HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, March 21, 2023
9:00 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

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

2 INVOCATION

3 PLEDGE OF ALLEGIANCE

4 ANNOUNCEMENTS

The Affordable Housing Advisory Committee will hold a regular meeting, on Wednesday, March 22, 2023, at 3:30 p.m., in the Engineering Training Room, 505 S. Commerce Ave., Sebring

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

6.A *Recognition of Promotions for FF/Medic Jarrod Akins to Lieutenant and FF/Medic Todd Barton to Battalion Chief.*
E. Laney Stearns, Public Safety Director
Ther is no Fiscal Impact.
Lieutenant - Akins, J.pdf
Battalion Chief - Barton, T.pdf

6.B *Recognition of Retirement for Edgar Alido, Building Maintenance Specialist.*
Lance Marine, Parks & Facilities Director
No fiscal impact.

6.C *Highlands County Economic Development Update to the Board of County Commissioners*
Jeff King, Executive Manager of Business and Economic Development
There is no fiscal impact.

6.D *Presentation on the Hicoria Pines Homes Affordable Housing Program*
Tiffany Green, President of Highway Park Neighborhood Council and Dean Wallace, CEO of Hicoria Pines Homes
Corporate Outreach Presentation for HCBOCC Overview.pdf

7 PUBLIC COMMENT

8 CONSENT AGENDA

8.A *Request approval to rename Bell Place to Ron Adams Place.*
Clinton Howerton, Jr., P.E., County Engineer
The fiscal impact will be $200, the cost of two new street signs. Funding is available in Fund 110 - Transportation Trust Fund, Cost Center 4105 - Traffic Operations, Account 55209 - Traffic Control Devices.
Bell Place NW - ADA.pdf
Bell Place to Ron Adams Place - ADA.pdf
Bell Place vs Bell Place NW - ADA.pdf

8.B *Request approval to rename the East-West portions of Wendy Lane and Courtney Lane to Darling Street.*
Clinton Howerton, Jr., P.E., County Engineer
The fiscal impact will be $300, the cost of 2 new street signs. Funding is available in Fund 110 - Transportation Trust Fund, Cost Center 4105 - Traffic Operations, Account 55209 - Traffic Control Devices.
GIS Template - ADA.pdf

8.C *Request approval of a newfull-time position for Local Emergency Management and associated job description.*
E. Laney Stearns, Public Safety Director
The Fiscal Impact is an increase to Fund 005 (general) Cost Center 3991 in the amount of $56,432.16 for the Deputy Emergency Manager position. This is not inclusive of benefits, education, training and uniforms.
Deputy Emergency Manager () 03.21.2023.pdf

8.D *Request adoption of Resolution 22-23-75 for Budget Amendment 22-23-063 to appropriate Fund Balance in the amount of $553.00 to be brought forward from FY 21/22 to FY 22/23 in order to make payments to record satisfactions of mortgages.*
Lucy Castillo, Housing Programs Coordinator
The Fiscal Impact is an increase to Fund 163 (HOME Initiatives Partnership) in the amount of $553.00 and to appropriate into cost center 5345 (HOME Investment Partnership), project 10036, and to realign funding from FY 21/22 to FY 22-23.
22-23-063R Project 10036 HOME Investment Roll.pdf
22-23-063 Project 10036 HOME Investment Roll.pdf

8.E *Request adoption of Resolution 22-23-78 and approval of revisions to the Personnel Manual.*
Sherri Bennett, Human Resource Manager
There will be a fiscal impact in regards to merit eligibility but the dollar amount is unknown at this time.
22.23.78 Resolution Personnel Policy Revisions.pdf

8.F *Request approval of the Florida Department of Agricultural and Consumer Services (FDACS) Florida Forest Service (FFS) wildfire hazard mitigation agreement for wildland vegetative fuel treatment at Grassy Lake Scrub.*
Dawn Ritter, Natural Resources Manager
FDACS-FFS Wildfire hazard mitigation agreement-Grassy Lake Scrub-2023.pdf

8.G *Request adoption of Resolution No. 22-23-74 for Budget Amendment 22-23-062 to purchase a newvehicle for the Health Dept.*

Sherri Bennett, HR Manager
The fiscal impact is an increase to Fund 005 (General) in the amount of $13,391.00 which is being appropriated in Cost Center 5101 (Health Dept.), Account 56400 (Machinery & Equipment).
22-23-062 Health Dept Vehicle Replacement (BA).pdf
22-23-062R Health Dept. Vehicle Replacement (Resolution).pdf

8.H *Request approval for Letters of Support for emergency funding due to Hurricane Ian for the local caladium growers*
Liz Barber, Legislative Affairs & Grants Coordinator
No fiscal impact.
Caladium letter Franklin.sgs.redlines.pdf
Caladium letter Rubio.sgs.redlines.pdf
Caladium letter Scott.sgs.redlines.pdf

8.I *Request adoption of Resolution 22-23-76 for Budget Amendment 22-23-064 to provide funding to replace the concrete driveway at Station 41- Sun n Lake, Lake Placid Fire.*
E. Laney Stearns, Public Safety Director
The fiscal impact is an increase to Fund 181 (Fire Assessment) in the amount of $23,000 which is being appropriated in Cost Center 3217 (Fire Assessment), Account 56300 (Improvements Other Than). In addition, $23,000 is being transferred in Fund 005 (General) from Cost Center 9990 (Budgetary Expenditures AC/005), Account 59900 (Reserve for Contingency) to Cost Center 5105 (Ambulance Service), Account 56300 (Improvements Other Than) for a total project amount of $46,000.
22-23-064 Station 41 Concrete Driveway Replacement (BA).pdf
22-23-064R Station 41 Concrete Driveway Replacement (Resolution).pdf
22-23-064 Station 41 Concrete Driveway Replacement (Reserve).pdf

8.J *Request adoption of Resolution 22-23-77 for Budget Amendment 22-23-065 to remove excess budget due to reclassification of expenses into prior fiscal year.*
David Nitz, OMB Manager
The fiscal impact is a decrease to the General, Transportation Trust, Infrastructure Surtax, Tourist Development Trust, Fire Assessment, HCFPIRN LTD Capital, Solid Waste and Energy Recovery Funds in the amounts of $22,190.52, $7,023.96, $1,028.96, $29,500.00, $28,844.40, $5,137.57, $6,293.32, and $30,129.94, respectively, with an overall budget decrease of $130,148.67.
22-23-065 Encumbrance Roll Adjustments (BA).pdf
22-23-065R Encumbrance Roll Adjustments (Resolution).pdf

8.K *Request approval to cancel two Board meeting dates, on July 6, 2023, and November 21, 2023, and reschedule them for Monday, July 3, 2023, and Tuesday, November 28, 2023, respectively.*
County Administrator Laurie Hurner

8.L *Notification of an award from the Florida Department of Environmental Protection in the amount of $340,000 for a Resilient Florida Planning grant.*
Leah Sauls, Development Services Director
Resilient Florida Program Planning Grant_Awardees List FY 22.23.pdf

8.M *Request approval of Amendment 1 to the American Rescue Plan Act (ARPA) Subrecipient Grant Agreement.*
Dane Garlinghouse, Finance Director, Sun 'N Lake Improvement District
No changes to project totals that would result in a fiscal impact.
Amendment 1. SNL.ARPA.Projects.SGS_.pdf

8.N *Request approval to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary, for the Quarter Ended December 31, 2022.*
Jackie Gabrus, CGFM, Accounting Manager, Highlands County Clerk of Courts

FY 2023 Combined Monthly Report Board Meeting Request Dec 2022.doc
FY 2023 Court-Related and Other Misc Funds Memo Dec 2022.pdf

8.O *Request approval of a five (5) year Sheriff grant application to be submitted to the E911 State Board for consideration of funding.*
Paul Blackman, Sheriff
There is no fiscal impact. This is merely approving the grant application in order for the Sheriff's Office to be considered for the grant funding with no match requirement.
911GrantProgramsApplication.docx
911 Signed project summary.pdf
911 Region 6 Repository and RapidSOS Premium.pdf
911 Region 6 MOU Endorsements to date 2_9_23.pdf
911 Budget Report year 1.pdf
911 Budget Report year 2.pdf
911 Budget Report year 3.pdf
911 Budget Report year 4.pdf
911 Budget Report year 5.pdf

8.P *Creation of new Critical Infrastructure Division, and creation of three (3) associated positions.*
Laurie Hurner, County Administrator
The annual fiscal impact is estimated to increase Fund 401 (Solid Waste) and Fund 005 (General) in the amounts of $34,860 and $111,590, respectively and an estimated decrease to Fund 110 (Transportation Trust) in the amount of $136,450 for personnel costs excluding benefits for the initial reorganization. Operating costs will be minimal in the current fiscal year which will be absorbed in each respective fund.
Crit Inf Dept Administrator () 03.21.2023.pdf
Critical Infrastructure Director () 3.21.2023.pdf
Project Mgr Drainage and Infrastructure () 3.21.2023.pdf

9 COMMITTEE ASSIGNMENTS:

9.A *Request approval to appoint Belinda Decker as Retiree member to the Highlands County Insurance Committee.*
Sherri Bennett, Human Resources
No fiscal impact
Meeting Minutes 3.2.2023.docx

9.B *Request to appoint three (3) alternate voting members to the Highlands County Board of Adjustment (BOA) and the Planning and Zoning Commission and Local Planning Agency (P&Z).*
Rachel Barry, Zoning Supervisor
There is no fiscal impact.
Resumes.pdf

10 PUBLIC HEARING

10.A *Public hearing to consider removal of the local historic designation of that property located at 6926 CR 17 South, Sebring, Florida identified as the Percefull (Barrow) House.*
Melony Culpepper, Assistant Development Services Director/Planning and Zoning Manager
There is no fiscal impact.
Application for Removal of Historic Designation.pdf
Pictures Percefull (Barrow) House.pdf
Ordinance 06-07-38 Adding Local Historic Designation.pdf
Ordinance 22-23-19 to Remove Local Historic Designation.pdf

10.B *Public Hearing to consider approval of Pasco-Pinellas, Hillsborough Health System Inc. DBA AdventHealth Wesley Chapel EMS application for renewal of a Class 2 Basic Life Support Ambulance, and Class 3 Advanced Life Support Certificate of Public Convenience and Necessity (COPCN) serving the entirety of Highlands County with servicing all areas within Highlands County.*
E. Laney Stearns, Public Safety Director
No fiscal impact
application.pdf
Advent Health (1) aff.pdf
AHWC Sunbiz Fictitious Name Filing.pdf
COI.pdf

11 ACTION AGENDA

11.A *Presentation of recommendation from the Highlands County Future Growth Fund Committee and receive direction from the Board for moving forward.*
Leah Sauls, Development Services Director
Clinton Howerton Jr., P.E., County Engineer
There is no fiscal impact.

11.B *Request approval of the Amendment to the Contract for ITB 20-031 between Excavation Point Inc., and Highlands County for Asphalt Resurfacing.*
Jonathan Harrison, Road & Bridge Director
No additional fiscal impact to the Infrastructure Surtax (Fund 151). The amount of $144.19 per ton, not to exceed 2,212 tons, is made available through previously approved Resurfacing funds within Fiscal Year 2022/2023 Budget.
Amendment 3.Excavation Point.SGS.pdf

12 COUNTY ADMINISTRATOR AND LEGAL

12.A *County Attorney Status Report.*
Sherry G. Sutphen, County Attorney
Legal_Long_Range_Log.docx

12.B *Commissioner's Priorities and the Project Status Report.*
Laurie Hurner, County Administrator
There is no fiscal impact.
Commissioner's Priorities (FINAL 3-21-23).pdf
Project Updates (FINAL 3-21-23).pdf

12.C *Request appointment of Clinton Howerton, Jr. P.E., CPM as the Director of Critical Infrastructure.*
Laurie A. Hurner, County Administrator
No fiscal impact.
Howerton Resume 2023.pdf

12.D *Appointment of JD Langford, Jr. P.E. as County Engineer.*
Laurie A. Hurner, County Administrator
langford Resume.pdf

13 COMMISSIONERS

14 INFORMATIONAL

14.A *Board payables from March 7, 2023, to March 20, 2023*

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 21, 2023

PRESENTER: **E. Laney Stearns, Public Safety Director**

SUBJECT/TITLE: **Recognition of Promotions for FF/Medic Jarrod Akins to Lieutenant and FF/Medic Todd Barton to Battalion Chief.**

STATEMENT OF ISSUE

Highlands County Fire Rescue has continued the practice of encouraging all team members to gain additional knowledge, skills, and abilities. Jarrod Akins and Todd Barton were Promoted on March 1, 2023. Jarrod has been employee with Highland County since 2022 and Todd Barton has with Highlands County since 2019.

RECOMMENDED ACTION

Recognition of FF/Medic Jarrod Akins to Lieutenant and FF/Medic Todd Barton to Battalion Chief on their promotions.

FISCAL IMPACT

Ther is no Fiscal Impact.

Attachments: Lieutenant - Akins, J.pdf
Battalion Chief - Barton, T.pdf

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
PUBLIC SAFETY
FIRE RESCUE
4506 Kenilworth Blvd., Sebring, Florida 33870
Office (863) 402-7600 Fax (863) 402-7404 www.highlandsfl.gov

Highlands County Fire Rescue
4506 Kenilworth Blvd
Sebring, Florida 33870

March 1st, 2023

Jarod Akins
Highlands County Fire Rescue
Station 17
Sebring, Florida

Mr. Akins.

I would like to take this opportunity to thank you for your recent participation in the Highlands County promotional process for the position of Fire Lieutenant.

This is the first time this department has formally tested for the promotion of Fire/Rescue Lieutenant, and we hope that you enjoyed the process.

Congratulations, it is our pleasure to announce that you have been selected for the position of Fire/Rescue Lieutenant.

Your promotion date is March1st, 2023, and your new assignment will be on A-Shift at Station 41.

You can expect to have a meeting with your Command Staff will meet with you during your first shift, they will assist you with your transition.

We are very excited for your future as a fire officer for Highlands County Fire Rescue.

Sincerely,

Laney Stearns
Public safety Director/Fire Chief

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
PUBLIC SAFETY
FIRE RESCUE
4506 Kenilworth Blvd., Sebring, Florida 33870
Office (863) 402-7600 Fax (863) 402-7404 www.highlandsfl.gov

Highlands County Fire Rescue
4506 Kenilworth Blvd
Sebring, Florida 33870

March 1st, 2023

Todd Barton
Highlands County Fire Rescue
Station 19
Sebring, Florida

Mr. Barton.

I would like to take this opportunity to thank you for your recent participation in the Highlands County promotional process for the position of Fire/Rescue Battalion Chief.

Congratulations, it is our pleasure to announce that you have been selected for the position of Fire/Rescue Battalion Chief.

Your promotion date is March 1st, 2023, and your new assignment will be on B-Shift as Battalion 2.

You can expect to have a meeting with your Division Chief during your first shift, He will assist you with your transition.

We are very excited for your future as part of the Command Staff for Highlands County Fire Rescue.

Sincerely,

Laney Stearns
Public safety Director/Fire Chief

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Lance Marine, Parks & Facilities Director**

SUBJECT/TITLE: **Recognition of Retirement for Edgar Alido, Building Maintenance Specialist.**

STATEMENT OF ISSUE

Edgar Alido started his career with the County on June 6, 2003 as a Building Maintenance Specialist. Over the years, he has provided the County with exceptional service in the Facilities Maintenance Department. He is a highly qualified professional in HVAC systems, electrical, lighting, elevators, generators and so much more. We would like to honor him for 22 ½ years of service with the County. He is a talented and hard-working team member, and he will be greatly missed.

RECOMMENDED ACTION

Recognize Edgar Alido, Building Maintenance Specialists on his retirement.

FISCAL IMPACT

No fiscal impact.

Attachments:

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER:	**Jeff King, Executive Manager of Business and Economic Development**
SUBJECT/TITLE:	**Highlands County Economic Development Update to the Board of County Commissioners**

STATEMENT OF ISSUE

Highlands County Economic Development will provide a brief update on projects and happenings within the county.

RECOMMENDED ACTION

None. This 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: March 21, 2023

PRESENTER:	**Tiffany Green, President of Highway Park Neighborhood Council and Dean Wallace, CEO of Hicoria Pines Homes**
SUBJECT/TITLE:	**Presentation on the Hicoria Pines Homes Affordable Housing Program**

RECOMMENDED ACTION

Presentation on the Hicoria Pines Homes Affordable Housing Program only, no action is required.

Attachments: Corporate Outreach Presentation for HCBOCC Overview.pdf

HICORIA PINES HOMES, INC.

Building Homes, Building Dreams!

HICORIA PINES HOMES, INC.

Agenda

- Who we are - Our Mission
- USDA, Rural Development (RD) Homeownership Programs
  - 502 Direct Loan Program
  - 523 Self-Help Program
  - 504 Home Repair Program
- Program Highlights
- Questions and Answers

HICORIA PINES HOMES, INC.

Who we are:

- Hicoria Pines Homes, Inc. is a 501(c)3 nonprofit, equal housing opportunity provider and employer. We were formed to bring affordable homeownership programs to the community.

Our Mission:

- Promoting self-sufficiency and economic stability for individuals and families through the development of safe, sustainable, and affordable homeownership.

HICORIA PINES HOMES, INC.

We Offer: Single Family Homeownership Programs

- **Single Family Homeownership Direct Home Loans**
  - **What does this program do?**
    Also known as the Section 502 Direct Loan Program, this program assists low- and very low-income applicants obtain decent, safe and sanitary homeownership in eligible rural areas by providing payment assistance to increase an applicant's repayment ability. Payment assistance is a type of subsidy that reduces the mortgage payment for a short time. The amount of assistance is determined by the adjusted family income.

- **Mutual Self-Help Homeownership (Similar to Section 502 Direct Loan Program)**
  - **What does this program do?**
    Also known as the Section 523 Mutual Self-Help Program, this program assists low- and very low-income applicants obtain decent, safe and sanitary homeownership in eligible rural areas by providing payment assistance to increase an applicant's repayment ability. Payment assistance is a type of subsidy that reduces the mortgage payment for a short time. The amount of assistance is determined by the adjusted family income.
  - Families are placed in groups and assist with the construction of their home.

- **Single Family Homeownership Repair Loans & Grants**
  - **What does this program do?**
    Also known as the Section 504 Home Repair program, this provides loans to very low-income homeowners to repair, improve or modernize their homes or grants to elderly very low-income homeowners to remove health and safety hazards.

HICORIA PINES HOMES, INC.

USDA's 502 Direct, 523 Self-Help Homeownership, & 504 Home Repair Programs

- **Income Limits:** Depends on the family size: Highlands County: Median income is about 48K
- Must be a US citizen or legal resident
- 640 or Higher Credit Score
- 620 or Higher Credit Score for 504 Home Repair Program
- 2-Year work history
- The amount of assistance is determined by the adjusted family income
- Zero Down Payment / No PMI
- Must be your primary residence
- **For Self-Help Only:** (Work in the construction of your home) Construction Experience NOT necessary
- Prefer that Total Debt Ratio not be more than 41%
- Attend homebuyer's workshop

USDA's Guarantee Homeownership Program

- Will recommend to a partner institution

HICORIA PINES HOMES, INC.

Program Highlights:

- 18 Families have been approved for USDA 502 Direct Loans
- 16 families throughout Highlands County are now qualified for new homes.
- 11 homes throughout Highlands County are currently under construction.
- To date, total value to the economy of Highlands County is about $4 Million, not including indirect income.
- 15 additional families are currently on the waiting list to receive assistance

Dean M. Wallace, PMP

Chief Executive Officer

HICORIA PINES HOMES, INC.

"Building Homes, Building Dreams!"

Email: info@hphomes.org
Website: www.hphomes.org
Office: (863) 318-7481
Fax: (321) 599-2594

Toll-Free: (833) 524-3058
Mobile: (240) 461-0201
106 Washington St.
Lake Placid, FL 33852

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21st, 2023

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

SUBJECT/TITLE: **Request approval to rename Bell Place to Ron Adams Place.**

STATEMENT OF ISSUE

Currently, there exists both a Bell Place and a Bell Place NW in Lake Placid. This duplication violates ordinance and causes confusion. Bell Place is a 0.2-mile roadway in Leisure Lakes with one developed property. The property owner of the singular developed parcel along Bell Place has petitioned to change the name of their road to Ron Adams Place. Bell Place NW is a 0.08-mile road with one developed property. E911 has determined that changing the name of Bell Place to Ron Adams Place will facilitate more efficient emergency response and reduce confusion caused by the duplicate names.

RECOMMENDED ACTION

Move to approve renaming of Bell Place to Ron Adams Place.

FISCAL IMPACT

The fiscal impact will be $200, the cost of two new street signs. Funding is available in Fund 110 - Transportation Trust Fund, Cost Center 4105 - Traffic Operations, Account 55209 - Traffic Control Devices.

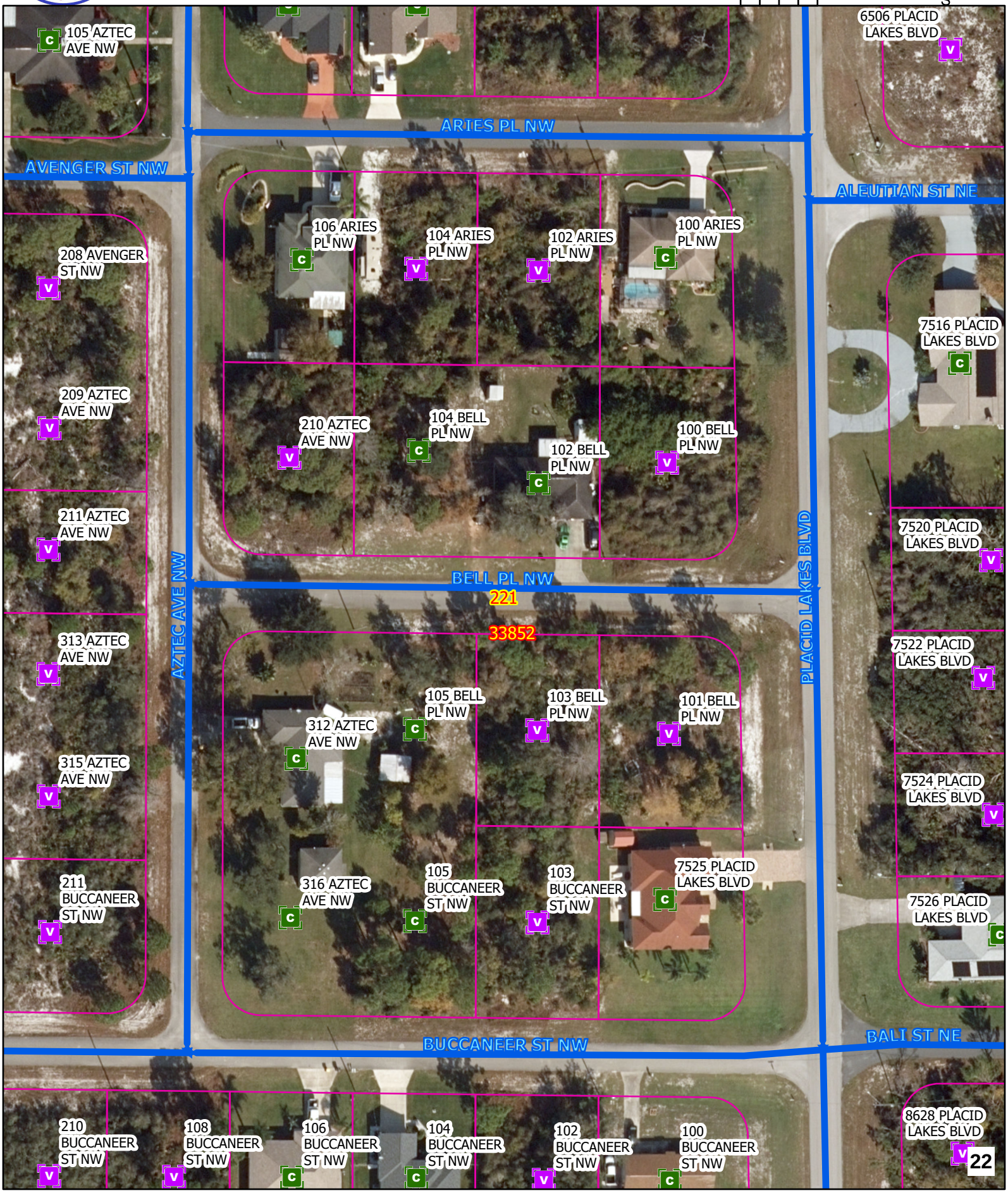
Attachments: Bell Place NW - ADA.pdf
Bell Place to Ron Adams Place - ADA.pdf
Bell Place vs Bell Place NW - ADA.pdf

Bell Place NW

Map prepared by Highlands County GIS. Intended for reference use only.

0 25 50 Feet

N W E S



Bell Place to Ron Adams Place

2

Map prepared by Highlands County GIS. Intended for reference use only.

0 40 80 Feet

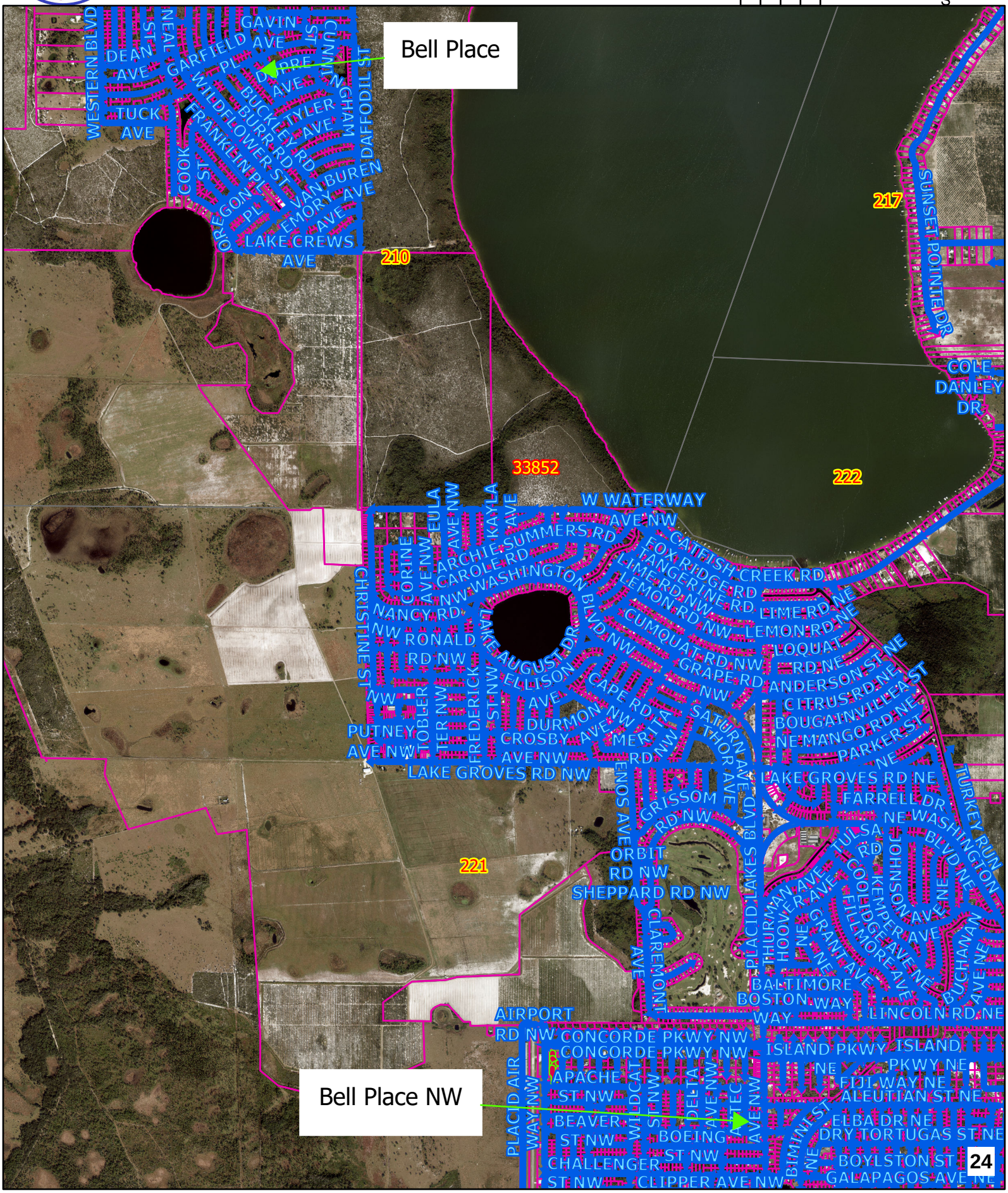


Bell Place vs Bell Place NW

Map prepared by Highlands County GIS. Intended for reference use only.

0 830 1,660 Feet

N W E S



HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

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

SUBJECT/TITLE: **Request approval to rename the East-West portions of Wendy Lane and Courtney Lane to Darling Street.**

STATEMENT OF ISSUE

Currently in Sebring, both Courtney Lane and Wendy Lane have a North-South and East-West section. E911 has requested that portions of both be renamed to reduce confusion. There are currently no active addresses on the East-West sections of either Courtney Lane or Wendy Lane.

RECOMMENDED ACTION

Move to approve the renaming of the East-West portions of Wendy Lane and Courtney Lane to Darling Street

FISCAL IMPACT

The fiscal impact will be $300, the cost of 2 new street signs. Funding is available in Fund 110 - Transportation Trust Fund, Cost Center 4105 - Traffic Operations, Account 55209 - Traffic Control Devices.

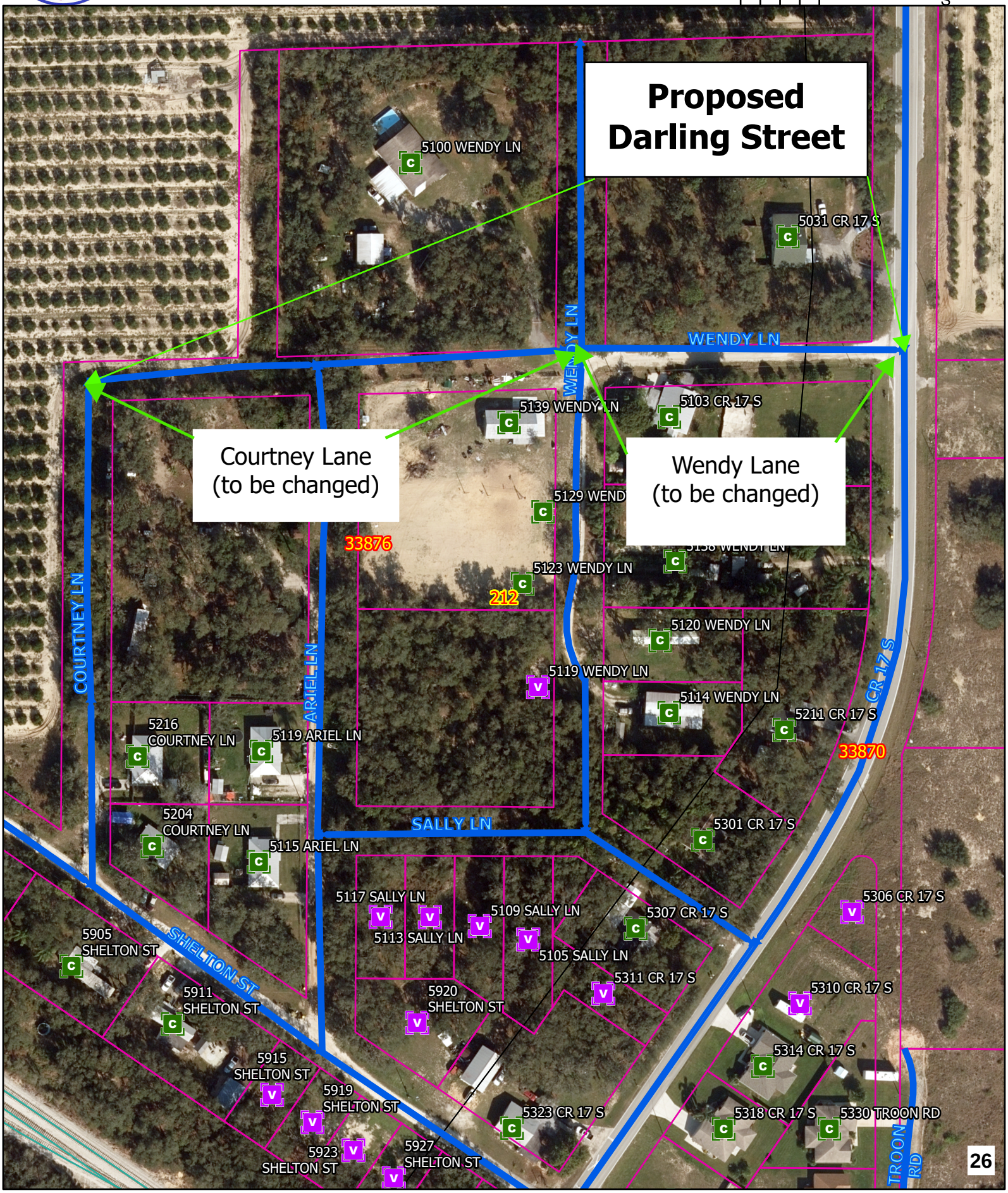
Attachments: GIS Template - ADA.pdf

Portions of Courtney and Wendy Lane to be changed to Darling Street

Map prepared by Highlands County GIS. Intended for reference use only.

0 40 80 Feet

N W E S



HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **E. Laney Stearns, Public Safety Director**

SUBJECT/TITLE: **Request approval of a new full-time position for Local Emergency Management and associated job description.**

STATEMENT OF ISSUE

Attached for your consideration is a new Job Description for the Deputy Emergency Manager position. Emergency Management is responsible for a the development and coordination of emergency disasters throughout Highlands County. This positions will work closely with Manager and aid in procedures of implementing emergency preparedness and recovery. The following position is being requested for approval and respective job description to better reflect the needs of the division and the duties and responsibilities of the Emergency Management.

RECOMMENDED ACTION

Move to approve the new full-time position for Local Emergency Management and associated job description.

FISCAL IMPACT

The Fiscal Impact is an increase to Fund 005 (general) Cost Center 3991 in the amount of $56,432.16 for the Deputy Emergency Manager position. This is not inclusive of benefits, education, training and uniforms.

Attachments: Deputy Emergency Manager () 03.21.2023.pdf

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
JOB DESCRIPTION

REGULAR ☒ **SENIOR MANAGEMENT SERVICE** ☐ **OPS/OTHER** ☐ _____

POSITION INFORMATION

Position Type
Admin ☐ **Director** ☐ **Manager** ☒ **Supervisor** ☒ **Non-Supervisor** ☐

Job Title: Deputy Emergency Manager	**Division**: Public Safety	**Department:** Emergency Management	**Cost Center:** 3991
Job Code: TBA	**Pay Grade**: 114	**Pay Band:** $53,237.89 - $79,856.83	**FTE**: 1.0
Included/Exempt: Exempt	**Type of Transaction**:		
EMPLOYEE:	**Special Risk**: Yes ☐ No ☒	**Overtime**: Yes ☐ No ☒	

1. This position reports directly to: Job Title Emergency Management Manager Job Code 1080 Pay Grade 115

2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:

Emergency Management Planner		
Emergency Management Coordinator		
Emergency Management Adm. Assista		
Emergency Management Secretary II		

POSITION DUTIES & RESPONSIBILITIES

General Description:

A professional position responsible for administrative, managerial, and field work directing Emergency Management.

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.

- Assist the Emergency Manager in planning and directs activities and operations of Emergency Management.
- Conducts educational public relations programs that stimulate the interest of various community groups in emergency management activities.
- Recruits volunteer workers for training courses.
- Instructs specialized course materials, training aids, visual aids, films, publications and arranges special exhibits.
- Assist in the instruction of exercises and simulations to develop effective and coordinated emergency response to civil disasters.
- May be assigned by the Emergency Manager to be the Liaison to dispatch, fire districts, vendor and for E 911 enhancements.
- Will oversee daily duties of the Planning Coordinator and the EM Coordinator
- 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.

* Works closely with FEMA representatives to attain funding and recover funds used during declared emergencies
* Works closely with contracted vendors for recovery funding.
* Reads and understands contracts for vendors and hold the vendors accountable.
* Works closely with the Emergency Manager to ensure emergency management is maintained in an operational state of readiness

* Acts as the Emergency Management Manager when the Emergency Management Manager is unavailable.

Knowledge, Skills, and Abilities:

• Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
• Knowledge of current methods of Emergency Management
• Knowledge of latest training techniques and principles of emergency management
• Knowledge of the grant writing process
* Knowledge of the proper FEMA documentation process.
• Ability to plan, evaluate, assign, and coordinate activities performed by personnel.
• Ability to express oneself clearly and concisely, orally and in writing.
• Ability to establish and maintain effective working relation with emergency personnel, employees, officials and the general public.
• Ability to perform during high stress situations.
• Ability to prepare reports on emergency management activities, policy, and procedural recommendations, and budgetary requirements.
• Skill in managing an essential service with limited program funds.
• Ability to be self-directed and capable of independent decision making.

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:

A minimum of ten (10) years experience in Emergecy Management. A minimum of five (5) years progressive experience in supervision and management, to have included budget management. Extensive experience with the FEMA recovery process. Emergency Management Grant knowledge preferred

Licenses, Certifications, or Registrations:

Certifications and membership in Emergency Management as Identified by the Public Safety Director. Must attain certain EM certifications within probationary period.

Other job related requirements:

Disaster Essential. Paid FIREFIGHTERS in Highlands County will not be able to operate as volunteer FIREFIGHTERS in Highlands County. This does NOT preclude them from being administrative chiefs or administrative members of any Highlands County VFD. A CJIS check is required as part of the background check process.

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

40 hour work week, employee in this position is exempt and will not recieve Overtime

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 ☐ Supervisor/Director Signature:	Title:	Date:

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 21, 2023

PRESENTER: **Lucy Castillo, Housing Programs Coordinator**

SUBJECT/TITLE: **Request adoption of Resolution 22-23-75 for Budget Amendment 22-23-063 to appropriate Fund Balance in the amount of $553.00 to be brought forward from FY 21/22 to FY 22/23 in order to make payments to record satisfactions of mortgages.**

STATEMENT OF ISSUE

The Highlands County HOME Consortia Homebuyer Program served income-eligible homebuyers and assisted those homebuyers to purchase homes within the six (6) counties that made up the Consortia (DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee). The HOME Program provided loans for Purchase Assistance to the homebuyer as a "soft second" mortgage that is forgiven at the end of the appropriate "affordability" period, either 5 years (loans $14,999 or less) or 10 years (loans $15,000 to $25,000). These mortgages are to be satisfied when the homeowner has met the requirements of the mortgage. A satisfaction of mortgage is required and must be recorded in the Official Records of the county in which the mortgage was held. The satisfactions of mortgages that are recorded in the Official records of the other HOME Consortia participating counties require payment of recording fees to those counties.

Budget Amendment 22-23-063 is being proposed to reestablish funding for payments of recording satisfactions of mortgages.

RECOMMENDED ACTION

Move to adopt Resolution 22-23-75 for Budget Amendment 22-23-063 to appropriate Fund Balance in the amount of $553.00 to be brought forward from FY 21/22 to FY 22/23 in order to make payments to record satisfactions of mortgages.

FISCAL IMPACT

The Fiscal Impact is an increase to Fund 163 (HOME Initiatives Partnership) in the amount of $553.00 and to appropriate into cost center 5345 (HOME Investment Partnership), project 10036, and to realign funding from FY 21/22 to FY 22-23.

Attachments: 22-23-063R Project 10036 HOME Investment Roll.pdf
22-23-063 Project 10036 HOME Investment Roll.pdf

RESOLUTION NO. 22-23-75

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-063 TO THE HOME INITIATIVES PARTNERSHIP 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 HOME Initiatives Partnership Fund.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY, FLORIDA AS FOLLOWS:

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

SECTION 2. **Approval of Budget Amendment.** Budget Amendment 22-23-063 is hereby approved and authorized to appropriate Project Fund Balance Forward to Project 10036 for FY22/23. The net fiscal impact is an increase in the amount of $553.00.

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 21st day of March, 2022.

HIGHLANDS COUNTY, FLORIDA

By:_____
Chris Campbell, Chairperson

ATTEST:

_____
Jerome Kaszubowski, Clerk of Court

REVIEWED
O.M.B DEPARTMENT
March 8, 2023
BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS
(Transfers over $5,000 require Board approval)

DATE: **3/2/2023** SUBMITTED BY: **Lucy Castillo**

FUND(S): **163** FUND TITLE(S): **Home Initiaitives Partnership** COST CENTER(S) #: **5345**

PROJECT(S) #: **10036** PROJECT TITLE(S): **Home Investment Partnership** COST CENTER TITLE(S): **HOME Investment Partner**
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	163		3999100Z	Project Fund Balance Forward	10036	0.00	553.00		553.00
E	163	5345	54900Z	Proj Other Charges & Obligations	10036	0.00	553.00		553.00
									0.00
									0.00

REASON: **To bring fund balance forward to make payments to record Satisfaction of Mortgages to other counties.**

OFFICE USE ONLY

OMB RECOMMENDATION:

_____ Approval

_____ Denial

REQUEST # **22-23-063**

ACTION:

Board _____ Approved _____ Denied

County Administrator _____ Approved _____ Denied

SIGNATURE: _____

DATE: ____ / ____ / ____

TRANSFER TYPE:

_____ ITEM TO ITEM
_____ RESERVE
XX BY RESOLUTION
_____ SUPPLEMENTAL BUDGET

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Sherri Bennett, Human Resource Manager**

SUBJECT/TITLE: **Request adoption of Resolution 22-23-78 and approval of revisions to the Personnel Manual.**

STATEMENT OF ISSUE

The personnel manual was last updated in December 2020 and below are the major changes for this update:
- Some information that is specific to Fire Rescue shift employees is replaced with the Collective Bargaining Agreement.
- Payout of Sick Leave wording clarified (Sect. 601:6)
- New employees must work in current job for six months before applying for another internal position. (Sect. 401:6)
- Must give sufficient notice (two weeks) to be eligible for rehire (Sect. 413:1)
- Revise merit eligibility for first year employees. (Sect 705:3) A full time employee will qualify to receive merit if hired between January 1 , 2022 to June 30, 2022. The merit will be based on 50% of the total performance based merit score received had that employee been continuously employed for more than 12 months. For example, if the employee's evaluation was scored in the 3% merit category, then the employee would receive 1.5% (50%) increase.

RECOMMENDED ACTION

Move to adopt Resolution 22-23-78 and approve revisions to the Personnel Manual.

FISCAL IMPACT

There will be a fiscal impact in regards to merit eligibility but the dollar amount is unknown at this time.

Attachments: 22.23.78 Resolution Personnel Policy Revisions.pdf

RESOLUTION NO. 22-23-78

A RESOLUTION OF THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS PERTAINING TO THE PERSONNEL RULES AND REGULATIONS MANUAL; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE REPEAL OF PRIOR RESOLUTIONS; PROVIDING FOR ADOPTION OF THE REVISED PERSONNEL RULES AND REGULATIONS MANUAL; 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, Highlands County maintains an Personnel Rules and Regulations Manual for the purpose of providing detailed policies and expectations for employee conduct and to promote a safe workplace environment where employees are encouraged to conduct themselves in a professional and courteous manner; and

WHEREAS, from time-to-time it is necessary for the County to revise its Personnel Manual to better serve its employees and the citizens of Highlands County; and

WHEREAS, the County has determined that the revisions to its Personnel Rules and Regulations Manual, as set forth herein, are necessary and appropriate

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

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

SECTION 2. Repeal of Prior Resolutions. All Resolutions adopted by Highlands County prior to the effective date hereof which approved the County Personnel Rules and Regulations Manual, or any portions thereof, are hereby repealed in their entirety.

SECTION 3. Adoption of Revised Personnel Rules and Regulations Manual. The Highlands County Personnel Rules and Regulations Manual, as revised, attached hereto as **Exhibit "A**" is hereby approved and adopted for implementation.

SECTION 4. Implementation of Administrative Actions. The County Administrator is hereby authorized and directed to take such actions as deemed necessary and appropriate in order to implement the provisions of this Resolution. The County Administrator may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such County employees as deemed effectual and prudent.

SECTION 5. Savings Clause. All prior actions of Highlands County pertaining to the adoption of the County Personnel Rules and Regulations Manual, which is the subject of this Resolution, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

SECTION 6. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

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

SECTION 8. Severability. If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

SECTION 9. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 21st day of March 2023.

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

By: _____
Chris Campbell, Chairman

ATTEST:

_____
Jerome Kaszubowski,
Clerk of Court

Exhibit "A"
Personnel Rules and Regulations Manual

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000 – GENERAL PROVISIONS

POLICY 001 - FUNCTIONS OF THIS MANUAL

It is the policy of the Highlands County Board of County Commissioners (Board), that this manual is designed and intended to be used as a working outline of the basic personnel policies, practices, and procedures for the organization. This manual is not intended, nor shall it be construed, to alter the employment at-will relationship in any way. For further details on employment at-will, refer to Policy 002, Employment At-Will. The primary purpose of this manual is to ensure that employees of Highlands County are dealt with in a consistent and fair manner and that all personnel policies and practices are applied evenly.

001:1 GENERAL PROVISIONS

1. This manual contains general statements of Board policy designed to serve as a framework. It should not be read as including the fine details of each procedure or as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The Board may add, revoke or modify policies in this manual as needed with or without notice.
2. Employees are encouraged to submit suggestions to Human Resources when policies need to be amended or changed to reflect the current working conditions and/or practices.
3. Human Resources is responsible for recommending, developing, revising, and implementing personnel policies, subject to the approval of the County Administrator and adoption by the Board of County Commissioners. The County Administrator may approve changes to Florida Statute references and the Appendices. All policy changes require Board approval.
4. Department Directors, Supervisors, and employees should refer to this manual whenever questions of policy interpretation or implementation arise. Issues needing clarification should be referred to Human Resources.
5. Departments may develop and implement specific standard operating procedures on a departmental basis as needed to meet specific operational needs, provided they are consistent with the general framework provided by this manual. All such departmental practices should be submitted to Human Resources prior to implementation to assure consistency with Board practices and policies.

001:2 CONFLICT WITH STATUTES

In the event any provision of this manual is or becomes in conflict with any federal, state, or local law, such provision is, to the extent that it is in conflict, hereby automatically amended to conform to such law. The remainder of this manual shall remain in full force and effect, unless and until modified by the Board.

POLICY 002 - EMPLOYMENT AT-WILL

It is the policy of the Highlands County Board of County Commissioners (Board), that all employees who do not have a written employment contract with the Board for a specific, fixed term of employment are employed at-will, for an indefinite period.

002:1 GENERAL PROVISIONS

1. At-Will Employment. All employment in Florida is considered to be "at-will" for all employees who do not have a formal written employment contract for a specified, fixed term. "At-will" means that employees are free to terminate their employment with an employer for any reason or no reason at all. Likewise, employers have the same rights and are free to hire and discharge employees at any time, providing the reason for the discharge or hire is not discriminatory for a legally prohibited reason.
2. No Board representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel are not to make any representations to employees or applicants concerning the terms or conditions of employment with the Board which are not consistent with Board policies. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, are meant to alter the at-will nature of employment or imply that discharge will occur only for cause and should not be interpreted that way.
3. This policy may not be modified by any statements contained in this manual or any other employee handbooks, employment applications, recruiting materials, memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an expressed or implied contract of employment for a definite period, nor an expressed or implied contract concerning any terms or conditions of employment. Similarly, Board policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the Board's part, or as stating in any way that termination will occur only for "just cause". Statements of specific grounds for termination set forth in this manual or in any other Board documents are illustrative examples only, not all-inclusive lists, and are not intended to restrict or modify the right to terminate at-will.
4. Completion of a probationary period or conferral of regular status does not change an employee's status as an employee at-will or in any way restrict the County Administrator's right to terminate such an employee or change the terms or conditions of employment.

POLICY 003- CODE OF EMPLOYER-EMPLOYEE RELATIONS

It is the policy of the Highlands County Board of County Commissioners (Board), to implement fair and effective personnel policies and require all employees to serve the County's best interests.

003:1 GENERAL PROVISIONS

1. The Board's goals for employees include the following:
   a. To provide equal employment opportunity and treatment regardless of race, religion, color, sex, gender, age, national origin, disability, or veteran status.
   b. To provide compensation commensurate with the level of work to be performed.
   c. To establish reasonable hours of work.
   d. To monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety.
   e. To offer training opportunities for those whose capabilities and responsibilities warrant such training.
   f. To be receptive to constructive suggestions which relate to the job, working conditions, or personnel policies.
   g. To establish appropriate means for employees to discuss matters of interest or concern with their immediate Supervisor or Department Director.
2. The Board expects all employees to:
   a. Interact with citizens in a professional manner.
   b. Perform assigned tasks in an efficient manner.
   c. Be punctual and presentable.
   d. Demonstrate a considerate, friendly, and constructive attitude toward fellow employees.
   e. Adhere to the polices adopted by the Board.
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POLICY 004 - PERSONNEL RECORDS

It is the policy of the Highlands County Board of County Commissioners (Board), that Human Resources is responsible for administering all personnel programs required by this manual. Human Resources will establish records required by these rules and regulations, and any other records which are necessary to substantiate compliance with the laws relating to personnel matters.

004:1 EMPLOYMENT RECORDS

1. Human Resources shall maintain an individual personnel file for each employee which will include, but not be limited to, the following:
   a. Original signed Employment Application.
   b. Original Personnel Requisition, signed by appointing authority.
   c. A copy of the Certificate of Eligible from which appointment was made.
   d. Examination or interview score sheets for each position to which appointed.
   e. Original Oath of Loyalty, signed by the employee and properly notarized.
   f. Original background investigation reports.
   g. Reports of personnel actions reflecting original appointment, reinstatement, promotion, demotion, reassignment, termination, lay-off, suspension, reduction in pay, change in status, change in pay rate, change in position or title, and any other personnel actions pertinent to the employee's record.
   h. Copies of correspondence directly related to the employee's work record.
   i. Original, signed Performance Evaluations.
   j. A copy of all correspondence pertaining to Workers' Compensation.
2. An original Payroll Action Form (PAF) affecting the employee's compensation shall be furnished to the individual responsible for preparing payroll. Such form is the only authority for making payroll changes.
3. Employees are responsible for ensuring that their records are up to date. Human Resources shall be notified in writing of any changes to the employee's contact information (name, address, telephone number, emergency contact). Employees are responsible for providing proper notification to Human Resources for changes to benefits and tax withholding. These changes may include marital status, name changes, and dependent information.
4. Employee personnel files shall only be maintained by Human Resources. Individual departments shall not maintain any type of employee personnel file. Any violation of this policy may result in disciplinary action, up to and including termination.

~~5. Human Resources will coordinate with Fire Rescue for the maintenance of personnel files for volunteers of Fire Rescue.~~

004:2 INSPECTION OF PERSONNEL RECORDS

1. Personnel files will be made available for inspection pursuant to the requirements set forth in Chapter 119, Florida Statutes; and pursuant to any relevant privacy laws and statutes governing public records, especially the Health Insurance Portability & Accountability Act of 1996 (HIPAA).
2. Items contained within the file which are exempted from disclosure by statute or guarded by the Uniform Privacy Act will be removed prior to inspection by outside sources. These items include protected health information, designations of

beneficiary and/or next of kin information, information regarding bank accounts, and participation in deferred compensation and retirement investment enrollment elections.

3. Normal documents generated as a result of Board employment, such as Performance Evaluations, disciplinary actions, payroll actions, etc., will not be removed prior to inspection and review by outside sources.
4. Review of the personnel file must be accomplished in the presence of Human Resources or an authorized representative.
5. Employees may request one copy of their personnel file at no cost, while employed. All additional copies are subject to the standard fee schedule for public records.

004:3 REPORTS

In addition to specific personnel reports required by other provisions of these rules and regulations, Human Resources shall also complete and submit other personnel reports as required by local, state, and federal law.

POLICY 005 - SOLICITATION AND DISTRIBUTION

It is the policy of the Highlands County Board of County Commissioners (Board), to prohibit solicitation and distribution on its premises by employees and non-employees, unless they have prior approval to do so. Solicitation is defined as any activity conducted for the purpose of advertising, promoting, or selling any product or service. Solicitation and distribution by employees ~~is~~are only permitted as outlined below.

005:1 GENERAL PROVISIONS

1. The Board limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations, can be detrimental to employee efficiency, and can pose a threat to security. This includes the use of any form of written or electronic communication to solicit/distribute to employees.
2. Employees of the Board are prohibited from engaging in solicitation of fellow employees during working time. Working time shall not be construed to apply to break periods and mealtimes, whether paid or unpaid, or other specified periods during the workday when employees are not engaged in performing their work tasks.
3. The County Administrator may authorize a limited number of Board-sponsored fund drives on behalf of charitable organizations or special causes. Employee contributions are voluntary, and employees are not to be discriminated against because of their willingness or unwillingness to participate. Coercion of an employee to make contributions will not be tolerated.
4. Distribution of literature by employees during working hours, in areas where the actual work of employees is performed, is prohibited. This shall not be construed to prohibit the distribution of literature in such areas not specifically devoted to the performance of employees' official duties, during rest break and meal periods, or while off-duty.
5. Board technology (computers, telephones, email, tablets, etc.) may not be used to distribute literature at any time.
6. The Board maintains bulletin boards in designated work areas to communicate information to employees and to post notices required by law. These bulletin boards are for the posting of Board information and notices only, and only persons designated by the County Administrator, Department Director, Human Resources, or their designee, may place notices on or take down material from the bulletin board. Departments may maintain an internal bulletin board, not visible to the public. The materials posted on departmental bulletin boards will be at the discretion of the Department Director or County Administrator.
7. Florida Statutes govern political activity of all Board employees. All Board employees are encouraged to be politically aware and active, and to exercise their right to vote. However, active political campaigning or solicitation for political contributions while on duty is prohibited.
8. Employees shall not use County property, equipment, or vehicles except in the performance of official duty, nor permit their use by an unauthorized person, either on or off duty. Employees may be allowed to use vehicles to and from work with permission of the County Administrator and as authorized.~~per de minimus functions as outlined~~ For questions see ~~in~~ Section 11 - Motor Vehicle Operation of the Highlands County Safety Handbook.

100 – EMPLOYEE BEHAVIOR

POLICY 101 - BEHAVIOR OF EMPLOYEES

It is the policy of the Highlands County Board of County Commissioners (Board), that certain rules and regulations regarding employee behavior are necessary for the efficient operations of the County and for the benefit and safety of all employees. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the County. Conduct that interferes with operations that discredit the Board, or that is offensive to citizens, customers, or coworkers, will not be tolerated, and may be subject to appropriate disciplinary action.

101:1 GENERAL PROVISIONS

1. Employees are ~~expected at all times~~always expected to conduct themselves in a positive manner so as to promote the best interests of the County. The following general guidelines may be further specified by the Department Director:
    a. Reporting to work on time, as scheduled, ready to begin work at the proper workstation, at the assigned starting time.
    b. Giving adequate and proper advance notice whenever unable to work or to report on time.
    c. Complying with all Board safety and security procedures.
    d. Wearing clothing appropriate for the work being performed, as determined by the County Administrator, the Department Director, or the employee's Supervisor.
    e. Eating meals only during meal periods and only in the designated eating areas.
    f. Maintaining ~~work place~~workplace and work area cleanliness and orderliness.
    g. Treating all citizens, visitors, and fellow employees in a courteous manner.
    h. Refraining from behavior or conduct that could be deemed offensive or undesirable, or which is contrary to the County's best interests (including conduct outside of work while in clothing or vehicles that identify or imply the individual is or may be a Board employee and may be on duty).
    i. Performing assigned tasks efficiently and in accordance with established quality standards.
    j. Following any proper and appropriately given instruction or assignment.
    k. Reporting to management suspicious, unethical, unsafe or illegal conduct, by fellow employees or citizens.
    l. Following all federal, state, and local laws and ordinances.
2. The examples above are simply illustrative of the type of behavior ~~expected, and~~expected and are not intended to be an all-inclusive listing. Any questions of the purpose, content, or application of this policy should be directed to Human Resources.

POLICY 102 - ATTENDANCE AND PUNCTUALITY

It is the policy of the Highlands County Board of County Commissioners (Board), to require employees to report for work punctually as scheduled and to work as required, including regular hours and any required overtime.

102:1 GENERAL PROVISIONS

1. Tardiness and poor attendance disrupt workflow and customer service~~,~~ and will not be tolerated. Unauthorized and/or excessive absences or tardiness will result in disciplinary action, up to and including termination.
2. Supervisors shall notify employees of the normal work schedule including starting, ending, and break times through direct communication and/or posting of schedules. Employees are expected to be engaged in carrying out their duties during all scheduled work time.
3. Employees are compensated during approved absences in accordance with the appropriate leave policies. Failure to notify the Supervisor properly of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action.
4. Employees should notify their Supervisor as far in advance as possible, but no less than one (1) hour before their scheduled start time whenever they are unable to report for work. Such notification should include when the employee can be expected to report for work.
5. Employees who are delayed more than 15 minutes in reporting for work and who have not notified their Supervisor of their expected tardiness may not be allowed to work the balance of the workday at the discretion of the Supervisor. Such time for hourly employees will be classified as Leave Without Pay.
6. Employees must report to their Supervisor after being late or absent and may be required to certify that they are fit to return to work. Employees who have been absent three (3) or more scheduled workdays within a 30-day period may be required to provide a doctor's note before returning to work.
7. Employees who report for work without proper equipment or in improper attire may not be permitted to work at the discretion of the Supervisor. Such time for hourly employees will be unpaid pending the employee's return with the proper equipment or attire.
8. Employees who report for work in a condition deemed unfit for work, will not be allowed to work. Such time may be classified as Leave Without Pay.
9. Employees who are absent from work without giving proper notice may be considered as having voluntarily separated. At that time, Human Resources will formally note the voluntary separation as job abandonment and advise the employee of the action by certified mail.
10. Employees are expected to report for work during inclement weather conditions if the County Administrator does not declare an emergency closing. Certain specified employees may be required to report to work even in the event of a declared emergency closing.
11. Employees on workers' compensation leave are required to provide the same proper notice as other employees. Doctor's notes must be definite in date to constitute proper notice.

POLICY 103 - PERSONAL APPEARANCE OF EMPLOYEES

It is the policy of the Highlands County Board of County Commissioners (Board), that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

103:1 GENERAL PROVISIONS

1. Employees are ~~expected at all times~~always expected to present an image appropriate to the work being performed. Appropriate personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Board.
2. The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and ~~comfort, but~~comfort but should still be as neat and business-like as working conditions permit.
3. Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their job.
4. Any employee who does not meet the standards of this policy will be required to take remedial action to correct the problem, which may include leaving the premises. Any work time missed because of failure to comply with this policy will be classified as Leave Without Pay for hourly employees. Repeated violations of this policy will be cause for disciplinary action, up to and including termination.
5. Any employee who is issued or provided a uniform, will be required to wear such items during normal business hours. If the ~~employee~~employee's name is to be displayed on the uniform, only the legal name shall be ~~displayed;~~displayed, no nicknames.

POLICY 104 -TOBACCO-FREE WORKPLACE

It is the policy of the Highlands County Board of County Commissioners (Board), to promote the healthiest environment possible for employees and visitors while providing proactive leadership in tobacco avoidance. Reducing tobacco use increases productivity in the workplace, decreases absenteeism, and may reduce medical expenditures and costs associated with tobacco use. The Board adheres to the requirements of the Florida Indoor Clean Air Act as set forth in Chapter 386, Florida Statutes. Accordingly, the use of tobacco products is expressly prohibited in or on County owned property.

104:1 DEFINITIONS

1. County owned property. Real property and tangible personal property including, but not limited to, buildings, portions of buildings, land, equipment, machinery, and motor vehicles that are operated by, owned by, leased to, or rented to the County, other than road rights-of-way, parks, and boat ramps.
2. Tobacco. Any lighted or unlighted cigarette, cigar, pipe, hookah, bidi cigarette, clove cigarette, or any other smoking product; any smokeless tobacco product such as spit tobacco, dip, chew or snuff in any form; and any e-cigarette or vaping device.
3. Tobacco Use. The consumption, ignition, inhalation or other use of tobacco in any manner; however, mere possession without additional use shall not constitute tobacco use under this policy.

104:2 GENERAL PROVISIONS

1. Tobacco use is prohibited on County owned property.
2. Tobacco products may not be sold or dispensed on County owned property,
3. This policy applies to ~~each and every~~every person on County owned property.
4. Signs will be prominently and visibly posted at the entrance to each County building and other facility that advise employees, visitors, and other persons of this policy.
5. Human Resources shall:
   a. Inform all applicants for employment of this policy.
   b. Provide a copy of this policy to those applicants.
   c. Obtain a signed acknowledgment of receipt of that information and a copy of this policy from all applicants upon employment.
6. Human Resources shall inform all new employees of this tobacco-free policy during employee orientation. However, any failure to inform a candidate or employee of the tobacco-free policy shall not be deemed a waiver of the employee's obligation to follow the tobacco-free policy.
7. The enforcement of the tobacco-free policy is the responsibility of all Board employees. Employees are required to exercise common courtesy and to respect the needs and sensitivities of coworkers and other persons with respect to the application and enforcement of this policy.

104:3 VIOLATIONS

1. A violation of this tobacco-free policy shall constitute grounds for discipline in the same manner as other employee policy violations.

2. Any other complaints regarding tobacco use on County owned property should be directed to the Department Director of the affected facility.

104:4 TOBACCO USE CESSATION PROGRAMS

The Board shall provide resource information on tobacco use cessation programs to the employees who request it. If possible, these materials should be available in display areas. Employees may contact Human Resources regarding the availability of tobacco use cessation programs.

POLICY 105 - DRUG–FREE WORKPLACE

It is the policy of the Highlands County Board of County Commissioners (Board), to institute and maintain a drug-free work force and to provide a drug-free ~~work place~~workplace through fair and reasonable drug testing methods.

105:1 SCOPE

This document describes the current policy and ~~practices, and~~practices and will be interpreted and administered by the County Administrator. This policy applies to all applicants (including rehires) and current employees.

105:2 DEFINITIONS

In accordance with Chapter 112.0455, Florida Statutes, the Drug-Free Workplace Act, the following definitions shall be applied in interpreting this policy:

1. "Drug" means alcohol, including distilled spirits, wine, malt beverages, and intoxicating liquors; amphetamines; cannabinoids; cocaine, phencyclidine (PCP); hallucinogens; methaqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or a metabolite of any of the substance listed herein.
2. "Drug test" or "test" means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of a drug or its metabolites.
3. "Confirmation test," "confirmed test," or "confirmed drug test" means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen. The confirmation test must be different in scientific principle from that of the initial test procedure. This confirmation method must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.
4. "Reasonable suspicion drug testing" means drug testing based on a belief that an employee is using or has used drugs in violation of the County's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:
    a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
    b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
    c. A report of drug use, provided by a reliable and credible source, which has been independently corroborated.
    d. Evidence that an individual has tampered with a drug test during his employment with the County.
    e. Information that an employee has caused, or contributed to, an accident while at work.
    f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the County's premises or while operating the County's vehicles, machinery, or equipment.
5. "Specimen" means tissue, hair, or product of the human body capable of revealing the presence of drugs or their metabolites.

6. "Controlled substance" means a drug which has been declared by federal or state law to be illegal for sale or ~~use, but~~use but may be dispensed under a physician's prescription. Such drugs include those classified as narcotics, stimulants, depressants, hallucinogens and cannabis.

105:3 POLICY OBJECTIVES

The Board values its employees and recognizes their need for a safe and healthy work environment. Establishment of a drug-free policy is consistent with the Board's objective of providing a safe and healthy work ~~environment, and~~environment and is in the County's best interests. Drug use and controlled substance abuse is inconsistent with the law-abiding behavior expected of all citizens, especially those employed by a government agency. In addition, drug use and controlled substance abuse inflict a terrible toll on productive resources and the health and well-being of our workers. Employees who use drugs and engage in controlled substance abuse tend to be less productive, less reliable, and prone to greater absenteeism, resulting in the potential for increased cost, delay, and risk to other Board employees and to citizens. For these reasons, the County will not tolerate drug use, sale or possession, or controlled substance abuse by its employees.

105:4 ADMINISTRATION

To achieve a drug-free work force and to provide a workplace free from drug use and controlled substance abuse, the Board will conduct the following drug testing and will ~~take action~~act accordingly as provided below. In addition, the Board categorically prohibits the manufacture, distribution, dispensation, possession, or the unlawful sale of drugs by Board employees, on or off County property. This prohibition shall not apply to the possession or consumption of alcohol off County property while the employee is off duty, or to the possession or consumption of alcohol while the employee is off duty at an event in a County building where alcohol may be dispensed according to building use policies adopted by the Board.

The County Administrator reserves the right, at his or her sole discretion, to terminate any employee whose confirmed drug test results are positive, or to refer such employee to a program in accordance with Section 105:6 Drug-Free Awareness Program.

105:5 TYPES OF TESTS

The Board may require drug testing in the following circumstances:

1. For all job applicants that will fill a safety-sensitive position, at any time before they are employed by the Board.
2. For Board employees:
   a. From time to time, as part of a fitness-for-duty medical examination, or as part of a test for all employees of the job title or group.
   b. For a particular Board employee who holds a safety-sensitive position, upon reasonable suspicion (as defined above) of drug use by such employee.
   c. As a follow-up to an employee assistance program or an alcohol and drug rehabilitation program when the employee has entered such program in the course of employment with the Board.

ANY JOB APPLICANT (FILLING A SAFETY-SENSITIVE POSITION) WHO REFUSES TO TAKE A DRUG TEST AS REQUIRED BY THIS POLICY WILL BE DENIED EMPLOYMENT WITH THE BOARD. SIMILARLY, ANY EMPLOYEE WHO REFUSES TO TAKE A TEST REQUIRED AS

PROVIDED ABOVE SHALL BE SUBJECT TO DISCIPLINE UP TO, AND INCLUDING, TERMINATION.

105:6 DRUG-FREE AWARENESS ~~PROGRAM~~

To assist employees in understanding and avoiding the perils of drug use and controlled substance abuse, the Board ~~will provide a drug-free awareness program. The Board will use this program in an ongoing educational effort to prevent and discourage drug use and controlled substance abuse. The drug-free awareness program~~ will inform employees about:

1. The dangers of drug use and controlled substance abuse.
2. The Board's Drug-Free Policy.
3. The availability of treatment and counseling for employees who voluntarily seek such assistance.
4. The sanctions the Board will impose for violations of its Drug-Free Policy.

Supervisors and other appropriate personnel will be aware of the Board's procedures for handling and assisting employees who are subject to the effects of drug use.

105:7 ASSISTANCE IN OVERCOMING ILLEGAL DRUG USE OR CONTROLLED SUBSTANCE ABUSE

Early recognition and treatment of drug use is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption. The Board encourages the earliest possible diagnosis and treatment for drug ~~use, and~~use and supports sound treatment efforts. Whenever feasible, and subject to the limitations described here, the Board will assist employees in overcoming drug use. However, the decision to seek diagnosis and accept treatment for drug use is primarily the individual employee's responsibility.

Self-Referral: Employees with personal drug use or controlled substance abuse problems should request assistance through Human Resources or the Board's Employee Assistance Program. Assistance will be provided on a confidential basis, and each employee will be referred to the appropriate treatment and counseling services. Employees who voluntarily request assistance, through Human Resources or the Employee Assistance Program, in dealing with drug or controlled substance abuse problems may do so without jeopardizing their continued employment with the Board.

Employer Referral: Employees who test positive for drug use and who are referred, at the County Administrator's request, for counseling or treatment will be limited to one opportunity for a counseling or treatment program to cease the use of drugs. A second positive test for the use of drugs will result in immediate termination. Employees terminated for this reason may be ineligible for rehire.

Employees who are referred for any other reason, at the County Administrator's request, for a counseling or treatment program will be limited to one opportunity for counseling or treatment to cease the use of drugs. Any positive test for the use of drugs following treatment and counseling will result in immediate termination. Employees terminated for this reason may be ineligible for rehire.

Special Considerations: All self-referrals or employer referrals for employee treatment and counseling will require, at a minimum, that the employee immediately cease any drug use, and that the employee be subject to quarterly testing for two (2) years. The County Administrator is required in certain situations to report an employee's involvement with drug

use or controlled substance abuse to agencies concerned with public security, health, and safety. In all these situations, the County Administrator may terminate the employee.

Human Resources will maintain a list of Employee Assistance Programs available to Board employees, at their own or at their health insurer's expense.

105:8 AUTHORIZED USE OF PRESCRIBED MEDICINE

Any employee using prescription or nonprescription medications may report such use in a form provided for such purpose by the County at the time the employee's specimen is collected. The employee may also disclose this use to his or her Supervisor, the Risk Management Coordinator, or Human Resources after taking the test. Such disclosure will be kept confidential by the County and will be used only in connection with the drug test. For a detailed listing of medications, refer to Chapter 112.0455, Florida Statutes.

105:9 LIST OF DRUGS

The laboratory may test for any drugs listed in Chapter 112.0455, Florida Statutes.

105:10 CONSULT THE LABORATORY

Job applicants and active employees have the right to consult the testing laboratory for technical information regarding prescription and non-prescription medication.

105:11 RIGHT TO APPEAL

An employee or job applicant who receives a positive confirmed drug test may explain or contest the result to the Medical Review Officer (MRO) employed by the drug-testing laboratory within five (5) business days after written notification of the positive test result by the MRO. If an employee or job applicant's explanation or challenge is unsatisfactory to the MRO, the person may contest the drug test result, as provided by 112.0455 (14), (15) Florida Statutes; Chapter 440, Florida Statutes; and applicable regulations, including Florida Administration Code 38F-9.009.

A job applicant or active employee has the responsibility of notifying the drug testing laboratory of any administrative or civil action brought pursuant to Chapter 112 or 440, Florida Statutes. The laboratory will maintain the sample until the case or administrative appeal is settled.

105:12 CONFIDENTIALITY

Absent written consent, all information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received by the Board as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, or by court order, the County will not release such information without a written consent signed voluntarily by the person tested.

105:13 WORKERS' COMPENSATION

An active employee who is injured on the job and who refuses to submit to a drug test, or whose confirmed drug test is positive, will be denied workers' compensation medical and indemnity benefits, in accordance with Chapter 440, Florida Statutes, and applicable regulations.

105:14 ALCOHOL USE OR POSSESSION ON COUNTY PREMISE

The use, possession, sale, or distribution of alcohol on or in County owned property is prohibited and constitutes a violation of County policy subject to disciplinary action up to and including termination.

105:15 ALCOHOL OR DRUG ASSISTANCE PROGRAMS

Employees who desire help with an alcohol-related problem may request assistance through Human Resources or the Employee Assistance Program. Assistance will be provided on a confidential basis, and each employee will be referred to the appropriate treatment and counseling services.

Employees who voluntarily request assistance through Human Resources or Employee Assistance Program may do so without jeopardizing their continued employment with the Board.

105:16 PROHIBITIONS

The Board prohibits the following, and any employee violating these rules is subject to discipline including termination:

1. Unlawful use, possession, manufacture, distribution, dispensation or sale of illegal drugs, alcohol or controlled substances, whether on or off County premises and whether during working hours or nonworking hours, or in County vehicles.
2. Unlawful use, possession, manufacture, distribution, dispensation or sale of alcohol, whether on or off County premises during working hours, in County vehicles during working or non-working hours, and on County premises during non-working hours.
3. Storing any drug in a locker, desk, automobile, or other repository on County premises.
4. Testing positive for drugs or controlled substance without a legal basis for use.
5. Switching or adulterating any urine sample submitted for ~~testing, or~~testing or submitting a false sample for testing.
6. Failing, when requested by the County Administrator, to enroll in any alcohol or drug treatment or counseling ~~program, or~~program or failing to adhere to the requirements of the program.
7. Being convicted under any criminal drug statute for a violation occurring in the workplace or outside the workplace.
8. Failing to notify Human Resources of any conviction under any criminal drug statute within five (5) business days of the event.
9. Failing to comply with rules and regulations promulgated under any testing programs maintained by the Board.
10. Consumption of any alcoholic beverages, controlled substances, or illegal drugs during duty hours including breaks, lunches, and extended periods of duty.
11. Reporting to work while under the influence of alcoholic beverages, controlled substances, or illegal drugs.

105:17 GROUNDS FOR TERMINATION OR DISCIPLINE

Employees who violate this policy in any manner, who refuse to submit to a drug test or alcohol test after being requested to test, or who tamper with a drug or alcohol test, shall be subject to disciplinary action, up to and including termination.

200 – SAFETY AND ETHICS

POLICY 201 - WORKPLACE SAFETY

It is the policy of the Highlands County Board of County Commissioners (Board), to comply with all applicable federal, state, and local health and safety regulations, and to provide a work environment as free as feasible from recognized hazards. Employees are expected to comply with all safety and health requirements, whether established by management or by federal, state, or local law.

201:1 SAFETY

1. All Board employees are encouraged to incorporate safety and loss prevention in their daily activities.
2. Supervisors' safety responsibilities include:
    a. Familiarizing themselves with all safety and health procedures relevant to the operations under their supervision.
    b. Inspecting their work areas and equipment periodically.
    c. Training their employees in safety matters or arranging for such training where appropriate and keeping logs of such training activities.
    d. Identifying conditions that are recognized in the County as being unsafe.
    e. Completing accident reports and submitting them to Risk Management within 24 hours.
3. Employees should immediately report to their Supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries or property damage to Board employees or others.
    a. The Workers' Compensation Supervisor and Employee First Report of Injury form must be completed and returned to Risk Management within 24 hours after the occurrence of any injury to a Board employee.
    b. For motor vehicle accidents involving County Vehicles, the Loss/Accident Report shall be completed and returned to Risk Management within 24 hours after the occurrence of the accident.
    c. Failure to report an injury or motor vehicle accident within 24 hours may result in disciplinary action, up to and including termination.
4. The Board will provide special clothing or equipment, or may reimburse for it, when such clothing or equipment is required by regulation or by Board policy. Such clothing and equipment, if provided, must be used. Employees are responsible for the proper use and maintenance of such clothing and equipment and will be subject to disciplinary action for failure to comply with this obligation.
5. An employee may be required to pay up to the full replacement cost for any Highlands County equipment or property that is lost or damaged due to misconduct, misuse, or neglect on the part of the employee.
6. Supervisors must not discharge or discriminate in any manner against an employee because the employee has in good-faith, initiated a safety-related proceeding, has testified in such a proceeding, or has otherwise exercised any right afforded by law.
7. Each department must meet state and federal rules and standards and be responsible for developing a set of safety rules, policies, and regulations that pertain to their own ~~particular operations~~operations. It is the responsibility of every

employee to know and adhere to the safety rules and regulations which apply to the area in which he or she is working or may be visiting.

8. All Board employees required to drive a vehicle for work-related business, whether a County vehicle or their own vehicle, must possess a valid Florida operator's or commercial license, as appropriate, and maintain a safe driving record. The Supervisor must certify that the employee is capable of operating all motor-powered and self-propelled equipment required in the performance of the employee's work.
9. To protect the public, employees shall cultivate the habit of being cautious when doing work on public streets or private property. Every precaution must be taken to warn and protect the public from harm, which would result from construction or working repairs of job site conditions. Dangerous areas must be protected by barricades, warning signs, or persons designated to watch the area.

POLICY 202 - WORKPLACE VIOLENCE

It is the policy of Highlands County Board of County Commissioners (Board), to provide a safe environment for working and conducting business. The County Administrator will not ignore, condone, or tolerate acts of violence committed by or against employees, or members of the public, while on County property or while performing work-related business at other locations. Board employees determined to be in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

202:1 VIOLENCE DEFINED

1. The term "violence" has been defined as: An unjust or unwarranted exertion of force, action, power, or vehement rough language against a person, property, rights, or laws of an injurious or destructive nature.
2. The word violence in this policy shall include, but is not limited to, any act or behavior that:
    a. Constitutes a physical assault.
    b. Consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual.
    c. Carries the potential for physical harm to another individual (as would be interpreted by a reasonable person).
    d. Involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening.
    e. Menaces another (as would be interpreted or perceived by a reasonable person).
    f. Consists of a communicated or reasonably perceived threat to destroy property; or a reasonable person would perceive as obsessively directed, e.g. intensely focused on a grudge, grievance, or romantic interest in another person, and reasonably likely to result in harm or threats of harm to persons or property.
3. Violent acts and behavior can take any one of many forms. Such conduct might be physical or nonphysical, verbal or nonverbal, direct or indirect, and explicit or implicit.

202:2 RESPONSIBILITIES

The County Administrator takes every workplace violence issue seriously. As a means for prevention, Board employees are strongly urged to take appropriate action immediately upon knowledge of violent behavior taking place either on County property, or regarding any legitimate interest of the Board. All employees are empowered to call 911 in an emergency situation, i.e. assault, direct threat of immediate violence, suicide attempt, or any crime in progress.

202:3 INVESTIGATION OF ALLEGATIONS

The County Administrator recognizes that workplace violence investigations require discretion and sensitivity to protect the rights of all persons involved, and shall proceed in a manner that demonstrates objectivity, fairness, and a concern for confidentiality.

202:3(a) INVESTIGATION ASSIGNMENT AND PROCEDURE

Who Shall Conduct Investigations:

1. Incidents involving an emergency situation and/or criminal activity will be referred to the Highlands County Sheriff's Office or the appropriate jurisdiction for investigation.

An internal investigation may occur simultaneously if it does not interfere with the efforts of the outside investigator.

2. For incidents that do not involve an emergency situation and/or criminal activity, Human Resources, in consultation with the County Administrator, will determine the appropriate course of investigation.

Investigation Process:

Due to the varying nature of violence in the workplace, the County Administrator reserves the right to conform the investigative process as appropriate to handle the sensitive and subtle considerations presented by workplace violence issues on a case-by-case basis.

202:3(b) COOPERATION AND CONFIDENTIALITY

1. Employees are required to fully cooperate in any internal investigations that may be conducted. This includes, but is not limited to, answering all questions honestly and fully.
2. Employees interviewed at any time during an investigation shall keep any and all information that is shared during the investigation strictly confidential and shall not, under any circumstance, discuss the information or the investigation with anyone other than authorized persons.
3. Failure to cooperate with an investigation, or failure to abide by the rule of confidentiality, will be grounds for disciplinary action.
4. All reasonable and lawful efforts to keep the information provided in the complaint and investigation process as confidential as practically possible to provide for a thorough investigation, and to the extent permitted by Florida law.
5. Nothing in this section will apply to compromise an accused individual's rights protecting against self-incrimination in a criminal investigation.

202:3(c) RETALIATION PROHIBITED

1. Retaliation against employees for reporting workplace violence or assisting in the investigation of a complaint is prohibited and will not be tolerated.
2. Retaliation includes, but is not limited to, such acts as refusing to recommend an employee for a benefit for which he or she qualifies, spreading rumors about the employee, encouraging hostility from coworkers, or escalating the violent situation.
3. Employees who wish to bring complaints of retaliation should follow the procedures set forth in Section 203:5(a)Reporting Complaints.

POLICY 203 - HARASSMENT POLICY

Employees are entitled to work in an environment that is productive but not coercive; friendly, yet at the same time professional. The Board's policy concerning unlawful harassment is in keeping with this philosophy, viewing such behavior as unproductive, coercive in nature, unfriendly, and decidedly unprofessional.

203:1 POLICY

Harassment that is unlawful negatively affects morale, motivation, and work performance, as well as absenteeism and turnover. The Board does not tolerate any form of discrimination or harassment on the basis of age, race, sex, religious belief, color, national origin, disability/handicap, gender, genetics, or any other category of protected persons as prohibited by law.

203:2 DEFINITION

Harassment on the basis of age, race, sex, religious belief, color, national origin, disability/handicap, gender, genetics, or any other category of protected persons, or other status as prohibited by law, is illegal. Verbal or physical conduct may constitute unlawful harassment when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person, i.e. pay increases, promotions, job assignments, etc.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

203:3 SEXUAL HARASSMENT

Sexual harassment may consist of:

1. Making sexual advances or seeking sexual favors or actions from an employee in exchange for better working conditions, a promotion, raise, or other improvement of job condition.
2. Asking for sexual favors.
3. Making sexual comments or jokes.
4. Unwanted physical contact.

This is not a complete list of sexual harassment behaviors. If any employee feels that they are put in an uncomfortable position because of their sex, this could be considered harassment.

203:4 EXAMPLES OF OTHER INAPPROPRIATE BEHAVIOR

Specific examples of inappropriate or illegal behavior include, but are not limited to:

1. Negative or offensive comments, jokes, or suggestions about another employee's gender or sexuality.
2. Obscene or lewd sexual comments, jokes, suggestions, or innuendos.
3. Slang names or labels that others find offensive, i.e. honey, sweetie, boy, girl, etc.

4. Making negative comments about or calling attention to an employee's body or sexual characteristics.
5. Laughing at, ignoring, or minimizing the complaints of an employee who experiences sexual harassment.
6. Continuing certain behavior after a coworker has objected to that behavior.
7. Displaying nude or sexual pictures, cartoons, etc. on County property.

203:5 INTERNAL COMPLAINT PROCEDURES

Employees having reason to believe they have been subject to harassment are urged to bring their concerns to the attention of their immediate Supervisor, Department Director, Human Resources, or to the County Administrator, as appropriate.

203:5(a) REPORTING COMPLAINTS

1. Employees who bring complaints of harassment from anyone in current employment of the Board, including any Supervisors, co-workers, or visitors, are urged to report such conduct within seven (7) business days of the occurrence of the incident(s) in question to their Supervisors, so that the complaint may be investigated and resolved. Prompt reporting of incident(s) allows for timely investigation of the incident(s) while witnesses have immediate recollection of the facts and for quick resolution of complaints.
2. If the complaint involves the employee's Supervisor or someone in the direct line of supervision, or if the employee is for any reason uncomfortable in bringing the complaint to his or her immediate Supervisor, the employee may bring the complaint his or her Department Director, Human Resources, or to the County Administrator, as appropriate.
3. If the accusation of a violation of the policy is made to a Supervisor, it shall be forwarded immediately by the Supervisor to Human Resources in person or by telephone, and reported to the Department Director. Failure to follow this procedure subjects the Supervisor to disciplinary action.

203:5(b) INVESTIGATION OF ALLEGATIONS

1. All complaints will be investigated as expeditiously and as professionally as possible. To provide consistency and objective third party determination, Human Resources shall be the department afforded the responsibility to investigate allegations of harassment, to determine probable cause, and to be available to recommend appropriate corrective action; unless special circumstances require that Human Resources assign a specific investigation to another party or agency.
2. During the investigation, the accused party may be placed on administrative leave with pay.
3. Regardless of the outcome of the investigation, resolution of the complaint will be communicated to all parties involved. Such communication shall include what actions have been taken and reference the appeals process if the parties are not satisfied with the final resolution of the issue.
4. If the investigation confirms the allegations in the complaint, prompt and appropriate corrective and disciplinary action, up to and including termination may be taken.
5. Human Resources shall maintain a log of recommended disciplines, disciplinary actions taken, and associated circumstances for all incidents of harassment, in order

to provide a framework for reasonably uniform and consistent application of such disciplinary actions.

203:5(c) COOPERATION & CONFIDENTIALITY

1. Employees are required to fully cooperate in any internal investigations that may be conducted. This includes, but is not limited to, answering all questions honestly and completely.
2. Employees interviewed at any time during an investigation shall keep any and all information that is shared during the investigation strictly confidential and shall not, under any circumstances, discuss the information or the investigation with anyone other than authorized individuals.
3. Failure to cooperate with an investigation, or failure to abide by the rule of confidentiality, may be grounds for disciplinary action.
4. All reasonable and lawful efforts will be made to keep the information provided to Human Resources or designee in the complaint and investigation process as confidential as practically possible to provide for a thorough investigation, and to the extent permitted by Florida and/or Federal law.

203:5(d) RETALIATION PROHIBITED

1. Retaliation against employees for reporting harassment or assisting the designated personnel in the investigation of a complaint is illegal and will not be tolerated.
2. Retaliation includes, but is not limited to, such acts as refusing to recommend an employee for a benefit for which he or she qualifies, spreading rumors about the employee, encouraging hostility from coworkers, or escalating the harassment.
3. Employees who wish to bring complaints of retaliation should follow the procedures set forth in Section 203:5(a) Reporting Complaints.

203:5(e) KNOWINGLY MAKING FALSE COMPLAINTS/ACCUSATIONS

1. No disciplinary or other personnel actions will be taken against any employee who makes a good faith complaint of sexual harassment, workplace harassment, or provides information in good faith in any investigation, whether the investigation proves or disproves the claim.
2. The County Administrator recognizes that false accusations of harassment have a serious effect on morale in the workplace. If after investigating a harassment complaint, the County Administrator concludes that an employee has made a complaint in bad faith or knowingly provided false information regarding a complaint, disciplinary action will be taken against the individual.

~~**203:6 HARASSMENT AVOIDANCE TRAINING**~~

~~Upon orientation, all new employees will be informed of the Board's policies on equal opportunity, discrimination, and harassment, including the procedure for reporting a complaint.~~

POLICY 204 - CODE OF ETHICS

It is the policy of the Highlands County Board of County Commissioners (Board), that all employees are expected to conduct their professional lives in a completely ethical, truthful, and honorable manner in all dealings with the public and other Board employees.

All employees, including the Board's contract employees (i.e. County Administrator, County Attorney), will conduct themselves in a professional manner so as to maintain public confidence in their profession, their county government, and the public trust.

The Board recognizes that it is essential to the proper conduct and operation of government that public officials and employees be independent and impartial and that their public office not be used for private gain other than for the compensation as provided by law. The public interest requires this code protect against any conflict of interest and establish standards for the conduct of government employees in situations where conflicts may exist.

All Board employees will conduct their official affairs in such a manner so as to not be improperly influenced by anyone in the performance of their official duties.

The Board further recognizes that it is also essential that government attract those citizens best qualified to serve. Thus, policies against conflict of interest must be designed as not to impede unreasonably or unnecessarily on the recruitment and retention of those best qualified to serve.

To this end, the Board remains committed to upholding the high standard of ethics for all public officers and employees as set forth in Part III of Chapter 112, Florida Statutes.

204:1 GENERAL PROVISIONS

1. No Local Officer as defined by Florida Statutes or employee of the Board, including contract employees, shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity, or incur any obligation of any nature which is in conflict with the proper discharge of his or her duties in the public interest.
2. The Local Officers and employees of the Board, including contract employees, are agents of the people and hold their positions for the benefit of the public. Such Officers and employees are bound to observe, in their official acts, the highest standards of ethics regardless of personal considerations, recognizing that promoting the public interest and maintaining the respect of the people in their government is of foremost concern.

204:2 GIFTS TO COUNTY EMPLOYEES

Employee acceptance of loans, advances, gifts, gratuities, favors, or entertainment from a supplier, bidder, or other party doing business with or desiring to do business with the Board is improper. Detailed procedures concerning gifts is specified in the Purchasing Manual.

204:3 CONFLICTS OF INTEREST

1. The Board adheres to the principles and precepts contained in the Code of Ethics for Public Officers and Employees, Chapter 112 (Part III), Florida Statutes. If an employee is in doubt as to whether a conflict of interest exists, it is that employee's responsibility to seek clarification via this process.

2. Employees in a position to influence actions and decisions regarding the Board's administration shall refrain from relationships which may adversely affect the exercise of their independent judgment in dealing with suppliers and bidders.
3. An outside personal economic relationship which affords present or future financial benefits to an employee, their family, or individuals with whom they have business or financial ties may be a conflict of interest requiring evaluation by the County Administrator.
4. An employee having an outside personal economic relationship under the conditions specified above shall file a sworn statement to this effect with Human Resources.
5. It is improper for employees to use their position with the Board to obtain or attempt to obtain any special preferences, privileges, or exemptions for themselves or for others.
6. No employee shall disclose confidential information gained by reason of their official position, nor shall the employee use such information for personal gain or benefit.

204:4 POLITICAL ACTIVITIES AND UNLAWFUL ACTS

Board employees are governed by the provisions of Section 99.012, Florida Statutes, relating to political activities and unlawful acts. Employees filling positions in Board departments receiving federal funds are also subject to the provisions of the Federal Hatch Act regarding political activities.

204:5 ADMINISTRATION OF THE CODE OF ETHICS

1. Where a question arises concerning whether or not any activity conforms to the Code of Ethics, the County Administrator, with advice from the County Attorney and Human Resources as needed, shall decide the question.
2. Any employee wishing to determine whether a proposed activity would be prohibited may document the circumstances of the proposed activity and request an opinion from Human Resources. Copies of the request and the resulting opinions shall be provided to the Department Director prior to engaging in the activity.
3. Employees who violate the Code of Ethics as defined herein, or in Chapter 112, Florida Statutes, and in addition to any other criminal or civil penalty that may be imposed, shall be subject to disciplinary action, consisting of one or more of the following:
    a. Restitution of any pecuniary benefit from the violation.
    b. Civil penalties pursuant to Section 112.317(b) 6, Florida Statutes.
    c. Reduction in salary level.
    d. Demotion.
    e. Suspension from employment for not more than ninety (90) calendar days without pay.
    f. Dismissal from County employment.
4. Violations of this Code of Ethics by contract employees may be grounds for termination of the contract employee for "just cause" as that term may be applied in the individual employment contract(s).
5. When approved by the County Administrator as involving no conflict of interest or activity which interferes with their employment, an employee may be a candidate for or hold local public office, unless otherwise prohibited by law.

POLICY 205 - EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Highlands County Board of County Commissioners (Board), to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated against based upon age, race, sex, religious belief, color, national origin, disability/handicap, gender, genetics or any other legally protected group/class.

205:1 GENERAL PROVISIONS

1. The Board may, consistent with applicable laws, choose to establish programs to achieve prompt and full utilization of minorities, the disabled, veterans, and women at all levels and in all segments of the work force. The results of these program(s) are to be reviewed periodically and modified as necessary to achieve their stated objectives.
2. The Board, as a matter of policy and practice, shall not:
    a. Fail or refuse to hire or to discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's age, race, sex, religious belief, color, national origin, disability/handicap, gender, genetics, or any other legally protected group/class.
    b. Limit, segregate, or classify employees in any way which would deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect the status as an employee, because of such individual's age, race, sex, religious belief, color, national origin, disability/handicap, gender, genetics, or any other legally protected group/class.

205:2 EMPLOYMENT

1. Human Resources is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. These may include, but are not limited to:
    a. Assisting management in collecting and analyzing employment data.
    b. Developing policy statements and programs emphasizing recruitment and retention techniques designed to comply with the equal employment policies of the Board.
    c. Complying with various statutory record-keeping and notice requirements in order to ensure full compliance with all employment-related statutes and regulations.
    d. Keeping employees informed of the latest developments in equal employment opportunity laws and regulations.
2. Any communication from an employee or applicant for employment, an external agency, or an attorney concerning any equal employment opportunity matter is to be referred to Human Resources.
3. While overall authority for implementing this policy is assigned to Human Resources, an effective equal employment opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employee or applicant who feels they may have been subjected to any form of employment discrimination has a responsibility to report this fact to their Supervisor and/or Human Resources.

205:3 REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Human Resources will assist departments in the reasonable accommodation process for those employees with a qualifying disability, in order to enable them to perform the essential functions of their job.

1. Employees who are diagnosed by a health care provider as having a qualifying disability and who want a reasonable accommodation should inform Human Resources of their need as soon as possible. The employee's medical condition should be kept confidential, as required by law.
2. Employees who have a qualifying disability and who want an accommodation should provide Human Resources with any pertinent medical records needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. The medical record must reflect the limitation(s) for the accommodation(s) that the employee is seeking. Employees are encouraged to suggest possible accommodations.
3. Human Resources may also require a doctor's certification of an employee's ability to perform duties safely or to assist in determining appropriate accommodations. Additionally, Human Resources may request that an employee submit to a medical examination if it believes the employee is a health or safety threat to themselves or others.
4. In attempting to reach a reasonable accommodation with a person with a qualifying disability, Human Resources will consult with the person with the disability to reach an accommodation to perform the essential functions of the job.

205:4 AGE DISCRIMINATION

1. The Board acknowledges the value in the skills and experience possessed by older workers. These workers are not only an asset to the community; they are a valuable resource of knowledge and experience. The Board bases its employment decisions solely on abilities and qualifications.
2. It is the policy of the Board to not discriminate against a worker or applicant on the basis of age, and to uphold the principles set forth in the federal Age Discrimination in Employment Act (ADEA) and the Florida Civil Rights Act.
3. The Board, as a matter of policy and practice, shall not:
    a. Fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's age.
    b. Limit, segregate, or classify employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect the status as an employee, because of such individual's age.
    c. Discriminate against any of its employees or applicants for employment, because such employee or applicant has opposed any practice made unlawful under ADEA or the Florida Human Rights Act, or because such employee or applicant has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or litigation under the ADEA or the Florida Civil Rights Act.

205:5 COMPLAINTS

Anyone having reason to believe they may have been subjected to discrimination ~~are~~ is urged to bring those concerns to the Human Resources Manager, who serves as the County's EEO and ADA Coordinator. The complaint procedure is detailed in Policy 207, Discrimination Complaint.

POLICY 206 - AMERICANS WITH DISABILITIES NON-DISCRIMINATION POLICY

It is the policy of the Highlands County Board of County Commissioners (Board), to ensure that full consideration is given to individuals with disabilities for employment. The Rehabilitation Act of 1973 was enacted to "promote and expand employment opportunities in the public and private sectors for handicapped individuals and to place such individuals in employment." Section 504 of the Rehabilitation Act of 1973, as amended by 45 CFR, Part 84, however, does not protect all "handicapped persons." In order to be considered as within the protected class/group, an individual must be a "qualified person with a handicap or disability." With respect to employment, the affected individual must be able "with reasonable accommodations (to) perform the essential functions of the job in question." The Americans with Disabilities Act of 1990 and as amended in 2009, Title I, Employment, further outlines the federal law that protects qualified individuals who have disabilities from being discriminated against in all phases of employment.

206:1 GENERAL PROVISIONS

1. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Board will not discriminate against qualified individuals who have a physical or mental impairment which substantially limits one or more major life activities, have record of such impairment, or is regarded as having such impairment.
2. The ADA does not require the Board to take any action that would fundamentally alter the nature of its employment ~~needs, or~~needs or impose an undue financial or administrative burden.

206:2 COMPLAINTS

Anyone having reason to believe they may have been subjected to discrimination are urged to bring those concerns to the Human Resources Manager, who serves as the County's EEO and ADA Coordinator. The complaint procedure is detailed in Policy 207, Discrimination Complaint.

POLICY 207 - DISCRIMINATION COMPLAINT

It is the policy of the Highlands County Board of County Commissioners (Board), that anyone having reason to believe they have been subjected to discrimination ~~are~~is ~~-~~urged to bring those concerns to the attention of their immediate supervisor or Human Resources.

207:1 PROCEDURES

1. The complaint should be in writing using the Discrimination Complaint Form and contain information about the alleged discrimination, including the name, address, phone number of complainant, location, date, and description of the alleged discrimination. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities, upon request.
2. The complaint should be submitted by the grievant or his or her designee as soon as possible, but no later than fourteen (14) business days after the alleged violation to:

   Human Resources Manager, EEO/ADA Coordinator
   600 South Commerce Avenue
   Sebring, FL 33870

3. Within fourteen (14) business days after receipt of the complaint, the Human Resources Manager or his/her designee will meet with the complainant to discuss the complaint and the possible resolution.
4. Within fourteen (14) business days of the meeting, the Human Resources Manager or his/her designee will respond in writing explaining the position of the Board.
5. If the response by the Human Resources Manager or his/her designee does not satisfactorily resolve the issue, the complainant or his or her designee may appeal the decision, within fourteen (14) business days after receipt of the response, to the County Administrator.
6. Within fourteen (14) business days after receipt of the appeal, the County will meet with the complainant to discuss the complaint and possible resolution.
7. Within fourteen (14) business days after the meeting, the County Administrator will respond in writing with a final resolution of the complaint.

207:2 RECORDS

1. All written complaints received by the Human Resources Manager, appeals to the County Administrator, and responses will be retained by the Board for at least three (3) years.
2. Records generated as a result of action taken under the provisions of this policy are exempt from public examination per Section 119.07(3) (p), Florida Statutes, until a finding is made relating to probable cause, the investigation of the complaint becomes inactive, or the complaint or other record is made part of the official record of any hearing or court proceeding.

300 - ELECTRONIC SYSTEMS, TECHNOLOGY, AND COMMUNICATIONS

POLICY 301 - USE OF COMMUNICATION SYSTEMS AND TECHNOLOGY

It is the policy of the Highlands County Board of County Commissioners (Board), to provide or contract for the communication systems and equipment necessary for the conduct of its business.

301:1 GENERAL PROVISIONS

1. Employees should familiarize themselves with the communication systems and equipment used by the Board. Most of these systems and equipment have usage charges or other related expenses. Employees should be aware of these charges and expenses and should exercise care in choosing the proper technology for each business communication. Employees should consult their Supervisor if there is a question about the proper technology to use.
2. Employees may not use the Board's address for receiving personal ~~packages,~~ ~~and~~packages and may not use Board stationery or postage for personal letters. Employees should exercise care so that no personal correspondence appears to be an official communication of the County.

301:2 PERSONAL USE OF COUNTY TECHNOLOGY

1. The computer and telecommunication systems are a vital part of Board operations and every effort shall be taken to ensure their availability and proper use. This usage policy is established to ensure users are aware of the proper use of these systems.
2. Users should understand that all information generated on Board equipment is the sole property of the Board, and that employees and private parties hold no ownership of any such information or equipment. Moreover, any such work products will, in most cases, be considered public record. This includes but is not limited to reports, letters, email, etc. This information is subject to monitoring at any time, with or without notice, at the sole discretion of the Board. Users of these systems are specifically informed that there is no expectation of privacy between the user and the Board for any data created or stored in the systems described.
3. Prohibitions. All users are prohibited from:
    a. Theft, damage, or destruction of computing equipment, facilities, programs, or data.
    b. Accessing, copying, or modifying computers, programs, or data without proper authorization.
    c. Reproducing or allowing others to reproduce copyrighted software material in any form without proper authorization.
    d. Accessing or using computers, programs, or data which are not authorized to the user's account.
    e. Sharing personal access codes.
    f. Sharing any security related procedures, files, or accounts with unauthorized persons.
    g. Interfering with computer systems, telecommunications facilities, networks, or other resources including e-mail systems, such that the activities of other users are inhibited or disrupted (e.g. introducing computer viruses, worms.).
    h. Intentionally rendering computer systems, telecommunications facilities, networks, or other resources inoperative (e.g. "crashing" the system or network).

i. Using computer systems, telecommunications facilities, networks, or other resources including e-mail systems, for private commercial purposes including, but not limited to, the promotion of "for profit" and or privately owned businesses or sale of private property.
j. Using computer systems, telecommunications facilities, networks, or other resources including e-mail systems to abuse, defame, harass, or threaten another individual or group, commit fraud, or distribute other unlawful messages.
k. Use of computer systems, telecommunications facilities, networks, or other resources for frivolous or non-productive purposes as defined by the Board.
l. Users shall not change computer settings that could be considered security related (such as network settings, screen saver password protection and timeout, etc.).
m. Users shall not move or relocate networked computer systems (such as the G or O drive). Users are required to receive prior written or electronic authorization by the administrators of the network prior to moving telecommunication equipment. Desktop, Notebook, Laptop, and ~~Hand Held~~Handheld computers may be excluded from this requirement.
n. Users shall not setup any type of automatic forwarding of outside e-mail to any County e-mail from a home or remote computer.
o. All other unauthorized acts or uses of computing facilities or resources, or any other actions not in accordance with the policies of the Board may result in disciplinary action, up to and including termination.

POLICY 302 - ELECTRONIC MESSAGES

The Highlands County Board of County Commissioners (Board) reaffirms its commitment to government in the sunshine and public records laws with the following policy concerning the receipt of, response to, and retention of e-mail, text messages, instant messages, multimedia messages, chat messages, and other electronic messages regardless of the means of transmittal (collectively "Electronic Message").

302:1 SCOPE

In accordance with the Chapter 119, Florida Statutes, this policy applies to any Electronic Message sent to or by any County Commissioner, employee, contract employee, volunteer, agent, contractor, advisory board, committee, or task force, or member thereof, or other person or private entity subject to record retention pursuant to Florida Sunshine Law (collectively "Covered Sunshine Person or Entity").

302:2 ELECTRONIC MESSAGES

For purposes of this policy, the term "County-related" means related to the County board, commission, committee or work group of which the Sunshine Person is a member or the work being performed by the Sunshine Person or Entity for the County.

302:2(a) FOR THOSE HAVING AN ASSIGNED COUNTY E-MAIL ADDRESS

1. The County has developed methods of storing e-mail sent from and received by County e-mail addresses assigned by the Clerk of Courts Information Technology Department in compliance with Florida law. Therefore, a Covered Sunshine Person or Entity having an assigned County e-mail address need not take any action to comply with Florida law regarding retention of e-mail sent from or received by those assigned e-mail addresses unless the retention period for that public record is longer than the e-mail system archival period. For additional information on e-mail system archival periods and procedures for records retention, please refer to the Board's E-mail Categories/Disposition Policy and related procedures for retention and disposal of e-mail.
2. The Board and Board employees shall not conduct County business through Electronic Messages other than through County e-mail addresses assigned by the Clerk of Courts Information Technology Department and other platforms supported by the Information Technology Department.
3. In the event that any Covered Sunshine Person or Entity having an assigned County e-mail address receives an Electronic Message with content subject to Florida Sunshine Law by way of a system other than the County e-mail address assigned to them, that Covered Sunshine Person or Entity shall, for purposes of retention of public records, forward that Electronic Message or a screenshot of that Electronic Message to his or her assigned County e-mail address with an appropriate subject heading that clearly identifies the message content so that the resulting County e-mail message may be retrieved by keyword search if a public records request is later made for documents regarding that content. The Covered Sunshine Person or Entity shall immediately notify the sender of the Electronic Message, by telephone call or by use of his or her assigned County e-mail address, to send Electronic Messages only to the recipient's assigned County e-mail address.

302:2(b) FOR THOSE NOT HAVING AN ASSIGNED COUNTY E-MAIL ADDRESS

1. Sending - A covered Sunshine Person or Entity that does not have an assigned County e-mail address shall, for purposes of retention of public records, include the

assigned County e-mail address of the County employee who is the assigned County contact for that Covered Sunshine Person or Entity and a subject heading that clearly identifies the message content on all County related e-mail sent by that Covered Sunshine Person or Entity so that the resulting County e-mail message may be retrieved by keyword search if a public records request is later made for documents regarding that content.

2. Receiving - In the event that any Covered Sunshine Person or Entity that does not have an assigned County e-mail address receives a County-related Electronic Message, that Covered Sunshine Person or Entity shall, for purposes of retention of public records, forward that Electronic Message or a screenshot of that Electronic Message to the assigned County e-mail address of the County employee who is the assigned County contact for that Covered Sunshine Person or Entity with an appropriate subject heading that clearly identifies the message content so that the resulting County e-mail message may be retrieved by keyword search if a public records request is later made for documents regarding that content. The Covered Sunshine Person or Entity that does not have an assigned County e-mail address shall also immediately notify the sender of the Electronic Message, by telephone call or by use of e-mail sent also to the assigned County e-mail address of his or her assigned County contact, to send messages to the Covered Sunshine Person or Entity only by e-mail that is also sent to the assigned County e-mail address of the assigned County contact for the Covered Sunshine Person or Entity.

POLICY 303 - SOCIAL MEDIA POLICY

The Highlands County Board of County Commissioners (Board), reaffirms its commitment to government in the sunshine and public records law by adopting this Social Media Policy concerning the receipt, retention, and display of social media. This policy and procedures govern the use of social media by County personnel and officials.

303:1 SCOPE

This Social Media Policy shall apply to all County Commissioners, employees, contract employees, volunteers, and members of advisory boards, committees, and task forces appointed by the Board of County Commissioners (individually and collectively referred to herein as a Covered Person).

For purposes of this policy, Social Media is defined broadly to encompass any form of online interaction in virtual communities, networks, logs, microblogs, etc., as well as use of related internet-based applications including, but not limited to, Facebook, Myspace, LinkedIn, Twitter, YouTube, Pinterest, Tumblr, Snapchat, Instagram, Flickr, and similar sites, as well as those not in existence at the time of the adoption of this Social Media Policy (collectively Social Media).

303:2 COUNTY-SPONSORED SOCIAL MEDIA

1. All County-Sponsored Social Media Sites and accounts must be approved by the County Administrator and created using a County e-mail address prior to being used for County business or operations. The County employs a third-party entity to capture all Social Media interactions or communications sent to or from County-Sponsored Social Media Sites and no further action is needed for a Covered Person to comply with Florida Law.
2. Unless approved by the County Administrator, no County website or County-Sponsored Social Media Site or account shall have the capability of allowing public comment or posting. Any posting or public comment or posting features shall be disabled on County-Sponsored Social Media Sites and accounts.
3. County personnel administering County-Sponsored Social Media shall comply with copyright and intellectual property laws.
4. The County reserves the right to use Social Media and networking sites to screen job applications to the extent permitted by applicable law.
5. County-Sponsored Social Media Sites and accounts shall not be used for private purposes or to solicit for any purpose not in connection with County business or operations or to disseminate confidential information or HIPAA information.

303:3 COVERED PERSON'S PERSONAL SOCIAL MEDIA

1. County Employees are prohibited from engaging in personal Social Media activities during working hours (except during meal or other approved breaks).
2. County equipment, accounts, and resources shall not be used to engage in personal Social Media activities. Covered Persons have no expectation of privacy with respect to the use of any County equipment, accounts, or resources, and the County reserves the right to monitor, review, and search all County equipment, accounts, and resources at any time for any reason.
3. Covered Persons are not permitted to post any pictures or other depictions of themselves or others wearing a County uniform, using County equipment or vehicles,

or otherwise displaying the County's image on any Social Media sites or web sites without the express prior approval from the County Administrator.

4. When publishing content to a personal Social Media site or account, Covered Persons must not state, imply or create the impression that they are speaking in an official capacity or on behalf of the County or that their activity is endorsed by the County. County-maintained websites and County-Sponsored Social Media activities shall be the officially approved means of disseminating information to the public.
5. Covered Persons shall not post information concerning County operations or County employment that is defamatory on Social Media.
6. Covered Persons must be sensitive to the fact that their conduct, online and offline, is often subjected to greater scrutiny in the community and the media. Accordingly, Covered Persons are expected to exercise good judgment in their Social Media activities. If the County Employee's Social Media activities fail to comply with this expectation, the County Employee may be subject to disciplinary action.
7. Covered Persons are prohibited from engaging in any conduct on their personal Social Media sites and accounts that would be constitute unlawful workplace harassment, discrimination or retaliation.
8. Nothing in this Social Media Policy is intended to restrict County Employees, while off-duty or during meal or other approved breaks, in the exercise of their right to speak freely on matters of public concern and to engage in other lawful activities for the purpose of collective bargaining or other mutual aid or protection as defined and interpreted by applicable law
9. Covered Person's Personal Social Media Shall Not Be Used for County-Related Business.
10. Covered Persons are prohibited from using any Social Media other than County-Sponsored Social Media Sites and accounts to interact or communicate any County-related business through Social Media.
11. In the event a Social Media interaction or communication is sent or received by a Covered Person on Social Media that is not a County-Sponsored Social Media Site relating to County-related business, the Covered Person or Entity shall take a screen-shot picture of the Social Media interaction or communication and send it to a County e-mail account for retention. The e-mail shall include a subject heading identifying the subject matter so that the County e-mail may be retrieved if a public records request is later made for documents regarding that subject matter.

400 - EMPLOYMENT

POLICY 401 - HIRING

It is the policy of the Highlands County Board of County Commissioners (Board), to be an equal opportunity employer and to hire individuals upon the basis of their qualifications, suitability, and ability to successfully complete assigned work.

401:1 GENERAL PROVISIONS

1. Supervisors and Department Directors who need to fill a regular full or part-time job vacancy should submit a Position Fill Request to Human Resources to request that the position be advertised and filled. All requisitions will be reviewed by Human Resources and the Office of Management and Budget before the vacancy is posted. County Administrator approval is required for all postings that require job description changes, internal only posting, and during any period deemed as a Hiring Freeze.
2. During the recruitment, hiring, and orientation process, no statement is to be made promising permanent or guaranteed employment and no document should be called a contract unless, in fact, a written employment agreement is to be used. All employees of the Board should be made aware in writing that employment with the County is at-will and should exercise great care not to make any representations otherwise.
3. Any candidate for employment must complete an online ~~Board a~~Application ~~for At-Will Employment and submit it to Human Resources~~. All applications must be received ~~no later than 5:00 P.M. on the closing date of the job announcement~~ before the job announcement is closed. ~~Any applications received after this date and time will not be accepted.~~
4. The hiring department will work closely with Human Resources to determine whether an applicant meets the minimum qualifications for the open vacancy. The interview panel will select the candidate(s) for hire and make a recommendation to the County Administrator for final approval.
5. An application may be rejected by Human Resources if the applicant:
   a. Has made false statements or omissions of any fact or practical deception in the Application for At-Will Employment form or process, regardless of when discovered.
   b. Does not meet the minimum training, education, or experience requirements established for the position.
   c. Has falsified the application through either commission or omission.
   d. Has failed to complete the application ~~and/or sign it~~.
6. Whether or not an applicant will be rejected depends on the specific facts, including the nature of the offense, relevance to employment, passage of time since the incident occurred, evidence of rehabilitation, or other mitigating factors.
7. Human Resources is responsible for New Employee Orientation and for the processing of employment forms. The Supervisor is responsible for any necessary job training. Further information is available in Policy 501, Orientation and Training.
8. All employees who have been with the County for six months and passed their probationary period may bid for any posted job by submitting an Employee Bid Form (Appendix 5) and an online ~~updated~~ Application ~~for At-Will Employment~~. Temporary employees may apply for posted jobs by completing an online Application ~~for At-Will Employment~~. If there is a qualified internal candidate available for the position, the vacancy is not required to be advertised in accordance with Policy 403:4, Promotion.

9. Applicants offered employment in safety-sensitive positions with the Board may be required to successfully pass a pre-employment drug screening. A qualified laboratory chosen by the Board will perform the test. Any applicant who refuses to take the test, or whose test results are positive, will be denied employment at that time. Refer to Policy 105, Drug-Free Workplace, for additional information.
10. All applicants offered employment with the Board will have a criminal background check and a review of motor vehicle records.
11. Former employees of the Board who left in good standing may be considered for re-employment. Being in good standing requires that the former employee provided at least a two week notice when resigning from their previous position with the Board. A former employee who is re-employed will be considered a new employee from the date of re-employment. Further information is available in Policy 403:3, Reinstatement.

401:2 PERSONNEL REQUISITIONS

This section sets forth the rules and regulations for the members of the interview panel in accordance with recommending qualified candidates for hire to the County Administrator.

1. Each listing of persons from a Certificate of Eligibles for appointment shall be entitled a "Personnel Requisition."
2. Additions and deletions from the Personnel Requisition listings may be made by Human Resources and approved by the County Administrator. Justification for such changes must accompany the requisition.
3. Procedure:
    a. Order of Qualification. When issuing the Personnel Requisition, applicants should be listed in order of hiring preference.
    b. Geographic Location ~~Tie-Breaker~~Tiebreaker. When qualifications are equal, geographical location of the applicant's home in relationship to the job site may be used as a consideration for breaking the tie. Geographical location will not serve to eliminate an applicant who is more qualified than others being certified.
    c. Exception. When proximity to work location is essential due to required response time for reporting to the work site on an unscheduled basis, the names of eligible candidates may be certified on the basis of area residency.
    d. County Residency Policy. It is not the policy of the Board to exclude employment opportunities from qualified applicants who reside outside the geographical limits of Highlands County or who are unwilling to relocate to the Highlands County area. It is, however, the policy of the Board to present an offer of employment to qualified applicants who reside within the geographical limits of Highlands County or are willing to relocate therein, prior to other applicants of equal qualification.

401:3 VETERAN PREFERENCE

Veterans' Preference for eligibility in employment will be extended to certain Veterans and spouses of Veterans in accordance with Section 295.07, Florida Statutes.

1. The state and its political subdivisions shall give preference in appointment and retention in positions of employment to:
    a. Those disabled veterans:

i. Who have served on active duty in any branch of the United States Armed Forces, have received an honorable discharge, and have established the present existence of a service connected disability that is compensable under public laws administered by the United States Department of Veterans Affairs; or

ii. Who are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the United States Department of Veterans Affairs and the United States Department of Defense.

b. The spouse of a person who has a total disability, permanent in nature, resulting from a service connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

c. A wartime veteran as defined in Section 1.01(14), Florida Statutes, who has served at least one (1) day during a wartime period. Active duty for training may not be allowed for eligibility under this paragraph.

d. The unremarried widow or widower of a veteran who died of a service-connected disability.

e. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.

f. A veteran as defined in s. 1.01(14). Active duty for training may not be allowed for eligibility under this paragraph.

g. A current member of any reserve component of the United States Armed Forces or the Florida National Guard.

401:4 RECRUITING

This section sets forth rules and regulations for recruiting applicants for vacancies and newly established positions.

1. Recruiting Action. Active recruitment for all authorized regular positions, available or anticipated available will be conducted by Human Resources in cooperation with other departments and agencies.

2. Vacancies. Anticipated vacancies are those authorized regular positions being vacated within no more than 90 calendar days. Anticipated vacancies may not be forecast or advertised based on pending disciplinary action or requested changes in the manning level. A vacancy may be anticipated when the employee occupying the position has submitted a written resignation, been approved for transfer to another position within the organization, or has applied for and been approved for retirement within 30 calendar days.

3. New Position Recruitment. A new position may only be recruited after it has been approved by the Board and funded. Recruitment action shall not occur more than 90 calendar days before the established effective hire date.

4. Recruitment Scope. Recruitment actions and/or announcements shall be designed to reach all segments of the County population. Announcements ~~will be displayed in the reception area and~~ will be made available by Human Resources upon request. All job postings will be posted electronically on the Board website. They may also be

provided to each department, to public and private employment agencies, and/or to automated employment services.

5. Basis for Recruitment. Applicants for all positions shall be recruited on the basis of the minimum training and experience requirements established for that position without regard to age, race, sex, religious belief, color, national origin, disability/handicap, gender, genetics or any other legally protected group/class.
6. Recruiting Language. All recruitment literature shall contain the title of the employer "Highlands County Board of Commissioners" and the phrase "An Equal Opportunity, Veterans Preference, and Drug-Free Workplace Employer."

401:5 PRIVATE EMPLOYMENT AGENCIES

The use of private employment agencies is permissible provided:

1. Human Resources direct recruitment cannot produce personnel for hire in sufficient time to serve the need for the personnel.
2. Use of the private employment agency may provide a competitive business advantage over direct hire of personnel.
3. The private employment agency must provide Human Resources written certification of compliance with Federal Civil Rights Act, Americans with Disabilities Act, Age Discrimination in Employment Act, pertinent guidelines of the Equal Employment Opportunity Commission, and Florida law.
4. Fees or charges for services rendered shall be reasonable per the market.

401:6 JOB POSTING

Posting shall be dated per the date issued by Human Resources. All postings may be placed on department bulletin boards for the information of Board employees. Announcements may be posted electronically.

1. Employee Bids:
   a. All employees who have been with the County for six months and passed probation may bid for any posted job by submitting an Employee Bid Form (Appendix 5) and an ~~updated~~online Application ~~for At-Will Employment~~. Temporary employees may apply for posted jobs by completing an online Application ~~for At-Will Employment~~.
   b. Employee Bid Forms must be submitted in sufficient time to allow processing through the proper chain of command to arrive in Human Resources no later than 5:00 P.M. on the closing date of the job announcement. Employee Bid Forms received after this date and time will not be accepted.
   c. Employee Bids which would result in a lateral move to a position with the same job title will not be considered. Refer to Policy 407, Later Transfer. Employee Bids which would result in a demotion must be approved by Human Resources.
   d. All employees who successfully bid on a job posting may forfeit the option to return to the position they vacated.
2. Job openings filled by transfers, reassignment, or internal promotions may not be subject to job postings.
3. Reclassifications due to changes in job requirements are not subject to job postings.

4. In order to reach all segments of the population, paper, or electronic copies of each job posting may be sent to the local State of Florida employment agency, local organizations, or any other applicable agency.

401:7 ADVERTISING

To ensure a supply of qualified applicants and promote community relations with all segments of the County's population, job postings may be advertised in local media and posted electronically as a general rule, under the following conditions:

1. All regular and temporary vacancies, without regard to pay grade, to afford a high-quality pool of applicants for consideration.
2. New regular positions without regard to pay grade (if not filled by reassignment, reclassification or internal promotion).
3. Advertisements are placed with online services for all positions.~~may be placed outside the County when local advertising fails to produce sufficient applicants that meet the minimum qualifications for the job or when directed by the County Administrator to fulfill special recruiting requirements.~~

The following situations do not require job posting:

1. Vacancies for which a posting was published for the same or lower pay grade within 90 calendar days of the effective date of the vacancy, and for which well-qualified current applicants exist.
   a. Applicants may be selected for positions of the same job title; or
   b. Applicants may be selected for positions in the same or lower pay grade for which they interviewed.
   c. This excludes positions that require Board appointment.
2. Part-time and/or temporary ~~postings, when~~postings when there are sufficient applications on-hand to support a quality hiring decision.
3. When disciplinary action results in reassigning an employee from a higher position to a vacancy in a lower pay grade.
4. When a vacancy is being filled by an existing employee through lateral transfer, reassignment, reclassification, or internal promotion.
5. When a vacancy is filled by a former employee returning from workers' compensation absence.

POLICY 402 - APPLICANTS FOR EMPLOYMENT

It is the policy of the Highlands County Board of County Commissioners (Board), that applications for employment shall be accepted for open positions. All applicants will be accorded uniform and equal treatment in all phases of the examination procedure. Applicants may not be accepted or rejected because of age, race, sex, religious belief, color, national origin, disability/handicap, gender, genetics or any other legally protected group/class. Reasonable accommodations may be made for disabled applicants to ensure equal access to the examination and evaluation process.

402:1 GENERAL PROVISIONS

1. Application Assembly. It is the sole responsibility of the applicant, whether a current or former employee or applying from outside the organization, to assemble and ~~deliver~~provide any and all materials that comprise their application for employment. Human Resources staff is not required to perform word processing, copying services, procure or update materials or transcripts, etc. in order to assemble applications.
2. Compliance with Laws, Rules, and Regulations. Staff shall ensure that all positions are filled in a manner consistent with the intent and purpose of this section and other applicable state and federal rules, regulations, and law.

402:2 PROCEDURES

1. Receipt. Human Resources is responsible for accepting applications for employment.
2. Forms. Applications will be submitted online on the Highlands County Board of County Commissioners website.~~Application for At-Will Employment.~~ Applicants requesting special assistance due to disability will receive equal consideration and be afforded reasonable accommodation throughout the application and examination process.

~~3.~~ Application Submission. By submitting an application electronically, Applicants are attesting that all statements made in the application are true and correct. Falsifying any information in the application is grounds for disqualification of an applicant and dismissal of an employee.~~Signature Required. Applications must be signed by the applicant, attesting to the truth of all statements contained on the application. Falsification of an application may be cause for disqualification of an applicant or the dismissal of the employee. Applications received without the applicant's signature, whether intentional or accidental, may be rejected.~~

~~4.~~3. Qualifying. Applicants may be individually reviewed and ranked based on a numeric grading scale. Veterans' preference will be awarded per Chapter 295, Florida Statutes.

~~5.~~4. Application Rejection. An application may be rejected by Human Resources if the applicant:

a. Has been convicted of a felony or first-degree misdemeanor which directly relates to the position sought, regardless of when discovered.
b. Has made false statements or omissions of any fact or practical deception in the Application for At-Will Employment or process, regardless of when discovered.
c. Whether or not an applicant will be rejected under items (a) and (b) above depends on the specific facts, including the nature of the offense, relevance to employment, passage of time since the incident occurred, evidence of rehabilitation, or other mitigating factors.

d. Does not meet the minimum training, education, or experience requirements established for the position.
e. In consultation with hiring department, if an unsatisfactory employment record as shown by written factual evidence, i.e. employment application or references. In such cases, former employers and references may be contacted to gain additional information.
f. Employee is ineligible for rehire due to an involuntary resignation.

~~6.~~5. Application Status. Applicants not selected for an interview will be advised by email or telephone. Applicants examined or interviewed will be advised by email or telephone of their status following the interview.

~~7.~~6. Not Hired. Applicants not hired may request to use the application on file for up to six (6) months after submission. After six (6) months a new application will be required.

~~8.~~7. File. Human Resources shall maintain the original application as part of the personnel file for all persons hired.

402:3 INTERVIEW

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

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

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

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

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

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

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

402:4 OTHER PERSONNEL SERVICES (OPS)

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

402:5 CONDITIONAL OFFER OF EMPLOYMENT AND PROCESSING

After tentative selection and before final processing, an applicant shall be required to:

1. Take a physical examination performed and evaluated by a designated physician, if required by the position.
2. Take a physical agility test, if required by the position.
3. Present:
    a. Authorization to work in the United States. Highlands County participates in E-Verify.
    b. Proof of identification.
4. Sign a waiver and authorization to conduct a criminal, work, and personal reference background investigation.
5. Complete drug and/or alcohol test, if required by the position (safety sensitive).
6. Present a valid Florida Driver's License, if required by the position.
7. Sign a loyalty oath.
8. Complete bonding and fingerprinting requirements for the positions, if any.

402:6 PHYSICAL EXAMINATION

When physical examination is required for specified positions, the applicant shall present to the designated physician and undergo a physical examination by a physician. Using the job description, the physician shall conduct the examination and identify all medical conditions which may have an effect on the prospective employee's ability to perform the essential job functions of the identified position.

If medical restrictions/limitations are identified, Human Resources shall review the report and determine:

1. If reasonable accommodations can be made available for the selected candidate.
2. If the prospective employee shall be required to submit additional medical information from their personal physician.
3. If the offer of employment must be withdrawn.

An applicant who fails to pass the physical examination may request reconsideration by submitting additional medical information per the following:

1. Written request for reconsideration must be made to Human Resources within ten (10) calendar days of notice of examination failure.
2. Upon receipt of a request for reconsideration, Human Resources shall review it with the authorized physician who made the initial assessment. If necessary, additional medical examinations may be authorized at the expense of the Board.

The applicant shall not be considered a Board employee until completion of the medical examination process and acceptance of an unqualified offer of employment. Final appointment to the position is contingent on successful completion of all required elements of the pre-employment physical, physical agility test, drug screen (if safety sensitive), and background investigation. Rejection of a candidate at this step will be based on a reason that is job-related and consistent with business necessity.

402:7 E-VERIFY

To comply with federal regulations of the Immigration Reform and Control Act (IRCA), all employees are required to complete an Employment Eligibility Verification form (I-9 form). This law applies to all individuals hired, including full-time, part-time, and OPS employees. E- Verify is a web-based program administered by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) Verification Division, and the Social Security Administration that supplements the current I-9 employment eligibility verification process. The program determines whether the information provided by the new hire matches government records and whether the new hire is authorized to work in the United States.

1. All employees must complete Section 1 of the I-9 form on day one of their employment. All employees must complete the I-9 form within three (3) business days of the date employment begins by providing appropriate documentation. Any employee who fails to complete the I-9 within the three (3) business ~~day time~~daytime period cannot continue to work.
2. To maintain compliance, the appropriate Human Resources designee must also certify Section 2 of the I-9 form AND prepare the E-Verify report within three (3) business days of the date of employment.
3. Re-verifications & Re-hires. Federal regulations require an update and/or re-verify the I-9 form when one of the following occurs:
    a. An employee is terminated and then re-hired - The original I-9 is valid only when the employee is re-hired within three (3) years of the original hire date. Otherwise, a new I-9 form and E-Verify report must be completed. A new E-Verify report must be completed for all rehires.
    b. An employee's work authorization is about to expire and a new or extended status has been approved, or, the employee’s status has changed to another non-immigrant or to immigrant status. No new E-Verify report is required for work authorization re-verifications.
4. I-9 Retention. The Board shall retain all valid I-9 forms in accordance with the State of Florida General Records Schedule GS1-SL.
5. Final appointment to the position is contingent on successful completion of all required elements of the investigation. Rejection of a candidate at this step will be based on a reason that is job-related and consistent with business necessity.

POLICY 403 - APPOINTMENT

It is the policy of the Highlands County Board of County Commissioners (Board), that all new employees (fulltime and part-time regular employees in Board-approved positions; does not include temporary employees) are to be carefully monitored and evaluated during original appointment, reinstatement, promotion, demotion, reassignment or trainee status.

403:1 APPOINTMENT TYPES

1. An established position must be filled by one of the following types of appointments:
   a. Original
   b. Trainee
   c. Reinstatement
   d. Promotion
   e. Demotion
   f. Reassignment (Policy 408)
2. Regular Status. An employee does not attain regular status until successful completion of the six (6) month probationary status. Upon accepting a new position, regardless of the appointment type, all employees will be placed into probationary status.
3. Minimum Training and Experience Requirements. Any person appointed to a position under the Board must meet the minimum training and experience requirements established on the job description for the position to which appointed, unless:
   a. Designee Pay. The employee is appointed with Designee Pay per Section 701:3.
   b. Trainee Status. Human Resources and the Department Director shall determine if the individual does not yet meet the minimum training requirements and appointment to trainee status is appropriate. In this case, the employee should be able to complete the training requirement within six (6) months of appointment.

403:2 ORIGINAL APPOINTMENTS

No original appointment shall be made without the approval of the County Administrator. Except for reinstatement, promotion, demotion, or reassignment appointments, appointments made in accordance with the provisions of this chapter to established positions shall be considered original appointments.

Upon original appointment to a position, an employee shall be given status in that position in accordance with the following:

1. Probationary Status. An employee appointed to fill an established position on a regular full-time or part-time basis shall be given probationary status. As an incentive for new employees to complete probation and matriculate as a regular employee with an evaluation of 3.1 or higher, up to a five percent (5%) end of probation pay raise may be authorized on a case by case basis by the County Administrator.
   a. When an employee who has not attained regular status is granted a leave of absence without pay in excess of three (3) workdays, the time spent on such leave may not count toward the completion of the employee's probationary status.

2. Trainee Status. An employee appointed to fill an established position on a regular full-time or part-time basis shall be given trainee status when:
    a. The employee does not meet the minimum training and experience requirements for that position; and
    b. The employee is participating in accordance with an established training schedule or program approved by Human Resources.
    c. Upon the completion of the training, or six (6) months of continuous employment, whichever comes later, the employee may be given regular status. Training shall last no longer than six (6) months.
    d. The salary shall be five percent (5%) below the salary range minimum of the assigned position.

A new employee without regular status may be terminated at any time without the right to appeal.

403:3 REINSTATEMENT

1. A Board employee who held regular status prior to separation may be given a reinstatement appointment, provided:
    a. The employee was separated from employment in good standing.
    b. Reinstatement is made within one (1) month from the date the employee separated.
    c. The appointment is made to a position in the same pay grade or to a position in a lower pay grade within a similar position.
2. Limitations. If an employee who held regular status is not given a reinstatement appointment within one (1) month from the date separated, the employee shall be given an original appointment if re-employed by the Board. Refer to Policy 403:2, Original Appointments.
3. Laid-Off Employees. Whenever possible, vacancies shall be filled by reinstatement of former employees who have been laid-off, in accordance with Policy 412, Layoff Policy.

403:4 PROMOTION

An employee shall be given a promotion appointment when moved from a position in one pay grade to a position in another pay grade having a greater degree of responsibility and a higher maximum salary. All promotions are subject to approval by the County Administrator.

1. Eligibility. Employees with or without regular status may be promoted to a position for which the employee meets the minimum training and experience requirements.
2. Probation. A promoted employee who has previously attained regular status, shall serve a probationary period of three (3) months in the higher pay grade. This period may be extended for a maximum of three (3) months by the Department Director with concurrence of Human Resources, for a maximum of six (6) months total.
3. Leave Accrual After Promotion. Employees with regular status prior to promotion continue to accrue annual and sick leave in the same manner in effect prior to promotion. Employees without regular status prior to promotion shall be awarded sick leave three (3) months after the date of original hire and annual leave after six

(6) months so long as progress is satisfactory. Refer to Policy 601, Sick Leave, and Policy 603, Annual Leave, for details on how leave is computed.

4. Demotion During Probation. A promoted employee may be demoted to a position within the same pay grade from which they were promoted any time prior to attaining regular status in the higher pay grade, without having the right to appeal the demotion.
5. Internal. The County Administrator may authorize an internal promotion for any vacancy. No external or internal job posting is required. Salary shall not be approved at more than ten percent (10%) above the employee's current salary or to the minimum of the new pay grade.

403:5 DEMOTION

An employee shall be given a demotion appointment when moved from a position in one pay grade to a position in another pay grade having a lesser degree of responsibility and a lower maximum salary.

1. Voluntary Demotion. With the approval of the County Administrator, an employee with regular status may be demoted, to a position for which the employee meets the minimum training and experience requirements providing the demotion is voluntary and the employee signs a statement to that effect. Salary will be ~~reduced by five percent (5%) or to the mid-point of the new pay grade~~reinstated based on the employee's previous position. Salary may not exceed the mid-point of the new pay grade.
2. Involuntary Demotion. Involuntary demotions of regular employees require the approval of the County Administrator. An employee with regular status shall be given a demotion appointment to a position in a lower pay grade in the same manner prescribed for original appointments and may appeal the action through the Grievance Procedure (Policy 803). Salary will be reduced by ten percent (10%) or to the midpoint of the new pay grade. Salary may not exceed the mid-point of the new pay grade.
3. Status. Demoted employees shall be placed on a six (6) month probationary status.
4. Demotion of Non-Regular Employees. An employee who has not attained regular status and is given a demotion appointment to a position in a lower pay grade shall not have the right to appeal the demotion.

403:6 POSITION OVERLAP

No position shall be filled by more than the equivalent of one (1) full-time employee, except as provided for in this section. Overlap is defined as a condition in which two (2) employees are placed in the same position for any of the following reasons:

1. For the purpose of training one employee to take-over the duties of another employee.
2. For the purpose of performing duties of an employee placed on leave with or without pay due to the employee's personal illness, injury, disability or other absence.
3. Overlap shall not occur in any position without County Administrator approval and may not exceed 90 calendar days unless a longer period is authorized by the Board.

POLICY 404 - NEPOTISM & FRATERNIZATION

It is the policy of the Highlands County Board of County Commissioners (Board), to be an equal opportunity employer and to hire individuals upon the basis of their qualifications, suitability, and ability to successfully complete assigned work.

404:1 NEPOTISM

1. A relative of an employee will be considered for employment by the Board, provided the applicant possesses all the qualifications for employment. A relative will not be hired, however, if such employment would:
   a. Create either a direct supervisor/subordinate relationship with a relative; or
   b. Create either an actual conflict of interest or the appearance of a conflict of interest.
2. These criteria will also be considered when assigning, transferring, or promoting an employee. For the purposes of this policy "relative" shall be defined, in accordance with Chapter 112.3135, Florida Statutes, as an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.
3. Employees who marry or become members of the same household may continue employment as long as there is not:
   a. A direct supervisor/subordinate relationship between such employees; or
   b. An actual conflict of interest or the appearance of a conflict of interest.
4. Should one of the above situations occur, Human Resources will attempt to find a suitable position within another department to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

404:2 FRATERNIZATION

The Board recognizes the need to establish a ~~work place~~workplace free of relationships that could create liability for the County and a perception of favoritism and/or conflict among County employees; therefore, interfering with the proper conduct of County business.

1. The Board does not feel that a prohibition against a consensual romantic relationship is necessary, provided:
   a. Both parties mutually and voluntarily consent to the relationship.
   b. The relationship does not affect judgment or performance of duties of involved employees.
   c. The relationship does not negatively impact the work environment.
   d. The relationship is not between a direct supervisor and subordinate.
2. Employees are strictly prohibited from engaging in any form of intimate contact that would in any way be deemed inappropriate by a reasonable person serving anywhere on County premises, whether during working hours or not.

POLICY 405 - JOB CLASSIFICATIONS

It is the policy of the Highlands County Board of County Commissioners (Board), to evaluate all jobs in order to establish a consistent basis for measuring and ranking the relative worth of each job. Further, it is the intent of the Board to maintain salary ranges, current job titles, and job descriptions in accordance with sound compensation practices.

405:1 GENERAL PROVISIONS

1. Human Resources is responsible for coordinating the continuing internal review of the Board's compensation structure and for making sure that each job is evaluated and assigned a salary range which accurately and fairly reflects each job's responsibilities and performance.
2. The Pay Plan contains salary ranges with a minimum and a maximum rate for each job title. Changes in salary range assignments may only be made by the County ~~Administrator, and~~Administrator and are subject to approval by the Board of County Commissioners.
3. Human Resources should evaluate all new positions and review, on a periodic basis, all job descriptions to ensure that they accurately reflect current duties. If a suitable job title does not exist, Human Resources may recommend the establishment of a new job title and salary range for approval by the County Administrator.
4. Only the Board may authorize establishing new regular or temporary positions with benefits. To the extent feasible, actions that may result in new positions will be processed as part of the normal budget cycle. Classification of new positions or reclassification of existing positions which require immediate action and which significantly impact either the County organization or individual employees may be considered as an exception to policy.
5. Human Resources is responsible for developing and administering daily activities of the job evaluation program. This includes taking responsibility for revising and/or updating job descriptions, deleting job titles that are no longer needed, and position reclassifications. Human Resources may require the assistance of Supervisors, Managers, or Department Directors to ensure the accuracy of the duties listed within the job description.
6. Human Resources is responsible for reassigning job titles to the Exempt and Hourly pay plans based on changes in organizational needs, in compliance with the Fair Labor Standards Act.

405:2 PAY GRADES

1. The Board has adopted three (3) pay grades to serve the needs of its employees:
   - 100 Series – Includes regular 40-hour employees working eight (8) hour and ten (10) hour shifts. Overtime is earned after 40 hours worked in the seven (7) day work period. This series includes exempt Fire Rescue positions, 40-hour Fire Rescue positions (identified in Policy 406:1 – General Provisions) and OPS positions.
   - 200 Series – Fire Rescue single certificated employees (EMS only) working 24 hours on and 48 hours off. Overtime is earned after 40 hours worked in the seven (7) day period.
   - 300 Series – Fire Rescue dual certificated employees working 24 hours on and 48 hours off. Overtime is earned after 106 hours worked in the 14-day period.

405:3 JOB DESCRIPTIONS

1. Job descriptions define the kind of work and level of responsibility normally assigned to employees performing a job. While exact duties and responsibilities of positions under a specific job title may differ, all positions so designated shall be sufficiently similar as to kind of work, level of difficulty or responsibility, and qualification requirements to warrant like treatment for personnel purposes.
2. Job descriptions shall contain the parts listed below. Each part must contain the minimum amount of information required to distinguish each characteristic.
   a. Position Information. The position title given will best describe the job specification. This section will include the job title, job code, FLSA classification, type of position, division, department, cost center, pay grade, pay range, special risk (if applicable), and if the position is full or part-time.
   b. Position Duties & Responsibilities.
      i. General Description. The specific reason the position is established, and the overall objectives to be achieved by the employee that holds the position.
      ii. Essential Job Functions. Specific statements as to the kind of work and level of responsibility the job specification encompasses, but not restrictive to the duties that may be required. A statement of the number of personnel supervised by the holder of the position, if any.
      iii. Knowledge, Skills, and Abilities. Statements specifying the knowledge level, special abilities, and skills necessary to do the job. This section will also contain a description of the physical abilities required of the position, based on the normal and recurring physical demands of the job.
      iv. Physical Skills. Physical ability requirements must be based on the essential functions performed by the job. A description of the usual and occasional location and environment in which the holder of the position is required to operate.
   c. Minimum Qualifications. Statements of the kind and amounts of training, education, experience, and/or other qualifications that is normally required of applicants for the job specification. This section will also include working hours and disaster assignment.
3. The County Administrator is authorized to make minor changes to job descriptions, excluding pay grades. All major changes, including the creation of new positions, require Board approval.

405:4 RECLASSIFICATION

1. A position may be reclassified from either a higher or lower pay grade as a result of significant changes in assigned duties and responsibilities.
2. Reclassifications cannot be created for situations involving the assignment of new duties and responsibilities which in effect create a new position.
3. Reclassifications will not be approved for artificial changes in duties and responsibilities solely for the purpose of gaining a change in the current authorized pay grade.
4. All reclassifications must be reviewed by the County Administrator and Human Resources, and approved by the Board, prior to implementation.

405:5 LEAD WORKERS

1. When two (2) or more positions in the same position or pay grade are located in the same work unit, one position may be assigned lead worker duties, provided:
   a. The position is assigned duties and responsibilities of a limited supervisory nature in addition to normal assignments of the position.
   b. The supervisory responsibilities do not justify reclassification of the position.
2. Lead worker duties may not be assigned to a position unless the position has been reviewed by the County Administrator and Human Resources~~, and approved as a lead worker position by the Board~~.
3. Employees assigned lead worker responsibilities will not receive more than a pay increase of ten percent (10%) above the employee's current biweekly salary as approved by the County Administrator. Such salary increases may not exceed the maximum of the current pay grade.

405:6 HAZMAT AND TECHNICAL RESCUE PAY

1. Up to 20 qualified employees may be recommended by the Public Safety Director and approved by the County Administrator as members of the Hazmat team.
2. Approved members of the Hazmat team will be compensated for their participation, as follows:
   a. One (1) employee may be designated as the Hazmat team leader and will receive a pay increase of $5000 if they are a bargaining unit member~~ten percent (10%)~~.
   b. Up to 19 employees may be designated as a Hazmat team member and will receive a pay increase of two and one half percent (2.5%).
   c. Such salary increases may not exceed the maximum of the employee's current pay grade.
   d. Hazmat pay will only be granted during the employee's designation as a Hazmat team member. The pay increase will be removed if the employee no longer participates on the Hazmat team or does not meet the training requirements as set forth.
3. One (1) qualified employee may be recommend by the Public Safety Director and approved by the County Administrator as the Technical Rescue lead.
   a. This employee will receive a pay increase of ten percent (10%).
   b. Such salary increase may not exceed the maximum of the employee's current pay grade.
   c. Technical Rescue lead pay will only be granted while the employee is designated as the Technical Rescue lead. The pay increase will be removed if the employee no longer performs the function as Technical Rescue lead.

405:7 FIRE RESCUE

~~1. Provisional Paramedic Positions. A maximum of seven (7) EMTs may be elevated to Provisional Paramedic positions at the minimum starting salary for a Paramedic, providing:~~

~~a. Paramedic training has been completed and the proper state certification obtained while an employee of the Highlands County Fire Rescue.~~

b. Current duty performance is considered to be above average by the Battalion Chief or Captain.

c. The employee is not serving a period of employment probation, as outlined in **Error! Hyperlink reference not valid.**.

d. A current position vacancy for Paramedic does not exist within Fire Rescue.

If approved, Provisional Paramedics will be promoted to an open regular Paramedic position based on total time in grade as a Provisional Paramedic. Provisional Paramedics who refuse to accept a regular Paramedic position will be returned to the position of EMT at the salary rate he or she received as an EMT immediately prior to becoming a Provisional Paramedic.

An employee may be appointed to a Provisional Paramedic position at a salary five percent (5%) below the salary range minimum of the Paramedic position, for a training period not to exceed three (3) months.

Salaries for employees granted an increase per this section will be effective from the first day of the pay period following notification of eligibility.

2. Paramedic Field Training Officer (FTO). A total of three (3) Paramedic qualified personnel may be selected for the position of Field Training Officer. The position of FTO will receive five percent (5%) salary increase on the date of appointment, providing the salary increase does not exceed the established salary maximum for the pay grade. Selections must be approved by the County Administrator. Upon vacation of a FTO position, either voluntarily or involuntarily, the current salary level of the employee will be reduced by five percent (5%), effective from the date the FTO position was vacated.

3. OPS Positions. In order to provide qualified and competent reliefs for Fire Rescue personnel for vacation, off-site training, illness, injury, and other contingencies, persons meeting all the qualifications of the regular position may be placed on a call-up roster. A current Medical Emergency First Responder certification may be substituted for the EMT requirement. Persons employed as OPS will be paid at a rate to be determined by the Department and approved by the County Administrator. OPS employees will not accrue paid leaves, be eligible for health or life insurance benefits, or receive Florida Retirement Service credit unless approved by the Board.

1. . Refer to the current Collective Bargaining Agreement for information.

POLICY 406 - WHITE COLLAR EXEMPTION

It is the policy of the Highlands County Board of County Commissioners (Board), to evaluate positions and remain in compliance with local, State, and Federal Labor Laws. Certain employees classified as executive, administrative, professional, or computer professional are exempt from the provisions of the Fair Labor Standards Act (FLSA), provided they meet the following criteria.

406:1 GENERAL PROVISIONS

1. The employee is paid on a salary basis or as otherwise required by the FLSA. To qualify as salary basis, the employee must be paid a predetermined amount on a weekly or less frequent but regular basis, and generally will be paid a full salary regardless of the number of days or hours worked in a work week. An employee need not be paid for any work week in which they perform no work.
2. Compensation cannot be reduced because of variations in the quality or quantity of work performed.
3. The employee must be paid the full salary for any week in which the employee performs any work, except where a deduction is authorized as set forth below.
4. Accrued annual and sick leave credits will be used for absences of one or more full days. Deductions will not be made from accrued benefits for less than a full day of absence.

~~5. Deductions will not be made for absences occasional by the employer or by the operating requirements of the County.~~

~~6.~~5. For Fire Rescue, overtime hours and overtime compensation shall be defined and implemented as prescribed by the Fair Labor Standards Act and the United States Department of Labor. The County will treat the following positions assigned to a 40-hour week under Section 7(a) of the FLSA:

- Public Safety Director
- Deputy Chief
- Single EMS certification Fire Rescue positions
- Quartermaster
- Administrative Assistant
- Secretary II
- Billing Specialist
- Billing Technician
- Clerical Assistant

All other Fire Rescue positions will fall under Section 7(k) of the FLSA.

406:2 PERMISSIBLE EXEMPT SALARY DEDUCTIONS

There are seven (7) exemptions to the "no-pay docking" rule. Deductions from an exempt employee's salary may be made in the following circumstances:

1. Absences from work for one (1) or more full days for personal reason, other than sickness or disability. Use of accrued annual and sick leave credits may be required for these absences. Refer to Policy 601, Sick Leave, or Policy 603, Annual Leave, for information on the use of sick or annual leave.
2. Absence from work for one (1) or more full days due to sickness; or, if the employee has accrued sick leave, such absences will be charged against the employee's

accrued leave. If sick leave has been exhausted, a deduction in salary in full day increments will be made. Refer to Policy 601, Sick Leave.

3. To offset any amount received as payment for jury fees, witness fees, or military pay.
4. Penalties imposed in good faith for violating safety rules of major significance. Prior to imposing a salary deduction under this subsection, Supervisors are required to seek the approval of Human Resources.
5. Unpaid disciplinary suspension of one (1) or more full days imposed in good faith for violations of workplace conduct rules.
6. A proportionate part of an employee's full salary may be paid for time actually worked in the first and last weeks of employment.
7. Unpaid leave taken pursuant to the Family and Medical Leave Act (FMLA). Refer to Policy 606, Family Medical Leave.

406:3 COMPLAINT PROCEDURE

It is the intent of the Board, as employer, to never make improper deductions from exempt pay. However, in the event any exempt employee believes a deduction to their salary has been made improperly, the following steps may be taken:

1. The employee may report such complaint, either verbally or in writing, directly to Human Resources or to the County Administrator.
2. Human Resources may provide a verbal or written response to the complainant within five (5) business days of receipt of such complaint, either agreeing with the complaint and issuing corrective pay ~~action, or~~action or showing disagreement with the complaint and the basis upon which the deduction is considered proper.

POLICY 407 - LATERAL TRANSFER

It is the policy of the Highlands County Board of County Commissioners (Board), that it may, at its discretion, initiate or approve employee job transfers from one position to another or from one location to another. Lateral transfers only allow employees to transfer into a position with the same ~~job title and~~ pay grade.

407:1 GENERAL PROVISIONS

1. The Board may require employees to make either a temporary or long-term job transfer in order to accommodate the Board's business needs.
2. Employees may request a voluntary lateral transfer. To be eligible for a voluntary lateral transfer, employees must have held their current position for at least six (6) months if the position sought is outside their current department. Approval is required from the Supervisors and Directors in both departments.
3. Employees transferring will do so at their existing rate of pay with no salary increase.
4. An employee with regular status who is given a lateral transfer shall retain regular status upon appointment to the new position.

POLICY 408 - REASSIGNMENT

It is the policy of the Highlands County Board of County Commissioners (Board), that it may, at its discretion, initiate or approve reassignment appointments to move an employee from one position to another.

408:1 GENERAL PROVISIONS

1. An employee shall be given a reassignment appointment when moved from a position within the same pay grade, but which has a different job title.
2. Employees given a voluntary reassignment will not receive more than a three percent (3%) pay increase above the employee's current salary as approved by the County Administrator. Such salary increases may not exceed the maximum of the pay grade.
3. An employee with regular status who is given a reassignment appointment to a different position shall be given probationary status after Human Resources has determined that the employee meets the minimum training and experience requirements for that position. Human Resources may require a qualifying examination, such as a drug test or a fit-for-duty medical exam, if the employee has not previously passed an appropriate examination. The employee will be placed on a three (3) month probationary status.
4. An employee involuntarily reassigned, for which the individual is qualified, shall not have the right to appeal such action.
5. All reassignments require approval of the County Administrator prior to implementation.

POLICY 409 - SECONDARY EMPLOYMENT

It is the policy of the Highlands County Board of County Commissioners (Board), that it shall be considered the primary employer for all regular employees paid by the Board. As primary employer, the Board is entitled to and should receive 100% of each employee's efforts and energy while on the job.

409:1 GENERAL PROVISIONS

1. Secondary employment determined to be the cause of substandard or unsafe performance of duty could result in discharge.
2. No employee may engage in outside employment which would interfere with the interests of the Board. Moreover, secondary employment may violate the Code of Ethics for Public Officers and Employees, Chapter 112, Florida Statutes. Employees of the Board shall not engage in any employment activity or enterprise which has been or may be determined to be inconsistent, incompatible, or in conflict with the duties, functions or responsibilities of their job or department.
3. No employee shall hold any other position in governmental or private employment or as an independent contractor when such other position may have the effect of reducing the efficiency of service to the Board. Employees holding other positions cannot solicit or advertise or take calls concerning their other employment during working hours at the Board.
4. Employees should ensure that the Secondary Employment Request has been approved, prior to performing any outside duties to ensure compliance with this policy.

409:2 PROCEDURE

Requests for outside employment authorization shall be submitted in writing using the Secondary Employment Form (Appendix 1) and shall contain the following information:

1. Name and address of secondary employer.
2. Position and/or nature of work to be performed.
3. Anticipated hours of employment.
4. Sworn statement attesting that the requested employment is in total compliance with this chapter.

409:3 APPROVAL AND CANCELLATION

Approval for outside employment may be granted by the County Administrator. Approval may be canceled at any time by the Department Director or the County Administrator, upon ten (10) business days' written notice to the employee. Approval of one application cancels any other application previously approved.

409:4 ADDITIONAL CONDITIONS

1. Eight-Hour Rule. Persons employed in safety-sensitive positions shall not engage in secondary employment within eight (8) hours immediately prior to a normally scheduled period of work for the Board. It is the responsibility of the employee, to notify the immediate Supervisor of any potential schedule conflicts. For purposes of this rule, safety sensitive positions are:
    a. Paramedics.

b. EMTs.
c. Firefighter/EMTs.
d. Operators of heavy equipment and dump trucks.

There are no acceptable circumstances or hardship conditions that warrant exception to this policy. Violation of this requirement may be cause for disciplinary action including termination.

2. Secondary Employment Caused Illness or Injury. The Board assumes no liability for injury or illness caused by outside employment. Accumulated sick leave credits may be used to cover outside employment caused illness or injury with the prior approval of the employee's immediate Supervisor.
3. Annual Leave Use. Annual leave credits may be used to cover outside employment caused illness or injury with the prior approval of the employee's immediate Supervisor.
4. Disposition. Secondary employment authorization requests, whether approved or disapproved, must be delivered to Human Resources for review and filing.

NOTE: Secondary employment of the Board's contract employees (County Administrator, County Attorney) is governed by contract with the Board.

POLICY 410 - SUPPLEMENTAL WORKFORCE

It is the policy of the Board of County Commissioners (Board), to supplement the regular workforce with temporary, seasonal employees, student interns, or other forms of flexible staffing when needed, because of periods of peak workload or employee absences.

410:1 GENERAL PROVISIONS

1. All vacancies in positions covered by this policy need not be advertised.
2. The Board may utilize students, volunteers, and other similar applicants for flexible staffing purposes, if not prohibited by law. When deemed necessary, such applicants will be required to provide a certificate of age.
3. Employees covered by this policy are not eligible for paid absences, vacations and holidays, except OPS employees approved by the Board for longer than six (6) months with approval of the County Administrator.
4. All employees covered by this policy are to be paid within the pay range of their job title.
5. Other Personnel Services (OPS) is a temporary employer/employee relationship used solely for accomplishing short-term or intermittent tasks. Human Resources will review all requests and submit to the County Administrator for approval prior to extending temporary employment.
6. A temporary/OPS employee is hired to work part-time or full-time hours for a limited/finite period. Temporary employees may be hired to work on special projects or periods of peak workload, not to exceed six (6) months in duration with approval of the County Administrator. Temporary employees may be hired to work for periods greater than six (6) months with approval of the Board of County Commissioners.
7. Temporary/OPS employees may also be used to cover employee absences due to FMLA, workers' compensation, or other leaves of absence for the duration of the regular employee's absence.
8. A temporary/OPS employee normally works regularly scheduled hours during the term of their temporary assignment.

410:2 PART-TIME EMPLOYEES (NON-OPS)

1. Board approved positions that are scheduled for less than 30 hours. Full-time employment is considered 30 hours or more.
2. Part-time positions are not eligible for Board health insurance (health, dental, supplemental).
3. Part-time positions are eligible for the Florida Retirement System (FRS).
4. Salary and appointment are obtained in the same manner as regular full-time positions.

POLICY 411 - VOLUNTEER

It is the policy of the Board of County Commissioners (Board), to recognize and strongly support volunteer services to assist County government in providing services and programs in which citizens are encouraged to volunteer their time and talents in the provision of County services.

411:1 GENERAL PROVISIONS

In order to maximize the effectiveness of volunteers, while limiting the risk of exposure to both volunteers and the Board, this policy will apply to all volunteers and departments, except advisory committees, boards, and commissions (refer to Policy 403, Board Appointments).

411:2 DEFINITION

Volunteer is defined as an individual who performs hours of voluntary service to the Board for civic, charitable, humanitarian, recreational, health, public safety or general welfare reasons, without promise, expectation or receipt of compensation for services rendered.

411:3 PROCEDURES

1. The requesting department shall submit a request to Human Resources outlining its volunteer needs and desired applicant qualifications.
2. All applicants interested in volunteering must complete a Volunteer Application that will be forwarded to Human Resources for review. Applicants for Volunteer Fire Rescue shall complete a Volunteer Firefighter Application that will be forwarded to and processed by ~~FireRescue~~Fire Rescue personnel.
3. The requesting department will review the Volunteer Application(s) and inform Human Resources of those whose qualifications meet the needs of the department.
4. Once tentatively selected, Human Resources will complete the application process. Volunteers will need to submit to and successfully complete the following:
    a. Background check.
    b. Motor Vehicle Record check, if applicable.
    c. Any other applicable standards, as required.
5. If the results of any required items reveal information or conduct that the Board determines to be disqualifying, the applicant will not be eligible for placement with any department of the Board.
6. Human Resources shall complete the volunteer application process and any costs associated therein will be the responsibility of, and charged to the requesting department.
7. Each Department Director, or his or her designee, shall coordinate the department's volunteer program and shall serve as its contact person. Each department shall also provide updated volunteer services and contact information regularly to Human Resources.

411:4 TRAINING

Volunteers will receive a summary of Board policies and procedures, an overview of their volunteer assignment and, as appropriate, a written list of duties and expectations, hours of

service, supervision, necessary forms, accident reporting procedures, confidentiality, call-in, etc. Volunteers shall be directed to serve within their assigned duty assignment.

411:5 SUPERVISION

Volunteers will be supervised as to assignments, work performance, activity, use of equipment, etc. Performance problems will be corrected or the volunteer service terminated.

411:6 REPORTING REQUIREMENTS

The department to which volunteers are assigned will assure that each volunteer maintains an individual Volunteer Sign-In Log. This log is to be maintained by the department for reference purposes.

411:7 PERSONAL INJURY

Volunteers are considered employees pursuant to Chapter 440, Florida Statutes, Workers' Compensation Law. Worker's compensation medical-only coverage will be provided. Worker's Compensation is administered through the Board's Risk Coordinator.

411:8 DAMAGE TO VOLUNTEER PROPERTY

When volunteer's personal property is damaged while the volunteer is serving in an authorized volunteer status, the Board will not be responsible to reimburse for the damage.

411:9 DRIVING

All operators of a motor vehicle while on County business must be qualified to drive and drive safely. Operators must be at least 18 years of age and have sufficient knowledge about vehicle handling, demonstrated by a safe driving record, so as to protect employees, volunteers, the Board, clients, and the public from an unsafe driver. This provision applies to both County-owned and volunteer-owned vehicles. Volunteers operating County equipment will receive instruction from the supervisor regarding County vehicles before being authorized to operate them.

411:10 DAMAGE TO PRIVATE PROPERTY

When a volunteer serving in an authorized volunteer status damages private property, provisions of the Board's insurance policies will prevail.

POLICY 412 - LAYOFF POLICY

It is the policy of the Highlands County Board of County Commissioners (Board), that reductions in workforce and elimination of regular positions may be necessary from time to time for various reasons.

412:1 GENERAL PROVISIONS

A layoff is defined as a separation of employment due to the abolishment of positions due to shortage of funds or work, or a material change in the duties or organization of a department.

1. Authority. The Department Director shall recommend the positions to be abolished in his or her department. All recommendations must be reviewed by the County Administrator and Human Resources, and approved by the Board, before taking action.
2. Considerations. The Department Director, in determining the priority of layoff for individual employees, may be guided by a variety of considerations including job performance, relative skill levels, versatility, and attendance. Seniority may be a factor in the Supervisor's consideration, but the principle of "last hired, first fired" will not always govern in instances of layoff. Rather, the Department Director should determine layoff priority based upon the best interest of the Board.
3. Layoff Notification. After Board approval, the Department Director shall notify Human Resources of intended actions. The Director will notify the affected employees in person with the presence of Human Resources. A written notification from Human Resources will be supplied to each affected employee.
4. Regular Employees. No regular status employee in an affected position shall be laid off while a probationary employee continues to serve in a position with the same job title in the affected department.
5. Reassignment, Lateral, or Demotion Request. Within seven (7) business days after receiving written notice of layoff, regular status employees shall have the right to request reassignment, lateral transfer, or demotion to another in lieu of layoff provided:
    a. The petitioner meets the minimum qualifications for the requested position.
    b. Such reassignment, lateral transfer, or demotion shall not cause layoff of another employee.
    c. All requests are subject to review and approval by the County Administrator.
6. Priority Consideration of Laid-off Employees. Human Resources shall notify the hiring department if a laid-off employee meets the minimum qualifications for the vacancy. Laid-off employees must complete an application to be considered for any position. Supervisors and Department Directors are encouraged to consult with Human Resources when selecting applicants for interview.
7. Layoff Not Disciplinary. A layoff shall not be considered a disciplinary action.

POLICY 413 - SEPARATION OF EMPLOYMENT

It is the policy of the Board of County Commissioners (Board) to separate employment because of an employee's resignation, termination, or retirement; the expiration of an employment contract; or a reduction in the work force. Termination can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason. Upon separation of employment, the employee or the employer may request an exit interview with Human Resources.

413:1 GENERAL PROVISIONS

1. Employees are requiredested to give a minimum of two (2) weeks written notice of their intent to resign ~~and~~ to remain in good standing. Failure to provide two weeks written notice will preclude the individual from reemployment with the County. Written resignations may not be rescinded. The County Administrator may reserve the right to waive the notice.
2. Employees who are absent from their normally scheduled work shift for three (3) consecutive days without being excused or giving proper notice will be considered as having voluntarily resigned.
3. For policies and procedures leading up to termination for disciplinary reasons, please refer to Policy 802, Corrective Action and Disciplinary Procedure.
4. For policies and procedures governing retirement, refer to Policy 414, Retirement.
5. For policies and procedures governing the payment of sick leave and vacation leave at the separation of employment, refer to Policy 601, Sick Leave, and Policy 603, Annual Leave.
6. Supervisors should send notices of resignation or recommendations for termination to Human Resources for processing. These notices should be accompanied by any needed supporting documents, such as notices of corrective action, disciplinary reports, and letters of resignation. All terminations should be reviewed by Human Resources and approved by the County Administrator before any final action is taken. Failure to do so may lead to disciplinary action, up to and including termination.
7. Supervisors should ensure that the employee returns all Board property prior to separating employment. This can be accomplished by using a checklist that itemizes what must be relinquished by the employee. Should an employee fail to return any or all equipment issued, Human Resources will assess the value with the assistance of the department, and deduct from the employee's final paycheck. If the employee returns the equipment at a later time, a refund may be issued.
8. COBRA**.** Employees terminating employment with the Board may elect to continue health care coverage by paying the established rates.
9. Requests for employment verifications should be directed to Human Resources.

413:2 ADMINISTRATIVE SEPARATION

When circumstances warrant, employees may be administratively separated from service by Human Resources with the approval of the County Administrator. An administrative separation is non-disciplinary in nature. Such separation may occur in the following situations:

1. Upon notice that an employee has exhausted FMLA leave entitlement and expressed intent not to return to work.

2. The employee is unable to perform the essential functions of their job duties with or without reasonable accommodation.

413:3 RUNNING FOR PUBLIC OFFICE

1. An employee contemplating running for public office shall comply with the requirements of Chapter 99.012, Florida Statutes. An employee shall be considered to be running for public office upon payment of the required qualifying fee, signing the oath of candidacy, or making the required financial disclosure before the appropriate qualifying officer. Persons in this situation may:
   a. Take an unpaid leave of absence upon becoming a candidate; or
   b. Submit an irrevocable resignation with a future effective date, so long as it conforms to the requirements of the Statute.

POLICY 414 - RETIREMENT

It is the policy of the Highlands County Board of County Commissioners (Board), to provide employees assigned to established positions membership in the Florida Retirement System (FRS), in accordance with Florida Retirement System rules.

414:1 GENERAL PROVISIONS

1. The Florida Retirement System is a compulsory, State administered retirement plan. The provisions of Chapter 121, Florida Statutes, will be adhered to in administration of the retirement program.
2. Retirement ages will be determined according to Chapter 121.021(29), Florida Statutes.
3. Employees who choose to take normal retirement are requested to give Human Resources as much advance notice of their intent as possible.
4. Employees who qualify for retirement under this policy become eligible to receive retirement, health, and various other benefits in accordance with the provisions of the State of Florida and the Board's employee plans. Retiring employees are eligible to receive pay for accrued but unused vacation and sick leave in accordance with Board policies (refer to Policy 601, Sick Leave, and Policy 603, Annual Leave, for further information). All employee benefit plans and programs are subject to amendment or termination, even after retirement, at the Board's sole discretion.
5. It is recommended that all employees approaching retirement age or becoming vested consult with FRS representatives regarding the proper procedures. It is the employee's responsibility to initiate, follow up, and complete the FRS retirement process if choosing to retire.
6. Under current FRS rules, retired employees may be eligible to reapply for employment with an FRS employer:
    a. Within six (6) calendar months, your retirement will be voided and you will be required to repay all the Pension Plan benefits you have received, including any DROP payout.
    b. During calendar months seven (7) to 12, your Pension Plan benefits will be suspended for each month you are employed during this period (you must notify the Division of Retirement of your employment). If your benefits are not suspended timely, the employee and the Board will be required to repay benefits you should not have received.
    c. After 12 months, you will not be required to repay any prior benefits and you will continue receiving benefits from the Pension Plan without interruption.

500 – THE WORKPLACE

POLICY 501 - ORIENTATION AND TRAINING

It is the policy of the Highlands County Board of County Commissioners (Board), to provide New Employee Orientation programs and to conduct or support training programs as deemed appropriate.

501:1 GENERAL PROVISIONS

1. Human Resources is responsible for the overall development and coordination of New Employee Orientation and for implementing the portions that cover policies, procedures, services, facilities, benefits, and new employee documentation. Each Supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and department.
2. Supervisors are responsible for recommending employees for special training programs, for providing on-the-job training, or for arranging on-the-job trainers. Such training will normally be conducted during regular working hours.
3. The Board will provide special training programs for safety and health matters when deemed necessary, or as required by government regulation.

POLICY 502 - PROBATIONARY PERIOD

It is the policy of the Highlands County Board of County Commissioners (Board), that all new employees are to be carefully monitored and evaluated for an initial on-the-job probationary period of six (6) months. The probationary period applies to new hires, reassigned, and promoted employees. After satisfactory completion of the probationary evaluation, such employees will be formally evaluated on an annual basis.

502:1 GENERAL PROVISIONS

1. Supervisors are responsible for department orientation of new employees, including establishment of performance standards, work schedules, and expected employee behavior.
2. Supervisors are to ~~observe carefully~~carefully observe the performance of each employee in a new position. Strengths and weaknesses in performance, attendance, conduct or attitude are to be brought to the employee's attention.
3. After six (6) months, a written evaluation of the employee's performance (Appendix 2) must be completed. The evaluation is to include a recommendation as to whether the employee should continue in the position. The evaluation should be completed by the Supervisor, forwarded to the Department Director for review and signature, and then reviewed with the employee. The signed evaluation is then provided to Human Resources for inclusion in the employee's personnel file. A copy should be provided to the employee.
4. The probationary period may be extended up to three (3) additional months when requested by the Department Director and approved by Human Resources. Initial probation shall not exceed nine (9) months from the date of hire of any new employee.
5. During the probationary period, an employee may be disciplined, laid off, suspended, or terminated, and such action shall not be subject to the grievance procedure set forth in this manual.
6. The probation period may be reduced to less than six (6) months for an employee performing in a satisfactory manner with the approval of the County Administrator.
7. Annual leave may be taken only after the employee has successfully completed their initial probationary period and been recommended for continued employment. Sick leave may be taken after three (3) months of employment; refer to Policy 601, Sick Leave.

~~7.~~8. During the initial probationary period, an employee may not apply for an open position unless approved by the County Administrator.

POLICY 503 - HOURS OF WORK

It is the policy of the Highlands County Board of County Commissioners (Board), to establish the time and duration of working hours as required by workload, productivity, customer service needs, the efficient management of human resources, and any applicable law.

503:1 GENERAL PROVISIONS

1. Departments are to perform work during the time of day and week that will provide the best level of service to the people of Highlands County. When the operational and service needs of the Board require a schedule different from the normal workweek, departments are authorized to change or adjust any work schedule with the Department Director and County Administrator's approval.
2. No department shall operate on less than a 40-hour workweek, except for holidays and other situations; refer to Policy 604, Holidays.
3. The workday for each full-time hourly employee shall be 8, 10, or 24 hours, as prescribed by the department.
4. Employees exempt from the Fair Labor Standards Act (FLSA) may be required to work in excess of the department's scheduled hours without additional compensation. Accordingly, Supervisors and Department Directors shall use good judgment when requiring exempt employees to work beyond scheduled hours.

503:2 WORK SCHEDULES

1. The Department Director shall establish the scheduled hours of work for employees within their department. To be full-time positions, such hours shall not be less than the minimum hours of a normal workweek, and shall, as far as practical, be uniform for employees in the same unit assigned the same duties. Employee work schedules that deviate from normal business hours require County Administrator approval.
2. Human Resources shall maintain a copy of each department's work schedule.
3. Employees are expected to be ready to start work at their designated start time.
4. Full-time employees are required to be present on their assigned jobs for the total hours in the established workday and workweek.
5. Part-time employees are required to be present on their assigned jobs for the total number of hours scheduled for them during the established workday and workweek.

503:3 MEAL AND BREAK PERIODS

1. One (1) hour is the normal time allotted for meal periods. The Department Director or designee may authorize 30-minute meal periods, at their discretion. No meal period shall be for less than 30 minutes.
   a. Meal periods are to be scheduled in a manner to best serve the public.
   b. Meal period time cannot accumulate or be saved for the purpose of leaving work early.
2. Rest breaks are not a right, but a privilege provided when time and circumstances permit. Breaks must be arranged so as not to interfere with Board business. Each Department Director or designee may allow employees two (2) rest breaks per shift:

a. No work break shall exceed 15 minutes absence from the employee's ~~work station~~workstation.
b. Unused work breaks may not be accumulated.
c. Break time shall not cover late arrival for duty or early departure from duty.
d. Break time may not be used in conjunction with regular meal breaks.
e. No work break shall cause unsafe or hazardous conditions to exist solely for the purpose of taking a break at a pre-designated time during the workday.

3. Employees working for Fire ~~Resuce~~Rescue are required to observe a minimum rest period of eight (8) hours immediately prior to the commencement of a scheduled regular work shift. Specifically, employees are required to refrain from working for pay or as a volunteer in the eight (8) hours immediately prior to a scheduled regular or overtime work shift.

503:4 HOURS NOT WORKED

1. Supervisors, Managers, and Department Directors may, at their discretion, allow employees to make up time off during a given workweek (refer to Policy 505, Alternative Work Arrangements).
2. All hourly employees may be required to make up time if scheduled hours are not worked during the workweek, if paid or unpaid leave is not used.
3. Exempt employees may make limited alterations to their schedule during a given workweek, with supervisor approval.

503:5 TRAINING AND OFFSITE WORK

Employee attendance at lectures, meetings, and training programs will be considered hours of work, if such attendance is requested and approved by management.

POLICY 504 - OVERTIME, COMPENSATORY TIME, AND SHIFT DIFFERENTIAL

It is the policy of the Highlands County Board of County Commissioners (Board), that work in excess of a normal work week shall be kept to a minimum and avoided whenever possible. Except for emergencies, all overtime and compensatory time must be approved in advance by the Department Director.

504:1 OVERTIME

1. Department Directors shall strive to arrange work schedules in such a way that overtime is not required or permitted, except as follows:
    a. Emergency. Unusual situations which require emergency or immediate action, usually near the end of the workday, which may not be postponed to the following workday.
    b. Public/Property Danger. When danger to the health and safety or well-being of the general public, employees, or other persons could occur if an employee is not required to be on duty, or where danger to property is imminent.
    c. Miscellaneous. When management determines that the responsibilities of the department cannot be accomplished unless overtime work is authorized.
2. Employees are required to work overtime when directed, unless excused by their Supervisor. The refusal to work overtime as directed is grounds for disciplinary action, up to and including termination. Supervisors will assign overtime to employees in the particular job for which overtime is required.
3. Hourly employees are not permitted to work overtime without the prior approval of their Supervisor or Department Director. For the purposes of overtime compensation, only hours worked in excess of 40 during a workweek will be counted.
    a. Fire Rescue. For qualifying Fire Rescue positions, as defined in Policy 406:1 General Provisions, overtime pay at the rate of time and one-half (1.5 times the normal hourly rate) will be paid for each hour worked in excess of 106 hours during a 14-day work period.
4. Hourly employees are entitled to receive pay or may be offered compensatory time for hours worked in excess of 40 during the workweek; refer to Policy 504:2, Compensatory Time and Policy 703, Pay Procedures. Those employees in administrative, executive, and professional positions as defined by the Fair Labor Standards Act (FLSA) are exempt from the overtime and compensation provisions of this policy; refer to Policy 406, White Collar Exemption.
5. Overtime Exclusions. Administrative leave (except for line of duty court appearance), annual leave, sick leave and/or holiday pay will not be considered in the computation for overtime pay. Should an hourly employee be required to work on a holiday that falls on the normally scheduled day off and such work exceeds the 40-hour work week for included employees, they will be paid overtime at the rate equal to time and one-half (1.5 times the normal hourly rate) plus eight (8) hours holiday pay. When such work does not place the employee in an overtime situation for the work week, the normal hourly rate will be paid plus eight (8) hours holiday pay.

504:2 COMPENSATORY TIME

1. Compensatory time off is an adjustment to the regular work schedule in order to limit the amount of overtime pay necessary. Department Directors may elect to grant compensatory leave in lieu of overtime pay for hours worked in excess of 40

during the workweek. Compensatory time will be granted as time off at the rate of one and one-half (1.5) times the hours worked in excess of 40 during the workweek.

2. Compensatory time off must be scheduled with supervisory approval and at a time mutually convenient to the employee and the department. The time may be taken on dates and times as directed by the Board. Refer to Policy 703, Pay Procedures, for further clarification.
3. In no case will compensatory time off be accumulated in excess of 80 hours (160 hours for Fire Rescue personnel on a 24/48 shifts). When an employee exceeds this cap, they may be paid the hours in excess of the cap at the overtime rate. Effective January 1, 2019, hourly Fire Rescue employees may request compensatory time in lieu of overtime.
4. Exempt employees are ineligible for compensatory time.
5. Compensatory time should be exhausted before annual, sick, or leave without pay is used.

POLICY 505 - ALTERNATIVE WORK ARRANGEMENTS

It is the policy of the Highlands County Board of County Commissioners (Board), to allow for flexibility in work arrangements where possible, providing there will be no adverse effect on the operation of the government, or create an undue business burden on the Board or its operations, as a way to attract and retain the best employees. The Board recognizes that our diverse work force may, at times, have needs that require creative approaches to helping employees balance work and life demands. This policy is provided as one tool for management and employees to use to work as partners to ensure we meet our commitments to citizens while recognizing and addressing the demands of life outside of work.

505:1 GENERAL PROVISIONS

1. Flexible work schedules and other arrangements are only available in instances where there is no adverse effect on the work to be performed. Certain work, by its very nature does not allow for flexible work arrangements.
2. Department Directors should assess the impact of alternative work arrangements on the functions of their work unit and consider alternative work schedules or patterns that would maintain or enhance service quality.
3. In all cases, the Board retains all of its prerogatives regarding an alternative work arrangement. A Supervisor may deny a request based on business reasons. An alternative work arrangement may also be terminated at any time by a Supervisor if business needs so dictate.
4. The following work arrangements may be available options to employees, subject to the Department Director and County Administrator's approval:
    a. Compressed workweek. A full-time (40 hour) work schedule compressed into a four-day workweek (e.g. four 10-hour days).
    b. Flextime. A work schedule that permits flexibility in starting and quitting times without altering the required number of work hours in a given period (e.g. in a work week) and usually specifies a core period of the day during which all employees must be scheduled. Such scheduling is not available to counter and customer service staff members that have established working hours for contact with our customers. May also be offered to employees to alleviate the need of overtime.
    c. Part-time. A regular employee working less than a full-time work schedule. (Note: A reduction in hours which results in an employee working less than 30 hours per week may have consequences on their benefits package.)
    d. Fire Rescue. Will normally consist of three (3) shifts designed to work 24 hours on and 48 hours off.
5. County employees may be allowed a temporary schedule change not to exceed one (1) pay cycle, subject to Department Director approval.
6. For purposes of appropriateness and consistency of alternate arrangements, a brief description of specific alternate work arrangements should be sent to Human Resources for review.
7. All alternative work arrangements are subject to the discretion of the County Administrator and may be terminated at any time.

505:2 REMOTE WORK PROGRAM

To promote a healthy workplace and to control the possible transmission of Coronavirus, for a discrete period of time beginning March 18, 2020, managers have the option of allowing employees, who are able, to temporarily work in an alternative arrangement through working flexible shifts, working from home or another approved arrangement (referred to in this Policy and in the attached Application as "Remote Work Program" or "RWP"). The Remote Work Program Policy allows an employee to perform the responsibilities of a job away from a traditional Highlands County office or other worksite. Remote Work Programs provide for work in a remote location on a full-time, part-time, or occasional basis. A Remote Work Program is a voluntary work alternative that may be appropriate for some employees and some jobs based on business needs. Alternative work arrangements are not an entitlement and do not change the terms and conditions of employment with the Board.

Remote Work Programs approved in accordance with this Policy will be re-evaluated every thirty (30) days and are subject to revocation. Remote Work Programs are not intended to be permanent.

Procedure for Employees Who Request an Alternative Work Arrangement:

1. Either an employee or a supervisor may suggest a Remote Work Program. The employee must complete the Remote Work Program Application (Appendix 11) and submit the Application to the employee's Division Manager or Department Head.

2. Remote Work Programs are made on a case-by-case basis, focusing on the business needs of the organization first. To qualify for Remote Work, the employee must be able to effectively perform the employee's work-related duties remotely. Due to the nature of some job responsibilities, Remote Work may not be an option for every position.

4. Remote Work Programs will be approved at the sole discretion of the County Administrator. Any Remote Work arrangement may be discontinued, for any reason and at any time, at the request of either the employee or the employee's Division Manager or Department Head.

5. The County Administrator will determine, with information supplied by the employee and the employee's supervisor, the appropriate equipment needs (including hardware, software, and services) for each Remote Work Program on a case-by-case basis. Equipment supplied by the Board, if any, will be maintained by the Board. Equipment supplied by the employee, if deemed appropriate by the employee's Division Manager or Department Head, will be maintained by the employee. The Board accepts no responsibility for damage or repairs to employee-owned equipment. The Board reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Board is to be used for business purposes only. The Employee will sign an inventory release form listing all property owned by the Board and agrees to take appropriate action to protect the items from damage or theft. Upon termination of the Remote Work Program or termination of employment, all property owned by the Board will be returned to the Board unless other arrangements have been made. The County Administrator will use his/her sole discretion when making determinations about providing equipment.

6. Consistent with the Board's policies and expectations for employees working in traditional Board offices and worksites to maintain the security of work-related assets and information, Remote Work employees shall establish a work environment that provides for the privacy and confidentiality of verbal and written communications in connection with the employee's work to ensure the protection of work-related information accessible and produced from their alternative worksite. Steps include, but are not limited to, limiting physical access of work-related devices to the Board employee only, use of locked file cabinets and desks, regular password maintenance, not connecting any removable storage devices to the computer at any time, shielding computer, monitor, and other electronic screens from view of others, and any other steps appropriate for the job. Employees should not under any circumstances access the Board network from any public place or network and should limit remote access to their established Remote Work location.

7. Documents created and devices on which those documents are stored while an employee works remotely are subject to Public Records regulations. Employees should perform their work by exclusively utilizing Board-provided networks, services, and tools (such as email and other collaboration applications).

8. The employee will establish an appropriate work environment for working remotely. The Board will not be responsible for costs associated with establishment of the employee's remote location (e.g. remodeling, furniture lighting, repairs or modifications).

9. Injuries sustained by the employee while at the employee's remote work location and in conjunction with the employee's regular work duties may be covered by the Board's Workers' Compensation Policy. Employees are responsible for notifying the employer of such injuries in accordance with the Board's workers' compensation procedures. The employee is liable for any injuries sustained by visitors to the employee's Remote Work location.

10. The Board will supply the employee with appropriate office supplies (e.g. pens, paper, etc.) for the successful completion of job responsibilities. With appropriate pre-approval, the Board may reimburse the Remote Work employee for other business-related expenses that are reasonably incurred in accordance with job responsibilities (e.g. phone calls, shipping costs, etc.), on a pre-approval basis.

11. The employee and Division Manager or Department Head will agree in writing on the number of days that Remote Work is permitted each week; the work schedule the employee will customarily maintain; and the manner and frequency of communication. The employee must agree to be available to those the employee serves and other employees by telephone, email, and any other mode of communications upon which the employee's Division Manager and Department Director agree during the established hours for the employee's Remote Work schedule.

12. Remote Work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to legibly record all hours worked and matters handled in a manner designated by the County Administrator. Hours worked in excess of those specified per day and per work week, in accordance with state and federal requirements, will require the advance approval of the employee's

supervisor. Failure to comply with that requirement can result in the immediate cessation of the Remote Work agreement.

13. Before entering into any Remote Work agreement, the supervisor will evaluate the suitability of such an arrangement, paying particular attention to the following areas:

    a. Employee Suitability - the employee and direct supervisor will assess the needs and work habits of the employee, as well as the suitability of the position for Remote Work.

    b. Job Responsibilities - the employee and direct supervisor will discuss the job responsibilities and the employee will submit a written work plan for completion of job responsibilities at the alternate location, and the employee and direct supervisor will determine if the job is appropriate for a Remote Work Program.

    c. Operational Logistics - Equipment needs, workspace design considerations, and scheduling issues.

    d. Final Approval - The County Administrator has final approval for Remote Work Programs.

14. Evaluation of Remote Work performance during the Remote Work Program period will include review of daily interactions through the communication modes upon which the employee and their direct supervisor agreed as part of the Remote Work Program, and weekly meetings to discuss work progress and problems, preferably conducted by video conference. The employee and direct supervisor will each evaluate the arrangement and make recommendations for continuance or modifications to the Remote Work Program.

15. Remote Work is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective Remote Work employees are encouraged to discuss expectations of Remote Work with family members and to ~~make arrangements~~plan for childcare, or, if necessary and practicable, establish a schedule to work during hours that would limit the employee's responsibility to care for children.

16. The overall administration of this policy rests with the Human Resources Department.

POLICY 506 - TIMESHEETS AND RECORD KEEPING

It is the policy of the Highlands County Board of County Commissioners (Board), that each employee shall maintain an accurate timesheet. Timesheets must be signed or otherwise certified by the employee and his or her ~~Supervisor, and~~Supervisor and must be submitted to the appropriate persons by the designated dates and times.

506:1 GENERAL PROVISIONS

1. Departments are required to complete an individual timesheet, on paper or in electronic format, showing the daily hours worked for all employees. The timesheet must show the date and time an employee's work week starts, the number of hours worked each day, and the total hours worked during the week.
2. The following points should be considered in filling out timesheets:
    a. Hourly employees are not permitted to commence work before their normal starting time or to continue work after their normal quitting time without the prior approval of their Supervisor.
    b. Employee timesheets are to be verified and approved by the Supervisor involved.
    c. Falsifying timesheets is prohibited and may be grounds for disciplinary action, up to and including termination.
    d. Hourly employees are required to take scheduled meal breaks.
    e. Annual and sick leave approvals, on paper or in electronic formal, must be submitted with the timesheet.
    f. To amend a timesheet already submitted, employees should contact Human Resources. Pay correction may not take place until the pay cycle following the pay cycle in which the error occurred.
    g. Timesheets must be ~~signed~~ approved by each individual employee. Should an employee be unavailable for signature, the timesheet shall be ~~annotated, "Not available for signature" and signed~~ approved by the immediate Supervisor.
    h. Supervisors will not approve~~sign~~ timesheets that they know to be inaccurate and shall under no circumstances encourage employees to submit signed timesheets that are inaccurate, doing so is grounds for disciplinary action, up to and including termination.

POLICY 507 - EDUCATIONAL ASSISTANCE

It is the policy of the Highlands County Board of County Commissioners (Board), to provide educational assistance to its employees to allow them to enhance their ability to serve the public interest of the citizens of Highlands County.

1. The County Administrator may authorize, within available funds, up to 100% reimbursement of tuition and laboratory fees incurred by an employee who satisfactorily completes a job-related course or training at an approved educational institution. Courses must be related to the employee's principal duty ~~assignment, and~~assignment and must be approved prior to the start of the course.
2. Employees who have received educational assistance are required to agree to remain in the employment of the Board of County Commissioners for the amount of time specified on the Education Reimbursement Form after the certification, degree, or training is completed. In the event that the employee leaves Board employment prior to this time, the employee may be required to reimburse the County for the total number of funds expended, including but not limited to tuition, meals, mileage, lodging, and/or certificate fees.
3. Employee should submit all requests for approval by using the Educational Assistance Form (Appendix 6).

POLICY 508 - EMPLOYEE AWARDS

It is the policy of the Highlands County Board of County Commissioners (Board), to recognize extended service to the organization, acknowledge employee accomplishments and contributions, and to improve County government through an awards program. In addition to the awards specified in this section, the County Administrator may approve other recognition awards for presentation by the Board.

508:1 YEARS OF SERVICE AWARDS

Presented to employees who have been continuously employed by Highlands County for designated periods of time. Awards are presented at least quarterly at regular meetings of the Board of County Commissioners for 5, 10, 15, 20, 25, 30, and 35 years of service. Awards consist of a certificate and pin. The first award is given upon the fifth anniversary.

508:2 EMPLOYEE OF THE QUARTER AWARDS

Employees may be recognized for their service above and beyond the call of duty to Highlands County and its citizens.

1. Regular employees of Highlands County up to and including supervisory employees.
2. Recognition will take place at Board meetings, generally at the first meeting of each quarter based on the nominee selected by the Directors~~Employee Awareness Committee~~ and screened by Human Resources. The final selection is made by the ~~and~~ County Administrat~~or~~or~~ion~~.
3. Eligible employees must meet the following minimum criteria:
    a. The nominated employee must not have received any documented disciplinary action during the previous 12 months.
    b. The employee must not have adverse disciplinary action pending.
    c. The employee's last Performance Evaluation must have a minimum overall rating of satisfactory or higher.
    d. The employee must not have been found negligent in a safety accident/incident during the previous 12 months or be involved in a pending safety accident/incident in which negligence appears to be a factor.
4. Ineligible employees include:
    a. Other Personnel Services (OPS), Temporary Staffing, Interns, and all other temporary employees.
    b. Employees who have not completed the initial probationary period. This does not include probationary periods due to promotion.
5. Employees may be nominated by peers, Supervisors, Department Directors, or the public. Nominations must clearly identify and describe a specific incident, action, completed project, or extended period in which the employee's involvement, while in the performance of his/her duties as a County employee, exceeded the job description in a manner warranting recognition, deserving honor or esteem. Nominations are to be submitted directly to Human Resources. The qualifying behaviors may include but are not limited to:
    a. Cost saving suggestions
    b. Process improvement changes that improve efficiency or effectiveness
    c. Safety enhancement in the workplace

d. Customer service that exceeds expectations
e. Solving reoccurring problems
f. Morale improvement

6. Upon a submission of a nomination, Human Resources along with the employee's Director will verify the employee meets the minimum requirements and has represented the County in the following manner:
   a. Completed all regular and special duties as required, including adhering to the County's Rules and Regulations.
   b. Maintained a positive attitude and overall excellent spirit of cooperation toward County goals and objectives.
   c. Displayed courteous service when dealing with the public, fellow employees, and outside agencies.
7. After verification as specified above, the nominations will be presented by Human Resources to the ~~Employee Awareness Committee (EAC). The EAC will discuss and recommend a list of names of employees as nominees for the Employee of the Quarter or will prepare a list of nominees for and will submit the names of those nominees to the general employee population for a vote~~ Directors. Each Director may cast two votes for the nominees they feel are most deserving. Human Resources will submit the recommendation to the County Administrator for final approval. In case of a tie, the County Administrator will cast the deciding vote.

~~8. Nominations will be active for four (4) quarters.~~

~~9.~~8. No employee shall be awarded Employee of the Quarter more than once per calendar year.

~~10.~~9. The Employee of the Quarter will be awarded the following:
   a. A certificate of appreciation signed by the Chairperson of the Board, generally presented at the first Board meeting of each quarter.
   b. Eight (8) hours of personal leave and a gift ~~certificate~~card.
   c. The recipient's name will be displayed on a plaque in the lobby of the Government Center.
   d. A news article may be submitted to the local newspapers, including a picture of the award recipient.
   e. A picture of each quarter's recipient may be placed on the County~~'s website in the Employee Recognition section~~ Connection monthly newsletter.

POLICY 509 - EMPLOYEE REFERRAL PROGRAM POLICY

It is the policy of the Highlands County Board of County Commissioners (Board) to encourage and recognize those employees who refer successful candidates to the Board for full time hard to fill positions.

509:1 ELIGIBILITY AND PARTICIPATION

1. The referring employee must be in a regular full-time position in a paid status or on an approved leave of absence from the Board to be eligible to participate.
2. The referring employee must not be on any form of written correction action six (6) months prior and up to the time of payment.
3. The referral cannot be submitted before the position is posted. The referred candidate must be hired within 180 days, (6) months, of the initial referral date.
4. All referrals must be submitted to Human Resources on a candidate referral form. The first employee to refer a candidate will be the only referring employee eligible for payment.
5. An eligible candidate is one who is interviewed and hired, not just presented for consideration.
6. The candidate must be a new employee, and not currently or previously employed with the County.
7. All referrals expire six (6) months from submission date. You may refer the same person again once the referral expires.
8. There is no limit to the number of times an employee can qualify for an award if they refer more than one person who is hired. However, only one employee will be awarded per candidate hire.
9. Positions eligible for this program must be determined to be "hard-to-fill" positions. The following factors should be considered when designating a position to be "hard-to-fill":
    - How critical the position is to the Board's operations and mission.
    - Lack of success of recent efforts to recruit candidates and retain employees in like positions.
    - Employment trends and labor-market factors that may affect the Board's ability to recruit candidates for similar positions.
    - Recent turnover in similar positions.
    - Special or unique competencies required for the position.

509:2 REFERRAL AMOUNT

1. Once the candidate is hired as a result of a referral and has completed a successful probationary period of six (6) months, Human Resources will process the referral on file with an amount as follows:
    - Personal leave equivalent to $500 or;
    - One (1) time payment of $500.

509:3 ADMINISTRATION OF REFERRAL BONUS PROGRAM

The referral program operates in accordance with the following program requirements:

- Administration may designate a position as "hard-to-fill": (1) before the position is posted;(2) after 30 days of unqualified applicants of an already posted position or; (3) after unsuccessful interviews of posted position.
- Both the referring employee and the referred candidate must be employed by the County when any referral is paid to receive the referral amount.
- The hiring process will be fair and consistent with County policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral amount.
- The Board reserves the right to amend or discontinue the Employee Referral Program without notice.
- Personal time off must be scheduled with supervisory approval and at a time mutually convenient to the employee and the department.
- Unused personal hours may carry-over.
- Compensation for unused personal hours shall not be paid when an employee separates employment whether administratively, voluntarily, or involuntarily.

600 - LEAVE

POLICY 601 - SICK LEAVE

It is the policy of the Highlands County Board of County Commissioners (Board), to provide employees with appropriate time off due to illness under certain conditions. Eligible employees accrue paid sick leave and may take time off as necessary due to illness.

601:1 GENERAL PROVISIONS

1. Employees must give prior notice to their Supervisor or Department Director that they must be absent due to illness, injury, or exposure to a contagious disease or to care for dependents. This notice must be before the scheduled start time of the employee's work shift.
2. Employees may be required to furnish doctor's note for absences claimed due to sickness when the Supervisor or Department Director deem such request proper.
3. Employees who have been absent three (3) or more scheduled workdays within a 30-day period may be required to provide a doctor's note before returning to work, prior to the start of the next shift.
4. Employees who, upon request by their Supervisor or Department Director, fail to comply with the procedures in this section shall not be eligible to use accrued sick leave credits and may be subject to disciplinary action, up to and including termination.
5. Employees whose sick leave records indicate unwarranted use of sick leave may be required to submit medical certification for all absences claimed due to illness. Furthermore, if attendance is not improved within 30 calendar days of such notice and an acceptable record maintained thereafter, the employee may be subject to disciplinary action, up to and including termination. Human Resources shall conduct an analysis of employee sick leave per Supervisor request.

6. Increments. Sick leave should be granted in increments of not less than ¼ hour.

~~6.~~7. Sick leave may not be taken after an employee has submitted their resignation.

~~7.~~8. Special Computation for Ten (10) Hour Employees. Leave shall be approved in ten (10) hour increments for each scheduled workday in which sick leave has been approved; provide their individual leave account is sufficient to cover the period.

~~8.~~9. Special Computation for 24 Hour Employees. Leave shall be approved in 24-hour increments for each scheduled workday in which sick leave has been approved; provide their individual leave account is sufficient to cover the period.

601:2 SICK LEAVE ACCRUAL GENERAL

1. Sick leave benefits shall accrue during the initial period of employment probation; however, are not available for use. After three (3) months employees will be credited with the appropriate number of sick leave hours, which may be used at any time thereafter. Employees will continue to accrue sick leave at the standard rate thereafter.
2. Sick leave accrued during a pay period shall be credited to the employee on the last day of that pay period; or, in the case of separation, on the last day the employee is on payroll.

3. Employees shall not earn sick leave during breaks of service. An employee who has officially separated from Board employment will start with a balance of zero (0) sick leave hours if rehired.
4. Contract Employees (i.e. County Administrator, County Attorney) will accrue per the terms of their contract.
5. Part-time and OPS employees will not accrue sick leave.

601:3(a) SICK LEAVE ACCRUAL

Sick leave benefits will accrue for 40-hour personnel in regular positions under the Board as follows:

Table 1: Sick Leave Accrual in regular positions

Continuous Service	Accrued Sick Leave
Less than 5 years	52.00 hours
5 or more but less than 10 years	78.00 hours
10 or more years	104.00 hours

601:3(b) SICK LEAVE ACCRUAL

Fire Rescue personnel scheduled to work 24 hours on and 48 hours off work shift will accrue sick leave benefits in compliance with the current Collective Bargaining Agreement.~~following schedule:~~

~~*Table 2: Sick Leave Accrual for personnel scheduled to work 24 hours on and 48 hours off*~~

~~Continuous Service~~	~~Accrued Sick Leave~~
~~Less than 5 years~~	~~70.55 hours~~
~~5 or more but less than 10 years~~	~~105.91 hours~~
~~10 or more years~~	~~141.27 hours~~

601:4 AUTHORIZED USES OF SICK LEAVE

Sick leave shall be authorized only for the following:

1. Personal Illness. The employee's personal illness, injury, or exposure to a contagious disease that could endanger others. Personal illness shall also include disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom.
2. Medical Appointment. The employee's personal appointment with a doctor, dentist, or other recognized practitioner when it is not possible to arrange such appointments when off-duty.
3. Family Member Illness or Medical Appointment. Illness or injury of a member of the employee's immediate family, which may require the personal care and attention of the employee. Immediate family is defined as the spouse or the grandparents, parents, brothers, sisters, and children of either the employee or spouse. Additionally, eligible employees may use FMLA.
4. Workers' Compensation Supplementation. An employee is allowed to use one (1) hour per workday of paid sick leave to supplement the tax-free benefit. An employee scheduled for 24-hour shifts may use three (3) hours per shift of paid sick leave to supplement the tax-free benefit. The net wages received should be nearly

equivalent to the net wages received prior to the covered injury. Retroactive payment of sick credits is not authorized.

601:5 WHEN SICK LEAVE IS EXHAUSTED

1. Employees unable to work after all sick leave credits have been used ~~may~~ will use accrued annual leave before being placed on leave without pay.
2. Family and Medical Leave Act of 1993. Persons employed by the Board for at least 12 months, and who have worked a minimum of 1,250 hours for the Board in the 12 months preceding a request for FMLA leave, are eligible to use leave as provided for in the law. Procedures for requesting FMLA leave are contained in Policy 606, Family Medical Leave. FMLA leave, when authorized, shall be on a rolling 12 month period counting from the first day of leave granted under the request.

601:6 SICK LEAVE REIMBURSEMENT

1. In order to encourage employees to properly use sick leave and recognize those who have demonstrated a high degree of physical fitness and safety by accruing large amounts of unused sick leave credits, the following lump-sum reimbursements shall be authorized:
   a. Ten ~~(10)~~ years of continuous County service **and** accrual of at least 450 or more sick leave hours will receive a lump-sum payment, upon separation, of 25% of the accrued sick leave hours based on current hourly wages.
   b. 15 years of continuous County service **and** accrual of at least 750 or more sick leave hours will receive a lump sum payment, upon separation of 35% of the accrued sick leave hours based on current hourly wages.
   c. 20 years of continuous County service~~s~~ **and** accrual of at least 1,000 or more sick leave hours will receive a lump-sum payment, upon separation, of 50% of the accrued sick leave hours based on current hourly wages.
   ~~c.~~d. The employee must have the hours and the years required to receive the lump-sum payment. An employee separating with 20 years of service and 800 hours of sick leave will receive no payment at all. The payment does not move to the lower percentage for fewer hours.

As of October 1, 1996, the payment of Sick Leave Reimbursement Pay upon cessation of employment is limited to not more than 2,080 hours. All regular employees with sick leave balances in excess of this limit as of the date will retain their sick leave balances and may continue to earn additional sick leave hours; however, the maximum hours that may be reimbursed shall be limited to 2,080 hours. Creditable service as an elected official, even when continuous, will not be used to compute continuous service for this payment.

2. To be eligible for lump-sum payment of accrued Sick Leave Incentive benefits, employees must separate employment in good standing. The following requirements shall be met in order to separate employment in good standing.
   a. Notice of separation of at least two (2) weeks.
   b. No disciplinary action 30 calendar days prior to separation
3. Any employee that is involuntarily terminated will not be eligible for lump-sum payment of accrued Sick Leave.
4. Death. In case of death, payment for unused sick leave at the time of death shall be made to the employee's designated beneficiary in the amount payable to the employee upon separation pursuant to Policy 601:6 or as otherwise provided by law.

601:7 TRANSFER OF SICK LEAVE UPON SEPARATION

An employee leaving the Board to work for another FRS employer that allows limited transfer of sick leave may elect not to have up to 40 hours of sick leave bought back upon separation of employment with the Board.

It is the responsibility of the employee to inform Human Resources in writing of any intent to have sick leave transferred to another FRS employer prior to separation of employment with the Board. The employee is also responsible for obtaining and filling out any paperwork needed for such transfers.

Failure to notify Human Resources and/or failure to have completed the necessary paperwork in sufficient time prior to leaving employment with the Board may result in all sick leave being paid out at the appropriate rate and no accrued sick leave being transferred to the new FRS employer.

It is solely the responsibility of the employee to find out if another FRS employer allows for sick leave transfer and the amount that may be transferred. This practice varies widely among FRS employers and the Board will not make inquiries for employees regarding the transfer of leave to another FRS employer.

The Board will accept up to 40 hours of accrued sick leave transferred from another FRS employer. Sick leave transferred will be available after three (3) months of employment, per Policy 601:2, Sick Leave.

POLICY 602 - SICK LEAVE POOL

On a purely voluntary basis, eligible employees may join a Sick Leave Pool (SLP) with other employees. The SLP is established to provide additional paid sick leave protection to eligible employees. Participation in the SLP shall be on a voluntary basis and is available only to eligible employees.

602:1 REQUIREMENTS

To join the SLP, an employee must:

1. Have at least one (1) year of full-time employment with the County.
2. Have a minimum of 30 hours of unused sick leave remaining after contributing eight (8) hours to the pool.
3. Participating employees will make equal contributions to the SLP.

602:2 JOINING THE SICK LEAVE POOL

1. After the initial contribution of sick leave hours, further contributions will only be required as may be necessary to replenish the pool. Any such contributions will be equally required of all employees participating in the pool.
2. A participating employee using sick leave from the pool will not be required to re-contribute sick leave to the pool, except as otherwise provided herein.
3. A participating employee who chooses to no longer participate in the SLP will not be eligible to withdraw any sick leave already contributed to it.
4. Joining the pool is prohibited at any time other than the initial enrollment and periodic replenishment periods.
5. Pool replenishment will be accomplished annually as needed, during an open enrollment period in the fall. New members will be required to contribute at the same rate as original (charter) members or the current rate, whichever is higher.

602:3 CONDITIONS

1. A participating employee will not be eligible to use sick leave from the pool until all personal sick and annual leave has been depleted.
2. An employee must have been approved for FMLA before drawing time from the pool.
3. SLP time drawn from the pool must only be used for FMLA qualified events.
4. Leave withdrawal from the SLP will require, in all cases, a statement from a physician attesting to the disability, to the estimated period of disability, and a statement that the employee is unable to work.
5. A maximum of 240 hours may be withdrawn from the pool per member in a calendar year (January 1 through December 31).
6. Sick leave not yet earned may not be advanced for the purpose of contributing to the pool.
7. Alleged abuse of SLP time will be investigated. On a finding of wrongdoing, the employee will be required to repay all of the sick leave credit drawn from the pool and will be subject to such other disciplinary action as determined appropriate by Human Resources and the County Administrator.
8. An employee using SLP leave for the majority of the month will not earn sick leave.

602:4 SICK LEAVE POOL COMMITTEE

Operation of the pool will be monitored by a committee acting in an advisory capacity to the County Administrator.

1. The committee shall be composed of the Assistant County Administrator, Human Resources Representative, one (1) hourly employee, one (1) salary employee both members of the SLP, and a director of a department other than that to which the applying employee belongs. The committee shall be chaired by the Deputy~~Assistant~~ County Administrator/Chief of Staff.
2. The committee shall not grant sick leave in excess of the balance in the pool.

POLICY 603 - ANNUAL LEAVE

It is the policy of the Highlands County Board of County Commissioners (Board), to afford the opportunity for all regular full-time employees to take annual vacations with pay in accordance with established guidelines. The purpose of annual leave is to provide employees time away from normal work activities without loss of pay or benefits. Approved vacations are beneficial to the operation of the Board and beneficial to its employees. Therefore, each eligible employee is encouraged to take annual vacation leave. Annual leave may also be used to supplement sick leave, or to perform personal activities, etc.

603:1 GENERAL PROVISIONS

1. Authority. Employees shall request use of annual leave electronically or in writing by using authorized forms. The Supervisor's approval is required prior to use. Leave use may not be authorized prior to the time it is earned.
2. Opportunity to Use. Each Department Director and Supervisor must provide opportunities to use accrued annual leave credits required for proper rest and relaxation. Individual employees are responsible for monitoring their own leave balance and for using them for the intended purpose. The maximum allowable carry-over of annual leave shall be 240 hours. All accrued annual leave hours in excess of 240 hours at the end of each calendar year will be deleted from accrued benefits without reimbursement. It is an employee's personal responsibility to request and schedule leave taking in order to avoid losing hours at the end of the calendar year.
3. Compulsory Use. A Department Director may require an employee to use all or part of the employee's accrued annual leave for vacation purposes at any time deemed advisable for the smooth functioning of the department, or to comply with above.
4. Special Computation for Ten (10) Hour Employees. Leave shall be approved in ten (10) hour increments for each scheduled workday in which annual leave has been approved; provided their individual leave account is sufficient to cover the period.
5. Special Computation for 24 Hour Employees. Leave shall be approved in 24-hour increments for each scheduled workday in which annual leave has been approved; provided their individual leave account is sufficient to cover the period.
6. Crediting Date. Annual leave earned during any pay period shall be credited to the employee on the last day of that pay period or, in the case of separation, on the last day the employee is in payroll.
7. Increments. Annual leave should be granted in increments of not less than ¼ hour.
8. Payment. Compensation for unused annual leave shall be paid when an employee separates employment, whether administratively, voluntarily, or involuntarily.
    a. Computation. Annual leave value at separation shall be computed by multiplying the employee's current hourly rate times the number of hours of accrued annual leave.
    b. Final Pay. Payment shall be included in the employee's final paycheck, provided:
        i. All Board property and materials in the employee's possession are properly returned or accounted for.
        ii. Sufficient notification is given prior to separation.
        iii. All insurance premiums, educational, and training obligations have been fulfilled.

c. Death. In case of death, payment for unused annual leave at the time of death shall be made in the employee's final paycheck~~to the employee's designated beneficiary~~ or as otherwise provided by law.

9. DROP**.** Payment for unused annual leave may also be made to employees entering the Deferred Retirement Option Program (DROP) per Chapter 121.091(13), Florida Statutes not to exceed the amount of the employee's annual leave on account or 240 hours, whichever is less.
10. Part-time and OPS employees will not accrue annual leave.
11. Annual leave benefits shall accrue during the initial period of employment probation; however, are not available for use. New employees satisfactorily completing initial probation and attaining regular status shall be credited with the accrued leave on the last day of the pay period in which probation is completed. Probation is initially set at six (6) months but may be shortened or lengthened at the discretion of the Department Director; County Administrator approval is required. If the employee is released from probation prior to six (6) months, the annual leave will be credited at a pro-rated amount based on the amount of time the employee has been employed. If after the initial six (6) months of employment, the employee is on probationary status, the County Administrator may authorize the release of the appropriate leave balance.
12. Promotions, training, reinstatements, reclassifications, lateral transfers, and disciplinary periods of probation are not considered initial probation provided the minimum probationary service has previously been satisfactorily completed.
13. Employees shall not earn annual leave during breaks of service. An employee who has officially separated from Board employment will start from a balance of zero (0) annual leave hours if rehired. Service in the elected official category shall not be used in computing continued service.

603:2(a) EARNING ANNUAL LEAVE

Full-time regular 40-hour employees filling authorized Board positions shall earn annual leave hours as follows:

Table 2~~3~~: Annual Leave Accrual for regular positions

Continuous Service	Accrued Annual Leave
Less than 10 years	104.00 hours
10 or more years	130.00 hours

603:2(b) EARNING ANNUAL LEAVE

Fire Rescue personnel scheduled to work 24 hours on and 48 hours off will accrue annual leave benefits in compliance with the ~~following schedule:~~current Collective Bargaining Agreement.

~~*Table 4: Annual Leave Accrual for personnel scheduled to work 24 hours on and 48 hours off*~~

~~Continuous Service~~	~~Accrued Annual Leave~~
~~Less than 10 years~~	~~141.27 hours~~
~~10 or more years~~	~~166.77 hours~~

603:3 ANNUAL LEAVE PAYOUT

1. Annual Leave payouts may be paid to employees requesting payment for unused annual leave between November 1st and December 15th of each calendar year.
2. Employees may request payout for a maximum of 80 hours annual leave. Payment for unused annual leave will not exceed the amount of the employee's annual leave on account.
3. The payout may be split into multiple pay periods.
4. It is the responsibility of the employee to fill out the Annual Leave Payout Form (Appendix 4) and ensure that it is submitted to Human Resources in a timely manner. Failure to do so, may result in a delay in the payout.
5. In the event of a Disaster or Declared Emergency (Federal, State or Local) the County Administrator may authorize a Special Payout of Annual Leave with dates to be determined at the time of the sale and subject to sections 2, 3, and 4 of this policy.

POLICY 604 - HOLIDAYS

It is the policy of the Highlands County Board of County Commissioners (Board), to designate and observe certain days each year as holidays. The holiday schedule is adopted annually by the Board.

604:1 GENERAL PROVISIONS

1. The Board reserves the right to schedule work on an observed holiday.
2. When an approved holiday falls on a Saturday, the preceding Friday shall be observed as the official holiday. When an approved holiday falls on a Sunday, the following Monday shall be observed as the official holiday.
    a. Fire Rescue employees working 24-hour shifts will observe holidays on the regularly scheduled calendar day without regard to Saturday or Sunday.
3. If a listed holiday is observed on a day which is a regularly scheduled day off for an employee, the employee will not be compensated, nor may the employee take another day in lieu of the scheduled holiday. Refer to Policy 604:5 – Floating Holiday
4. Holiday pay for less than full-time employees shall be awarded at the rate of one (1) hour of holiday pay for each ten (10) hours worked during the pay period in which the holiday falls. For example, if a part-time employee is scheduled to work 20 hours during the pay period of the holiday, they would receive two (2) hours holiday pay, 30 hours scheduled, three (3) hours, 40 hours scheduled, four (4) hours, etc. to a maximum of 60 hours scheduled, six (6) hours holiday pay would be paid. Employees who work 70 hours or more would receive the full holiday benefit.
5. If an employee takes sick leave (including annual leave substituted for sick leave) on the day prior to or the day after an observed holiday, they may be required to provide written proof of illness in the form of a physician's statement of treatment. Failure to provide such proof of illness when requested shall result in the employee not being paid for such sick leave and/or loss of holiday pay for the observed holiday, and may result in disciplinary action, up to and including termination.
6. Employees on unpaid leaves of absence shall not be entitled to holiday pay for any holiday that falls during any period of unpaid leave.
7. The Board recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the Board's list of observed holidays. Employees requesting to take a day off for such reasons may be permitted to do so if the employee's absence from work will not result in an undue hardship on the ability of the department to conduct business, providing prior approval has been obtained from the employee's Supervisor. Employees may use accumulated paid annual leave on such occasions, or they may take such time off as an unpaid, excused absence.
8. Mandatory Holiday Duty. Exempt employees that are required to work on a scheduled holiday for the convenience and necessity of the Board may be granted administrative leave at straight time for the period worked if the total hours for the work week exceeds the standard work week hours. Prior approval by the County Administrator is required.
    a. Fire Rescue employees that are required to work on a scheduled holiday will be paid holiday pay.

9. Other Agency Holidays. Board personnel with shared employment with the University of Florida Extension Service, Courthouse, and other employees in similar situations, may observe holidays of that organization, or of the Board. The total number of holidays for Board employees with shared employment may exceed the total number of days provided to Board employees annually.

604:2 FLOATING HOLIDAY

1. Two (2) floating holidays per calendar year are provided for those employees working in a division whose mandatory work schedule prohibits them from participating in the regularly observed holidays. This policy applies to:
   a. Library staff whose offices normal operating hours are Tuesday thru Saturday and therefore are unable to benefit from holidays observed on Mondays.
   b. Solid Waste staff whose normal operating hours are set based on the operating schedule of the Solid Waste hauler and who therefore are unable to benefit from holidays observed by the Board.
   c. This policy does not apply to employees within the Library system or Solid Waste who work a Monday through Friday work schedule.
2. Where an employee's work schedule is established to accommodate the needs of the Board, the County Administrator may grant an employee up to two (2) floating holidays on a case-by-case basis. Approval will be documented in the employees personal file.
3. Floating holidays will be applied to an applicable employee's available leave balances on the first business day in January of each year. To be eligible for receipt of a Floating Holiday, employees in positions approved for Floating Holidays must be employed in the position at the time of application of that Floating Holiday to that Employee's leave balance.
4. Floating Holidays must be scheduled in advance and approved in accordance with the County's leave policy.
5. Floating Holidays must be used during the calendar year which they are granted.
6. Floating Holidays are not compensable upon separation of employment.

POLICY 605 - LEAVE OF ABSENCE

It is the policy of the Highlands County Board of County Commissioners (Board), to grant employees leave(s) of absence under certain circumstances.

605:1 GENERAL PROVISIONS

1. Medical certification may be required for a serious health condition, as described in the Family & Medical Leave Act (FMLA), although employee may not qualify for protection under FMLA. Refer to Policy 606, Family Medical Leave.
2. The Board requires that all accumulated annual, sick, and compensatory leave first be exhausted and counted towards the maximum amount of approved leave. The remainder of the leave period, if any, is unpaid.
3. Should an employee exhaust all FMLA and/or approved Workers Compensation leave, the Director may grant a one-time, 30 calendar day Leave of Absence. Should the employee need additional leave, the County Administrator may grant additional time in 30 calendar day increments on a ~~case by case~~case-by-case basis.
4. Employees who are on an approved leave of absence are expected to report any change of status in the need for a leave, as soon as such a change takes place, to the immediate Supervisor, Department Director or Human Resources.
5. Employees intending to return to work from an approved leave of absence shall notify the immediate Supervisor and Human Resources in advance of returning to work. Employees are encouraged to provide as much advance notice as possible. Failure to notify the Supervisor may result in a delay in the return to work. Proper medical documentation may be required before employee is able to return to work.
6. An employee who fails to return to work at the conclusion of an approved leave will be considered to have voluntarily abandoned their position. In such instances involving leave of absence without pay, the Board will recover from the employee the Board's share of any insurance premiums paid by the Board on behalf of the employee and their dependents.
7. Benefits that accrue according to length of service, such as paid vacation, sick leave, and retirement credit, do not accrue during periods of unpaid leave of absence. Likewise, holidays will not be granted during periods of unpaid leave.
8. An employee returning to work from a leave of absence, including military leave, must comply with reinstatement requirements specified by federal and state law. If the same job or one of equivalent status is not available as a result of a reduction in force, the employee will be treated in the same manner as though they were not on leave at the time of the reduction in force.

605:2 BENEFITS COVERAGE DURING LEAVE

1. If the leave of absence is unpaid, the employee will be required to pay the cost of health, dental, and life insurance premiums and any employee elected coverages (i.e. Aflac, ~~TA,~~ Vision, etc.) during the leave of absence. The employee will be billed monthly for their portion of the coverage. Failure of the employee to pay their portion of the premiums may result in loss of coverage.
2. If the leave of absence is paid, the Board will continue to pay the normal cost of insurance premiums for the employee and the employee's dependents as if the employee were otherwise working during the leave of absence. The employee will

likewise continue to pay their portion of any premiums during this period. Failure of the employee to pay their portion of the premiums may result in loss of coverage.

POLICY 606 - FAMILY MEDICAL LEAVE

It is the policy of the Highlands County Board of County Commissioners (Board), to grant its employees up to 12 weeks leave of absence using a rolling 12-month period, to be used in accordance with the provisions of the Family & Medical Leave Act (FMLA).

606:1 GENERAL PROVISIONS

1. Employees who have been employed for at least one (1) year, 52 weeks, which need not be consecutive, and have worked at least 1,250 hours during the preceding 12-month period are eligible for leave under the FMLA.
2. For employees who are not eligible for FMLA leave, the Board will review business considerations and the individual circumstances involved. Any leave granted under these special conditions and circumstances is non-FMLA ~~leave, and~~leave and does not afford the protections granted to eligible employees by the Family & Medical Leave Act.
3. The Family & Medical Leave Act requires that a total of 12 weeks of unpaid leave be made available during a rolling 12-month period. The Board requires that all applicable annual, sick, and compensatory leave first be exhausted and counted towards the maximum amount of leave required under the law. The remainder of the leave period, if any, is unpaid.
4. Exempt Employees. During a period in which intermittent or reduced schedule FMLA leave is to be taken, the employee will be compensated on an hourly basis and paid only for the hours worked. The employee may elect to use annual or sick leave to offset the un-worked hours. Refer to 29 CFR 825.206 for additional details.

606:2 REASONS FOR LEAVE AND CONDITIONS/RESTRICTIONS

1. All employees who meet the applicable time-of-service requirements may be granted a combined total of 12 weeks of leave, whether paid or unpaid, during the designated rolling 12-month period for the following reasons:
   a. The birth of the employee's child, and in order to care for the child.
   b. The placement of a child with the employee for adoption or foster care.
   c. To care for the employee's spouse, child, or parent who has a serious health condition. The care of grandparents or in-laws is not covered under FMLA.
   d. A serious health condition that renders the employee incapable of performing the functions of his/her job.
   e. To care for the employee's spouse, parent, child, or next-of-kin who is a covered service member with a serious injury or illness sustained while on active duty. Refer to Policy 607, Military Family Medical Leave.
   f. For a qualifying exigency when an employee's spouse, child, or parent is called to active duty. Refer to Policy 607, Military Family Medical Leave.

Note: Employees who have no biological or legal relationship with a child may nonetheless stand in loco parentis to the child and be entitled to FMLA leave. Human Resources, in consultation with the legal counsel, shall make determinations regarding in loco parentis conditions and qualifications on a case-by-case basis. Reasonable documentation may be required.

2. Leave to be used for the birth or placement of a child for adoption or foster care must be taken within 12 months from the date of the birth or placement. If the

Board employs both parents, they will be permitted to take a combined total of 12 weeks of leave for the birth or placement of the child.

3. Family or medical leave may be taken as intermittent leave or leave on a ~~reduced schedule~~reduced schedule only if there is a medical need for such leave (as distinguished from voluntary treatments and procedures), and that such medical need can be best accommodated through an intermittent or reduced leave schedule.
    a. An employee needing intermittent FMLA leave or leave on a reduced leave schedule must make a reasonable effort to schedule the leave so as not to disrupt department operations.
    b. In addition, provisions of the Family & Medical Leave Act allow the employer to assign an employee to an alternate position with equivalent pay and benefits that better accommodates the employee's planned intermittent or reduced leave schedule. The employee will be returned to their original or similar position following this application of leave.
    c. When leave is taken after the birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the employer agrees. The employer's agreement is not required, however, for leave during which the mother has a serious health condition or if the newborn child has a serious health condition.

606:3 TRACKING AND AVAILABILITY OF LEAVE

1. Effective September 1, 2009, the Board uses a 12-month rolling leave period measured forward from the date the employee first takes FMLA leave. The first day FMLA is taken is the day that the rolling leave period begins. After completion of 12 months from that date, the next 12 month rolling period begins the next time the FMLA leave is used.
2. For ease of tracking intermittent leave, the 12-week entitlement may be equivalently defined in hours. If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 weeks prior to the beginning of the leave period would be used for calculating the employee's normal workweek.
3. If an employee is not eligible to take FMLA leave, Human Resources will notify the employee why he or she is not eligible.
4. FMLA leave will be tracked and notated on the employee's timesheet by the department. It shall be the responsibility of the department to inform an employee of the amount of FMLA leave available at the time leave is requested. Human Resources shall inform the employee when the end of the 12-week entitlement is nearing.
5. An error by Human Resources as to the amount of time due to an employee under FMLA will not reduce or increase the amount of time the employee is legally owed.
6. To the extent allowed by law, in the event an absence is for any reason covered by the FMLA, the Board reserves the right to count it as FMLA leave, whether the employee has applied for it or not. When this occurs, the employee will be promptly notified as required by law.

606:4 REQUESTS FOR LEAVE

1. An employee requesting leave when the need for the leave is foreseeable should complete the appropriate FMLA certification paperwork and return it to Human

Resources for further processing. If approved, the employee shall follow standard policy for requesting leave.

2. All fields should be completed on the FMLA certification paperwork including whether the request for leave is a new or existing one, the type of leave being requested, the estimated duration of the leave, and the starting and approximate ending dates of the leave (if known).
3. Confidentiality. Medical information is confidential and is only retained by Human Resources and/or Risk Management in confidential files. If the information is not specific to a diagnosis or is simply stating the reasons listed above, that information is not considered confidential medical information. Human Resources, Risk Management, and the HIPAA Privacy Officer are available to advise what information constitutes confidential medical information.

606:5 NOTICE OF LEAVE

1. An employee intending to take family or medical leave due to an expected birth or placement of a child, or because of a planned medical treatment, must submit a leave request form at least 30 calendar days before the leave is to begin. Failure to provide this notice may postpone the leave.
2. If leave is to begin within 30 calendar days, an employee must give notice to their immediate Supervisor and Human Resources as soon as the necessity for leave arises.
3. If the leave is not foreseeable, the employee may provide notice to their immediate Supervisor or Department Director by phone, fax, or email. Medical details need not be given. The employee should provide enough information for Human Resources to understand that a serious health condition will create incapacity from the employee's job. If leave is to care for a family member, information must be provided that the condition will render the family member unable to perform daily activities. The employee should include at least an estimate of how long they will be absent. Failure by the employee to provide sufficient information to determine whether FMLA is applicable may result in delay or denial of protected leave.
4. If the current absence relates to an already approved FMLA condition, the employee must advise the immediate Supervisor or Department Director at the time the leave is requested. Calling in sick without providing more information is not considered sufficient notice for that leave to be protected.
5. Normal department call-in procedures for unscheduled absences should be observed unless an emergency situation is indicated.
6. If a Supervisor learns of an event which can be reasonably foreseen to qualify as FMLA leave, the employee should be provided a Notice of Eligibility and Rights and Responsibilities and certification paperwork within five (5) business days of learning of the employee's potential need for the leave or the employee's request for leave. Following receipt of the completed and approved certification paperwork, a Designation Notice will be prepared by the department and sent to the employee. The Designation Notice informs the employee that the Board has designated the leave as FMLA leave.
7. In general, FMLA leave is not counted retroactively. However, if the Board learns that leave is for an FMLA-qualifying purpose after leave has begun, the entire portion or some portion of the paid leave period may be retroactively counted as FMLA leave, to

the extent that the leave period qualified as FMLA leave. Such determinations will be made in consultation with Human Resources.

8. An employee may be absent from work due to an on-the-job illness or injury that also qualifies as a serious health condition under FMLA and still receive workers' compensation. In such cases, workers' compensation leave and FMLA leave will run concurrently. Human Resources, when necessary, shall make such determinations as to whether workers' compensation leave should be counted as FMLA leave
    a. If the workers' compensation leave is longer than the 12-week entitlement under FMLA, such leave will revert to the rules provided by workers' compensation laws and regulations.

606:6 MEDICAL CERTIFICATION OF LEAVE

1. A request for leave based on the serious health condition of the employee or employee's spouse, child, or parent will require a Medical Certification completed by the applicable health care provider. This certification must be submitted to Human Resources. Failure to complete and submit necessary FMLA paperwork will result in the denial of FMLA leave until such time as proper paperwork has been completed, received, and reviewed. The Board may also request re-certifications periodically during the course of any FMLA leave, according to guidelines in the regulations. Certification information will be kept confidential and filed in the employee medical file, to be kept in Human Resources.
    a. The Board may request the employee to provide a recertification no more often than every 30 calendar days and only in connection with an absence by the employee. The Board is not responsible for any expense associated with a recertification.
2. The certification forms provided by Human Resources should be completed by the employee's/ family member's healthcare provider and must be returned to Human Resources within 15 calendar days from the date that the request is made on the Notice of Eligibility and Rights and Responsibilities, unless the employee notifies Human Resources of extenuating circumstances. Failure to use the Board's designated certification form may result in delay in approving protected leave, even if other information is submitted. If incomplete or insufficient information is received by Human Resources, the employee will be asked to obtain the missing information from the healthcare provider. Failure to provide certification as requested will result in denial of protected leave.
3. Medical certification is needed for a female employee (mother) in the case of FMLA leave being taken for the birth of a child. For adoption, foster placement, or for leave being taken by the male employee (father), proof of birth, adoption, foster placement should be provided as certification.
4. The Board may request, at its own expense, second, or third medical opinions regarding FMLA determination. The department will pay the cost of such opinions.

606:7 BENEFITS COVERAGE DURING LEAVE

1. During a period of FMLA leave, an employee will be retained by the Board health plan under the same conditions that applied before the leave commenced.
2. To continue health coverage, the employee must continue to make any contributions that they made to the plan prior to taking leave. Failure of the employee to pay their portion of the health insurance premium may result in the loss of coverage.

3. If the employee fails to return to work after the expiration of the leave, the employee may be required to reimburse the Board for payment of health insurance premiums during any unpaid leave
4. An employee is not entitled to the accrual of employment benefits that would have accrued if not for the taking of leave. However, an employee who takes FMLA leave will not lose any employment benefits that accrued before the date the leave began.

606:8 RESTORATION OF EMPLOYMENT

1. An employee eligible for FMLA leave, will be restored to their old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The Board cannot guarantee that an employee will be returned to their original position. The County Administrator will make a determination as to whether a position is an equivalent position. Employees who wish to challenge this determination should contact Human Resources.
2. Pursuant to the FMLA, an employee may be denied restoration rights if:
   a. The individual cannot perform the essential functions of the job, with or without accommodation.
   b. The individual would pose a significant risk to the safety of other employees.
   c. The employee's job was eliminated or they were laid off because of business conditions.

606:9 CONTACT AND COMMUNICATION GUIDELINES

1. During FMLA leave, employees must periodically report on their medical status and intent to return to work. An employee must contact the immediate Supervisor or Human Resources no less often than once every 30 calendar days, and at any time that the need for FMLA has changed.
2. The Director, Human Resources, or the Risk Coordinator are allowed to initiate communication with employees who are on an FMLA leave as needed.

606:10 RETURN FROM LEAVE

1. An employee must notify the immediate Supervisor and Human Resources of their intent to return from FMLA leave before they can be returned to active status.
2. If an employee wishes to return to work prior to the scheduled expiration of an FMLA leave of absence, notification and medical certification releasing the employee to return to work must be given to Human Resources prior to the employee's planned return.
3. Medical Clearance. Except during the course of approved intermittent leave, all employees of the Board whose FMLA leave was taken due to the employee's own serious health condition must obtain from the employee’s health care provider a medical certification releasing the employee to return to work. This certification must be obtained and provided to Human Resources before the employee will be allowed to return to work. The Board will consider any employee request for reasonable accommodations to an ongoing condition as required by law.
4. The Board reserves the right to request medical clearance from intermittent medical absences if reasonable safety concerns exist due to the approved FMLA condition. This request will be made only in consultation with Human Resources.

5. If at any point an employee gives notice that they will not be returning from FMLA leave, the Supervisor should request a written resignation; however, the receipt of written resignation is not required for the employee to be considered terminated.

606:11 FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a qualifying FMLA leave will subject the employee to immediate termination unless a leave of absence is granted. Refer to Policy 605, Leave of Absence.

606:12 RELATIONSHIP TO THE AMERICANS WITH DISABILITIES ACT

1. The Family & Medical Leave Act provides certain job protections and entitlements as they relate to the "serious health condition" of the employee and/or the employee's immediate family. The Americans with Disabilities Act requires employers to make "reasonable accommodations" for individuals with qualifying disabling conditions. While the FMLA and the ADA seem to cover separate situations, and operate exclusively from each other, Supervisors must be aware that in practice there may be circumstances that present themselves in a way that may create difficulty in separating the two Acts.
2. The American with Disabilities Act requires that each case be handled on a case-by-case basis. If an employee requests a modified work schedule following a leave, as a result of an FMLA leave condition, or at any other time, the request must be evaluated to determine if it is a "reasonable accommodation" request falling under the ADA, or simply an FMLA leave request.

POLICY 607 - MILITARY FAMILY MEDICAL LEAVE

It is the policy of the Highlands County Board of County Commissioners (Board), that employees who are otherwise eligible to take leave under the Family & Medical Leave Act (FMLA) may qualify for military family leave.

607:1 GENERAL PROVISIONS

1. To be eligible, an employee must meet the same requirements as for regular FMLA.
2. Employees using Military FMLA are also subject to all other provisions and requirements of FMLA including notice of the need for leave, certification, communications with employer, use of accruals during the leave, and scheduling of intermittent time. (Refer to Policy 606, Family Medical Leave) The employee must contact Human Resources to discuss details of certifications and other authentications required to protect leave taken under Military FMLA.
3. Two types of Military FMLA are available, Military Caregiver Leave and Military Exigency Leave

607:2 MILITARY CAREGIVER LEAVE

1. An employee who is the spouse, son, daughter, parent, or next-of-kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty may be granted up to 26 weeks in a single 12-month period in order to care for the service member.
   a. Serious illness or injury. One that renders the service member medically unfit to perform the duties of the member's military position.
   b. Covered service member. One who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list due to the injury or illness.
   c. Next of kin. Nearest blood relative.
2. Military Caregiver Leave may be taken intermittently, on a reduced schedule, or continuously, but only during a single 12-month period. The single 12-month period is measured forward from the date an employee first takes leave to care for the service member and ends 12 months later. Caregiver Leave is granted for a single injury/illness. An aggravation or complication of an earlier injury/illness is still considered to be the same. Any unused amount is forfeited.
3. During the single 12-month period, Caregiver Leave is combined with regular FMLA leave and the total cannot exceed 26 weeks. Only 12 of the 26 weeks total may be for an FMLA-qualifying reason other than to care for a covered service member.
4. If leave qualifies as both military caregiver leave and FMLA medical leave to care for a family member with a serious health condition, it must be counted as Caregiver Leave.

607:3 MILITARY EXIGENCY LEAVE

An employee who has a spouse, son, daughter, or parent in the National Guard or Reserves may be granted up to 12 weeks of leave during the rolling 12-month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on federal active duty or is called (or has been notified of an impending call) to federal active duty in support of a contingency operation. Family members of members of the regular Armed Forces and members of the

National Guard called to active duty by the governor in response to a state emergency are not eligible for this type of leave.

Qualifying Exigency Leave may be taken continuously, intermittently, or on a reduced schedule. The employee may not be transferred to an alternative job while on leave.

Qualifying Exigency Leave is part of regular FMLA leave. The maximum amount of leave is 12 weeks within the rolling 12-month period, including all other types of regular FMLA leave except Military Caregiver Leave.

Any one or more of the following non-medical, non-routine activities, and no others are included in the definition of "Qualifying Exigency":

1. Short-term deployment activities. If a military member receives seven (7) or less calendar days' notice prior to the date of employment, an employee may take FMLA leave to address any issues arising from the short notice. An employee may take FMLA leave for up to seven (7) calendar days beginning on the date the military order is received, even if the seven (7) day period ends after the military member has been deployed.
2. Military events and related activities. To attend official events sponsored by the military that are related to the ~~active duty~~active-duty call or status, and to attend family support or assistance programs and informational briefings sponsored by the military, military service organizations, or American Red Cross that are related to the active duty call or status of the military member.
3. Childcare and school activities. Certain childcare and related activities arising from the call to active duty or ~~active duty~~active-duty status, such as arranging for alternative childcare, providing childcare on a nonroutine, urgent, immediate need basis, enrolling or transferring a child to a new school or daycare facility, and attending certain meetings at a school or daycare facility.
4. Financial and legal arrangements. To make or update arrangements to address the military member's absence, such as obtaining power of attorney, transferring bank account authority, enrolling in the Defense Enrollment Eligibility Reporting System (DEERS), obtaining military identification cards, or preparing or updating a will or living trust; and/or to act as the military member's representative before a federal, state, or local agency for certain purposes relating to military service benefits while the military member is on active duty or call to active duty, and up to a period of 90 calendar days following the termination of the military member's active duty status.
5. Counseling activities. To attend counseling, provided the need for counseling arises from the military member's ~~active duty~~active-duty call or status, and that such counseling is provided by someone other than a health care provider, such as a chaplain or pastor. The counseling must be for the employee, the military member, and/or the military member's child.
6. Rest and recuperation activities. Leave may be taken to spend time with the military member that has been granted short-term, temporary, rest and recuperation leave during the deployment period. This leave is limited to a maximum of five (5) calendar days for each instance of rest and recuperation.
7. Post-deployment activities. To attend certain post-deployment activities sponsored by the military for a period of approximately 90 calendar days following termination or the military member's ~~active duty~~active-duty status, or to address issues that arise from the death of a military member on active duty status.

8. Additional activities. Leave for other exigencies may be granted, provided it arises out of the military member's call to active duty or status and the employee and employer mutually agree on both the timing and the duration of the leave.

POLICY 608 - DOMESTIC VIOLENCE LEAVE

It is the policy of the Highlands County Board of County Commissioners (Board), to permit all qualifying employees to request and take up to three (3) paid or unpaid working days of leave in any 12- month period to undertake activities resulting from an act of domestic violence if the employee, or a family or household member of the employee, is the victim of domestic violence. For further detail, see 741.313, Florida Statutes.

Highlands County, in accordance with Florida Statutes, will keep confidential and exempt from public disclosure all such requests, substantiating documentation, and leave.

608:1 QUALIFYING FOR DOMESTIC VIOLENCE LEAVE

To qualify for leave under this policy, an employee must:

1. Be employed by the Board for three (3) or more months.
2. Provide to their immediate Supervisor as much advance notice as possible of the need to take leave, except in cases of imminent danger to the health or safety of the employee or the family or household member.
3. Provide to Human Resources sufficient documentation of the act of domestic violence, specific documentation to be determined on a case-by-case basis.
4. Exhaust first all annual, sick, or compensatory leave. If employee does not have any available leave, they may use leave without pay.
5. Leave may be used for one or more of the following reasons:
    a. Seeking an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence.
    b. Obtaining medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence.
    c. Obtaining services from a victim services organization, including, but not limited to, a domestic violence shelter, program, or a rape crisis center as a result of the act of domestic violence.
    d. Making the employee's or victim’s home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator.
    e. Seeking legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.

POLICY 609 - ADMINISTRATIVE LEAVES

It is the policy of the Highlands County Board of County Commissioners (Board), to provide time off to employees to attend funerals or memorial services and for civic duty (jury duty, witness duty, and military duty). Abuse or falsification of bereavement or civic duty leaves shall be subject to disciplinary action, up to and including termination.

The County Administrator may grant administrative leave with or without pay when it is determined that it is in the best interest of the Board not to have the employee in the work area.

609:1 BEREAVEMENT

1. An ~~e~~employee shall be granted up to 32 hours of administrative leave with pay for the death of any member of the employee's immediate family. Immediate family is defined as the spouse or the grandparents, parents, brothers, sisters, children, and grandchildren of either the employee or the spouse. An employee may also be granted this leave for the death of a person with loco parentis standing with the employee; i.e., a person who has been the position or place of a parent to the employee. Employees may use annual, sick, compensatory, or leave without pay if they wish to take any additional time off.
2. An employee may be requested to provide a statement in writing to their immediate Supervisor giving the name of the deceased and their relationship to the employee. This information shall be retained in the employee's personnel file.

609:2 COURT APPEARANCES

1. Jury Duty. An employee summoned as a member of a jury panel shall be granted administrative leave with pay for up to 8 regular hours worked per day. A copy of the jury summons will be provided to Human Resources and will be retained in the employee's personnel file. Payment received by the employee for jury duty, except for meals, travel, and lodging expenses, shall be endorsed to the Board. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
2. Witness Duty. An employee subpoenaed as a witness, not involving personal litigation, shall be granted administrative leave with for up to 8 regular hours worked per day. A copy of the subpoena will be provided to Human Resources and will be retained in the employee's personnel file. Payment received by the employee for witness duty, except for meals, travel, and lodging expenses, shall be endorsed to the Board. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.
3. Line of Duty Court Appearance. An employee subpoenaed in the line of duty to represent the Board as a witness or defendant shall be granted administrative leave. Appearances in such cases shall be considered part of the employee's job assignment. The employee shall be paid per diem and travel ~~expenses, and~~expenses and shall be required to turn over to the Board any fees received from the agency making such payments.
4. Personal Litigation. In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation. The employee may use annual leave, compensatory leave, or leave without pay in such cases, per Policy 603, Annual Leave.

609:3 VOTING

An employee who lives such distance from assigned work location as to preclude voting outside of working hours may be authorized a maximum of one (1) hour of administrative leave with pay for this purpose. An employee shall not be granted administrative leave with pay to work at the polls during elections. The employee must request and receive approval from the Director prior to using.

609:4 EXAMINATIONS

An employee may be granted a maximum of eight (8) hours of administrative leave with pay to take examinations before a state or federal agency, provided such examinations are pertinent to the Board employment and not pursuant to tuition assistance provided courses.

609:5 MILITARY DUTY LEAVE

1. An employee who is a member of the Armed Forces of the United States shall, upon presentation of a copy of the employee's official orders to the employee's Supervisor, be granted leave with full pay and without loss of benefits (including retirement) during periods in which the employee is ordered to active service or military training. This time will be considered continuous service.
    a. Requests for military leave under this subsection shall be submitted in writing with proper documentation at least one (1) month prior to the commencement date of the orders.
2. Chapter 115, Florida Statutes, recognizes two (2) types of duties within the military for a leave of absence: active service and military training.
    a. Active service. Active duty in the Florida defense force or civil service in training or on active duty with any branch of the Armed Forces or Reservists of the Armed Forces, the Florida National Guard, the Coast Guard of the United States, and service of all officers of the United States Public Health Service detailed by proper authority for duty with the Armed Forces.
    b. Military training. Armed forces reserve or guard training for inactive service members.
3. Any Board employee who is also a member of the National Guard or a Reserve component of the Armed Forces of the United States may be granted leave of absence from their respective duties to enter ~~active duty~~active-duty status, the first 30-calendar days of any such leave will be with full pay. During such leave of absence, the employee shall be entitled to preserve all benefits and retirement privileges, and such time will be treated as continuous service.
4. After the 30-calendar day period described above, the Board may supplement the military pay to bring the employee's pay to the level earned at the time they were ordered to active service. The supplement will be based on the calculated difference of the military base pay and the employee's gross pay with the Board while on active service. It is the responsibility of the employee to provide a copy of their military earning statement to Human Resources so they can determine if a supplement is due.

POLICY 610 - WORKERS' COMPENSATION LEAVE

It is the policy of the Highlands County Board of County Commissioners (Board), to ensure the availability of all reasonable and necessary authorized medical care and payment of all related medical costs to employees who are injured or develop an occupational disease as a result of the conditions of their job. Additionally, employees may be entitled to receive partial compensation for lost wages due to a qualified job-related injury or illness. For additional information, refer to Chapter 440, Florida Statutes.

610:1 GENERAL PROVISIONS

1. Employees who sustain an on-the-job work-related injury or illness shall immediately inform their supervisor. Failure to notify the supervisor immediately may impact benefits under the Workers' Compensation ~~Law, and~~Law and shall constitute the employee's refusal to submit to drug testing per Section 440.09(7)(c), Florida Statutes. After the employee is absent three (3) consecutive workdays, Human Resources will send the employee Family Medical Leave Act (FMLA) paperwork.
2. The Supervisor is responsible for reporting all Workers' Compensation injuries to Risk Management within 24-hours of the injury. Failure to do so may lead to disciplinary action, up to and including termination.
3. In non-emergency situations, prior to medical attention being sought for any work-related injury or illness, employees shall consult with Risk Management for treatment or referral to an authorized health care provider. Failure to follow this procedure may jeopardize the employee's benefits under the Workers' Compensation Law and lead to disciplinary action, up to and including termination.
    a. This provision does not apply to life-threatening emergencies when immediate care must be sought through "9-1-1" dispatch. However, Risk Management must be informed as soon as possible of the injury.
4. If an authorized health care provider certifies the inability of an employee to perform work due to a work-related injury or illness, the employee must elect to use accrued comp leave or sick leave (or vacation leave once all sick leave is exhausted) for the first seven (7) calendar days. On the eighth (8th) calendar day off work, the employee will revert to workers' compensation indemnity benefits for partial or total indemnity benefits under Florida Workers Compensation Law. Employees will be paid workers' compensation indemnity benefits for the first seven (7) calendar days only if they are disabled for more than 21 calendar days (these days do not have to be consecutive calendar days).
5. Indemnity benefits will be based upon the employee's average weekly wage for the 13-week period immediately preceding the work-related injury or illness.
6. While receiving indemnity benefits, annual and sick leave will still be accrued. Holiday pay is not available to an employee receiving total temporary indemnity benefits. Holiday pay may be available to an injured employee if the Holiday falls within the first seven (7) calendar days of the injury.
7. ~~Workers~~Workers' compensation wage indemnity benefits are paid at the rate of 66 $^{2}/_{3}$% of gross wages and are tax-free. An employee is allowed to use one (1) hour per workday of paid leave to supplement the tax-free benefit or three (3) hours for 24 hour shift workers.~~ The net wages received should be nearly equivalent to the net wages received prior to the covered injury.
8. ~~Workers~~Workers' compensation shall not be payable if the injury was occasioned primarily by the intoxication of the employee; by the influence of any drugs,

barbiturates, or other stimulants not prescribed by a physician; or by the willful intention of the employee to injure or kill himself, herself, or another.

9. If injury is caused by the knowing refusal of the employee to use a safety appliance or observe a safety rule required by statute or lawfully adopted by the Board, or if injury is caused by the employee's refusal to use safety equipment provided by the Board, workers' compensation indemnity benefits shall be reduced by 25% and the employee will not be allowed to use accrued annual or sick leave to supplement workers' compensation indemnity.
10. If the employee is unable to perform an essential job function and has a qualifying condition that may substantially limit one or more life function(s), the employee should contact Human Resources for referral to the Board Americans with Disabilities Act (ADA) Coordinator. If the employee cannot perform the essential functions of the position after Maximum Medical Improvement (MMI) and proper certification is received for a qualifying condition under ADA, the Board will consider all requests for reasonable accommodations.
11. Return to Alternate/Light Duty. When Risk Management has been advised that the employee is entitled to receive a temporary partial disability benefit or a temporary total disability benefit, and there is medical certification that the employee cannot perform the duties of the employee's regular position, but the employee can perform some work beneficial to the Board, the Risk Coordinator or Human Resources, may return the employee to alternate duty at his/her regular rate of pay to perform any duties the employee is capable of carrying out, subject to the following conditions:
    a. Light duty work, whether part-time or full-time, is solely at the discretion of the employer.
    b. Light duty work is not permanent.
    c. No light duty position will be created in the absence of an operational need or requirement.
    d. Light duty employment may be extended at the sole discretion of the employer.

610:2 RETURN AFTER WORKERS COMPENSATION LEAVE

1. Worker's compensation disability leave shall run concurrent with leave under the FMLA.
2. The employee must return to the essential duties of the employee's position after light duty work terminates or the expiration of leave under FMLA, if applicable.
3. The ability to perform the essential duties of a position shall be determined by the Board on the basis of factors including medical information provided by the employee's treating physician.

610:3 FAILURE TO RETURN AFTER WORKERS COMPENSATION LEAVE

The failure of an employee to return to work at the expiration of light duty work or leave under FMLA, whichever is later, shall subject the employee to termination unless leave without pay has been granted with proper medical certification, consistent with the Personnel Rules and Regulations.

700 – PAY PRACTICES

POLICY 701 - SALARY ADMINISTRATION

It is the policy of the Highlands County Board of County Commissioners (Board), to pay employees on a regular basis and in a manner so that the amount, method, and timing of such payments comply with applicable laws or regulations.

701:1 GENERAL PROVISIONS

1. New employees generally will be hired at the minimum rate assigned to their job title's pay grade. Supervisors may recommend higher starting rate depending on an applicant's experience, skill level, or on other competitive considerations. These recommendations should be reviewed and approved by the appropriate Department Director.
2. Employees promoted into a new position will generally receive a promotional increase at least to the minimum of the new salary range. No increase will be granted which brings an employee's base salary above the maximum of the new pay grade. Promotional increase recommendations must be approved by the County Administrator.
3. Employees who perform a lateral transfer will not receive an increase. Refer to Policy 407, Lateral Transfer, for additional information.
4. The Department Director and Human Resources will handle considerations for reclassifications to lower level positions or involuntary demotions prior to any discussion with the employee. The salary of an employee reclassified to a lower level position or involuntarily demoted should not exceed the maximum of the new salary range. Reclassification and demotion recommendations must be approved by the County Administrator. Refer to Policy 405:3, Reclassification, for additional information.
5. When a position is reclassified to a higher pay grade as a result of a significant change in job duties, an employee's salary will be increased at least to the minimum of the pay grade.
6. Human Resources will review job titles and pay grades for reclassifications. All changes must be approved by the Board.
7. Adjustments to salary may be granted to correct an internal or external equity problem reviewed by the Department Director and Human Resources and approved by the County Administrator.
8. An employee may be appointed to a trainee position at a salary five percent (5%) below the salary range minimum of the assigned position, for a training period. Refer to Policy 403, Appointment.

701:2 OUT-OF-CLASS STATUS

1. An employee appointed or assigned to fill an established position on a full-time or part-time basis for a specified period, not to exceed 12 months, shall be given out-of-class status when:
   a. Qualified applicants are not available for the position.
   b. The County Administrator approves a department request to temporarily fill the position with a person from a lower pay grade or different job title.
      i. If the individual meets the minimum training and experience requirements for the position; they may receive up to a ten percent (10%) temporary increase.

ii. If the individual does not meet the minimum training and experience requirements for the position; they may receive up to a five percent (5%) temporary increase.

c. Pay for employees in out-of-class status may exceed the maximum limit for their original pay grade while assigned this status.

701:3 DESIGNEE PAY

When an employee performs duties not part of the normal duties of their position for a period of not more than 30 calendar days, the employee may receive a temporary increase of up to ten percent (10%). This type of out-of-class assignment is usually designated for the purpose of filling in for the absence of a lead worker or Supervisor.

POLICY 702 - PERFORMANCE EVALUATIONS

It is the policy of the Highlands County Board of County Commissioners (Board), that the job performance of each employee should be evaluated periodically by the employee's Supervisor.

1. Performance evaluation upon the following occasions:
   a. By the end of the first six (6) months of employment.
   b. Annually. Rating periods end December 31st of each year.
   c. At any other time deemed appropriate to recognize improved or deteriorated performance.
2. Disagreement with the results of the evaluation is not subject to the grievance procedure set forth in these policies and procedures.
3. Supervisors, in completing evaluations, should prepare a written evaluation of each employee's job performance. Such an evaluation should include the Supervisor's comments and recommendations, and, if needed, an action plan for both the employee and Supervisor and performance goals for the next evaluation period. All performance evaluations that require an Action Plan shall be reviewed and approved with the Department Director and Human Resources prior to discussing with the employee.
4. Department Directors should review and approve each Supervisor's written evaluation to help assure that the evaluation process has been properly completed in a fair and objective manner. This review should occur prior to discussing with the employee.
5. After the written evaluation has been reviewed and approved by the Department Director, the Supervisor and employee should meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make written comments about any aspect of it. The employee and Supervisor should then sign and date the evaluation and forward it to Human Resources for review.
6. Employees may request an additional meeting with their Supervisor, Director, or Human Resources to further discuss the evaluation.
7. Upon review, should Human Resources find any omissions or un-supported ratings, the Supervisor will be asked to review with the employee. If additional documentation is necessary, the original evaluation and the additional documentation will be provided to the County Administrator for approval and inclusion in the employee's personnel file.
8. Information derived from the performance evaluation may be considered when making decisions affecting an employee including, but not limited to, decisions concerning training needs and opportunities, pay, promotion, transfer, or continued employment.
9. All provisions of this section relating to the payment of salaries are contingent upon funds being available. Any deviation from paying employees in accordance with these rules and regulations because of budgetary limitations must be approved by the Board.

10. Special Probation Limitation. An employee may be placed on a 30-calendar day special probation at the discretion of the Department Director and County Administrator.

POLICY 703 - PAY PROCEDURES

It is the policy of the Highlands County Board of County Commissioners (Board), to pay employees on a regular basis and in a manner so that the amount, method and timing of such payments comply with any applicable laws or regulations.

703:1 GENERAL PROVISIONS

1. ~~Payroll 1 and Payroll 3~~ All employees normally will be paid biweekly on a 14 day pay period cycle. ~~Payroll 2 (EMS only) employees will be paid every three (3) weeks on a 21 day pay period cycle.~~ If the regular payday occurs on a holiday, employees will be paid on the last working day prior to the holiday.
2. Employees on each payday will have available~~receive~~, in addition to their pay, an electronic or paper statement showing gross pay, deductions and net pay. Federal and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing or electronically and if the additional deductions are approved by the Board.
3. Employees who discover a mistake in their pay should notify Human Resources immediately. In the case of a mistake, the error will be remedied the next pay cycle.
4. Employees shall be paid by electronic transfer or check in accordance with the schedule established by the Board and the Finance Office of the Clerk of Courts. Electronic direct deposit pay method is mandatory for all regular employees hired after April 1, 2000.
5. Hourly rates of pay are computed on the basis of 2,080 work hours annually for all regular full-time employees not exempted by the provisions of the Fair Labor Standards Act.
    a. Annual Salary / 2080 hours = Hourly Rate
6. Annual Salary for Fire Rescue personnel working a "24 hours on/48 hours off" schedule is based on the following:
    a. Single certification (EMS only) positions – 2,080 regular hours and an average of 832 scheduled overtime hours. Overtime shall be calculated after 40 hours of work have been completed in a 7-day work period
    b. Dual certification positions – An average of 2,669 regular hours and an average of 243 scheduled overtime hours. Overtime shall be calculated after 106 hours of work have been completed in a 14-day work period

703:2 CALLBACK AND STANDBY PAY

1. Callback Pay. Employees who have completed their regular day's work period and who are called back to work shall receive two (2) hours call back pay at the applicable straight time rate if they are not assigned a minimum of two (2) hours work. All hours worked over the 40-hour work week will be compensated at time and one-half rate.
2. Standby Pay. Employees placed on 24-hour standby after normal duty hours shall earn two (2) hours pay at straight time for every day that they are on standby, plus pay for all hours actually worked.
3. Overtime Exclusions. Refer to Policy 504, Overtime.

703:3 PROCESSING PAYROLL DURING A STATE OF LOCAL EMERGENCY AND DECLARED DISASTER

In case of a declared disaster and/or local state of emergency, where there is a concern that the daily operations will be impacted for more than one (1) week, and in order to ensure our employees continue to receive their wages during the local state of emergency, the Board authorizes the Clerk's Office to:

1. Prepare and issue payroll for the Board using base hours only for regular full-time and part-time employees. On-call personnel would not be paid unless there is a reasonable mechanism to timely report actual hours worked to Human Resources.
2. Budget review of payroll costs prior to the release of payments for this payroll will be suspended and resolved, if necessary, when the Board returns to normal operations.
3. The payments to individual employees generated by this payroll processing will be released upon authorization by fax, e-mail, or verbal authorization, which will be followed up with written authorization once the Board returns to normal operations.
4. Normal operations are defined as being when the Board and Clerk's financial and timekeeping software has been restored and is available to fiscal personnel.

POLICY 704 - PAY FOR WORK DURING EMERGENCIES OR DISASTERS

It is the policy of the Highlands County Board of County Commissioners (Board), that the following pay procedures apply when any natural, technological, human caused emergency, or disaster requires a State of Local Emergency Declaration by ~~either~~ the Board.

704:1 GENERAL PROVISIONS

The following procedures apply during any state of local emergency declared by the Board pursuant to Section 252.38, Florida Statutes.

1. Disaster Essential Employees
    a. Board personnel in either the exempt or non-exempt pay plans who are designated as disaster essential employees and who are assigned to work during emergencies will be compensated for time worked.
    b. It is the department's responsibility to verify any emergency hours worked and approve all payments.
    c. For non-exempt personnel, overtime pay for hours worked during the emergency should be calculated in the same manner as overtime pay is calculated during non-emergency work weeks where the employee works more than 40 hours.
    d. For exempt personnel not entitled to overtime compensation, employees will be paid emergency pay at their straight time hourly rate for all hours worked in excess of 50 hours in any work week during the emergency, in addition to their normal salary.

POLICY 705 - PAY RAISES

It is the policy of the Highlands County Board of County Commissioners (Board), to ensure the County Administrator is committed to compensating all employees in a fair and consistent manner within budget constraints. Contracted employees (i.e. County Administrator, County Attorney) are paid in accordance to their contract.

705:1 GENERAL PROVISIONS

Cost of Living (COLA) adjustments and Performance-Based Merit increases may be awarded except where an employee's increase brings his/her pay above the maximum for their pay grade, in which cases Incentive Pay may be granted. Other Personnel Services (OPS), employees of private employment agencies, and some positions that are not fully funded by the Board of County Commissioners will not be eligible to receive COLA, Performance-Based Merit, or Incentive Pay increases. COLA, Performance Based-Merit or Incentive Pay increases may be given to employees who are shared with another entity based upon the terms of the agreement between the entity and the Board.

705:2 COST OF LIVING ADJUSTMENT

A ~~cost of living~~cost-of-living adjustment (COLA) may be approved by the Board during the annual budget process and will typically be effective with the first full pay period in October, unless approved otherwise. This increase will be granted to all employees at a percentage or fixed amount approved by the Board and within the guidelines established by this policy. Employees within their initial six (6) month probationary period will receive this increase at a pro-rated distribution based on the number of days employed. If an employee has reached the top of his or her pay grade, the COLA will not increase the employee's base pay and will only be effective for a 12-month period.

Table ~~3~~5: Pro-rated Cost of Living Adjustment

Number of Days Employed	Percentage of COLA
More than 180 days	100%
121 – 180 days	75%
91 – 120 days	50%
61 – 90 days	25%
1-60 days	0%

The pro-rated distribution of the COLA will become effective for employees hired on or after October 1, 2016. ~~Employees hired prior to October 1, 2016 will receive the COLA at 100%.~~

705:3 PERFORMANCE-BASED MERIT INCREASE

All regular employees are eligible for a performance-based merit increase on an annual basis, subject to approval of funding by the Board. Performance-based merit increases will typically be effective with the first full pay period in April, unless approved otherwise, and will be based upon the employee's performance evaluation for the prior period of January 1st through December 31st.

Upon completion of 12 months of continuous employment, during the period from ~~(~~January 1st through December 31st~~,)~~ in a full-time regular position, an employee may be considered for a performance-based merit increase. Performance-based merit increases are not automatic and may~~shall~~ only be granted when both of the following are met:

a. Employee received a rating of satisfactory or better on each rating factor during the 12-month period under evaluation, and
b. Employee received an overall rating ~~above~~of a 3.0 or above.

All employee evaluations are due annually, in January, for the prior 12-month period (January 1st – December 31st). Human Resources shall review all employee evaluations and will work with departments to ensure that the evaluation process is administered in a fair and consistent manner.

Employees hired between January 1st and June 30th, in a full-time regular position, may be considered for a performance-based merit increase of 50% of the increase for employees continuously employed for the entire 12-month period. They must meet the same criteria as a 12-month employee.

In addition to being used as a guide in determining performance-based pay increases, the purpose of performance evaluations is to give employees a better understanding of what is expected on the job. Supervisors have an obligation to provide ongoing feedback and counseling to employees in an effort to provide the means for improvement on the job. All written performance reviews will be based on an employee's overall performance in relation to his/her job responsibilities and will also take into account conduct, demeanor, and record of attendance and tardiness. Any Supervisor or Director who fails to address employee performance may be subject to disciplinary action, up to and including termination.

Performance-Based Merit increases will not be awarded to:

a. ~~Employees who have not completed 12 months of continuous employment.~~
~~a.~~b. Employees who have not completed 6 months of continuous employment during the review period (employees hired on or after July 1st).
~~b.~~c. Employees who have been involuntary demoted or suspended during the period under evaluation.
~~c.~~d. Employees who are on special probation of any kind.
~~d.~~e. Employees that failed to complete the annual mandatory training requirements during the period under evaluation.
~~e.~~f. Employees who have not achieved a rating of satisfactory or better on each rating factor AND an overall rating equal to or above a 3.0.
~~f.~~g. Employees who have shared employment or are temporary (OPS).
~~g.~~h.

Employees who have received disciplinary action of a Written Warning or greater, within the period under evaluation will not qualify for a performance-based merit increase even if all other conditions are met.

~~Performance-Based Merit increases will be granted to eligible employees as shown below based on their overall performance rating.~~

~~*Table 6: Performance-Based Merit Increase Table*~~

~~Overall Rating~~	~~Percentage of Performance-Based Merit Increase~~
~~4.51 – 5.00~~	~~Tier 4~~

~~Overall Rating~~	~~Percentage of Performance Based Merit Increase~~
~~4.01 – 4.50~~	~~Tier 3~~
~~3.51 – 4.00~~	~~Tier 2~~
~~3.01 – 3.50~~	~~Tier 1~~
~~0.00 – 3.00~~	~~0%~~

Performance Based Merit increases will be granted to eligible employees based on their overall performance rating. Raises~~Tiers~~ are dependent on the level of funding approved by the Board. Tiers will be established by Administration, in coordination with Human Resources on an annual basis.

705:4 INCENTIVE INCREASE

In order to retain qualified employees, incentive pay may be granted, subject to approval of funding by the Board. Incentive pay will typically be effective with the first full pay period in April, unless approved otherwise, and will be based upon the employee's performance evaluation for the prior period of January through December.

To be eligible for incentive pay, an employee must have reached the top of his/her pay grade and served more than five (5) years in a position covered by this policy. Incentive pay will not increase an employee's base pay and will only be effective for a 12-month period. Incentive increases are not automatic and may~~shall~~ only be granted when both of the following are met:

a. Employee received a rating of satisfactory or better on each rating factor during the 12-month period under evaluation, and
b. Employee received an overall rating of 3.0 or above ~~a 3.0~~.
c.

Incentive increases will not be awarded to:

a. Employees who have been involuntary demoted or suspended during the period under evaluation.
b. Employees who are on special probation of any kind.
c. Employees that failed to complete the annual mandatory training requirements during the period under evaluation.
d. Employees who have not achieved a rating of satisfactory or better on each rating factor AND an overall rating above a 3.0.
e. Employees who have shared employment or are temporary (OPS).
~~e.~~f.

Employees who have received disciplinary action of a Written Warning or greater within the period under evaluation will not qualify for an Incentive increase even if all other conditions are met.

Incentive increases will be granted to eligible employees ~~as shown below~~ based on their overall performance rating.

~~*Table 7: Incentive Increase Table*~~

~~Overall Rating~~	~~Percentage of Incentive Increase~~
~~4.51 – 5.00~~	~~Tier 4~~
~~4.01 – 4.50~~	~~Tier 3~~
~~3.51 – 4.00~~	~~Tier 2~~
~~3.01 – 3.50~~	~~Tier 1~~
~~0.00 – 3.00~~	~~0%~~

Tiers are dependent on the level of funding approved by the Board. Tiers will be established by Administration, in coordination with Human Resources on an annual basis.

705:5 MERIT LEAVE

If, due to funding constraints, the Board is unable to approve funding for Performance-Based Merit or Incentive Increases the Board may choose to grant Merit leave. Merit Leave may be granted in one (1) day increments and must be used during the calendar year. Unused merit leave will lapse at the end of each calendar year. Merit leave usage will follow the same approval process as annual leave.

705:6 SPECIAL SALARY ADJUSTMENT

The County Administrator may approve a special salary adjustment of no more than ten percent (10%) for any employee, if unusual or special conditions exist which justify such adjustment.

705:7 PAY ON PROMOTION

1. When promoted, an employee's salary shall be increased to at least the minimum rate of the pay grade for the position to which the employee is being promoted, unless the employee is to undergo a training period for a specified amount of time. In this case, the employee shall be paid five percent (5%) less than the minimum rate for the duration of the training period, provided this is not less than the rate the employee was previously earning.
2. Employees promoted to a higher pay grade who are currently receiving pay equal to or greater than the minimum rate for the new pay grade may be advanced in salary by up to ten percent (10%) or the mid-point of the new paygrade, whichever is greater, as recommended by the Interview Panel and as authorized by the County Administrator.

705:8 MAXIMUM RATE OF PAY

1. A Performance-Based Merit increase or special salary adjustment may not place the employee's salary above the maximum rate of pay authorized for the assigned pay grade, unless approved by the Board.
2. An employee whose base pay exceeded the maximum of their assigned pay grade at September 30, 2016 will be grandfathered in and may continue to receive cost of living adjustments and Performance Based Merit increases until they reach the max of their original pay grade. If the employee changes pay grades, either voluntarily or involuntary, they are no longer granted this exception.

705:9 LESS THAN SATISFACTORY PERFORMANCE

An employee whose annual performance evaluation is considered to be less than required (below satisfactory) shall not be eligible to receive a merit salary increase.

~~**705:10 LONGEVITY PAY**~~

~~1. Applies only to persons hired prior to October 1, 1985 and who have had no subsequent break in service of 24 hours or longer.~~

~~2. Employees in "good standing" prior to October 1, 1985, will receive a two percent (2%) increase in salary effective the first day following the anniversary date of completion of 5, 10, 15, 20, and 25 years' continuous service as an employee of the Board. The total longevity salary increase will not exceed two percent (2%) of the employee's current salary for five (5) years of service, four percent (4%) for ten (10) years, six percent (6%) for 15) years, eight percent (8%) for over 20 years and ten percent (10%) for 25 years of continuous service. Longevity increases will be automatic and not require individual approval by the Board.~~

800 – CORRECTIVE ACTION PROCESS

POLICY 801 - EMPLOYEE BEHAVIOR AND STANDARDS OF CONDUCT

It is the policy of the Highlands County Board of County Commissioners (Board), that all employees are expected to comply with the Board's standards of behavior and performance and that any noncompliance with these standards must be remedied.

801:1 GENERAL PROVISIONS

1. It is the policy of the Board that certain rules and regulations regarding employee behavior are necessary for the efficient operations of the Board and for the benefits and safety of all employees. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the Board. Conduct that interferes with operations that discredit the Board or that is offensive to citizens, customers, or coworkers will not be tolerated.
2. Any violation of the Board's policy or any conduct considered inappropriate or unsatisfactory may, at the Board's discretion, subject the employee to disciplinary action, up to and including termination. Generally, there are two groups of sample offenses for which employees may be disciplined. The guidelines for recommended penalties for those examples of unacceptable conduct are set forth below. However, the principles concerning application of discipline to these sample offenses or others as set forth in Policy 802, Corrective Action and Disciplinary Procedure, shall apply. Nothing herein shall be construed to require the Board to have just cause for any form of disciplinary action, including termination, or to limit disciplinary action to the sample offenses enumerated below.
3. This section provides recommended, but not mandatory, penalties to apply to the specific examples of offenses listed here. However, the penalty utilized shall be at the discretion of the Department Director and/or Administration in all matters of discipline, and nothing herein shall require that a particular form of discipline be utilized in any case prior to the utilization of another form of discipline.
4. An employee may be placed on administrative leave with or without pay pending an investigation by the County Administrator pending consideration of potential disciplinary action.
5. Policies 801:2, Group 1 Offenses, and 801:3, Group 2 Offenses, are illustrative examples of some of the prohibited conduct that is subject to disciplinary action, up to and including termination.

801:2 GROUP 1 OFFENSES

First Offense: Documented Counseling. Second Offense: Written Reprimand, up to five (5) workdays suspension without pay and/or demotion. Third Offense: Up to Termination.

1. Quitting work, loitering, or leaving assigned work area during working hours without permission.
2. Wasting time, dawdling, or repeated instances of poor time management.
3. Taking more than allowable time for meal or rest periods.
4. Unacceptable productivity or competency.
5. Sleeping on the job, unless authorized to do so.
6. Reporting to work or working while unfit for duty, either mentally or physically, unless the condition is a legally recognized disability, in which case the matter will be dealt with in accordance with applicable law.

7. Violating a safety rule or practice.
8. Engaging in horse play, scuffling, wrestling, throwing things, malicious mischief, distracting the work of others, cat calls, or other disorderly conduct.
9. Failure to report loss of or damage to any County piece of equipment or other County property entrusted to the employee's custody.
10. Failure to keep the department and Human Resources notified of the employee's current proper address and telephone number.
11. Gambling, loitering, or engaging in any other game of chance while on duty or in any fashion that brings disrepute upon the Board.
12. Violation of published Board or departmental policies, rules, standard orders, operating procedures, or regulations, unless included as a Group 2 offense.
13. Unexcused tardiness or absence.
14. Failure to possess and maintain a current and valid state motor vehicle operator's license, if driving a vehicle is required by the Board as an essential part of the employee's job.
15. Failure to report an on-the-job accident or injury.
16. The use of abusive language.
17. Failure to wear appropriate safety equipment or failure to abide by safety rules and practices.
18. Improper attire or inappropriate personal appearance.
19. Engaging in any form of workplace harassment, excluding sexual harassment, which is a Group 2 offense.
20. Solicitation or distribution (except as provided by Board policy).

801:3 GROUP 2 OFFENSES

First Offense: Up to Termination

1. Conviction of a crime, other than minor traffic offenses.
2. Excessive tardiness and/or absenteeism, regardless of the reason.
3. Abuse of leave privileges.
4. Use of official position for personal advantage.
5. Deliberately or negligently misusing, destroying, losing, or damaging any County property or property of another employee.
6. Falsification of personnel, Board or departmental records, including employment applications, accident records, work records, purchase orders, timesheets, or any other report, record, or document.
7. Making false claims or intentional misrepresentation in an attempt to obtain sickness or accident benefits, worker's compensation, or any other benefits.
8. Insubordination or the refusal to perform work assigned, or to comply with written or verbal instructions of a Supervisor.
9. Unlawful use of, possession, or display of explosives or weapons under Florida Law, as amended from time to time, on or in County property unless authorized.

10. Removal of County property or any other employee's property from County locations without proper authorization, theft of County property, or theft of any employee's property.
11. Failure to return at the end of authorized leave of absence.
12. Concerted curtailment, restriction of production, or interference with work in or about the department's work stations including, but not limited to, instigating, leading, or participating in any walkout, strike, sit down, stand-in, slowdown, or refusal to return to work at the scheduled time for the scheduled shift.
13. Absent without permission ~~(AWOL)~~.
14. Sexual harassment consisting of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The victim may be of either sex, and need not be of the opposite sex.
15. Assault or battery of a fellow employee or citizen.
16. Use, sale, dispensing, or possession of alcoholic beverages or illegal drugs on County premises, while in uniform, or in County vehicles.

POLICY 802 - CORRECTIVE ACTION AND DISCIPLINARY PROCEDURE

It is the policy of the Highlands County Board of County Commissioners (Board), that all employees are expected to comply with the County's standards of behavior and performance, and that any noncompliance with these standards must be remedied.

802:1 GENERAL PROVISIONS

1. Under normal circumstances, the Board endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. The Board does, however, retain the right to administer discipline in any manner it sees fit, and to modify or waive these procedures at its sole discretion.
2. Corrective action is typically warranted when an employee is not meeting Board standards of attendance, performance, or conduct (attitude or human relations).
3. The normal application of progressive discipline is:
    a. Documented Counseling.
    b. Written Warning.
    c. Suspension and/or Involuntary Demotion.
    d. Termination.

802:2 DISCIPLINARY PROCEDURES

Facts and circumstances surrounding the incident or violation shall be carefully considered before taking any formal disciplinary steps. In all cases of formal corrective action and/or discipline, Human Resources should be contacted to ensure appropriate steps are taken.

1. Documented Counseling. The intention of a documented counseling is to reestablish expectations, goals, and/or objectives. Supervisors who identify that an employee is not meeting expectations shall discuss the situation with the employee to include the action necessary to correct the problem. Supervisors will use an Employee Warning Report (Appendix 3). Memoranda and additional documentation may be attached. A copy shall be given to the employee and another copy forwarded to Human Resources for inclusion in the employee's file.
2. Written Warning. A written warning is formal documentation of an incident or violation of expected performance and/or behaviors, usually taking place after a documented counseling has been given. Supervisors will use an Employee Warning Report (Appendix 3). Memoranda and additional documentation may be attached. A copy shall be given to the employee and another copy forwarded to Human Resources for inclusion in the employee's file.
3. Suspension and/or Involuntary Demotion. Prior to any suspension being initiated, Human Resources shall be contacted. Human Resources will assist the department in determining whether a suspension is appropriate, and aid in determining the duration of the suspension. The employee's immediate Supervisor, with the approval of the Department Director, shall notify the employee in writing of the proposed corrective action and the reasons and circumstances relevant to the proposed corrective action. All actions requesting Involuntary Demotion are subject to County Administrator approval. Supervisors will use an Employee Warning Report (Appendix 3). Memoranda and additional documentation may be attached. A copy shall be given to the employee and another copy forwarded to Human Resources for inclusion in the employee's file. Suspension without pay longer than five (5) workdays requires the approval of the County Administrator.

4. Termination. Prior to a termination being initiated, Human Resources shall be contacted. All terminations require the approval of the County Administrator. The employee shall be notified in writing by the Supervisor or Department Director using the Employee Warning Report (Appendix 3).

In situations where the employee's presence creates, in the County Administrator's opinion, a hazard to property, employees, the public, or otherwise interrupts the operations of the Board, the employee may be placed immediately on administrative leave with pay. The immediate Supervisor and/or Department Director shall then contact Human Resources to determine future action to be taken.

802:3 AUTHORIZATION OF DISCIPLINARY ACTIONS

1. In all cases in which discipline is administered, the Department Director or Supervisor shall notify the employee of the action taken, and a copy of such notice will be included in the employee's personnel file. The documentation of disciplinary action should include a statement referencing any applicable Personnel Rules and Regulations or department policies violated and, unless the discipline being imposed is dismissal, a statement indicating what will happen if the employee commits further offenses.
2. Supervisors are authorized to counsel and reprimand subordinate employees where appropriate.
3. Department Directors are authorized to suspend any subordinate employee without pay for up to five (5) workdays where appropriate.
4. Department Directors are authorized to discharge any subordinate employee. All terminations should be reviewed by Human Resources and approved by the County Administrator before any final action is taken. Failure to do so may lead to disciplinary action, up to and including termination.
5. Regular employees who believe that they may have been disciplined too severely or who question the reason for discipline are encouraged to utilize the employee complaint procedure set forth in Policy 803, Grievance Procedure.

POLICY 803 – GRIEVANCE

It is the policy of the Highlands County Board of County Commissioners (Board), that employees should have the opportunity to participate in an objective process to settle disputes regarding certain corrective actions. Employees will have an opportunity to grieve corrective actions for disciplinary reasons of suspension, demotion, or termination – no other actions or issues are subject to the grievance procedure. All grievances will be resolved definitively through this process.

803:1 GENERAL PROVISIONS

1. The provisions of this policy apply to all employees who have been suspended, demoted, or terminated resulting from disciplinary corrective actions.
2. Exclusions to this policy are:
   a. Employees in their initial probationary period.
   b. Contracted employees.
   c. Employees covered under the Supplemental Workforce Policy Number 410.

803:2 INITIAL GRIEVANCE/COMPLAINT

1. The employee shall present the grievance in writing using the Grievance Form (Appendix 7), to the employee's Department Director or Human Resources within three (3) business days of the notice of the disciplinary action. In circumstances where the grievant reports directly to the Department Director, the initial grievance shall be presented to the County Administrator. Failure to file a written grievance within this established time will nullify the employee's right to use the grievance process for the event in question.
2. For purposes of corrective actions, the term "event" as used in this section shall mean the date on which the employee is notified of the disciplinary action.
3. The Department Director may meet with the employee and other involved parties to discuss the matter following the receipt of the written grievance. If a meeting is held, it shall be within five (5) business days of the receipt of the grievance. The Department Director shall answer the grievance in writing within seven (7) business days following the meeting. If no meeting is held, the Department Director shall answer the grievance within five (5) business days after receipt of the written grievance. If the employee is not satisfied with the response of the Department Director or if no response is given, the employee may request a Grievance Meeting.

803:3 GRIEVANCE MEETING

1. The employee may file a written request for a Grievance Meeting within three (3) business days of receipt of the Department Director's response, if dissatisfied with the result or failure of the Department Director to supply a timely answer. The written appeal shall be submitted to Human Resources and shall include the final outcome being requested from the Grievance Meeting.
2. The County Administrator will oversee the Meeting and shall be notified by Human Resources of the receipt of the request for review. If the employee reports directly to the County Administrator, an outside mediator may be used.
3. The Meeting shall consist of the following parts:
   a. Pre-Grievance Meeting. Held within five (5) business days from the receipt of the written request.

i. Meeting called to order by the County Administrator.
ii. Brief overview of the event by the employee and the Supervisor or Director.
iii. Names of witnesses that will be called upon.
iv. Schedule Grievance Meeting date within five (5) business days from the date of the Pre-Grievance Meeting.

b. Grievance Meeting.
i. Meeting called to order by the County Administrator.
ii. Opening statements by the employee and the Supervisor or Director.
iii. Witness statements. Each party involved can request witnesses to provide written or verbal statements. A witness may decline the request. The County Administrator may request information and interview witnesses prior to the Meeting from any of the parties involved. Human Resources will facilitate information retrieval and witness interviews.
iv. Closing remarks by the employee and the Supervisor or Director.
v. Meeting concluded by the County Administrator.

c. The County Administrator shall provide written response to the employee within fourteen (14) business days of the Meeting.

d. The decision of the County Administrator is final.

4. Liberty Interest (Name Clearing) Hearings. In cases involving suspensions without pay, demotion, and dismissal where the employee misconduct at issue is considered stigmatizing or would substantially interfere with the employee's future employability (such as in cases alleging theft, drug violations, and/or criminal conduct) the employee is entitled to a liberty interest hearing.

a. Whenever a liberty interest hearing is implicated, the employee should be provided written notice of his/her right to request a hearing. The employee must contact Human Resources to request a liberty interest hearing within three (3) business days.

b. The liberty interest hearing is a noticed public hearing held solely for the purposes of permitting the employee to publicly present their side to the allegations of misconduct which have been raised. The liberty interest hearing is not an appropriate avenue to seek to overturn the disciplinary decision at issue.

803:4 TIME LIMITS

1. The failure of any County representative to respond or take other action within the time limits set forth herein shall not nullify the employee's right to use the grievance process for the event in question.

2. No grievance shall be entertained or processed unless it is commenced in a timely manner as defined by this policy. If a grievance is not initiated or appealed in a timely manner in accordance with the provisions of this policy within the time frames set forth above, any further privileges shall be waived. The time limits may be extended by mutual agreement of the parties in writing only.

900 – ACCESS TO COUNTY PROGRAMS CITIZENS RELATIONS

POLICY 901 – CITIZEN RELATIONS

It is the policy of the Highlands County Board of County Commissioners (Board), to be citizen and service oriented, and to require employees to treat citizens in a courteous, helpful, and respectful manner at all times. As an employee of the Board, employees are expected to treat all members of the community with the highest degree of professionalism and customer service.

901:1 GENERAL PROVISIONS

1. Employees must understand that the citizen comes first. All employees have an obligation to represent the Board in a positive fashion and to make citizens feel as comfortable as possible in dealing with employees of the Board.
2. Employees with citizen contact are expected to know the programs and services offered by the Board, and to learn the wants and needs of citizens. Such employees should attempt to educate citizens about the use of the Board provided services and should seek new ways to serve the citizen.
3. Employees are encouraged to report recurring citizen-related problems to their Supervisor and/or make suggestions for changes in Board policies or operating procedures to solve problems.
4. Employees should be prepared to listen carefully to citizen inquiries and complaints and then deal with them in a responsive, professional manner. If a controversy arises, the employee should attempt to explain the Board policy in a clear, yet polite, manner. If a citizen becomes unreasonable or abusive and the employee cannot resolve the problem, the citizen should be referred to the employee's Supervisor.

POLICY 902 - TITLE VI / NONDISCRIMINATION

The Highlands County Board of County Commissioners (Board) values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level. The County believes that the best programs and services result from careful consideration of the needs of all of its communities and having all of those communities involved in the transportation decision-making process. Thus, the County does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the County will not exclude from participation in, deny the benefits of, or subject anyone to discrimination on the grounds of race, color, national origin, sex, age, disability, religion, income or family status.

902:1 COMPLAINT PROCEDURES

1. The County has established discrimination complaint procedures and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, age, disability, religion, income or family status in any of the County's programs, services or activities may file a complaint with the County Title VI/Nondiscrimination Coordinator:

   Human Resources Manager
   600 South Commerce Avenue Sebring, Florida 33870
   HRManager@highlandsfl.gov
   863-402-6509 (phone) / 863-402-6508 (fax) / Florida Relay Services 711

2. If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e. of race, color, national origin, sex, age, disability, religion, income or family status); and a description of the alleged discrimination with the date of the occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance.

3. The Title VI/Nondiscrimination Coordinator will respond to the complaint within 30 calendar days and will take reasonable steps to resolve the matter. Should the County be unable to satisfactorily resolve a complaint, the County will forward the complaint, along with a record of its disposition to the appropriate District of the Florida Department of Transportation (FDOT).

4. The Title VI/Nondiscrimination Coordinator has easy access to the County Administrator and is not required to obtain approval to discuss discrimination issues with the County Administrator. However, should the complainant be unable or unwilling to complain to the County, the written complaint may be submitted directly to the Florida Department of Transportation (FDOT). FDOT will serve as a clearing house, forwarding the complaint to the appropriate state or federal agency:

   Florida Department of Transportation
   Equal Opportunity Office
   ATTN: Title VI Complaint Processing
   605 Suwannee Street MS 65
   Tallahassee, Florida 32399

POLICY 903 - LIMITED ENGLISH PROFICIENCY

It is the policy of the Highlands County Board of County Commissioners (Board), to take reasonable steps to ensure that persons with Limited English Proficiency have meaningful access and an equal opportunity to participate in its services, activities, programs and other benefits. The policy also provides for communication of information contained in vital documents, including but not limited to, waivers of rights, consent documents, and any other applicable forms. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and clients and their families will be informed of the availability of such assistance free of charge.

903:1 LIMITED ENGLISH PROFICIENCY PLAN

The Board has developed this Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As identified by Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and notification to LEP persons regarding the availability of assistance.

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- The number of proportions of LEP persons eligible to be served or likely to be encountered by the County's programs, services or activities.
- The frequency with which LEP individuals come in contact with these programs, services or activities.
- The nature and importance of the program, service or activity to people's lives.
- The resources available to the County and the likely costs of the LEP.

1. Using data from the American Community Survey 5-Year Estimates for Highlands County, we have determined that the estimated population is 98,603 of which 18.8% speak a language other than English. Additionally, 7,228 individuals or 7.6% of the population speak English less than well. Of those persons with limited English proficiency: 16.2% speak Spanish, 1.3% speak Indo-European, 1.2% speak Asian and Pacific Island, and .1% other languages.
2. The Board reviewed the frequency with which staff have contact with LEP persons. This includes phone inquiries and office visits, most of which are undocumented as departments have bilingual staff who assist on a daily basis, during the normal course of business. Contact with LEP persons was determined to be minimal, with approximately two percent (2%) of contacts requiring translation services. All translation services have been in Spanish. We had zero (0) documented request for interpretation services.
3. There is no large geographic concentration of any type of LEP individuals in the service area for Highlands County. The broad majority of population, 81.2%, speaks only English. Thus, there are few social, service, professional or leadership organizations within the service area of Highlands County that focuses on outreach to LEP individuals.
4. Community Program staff are most likely to encounter LEP individuals through office visits, phone conversations, and requests for assistance. ~~Additional~~Additionally, the

Non Ad Valorem Assessment staff and the Public Information Office encounter LEP individuals on occasion,

The analyses of these factors suggest that LEP services, above the level already provided, are not required at this time. Board staff provide LEP assistance for translation, as the need arises.

Highlands County Board will be able to identify and provide voluntary language translation and interpretation services if needed within a reasonable time period. Other language translation options could be provided by bilingual staff or by telephone from a professional interpretation service for which Highlands County Board would pay a fee.

Highlands County commits to the following actions:

1. Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.
2. Human Resources will be responsible for maintaining an accurate and current list showing the name, language, phone number, and hours of availability of bilingual staff.
3. Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by the LEP person after the LEP person confirms that he or she understands that an offer of an interpreter at no charge to the LEP person has been made by the County. That offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.
4. In order to ensure confidentiality of information and accurate communication, minors and other clients will not be used to interpret
5. County staff will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. At a minimum, notices and signs will be posted and provided in common areas. Documentation will also be available on the County website.
6. The Board understands that its community profile may change and the four-factor analysis may reveal the need for more or varied LEP services in the futures. As such, it will annually examine its LEP plan to ensure that it remains reflective of the community's needs.

903:2 DATA COLLECTION

Various regulations may require federal-aid recipients to collect racial, ethnic~~al~~, and other similar demographic data on beneficiaries of, or those affected by, federally funded programs, services, and activities. The Board may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate it its public involvement events. This information assists the Board with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to the Board will always

be voluntary and anonymous. The Board will not release or otherwise use this data in any manner inconsistent with federal regulations.

903:3 ASSURANCES

As required, the Board will certify to appropriate agencies that its programs, services, and activities are being conducted in a nondiscriminatory manner. The public may view these assurances upon request.

903:4 COMPLAINTS

Anyone having reason to believe they may have been subjected to discrimination are urged to bring those concerns to the Human Resource Manager, who also serves as the EEO Coordinator and ADA Coordinator. The complaint procedure is detailed in Policy 207, Discrimination Complaint.

POLICY 904 - AMERICANS WITH DISABILITIES (ADA)

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in transportation programs, services, and activities.

1. The County will make every effort to ensure that its facilities, programs, services, and activities are accessible to those with disabilities. The County will make every effort to ensure that its advisory committees, public involvement activities and all other programs, services, and activities include representation by the disabled community and disabled service groups.
2. The County encourages the public to report any facility, program, service or activity that appears inaccessible to those who are disabled. Furthermore, the County will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the County asks that a request be made at least 20 calendar days prior to the need for accommodation.
3. Questions, concerns, comments or requests for accommodations should be made to the County ADA Coordinator:

Human Resources Manager
600 South Commerce Avenue Sebring, Florida 33870
HRManager@highlandsfl.gov
863-402-6509 (phone) / 863-402-6508 (fax) / Florida Relay Services 711

904:1 GRIEVANCE PROCEDURES UNDER THE AMERICAN WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Highlands County BCC. The Highlands County's Personnel Manual governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

1. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation to:

Human Resources Manager, ADA/EEO Coordinator
600 South Commerce Avenue, Sebring, FL 33870
HRManager@highlandsfl.gov

2. ~~HRManager@highlandsfl.gov~~Within fourteen (14) calendar days after receipt of the complaint, the Human Resources Manager or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fourteen (14) calendar days of the meeting, the Human Resources Manager or his/her designee will respond in writing, and where appropriate, in a format accessible to the

complainant. The response will explain the position of the Highlands County BCC and offer options for substantive resolution of the complaint.

3. If the response by the Human Resources Manager or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fourteen (14) calendar days after receipt of the response to the County Administrator or his/her designee.
4. Within fourteen (14) calendar days after receipt of the appeal, the County Administrator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within fourteen (14) calendar days after the meeting, the County Administrator or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
5. All written complaints received by the Human Resources Manager or his/her designee, appeals to the County Administrator or his/her designee, and responses from these two offices will be retained by the Highlands County BCC for at least three years.

904:2 NOTICE UNDER THE AMERICAN WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Highlands County BCC will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Highlands County BCC does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: Highlands County BCC will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Highlands County BCC programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Highlands County BCC will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all its programs, services, and activities. For example, individuals with service animals are welcomed in Highlands County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Highlands County BCC, should contact the Human Resources Manager/ADA/EEO Coordinator, at 863-402-6509, or via Florida Relay Services 711, by email HRManager@hcbcc.org or by regular mail at 600 S. Commerce Ave Sebring, FL 33870 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Highlands County BCC to take any action that would fundamentally alter the nature of its programs or ~~services, or~~services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Highlands County BCC is not accessible to persons with disabilities should be directed to the Human Resources Manager/ADA/EEO Coordinator, at 863-402-6509 or~~,~~ HRManager@highlandsfl.gov.

Highlands County BCC will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

1000 – FIRE RESCUE POLICIES

POLICY 1001 – FIRE RESCUE SHIFT TRADE/SUBSTITUTION

It is the policy of the Highlands County Board of County Commissioners (Board) to allow flexibility in work arrangements where possible to help employees balance work and life demands. This policy is provided as a tool for management and employees to use to work as partners to ensure we meet our commitments to citizens while recognizing and addressing the demands of life outside of work.

1001:1 GENERAL PROVISIONS

1. The substitution of one employee to work hours (partial or full shifts) scheduled for another of the same rank or position is often referred to as "shift swapping" or "time trading," and is a common practice in many public safety departments.
2. If an individual who is employed in any capacity by a public agency which is a State, political subdivision of a State, or an interstate governmental agency, agrees, with the approval of the public agency and solely at the option of such individual, to substitute during scheduled work hours for another individual who is employed by such agency in the same capacity, the hours such employee worked as a substitute shall be excluded by the public agency in the calculation of the hours for which the employee is entitled to overtime compensation under this section.
3. The Fair Labor Standards Act (FLSA) under certain circumstances, permits two employees of a public agency, with that agency's approval, to substitute for one another during scheduled work hours in the same capacity without those hours being subject to overtime. Even though a substitution has occurred, each employee will be considered to have worked his or her normal schedule, and the traded time will not be considered in calculating hours for overtime for the substituting employee. The arrangement for trading time and payback is left to the two employees involved. Key points of a shift swap/time trade for hours that would not be overtime for the substituting employee include:
    a. The employee's decision to substitute must be freely made, and without coercion, direct or implied, so the request is exclusively for the scheduled employee's convenience. The regulations note, an employer may suggest an employee substitutes or "trades time" with another employee working in the same capacity during regularly scheduled hours, but each employee must be free to refuse to perform such work without sanction and without being required to explain or justify the decision.
    b. The employer must be aware and approve of the substitution beforehand, thus the county must know what work is being done, by whom it is being done, and where and when it is being done.
4. The statutory exception to the FLSA's general overtime requirement does not exempt the employer from minimum wage requirements of the FLSA, and the employer is required to pay additional compensation to the substitute employee if his or her total weekly earnings divided by the total hours worked (both scheduled and as a substitute employee for one or more scheduled employees) fall below the FLSA required minimum wage. The employer can remain in compliance with the FLSA minimum wage requirements without paying any additional wages by denying any shift substitution requests that might drop the substitute employee's hourly wages below the minimum wage.

1001:2 REQUIREMENTS FOR AUTHORIZATION

1. The Battalion Chief or Captain will approve shift substitution request that satisfy the requirements of the policy.
2. No shift substitution shall be allowed that might drop the substitute employee's hourly wages below the minimum wage.
3. All requests by an employee to substitute for another employee on a scheduled shift must be approved by the Battalion Chief or Captain of the shift of the scheduled employee.
4. The request must be submitted electronically through the current County timekeeping program. The substitute employee must accept the request and the Supervisor must approve the request.
5. Except in the case of an unforeseen emergency, requests must be submitted at least 72 hours prior to the start time of the substitution.
6. A shift substitution due to an unforeseen emergency may be approved by the Battalion Chief or Captain for the shift of the scheduled employee less than 72 hours prior to the start time of the substitution approval and prior to that start time if the other provisions of this authorization are satisfied.
7. The Battalion Chief or Captain shall approve or deny the request within 24 hours of receipt and promptly inform the employees.
8. Dates of an approved shift substitution may only be changed with written approval of both employees and the Battalion Chief or Captain for the shift of the scheduled employee.
9. Emergency Medical Technicians (EMTs) are only allowed to substitute for EMTs. Paramedics are only allowed to substitute for Paramedics or Provisional Paramedics. Provisional Paramedics are only allowed to substitute for Paramedics or Provisional Paramedics Firefighter/EMTs are only allowed to substitute for Firefighter/EMTs. Firefighter/Paramedics are only allowed to substitute for Firefighter/Paramedics.
10. Only full-time positions are permitted to substitute for a full-time scheduled employee. At no time will an OPS employee be allowed to participate in a shift substitution as either a scheduled employee or as a substitute employee or otherwise for a full-time employee or another OPS employee.
11. Employees are prohibited from paying another employee to work any portion of their shift.
12. There is no FLSA or County requirement that the scheduled employee pay back the substitute employee for the substitution, by reciprocal substitution or otherwise. That is a matter left to the scheduled employee and the substitute employee to resolve.
13. For all shift substitutions, a maximum of six (6) scheduled employees (EMTs, Paramedics, Provisional Paramedics, FF/EMT, FF/Paramedic) can be replaced by substitute employees on any given shift day.These numbers may be adjusted at the sole discretion of the Deputy Chief for large in-county events (i.e. 12 Hours of Sebring race).
14. Shift substitutions will be approved on a first come, first served basis through the chain of command approval process. Off-duty Supervisors and Public Safety Administration shall not be contacted to obtain approval for any shift substitution request.

15. No employee shall work more than 48 consecutive hours during any 72-hour period due to a shift substitution.
16. A shift substitution for an employee reporting late to work shall not be allowed.
17. The substitute employee must contact any other employee who may be affected by late arrival of the substitute employee. Contact shall be made in each and every case and shall be prior to or as early in the shift as possible. If the employee being relieved is unable or unwilling to stay over and cover for the substitute employee on the substitute shift or his or her next scheduled shift, the substitute employee shall bear the sole responsibility to contact another employee to report early for him or her as to allow the substitute employee to arrive on time for the substitute shift or his or her next scheduled shift (including scheduled overtime shifts).
18. In the event a substitute employee becomes sick or injured while on a substitute shift, the substitute employee will be shown as on duty at the time of the sickness or injury and will be paid as a scheduled employee for those hours from the time of occurrence. The scheduled employee will be contacted and given the option of reporting to duty, providing another substitute employee or being charged annual leave or sick leave, if applicable.
19. For the purpose of this authorization, an emergency is an unexpected incapacitating illness, injury or hospitalization. Documented proof of such occurrence will be required.

Secondary Employment Form

Form is available ~~at this time~~ by contacting Human Resources

Performance Evaluation Forms

Form is available ~~at this time~~ by contacting Human Resources

Employee Warning Report Form

Form is available ~~at this time~~ by contacting Human Resources

Annual Leave Payout Form

Form is available ~~at this time~~ by contacting Human Resources

Employee Bid Form

Form is available ~~at this time~~ by contacting Human Resources

Educational Assistance Form

Form is available ~~at this time~~ by contacting Human Resources

Grievance Form

Form is available ~~at this time~~ by contacting Human Resources

Employee Referral Form

Form Guidelines

1. The referring employee must be in a regular full-time position in a paid status or on an approved leave of absence from the Board to be eligible to participate.
2. The referring employee must not be on any form of written correction action six (6) months prior and up to the time of payment.
3. The referral cannot be submitted before the position is posted. The referred candidate must be hired within 180 days, (6) months, of the initial referral date.
4. All referrals must be submitted to Human Resources on a candidate referral form. The first employee to refer a candidate will be the only referring employee eligible for payment.
5. An eligible candidate is one who is interviewed and hired, not just presented for consideration.
6. The candidate must be a new employee, and not currently or previously employed with the County.
7. All referrals expire six (6) months from submission date. You may refer the same person again once the referral expires.
8. There is no limit to the number of times an employee can qualify for an award if they refer more than one person who is hired. However, only one employee will be awarded per candidate hire.
9. Positions eligible for this program must be determined to be "hard-to-fill" positions. The following factors should be considered when designating a position to be "hard-to-fill":
    - How critical the position is to the Board's operations and mission.
    - Lack of success of recent efforts to recruit candidates and retain employees in like positions.
    - Employment trends and labor-market factors that may affect the Board's ability to recruit candidates for similar positions.
    - Recent turnover in similar positions.
    - Special or unique competencies required for the position.
10. Once the candidate is hired as a result of a referral and has completed a successful probationary period of six (6) months, Human Resources will process the referral on file with the amount as follows:
    - Personal leave equivalent to $500 or;
    - One (1) time payment of $500.
11. The referral program operates in accordance with the following program requirements:
    - Administration may designate a position as "hard-to-fill": (1) before the position is posted; (2) after 30 days of unqualified applicants of an already posted position or; (3) after unsuccessful interviews of posted position.
    - Both the referring employee and the referred candidate must be employed by the County when any referral is paid to receive the referral amount.

- The hiring process will be fair and consistent with County policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral amount.
- The Board reserves the right to amend or discontinue the Employee Referral Program without notice.
- Personal time off must be scheduled with supervisory approval and at a time mutually convenient to the employee and the department. ☐ Unused personal hours may carry-over.
- Compensation for unused personal hours shall not be paid when an employee separates employment whether administratively, voluntarily, or involuntarily.

Employee Referral Form

Form is available ~~at this time~~ by contacting Human Resources

Special Annual Leave Payout Form

Form is available ~~at this time~~ by contacting Human Resources

Temporary Remote Work Agreement

Form is available ~~at this time~~ by contacting Human Resources

DEFINITIONS

Alternate Duty - Allows eligible employees to perform some work which is beneficial to the County when they are unable to perform the duties of their regular position; only for those employees covered by Workers' Compensation Leave.

Compensatory Time - Permits eligible hourly employees to take time off at the overtime rate (1.5) for each hour of work in excess of 40 hours during one workweek (in lieu of overtime pay).

Compressed Workweek - A full-time (40 hour) work schedule condensed into a 4-day workweek (e.g. four 10-hour days)

Corrective Action/Disciplinary Procedure - May include any or all of the following in an attempt to provide employees with notice of deficiency and an opportunity to improve: verbal warning, documented counseling, written warning, suspension, involuntary demotion, and/or termination.

County Administrator – The chief executive officer who reports to the elected governing Board of County Commissioners. The Assistant County Administrator will act as the County Administrator's Designee unless otherwise stated. County Administrator may be substituted with County Administrator or Designee throughout this manual.

Designee Pay - When an employee performs duties not part of the normal duties of their classification, the employee may receive a temporary increase. Usually designated for the purpose of filling in for the absence of a lead worker or Supervisor.

Educational Assistance - To provide reimbursement of tuition, books, lab fees, and registration fees of qualified courses to eligible employees, allowing them to enhance their ability to serve the public interest of the citizens of Highlands County.

Exempt Employee - An employee in this classification is not subject to the minimum wage and overtime requirements of the US Fair Labor Standards Act; and as such, is not required to fill out hourly time records and must be paid on a salary basis.

Flextime - A work schedule that permits flexibility in starting and quitting times without altering the required number of work hours in a given period (e.g. in a workweek) and usually specifies a core period of the day during which all employees must be scheduled.

Full-time Employee – Typically an employee working 40 or more hours per workweek.

Grievance Procedure - The opportunity to participate in an objective process to settle disputes regarding corrective actions.

Harassment - Verbal, nonverbal, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sex, national origin, age or disability, or that of his or her relatives, friends or associates, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Hourly Employee - An employee in this classification is subject to the minimum wage and overtime compensation requirements of the US Fair Labor Standards Act; and as such, is required to fill out hourly time records.

Immediate Family – Bereavement. Defined as the spouse or the grandparents, parents, brothers, sisters, children, and grandchildren of either the employee or the spouse. An employee may also be granted this leave for the death of a person with loco parentis standing with the employee, i.e., a person who has been in the position or place of a parent.

Immediate Family - Family & Medical Leave Policy - Spouse, child under age 18 or incapable of self-care due to a mental or physical disability (biological, adopted, and/or foster), and parent (biological and/or 'in loco parentis').

Immediate Family - Sick Leave Policy - Defined as the spouse or the grandparents, parents, brothers, sisters, and children of either the employee or spouse.

Incentive Pay - Incentive pay will not increase an employee's base pay and will only be effective for a ~~12 month~~12-month period.

Overtime Pay – Non-emergency personnel. Pay for eligible hourly employees at an overtime rate (1.0 or 1.5) of pay for all hours worked in excess of 40 hours during one workweek. If an employee uses any form of leave during a workweek (sick, vacation, etc.), their rate of pay will be one times their regular rate of pay, up to 40 hours.

Overtime Pay – Fire Rescue (single certification / EMS only) - All hours worked in excess of 40 hours in a work week will be paid at time-and-one-half (1.5 X normal hourly rate). Annual leave, sick leave, administrative leave (except for line of duty court appearances) and holiday hours paid are not considered to be hours worked for computation of overtime pay.

Overtime Pay – Fire Rescue (dual certification) – Pay at the rate of one and one-half (1.5) times the normal hourly rate will be paid for each hour worked in excess of 106 hours during a 14-day work period (applied as 53 hours in each 7-day period). Annual leave, sick leave, administrative leave (except for line of duty court appearances) and holiday hours paid are not considered hours worked for computation of overtime pay.

Part-time Employee - Typically, an employee working less than 40 hours per week.

Performance Evaluation - An appraisal written by a Supervisor about an employee's work performance, which includes praise for accomplishments, recommendations for improvement, and an action plan of goals for both the employee and Supervisor for the next assessment period.

Probationary Employee - An individual who has not completed initial probation.

Reduction in Workforce - The abolishment of Board-approved full and/or part-time positions due to operational needs, re-organization, lack of work, outsourcing of functions, shortage of funds, or other reasons deemed appropriate by the Board; not intended to be a short-term adjustment.

Regular Employee - An individual who is employed as a part-time or full-time employee in a Board-approved position.

Relative - Hiring Policy/Nepotism - An individual who is related to the employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Salaried Employee - See exempt employee.

Seasonal Employee – An individual who is hired by a department, primarily to work during one season. These employees normally work regularly scheduled hours throughout the ~~season, and~~season and may also work sporadically during other special events throughout the year.

Secondary Employment - An employee holding a regular full-time or Board-approved position who also holds another employment position outside the County.

Sexual Harassment - Unwelcome, one-sided attention, sexual advances, requests for sexual favors, or other unwanted verbal or physical conduct of a sexual nature that may come from Supervisors, managers, coworkers, citizens, or other individuals in the workplace or at any County-sponsored activity, program, party or trip whether at the work site or not - regardless of the gender of the parties involved.

Sick Leave Pool - A voluntary fund of donated sick leave which has been established to provide limited additional sick leave benefits to participating members in the case of serious personal illness or injury.

Standby Duty - Assigned to certain hourly employees holding positions which are restricted to a designated location or premises in order to provide coverage for services and to handle emergencies during off-duty hours.

Student Intern – An individual who is provided with the opportunity for practical, real-world work experience to help them transition into a future professional career. These individuals may work either regularly scheduled hours, or unscheduled irregular hours throughout the course of their internship.

Temporary Employee - An individual who is hired either part-time or full-time for a limited period, not to exceed six months of employment. These employees may be hired to work on special projects, during peak workloads, and/or to cover employee absences due to FMLA, workers' compensation, or other leaves of absence. These employees are not eligible for paid absences, vacations and holidays.

Transfer - Moving to another position in the same or lower salary range or from one location to another; may be of a voluntary or involuntary basis.

Uniform - Clothing issued, or required to be worn, by the Board; or any clothing with an affixed County logo and/or wording that indicates, or could be interpreted to indicate, that the individual is or may be a Board employee.

INDEX

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Table ~~4~~8: Summary of Manual Revisions

Approval Date	Section	Title	Summary	Resolution
09/20/2019	Full Manual	Manual Adopted	Adoption of New Manual	15-16-118
10/18/2016	305:5	Emergency Medical Services	Updates related to number and pay of provisional paramedics and revisions to FTO section	16-17-07
10/18/2016	501:6	Sick Leave Reimbursement	4. Death: annual leave removed and replaced with sick leave	16-17-07
05/16/2017	205	Citizen Relations	Relocated to Policy 901. Remaining policies renumbered.	16-17-77
05/16/2017	206	Use of Communication Systems and Technology	Relocated to Policy 301. Remaining policies renumbered.	16-17-77
05/16/2017	206 (new)	Americans with Disabilities Nondiscrimination Policy	Delineated between ADA and employment and County programs. ADA and County programs is in Policy 904.	16-17-77
05/16/2017	209	Limited English Proficiency	Relocated to Policy 903. Remaining policies renumbered.	16-17-77
05/16/2017	300	Electronic Systems, Technology, and Communications	Incorporated recently adopted Electronic Messages and Social Media Policies into this section of the Manual. Remaining policies renumbered.	16-17-77
05/16/2017	405:5	Hazmat and Technical Rescue Pay	Section added to address Hazmat and Technical Rescue Pay. Policy reflects current practice.	16-17-77
05/16/2017	609:1	Bereavement	Clarified time granted for bereavement leave.	16-17-77

Approval Date	Section	Title	Summary	Resolution
			Converted days into hours to make it equitable for 8, 10 and 24 hour employees.	
05/16/2017	705:8	Maximum Rate of Pay	Provided clarification for employees that exceeded the max rate of pay for their new pay range at the time the Evergreen study was implemented	16-17-77
05/16/2017	900	Access to County Programs	Added new section to address requirements of Federal grant programs.	16-17-77
05/16/2017	902	Title VI / Nondiscrimination	New section to address requirements of Federal grant programs.	16-17-77
05/16/2017	903	Limited English Proficiency	Relocated from Policy 209 and expanded to address requirement of Federal grant programs.	16-17-77
05/16/2017	904	Americans with Disabilities	Added new section to address requirements of Federal grant programs.	16-17-77
01/02/2018	410:1	Supplemental Workforce	Clarified approval level for temporary employees for a period of 6 months or greater.	17-18-33
01/02/2018	604:1	Holidays	Added to mandatory holiday duty for EMS to be paid if they are required to work on a scheduled holiday	17-18-33
01/02/2018	803:3	Grievances	Changed the word hearing to meeting and deleted publicly noticed	17-18-33
01/02/2018	609:2	Court Appearances	Changed pay for regular hours worked to say pay for up to 8 regular hours worked per day to be	17-18-33

Approval Date	Section	Title	Summary	Resolution
			consistent with bereavement pay	
01/02/2018	1001	EMS Shift Trade / Substitution	Added policy on EMS Shift Substitution	17-18-33
04/17/2018	509	Referral Award Program	Added section to policy 500	17-18-59
08/21/2018	904	Americans with Disabilities	Added sections 904:1, grievance procedures & 904:2, notice	17-18-97
08/21/2018	410:1	Supplemental Workforce	Added eligibility of paid absences, vacation and holidays to OPS employees approved by the Board for longer than six (6) months w/approval of the County Administrator	N/A
03/19/2019	903:1	Limited English Proficiency Plan	Changed data in section 1, 2 and 3.	18-19-80
09/17/2019	601:3 603:2	Earning Sick and Annual Leave	Deleted column in table, specified personnel for each table	N/A
12/03/2019	004:1	Employment Records	Clarified maintenance responsibility for volunteer Fire Rescue files	19-20-034
12/03/2019	005:01	General Provisions	Updated reference to Safety Handbook	19-20-034
12/03/2019	302:2(a)	Electronic Messages	Updated paragraph 2 to include other platforms supported by IT	19-20-034
12/03/2019	403:2	Original Appointment	Provided consistence in document pertaining to training status pay	19-20-034
12/03/2019 12/17/2019	405:2	Pay Grades	Added a new section related to pay grades. Section was corrected on 12/17/2019.	19-20-034

Approval Date	Section	Title	Summary	Resolution
12/03/2019	405:6	Hazmat & Technical Rescue Pay	Updated department references	19-20-034
12/03/2019	405:7	EMS Services	Updated to reflect Fire Rescue transition	19-20-034
12/03/2019	405:7	Fire Services	Deleted. Combined with 405:6.	19-20-034
12/03/2019	406:1	General Provisions	Updated to include FLSA for Fire Rescue 7k rule	19-20-034
12/03/2019	503:3	Meal and Break Periods	Updated for Fire Rescue	19-20-034
12/03/2019 12/17/2019	504:1	Overtime	Updated for Fire Rescue. Section was corrected on 12/17/2019.	19-20-034
12/03/2019	504:2	Compensatory Time	Permits Comp Time for Fire Rescue effective 1/1/2019	19-20-034
12/03/2019	504:3	Shift Differential (EMS Only)	Deleted section	19-20-034
12/03/2019	506:1	General Provision	Clarified time period for pay corrections	19-20-034
12/03/2019	508:2	Employee of the Quarter	Clarified process for employee of the quarter	19-20-034
12/03/2019	604:1	General Provisions	Standardized language for Fire Rescue	19-20-034
12/03/2019	604:2	Floating Holiday	Added new policy for floating holiday	19-20-034
12/03/2019 12/17/2019	703:1	General Provisions	Added language pertaining to shift schedules. Section was corrected on 12/17/2019.	19-20-034
12/03/2019	1001:2	Requirements for Authorization	Updated language to reflect new Fire Rescue structure	19-20-034
4/7/2020	505:2	Temporary Remote Work Policy	Added remote work policy for emergency declarations	

Approval Date	Section	Title	Summary	Resolution
4/7/2020	603:3	Special Annual Leave Sale	Added ability for County Administrator to authorize Special Annual Leave Sale during emergency declarations	
12/15/2020	705	Pay Raises	Clean up of language regarding discipline and eligibility for COLA and Merit-based increases.	20-21-55

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Dawn Ritter, Natural Resources Manager**

SUBJECT/TITLE: **Request approval of the Florida Department of Agricultural and Consumer Services (FDACS) Florida Forest Service (FFS) wildfire hazard mitigation agreement for wildland vegetative fuel treatment at Grassy Lake Scrub.**

STATEMENT OF ISSUE

The Florida Department of Agricultural and Consumer Services (FDACS) Florida Forest Service (FFS) established a program of wildland vegetative fuel treatment to be affected in and around communities and subdivisions to mitigate the risk of homes and property being damaged or destroyed by wildfire. The Grassy Lake Scrub area meets the FFS requirements and it is anticipated, if approved, roughly 13 acres will be cleared via mechanical treatment. Moving to approve provides support in both wildland vegetative fuel treatment for our surrounding neighbors and support gopher tortoise and skink habitat. This program alleviates cost associated in clearing 13 acres to the Grassy Lake Scrub Conservation Trust Fund.

RECOMMENDED ACTION

Move to approve the Florida Department of Agricultural and Consumer Services (FDACS) Florida Forest Service (FFS) wildfire hazard mitigation agreement for wildland vegetative fuel treatment at Grassy Lake Scrub.

Attachments: FDACS-FFS Wildfire hazard mitigation agreement-Grassy Lake Scrub-2023.pdf

WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Florida Forest Service

WILDFIRE HAZARD MITIGATION AGREEMENT

ss. 590.01, 590.02, Florida Statutes

The Florida Department of Agriculture and Consumer Services, Florida Forest Service (FFS) has established a program of wildland vegetative fuel treatment to be effected in and around communities and subdivisions in order to mitigate the risk of homes and property being damaged or destroyed by wildfire. The methods used for this program include prescribed burning, manual and mechanical fuel height reduction, use of herbicides, or a combination of these treatments in accordance with ss. 590.01, 590.02, F.S.

The Landowner:

(1) **Grants FFS and its agents access to the land and authority to carry out the practices of this agreement for the purposes of wildfire hazard mitigation treatment.**

(2) **Understands the work will consist of burning, mowing, grinding, chopping, cutting vegetative fuels, or use of herbicides to retard regrowth of treated areas on lands adjoining or in close proximity to a residential community known as _____.**

(3) **Understands the appearance of the work zone area will be altered, in that standing vegetation up to four inches in diameter may be treated. Limbs on remaining standing trees may be damaged as work is performed.**

(4) **Grants FFS all of Landowner's title to and interest in all vegetation and fuels (including trees and other forest products) removed from the work zone area.**

(5) **Represents that the boundaries for the property being treated and described below are marked correctly and that the landowner is authorized to convey the rights granted in this agreement.**

(6) **Agrees that the number of acres to be treated are _____ and that the type of treatment will be _____.**

(7) **Will make a good faith effort to maintain the treated area in the future.**

Section	Township	Range	Latitude			Longitude			County	State
			Deg.	Min.	Sec.	Deg.	Min.	Sec.		Florida

NOW THEREFORE, the above is agreed by the following parties:

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, FLORIDA FOREST SERVICE

By: _____
Printed Name

_____
Title

_____
Signature **Date**

By: _____
Printed Name of Landowner or Authorized Agent of Landowner

_____
Title

_____
Signature **Date**

_____
Witness **Date**

_____
Telephone Number with Area Code

FDACS-11440 Rev. 01/23

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Sherri Bennett, HR Manager**

SUBJECT/TITLE: **Request adoption of Resolution No. 22-23-74 for Budget Amendment 22-23-062 to purchase a new vehicle for the Health Dept.**

STATEMENT OF ISSUE

Attached for your approval is Budget Amendment 22-23-062 with Accompanying Resolution 22-23-74 to appropriate funds for the Health Department to purchase a replacement vehicle that was totaled 9/29/22 during Hurricane Ian. Insurance proceeds from PGIT were received in the amount of $13,391.00 which will be used to purchase a replacement vehicle with the balance being funded by the Highlands County Health Department.

RECOMMENDED ACTION

Move to adopt Resolution No. 22-23-74 for Budget Amendment 22-23-062 to purchase a new vehicle for the Health Dept.

FISCAL IMPACT

The fiscal impact is an increase to Fund 005 (General) in the amount of $13,391.00 which is being appropriated in Cost Center 5101 (Health Dept.), Account 56400 (Machinery & Equipment).

Attachments: 22-23-062 Health Dept Vehicle Replacement (BA).pdf
22-23-062R Health Dept. Vehicle Replacement (Resolution).pdf

REVIEWED
O.M.B DEPARTMENT
March 8, 2023
BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS
(Transfers over $5,000 require Board approval)

DATE: **3/6/2023** SUBMITTED BY: **Sherri L. Bennett - HR Mgr.**

FUND(S): **005** FUND TITLE(S): **General** COST CENTER(S) #: **5101**

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): **Health Department**
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	**005**		**3694010**	**Insurance Proceeds**		**0.00**	**13,391.00**		**13,391.00**
E	**005**	**5101**	**56400**	**Machinery & Equipment**		**0.00**	**13,391.00**		**13,391.00**
									0.00
									0.00
									0.00
									0.00
									0.00

REASON: **Appropriate funds to Health Dept. to replace a totaled vehicle (HD1104) from Hurricane Ian damage.**

OFFICE USE ONLY

OMB RECOMMENDATION:

_____ Approval

_____ Denial

REQUEST # **22-23-062**

ACTION:
Board _____ Approved _____ Denied
County Administrator _____ Approved _____ Denied

SIGNATURE: _____

DATE: ____ / ____ / ____

TRANSFER TYPE:

_____ ITEM TO ITEM
_____ RESERVE
XX BY RESOLUTION
_____ SUPPLEMENTAL BUDGET

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

RESOLUTION NO. 22-23-74

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-062 TO THE GENERAL FUND; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 129.06, (Execution and Amendment of Budget) provides that the Board of County Commissioners may by resolution amend its budget; and

WHEREAS, Highlands County has determined that the following budget amendment is necessary and proper within the General Fund.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY, FLORIDA AS FOLLOWS:

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

SECTION 2. **Approval of Budget Amendment.** Budget Amendment 22-23-062 is hereby approved and authorized to appropriate Insurance Proceeds from PGIT for a damaged vehicle that occurred on September 29, 2022. The net fiscal impact is an increase in the amount of $13,391.00.

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 21st day of March, 2023.

HIGHLANDS COUNTY, FLORIDA

By:_____
Chris Campbell, Chairperson

ATTEST:

_____
Jerome Kaszubowski, Clerk of Court

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: 03/21/2023

PRESENTER: **Liz Barber, Legislative Affairs & Grants Coordinator**

SUBJECT/TITLE: **Request approval for Letters of Support for emergency funding due to Hurricane Ian for the local caladium growers**

STATEMENT OF ISSUE

At the February 7, 2023 Highlands BOCC meeting, Commissioner Kirouac mentioned during commissioner comments that he had interest in creating a letter of support for financial assistance for the local caladium growers as a result of crop damages during Hurricane Ian. The commissioners were in mutual agreement to consider this letter of support on a future meeting agenda and requested that all 5 commissioners have a signature line on the letter to show full support. Upon BOCC consideration and pending your approval, these letters will be sent to our federal delegation of Congressman Franklin, Senator Rubio and Senator Scott to request federal funding to cover non-insurable crops.

As you know, local caladium farms in Highlands County took the eye of Hurricane Ian directly through our community. This resulted in a 90-100% loss in sellable caladium bulbs. Due to the lack of seed bulbs, the caladium farmers estimate that next year will see a 30-40% of replanting for next year's crop.

These devastating losses impact these caladium farmers, who produce over 90% of the world's supply of commercially sold caladium bulbs. These crops produce over 100 million plants per year and are exported all over the world.

Though the USDA implemented the Wildfires and Hurricane Indemnity program (WHIP) for the non-insurable crops after Hurricane Irma wreaked havoc on our state in 2017, there are no similar programs available to caladium farmers who are victims of Hurricane Ian in 2022.

RECOMMENDED ACTION

Move to approve Letters of Support for emergency funding due to Hurricane Ian for the local caladium growers

FISCAL IMPACT

No fiscal impact.

Attachments: Caladium letter Franklin.sgs.redlines.pdf
Caladium letter Rubio.sgs.redlines.pdf
Caladium letter Scott.sgs.redlines.pdf

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

600 S. Commerce Ave., Sebring, Florida 33870
Office (863) 402-6833 Fax (863) 402-6835 www.highlandsfl.gov

March 21, 2023

Congressman Scott Franklin
249 Cannon House Office Building
Washington, DC 20515

Dear Congressman Franklin,

Please accept this correspondence as our collective support for the Florida Caladium Growers and their request for financial assistance due to damage to their crops caused by Hurricane Ian in September of 2022.

Caladiums farms, an important asset in Highlands County, feature this row crop that takes a full year to plant, grow and harvest, producing only one crop each year. Since there are no avenues to purchase seed bulbs, bulbs are propagated after each harvest, saving a significant portion of their harvest for seed bulbs for the next year. Caladium farmers plant the seed bulbs in the spring, grow them through the summer and harvest in the fall and winter, with the cycle beginning all over again.

Unfortunately, at peak time for the plants to be making caladium bulbs, Highlands County caladium farms were in the direct path and took the eye of Hurricane Ian. This resulted in a 90-100% loss in sellable caladium bulbs. Due to the lack of seed bulbs, caladium farmers estimate that next year will see a mere 30-40% of replanting for next year's crop.

These devastating losses will have far reaching negative impacts beyond our caladium farmers, who produce over 90% of the world's supply of commercially sold caladium bulbs. Normally, these crops produce over 100 million plants each year, and are exported all over the world.

Though the USDA implemented the Wildfires and Hurricane Indemnity program (WHIP) for the non-insurable crops after Hurricane Irma wreaked havoc on the State of Florida in 2017, there are no similar programs available to caladium farmers who fell victim to Hurricane Ian.

We respectfully urge you to support of the Florida Caladium Growers in their request for financial assistance stemming from the crop damage caused by Hurricane Ian in September of 2022.

Sincerely,

Chris Campbell
Chairman of the Board

Don Elwell,
County Commissioner

Scott Kirouac,
County Commissioner

Kevin Roberts
County Commissioner

Arlene Tuck
County Commissioner

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

600 S. Commerce Ave., Sebring, Florida 33870
Office (863) 402-6833 Fax (863) 402-6835 www.highlandsfl.gov

March 21, 2023

Senator Marco Rubio
284 Russell Senate Office Building
Washington DC, 20510

Dear Senator Rubio,

Please accept this correspondence as our collective support for the Florida Caladium Growers and their request for financial assistance due to damage to their crops caused by Hurricane Ian in September of 2022.

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HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

600 S. Commerce Ave., Sebring, Florida 33870
Office (863) 402-6833 Fax (863) 402-6835 www.highlandsfl.gov

March 21, 2023

Senator Rick Scott
502 Hart Senate Office Building
Washington DC, 20510

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Arlene Tuck
County Commissioner

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **E. Laney Stearns, Public Safety Director**

SUBJECT/TITLE: **Request adoption of Resolution 22-23-76 for Budget Amendment 22-23-064 to provide funding to replace the concrete driveway at Station 41- Sun n Lake, Lake Placid Fire.**

STATEMENT OF ISSUE

Attached for your approval is Budget Amendment 22-23-064 with Accompanying Resolution 22-23-76 to appropriate funds for Highlands County Fire Rescue/Public Safety to replace the concrete driveway at Station 41- Sun n Lake, Lake Placid Fire.

RECOMMENDED ACTION

Move to adopt Resolution 22-23-76 for Budget Amendment 22-23-064 to provide funding to replace the concrete driveway at Station 41- Sun n Lake, Lake Placid Fire.

FISCAL IMPACT

The fiscal impact is an increase to Fund 181 (Fire Assessment) in the amount of $23,000 which is being appropriated in Cost Center 3217 (Fire Assessment), Account 56300 (Improvements Other Than). In addition, $23,000 is being transferred in Fund 005 (General) from Cost Center 9990 (Budgetary Expenditures AC/005), Account 59900 (Reserve for Contingency) to Cost Center 5105 (Ambulance Service), Account 56300 (Improvements Other Than) for a total project amount of $46,000.

Attachments: 22-23-064 Station 41 Concrete Driveway Replacement (BA).pdf
22-23-064R Station 41 Concrete Driveway Replacement (Resolution).pdf
22-23-064 Station 41 Concrete Driveway Replacement (Reserve).pdf

REVIEWED
O.M.B DEPARTMENT
March 9, 2023
BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS
(Transfers over $5,000 require Board approval)

DATE: **3/9/2023** SUBMITTED BY: **Public Safety Division**

FUND(S): **005/181** FUND TITLE(S): **General/Fire Assessment** COST CENTER(S) #: **5105/3217**

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): **Ambulance Service/Fire Assessment**
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	**005**	**9990**	**59900**	**Reserve for Contigency**		**401,201.27**		**23,000.00**	**378,201.27**
E	**005**	**5105**	**56300**	**Improvements Other Than**		**0.00**	**23,000.00**		**23,000.00**
R	**181**		**3999100**	**Fund Balance Brought Forward**		**520,668.00**	**23,000.00**		**543,668.00**
E	**181**	**3217**	**56300**	**Improvements Other Than**		**0.00**	**23,000.00**		**23,000.00**
									0.00
									0.00
									0.00

REASON: **To provide funding to replace the concrete driveway at Station 41 - Sun 'N Lakes Lake Placid Fire.**

OFFICE USE ONLY

OMB RECOMMENDATION:

_____ Approval

_____ Denial

REQUEST # **22-23-064**

ACTION:
Board _____ Approved _____ Denied
County Administrator _____ Approved _____ Denied

SIGNATURE: _____

DATE: ____/____/____

TRANSFER TYPE:

_____ ITEM TO ITEM
XX RESERVE
XX BY RESOLUTION
_____ SUPPLEMENTAL BUDGET

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

RESOLUTION NO. 22-23-76

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-064 TO THE FIRE ASSESSMENT 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 Fire Assessment Fund.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY, FLORIDA AS FOLLOWS:

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

SECTION 2. **Approval of Budget Amendment.** Budget Amendment 22-23-064 is hereby approved and authorized to appropriate Fund Balance Brought Forward to the Fire Assessment Fund in the amount of $23,000.00.

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 21st day of March, 2023.

HIGHLANDS COUNTY, FLORIDA

By:_____
Chris Campbell, Chairperson

ATTEST:

_____
Jerome Kaszubowski, Clerk of Court

HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
RESERVE FOR CONTINGENCY ADJUSTMENTS

GENERAL FUND - 005 (9990)

FISCAL YEAR 2022-2023

DATE INTENDED	BCC APPROVED	B.A.#	AMOUNT	BALANCE	DESCRIPTION
10/01/22		BEGINNING BALANCE		**$450,000.00**	
10/18/22	10/18/22	22-23-003	$3,371.00	$453,371.00	To adjust the Property Appraiser's budget to reflect the EDR salary adjustment and operating expense reductions.
10/18/22	10/18/22	22-23-004	($7,211.67)	$446,159.33	To adjust the Supervisosr of Election's budget to reflect the EDR salary adjustment for the Elected Official.
10/18/22	10/18/22	22-23-005	($5,500.00)	$440,659.33	To adjust the Clerk of Court's budget to reflect the EDR salary adjustment for the Elected Official.
11/29/22	11/29/22	22-23-023	$0.27	$440,659.60	To balance the VOCA grant Project 22033
12/20/22	12/20/22	22-23-028	($8,160.00)	$432,499.60	To provde additional funding due to Health Insurance renewal increase effective 1/1/23.
02/07/23	02/07/23	22-23-050	($22,800.00)	$409,699.60	To set up the new FY22-23 EMS Matching Grant of 10%.
03/07/23	03/07/23	22-23-059	($8,498.33)	$401,201.27	To xfer Reserve funding to Property Appraiser for vehicle damage repairs from Hur. Ian and return the excess to PGIT.
03/21/23		22-23-064	($23,000.00)	$378,201.27	To provide funding to replace the concrete driveway at Station 41 - Sun 'N Lakes Lake Placid Fire.
REVISED TOTAL:				**$378,201.27**	

CONTINUED ON NEXT PAGE

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: Mar 21, 2023

PRESENTER: **David Nitz, OMB Manager**

SUBJECT/TITLE: **Request adoption of Resolution 22-23-77 for Budget Amendment 22-23-065 to remove excess budget due to reclassification of expenses into prior fiscal year.**

STATEMENT OF ISSUE

As part of the end of year process, the Clerk of Courts' accountants look for items that were paid in FY 22/23 but should be recorded as an expense for FY 21/22. The Clerk of Courts prepares a journal entry moving the expense from FY 22/23 into FY 21/22. Some of these recorded expenses in FY 22/23 were paid from purchase orders that were rolled from funding in FY 21/22. This budget amendment is removing the encumbrances from FY 21/22 that were rolled forward into the FY 22/23 budget on invoices that were paid in FY 22/23 but reclassified to FY 21/22 that had a FY 21/22 rolled forward purchase order.

RECOMMENDED ACTION

Move to adopt Resolution 22-23-77 for Budget Amendment 22-23-065 to remove excess budget due to reclassification of expenses into prior fiscal year.

FISCAL IMPACT

The fiscal impact is a decrease to the General, Transportation Trust, Infrastructure Surtax, Tourist Development Trust, Fire Assessment, HCFPIRN LTD Capital, Solid Waste and Energy Recovery Funds in the amounts of $22,190.52, $7,023.96, $1,028.96, $29,500.00, $28,844.40, $5,137.57, $6,293.32, and $30,129.94, respectively, with an overall budget decrease of $130,148.67.

Attachments: 22-23-065 Encumbrance Roll Adjustments (BA).pdf
22-23-065R Encumbrance Roll Adjustments (Resolution).pdf

REVIEWED
O.M.B DEPARTMENT
March 9, 2023
BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS
(Transfers over $5,000 require Board approval)

DATE: **2/27/2023** SUBMITTED BY: **OMB**

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

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

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	005		3999110	Encumbrances Carried Forward		305,575.25		22,190.52	283,384.73
E	005	2111	53100	Professional Services		150,558.00		1,875.00	148,683.00
E	005	2111	54900	Other Charges & Obligations		56,814.75		114.75	56,700.00
E	005	2672	54600	Repair & Maintenance		147,379.32		4,767.40	142,611.92
E	005	2672	54601	Air Conditioning		70,345.00		2,990.00	67,355.00
E	005	2700	55200	Operating Supplies		6,745.25		15.86	6,729.39
E	005	2810	53100	Professional Services		136,489.94		6,000.00	130,489.94

REASON: **To adjust the budget for expenses where the encumbrances rolled into the current year and the expenses were reclassified from the current year to the prior year.**

OFFICE USE ONLY

OMB RECOMMENDATION:

_____ Approval

_____ Denial

REQUEST # **22-23-065**

ACTION:

Board _____ Approved _____ Denied

County Administrator _____ Approved _____ Denied

TRANSFER TYPE:

_____ ITEM TO ITEM
_____ RESERVE
XX BY RESOLUTION
_____ SUPPLEMENTAL BUDGET

SIGNATURE: _____

Signature: _____ DATE: ____/____/____ Posted by Clerk: _____

Form Revised 08/05/2020

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

REQUEST NUMBER 22-23-065

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	2810	53400	Contractual Services		14,675.50		2,832.50	11,843.00
E	005	3991	54600	Repair & Maintenance		90,875.40		2,304.53	88,570.87
E	005	5105	53400	Contractual Services		185,766.06		120.00	185,646.06
E	005	5105	54400	Utility Services		13,302.70		875.46	12,427.24
E	005	5105	54600	Repair & Maintenance		208,629.90		295.02	208,334.88
R	110		3999110	Encumbrances Carried Forward		172,929.89		7,023.96	165,905.93
E	110	4102	53402	Hauling		382,786.88		486.09	382,300.79
E	110	4108	54600	Repair & Maintenance		63,797.71		29.21	63,768.50
E	110	4998	53400	Contractual Services		11,508.66		6,508.66	5,000.00
R	151		3999110Z	Proj Encumbrance Forward	16044	35,341.99		1,028.96	34,313.03
E	151	5106A	56200Z	Project Buildings	16044	1,039,547.59		1,028.96	1,038,518.63
R	152		3999110	Encumbrances Carried Forward		71,705.16		29,500.00	42,205.16
E	152	5305	53400	Contractual Services		247,275.00		24,500.00	222,775.00
E	152	5305	54800	Promotional Activities		510,343.00		1,965.00	508,378.00
E	152	5307	54800	Promotional Activities		3,035.00		3,035.00	-
									-

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

REQUEST NUMBER 22-23-065

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	181		3999110	Encumbrance Brought Forward		174,782.39		28,844.40	145,937.99
E	181	3217	53400	Contractual Services		206,600.06		10,580.50	196,019.56
E	181	3217	54600	Repair & Maintenance		378,406.55		768.34	377,638.21
E	181	3217	55200	Operating Supplies		708,633.46		11,773.06	696,860.40
E	181	3217	55403	Education & Training		111,727.25		5,722.50	106,004.75
R	355		3999110Z	Proj Encumbrance Forward		196,088.96		5,137.57	190,951.39
E	355	2685	56200Z	Project Buildings	18051	2,888,989.33		5,137.57	2,883,851.76
R	401		3999110	Encumbrance Brought Forward		345,974.62		6,293.32	339,681.30
E	401	4210	54600	Repair & Maintenance		693,956.23		5,743.32	688,212.91
E	401	4210	54900	Other Charges & Obligations		61,850.00		550.00	61,300.00
R	420		3999110	Encumbrance Brought Forward		30,129.94		30,129.94	-
E	420	4230	55300	Road Materials & Supplies		1,357,763.14		30,703.14	1,327,060.00
E	420	4230	54600	Repair & Maintenance		72,003.80	573.20		72,577.00
									-
									-
									-

Form Revised 08/05/2020

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

REQUEST NUMBER 22-23-065

FUND(S)	FUND TITLE(S)
005	General
110	Transportation Trust
151	Infrastructure Surtax
152	Tourist Development Trust
181	Fire Assessment
355	HCFPIRN LTD Capital
401	Solid Waste
420	Energy Recovery

COST CENTER(S)	COST CENTER TITLE(S)
2111	Central Services
2672	Facilities Management
2700	Planning & Zoning
2810	Office of Economic Development
3991	Local Emerg. Management
5105	Ambulance Service
4102	Roads & Bridges
4108	County Shell Pit
4998	GIS
5106A	Animal Control 151
5305	Tourist Dev-Marketing & Promotion
5307	Tourist Dev-Promote/Advertise Lakes
3217	Fire Assessment
2685	HCFPIRN LTD Capital Exps
4210	Refuse Disposal System 401
4230	Asphalt Plant

FND	CST CTR	PROJ #	PROJECT TITLE
151	5106A	16044	Animal Control Building
355	2685	18051	Fire Rescue Station 36

Form Revised 10/11/2010

RESOLUTION NO. 22-23-77

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 22-23-065 TO THE GENERAL, TRANSPORTATION TRUST, INFRASTRUCTURE SURTAX, TOURIST DEVELOPMENT TRUST, FIRE ASSESSMENT, HCFPIRN LTD CAPITAL, SOLID WASTE, AND ENERGY RECOVERY FUNDS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 129.06, (Execution and Amendment of Budget) provides that the Board of County Commissioners may by resolution amend its budget; and

WHEREAS, Highlands County has determined that the following budget amendment is necessary and proper within the General, Transportation Trust, Infrastructure Surtax, Tourist Development Trust, Fire Assessment, HCFPIRN LTD Capital, Solid Waste, and Energy Recovery Funds.

NOW, THEREFORE, BE IT RESOLVED BY HIGHLANDS COUNTY, FLORIDA AS FOLLOWS:

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

SECTION 2. **Approval of Budget Amendment.** Budget Amendment 22-23-065 is hereby approved and authorized to adjust the listed funds due to expenditures being transferred to the prior fiscal year. The net fiscal impact is a decrease in the amount of $130,148.67.

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 21st day of March, 2023.

HIGHLANDS COUNTY, FLORIDA

By:_____
Chris Campbell, Chairperson

ATTEST:

_____
Jerome Kaszubowski, Clerk of Court

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER:	**County Administrator Laurie Hurner**
SUBJECT/TITLE:	**Request approval to cancel two Board meeting dates, on July 6, 2023, and November 21, 2023, and reschedule them for Monday, July 3, 2023, and Tuesday, November 28, 2023, respectively.**

RECOMMENDED ACTION

Move approval to cancel the Thursday, July 6, 2023, Board meeting and reschedule it for Monday, July 3, 2023, and to cancel the Tuesday, November 21, 2023, Board meeting and reschedule it to Tuesday, November 28, 2023, due to impacts from scheduled holidays during July and November 2023.

Attachments:

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Leah Sauls, Development Services Director**

SUBJECT/TITLE: **Notification of an award from the Florida Department of Environmental Protection in the amount of $340,000 for a Resilient Florida Planning grant.**

STATEMENT OF ISSUE

This planning grant examines current and potential environmental hazards such as flooding, wildfire, severe wind, drought, and extreme heat; and analyzes potential environmental impacts on infrastructure, critical assets, agriculture, housing, and wildlife. This planning project will provide mitigation strategies in the form of a Resiliency Action Plan. Additionally, this planning project will better position the county to apply for and receive grant funding for infrastructure implementation projects. The planning study is to be completed by July 2026.

RECOMMENDED ACTION

None. This is being provided for informational purposes only.

Attachments: Resilient Florida Program Planning Grant_Awardees List FY 22.23.pdf

Resilient Florida Program Planning Grant Awards Fiscal Year 2022-23

Project No.	Applicant	Project Title	State Funding	Project Summary	Type of Community	County
1	City of Gainesville	Updated Vulnerability Assessment and Adaptation Plan	$400,000	City-wide Vulnerability Assessment update.	Inland	Alachua
2	Baker County	Vulnerability Assessment for Baker County	$200,000	County-wide Vulnerability Assessment.	Inland	Baker
3	Bradford County	Vulnerability Assessment	$300,000	Comprehensive Vulnerability Assessment to include Stark, Lawtey, Hampton, and Brooker.	Inland	Bradford
4	City of Hampton	Update to Vulnerability Assessment for Statutory Compliance	$66,700	City-wide Vulnerability Assessment update.	Inland	Bradford
5	City of Starke	Vulnerability Assessment	$114,000	City-wide Vulnerability Assessment and Stormwater Master Plan update.	Inland	Bradford

6	City of Cape Canaveral	Enhanced Vulnerability Analysis	$225,000	City-wide Vulnerability Assessment update.	Coastal	Brevard
7	City of Indian Harbour Beach	Vulnerability Assessment	$130,000	City-wide Vulnerability Assessment.	Coastal	Brevard
8	Broward County	Vulnerability Assessment	$500,000	County-wide Vulnerability Assessment update and Adaptation Plan including incorporated and unincorporated areas.	Coastal	Broward
9	City of Coconut Creek	City-Wide Climate Change Vulnerability Assessment	$150,000	City-wide Vulnerability Assessment update.	Inland	Broward
10	City of Cooper City	Vulnerability Assessment Report	$170,000	City-wide Comprehensive Vulnerability Assessment.	Inland	Broward
11	City of Margate	Vulnerability Assessment	$235,852	City-wide Comprehensive Vulnerability Assessment.	Inland	Broward
12	City of Miramar	Comprehensive Vulnerability Assessment	$198,700	City-wide Comprehensive Vulnerability Assessment.	Inland	Broward

13	City of North Lauderdale	C-14 Municipalities Joint Vulnerability Assessment	$455,000	Comprehensive Vulnerability Assessment that covers the Cities of North Lauderdale, Coral Springs, Tamarac, and Margate.	Inland	Broward
14	City of Parkland	Vulnerability Assessment	$75,000	City-wide Vulnerability Assessment.	Inland	Broward
15	City of Pembroke Pines	Comprehensive Vulnerability Assessment	$198,700	City-wide Vulnerability Assessment.	Inland	Broward
16	City of Tamarac	Vulnerability Assessment	$414,367	City-wide Vulnerability Assessment and identifying critical assets.	Inland	Broward
17	City of Weston	Comprehensive Vulnerability Assessment	$130,125	City-wide Vulnerability Assessment.	Inland	Broward
18	Town of Davie	Vulnerability Assessment	$500,000	City-wide Vulnerability Assessment and identifying critical assets.	Inland	Broward
19	Town of Pembroke Park	City-Wide Vulnerability Assessment	$200,000	City-wide Vulnerability Assessment and Adaptation Plan.	Inland	Broward

20	Calhoun County	Vulnerability Assessment	$200,000	County-wide Vulnerability Assessment to include the City of Blountstown and Town of Altha.	Inland	Calhoun
21	Citrus County	Vulnerability Assessment	$262,650	County-wide Vulnerability Assessment including City of Inverness.	Coastal	Citrus
22	City of Everglades City	Vulnerability Assessment and Adaptation Planning	$125,000	City-wide Vulnerability Assessment.	Coastal	Collier
23	Collier County	Comprehensive Vulnerability Study	$46,700	Comprehensive Vulnerability Assessment.	Coastal	Collier
24	Southwest Florida Regional Planning Council	Vulnerability Assessment	$78,000	City-wide Vulnerability Assessment and Peril of Flood Comprehensive Plan Amendments.	Coastal	Collier
25	Columbia County	Vulnerability Assessment	$450,000	County-wide Vulnerability Assessment including City of Lake City and Town of Fort White.	Inland	Columbia

26	DeSoto County	Vulnerability Assessment	$200,000	County-wide Comprehensive Vulnerability Assessment including City of Arcadia.	Inland	DeSoto
27	City of Atlantic Beach	Vulnerability Assessment Update	$65,000	City-wide Vulnerability Assessment update.	Coastal	Duval
28	City of Jacksonville Beach	Adaptation Plan	$75,000	City Adaptation Plan based on previously completed City-wide Vulnerability Assessment.	Coastal	Duval
29	Flagler County	Vulnerability Assessment	$200,000	County-wide Vulnerability Assessment to include Beverly Beach, Bunnell, Flagler Beach, Marineland, Palm Coast, and unincorporated area of Flagler County.	Coastal	Flagler
30	Franklin County	Vulnerability Assessment	$175,000	County-wide Comprehensive Vulnerability Assessment.	Coastal	Franklin
31	City of Chattahoochee	Vulnerability Assessment	$75,000	City-wide Vulnerability Assessment.	Inland	Gadsden

32	City of Gretna	City of Gretna Vulnerability Assessment	$70,000	City-wide Comprehensive Vulnerability Assessment.	Inland	Gadsden
33	City of Midway	Vulnerability Assessment	$75,000	City-wide Vulnerability Assessment and regional Vulnerability Assessment update.	Inland	Gadsden
34	City of Quincy	Vulnerability Assessment	$80,000	City-wide Vulnerability Assessment.	Inland	Gadsden
35	Gadsden County	Vulnerability Assessment	$175,000	County-wide Vulnerability Assessment.	Inland	Gadsden
36	Town of Greensboro	Vulnerability Assessment	$55,000	City-wide Comprehensive Vulnerability Assessment.	Inland	Gadsden
37	Town of Havana	Vulnerability Assessment	$70,000	City-wide Comprehensive Vulnerability Assessment.	Inland	Gadsden
38	Gilchrist County	Vulnerability Assessment	$400,000	County-wide Vulnerability Assessment.	Inland	Gilchrist
39	City of Moore Haven	Vulnerability Assessment	$200,000	City-wide Vulnerability Assessment.	Inland	Glades

40	Glades County	Critical Asset Vulnerability Assessment	$200,000	County-wide Vulnerability Assessment.	Inland	Glades
41	Gulf County	Vulnerability Assessment	$200,000	Comprehensive Vulnerability Assessment and Adaptation Plan including unincorporated areas of the County.	Coastal	Gulf
42	Hamilton County	Vulnerability Assessment	$300,000	Comprehensive Vulnerability Assessment to include Jasper, Jennings and White Springs.	Inland	Hamilton
43	City of Wauchula	Flooding Vulnerability Assessment	$152,280	City-wide Vulnerability Assessment and Adaptation Plan.	Inland	Hardee
44	Hardee County	Comprehensive Vulnerability Assessment	$190,000	County-wide Vulnerability Assessment.	Inland	Hardee
45	City of LaBelle	Vulnerability Assessment 2022	$150,000	City-wide Vulnerability Assessment.	Inland	Hendry
46	Hendry County	Comprehensive Vulnerability Assessment	$336,925	County-wide Vulnerability Assessment to include Clewiston.	Inland	Hendry

47	Hernando County	Vulnerability Assessment	$284,400	County-wide Vulnerability Assessment to include the municipality of Brooksville.	Coastal	Hernando
48	Highlands County	Flood Vulnerability Assessment	$340,000	Comprehensive Vulnerability Assessment to include Avon Park, Sebring and Lake Placid.	Inland	Highlands
49	Hillsborough County	Vulnerability Assessment	$425,000	Conduct Vulnerability Assessment consistent with s. 380.093, F.S.	Coastal	Hillsborough
50	City of Plant City	Flood Vulnerability Assessment	$70,000	City-wide Vulnerability Assessment update taken from Hillsborough County Vulnerability Assessment.	Inland	Hillsborough
51	Holmes County	Comprehensive Vulnerability Assessment	$366,425	County-wide Vulnerability Assessment including Bonifay, Noma, Esto, Ponce De Leon and Westville.	Inland	Holmes

52	Town of Ponce De Leon	Vulnerability Assessment	$75,000	Vulnerability Assessment including all areas within the utility service area.	Inland	Holmes
53	City of Fellsmere	Comprehensive Vulnerability Assessment	$100,000	Vulnerability Assessment for statutory compliance	Inland	Indian River
54	City of Sebastian	Coastal Resilience Plan Updates	$120,000	City-wide Vulnerability Assessment update.	Coastal	Indian River
55	City of Vero Beach	Vulnerability Assessment	$150,000	City-wide Vulnerability Assessment.	Coastal	Indian River
56	Indian River County	Comprehensive Vulnerability Assessment	$248,675	County-wide Vulnerability Assessment with the potential to cover other municipalities within the area.	Coastal	Indian River
57	Town of Indian River Shores	Flooding and Sea Level Rise Vulnerability Assessment/Resilience Plan	$71,900	Town-wide Vulnerability Assessment and Peril of Flood Comprehensive Plan Amendments.	Coastal	Indian River
58	Town of Orchid	Resilient Florida Vulnerability Assessment	$80,000	Town-wide Vulnerability Assessment.	Coastal	Indian River
59	City of Jacob	Vulnerability Assessment	$55,000	City-wide Vulnerability Assessment	Inland	Jackson

60	City of Marianna	Comprehensive Vulnerability Study	$100,000	City-wide Vulnerability Assessment.	Inland	Jackson
61	Jackson County	County-Wide Vulnerability Assessment	$193,000	County-wide Vulnerability Assessment that includes incorporated municipalities.	Inland	Jackson
62	Lafayette County	Vulnerability Assessment for Lafayette County	$250,000	Comprehensive Vulnerability Assessment to include the City of Mayo.	Inland	Lafayette
63	Town of Mayo	Flood Vulnerability Assessment	$100,000	Vulnerability Assessment on the areas served by the Town's Storm Management Infrastructure.	Inland	Lafayette
64	City of Groveland	Vulnerability Assessment	$150,000	City-wide Vulnerability Assessment.	Inland	Lake
65	City of Mascotte	Vulnerability Assessment	$100,000	City-wide Vulnerability Assessment.	Inland	Lake
66	Lake County	Comprehensive Vulnerability Assessment Project	$502,198	County-wide Vulnerability Assessment.	Inland	Lake
67	Town of Lady Lake	Vulnerability Assessment	$100,000	Community-wide Vulnerability Assessment.	Inland	Lake

68	Town of Fort Myers Beach	Vulnerability Assessment	$75,000	City-wide Vulnerability Assessment, including locally collected elevation data of critical assets where available.	Coastal	Lee
69	City of Tallahassee	Vulnerability Assessment	$250,000	City-wide Vulnerability Assessment and draft Adaptation Action Plan.	Inland	Leon
70	Leon County	Vulnerability Assessment	$600,000	County-wide Vulnerability Assessment and Adaption Plan.	Inland	Leon
71	Levy County	Comprehensive Vulnerability Assessment	$238,550	Comprehensive Vulnerability Assessment and Adaptation Plan.	Coastal	Levy
72	Liberty County	Vulnerability Assessment	$200,000	County-wide Vulnerability Assessment and Adaptation Plan that includes the City of Bristol.	Inland	Liberty

73	Madison County	Comprehensive Vulnerability Assessment	$250,000	County-wide Vulnerability Assessment.	Inland	Madison
74	Town of Greenville	Vulnerability Assessment	$45,000	City-wide Vulnerability Assessment.	Inland	Madison
75	City of Bradenton	Vulnerability Assessment and Resilience Plan	$120,000	City-wide Vulnerability Assessment and Adaptation Plan.	Coastal	Manatee
76	City of Bradenton Beach	Vulnerability Assessment	$46,875	City-wide Vulnerability Assessment.	Coastal	Manatee
77	City of Holmes Beach	Resiliency Planning Vulnerability Assessment	$80,000	City-wide Vulnerability Assessment and Comprehensive Plan Amendments.	Coastal	Manatee
78	Marion County	Vulnerability Assessment	$423,000	County-wide Vulnerability Assessment.	Inland	Marion

79	City of Coral Gables	2022 Citywide Vulnerability Assessment	$187,615	City-wide Vulnerability Assessment update.	Inland	Miami-Dade
80	City of Florida City	Flood Vulnerability Assessment	$100,000	City-wide Vulnerability Assessment and Adaptation Action Plan.	Inland	Miami-Dade
81	City of Hialeah	City-Wide Comprehensive Vulnerability Assessment	$400,000	City-wide Vulnerability Assessment.	Inland	Miami-Dade
82	City of Homestead	Citywide Vulnerability Assessment	$265,052	City-wide Vulnerability Assessment.	Inland	Miami-Dade
83	City of Miami Gardens	Vulnerability Assessment and Resilience Plan	$120,000	City-wide Vulnerability Assessment and Resilience Plan.	Inland	Miami-Dade
84	City of Opa-Locka	Critical Infrastructure Vulnerability Assessment, Adaptation and Resiliency Plan	$250,000	City-wide Vulnerability Assessment and Infrastructure Adaptation Plan.	Inland	Miami-Dade
85	City of Sweetwater	Vulnerability Assessment	$50,000	City-wide Vulnerability Assessment.	Inland	Miami-Dade

86	Indian Creek Village	Vulnerability Assessment and Adaptation Plan	$200,000	Village-wide Vulnerability Assessment and Adaptation Action Plan.	Coastal	Miami-Dade
87	Miami Shores Village	Vulnerability Assessment	$155,000	Vulnerability Assessment update including Peril of Flood Comprehensive Plan Amendments.	Coastal	Miami-Dade
88	Town of Miami Lakes	Vulnerability Assessment Study and Adaptation Plan	$220,000	Town-wide Vulnerability Assessment and Adaptation Plan.	Inland	Miami-Dade
89	Town of Surfside	Comprehensive Vulnerability Assessment and Adaptation Plan	$300,000	Town-wide Vulnerability Assessment, Feasibility Study, and Adaptation Action Plan.	Coastal	Miami-Dade
90	Village of Key Biscayne	Village-Wide Vulnerability Assessment Update	$330,000	Village-wide Vulnerability Assessment update.	Coastal	Miami-Dade
91	Village of Palmetto Bay	Assessment and Planning for a Resilient Palmetto Bay	$200,000	Village-wide Vulnerability Assessment and resilience plan development.	Coastal	Miami-Dade

92	Key Colony Beach	Comprehensive Vulnerability Assessment	$137,875	Comprehensive Vulnerability Assessment that covers Key Colony Beach and Layton with Peril of Flood Comprehensive Plan Amendments.	Coastal	Monroe
93	Nassau County	Vulnerability Assessment Update	$846,920	County-wide Vulnerability Assessment update including municipalities	Coastal	Nassau
94	City of Destin	Vulnerability Utility Assessment	$70,000	City-wide Vulnerability Assessment including identification of critical utilities.	Coastal	Okaloosa
95	Okaloosa County	Vulnerability Assessment and Adaptation Plan	$600,000	County-wide Vulnerability Assessment and Adaption Plan.	Coastal	Okaloosa
96	Okeechobee County	Vulnerability Assessment	$260,000	County-wide Vulnerability Assessment.	Inland	Okeechobee
97	City of Belle Isle	Vulnerability Assessment	$80,000	City-wide Vulnerability Assessment.	Inland	Orange
98	City of Orlando	Urban Flooding Vulnerability Assessment	$275,000	City-wide Vulnerability Assessment update.	Inland	Orange

99	Orange County	Vulnerability Assessment with Community Resilience Engagement	$420,000	Comprehensive Vulnerability Assessment with Peril of Flood Comprehensive Plan Amendments.	Inland	Orange
100	Osceola County	Resilient Osceola County	$500,000	County-wide Vulnerability Assessment and adaptation plan with Peril of Flood Comprehensive Plan Amendments including incorporated municipalities.	Inland	Osceola
101	City of Belle Glade	Citywide Critical Asset Vulnerability Assessment	$200,000	City-wide Vulnerability Assessment including all city-owned critical assets.	Inland	Palm Beach
102	City of Riviera Beach	Vulnerability Assessment	$300,000	City-wide Vulnerability Assessment that includes areas served by Riviera Beach Utility Special District.	Coastal	Palm Beach

103	Town of Lake Clarke Shores	Utility Vulnerability Assessment	$123,500	Town-wide Vulnerability Assessment that includes the utility service area outside town boundary.	Inland	Palm Beach
104	Town of Lantana	Asset Inventory and Ocean Avenue Vulnerability Assessment	$167,000	Partial Vulnerability Assessment and update to existing Vulnerability Assessment.	Coastal	Palm Beach
105	Town of Loxahatchee Groves	Resiliency Vulnerability Assessment	$350,000	Town-wide Vulnerability Assessment.	Inland	Palm Beach
106	Town of Mangonia Park	Comprehensive Vulnerability Assessment	$191,415	Town-wide Vulnerability Assessment.	Inland	Palm Beach
107	Town of South Palm Beach	Flooding and Sea Level Rise Vulnerability Assessment	$75,000	Town-wide Vulnerability Assessment.	Coastal	Palm Beach
108	City of Gulfport	Comprehensive Vulnerability Assessment	$80,000	City-wide Vulnerability Assessment.	Coastal	Pinellas

109	Town of Kenneth City	Vulnerability Assessment	$75,000	Town of Kenneth City Vulnerability Assessment	Inland	Pinellas
110	City of Oldsmar	Vulnerability Assessment Update	$60,000	City-wide Vulnerability Assessment update.	Coastal	Pinellas
111	City of Treasure Island	City-wide Vulnerability Assessment	$70,000	City-wide Vulnerability Assessment with Peril of Flood Comprehensive Plan Amendments.	Inland	Pinellas
112	City of Bartow	Citywide Critical Asset Vulnerability Assessment	$200,000	City-wide Vulnerability Assessment.	Inland	Polk
113	Polk County	Vulnerability Assessment	$500,000	County-wide Vulnerability Assessment to include unincorporated Polk County and 17 municipalities.	Inland	Polk

114	Town of Welaka	Comprehensive Vulnerability Assessment & Adaptation Plan	$116,400	Town-wide Vulnerability Assessment with Peril of Flood Comprehensive Plan Amendments and Adaptation Plan to include the surrounding areas adjacent and all wastewater service areas.	Inland	Putnam
115	Seminole County	2022 Comprehensive Flood Vