time and attention to this important matter.

Sincerely,

Kevin Roberts, Chair
Highlands County Board of County Commissioners

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: **Richard Oujevolk, P.E., Project Manager Construction Inspector**
 James D. Langford, P.E., County Engineer

SUBJECT/TITLE: **Request approval to re-sign the attached forms for HUD Grant B-23-CP-FL-0431**
 Sebring Parkway Phase 4 to have consistent Chairperson signatures.

STATEMENT OF ISSUE

Attached for your review and approval is the previously signed forms as authorized by the Board of County Commissioner's Chair signature. Prior several forms were signed by the previous Chair Chris Campbell. HUD has requested (for consistency) that the new chair sign all forms that include a new agreement to correct a statute citation, a new application form (SF-424) that was provided 3 weeks ago and to correct an addressing mistake on form 1199A.

The forms are attached to this Action Request. The forms are:

SF-424 – Application for Federal Assistance
SFLL2-0 V.2.0 – Disclosure of Lobbying Activities
SF424D-V1.1 – Assurances – Construction Programs
HUD Form 1044 – Assistance Award/Agreement
HUD Form 1199A – Direct Deposit Sign-Up Form
HUD Grant Agreement No. B-23-CP-FL-0431

The forms are all administrative in nature and cover commitments by the Grant Recipient regarding Federal governances of said grants.

RECOMMENDED ACTION

Move to approve to re-sign the attached forms for HUD Grant B-23-CP-FL-0431 Sebring Parkway Phase 4 to have consistent Chairperson signatures.

FISCAL IMPACT

There is no fiscal impact to Fund 151 (Infrastructure Surtax) or the overall budget. The request is for signatory approval for supplemental forms to complete the agreement. The formal Budget Amendment was approved and signed by the Board of County Commissioner's Chair on July 18, 2023.

Attachments: [2-14-2024_Appendix 12_vers4.pdf](#)
 [SF424_B-23-CP-FL-0431_Highlands_FL_notsigned.pdf](#)
 [SFLL2-0 V20_not signed.pdf](#)

SF424D-V11_ notsigned.pdf
HUD-1044_ not signed_3copies.pdf
1199A FORM - HUD_ notsigned_3copies.pdf
Grant Agreement B-23-CP-FL-0431_a_for signature.pdf

APPENDIX 1 – Project Narrative – Construction of a Roadway Between Sebring Parkway, SR-17, and Arbuckle Creek Road

The project is the *Construction of a Roadway Between Sebring Parkway, SR-17, and Arbuckle Creek Road*. The project's purpose is to consolidate three (3) intersections into one (1) single intersection to improve east-west traffic movement, efficiency, and safety. This project will provide a more direct connection between the Sebring Parkway, SR-17, and Arbuckle Creek Road (see Figure 1 – Appendix 1 Project Narrative); and provide improved access to other facilities such as US 98 (via Arbuckle Creek Road) and US 27 while also connecting regional services such as the Highlands County Landfill.

The proposed new roadway is to be built on existing County lands and adjacent privately owned land parcels. To ensure that any funding received from HUD is used in accordance with the National Environmental Policy Act (NEPA). The County is proposing to use 100 percent of the HUD Economic Development Initiative Grant B-23-CP-FL-0431 to determine if said County and private lands are suitable for the proposed project and purpose of consolidating three (3) intersections into one (1) single intersection improving east-west traffic movement, efficiency, and safety for all modes of travel. Governing conditions for the NEPA Study for the roadway shall be in accordance with all applicable Federal Criteria.

The project is proposed to be delivered in three (3) phases. *100 percent of HUD Economic Development Initiative Grant B-23-CP-FL-0431 is to be used as described to deliver Phase 1 – Planning*. Subsequent project phases and expenditures are summarized below (Phase 2 – Final Design and Right-of-Way Acquisition and Phase 3 – Conventional Design Bid-Build execution of Phase 2 Final Plans). Figure 2 – Appendix 1 – Project Narrative provides the overall project schedule.

The three project phases are:

1. Phase 1 - *Planning (to include NEPA certification, e.g., 100 percent of HUD Economic Development Initiative Grant B-23-CP-FL-0431), preliminary engineering (30 to 45 percent) plans and all necessary permitting. It is anticipated that the Class of Action for this Project (under FHWA NEPA criteria would be a Type 2 Categorical Exclusion (CE2). The cost of Phase 1 is estimated to be 23 percent (23%) of the total project. HUD Economic Development Initiative Grant B-23-CP-FL-0431 is to be used exclusively in this process. Proposed execution date is Fall 2023. Proposed completion date is Winter 2026. The project has not yet started we are awaiting CPF Grant Funds.*
2. Phase 2 – Final Design and Right-of-Way Acquisition. Based on the analysis as performed in Phase 1, the County will complete final design and any additional Right-of-Way acquisition based on the NEPA evaluation conducted during Phase 1. It is anticipated that the design and any additional Right-of-Way needs will cost approximately 12 percent (12%) of the total budget for the project. Any additional Rights-of-Way shall be acquired in accordance with “The Uniform Relocation Assistance and Real Property Acquisition Policies Act (of 1970)”. Proposed execution for Phase 2 is Winter 2026 with proposed completion by Winter of 2029.
3. Phase 3 – Conventional Design-Bid-Build execution of Phase 2 final plans. Phase 3 is the construction phase and is estimated to be sixty-three percent (63%) of total project cost. Proposed execution Spring 2029. Construction commencement Summer 2029 and completion Spring 2032. *The project has not yet started we are awaiting CPF Grant Funds.*

APPENDIX 1 – Project Narrative – Construction of a Roadway Between Sebring Parkway, SR-17, and Arbuckle Creek Road (con’t)

Highlands County proposes to use HUD Economic Development Initiative Grant B-23-CP-FL-0431 to perform all elements of Phase 1 – Planning. In accordance with 24 CFR 58.34(a)(1) all activities utilizing these funds would be Exempt and part of HUD’s FY 22 or 23 HUD Part 50 Nationwide ERR for CPF Soft Costs. The total award amount of \$1,100,000 will be applied to the environmental clearance and preliminary plans preparation for the project. The \$1,100,000.00 HUD Grant Number B-23-CP-FL-0431 represents approximately 23% of the total project budget of \$4,772,893. Highlands County, FL will not be using subrecipients for this project.

Highlands County, FL, and the Florida Department of Transportation (FDOT) are contributing approximately \$3,672,893 (split equally) for any additional Right-of-Way, final engineering, and construction costs. It is estimated that any Right-of-Way and final design costs will be \$585,000 (approximately 12% of total costs) and the remaining \$3,087,893 will be used for construction, and construction inspection services (CEI). If additional funding is required due to unforeseen circumstances, Highlands County, FL may apply for additional funding from HUD or other sources to complete the final project.

Highlands County, FL and FDOT Funds are programmed for FDOT Fiscal Year 2026 (which is calendar Year July 1, 2025 to June 30, 2026). The FDOT Project Financial ID Number is 449676-1.

The total project budget and phase budgets (including the amount used for HUD Grant Number B-23-CP-FL-0431) are shown in Figures 3 and 4 – Appendix 2 – Approved Budget, respectively.

Figure 1 – Appendix 1 – Project Narrative – Conceptual Roadway Alignment for Construction of a Roadway Between Sebring Parkway, SR-17, and Arbuckle Creek Road

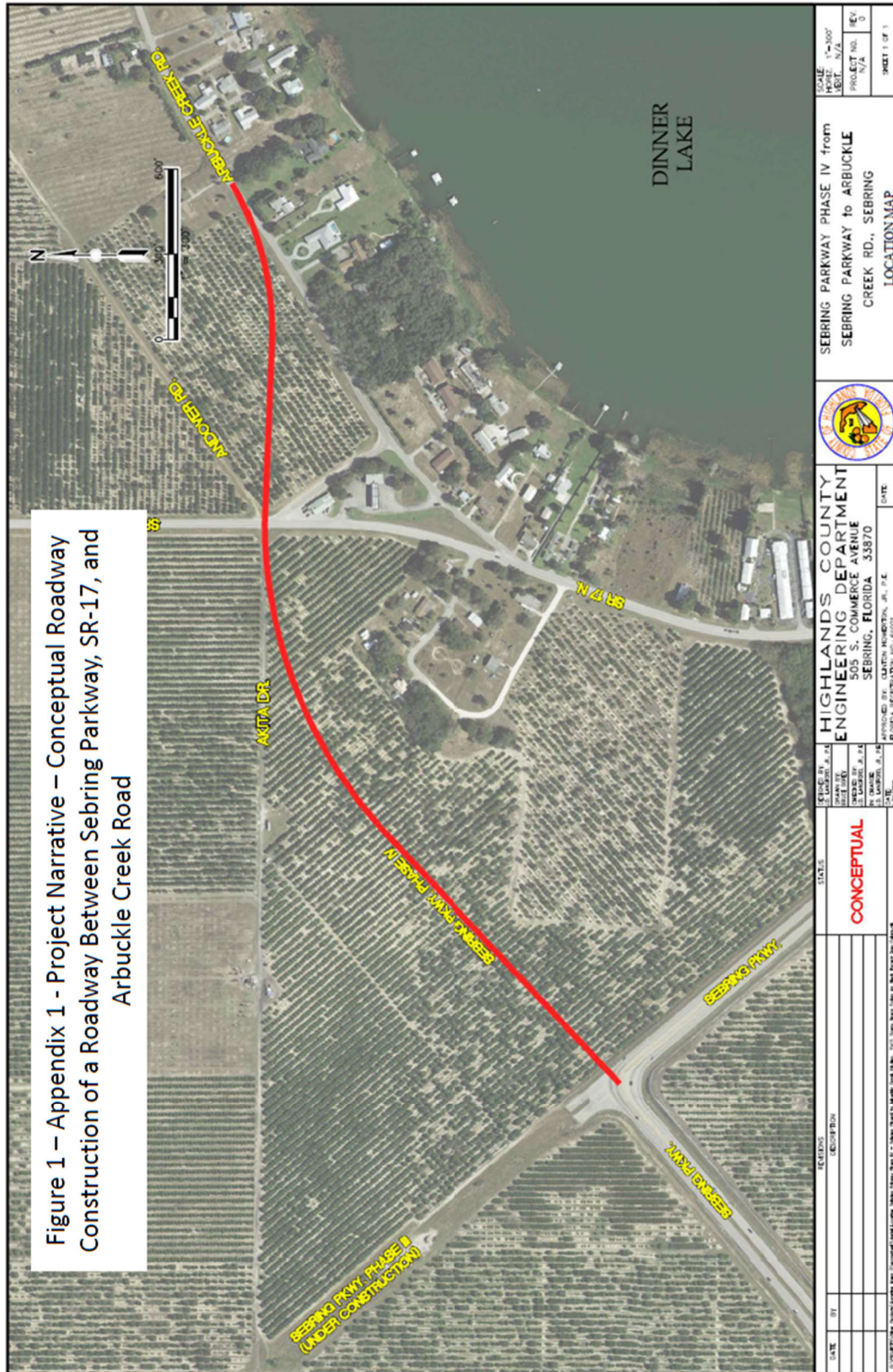
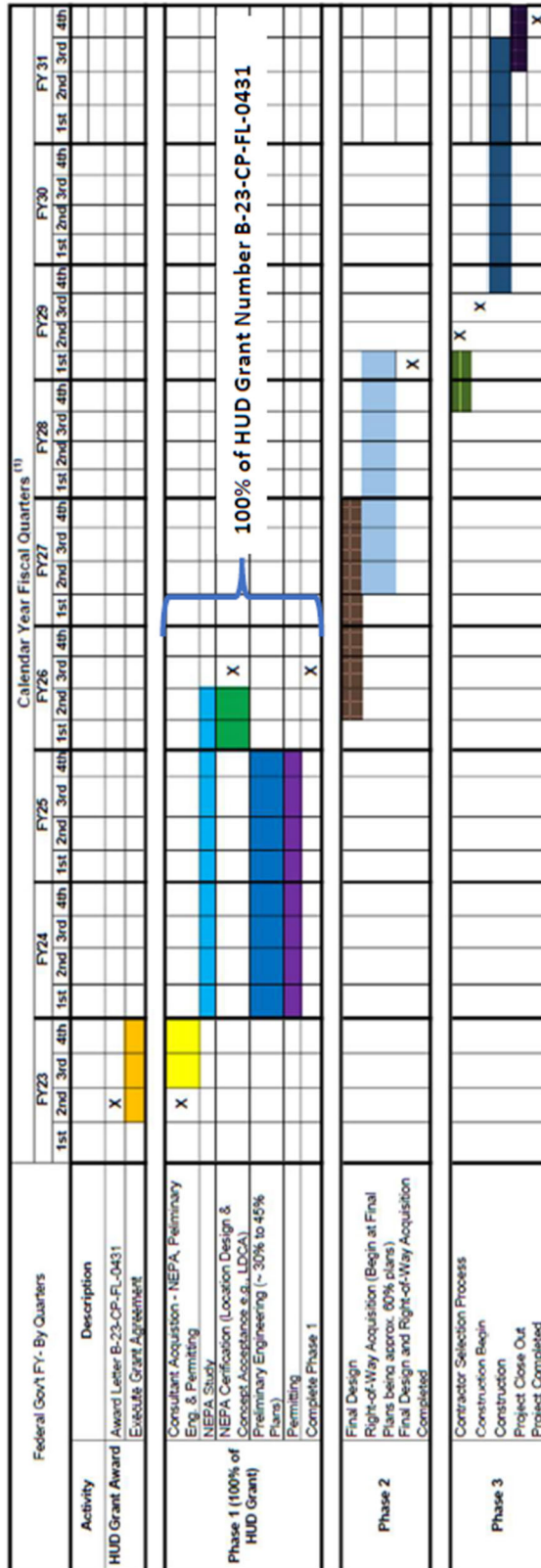


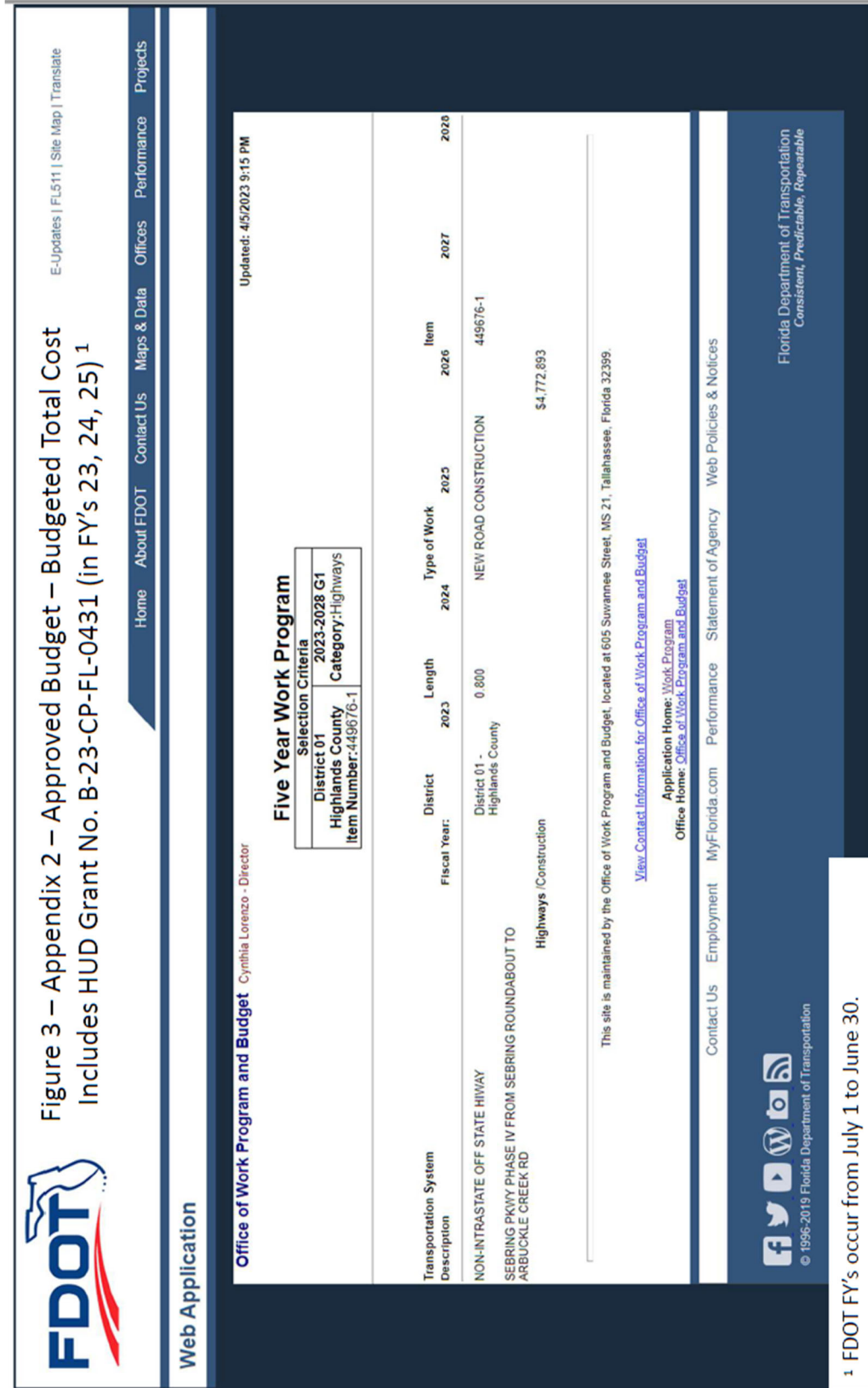
Figure 2 – Appendix 1 – Project Schedule for Construction of a Roadway Between Sebring Parkway, SR-17, and Arbuckle Creek Road

Figure 2- Appendix 1 - Project Narrative - Construction of a Roadway Between Sebring Parkway, SR-17, and Arbuckle Creek Road
Project Schedule
HUD Grant Number: B-23-CP-FL-0431



(1) The first federal quarter of the year is January 1 to March 31.
The second federal quarter of the year is April 1 to June 30. The third federal quarter of the year is July 1 to September 30. The fourth and final federal quarter of the year is October 1 to December 31.
For example, the United States government Fiscal Year 2023 is:
1st quarter: 1 October 2022 – 31 December 2022.
2nd quarter: 1 January 2023 – 31 March 2023.
3rd quarter: 1 April 2023 – 30 June 2023.
4th quarter: 1 July 2023 – 30 September 2023.

Figure 3 – Appendix 2 – Approved Budget – Budgeted Total Cost Includes HUD Grant No. B-23-CP-FL-0431 for Construction of a Roadway Between Sebring Parkway, SR-17, and Arbuckle Creek Road



¹ FDOT FY's occur from July 1 to June 30.

Figure 4 - Appendix 2 - Approved Budget - Construction of a Roadway Between Sebring Parkway, SR-17, and Arbuckle Creek Road

[illegible]

(1) The first federal quarter of the year is January 1 to March 31. The second federal quarter of the year is April 1 to June 30. The third federal quarter of the year is July 1 to September 30. The fourth and final federal quarter of the year is October 1 to December 31.

For example, the United States government Fiscal Year 2023 is:

- 1st quarter: 1 October 2022 – 31 December 2022.
- 2nd quarter: 1 January 2023 – 31 March 2023.
- 3rd quarter: 1 April 2023 – 30 June 2023.
- 4th quarter: 1 July 2023 – 30 September 2023.

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Assistance Award/Amendment		U.S. Department of Housing and Urban Development Office of Administration																					
1. Assistance Instrument ☐ Cooperative Agreement ☒ Grant		2. Type of Action ☒ Award ☐ Amendment																					
3. Instrument Number B-23-CP-FL-0431	4. Amendment Number	5. Effective Date of this Action	6. Control Number																				
7. Name and Address of Recipient Highlands County 505 S. Commerce Ave. Sebring, FL 33870 EIN: UEI:		8. HUD Administering Office CPD, Congressional Grants Division 451 7th Street, SW, Rm 7146 Washington, DC 20410-7000																					
10. Recipient Project Manager JD Langford, P.E.		8a. Name of Administrator Lauren Thomas	8b. Telephone Number Lauren.Thomas@hud.gov																				
11. Assistance Arrangement ☐ Cost Reimbursement ☐ Cost Sharing ☒ Fixed Price	12. Payment Method ☐ Treasury Check Reimbursement ☐ Advance Check ☒ Automated Clearinghouse	13. HUD Payment Office Chief Financial Officer																					
14. Assistance Amount		15. HUD Accounting and Appropriation Data																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Previous HUD Amount</td> <td style="width: 50%;"></td> </tr> <tr> <td>HUD Amount this Action</td> <td style="text-align: right;">\$1,100,000.00</td> </tr> <tr> <td>Total HUD Amount</td> <td style="text-align: right;">\$1,100,000.00</td> </tr> <tr> <td>Recipient Amount</td> <td></td> </tr> <tr> <td>Total Instrument Amount</td> <td style="text-align: right;">\$1,100,000.00</td> </tr> </table>		Previous HUD Amount		HUD Amount this Action	\$1,100,000.00	Total HUD Amount	\$1,100,000.00	Recipient Amount		Total Instrument Amount	\$1,100,000.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">15a. Appropriation Number 14.251</td> <td style="width: 50%;">15b. Reservation Number EDE 23</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Amount Previously Obligated</td> <td style="width: 50%;"></td> </tr> <tr> <td>Obligation by this Action</td> <td></td> </tr> <tr> <td>Total Obligation</td> <td></td> </tr> </table> </td> </tr> </table>		15a. Appropriation Number 14.251	15b. Reservation Number EDE 23	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Amount Previously Obligated</td> <td style="width: 50%;"></td> </tr> <tr> <td>Obligation by this Action</td> <td></td> </tr> <tr> <td>Total Obligation</td> <td></td> </tr> </table>		Amount Previously Obligated		Obligation by this Action		Total Obligation	
Previous HUD Amount																							
HUD Amount this Action	\$1,100,000.00																						
Total HUD Amount	\$1,100,000.00																						
Recipient Amount																							
Total Instrument Amount	\$1,100,000.00																						
15a. Appropriation Number 14.251	15b. Reservation Number EDE 23																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Amount Previously Obligated</td> <td style="width: 50%;"></td> </tr> <tr> <td>Obligation by this Action</td> <td></td> </tr> <tr> <td>Total Obligation</td> <td></td> </tr> </table>		Amount Previously Obligated		Obligation by this Action		Total Obligation																	
Amount Previously Obligated																							
Obligation by this Action																							
Total Obligation																							

16. Description

Construction of a Roadway Between Sebring Parkway, SR- 17, and Arbuckle Creek Road

This Award consists of the following items which are appended to and hereby made part of this Award:

(A) Cover Page - HUD 1044

(B) Grant Agreement

Instructions:

NO PROJECT FUNDS may be committed to the project or drawn down prior to environmental release of funds approval.

Locate your nearest HUD Regional Environmental Officer at

<https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/-region-i-regional-and-field-environmental-officers>.

Disclaimer: The information on this form is to be used only for purposes of recordkeeping and facilitating communication between the Recipient identified in box 7 above (which is also referred to as the "Grantee") and the U.S. Department of Housing and Urban Development ("HUD") in relation to the award identified above ("this award").

This document does NOT constitute the grant agreement for this award.

The terms and conditions for this award are as specified in the grant agreement signed by HUD and the Grantee

17. ☐ Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office.		18. ☒ Recipient is not required to sign this document.	
19. Recipient (By Name): Kevin J. Roberts		20. HUD (By Name): Robin J. Keegan	
Signature & Title:	Date:	Signature & Title:	Date:

Previous Editions are Obsolete

form HUD-1044 (8/90)
Ref. Handbook 2210.17

Assistance Award/Amendment		U.S. Department of Housing and Urban Development Office of Administration																			
1. Assistance Instrument ☐ Cooperative Agreement ☒ Grant		2. Type of Action ☒ Award ☐ Amendment																			
3. Instrument Number B-23-CP-FL-0431	4. Amendment Number	5. Effective Date of this Action	6. Control Number																		
7. Name and Address of Recipient Highlands County 505 S. Commerce Ave. Sebring, FL 33870 EIN: UEI:		8. HUD Administering Office CPD, Congressional Grants Division 451 7th Street, SW, Rm 7146 Washington, DC 20410-7000																			
10. Recipient Project Manager JD Langford, P.E.		8a. Name of Administrator Lauren Thomas	8b. Telephone Number Lauren.Thomas@hud.gov																		
11. Assistance Arrangement ☐ Cost Reimbursement ☐ Cost Sharing ☒ Fixed Price	12. Payment Method ☐ Treasury Check Reimbursement ☐ Advance Check ☒ Automated Clearinghouse	13. HUD Payment Office Chief Financial Officer																			
14. Assistance Amount		15. HUD Accounting and Appropriation Data																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Previous HUD Amount</td> <td></td> </tr> <tr> <td>HUD Amount this Action</td> <td style="text-align: right;">\$1,100,000.00</td> </tr> <tr> <td>Total HUD Amount</td> <td style="text-align: right;">\$1,100,000.00</td> </tr> <tr> <td>Recipient Amount</td> <td></td> </tr> <tr> <td>Total Instrument Amount</td> <td style="text-align: right;">\$1,100,000.00</td> </tr> </table>		Previous HUD Amount		HUD Amount this Action	\$1,100,000.00	Total HUD Amount	\$1,100,000.00	Recipient Amount		Total Instrument Amount	\$1,100,000.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">15a. Appropriation Number 14.251</td> <td style="width: 40%;">15b. Reservation Number EDE 23</td> </tr> <tr> <td>Amount Previously Obligated</td> <td></td> </tr> <tr> <td>Obligation by this Action</td> <td></td> </tr> <tr> <td>Total Obligation</td> <td></td> </tr> </table>		15a. Appropriation Number 14.251	15b. Reservation Number EDE 23	Amount Previously Obligated		Obligation by this Action		Total Obligation	
Previous HUD Amount																					
HUD Amount this Action	\$1,100,000.00																				
Total HUD Amount	\$1,100,000.00																				
Recipient Amount																					
Total Instrument Amount	\$1,100,000.00																				
15a. Appropriation Number 14.251	15b. Reservation Number EDE 23																				
Amount Previously Obligated																					
Obligation by this Action																					
Total Obligation																					

16. Description

Construction of a Roadway Between Sebring Parkway, SR- 17, and Arbuckle Creek Road

This Award consists of the following items which are appended to and hereby made part of this Award:

(A) Cover Page - HUD 1044

(B) Grant Agreement

Instructions:

NO PROJECT FUNDS may be committed to the project or drawn down prior to environmental release of funds approval.

Locate your nearest HUD Regional Environmental Officer at

<https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/-region-i-regional-and-field-environmental-officers>.

Disclaimer: The information on this form is to be used only for purposes of recordkeeping and facilitating communication between the Recipient identified in box 7 above (which is also referred to as the "Grantee") and the U.S. Department of Housing and Urban Development ("HUD") in relation to the award identified above ("this award").

This document does NOT constitute the grant agreement for this award.

The terms and conditions for this award are as specified in the grant agreement signed by HUD and the Grantee

17. ☐ Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office.		18. ☒ Recipient is not required to sign this document.	
19. Recipient (By Name): Kevin J. Roberts		20. HUD (By Name): Robin J. Keegan	
Signature & Title:	Date:	Signature & Title:	Date:

Previous Editions are Obsolete

form HUD-1044 (8/90)
Ref. Handbook 2210.17

Assistance Award/Amendment		U.S. Department of Housing and Urban Development Office of Administration																					
1. Assistance Instrument ☐ Cooperative Agreement ☒ Grant		2. Type of Action ☒ Award ☐ Amendment																					
3. Instrument Number B-23-CP-FL-0431	4. Amendment Number	5. Effective Date of this Action	6. Control Number																				
7. Name and Address of Recipient Highlands County 505 S. Commerce Ave. Sebring, FL 33870 EIN: UEI:		8. HUD Administering Office CPD, Congressional Grants Division 451 7th Street, SW, Rm 7146 Washington, DC 20410-7000																					
10. Recipient Project Manager JD Langford, P.E.		8a. Name of Administrator Lauren Thomas	8b. Telephone Number Lauren.Thomas@hud.gov																				
11. Assistance Arrangement ☐ Cost Reimbursement ☐ Cost Sharing ☒ Fixed Price	12. Payment Method ☐ Treasury Check Reimbursement ☐ Advance Check ☒ Automated Clearinghouse	13. HUD Payment Office Chief Financial Officer																					
14. Assistance Amount		15. HUD Accounting and Appropriation Data																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Previous HUD Amount</td> <td></td> </tr> <tr> <td>HUD Amount this Action</td> <td style="text-align: right;">\$1,100,000.00</td> </tr> <tr> <td>Total HUD Amount</td> <td style="text-align: right;">\$1,100,000.00</td> </tr> <tr> <td>Recipient Amount</td> <td></td> </tr> <tr> <td>Total Instrument Amount</td> <td style="text-align: right;">\$1,100,000.00</td> </tr> </table>		Previous HUD Amount		HUD Amount this Action	\$1,100,000.00	Total HUD Amount	\$1,100,000.00	Recipient Amount		Total Instrument Amount	\$1,100,000.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">15a. Appropriation Number 14.251</td> <td style="width: 40%;">15b. Reservation Number EDE 23</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Amount Previously Obligated</td> <td></td> </tr> <tr> <td>Obligation by this Action</td> <td></td> </tr> <tr> <td>Total Obligation</td> <td></td> </tr> </table> </td> </tr> </table>		15a. Appropriation Number 14.251	15b. Reservation Number EDE 23	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Amount Previously Obligated</td> <td></td> </tr> <tr> <td>Obligation by this Action</td> <td></td> </tr> <tr> <td>Total Obligation</td> <td></td> </tr> </table>		Amount Previously Obligated		Obligation by this Action		Total Obligation	
Previous HUD Amount																							
HUD Amount this Action	\$1,100,000.00																						
Total HUD Amount	\$1,100,000.00																						
Recipient Amount																							
Total Instrument Amount	\$1,100,000.00																						
15a. Appropriation Number 14.251	15b. Reservation Number EDE 23																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Amount Previously Obligated</td> <td></td> </tr> <tr> <td>Obligation by this Action</td> <td></td> </tr> <tr> <td>Total Obligation</td> <td></td> </tr> </table>		Amount Previously Obligated		Obligation by this Action		Total Obligation																	
Amount Previously Obligated																							
Obligation by this Action																							
Total Obligation																							

16. Description

Construction of a Roadway Between Sebring Parkway, SR- 17, and Arbuckle Creek Road

This Award consists of the following items which are appended to and hereby made part of this Award:

(A) Cover Page - HUD 1044

(B) Grant Agreement

Instructions:

NO PROJECT FUNDS may be committed to the project or drawn down prior to environmental release of funds approval.

Locate your nearest HUD Regional Environmental Officer at

<https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/-region-i-regional-and-field-environmental-officers>.

Disclaimer: The information on this form is to be used only for purposes of recordkeeping and facilitating communication between the Recipient identified in box 7 above (which is also referred to as the "Grantee") and the U.S. Department of Housing and Urban Development ("HUD") in relation to the award identified above ("this award").

This document does NOT constitute the grant agreement for this award.

The terms and conditions for this award are as specified in the grant agreement signed by HUD and the Grantee

17. ☐ Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office.		18. ☒ Recipient is not required to sign this document.	
19. Recipient (By Name): Kevin J. Roberts		20. HUD (By Name): Robin J. Keegan	
Signature & Title:	Date:	Signature & Title:	Date:

Previous Editions are Obsolete

form HUD-1044 (8/90)
Ref. Handbook 2210.17

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (<i>last, first, middle initial</i>)		D TYPE OF DEPOSITOR ACCOUNT ☐ CHECKING ☐ SAVINGS	
ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>)		E DEPOSITOR ACCOUNT NUMBER 	
CITY	STATE	ZIP CODE	
TELEPHONE NUMBER AREA CODE		F TYPE OF PAYMENT (<i>Check only one</i>) ☐ Social Security ☐ Supplemental Security Income ☐ Railroad Retirement ☐ Civil Service Retirement (OPM) ☐ VA Compensation or Pension ☐ Fed. Salary/Mil. Civilian Pay ☐ Mil. Active _____ ☐ Mil. Retire. _____ ☐ Mil. Survivor _____ ☐ Other _____ (<i>specify</i>)	
B NAME OF PERSON(S) ENTITLED TO PAYMENT		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>)	
C CLAIM OR PAYROLL ID NUMBER Prefix Suffix		TYPE	AMOUNT
PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		JOINT ACCOUNT HOLDERS' CERTIFICATION (<i>optional</i>) I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE	DATE	SIGNATURE	DATE
SIGNATURE	DATE	SIGNATURE	DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
------------------------	---------------------------

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION		ROUTING NUMBER		CHECK DIGIT
		DEPOSITOR ACCOUNT TITLE		
FINANCIAL INSTITUTION CERTIFICATION I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.				
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE	

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (<i>last, first, middle initial</i>)		D TYPE OF DEPOSITOR ACCOUNT ☐ CHECKING ☐ SAVINGS																			
ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>)		E DEPOSITOR ACCOUNT NUMBER <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																			
CITY	STATE	ZIP CODE																			
TELEPHONE NUMBER AREA CODE		F TYPE OF PAYMENT (<i>Check only one</i>) <table border="0"><tr><td>☐ Social Security</td><td>☐ Fed. Salary/Mil. Civilian Pay</td></tr><tr><td>☐ Supplemental Security Income</td><td>☐ Mil. Active _____</td></tr><tr><td>☐ Railroad Retirement</td><td>☐ Mil. Retire. _____</td></tr><tr><td>☐ Civil Service Retirement (OPM)</td><td>☐ Mil. Survivor _____</td></tr><tr><td>☐ VA Compensation or Pension</td><td>☐ Other _____ (<i>specify</i>)</td></tr></table>		☐ Social Security	☐ Fed. Salary/Mil. Civilian Pay	☐ Supplemental Security Income	☐ Mil. Active _____	☐ Railroad Retirement	☐ Mil. Retire. _____	☐ Civil Service Retirement (OPM)	☐ Mil. Survivor _____	☐ VA Compensation or Pension	☐ Other _____ (<i>specify</i>)								
☐ Social Security	☐ Fed. Salary/Mil. Civilian Pay																				
☐ Supplemental Security Income	☐ Mil. Active _____																				
☐ Railroad Retirement	☐ Mil. Retire. _____																				
☐ Civil Service Retirement (OPM)	☐ Mil. Survivor _____																				
☐ VA Compensation or Pension	☐ Other _____ (<i>specify</i>)																				
B NAME OF PERSON(S) ENTITLED TO PAYMENT		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>)																			
C CLAIM OR PAYROLL ID NUMBER Prefix Suffix		TYPE	AMOUNT																		
PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		JOINT ACCOUNT HOLDERS' CERTIFICATION (<i>optional</i>) I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.																			
SIGNATURE	DATE	SIGNATURE	DATE																		
SIGNATURE	DATE	SIGNATURE	DATE																		

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
------------------------	---------------------------

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											CHECK DIGIT <table border="1"><tr><td></td></tr></table>	
DEPOSITOR ACCOUNT TITLE													
FINANCIAL INSTITUTION CERTIFICATION I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.													
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE										

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (<i>last, first, middle initial</i>)		D TYPE OF DEPOSITOR ACCOUNT ☐ CHECKING ☐ SAVINGS																			
ADDRESS (<i>street, route, P.O. Box, APO/FPO</i>)		E DEPOSITOR ACCOUNT NUMBER <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																			
CITY	STATE	ZIP CODE																			
TELEPHONE NUMBER AREA CODE		F TYPE OF PAYMENT (<i>Check only one</i>)																			
B NAME OF PERSON(S) ENTITLED TO PAYMENT		☐ Social Security ☐ Fed. Salary/Mil. Civilian Pay																			
C CLAIM OR PAYROLL ID NUMBER		☐ Supplemental Security Income ☐ Mil. Active _____																			
Prefix _____ Suffix _____		☐ Railroad Retirement ☐ Mil. Retire. _____																			
		☐ Civil Service Retirement (OPM) ☐ Mil. Survivor _____																			
		☐ VA Compensation or Pension ☐ Other _____ (<i>specify</i>)																			
		G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (<i>if applicable</i>)																			
		TYPE	AMOUNT																		
PAYEE/JOINT PAYEE CERTIFICATION		JOINT ACCOUNT HOLDERS' CERTIFICATION (<i>optional</i>)																			
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.		I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.																			
SIGNATURE	DATE	SIGNATURE	DATE																		
SIGNATURE	DATE	SIGNATURE	DATE																		

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
------------------------	---------------------------

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION		ROUTING NUMBER <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												CHECK DIGIT <table border="1"><tr><td></td></tr></table>	
		DEPOSITOR ACCOUNT TITLE													
FINANCIAL INSTITUTION CERTIFICATION															
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.															
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE		TELEPHONE NUMBER		DATE										

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

BURDEN ESTIMATE STATEMENT

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property & Supply Section, Room B-101, 3700 East-West Highway, Hyattsville, MD 20782 or the Office of Management and Budget, Paperwork Reduction Project (1510-0007), Washington, D.C. 20503.

PLEASE READ THIS CAREFULLY

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

INFORMATION FOUND ON CHECKS

Most of the information needed to complete boxes A, C, and F in Section 1 is printed on your government check:

- (A) Be sure that payee's name is written exactly as it appears on the check. Be sure current address is shown.
- (C) Claim numbers and suffixes are printed here on checks beneath the date for the type of payment shown here. Check the Green Book for the location of prefixes and suffixes for other types of payments.
- (F) Type of payment is printed to the left of the amount.

United States Treasury 15-51
000
AUSTIN, TEXAS

Month Day Year
08 31 84

Check No.
0000 415785

Pay to the order of

28 28

DOLLARS CTS
\$****100 00

NOT NEGOTIABLE

@00000518* 041571926*

SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

CANCELLATION

The agreement represented by this authorization remains in effect until cancelled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

CHANGING RECEIVING FINANCIAL INSTITUTIONS

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will complete a new SF 1199A at the newly selected financial institution. It is recommended that the payee maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

FALSE STATEMENTS OR FRAUDULENT CLAIMS

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.

**FY 2023 COMMUNITY PROJECT FUNDING
GRANT AGREEMENT NO. B-23-CP-FL-0431**

Grantee Name: Highlands County

Grantee Address: 505 S. Commerce Ave. Sebring, FL 33870

Grantee's Unique Entity Identifier (UEI): DVGCM AE96DX5

Grantee's Employer Identification Number (EIN) 59-6000655

Federal Award Identification Number (FAIN) B-23-CP-FL-0431

Assistance Listing Number and Name 14.251 Economic Development Initiative,
Community Project Funding, and Miscellaneous Grants

Period of Performance/Budget Period Start Date Date of grant obligation

Period of Performance/Budget Period End Date August 31, 2031

This Grant Agreement between the Department of Housing and Urban Development (HUD) and Highlands County (the Grantee) is made pursuant to the authority of the Consolidated Appropriations Act, 2023 (Public Law 117-328) and the Explanatory Statement for Division L of that Act, which was printed in the Senate section of the Congressional Record on December 20, 2022 (Explanatory Statement).

In reliance upon and in consideration of the mutual representations and obligations under this Grant Agreement, HUD and the Grantee agree as follows:

ARTICLE I. Definitions

The definitions at 2 CFR 200.1 apply to this Grant Agreement, except where this Grant Agreement specifically states otherwise.

Budget period is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

Period of Performance is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

ARTICLE II. Total Grant Amount

Subject to the provisions of the Grant Agreement, HUD will make grant funds in the amount of \$1,100,000 available to the Grantee.

ARTICLE III. Award-Specific Requirements

A. Federal Award Description. The Grantee must use the Federal funds provided under this Grant Agreement (Grant Funds) to carry out the Grantee's "Project." Unless changed in accordance with Article III, section C of this Grant Agreement, the Grantee's Project shall be as described in the Project Narrative that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved Project Narrative as Appendix 1 to the Grant Agreement on the date that HUD signs this Grant Agreement.

B. Approved Budget. The Grantee must use the Grant Funds as provided by the Approved Budget. Unless changed in accordance with Article III, section C of this Grant Agreement, the Approved Budget shall be the line-item budget that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved line-item budget as Appendix 2 to this Grant Agreement on the date that HUD signs this Grant Agreement.

C. Project and Budget Changes. All changes to the Grantee's Project or Approved Budget must be made in accordance with 2 CFR 200.308 and this Grant Agreement. To request HUD's approval for a change in the Project or Approved Budget, the Grantee must submit a formal letter to the Director of HUD's Office of Economic Development - Congressional Grants Division through the assigned Grant Officer. The letter must be submitted by email to the assigned Grant Officer and must provide justification for the change. The email submitting the letter must also include a revised project narrative or revised line-item budget, as applicable, that includes the requested change. The Grantee is prohibited from making project or budget changes that would conflict with the Applicable Appropriations Act Conditions described in Article III, section D of this Grant Agreement. The assigned Grant Officer for this grant is provided in the Award Letter for this grant and found on HUD's website. The HUD Office of Economic Development – Congressional Grants Division will notify the Grantee in writing, by email, whether HUD approves or disapproves the change. Before the Grantee expends Grant Funds in accordance with any change approved by HUD or otherwise allowed by 2 CFR 200.308, the Grantee must update its grant information in Disaster Recovery Grant Reporting (DRGR) to reflect that change.

D. Applicable Appropriations Act Conditions. The conditions that apply to the Grant Funds as provided by the Consolidated Appropriations Act, 2023 and the Explanatory Statement are hereby incorporated and made part of this Grant Agreement. In the event of a conflict between those conditions, the conditions provided by the Act will govern. The Grant Funds are not subject to the Community Development Block Grants regulations at 24 CFR part 570 or Title I of the Housing and Community Development Act of 1974.

E. In accordance with 2 CFR 200.307(b), costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the grant. As authorized under 2 CFR 200.307(e)(2), program income may be treated as an addition to the Federal award, provided that the Grantee uses that income for allowable costs under this Grant Agreement. In accordance with 2 CFR 200.307(b), costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the grant. Any program income that cannot be expended on allowable costs under this Grant Agreement must be paid to HUD before closeout of the grant, unless otherwise specified by an applicable Federal statute.

F. The Grantee must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices). The Grantee's indirect cost rate information is as provided in Appendix 3 to this Grant Agreement. Unless the Grantee is an Institution of Higher Education, the Grantee must immediately notify HUD upon any change in the Grantee's indirect cost rate during the Period of Performance, so that HUD can amend the Grant Agreement to reflect the change if necessary. Consistent with 2 CFR Part 200, Appendix III (C.7), if the Grantee is an Institution of Higher Education and has a negotiated rate in effect on the date this Grant Agreement is signed by HUD, the Grantee may use only that rate for its indirect costs during the Period of Performance.

G. The Grantee must comply with any specific award conditions that HUD may attach to this Grant Agreement as provided by 2 CFR 200.208. If applicable, these conditions will be listed or added as Appendix 5 to this Grant Agreement.

H. The Grantee is responsible for managing the Project and ensuring the proper use of the Grant Funds. The Grantee is also responsible for ensuring the completion of the Project, the grant closeout, and compliance with all applicable federal requirements. The Grantee may subaward all or a portion of its funds to one or more subrecipients, as identified in the Project Narrative (Appendix 1) or as may be approved by HUD in accordance with 2 CFR 200.308. All subawards made with funding under this Grant Agreement are subject to the subaward requirements under 2 CFR Part 200, including 2 CFR 200.332, and other requirements provided by this Grant Agreement. The Grantee is responsible for ensuring each subrecipient complies with all requirements under this Grant Agreement, including the general federal requirements in Article IV. A subaward may be made to a for-profit entity only if HUD expressly approves that subaward and the for-profit entity is made subject to the same Federal requirements that apply to all other subrecipients, including the requirements 2 CFR part 200 provides for a "non-Federal entity" that receives a subaward.

ARTICLE IV. General Federal Requirements

A. If the Grantee is a unit of general local government, a State, an Indian Tribe, or an Alaskan Native Village, the Grantee is the Responsible Entity (as defined in 24 CFR part 58) and agrees to assume all of the responsibilities for environmental review and decision-making and action, as specified and required in regulations issued by the Secretary pursuant to section 305(c) of the Multifamily Housing Property Disposition Reform Act of 1994 and published in 24 CFR Part 58.

B. If the Grantee is a housing authority, redevelopment agency, academic institution, hospital or other non-profit organization, the Grantee shall request the unit of general local government, Indian Tribe or Alaskan Native Village, within which the Project is located and which exercises land use responsibility, to act as Responsible Entity and assume all of the responsibilities for environmental review and decision-making and action as specified in paragraph A above, and the Grantee shall carry out all of the responsibilities of a grantee under 24 CFR Part 58.

C. After December 29, 2022, neither the Grantee nor any of its contractors, subrecipients and other funding and development partners may undertake, or commit or expend Grant Funds or local funds for, project activities (other than for planning, management, development and administration activities), unless a contract requiring those activities was already executed on or before December 29, 2022, until one of the following occurs: (i) the Responsible Entity has completed the environmental review procedures required by 24 CFR part 58, and HUD has approved the environmental certification and given a release of funds; (ii) the Responsible Entity has determined and documented in its environmental review record that the activities are exempt under 24 CFR 58.34 or are categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or (iii) HUD has performed an environmental review under 24 CFR part 50 and has notified Grantee in writing of environmental approval of the activities.

D. Following completion of the environmental review process, the Grantee (recipient) shall exercise oversight, monitoring, and enforcement as necessary to assure that decisions and mitigation measures adopted through the environmental review process are carried out during project development and implementation.

E. The Grantee must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing, and civil rights requirements. If the Grantee is a Tribe or a Tribally Designated Housing Entity (TDHE) as established under 24 CFR 1000.206, the Grantee must comply with the nondiscrimination requirements in 24 CFR 1000.12 in lieu of the nondiscrimination requirements in 24 CFR 5.105(a). The Grantee must report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of the Grantee's Project, consistent with the instructions and forms provided by HUD in order to carry out its responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987 (e.g. HUD-27061).

F. The Grantee must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR part 200, as may be amended from time to time. If 2 CFR part 200 is amended to replace or renumber sections of part 200 that are cited specifically in this Grant Agreement, the part 200 requirements as renumbered or replaced by the amendments will govern the obligations of HUD and the Grantee after those amendments become effective.

G. The Grantee must comply with the Award Term in Appendix A to 2 CFR Part 25 ("System for Award Management and Universal Identifier Requirements") and the Award Term in Appendix A to 2 CFR Part 170 ("Reporting Subawards and Executive Compensation"), which are hereby incorporated into and made part of this Grant Agreement.

H. If the Total Grant Amount, as provided in Article II of this Grant Agreement, is greater than \$500,000, the Grantee must comply with the Award Term and Condition for Grantee Integrity and Performance Matters in Appendix 4 to this Grant Agreement.

I. Unless the Grantee is exempt from the Byrd Amendment as explained below, the Grantee must comply with the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR Part 87, which prohibit recipients of Federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. The Grantee must include in its award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), the requirements for the certification required by Appendix A to 24 CFR Part 87 and for disclosure using Standard Form- LLL (SF-LLL), "Disclosure of Lobbying Activities." In addition, the Grantee must obtain the executed certification required by Appendix A and an SF-LLL from all covered persons. "Person" is as defined by 24 CFR Part 87. Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment. State-recognized Indian tribes and TDHEs established only under state law must comply with this requirement.

J. The Grantee must comply with drug-free workplace requirements in Subpart B of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D (41 U.S.C. 701-707).

K. The Grantee must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as implemented by regulations at 49 CFR Part 24. The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person who moves from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance

L. If Grant Funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead- based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead- based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

M. The Grantee must comply with Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u, and HUD's regulations at 24 CFR part 75, as applicable, including the reporting requirements in 24 CFR 75.25. Grants made to Tribes and TDHEs are subject to Indian Preference requirements in Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)). As stated in 24 CFR 75.3(c), grants to Tribes and TDHEs are subject to Indian Preference requirements in lieu of Section 3. Grantees that are not exempt from Section 3 must submit annual reports of Section 3

accomplishment Performance Measures in DRGR in January of the calendar year. This report reflects Section 3 accomplishments for the previous calendar year.

N. The Grantee must not use any Grant Funds to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities.

O. The Grantee must not use any Grant Funds to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

P. The Grantee must administer its Grant Funds in accordance with the Conflict of Interest requirements set forth in Appendix 6 of this Grant Agreement.

Q. The Grantee must comply with the governmentwide debarment and suspension requirements in 2 CFR part 180 as incorporated and supplemented by HUD's regulations at 2 CFR part 2424.

R. The Grantee must comply with the award term and condition regarding trafficking in persons in Appendix 7 of this Grant Agreement.

S. The assurances and certifications the Grantee has made and submitted to HUD are incorporated by this reference and made part of this Grant Agreement.

ARTICLE V. Drawdown Requirements

A. The Grantee may not draw down Grant Funds until HUD has received and approved any certifications and disclosures required by 24 CFR 87.100 concerning lobbying, if applicable.

B. The Grantee must use HUD's Disaster Recovery Grant Reporting (DRGR) system to draw down Grant Funds and report to HUD on activities.

C. The Grantee must enter activity and budget information in DRGR that is consistent with the Grantee's Project and Approved Budget as described in Article III, sections A and B of this Grant Agreement and complies with HUD's instructions for entering information in DRGR found in the document titled "Grant Award Instructions" that accompanies the Grant Agreement.

D. The Grantee must only enter activities in DRGR that are described in the Approved Budget.

E. The Grantee must expend all Grant Funds in accordance with the activity and budget information in DRGR.

F. Each drawdown of Grant Funds constitutes a representation by the Grantee that the funds will be used in accordance with this Grant Agreement.

G. The Grantee must use DRGR to track the use of program income and must report the receipt and use of program income in the reports the Grantee submits to HUD under Article VI of this Grant Agreement. The Grantee must expend program income before drawing down Grant Funds through DRGR.

H. Notwithstanding any other provision of this grant agreement, HUD will not be responsible for payment of any Grant Funds after the date Treasury closes the account in accordance with 31 U.S.C. § 1552. Because Treasury may close the account up to one week before the September 30 date specified by 31 U.S.C. § 1552, the Grantee is advised to make its final request for payment under the grant no later than September 15, 2031.

ARTICLE VI. Program-Specific Reporting Requirements

In addition to the general reporting requirements that apply under other provisions of this Agreement, the following program-specific reporting requirements apply to the Grantee:

A. The Grantee must submit a performance report in DRGR on a semi-annual basis and must include a completed Federal financial report as an attachment to each performance report in DRGR. Performance reports shall consist of a narrative of work accomplished during the reporting period. During the Period of Performance, the Grantee must submit these reports in DRGR no later than 30 calendar days after the end of the 6-month reporting period. The first of these reporting periods begins on the first of January or June (whichever occurs first) after the date this Grant Agreement is signed by HUD.

B. The performance report must contain the information required for reporting program performance under 2 CFR 200.329(c)(2) and (d), including a comparison of actual accomplishments to the objectives of the Project as described in Article III, section A of this Grant Agreement, the reasons why established goals were not met, if appropriate, and additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

C. Financial reports must be submitted using DRGR or such future collections HUD may require and as approved by OMB and listed on the Grants.gov website (<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>).

D. The performance and financial reports will undergo review and approval by HUD. If a report submission is insufficient, HUD will reject the report in DRGR and identify the corrections the Grantee must make.

E. No drawdown of funds will be allowed through DRGR while the Grantee has an overdue performance or financial report.

F. The Grantee must report and account for all property acquired or improved with Grant Funds as provided by 2 CFR part 200 using the applicable common forms approved by OMB and provided on the Grants.gov website (<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>). This reporting obligation includes submitting status reports on real property at least annually as provided by 2 CFR 200.330, accounting for real and personal property acquired or improved with Grant Funds as part of Project Closeout, and promptly submitting requests for disposition instructions as provided by 2 CFR 200.311(c), 200.313(e), and 200.314(a).

ARTICLE VII. Project Closeout

A. The grant will be closed out in accordance with 2 CFR part 200, as may be amended from time to time, except as otherwise specified in this Grant Agreement.

B. The Grantee must submit to HUD a written request to closeout the grant no later than 30 calendar days after the Grantee has drawn down all Grant Funds and completed the Project as described in Article III, section A of this Grant Agreement. HUD will then send the Closeout Agreement and Closeout Certification to the Grantee.

C. At HUD's option, the Grantee may delay initiation of project closeout until the resolution of any findings as a result of the review of semi-annual activity reports in DRGR. If HUD exercises this option, the Grantee must promptly resolve the findings.

D. The Grantee recognizes that the closeout process may entail a review by HUD to determine compliance with the Grant Agreement by the Grantee and all participating parties. The Grantee agrees to cooperate with any HUD review, including reasonable requests for on-site inspection of property acquired or improved with Grant Funds.

E. No later than 120 calendar days after the Period of Performance, Grantees shall provide to HUD the following documentation:

1. A Certification of Project Completion.
2. A Grant Closeout Agreement.
3. A final financial report giving the amount and types of project costs charged to the grant (that meet the allowability and allocability

requirements of 2 CFR part 200, subpart E); a certification of the costs; and the amounts and sources of other project funds.

4. A final performance report providing a comparison of actual accomplishments with the objectives of the Project, the reasons for slippage if established objectives were not met and additional pertinent information including explanation of significant cost overruns.
5. A final property report, if specifically requested by HUD at the time of closeout.

ARTICLE VIII. Default

A default under this Grant Agreement shall consist of any use of Grant Funds for a purpose other than as authorized by this Grant Agreement, any noncompliance with statutory, regulatory, or other requirements applicable to the Grant Funds, any other material breach of this Grant Agreement, or any material misrepresentation in the Grantee's submissions to HUD in anticipation of this award. If the Grantee fails to comply with the terms and conditions of the Grant Agreement, HUD may adjust specific conditions of this Grant Agreement as described in 2 CFR part 200, as may be amended from time to time. If HUD determines that noncompliance cannot be remedied by imposing additional conditions, HUD may take one or more of the remedies for noncompliance described in 2 CFR part 200, as may be amended from time to time. HUD may also terminate all or a part of this award as provided by 2 CFR 200.340 and other applicable provisions of 2 CFR part 200, as may be amended from time to time. Nothing in this Grant Agreement shall be construed as creating or justifying any claim against the Federal government or the Grantee by any third party.

ARTICLE IX. HUD Contact Information

Except where this Grant Agreement specifically states otherwise, all requests, submissions, and reports the Grantee is required to make to HUD under this Grant Agreement must be made in writing via email to CPFGGrants@hud.gov.

This agreement is hereby executed on behalf of the Grantee and HUD as follows:

GRANTEE

(Name of Organization)

BY:

 (Signature of Authorized Official)

 (Typed Name and Title of Authorized Official)

 (Date)

HUD

BY:

 Robin J. Keegan,
Deputy Assistant Secretary for Economic Development

 (Date)

APPENDIX 1 – Project Narrative

APPENDIX 2 – Approved Budget

APPENDIX 3 – Grantee’s Indirect Cost Rate Information

Subject to the applicable requirements in 2 CFR part 200 (including its appendices), the Grantee will use an indirect cost rate as represented by the Grantee below:

- ☒ The Grantee will not use an indirect cost rate to charge its indirect costs to the grant.
- ☐ The Grantee will use the indirect cost rate(s) identified in the table below to charge its indirect costs to the grant.

Agency/Dept./Major Function	Indirect cost rate	Direct Cost Base
_____	_____ %	_____
_____	_____ %	_____

[PLEASE NOTE: The grantee must check one of the two boxes above. If the second box is checked, the corresponding table must be filled out as described below.

The table must include each indirect cost rate that will be used to calculate the Grantee’s indirect costs under the grant. The table must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR 200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR 200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.]

APPENDIX 4 – Award Term and Condition for Grantee Integrity and Performance Matters

Reporting of Matters Related to Grantee Integrity and Performance

1. General Reporting Requirement

If the total value of the Grantee's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then during that period of time the Grantee must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which Grantee Must Report

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five-year period; and
- c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and the Grantee's payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

- (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the Grantee's part; and
- (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. The Grantee does not need to submit the information a second time under assistance awards that the Grantee received if the Grantee already provided the information through SAM because the Grantee was required to do so under Federal procurement contracts that the Grantee was awarded.

4. Reporting Frequency

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that the Grantee has not reported previously or affirm that there is no new information to report. If the Grantee has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Grantee must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

- (1) Only the Federal share of the funding under any Federal award with a cost share or match requirement; and

- (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

APPENDIX 5 – Specific Award Conditions
NONE.

APPENDIX 6 – Conflict of Interest Requirements

1. *Conflicts Subject to Procurement Regulations.* When procuring property or services, the grantee and its subrecipients shall comply with the applicable conflict-of-interest rules in 2 CFR 200.317 and 2 CFR 200.318(c). In all cases not governed by 2 CFR 200.317 and 2 CFR 200.318(c), the Grantee and its subrecipients must follow the requirements contained in paragraphs 2-5 below.

2. *General prohibition.* No person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), sibling (including a stepsibling), grandparent, grandchild, and in-laws of a covered person.

3. *Exceptions.* HUD may grant an exception to the general prohibition in paragraph (ii) upon the Grantee's written request and satisfaction of the threshold requirements in paragraph (iv), if HUD determines the exception will further the Federal purpose of the award and the effective and efficient administration of the Grantee's Project, taking into account the cumulative effects of the factors in paragraph (v).

4. *Threshold requirements for exceptions.* HUD will consider an exception only after the Grantee has provided the following documentation:

- a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how that disclosure was made; and
- b. An opinion of the Grantee's attorney that the interest for which the exception is sought would not violate state or local law.

5. *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the Grantee has satisfactorily met the threshold requirements in paragraph (iii), HUD will consider the cumulative effect of the following factors, where applicable:

- a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- b. Whether an opportunity was provided for open competitive bidding or negotiation;
- c. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception

will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

d. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process regarding the assisted activity in question;

e. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (ii);

f. Whether undue hardship will result either to the Grantee or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

g. Any other relevant considerations.

6. *Disclosure of potential conflicts of interest.* The Grantee must disclose in writing to HUD any potential conflict of interest.

APPENDIX 7 – Award Term and Condition Regarding Trafficking in Persons

The following award term and condition, which is required by 2 CFR part 175, applies as written:

a. Provisions applicable to a grantee that is a private entity.

1. You as the grantee, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—

A. Associated with performance under this award; or

B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by HUD at 2 CFR 2424.

b. Provision applicable to a grantee other than a private entity.

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:

- i. Associated with performance under this award; or
- ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by HUD at 2 CFR 2424.

c. Provisions applicable to any grantee.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. “Private entity”:

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

B. A for-profit organization.

4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Nick Sawyer, Deputy County Administrator

SUBJECT/TITLE: Request approval to change the Capital Projects Manager from pay grade 113, non-supervisory, to pay grade 115, supervisor.

STATEMENT OF ISSUE

Highlands County Board of County Commissioners approved a second Capital Projects Manager during the 23/24 FY. Unfortunately, we have been unsuccessful in filling the position due to the allocated pay salary being well below industry standards. The responsibilities of current Capital Projects Manager have increased and will now be a supervisory position for an Assistant Capital Projects Manager. Due to the increased responsibilities, this request for a pay grade change is warranted.

RECOMMENDED ACTION

Move to approve the Capital Projects Manager pay grade from 113, non-supervisory to pay grade 115, supervisor.

FISCAL IMPACT

The fiscal impact is an increase of \$2,724.80 to Fund 005 to reflect the difference in pay grade. Funds for this revision are already budgeted within Fund 005.

Attachments: [Capital Projects Manager.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:			Division:		Department:
Job Code:			Pay Grade:		FTE:
Included/Exempt:			Type of Transaction:		
EMPLOYEE:			Special Risk: Yes ☐ No ☐		Overtime: Yes ☐ No ☐
1. This position reports directly to: Job Title _____ Job Code _____ Pay Grade _____ 2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:					
POSITION DUTIES & RESPONSIBILITIES					
<u>General Description:</u>					
<u>Essential Job Functions:</u>					

Knowledge, Skills, and Abilities:

Physical Skills:

MINIMUM QUALIFICATIONS

Education & Experience:

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

Licenses, Certifications, or Registrations:

Other job related requirements:

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

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

Employee Signature:

Date:

Discussed with Employee: Yes ☐ No ☐

Title:

Date:

Supervisor/Director Signature:

Internal Use Only:

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

Approval of Human Resources:

Title: Human Resources Manager

Date:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: James K Duppenthaler, Interim Fire Chief

SUBJECT/TITLE: Request approval of the title and job description for the Community Risk Reduction Officer (Fire Inspector) position.

STATEMENT OF ISSUE

This is requesting approval of the title and job description of the Community Risk Reduction Officer (Fire Inspector) position. The Fire Inspector position was a product of the FY2023-2024 new personnel adopted budget and is schedule to take effect March 5, 2024.

RECOMMENDED ACTION

Move to approve the title and job description for the Community Risk Reduction Officer (Fire Inspector) position.

FISCAL IMPACT

Fiscal impact is to Cost Center 3215 estimated at \$64, 526.00. This position is included in the 23/24 adopted budget.

Attachments: [Comm Risk Reduction \(116\).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: Community Risk Reduction Officer (Fire Inspector)		Division: Public Safety		Department: Fire Services	
Job Code: TBD		Pay Grade: 116		Cost Center: 3215	
Included/Exempt: Included		Pay Band: \$59,818.09 - \$89,727.14		FTE: 1.0	
EMPLOYEE:		Type of Transaction:			
		Special Risk: Yes ☒ No ☐		Overtime: Yes ☒ No ☐	
1. This position reports directly to: Job Title <u>Fire Marshal</u> Job Code <u>1190</u> Pay Grade <u>117</u>					
2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:					
POSITION DUTIES & RESPONSIBILITIES					
General Description:					
Conducts fire safety inspections of public facilities (i.e.: public assembly, educational, institutional, mercantile, business, industrial, manufacturing, storage, and special hazardous structures). Works directly with the public to provide reliable information on all fire safety issues. Firefighting and/or EMT/Paramedic Services is an optional function of this position.					
Essential Job Functions:					
The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.					
• Conducts periodic fire safety inspections as assigned. • Assists with enforcement of the Uniform Fire Code, and the Minimum Fire Codes. • Conducts plan review for fire code compliance. • Inspects construction sites as necessary to ensure compliance with the approved construction documents, and the Florida Fire Prevention Code. • Issue notices of non-compliance as necessary. • Checks permit applications for fire code compliance. • Discusses any recommended modifications or changes with contractor and/or owner. • Conducts origin and cause fire investigations. • Issues notices of violations or non-compliance. • Inspects storage of explosives, flammable materials, and other hazardous materials. • Investigates complaints of fire safety hazards which are reported. • Conducts re-inspections as directed. • Participates in promoting fire prevention and safety education throughout the County. • Responds to fires and other emergency conditions, to include on-the-scene fighting of fire. • Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization. • Follows consistently the Board policies and procedures. • Responds productively to change and performs all other related tasks as directed.					

Knowledge, Skills, and Abilities:

- Must have a comprehensive knowledge of the terminology and various professional languages used within the department, and by customers, as well as working in the prevention/inspection process.
- Knowledge of Florida Fire Prevention Code, Florida Administrative Code, Federal Regulations, local ordinances, and laws. Knowledge of the principles and practices of fire safety and inspection techniques. Knowledge of mechanical, chemical, and related characteristics of a wide variety of flammable, explosives, and similar properties
- Knowledge of the principles and practices of firesafety and inspection techniques.
- Knowledge of the laws, rules, and regulations related to the storage and handling of hazardous materials.
- Knowledge of firefighting techniques, fire ground safety, and emergency medical treatment.
- Ability to read plans and/or blueprints to ensure fire safety compliance in new structures.
- Ability to recognize and define fire safety hazards and to recommend effective remedial measures in existing structures.
- Ability to perform prolonged and arduous work under adverse conditions.
- Ability to work at heights.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
- Skills in understanding and/or influencing people when requiring owners and contractors to meet building codes for fire safety.

Physical Skills:

This work requires the occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; ability to lift and carry up to 50 lbs., must meet physical and medical requirements for firefighter and hazardous material per N.F.P.A Standards.

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 equivalency diploma. Associates in Arts or Fire Science Degree preferred.

Licenses, Certifications, or Registrations:

Must possess and maintain a valid Florida Driver License. Current State of Florida Firefighter II. Current State of Florida Fire Safety Inspector I. A minimum of five years' experience as an inspector or firefighter. Current State of Florida or National Registry EMT or Paramedic. Current State of Florida Fire Investigator I preferred.

Other job related requirements:

Disaster Essential.

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

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

Employee Signature:

Date:

Discussed with Employee: Yes ☐ No ☐

Title:

Date:

Supervisor/Director Signature:

Internal Use Only:

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

Approval of Human Resources:

Title: Human Resources Manager

Date:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Laurie A. Hurner, County Administrator

SUBJECT/TITLE: Request approval of the agreement with Florida Medal of Honor Memorial, Inc. for funding related to the operation of a Florida Medal of Honor Memorial and botanical gardens and provide educational programs related to the same for the citizens of Highlands County and to provide a visitors center centered around the Florida Medal of Honor Memorial.

STATEMENT OF ISSUE

On February 6, 2024 at a regular scheduled meeting, Colonel Borders came to address the board requesting funding to help with the Medal of Honor Memorial and direction was given to the County Attorney's office to draft an agreement to assist with funding for the construction of a Florida Medal of Honor Memorial, a Visitors Center, and botanical gardens. The Memorial and Visitors Center will honor the twenty-four Floridians who are recipients of the nation's highest award for valor, the Medal of Honor. The facility will be located next to the county administration building to provide specific services for the citizens of Highlands County.

RECOMMENDED ACTION

Move to approve the agreement with Florida Medal of Honor Memorial, Inc. for funding related to the operation of a Florida Medal of Honor Memorial and botanical gardens and provide educational programs related to the same for the citizens of Highlands County and to provide a visitors center centered around the Florida Medal of Honor Memorial.

FISCAL IMPACT

The fiscal impact amount will be up but not to exceed \$93,000 from general fund 211/005, account 56200 and project Z2081.

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Sergio Garcia, Planner II

SUBJECT/TITLE: Public hearing to consider transmittal of Plan Amendment CPA-23-629LS amending the Transportation Element Map Series of the Highlands County 2030 Comprehensive Plan to the Florida Department of Commerce and review agencies for expedited state review.

STATEMENT OF ISSUE

The Highlands County 2030 Comprehensive Plan mandates that revisions to the County's Comprehensive Plan can only be made through the adoption of an ordinance. The Transportation Element of the Comprehensive Plan, specifically Objectives 2, 3, and 8, outline the policies for coordinated transportation planning and roadway management within the County. The Engineering Department and the Planning Division of the Development Services Department have identified the need to update classifications and realignment priorities for certain roadways in the County's transportation network to ensure that operational standards are maintained for both existing and projected traffic demand rates.

The proposed amendments to the Transportation Element Map Series of the Highlands County Comprehensive Plan are designed to reflect these necessary updates. These amendments include a more accurate inventory of classifications and realignment priorities for certain roadways, administrative adjustments for coordination with the Heartland Regional Transportation Planning Organization (HRTPO) and the Florida Department of Transportation (FDOT) priority grant opportunities, and updates to account for the completion of the Sebring Parkway Phase 3 construction.

The Planning and Zoning Commission recommended approval of CPA-23-629LS as presented.

RECOMMENDED ACTION

Move to approve CPA-23-629LS amending the Transportation Element Map Series of the Highlands County 2030 Comprehensive Plan for transmittal to the Florida Department of Commerce and review agencies for expedited state review.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Staff Report CPA-23-629LS for BCC TE Map Series Updates.pdf](#)
[CPA-23-629LS Ordinance.sgs.pdf](#)
[Ordinance Business Impact form.sgs.pdf](#)

**HIGHLANDS COUNTY
PLANNING DIVISION
STAFF REPORT**

Type: Comprehensive Plan Map Amendment	BCC Hearing Date: 3/5/2024
Case Number: CPA-23-629LS	Case Name: Transportation Element Map Series Update
Public Hearing: BCC Transmittal Phase	Case Staff Member: Sergio Garcia

Amendment: CPA-23-629LS – Comprehensive Plan Map Amendment.

Proposal: To amend the Transportation Map Series of the Highlands County 2030 Comprehensive Plan.

Area Covered
By Amendment: County-wide.

Staff Recommendation and Minutes:

- Staff Recommendation to the Board of County Commissioners (BCC) concerning the Planning and Zoning Commission (P&Z) Recommendation:** Move to approve CPA-23-629LS amending the Transportation Element Map Series of the Highlands County 2030 Comprehensive Plan for transmittal to the Florida Department of Commerce and review agencies for expedited state review.
- Staff Recommendation to the P&Z:** Recommend to the BCC to approve Plan Amendment CPA-23-629LS amending the Transportation Element Map Series of the Highlands County 2030 Comprehensive Plan for transmittal to the Florida Department of Commerce for expedited state review.
- Excerpt from the January 9, 2024, P&Z Minutes and Recommendation to the BCC: “A. HEARING NUMBER CPA-23-629LS – COMPREHENSIVE PLAN AMENDMENT TO UPDATE THE MAP SERIES OF THE TRANSPORTATION ELEMENT**

The matter for consideration is to amend the Transportation Element Map Series of the Highlands County 2030 Comprehensive Plan. Mrs. Hunnicutt read the request and Mr. Garcia presented the request. Staff presented information regarding questions made during December’s hearing in relation to the North Lake Placid Area Plan. Staff noted the language for the North Lake Placid Area Plan was adopted, however, since the property owners did not finalize the process, the roadways shown on the conceptual site plan have not been adopted in the Transportation Element of the Comprehensive Plan, nor included in the Capital

Financial Strategy or Improvement Schedule. One (1) member of the audience, Mr. Wilson, noted opposition to the proposed Daffodil extension, requesting it to be removed from the maps due to concerns regarding the environment and future growth, however, the subject road was not part of any change being made with this amendment.

Motion by Mr. Ingler and seconded by Mrs. Ezell to recommend to the Board of County Commissioners to approve the Large Scale Plan Amendment CPA-23-629LS amending the Transportation Element Map Series of the Highlands County 2030 Comprehensive Plan for transmittal to the Florida Department of Commerce for expedited state review.

Upon roll call, all members voted yes. **Motion carried 6-0.”**

4. **Excerpt from the December 12, 2023, P&Z Minutes: “A. HEARING NUMBER CPA-23-629LS – COMPREHENSIVE PLAN AMENDMENT TO UPDATE THE MAP SERIES OF THE TRANSPORTATION ELEMENT**

The matter for consideration is to amend the Transportation Element Map Series of the Highlands County 2030 Comprehensive Plan. Mrs. Hunnicutt read the request and Mr. Garcia presented the request. There were no letters received in favor or against the request. One member of the audience, Mr. Royce, asked about the process of determining which roads are included in these updates, and also asked about roads in the North Lake Placid Area Plan. Discussion ensued between Mr. Royce, Staff, and Board Members. Mr. Youngman asked if the item should be brought back at a later date, and Mrs. Sutphen agreed in order to ensure all questions are adequately addressed.

Motion by Mr. Ingler and seconded by Mr. Youngman to continue the application to January 9, 2024, at 3:00 p.m., or soon thereafter as possible.

Upon roll call, all members voted yes. Motion carried 6-0. **Motion carried 6-0.”**

Supplemental Material/Issue Analysis Report:

1. **Request:** To consider adoption of the proposed map amendments to the Transportation Element Map Series of the Highlands County 2030 Comprehensive Plan.
2. **Element Summary:** The proposed map amendments to the Highlands County Comprehensive Plan reflect changes that have occurred at the local level relative to the County's transportation network. To maintain adequate operational standards for existing and projected rates of demand in traffic conditions, the proposed map amendments are intended to reflect a more accurate inventory of classifications and realignment priorities for certain roadways in the County's transportation network. Additionally, the amendments include updates to reflect administrative adjustments for coordination with the Heartland Regional Transportation Planning Organization (HRTPO) and the Florida Department of Transportation (FDOT) priority grant opportunities, and updates to account for the completion of the Sebring Parkway Phase 3 construction.

Attachments:

Proposed Map Amendment Summary

Proposed Map Amendments of the Transportation Map Series

Highlands County 2030 Comprehensive Plan

Amendments, 2023/2024

Transportation Element Map Series

- TE Map 1. Sebring Parkway and Panther Parkway line features updated to reflect Existing Functional Classifications for project completion of Parkway Phase 3.
- TE Map 2. Sebring Parkway and Panther Parkway line features updated to reflect Existing Number of Lanes for project completion of Parkway Phase 3.
- TE Map 3. Sebring Parkway and Panther Parkway line features updated to reflect Adopted Level of Service Standards for project completion of Parkway Phase 3.
- TE Map 4. Sebring Parkway and Panther Parkway line features updated to reflect Future Level of Service Standards for project completion of Parkway Phase 3. An unnamed proposed Collector Road connecting to Davis Citrus Road, Bramblewood Road, Twitty Road (US 27 to US 98), W Martin Road, and Marble Avenue line features updated to reflect proposed amendments to TE Map 13.
- TE Map 5. No changes.
- TE Map 6. Sebring Parkway and Panther Parkway line features updated to reflect Existing Road Maintenance Responsibility for project completion of Parkway Phase 3. County Road 17, south of US 98, line feature updated to depict the full length of the roadway, which was unintentionally omitted in the previous amendment.
- TE Map 7. Not applicable.
- TE Map 8. Sebring Parkway and Panther Parkway line features updated to reflect Future Number of Lanes for project completion of Parkway Phase 3. W College Drive line feature updated to reflect updated Future Number of Lanes from 2 to 4 lanes. An unnamed proposed Collector Road connecting to Davis Citrus Road, Bramblewood Road, Twitty Road, W Martin Road, and Marble Avenue line features updated to reflect proposed amendments to TE Map 13.
- TE Map 9. Sebring Parkway and Panther Parkway line features updated to reflect Future Right of Way for project completion of Parkway Phase 3. Lakewood Avenue extension line feature updated to reflect proposed amendment to Future Right of Way. An unnamed proposed Collector Road connecting to Davis Citrus Road, Bramblewood Road, Twitty Road,

W Martin Road, and Marble Avenue line features updated to reflect proposed amendments to TE Map 13.

TE Map 10. No changes.

TE Map 11. Sebring Parkway and Panther Parkway line features updated to reflect project completion of Parkway Phase 3. W College Drive line feature updated to reflect updated Future Traffic Circulation to reflect amendment to TE Map 8. Lakewood Avenue extension line feature updated to reflect Future Traffic Circulation for proposed amendments to TE Map 9. An unnamed proposed Collector Road connecting to Davis Citrus Road, Bramblewood Road, Twitty Road, W Martin Road, and Marble Avenue line features updated to reflect Future Traffic Circulation for proposed amendments to TE Map 13.

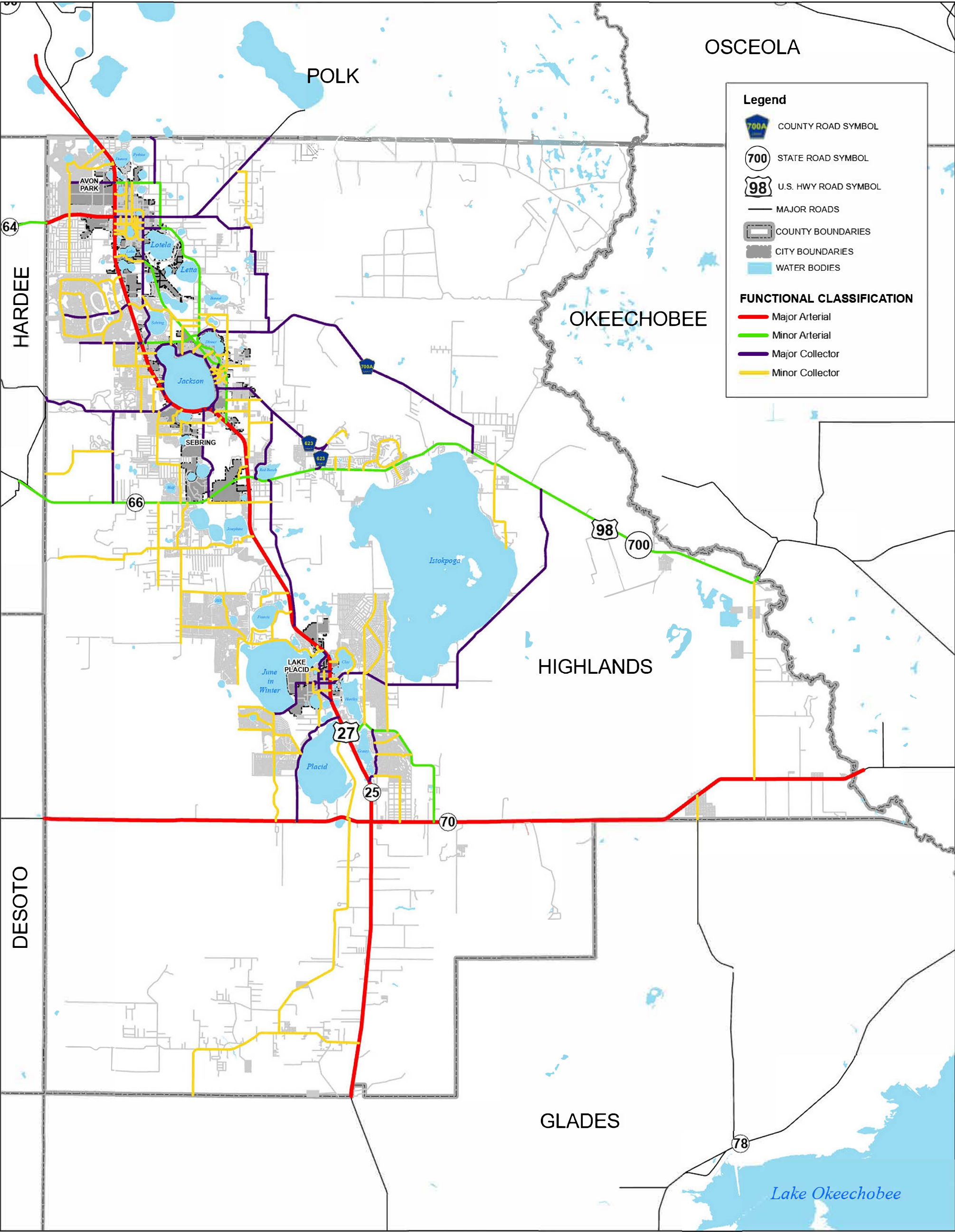
TE Map 12. Sebring Parkway and Panther Parkway line features updated to reflect project completion of Parkway Phase 3. Lakewood Avenue extension line feature updated to reflect Future Road Maintenance Responsibility for proposed amendments to TE Map 9. Bramblewood Road, Twitty Road, W Martin Road, and Marble Avenue line features updated to reflect the proposed upgrades to their respective Functional Classifications, as shown in the proposed amendments to TE Map 13. County Road 17, south of US 98, line feature updated to depict the full length of the roadway, which was unintentionally omitted in the previous amendment.

TE Map 13. Sebring Parkway and Panther Parkway line features updated to reflect project completion of Parkway Phase 3. An unnamed proposed Collector Road connecting to Davis Citrus Road, Bramblewood Road, Twitty Road, W Martin Road, and Marble Avenue line features updated to reflect proposed amendments to Future Functional Classifications of local roads to Minor Collector roads.

END OF PROPOSED AMENDMENTS

TE Map 1

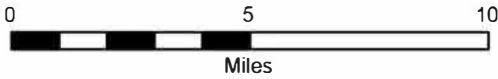
Existing Functional Classification



DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

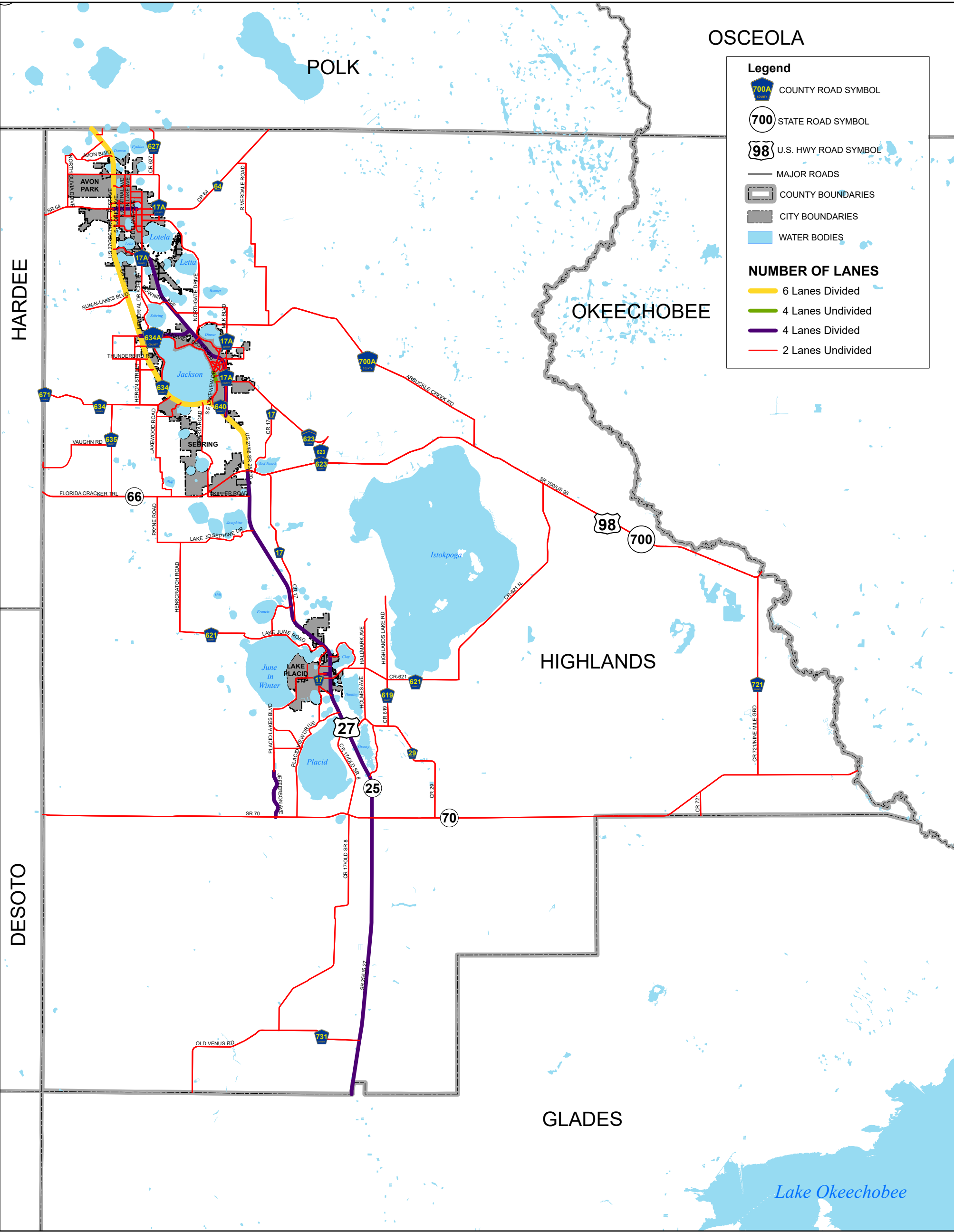
Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



TE Map 2

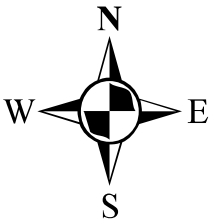
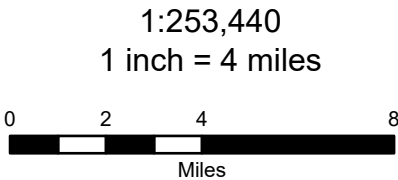
Existing Number of Lanes



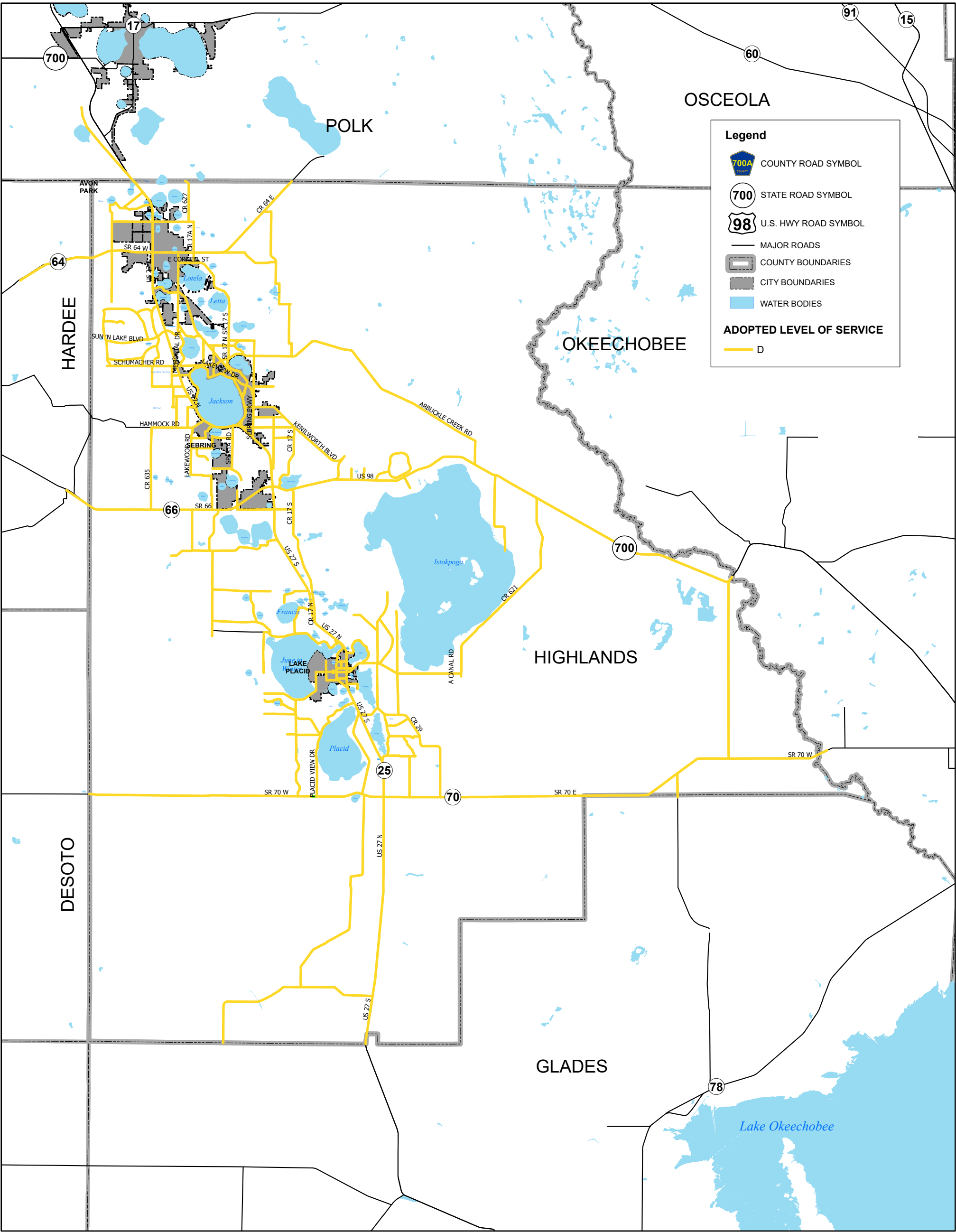
DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



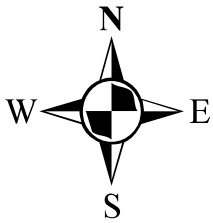
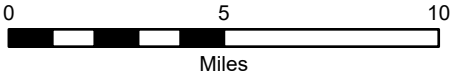
TE Map 3 - Adopted Level of Service



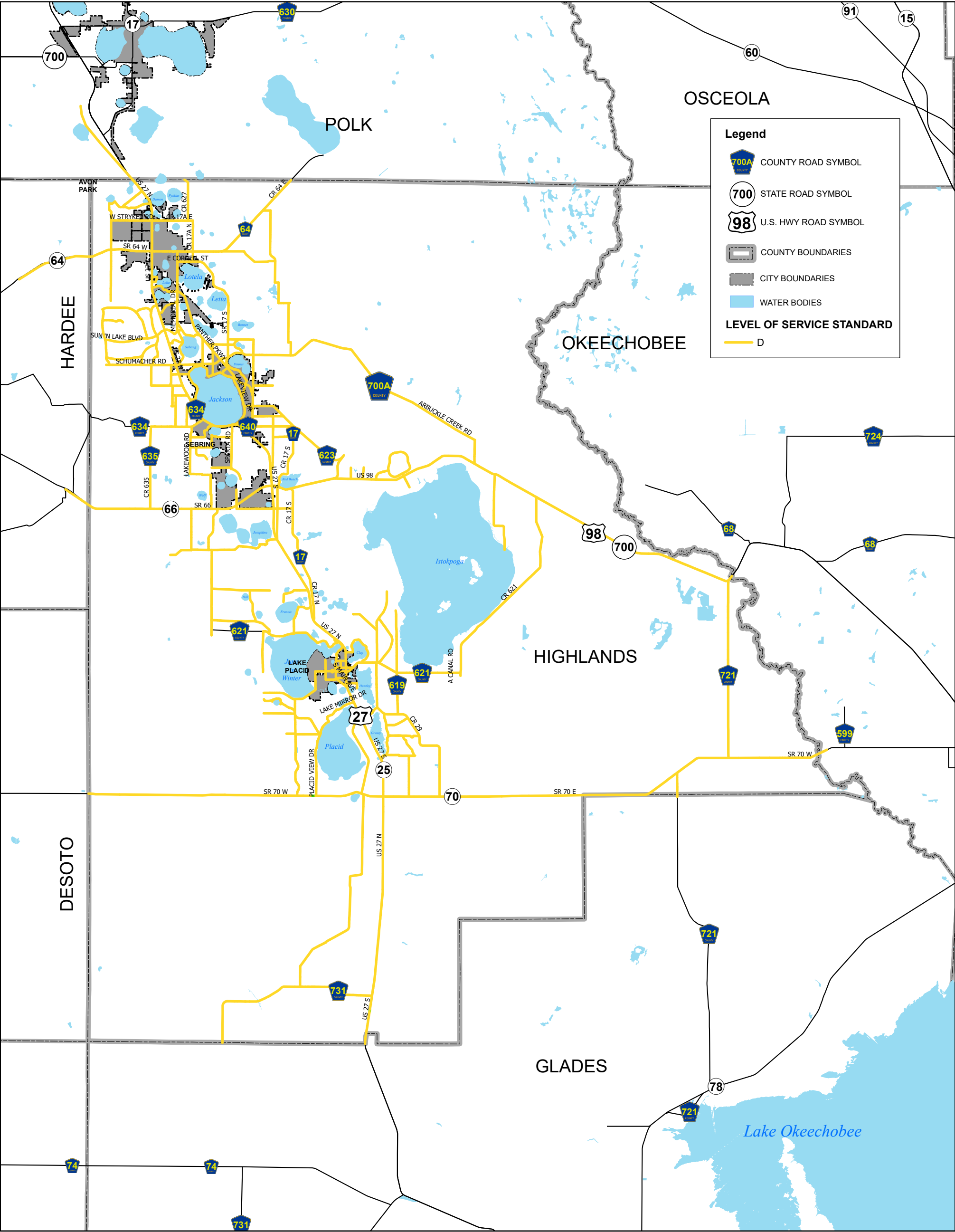
DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



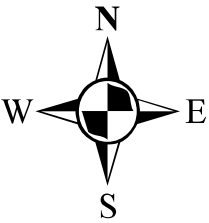
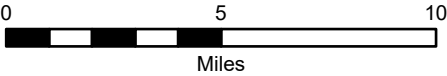
TE Map 4 - 2030 Future Level of Service Standard



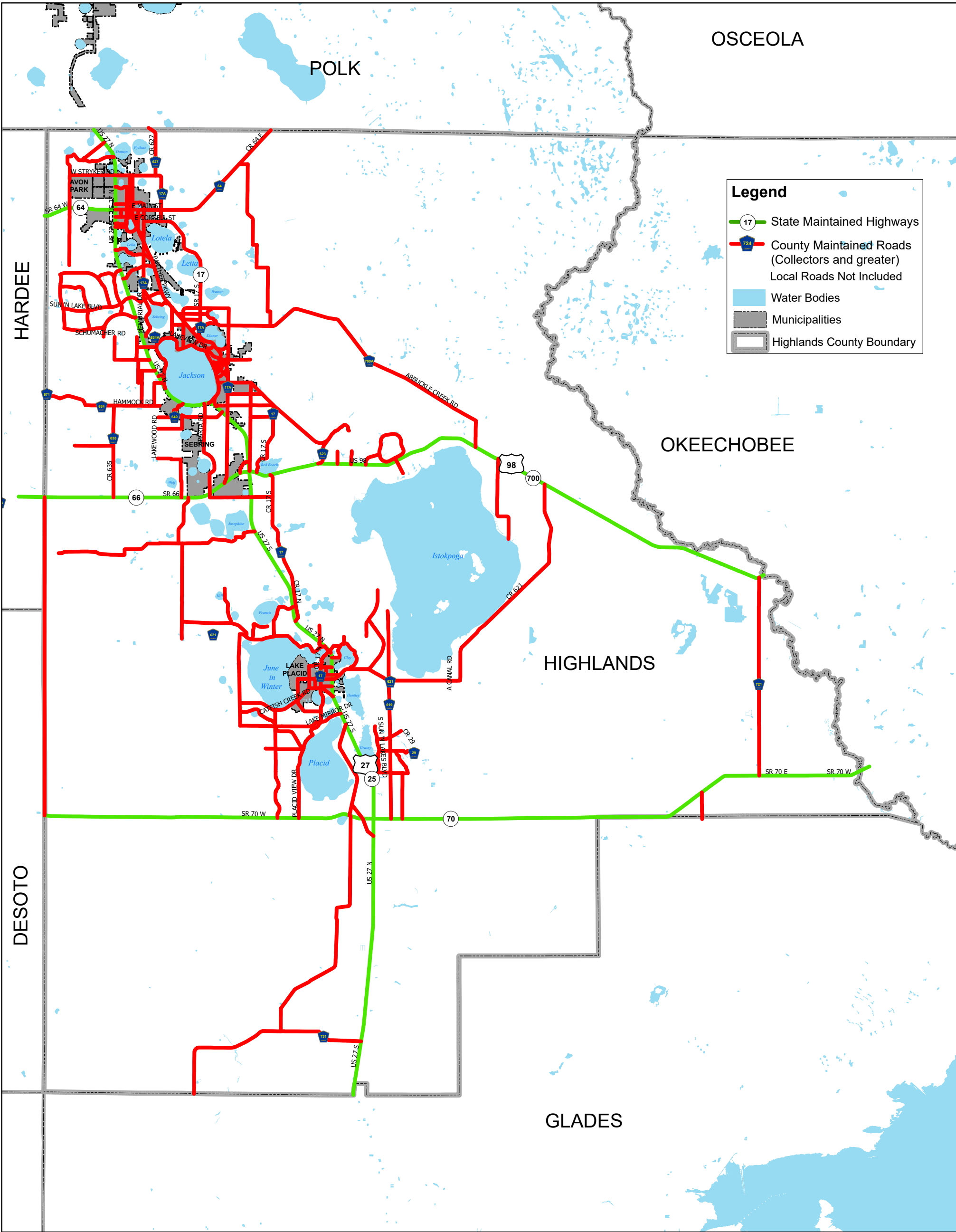
DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



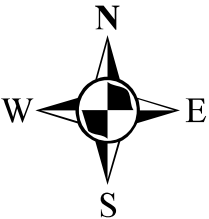
TE Map 6
Existing Road Maintenance Responsibility



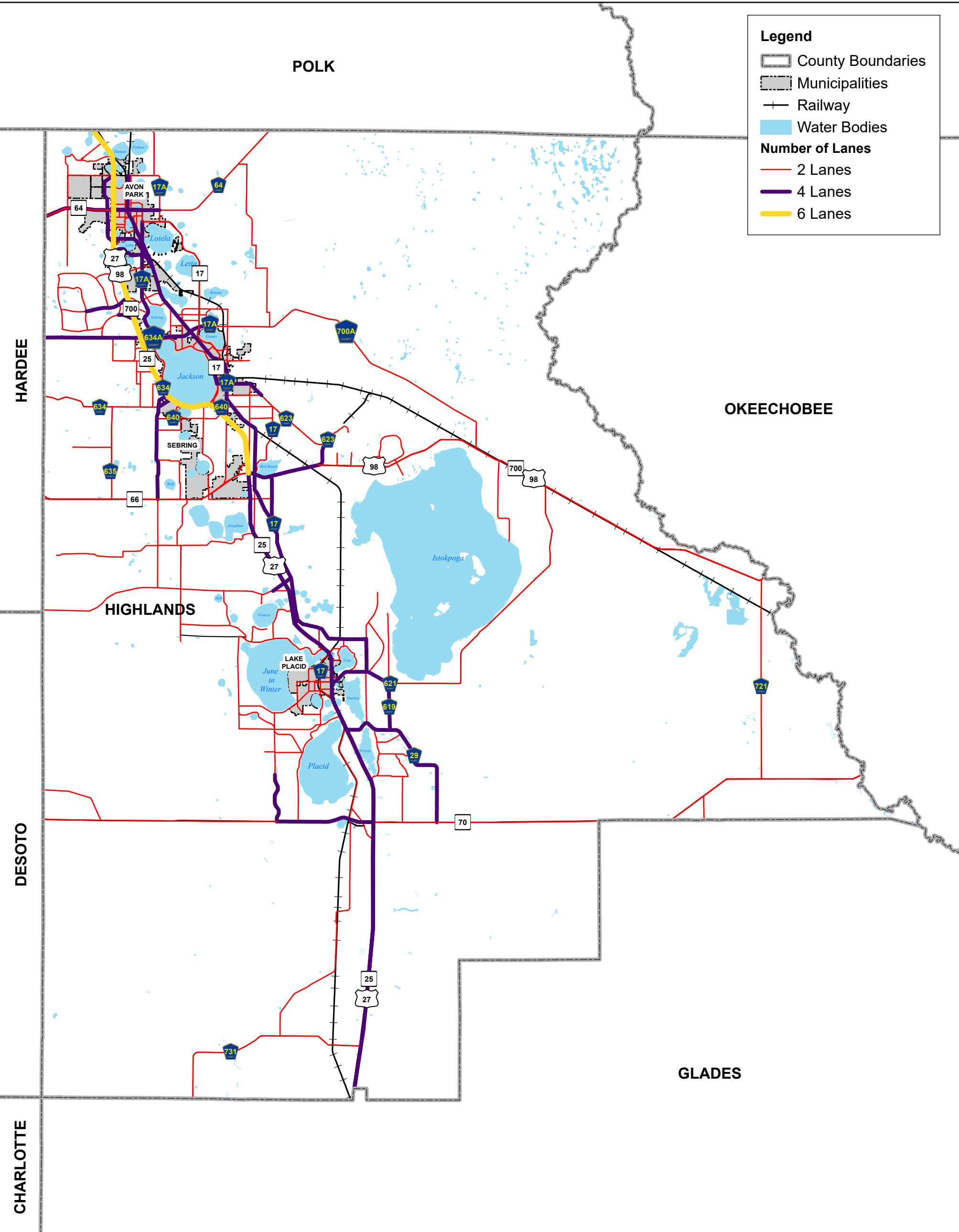
DISCLAIMER:
The information on this map should be considered conceptual
and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



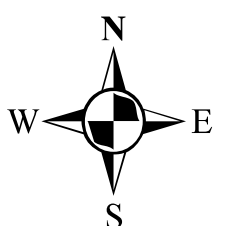
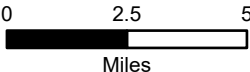
TE Map 8
2030 Future Number of Lanes



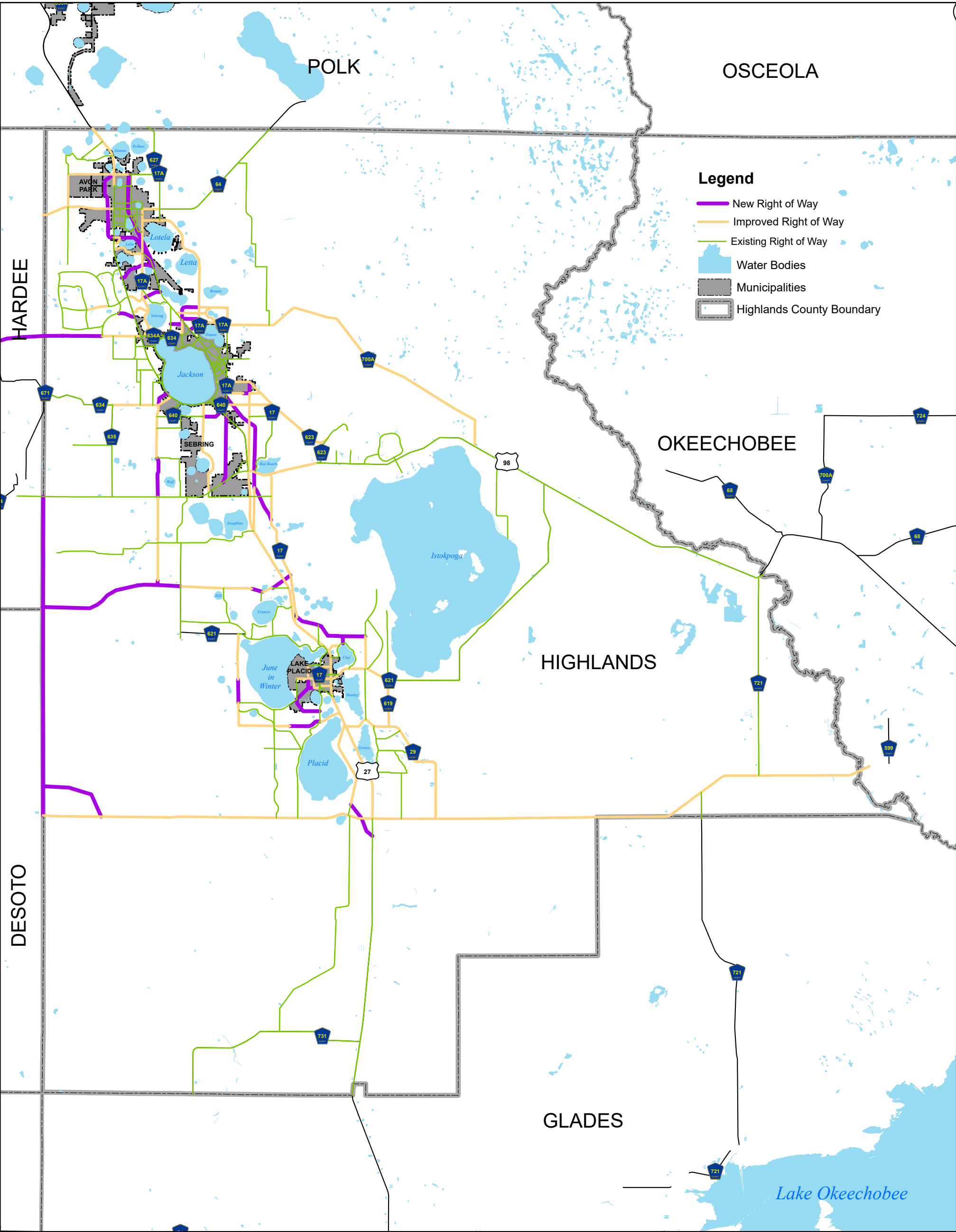
DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

**Amended through:
March 2024**



TE Map 9
2030 Future Right of Way



DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

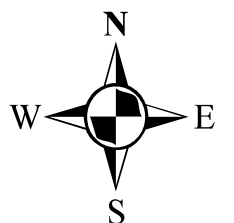
Data Sources:

Amended through:
March 2024

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

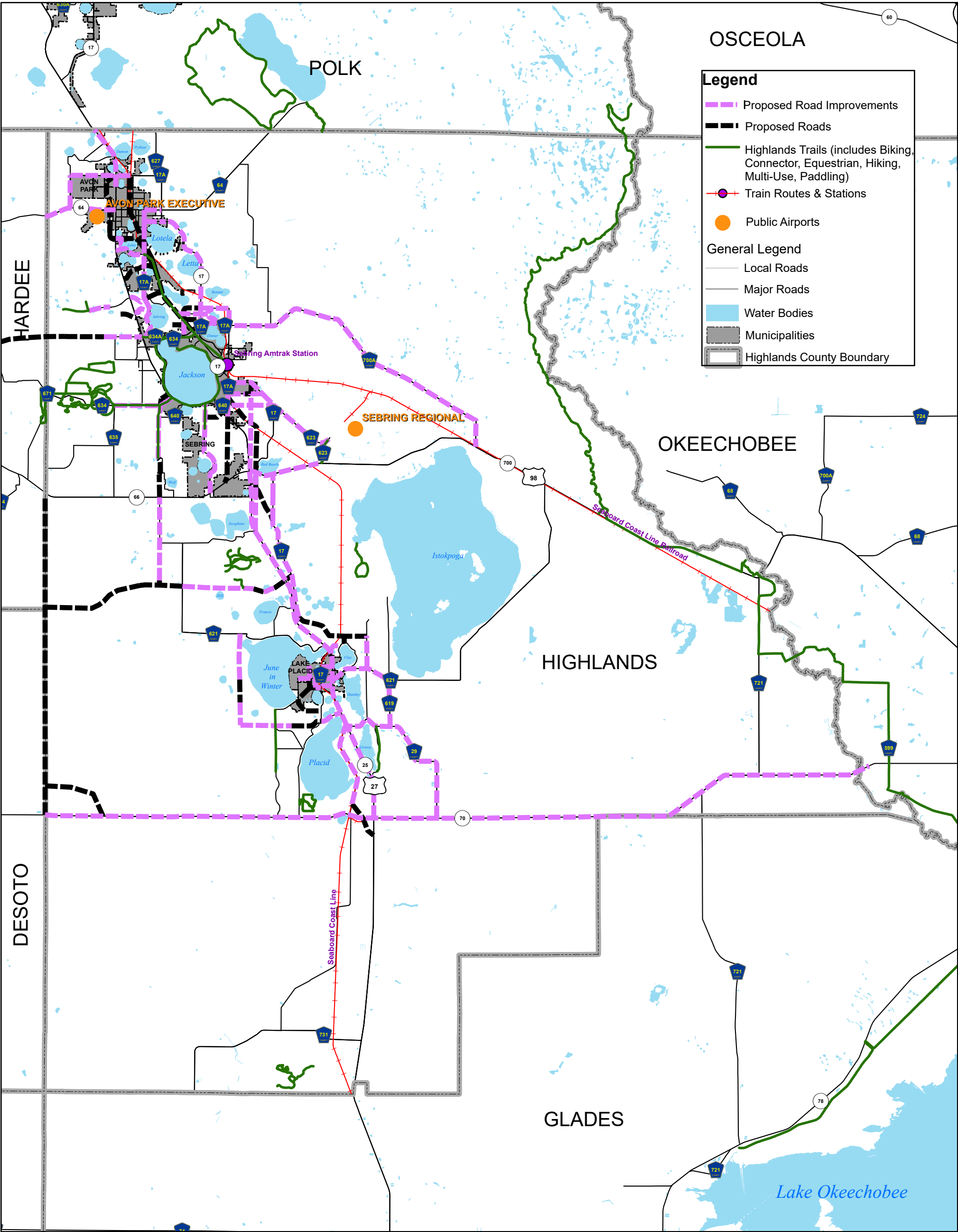


1:252,801
1 inch = 4 miles



TE Map 11

2030 Future Traffic Circulation



DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

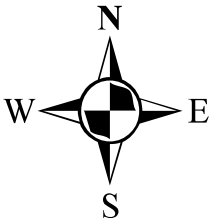
Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024

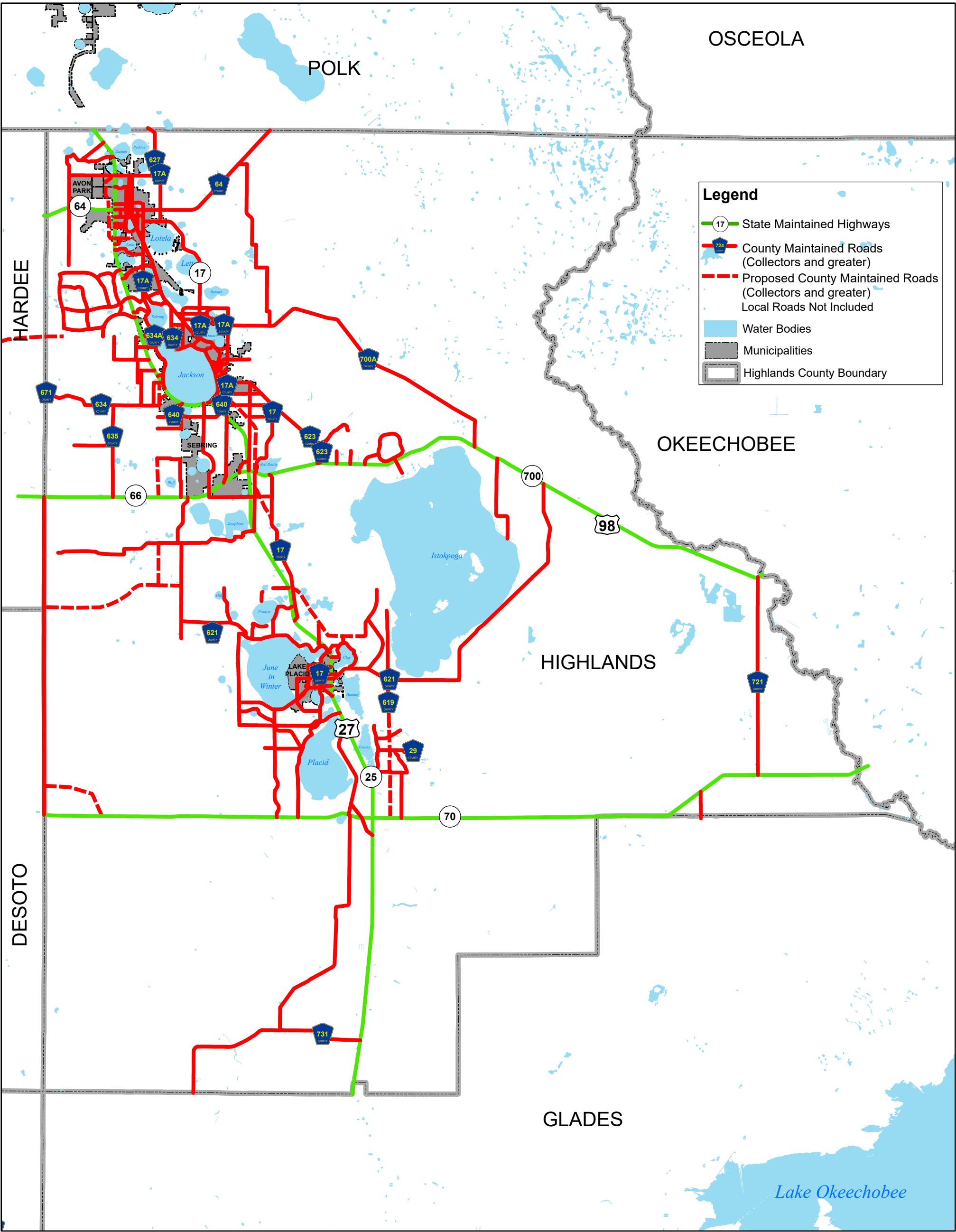


1:253,440
1 inch = 4 miles

0 4
Miles



TE Map 12
2030 Future Road Maintenance Responsibility



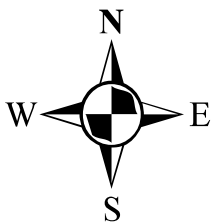
DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024

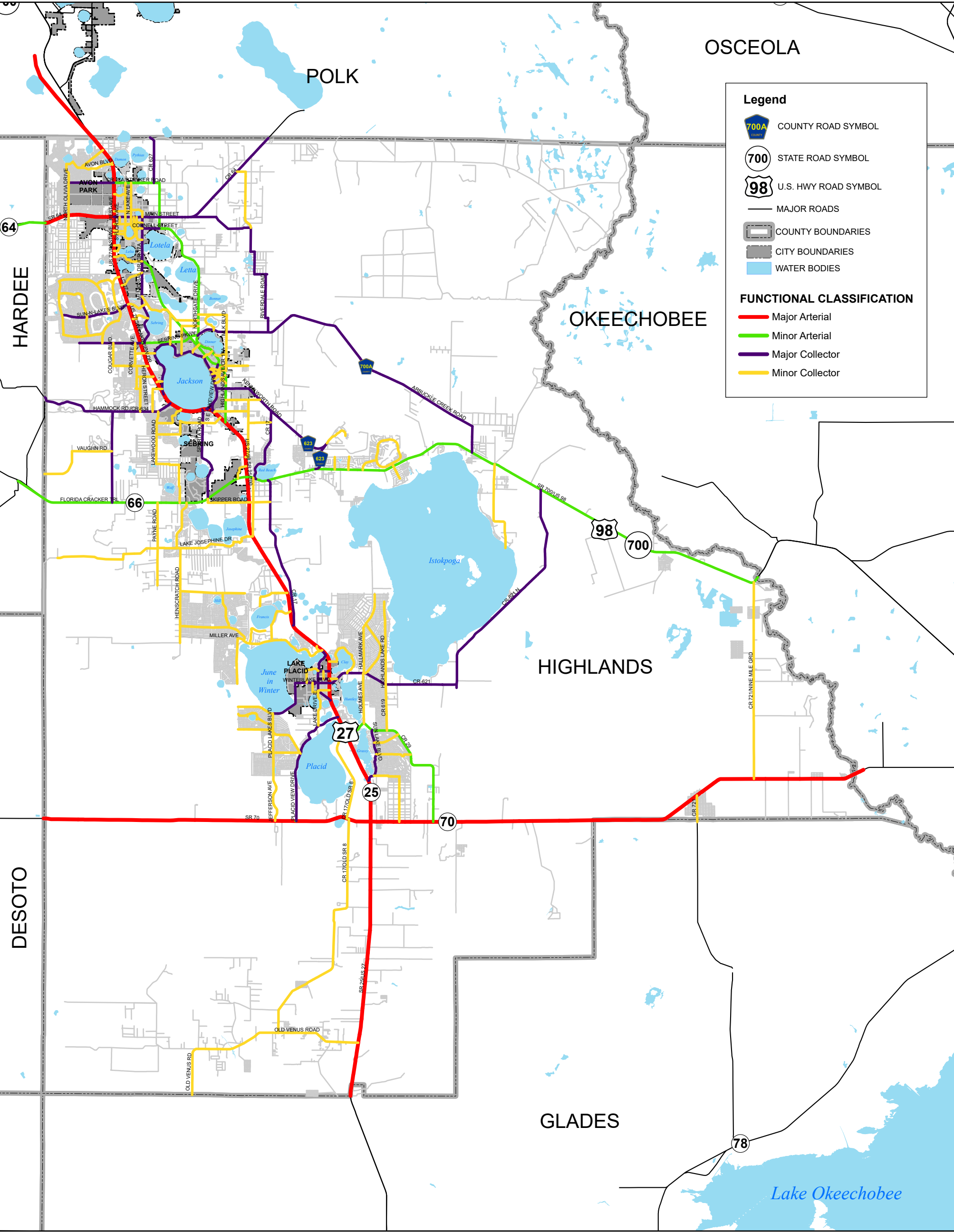


1:253,440
1 inch = 4 miles



TE Map 13

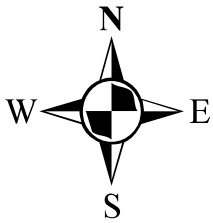
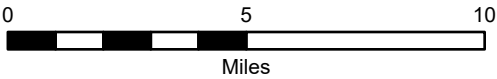
2030 Future Functional Classification



DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



ORDINANCE NO. 23-24-

AN ORDINANCE OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE TRANSPORTATION MAP SERIES OF THE HIGHLANDS COUNTY 2030 COMPREHENSIVE PLAN; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF TRANSPORTATION MAP SERIES PLAN AMENDMENT; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 163.3167, requires that Highlands County maintain a Comprehensive Plan to guide its future development and growth; and

WHEREAS, Florida Statutes, Section 163.3161, empowers Highlands County to adopt and amend the Highlands County 2030 Comprehensive Plan ("Plan"); and

WHEREAS, Highlands County is committed to planning and managing the future growth of the unincorporated areas of the County; and

WHEREAS, the Highlands County Planning and Zoning Commission held duly noticed public hearings on December 12, 2023, and January 9, 2024, to review the proposed Plan amendment, identified by CPA-23-629LS, and recommended approval of proposed Plan amendment CPA-23-629LS for ultimate transmittal to the Florida Department of Commerce (hereinafter referred to as the "DOC"); and

WHEREAS, the County finds that Plan amendment CPA-23-629LS, pertaining to the Transportation Map Series is consistent with the goals, objectives, and policies of the adopted Plan; and

WHEREAS, the County held a duly noticed public hearing on March 5, 2024, and approved transmittal of Plan amendment CPA-23-629LS to the DOC for its review pursuant to Florida Statutes, Section 163.3184(3); and

WHEREAS, Plan amendment CPA-23-629LS and appropriate supporting data and analysis were transmitted to the reviewing agencies identified in Florida Statutes, Section 163.3184(1)(c) on _____, 2024; and

WHEREAS, the DOC submitted its Comment Letter with ____/without comments related to important state resources or facilities for Plan amendment CPA-23-629LS (Amendment No. _____ [expedited state review]) on _____; and

WHEREAS, the County held a duly noticed public hearing on _____, 2024, to consider final adoption, by ordinance, of Plan amendment CPA-23-629LS and transmittal to DOC for its final determination that the Plan amendment is in compliance with state law.

NOW THEREFORE, BE IT ORDAINED by Highlands County, after due notice and public hearing as follows:

SECTION 1. LEGISLATIVE FINDINGS AND INTENT. Highlands County has complied with all requirements and procedures of Florida law in processing this Ordinance. The above recitals are hereby adopted.

SECTION 2. APPROVAL OF TRANSPORTATION MAP SERIES PLAN AMENDMENT. The Transportation Map Series of the Plan is hereby amended and replaced in its entirety by the Map Series attached hereto as **Exhibit “A”**.

SECTION 3. IMPLEMENTING ADMINISTRATIVE ACTIONS. The County Administrator is hereby authorized and directed to take such actions as are deemed necessary and appropriate in order to implement the provisions of this Ordinance. 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 CPA-23-629LS, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Ordinance.

SECTION 5. NON-CODIFICATION AND SCRIVENER’S ERRORS. The provisions of this Ordinance shall not be codified in the Board of County Commissioners of Highlands County Code of Ordinances. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the County Administrator and County Attorney, may be corrected.

SECTION 6. CONFLICTS. All Ordinances or parts of Ordinances 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 Ordinance 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 Ordinance.

SECTION 8. EFFECTIVE DATE. This Ordinance shall become effective immediately upon adoption; however, pursuant to Florida Statutes, Section 163.3184, the subject Plan amendment shall go into effect pursuant to DOC’s notice of intent unless otherwise challenged within 30 days of adoption. In the event of a timely challenge, the subject Plan amendment shall become effective once the Florida Department of

Commerce or the Administration Commission enters a final order determining the adopted amendment to be in compliance.

First Public Hearing: March 5, 2024
Second Public Hearing: _____, 20____

DONE AND ADOPTED this ____ day of _____, 20__.

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY, FLORIDA

(SEAL)

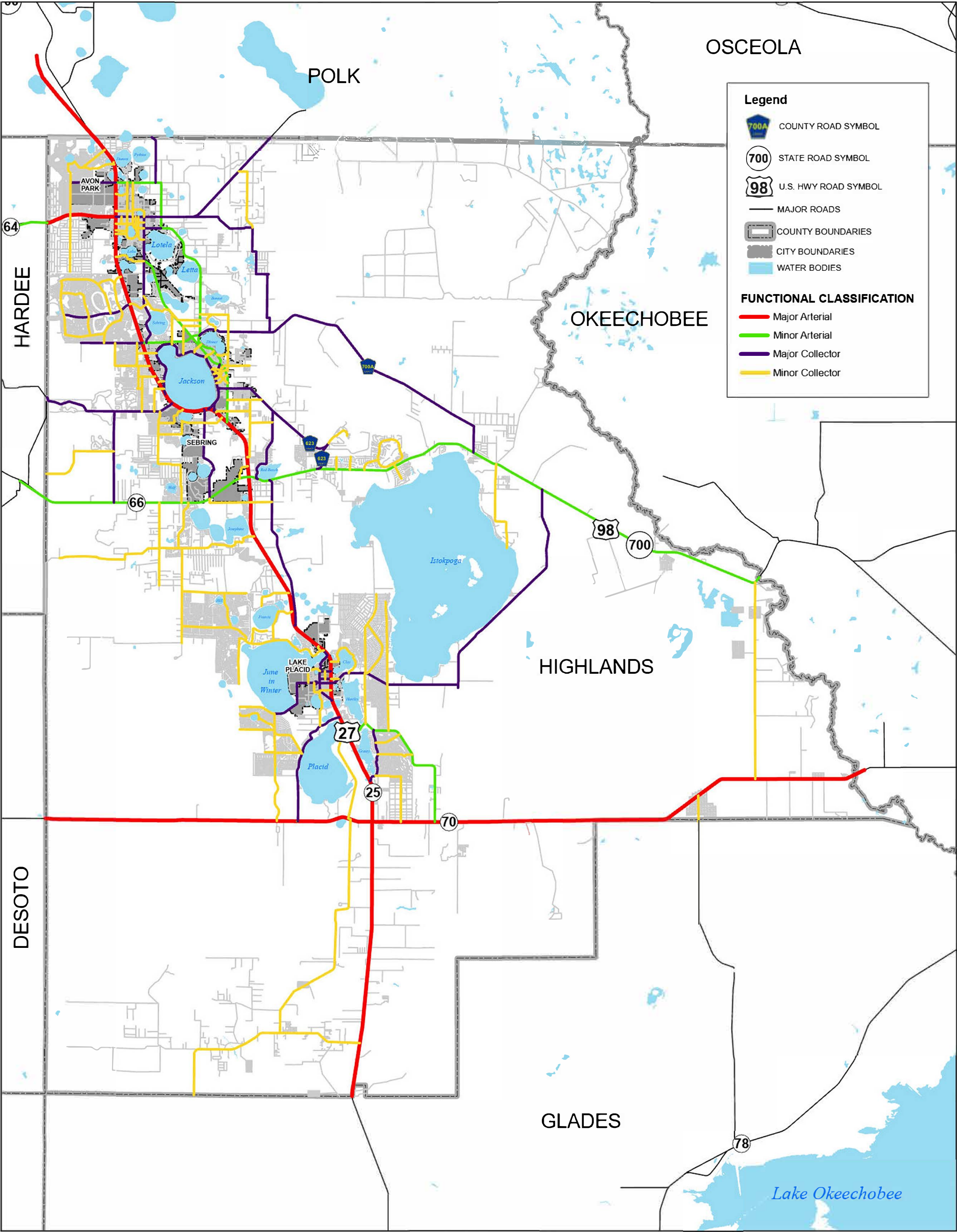
By: _____
Kevin Roberts, Chairman

ATTEST _____
Jerome Kaszubowski, Clerk

EXHIBIT “A”
Transportation Map Series

TE Map 1

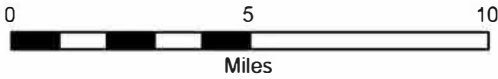
Existing Functional Classification



DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

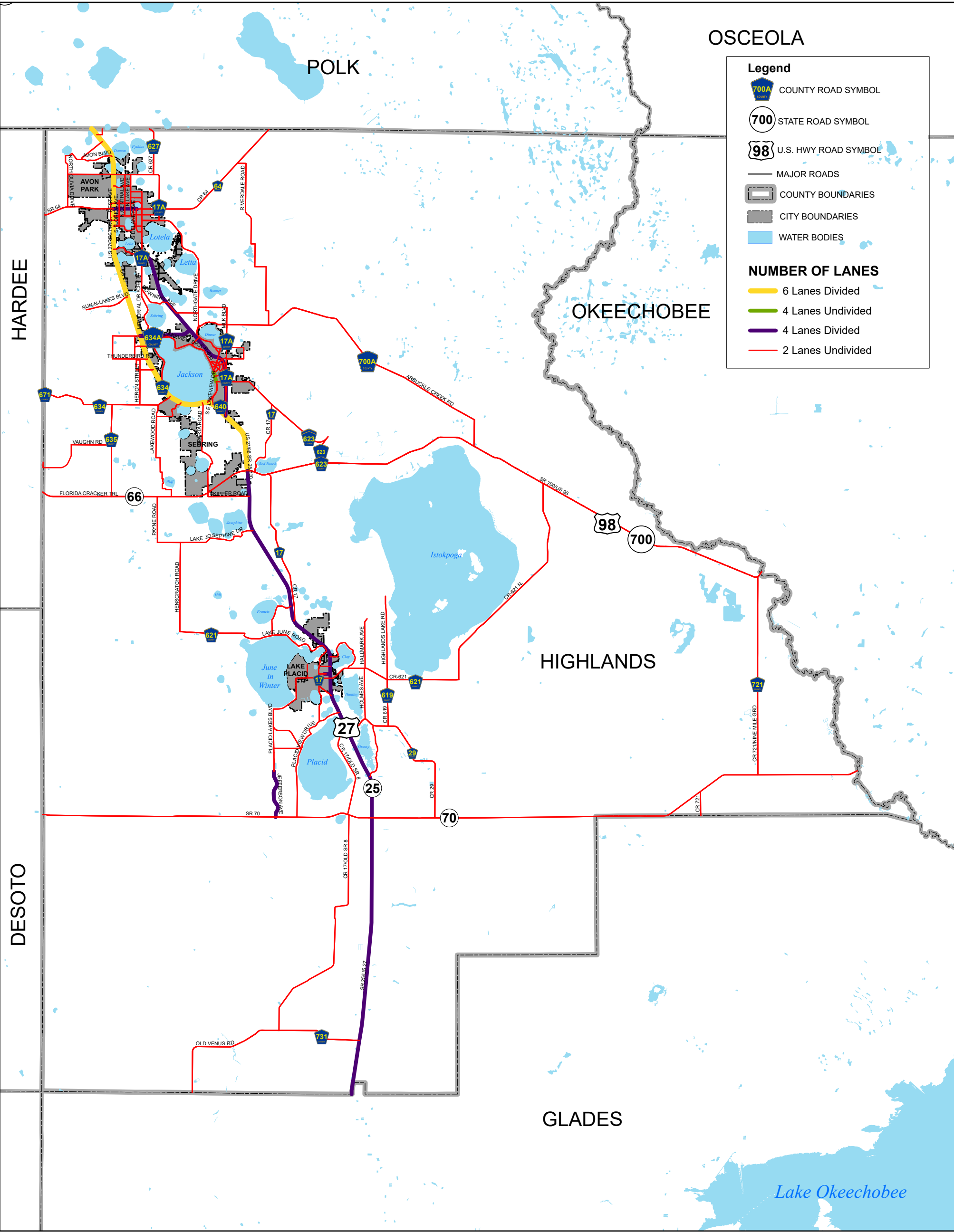
Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



TE Map 2

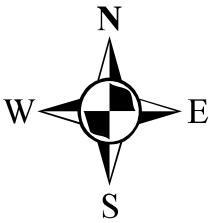
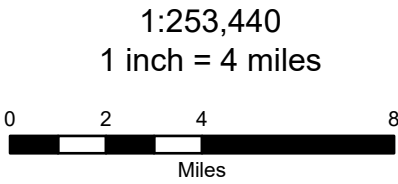
Existing Number of Lanes



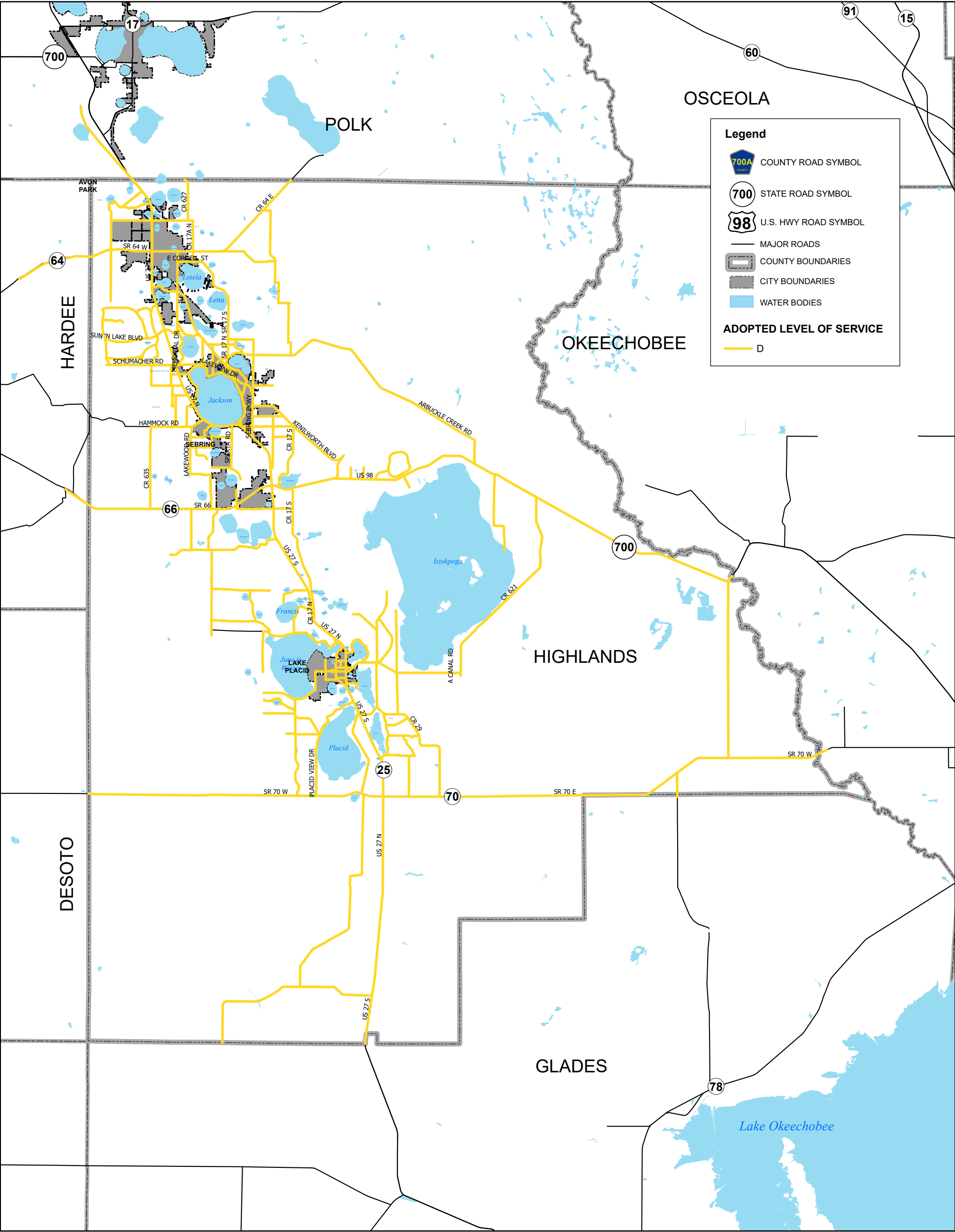
DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



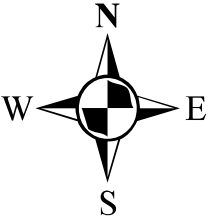
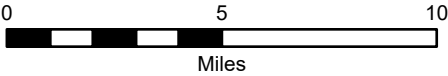
TE Map 3 - Adopted Level of Service



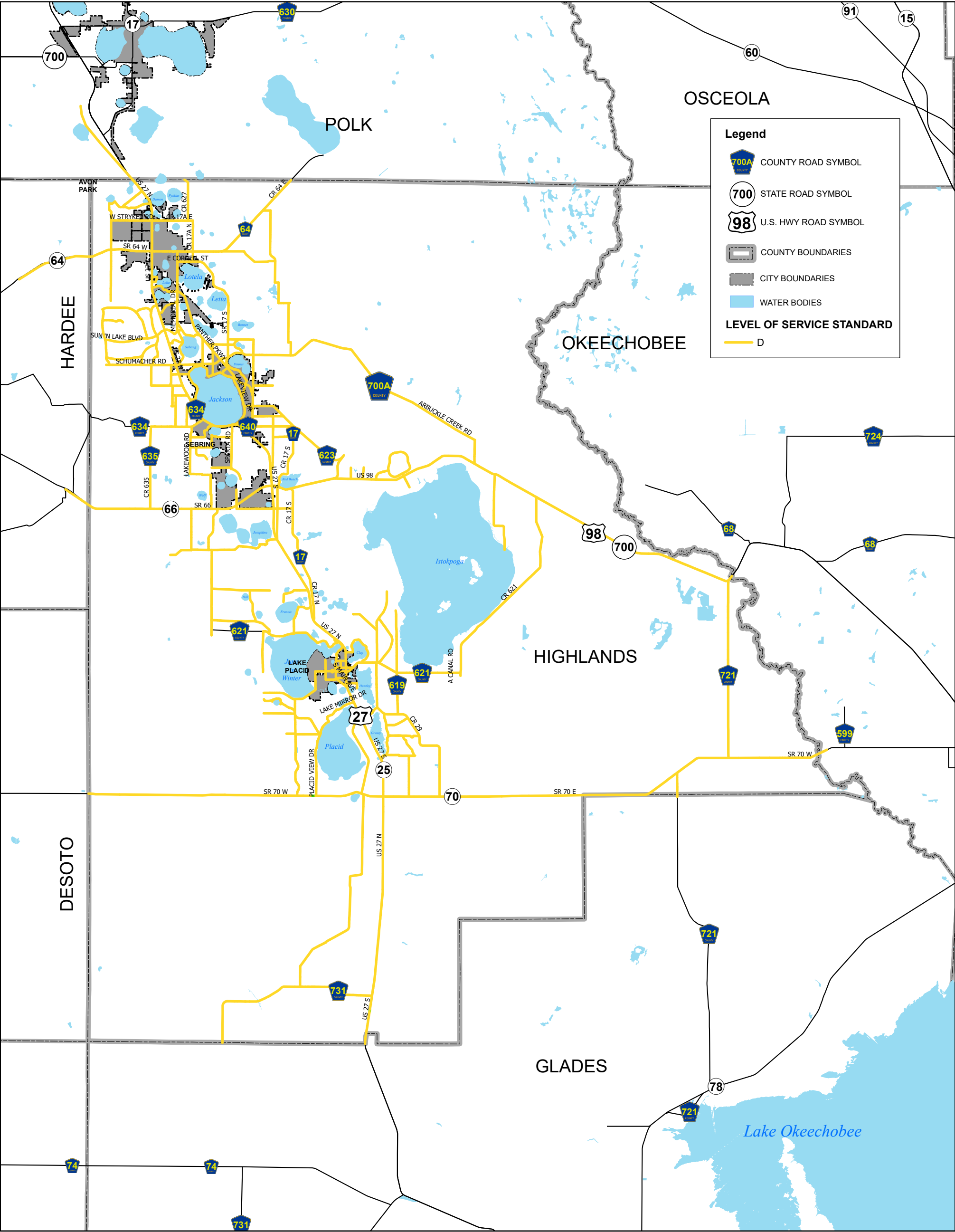
DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



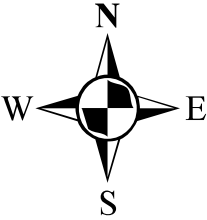
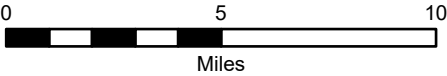
TE Map 4 - 2030 Future Level of Service Standard



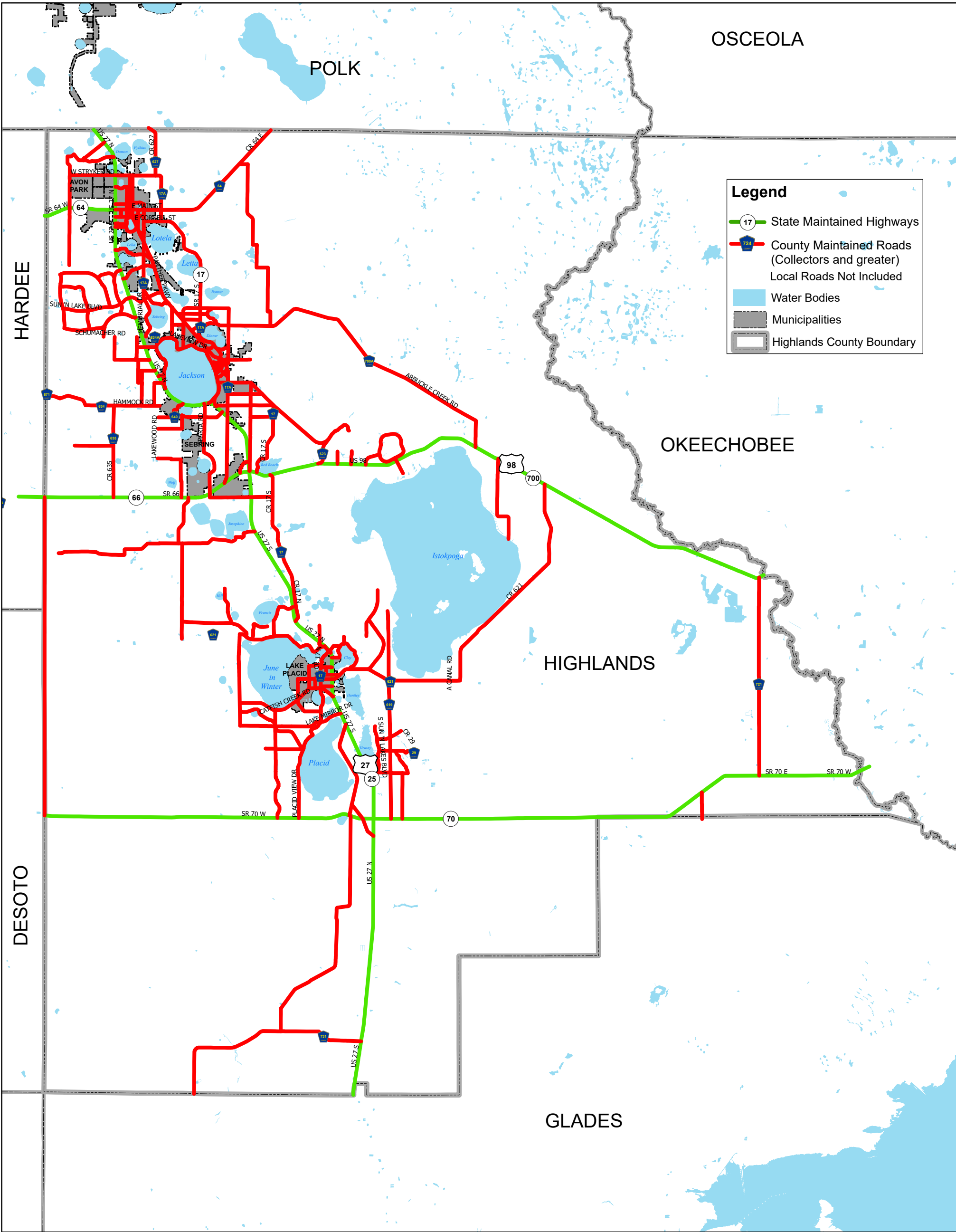
DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



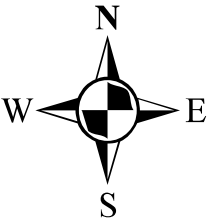
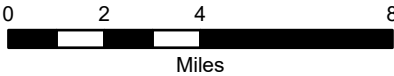
TE Map 6
Existing Road Maintenance Responsibility



DISCLAIMER:
The information on this map should be considered conceptual
and subject to change. This map is not a survey.

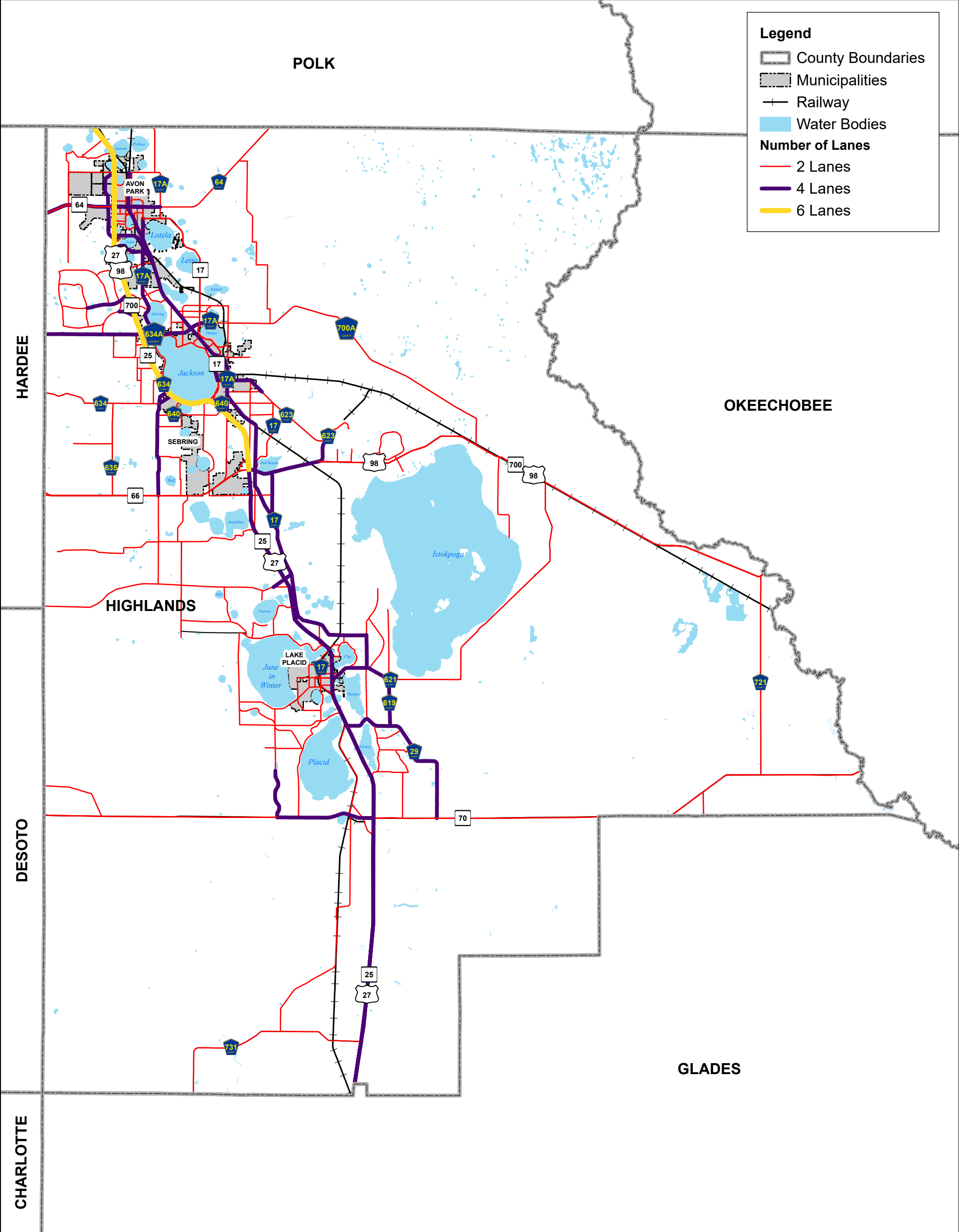
Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



TE Map 8

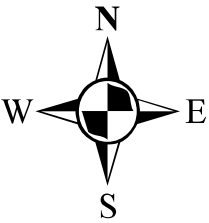
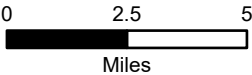
2030 Future Number of Lanes



DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

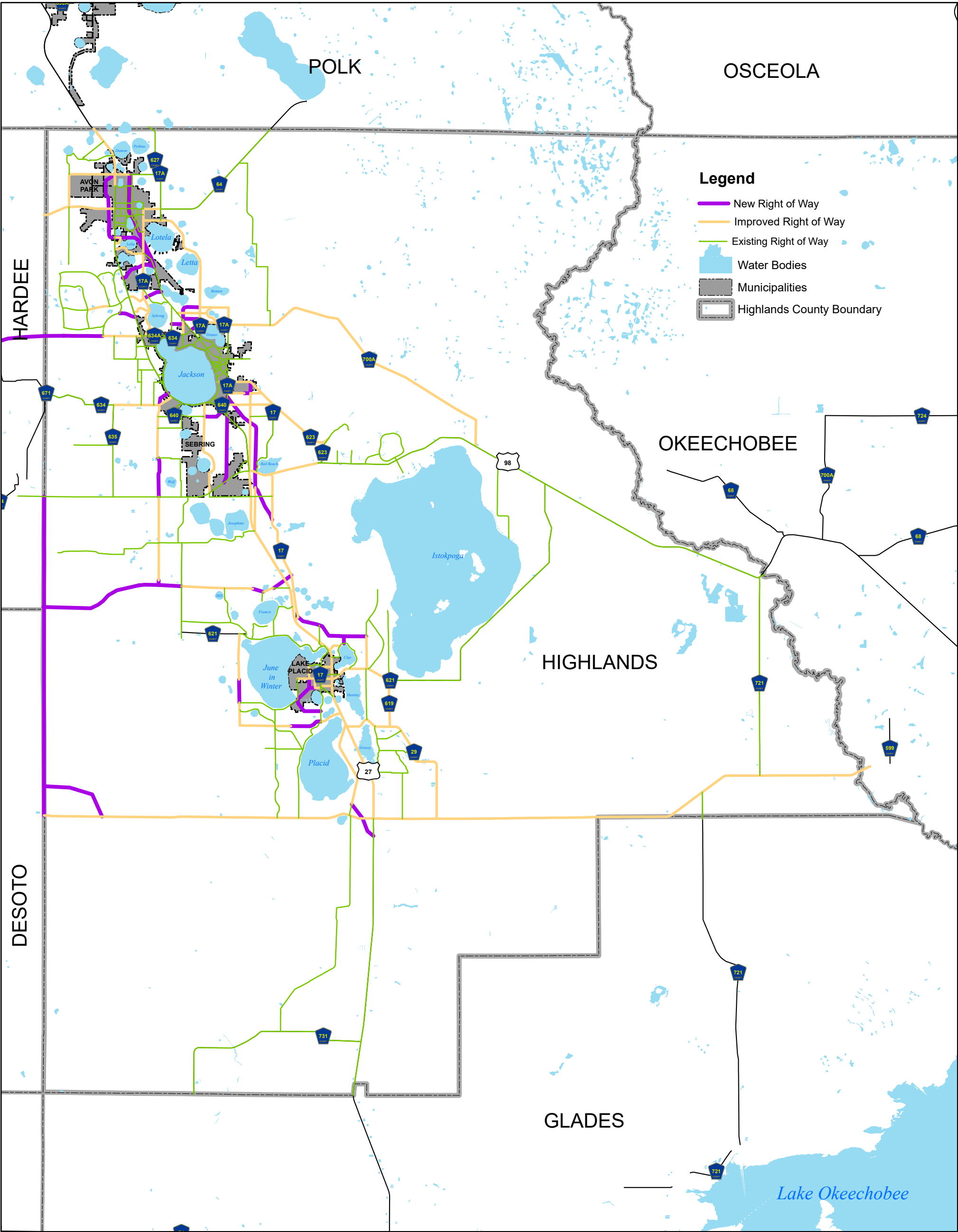
Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



TE Map 9

2030 Future Right of Way



DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

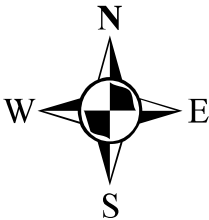
Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024



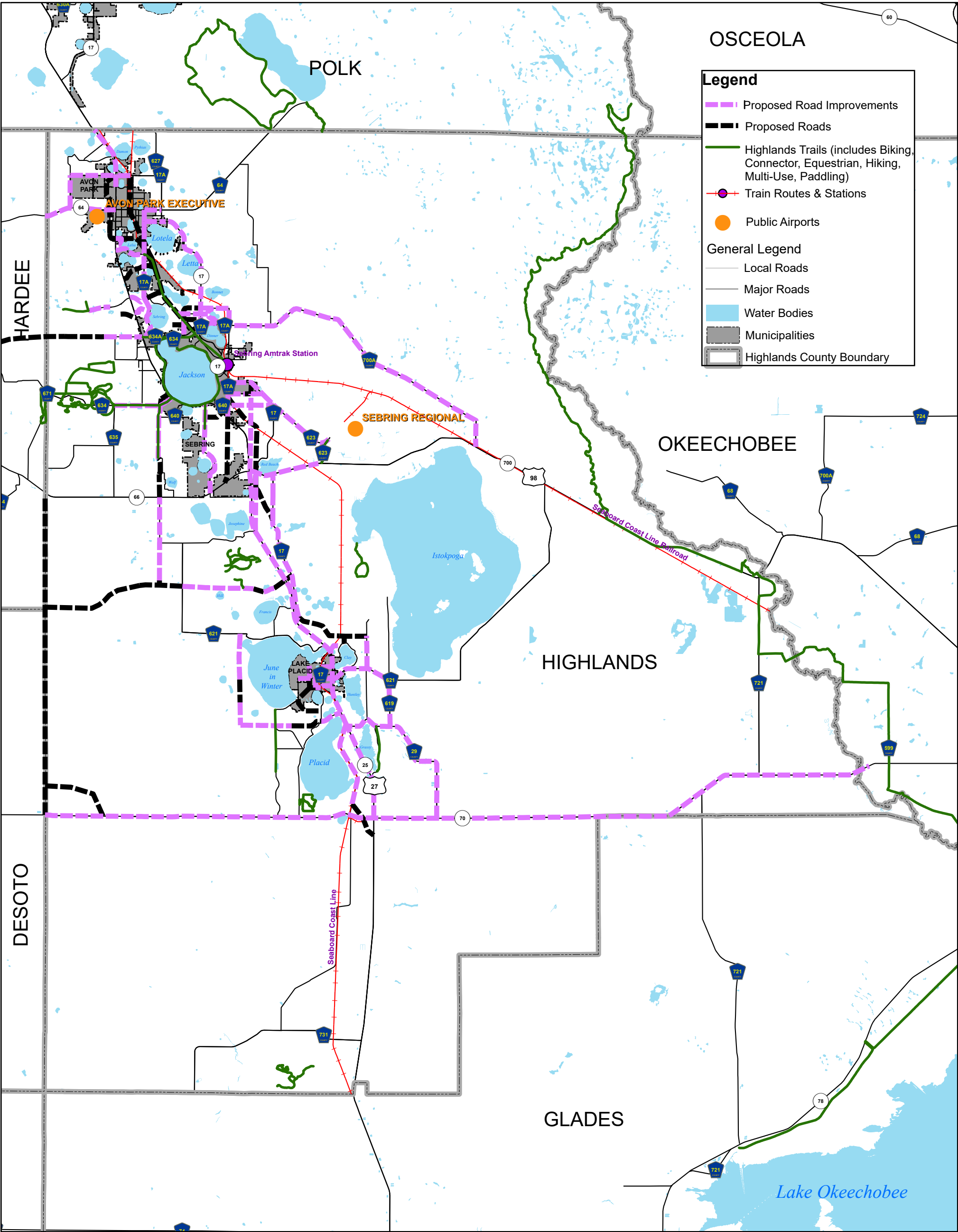
1:252,801
1 inch = 4 miles

0 1.5 4
Miles



TE Map 11

2030 Future Traffic Circulation



DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

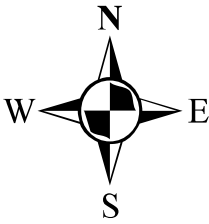
Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024

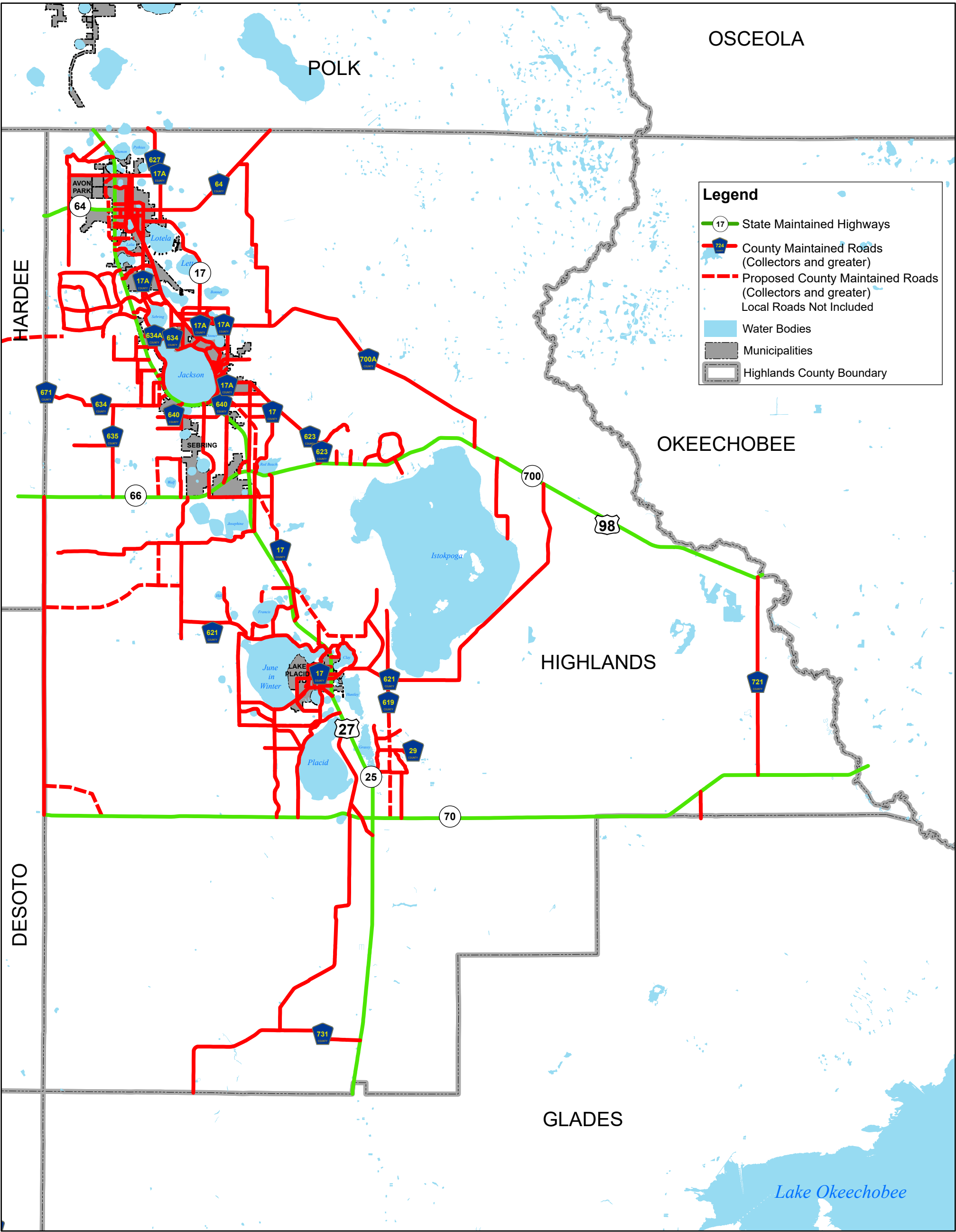


1:253,440
1 inch = 4 miles

0 4
Miles



TE Map 12
2030 Future Road Maintenance Responsibility



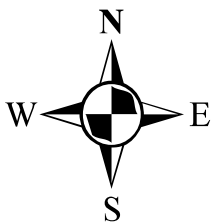
DISCLAIMER:
The information on this map should be considered conceptual
and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024

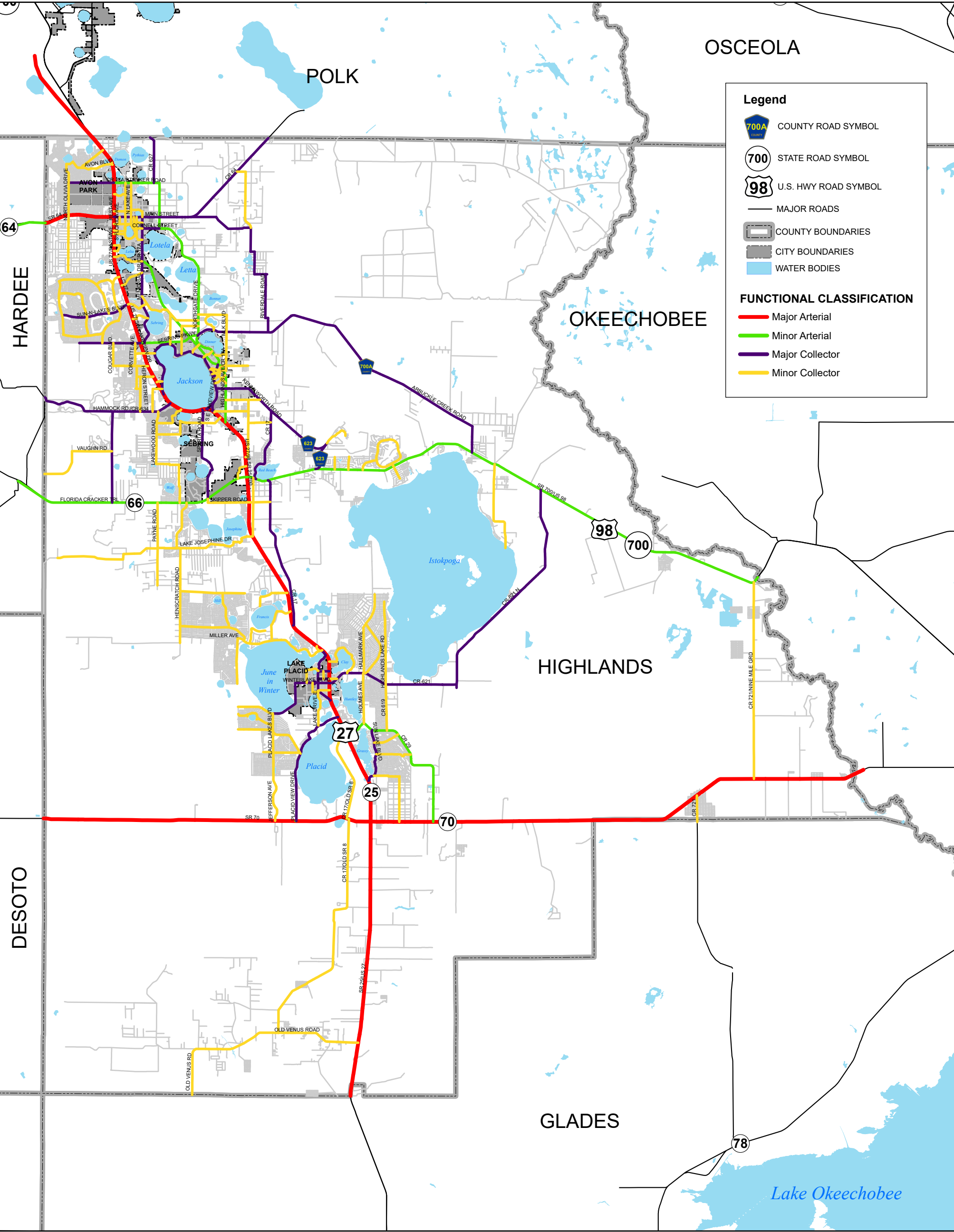


1:253,440
1 inch = 4 miles



TE Map 13

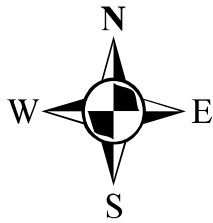
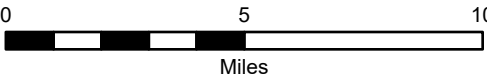
2030 Future Functional Classification



DISCLAIMER:
The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
Central Florida Regional Planning Council
Florida Department of Transportation
Highlands County Property Appraiser
Highlands County BoCC

Amended through:
March 2024





Highlands County Board of County Commissioners

Ordinance Business Impact Estimate Florida Statutes, Section 125.66 (3)

ORDINANCE NUMBER: 23-24-__

ORDINANCE TITLE: AN ORDINANCE OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE TRANSPORTATION MAP SERIES OF THE HIGHLANDS COUNTY 2030 COMPREHENSIVE PLAN; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF TRANSPORTATION MAP SERIES PLAN AMENDMENT; PROVIDING FOR IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR NON-CODIFICATION AND SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

SUMMARY: The Highlands County 2030 Comprehensive Plan mandates that revisions to the County's Comprehensive Plan can only be made through the adoption of an ordinance. The Transportation Element of the Comprehensive Plan, specifically Objectives 2, 3, and 8, outline the policies for coordinated transportation planning and roadway management within the County. The Engineering Department and the Planning Division of the Development Services Department have identified the need to update classifications and realignment priorities for certain roadways in the County's transportation network to ensure that operational standards are maintained for both existing and projected traffic demand rates. The proposed amendments to the Transportation Element Map Series of the Highlands County Comprehensive Plan are designed to reflect these necessary updates.

DEPARTMENT: Development Services

MEETING DATE: March 5, 2024

Fiscal Impact:

- An estimate of the direct economic impact of the proposed ordinance on private for-profit businesses (the "Businesses") in the County's jurisdiction, including the following, if any:
 - o An estimate of direct compliance costs such Businesses may reasonably incur if the Ordinance is enacted: N/A;
 - o Identification of any new charge or fee on Businesses subject to the proposed Ordinance or for which such businesses will be financially responsible N/A; and
 - o Estimate of the County's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed to cover such costs.
Costs: N/A Revenues from Fees: N/A
- A good faith estimate of the number of Businesses likely to be impacted by the Ordinance: N/A.
- Additional applicable information: N/A

XXX A Fiscal Impact Estimate is not necessary because the proposed Ordinance is enacted to implement one of the following:

- Florida Statutes, Chapter 163, part II, relating to growth policy, county planning and land development regulation, including zoning, development orders, development agreements and development permits.
- Florida Statutes, Section 553.73, relating to the Florida Building Code
- Florida Statutes, Section 633.202, relating to the Florida Fire Prevention Code
- Florida Statutes, Sections 190.005 and 190.046, regarding community development district.
Related to the issuance or refinancing of debt.
Required to comply with a federal or state law or regulation.
Related to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget.
Required to implement a contract or an agreement.
Related to procurement.
- Adopted in an Emergency pursuant to applicable law.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Jonathan Harrison, Road & Bridge Director

SUBJECT/TITLE: Requesting direction to commence or terminate the Arbuckle Branch Rd Construction Project.

STATEMENT OF ISSUE

Arbuckle Branch Road was funded for roadway construction for this current fiscal year. It is an approximately 1 mile (.98) unsurfaced roadway with 30+ users/dwellings. Residents and property owners utilizing the roadway have stated objections to the construction and have provided a petition requesting the project be disbanded. Reasons stated for the request is the residents wish for the rurality of the roadway and surrounding area to remain.

RECOMMENDED ACTION

Move to approve the commencement or termination of the Arbuckle Branch Rd Construction Project.

FISCAL IMPACT

There is no Fiscal Impact if approved to proceed. If approved for termination, the Fiscal Impact is an increase of \$336,000 to 4102A (Transportation Projects), Account 56300Z as Project #23029 Arbuckle Branch Rd will be closed.

Attachments: [Arbuckle Branch Rd Petition.pdf](#)

TO: Jonathan Harrison-Highlands County Road and Bridge Director

REF: Arbuckle Branch Rd

Attached is the petition, along with an ariel photo from the Highlands County Property Appraisers web site. There are 25 addresses on Arbuckle Branch Rd, however one of the parcels, owned by Thorne, is divided in half with only one address assigned. Of the 25 addresses, there are signatures for 20 of them, indicating 80% of the property owners on Arbuckle Branch Rd, want the road to be left as it is, a rural dirt/shell road.

Of the five remaining, Calabrese wants it paved, Miller resides here, we tried phoning a couple of times with no answer nor could we leave a message, Thorne resides in New York (no contact) and Hernandez and Mendes reside out of the county (no contact).

As for the parcels that are not on Arbuckle Branch Rd, we have four signatures of the eight. There is a ninth parcel, but no info was available on Property Appraiser website, to follow up with. We spoke with Brenda Ezell and Felix by phone. Ezell's property has an Arbuckle Branch Rd address but is not located on Arbuckle Branch Rd. She would like the road paved. Felix wanted to speak with her dad about it and later texted back stating it was up to us since they don't live out here and it wouldn't make a huge difference to them. There was no contact made with Pinedo nor Blocker.

As for the ariel photo, the highlighted parcels are the property owners, that had signed the petition.

Thank you again for your time.

TO: Johnathan Harrison-Highlands County Road and Bridge

REF: Arbuckle Branch Rd

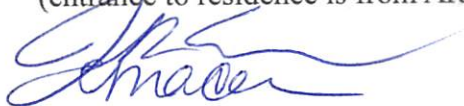
We, the undersigned, respectfully request the Board of Highlands County Commissioners and Highlands County Road and Bridge to reconsider the road improvement of "Paving" Arbuckle Branch Rd, in Sebring. We prefer the road to remain a rural shell/dirt road as we know it, instead of a paved road. This shell road, along with the rural/unincorporated atmosphere, is one of the reasons we purchased property in a rural area of Highlands County.

We would like to thank you in advance for your understanding and cooperation regarding this matter.

The listed below owners are located within the Arbuckle Branch Ranchettes within the unincorporated area of Highlands County, Sebring, Florida.

Residence/Property owners along Arbuckle Branch Rd

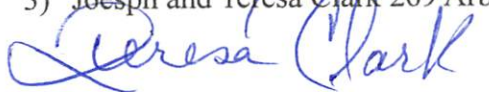
- 1) Jason Crews 13801 Arbuckle Creek Rd
(entrance to residence is from Arbuckle Branch Rd)



- 2) Oscar Gomez 268 Arbuckle Branch Rd



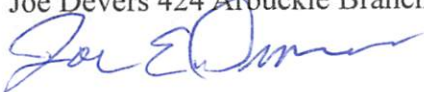
- 3) Joesph and Teresa Clark 269 Arbuckle Branch Rd



- 4) Carlo Thorne 376 Arbuckle Branch Rd

NO CONTACT LIVES IN NY

- 5) Joe Devers 424 Arbuckle Branch Rd



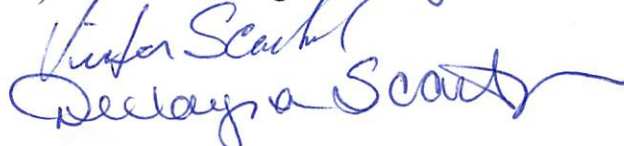
- 6) Mayworth Farms 375 Arbuckle Creek Rd BRANCH RD 285 ARBUCKLE BRANCH RD



- 7) Ben Mayworth 427 Arbuckle Creek Rd BRANCH RD



- 8) Victor Scarbrough 462 Arbuckle Branch Rd



9) Robert Miller 527 Arbuckle Creek Rd ~~Creek Rd~~ *BRANCH RD*

*PHONED TWICE NO ANSWER & COULDN'T LEAVE MESSAGE
MAIL BOX WAS FULL*

10) Terry Leaphart 552 Arbuckle Branch Rd

Terry Leaphart
Rebecca Leaphart

11) Julie Hinote 670 Arbuckle Branch Rd *5630 ARBUCKLE BRANCH RD*

Julie Hinote

12) Carlos Falla 736 Arbuckle Branch Rd

Carlos Falla

13) Cole ~~Pierce~~ 673 Arbuckle ~~Creek Rd~~ *BRANCH*

Cole

Missy Pearce

14) Cristina Merritt 750 Arbuckle Branch Rd

Cristina Merritt

15) Richard Lerlerc 865 Arbuckle Branch Rd

Richard Lerlerc

16) Jennifer Drewery 752 Arbuckle Branch Rd

Jennifer Drewery

17) Stanley Hall 930 Arbuckle Branch Rd

Stanley Hall

18) Kent Calabrese 975 Arbuckle Branch Rd

WANTS IT PAVED

19) Richard Allen 1042 & 1150 Arbuckle Branch Rd

Richard Allen

20) Gilmar Mendes 1200 Arbuckle Branch Rd

NO CONTACT LIVES IN BOCA RATON

22) MIGUEL HERNANDEZ 537 ARBUCKLE BRANCH RD

NO CONTACT LIVES IN LOXAHATCHEE

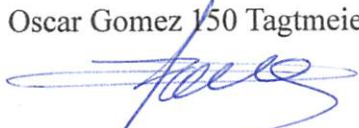
21) Craig Bendall & Stephanie Bendall

844 Arbuckle Branch Rd

Craig Bendall

Owners to whom use Arbuckle Branch Rd to access their residents and properties.

- 1) Oscar Gomez 150 Tagtmeier Rd



- 2) James Mawhinney 200 Tagtmeier Rd



- 3) Fred Tagtmeier 300 Tagtmeier Rd



- 4) Steven Ezell 270 Arbuckle Branch Rd (PROPERTY NOT ON ARBUCKLE BRANCH RD)

SPOKE w/ BILLY BY PHONE RATHER FOR IT TO BE PAVED

- 5) Jennifer Felix 450 Jakota Rd

SPOKE BY PHONE & TEXT

- 6) Nilvia Pinedo 500 Jakota Rd

NO CONTACT

- 7) Bonnie Blocker 610 Jakota Rd

NO CONTACT

- 8) DOUGLAS THOMPSON 1226 ARBUCKLE BRANCH LN



C-35-34-30-010-0010-0070

<https://www.hcpao.org/Search/Parcel/30343501000100070C>



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Clinton Howerton, Jr., Director of Critical Infrastructure

SUBJECT/TITLE: Consideration of Statement of Legislative Intent to modify Highlands County Code of Ordinances, Chapter 8.5, Solid Waste

STATEMENT OF ISSUE

The Solid Waste Chapter of the County's Code of Ordinances was last updated on September 7, 2010. Many of the sections within Chapter 8.5, Solid Waste, need to be updated to reflect current practices, standards, and intentions.

The purpose of this Statement of Legislative Intent is to request that the Board instruct County Administrator and County Attorney to draft an ordinance to update Chapter 8.5, Solid Waste, of the Highlands County Code of Ordinances to reflect current practices, standards, and intentions.

RECOMMENDED ACTION

Motion to instruct the County Administrator and County Attorney to draft an ordinance amending Chapter 8.5, Solid Waste, to reflect current practices, standards, and intentions.

FISCAL IMPACT

There is no fiscal impact.

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: J.D. Langford, P.E., County Engineer

SUBJECT/TITLE: Request to approve and rank eight (8) Florida Department of Transportation (FDOT) Grant Applications for various projects being submitted to FDOT for the FY 2029-2030 Five Year Work Program.

STATEMENT OF ISSUE

Attached for your review, approval and ranking are eight (8) FDOT Grant Applications for various projects being submitted to FDOT for the FY 2029-2030 FDOT Five Year Work Program. These applications consist of four (4) Small County Outreach Program (SCOP), and four (4) Small County Road Assistance Program (SCRAP) projects.

Please see the attached list which includes: the project name, the location, a brief description, current road condition index, and estimated cost of one (1) CIGP, project to be submitted to FDOT on March 29, 2024, and three (3) additional Congestion Management (CM) project applications submitted to Heartland Regional Transportation Planning Organization (HRTPO) on March 15, 2024, for the FY 2029-2030 Five Year Work Program.

RECOMMENDED ACTION

Move to approve and rank eight (8) Florida Department of Transportation (FDOT) Grant Applications for various projects being submitted to FDOT for the FY 2029-2030 Five Year Work Program.

FISCAL IMPACT

The fiscal impact to the County will be determined by the ranking and acceptance of the projects into the FY 2029-2030 Five Year Work Program. Please be aware that although it has not been required in the past, last year FDOT began suggesting a 25% fund match for some applications.

Attachments: [2024 FDOT_ District 1 Projects Ranking List - Working Updated Spreadsheet 02-13-2024.pdf](#)

SCOP Applications for Submittal in 2024

SUGGESTED RANKING	PROJECT TYPE	PROJECT NAME	PROJECT LOCATION	PROJECT DESCRIPTION	AADT Volumes	Road Conditions Index	Projected Road Conditions Index	Estimated Total Project Cost	Estimated County Funding	Estimated FDOT Funding	APPROVED RANKING
1	SCOP	Lake Josephine Dr	Orange Blossom Blvd to Payne Rd	Reconstruct and widen existing roadway, and add paved shoulders, re-stripe, and add/upgrade pavement markings, signage, & existing cross slope	2356	57	32	\$ 2,190,050.00	0	\$ 2,190,050.00	
4	SCOP	Cowboy Way	SR 17 N to Panther Parkway	Pave a 0.77 mile (4065 feet) section of existing shell roadway	N/A	24	-1	\$ 1,370,089.29		\$ 1,370,089.29	
2	SCOP	Sheppard Rd	CR 731 to Paved Section of Sheppard	Pave a 2.99 mile (15787 feet) section of existing shell roadway	N/A	24	-1	\$ 2,940,192.20		\$ 2,940,192.20	
3	SCOP	NW Josephine	Grand Concourse to Lake Josephine Dr	Pave a 0.35 mile (1,850 feet) section of existing shell roadway	N/A	24	-1	\$ 836,215.82		\$ 836,215.82	
Total:								\$ 7,336,547.31	\$ -	\$ 7,336,547.31	

SCRAP Applications for Submittal in 2024

SUGGESTED RANKING	PROJECT TYPE	PROJECT NAME	PROJECT LOCATION	PROJECT DESCRIPTION	AADT Volumes	Road Conditions Index	Projected Road Conditions Index	Estimated Total Project Cost	Estimated County Funding	Estimated FDOT Funding	APPROVED RANKING
1	SCRAP	CR-731	Clubhouse Rd to Fisheating Creek	Mill/Resurface 2.60 miles	600	60	35	\$ 2,185,318.30	\$ -	\$ 2,185,318.30	
4	SCRAP	W Interlake Blvd	Catfish Creek Rd to the circle	Mill/Resurface 0.79 mies	5,100	70	45	\$ 1,059,809.15	\$ -	\$ 1,059,809.15	
3	SCRAP	Memorial Dr	Sebring Parkway north to Manatee Dr	Mill/Resurface 2.26 miles	5,231	67	42	\$ 1,654,841.91	\$ -	\$ 1,654,841.91	
2	SCRAP	Desoto City Rd	Desoto Rd to Lunsford Rd	Mill/Resurface 1.78 miles	N/A	65/70	40/45	\$ 1,314,201.53	\$ -	\$ 1,314,201.53	
Total:								\$ 6,214,170.89	\$ -	\$ 6,214,170.89	

Additional Projects - 2024 Applications (Not Included in Ranking, Ranked by HRTPO or FDOT Only)

SUGGESTED RANKING	PROJECT TYPE	PROJECT NAME	PROJECT LOCATION	PROJECT DESCRIPTION	AADT Volumes	Road Conditions Index	Projected Road Conditions Index	Estimated Total Project Cost	Estimated County Funding	Estimated FDOT Funding	APPROVED RANKING
HRTPO	CM	SR 66/Burkett Ave Right Turn Lane	SR 66 westbound turning onto Burkett Ave	Add a right turn lane	0	State/66 - Burkett	State/66 - Burkett	\$ 845,848.00	\$ -	\$ 845,848.00	HRTPO
HRTPO	CM	US 27/Ryant Blvd Turn Lane	US 27 southbound turning onto Ryant Blvd	Add a right turn lane and some drainage improvements	0	State/City Rd	State/City Rd	\$ 845,848.00	\$ -	\$ 845,848.00	HRTPO
HRTPO	CM	Hammock Rd/US 27 Turn Lane	Hammock Rd turning tight onto US 27	Add an additional right turn lane on Hammock Rd	0	95	70	\$ 805,632.00	\$ -	\$ 805,632.00	HRTPO
Total:								\$ 2,497,328.00	\$ -	\$ 2,497,328.00	

Additional Projects - 2024 Applications (Not Included in Ranking, Ranked by HRTPO or FDOT Only)

SUGGESTED RANKING	PROJECT TYPE	PROJECT NAME	PROJECT LOCATION	PROJECT DESCRIPTION	AADT Volumes	Road Conditions Index	Projected Road Conditions Index	Estimated Total Project Cost	Estimated County Funding	Estimated FDOT Funding	APPROVED RANKING	Proposed Maint Cost
1	CIGP	Wildflower Street Extension	Lake Crews Ave S to Catfish Creek Rd	Extend Wildflower St. south from Lake Crews Ave to Catfish Creek Rd for approximately approximately 1.26 miles (6,652.8 LF) to provide a direct, continuous access to improve emergency response time.	0	0		\$ 3,300,913.98	\$ 825,231.00	\$ 2,475,685.00	HRTPO	
Total:								\$ 3,300,913.98	\$ 825,231.00	\$ 2,475,685.00		

Combined Totals:

Estimated Total Project Cost	Estimated County Funding	Estimated FDOT Funding
\$ 19,348,960.18	\$ 825,231.00	\$ 18,523,731.20

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Ingra Gardner, Director of Community Programs

SUBJECT/TITLE: Request adoption of Resolution 24-25-71 for Budget Amendment 23-24-056 regarding the FY 23/24 State Housing Initiative Partnership Program (SHIP) funds in the amount of \$1,184,677. 00.

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. No revenue from local ad valorem taxes is used for these purposes.

Florida Housing Trust Fund disbursed approximately \$252 million in SHIP funds for Fiscal Year 2023-2024. The State has allocated funds to Highlands County in the amount of \$1,184,677.00 Phase 31 Fiscal Year 2023-2024. Funds will be expended through strategies approved under the Local Housing Assistance Plan (LHAP 2022-2025) covering that year. Budget Amendment 23-24-056 is being proposed to receive and appropriate a total of \$1,184,677.00 awarded to Highlands County for FY 2023-2024.

RECOMMENDED ACTION

Move to adopt Resolution 23-24-71 for Budget Amendment 23-24-056 regarding the FY 23/24 State Housing Initiative Partnership Program (SHIP) funds in the amount of \$1,184,677.00.

FISCAL IMPACT

The Fiscal Impact is an increase to Fund 166 (SHIP) for FY 2023-2024 in the amount of \$1,184,677.00, which \$1,066,209.30 is being appropriated into cost center 5367 and \$118,467.70 into cost center 5366 (SHIP Phase 31).

Attachments: [23-24-056 Proj 22366 SHIP PH 31 Allocate Funds \(BA\).pdf](#)
[23-24-056R Proj 22366 SHIP PH 31 Allocate Funds \(Resolution\).pdf](#)

BOARD OF COUNTY COMMISSIONERS

PAGE 1 of 3

BUDGET AMENDMENTS

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

DATE: 2/12/2024

SUBMITTED BY: Lucy Castillo

FUND(S): 166 FUND TITLE(S): SHIP COST CENTER(S) #: 5366; 5367
 PROJECT(S) #: 22366; 21366 PROJECT TITLE(S): SHIP PH 31 FY 23-24; SHIP PH 30 FY22-23 COST CENTER TITLE(S): SHIP Adminsitrativ; SHIP Program
 *list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	166		3345700Z	Proj. Lower Income Housing Asst	22366	254,480.00	1,184,677.00		1,439,157.00
E	166	5367	54909Z	Proj. Down Payment Assistance	22366	0.00	325,000.00		325,000.00
E	166	5367	54910Z	Proj. Rehabilitation	22366	0.00	321,209.30		321,209.30
E	166	5367	54911Z	Proj. Special Needs/Rental Dev.	22366	0.00	170,000.00		170,000.00
E	166	5367	54937Z	Proj. Foreclosure Intervention	22366	0.00	50,000.00		50,000.00
E	166	5367	54935Z	Proj. Emergency Home Repairs	22366	0.00	50,000.00		50,000.00
E	166	5367	54942Z	Proj. Emerg. Housing Assistance	22366	0.00	150,000.00		150,000.00

REASON: To record the State Housing Initiatives Partnership program grant award received in November 14, 2023 for grant years 7/1/23 - 6/30/26 and to realign the FY 23-24 budget to pay for expenses associated with the SHIP Program.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 23-24-056

TRANSFER TYPE:

Approval

ACTION:

Board Approved Denied
 County Administrator Approved Denied

XX ITEM TO ITEM
 RESERVE
XX BY RESOLUTION
 SUPPLEMENTAL BUDGET

Denial

SIGNATURE: _____

DATE: / /

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

BOARD OF COUNTY COMMISSIONERS

PAGE 2 of 3

BUDGET AMENDMENTS

REQUEST NUMBER 23-24-056

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	166	5366	51200Z	Project Regular Salaries	22366	0.00	42,000.00		42,000.00
E	166	5366	52100Z	Project FICA Taxes	22366	0.00	3,213.00		3,213.00
E	166	5366	52200Z	Project Retirement Contributions	22366	0.00	4,860.00		4,860.00
E	166	5366	52300Z	Project Life & Health Insurance	22366	0.00	28,000.00		28,000.00
E	166	5366	52400Z	Project Workers' Comp	22366	0.00	63.00		63.00
E	166	5366	54000Z	Proj. Travel & Per Diem	22366	0.00	1,780.00		1,780.00
E	166	5366	54100Z	Project Communications	22366	0.00	1,348.00		1,348.00
E	166	5366	54400Z	Project Rental & Leases	22366	0.00	350.00		350.00
E	166	5366	54500Z	Project Insurance	22366	0.00	1,414.00		1,414.00
E	166	5366	54600Z	Project Repair & Maintenance	22366	0.00	380.00		380.00
E	166	5366	54700Z	Project Prininting & Binding	22366	0.00	130.00		130.00
E	166	5366	54900Z	Proj. Other Charges and Obligations	22366	0.00	21,429.70		21,429.70
E	166	5366	55100Z	Project Office Supplies	22366	0.00	500.00		500.00
E	166	5366	55200Z	Project Operating Supplies	22366	0.00	10,000.00		10,000.00
E	166	5366	55211Z	Project Gas & Oil	22366	0.00	500.00		500.00
E	166	5366	55402Z	Project Subscriptions	22366	0.00	1,000.00		1,000.00
E	166	5366	55403Z	Proj. Education & Training	22366	0.00	1,500.00		1,500.00

Form Revised 08/05/2020

BOARD OF COUNTY COMMISSIONERS

PAGE 3 of 3

BUDGET AMENDMENTS

REQUEST NUMBER	23-24-056
----------------	-----------

[illegible]

Form Revised 08/05/2020

RESOLUTION NO. 23-24-71

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 23-24-056 TO THE STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) 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 State Housing Initiatives Partnership (SHIP) 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 23-24-056 is hereby approved and authorized to appropriate SHIP Program Revenues received to Project 22366 for FY23/24 with a net increase in the amount of \$1,184,677.00. The net fiscal impact is an increase to Fund 166 in the amount of \$1,184,677.00.

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 5th day of March, 2024.

HIGHLANDS COUNTY, FLORIDA

By: _____
Kevin J. Roberts, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 5, 2024

PRESENTER: Sherry G. Sutphen, County Attorney

SUBJECT/TITLE: County Attorney Status Report.

STATEMENT OF ISSUE

Attached is a copy of the pending items on the County Attorney File Log as of February 26, 2024.

RECOMMENDED ACTION

None. This is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Legal_Long_Range_Log.docx](#)

Legal Department
Long-range Log

Priority	Matter	Notes
N/A	Employee Manual revisions	
N/A	Purchasing Policy revisions	
1	Hospital sale issues	
2, 7	Annexation issues with all cities (enclaves and roads)	
3, 8	Impact Fees and other funding mechanisms related to growth and infrastructure	
N/A	Revisions to organization of Advisory Boards and Committees	
2, 7	Joint Planning Agreements with cities	
N/A	Procedure/Policies on vacation of a right of way, roadway, easement, or a portion thereof, owned by the County.	
N/A	Various Assessment Resolutions for FY 23-24	
N/A	Update of all County policies which are not codified in a manual	

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: March 28, 2024

PRESENTER: Laurie Hurner, County Administrator

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

RECOMMENDED ACTION

None. This information is being provided for informational purposes only.

FISCAL IMPACT

There is no fiscal impact.

Attachments:

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: February 6, 2024

PRESENTER:

SUBJECT/TITLE: Board payables from to February 6, 2023, to March 4, 2024

Attachments: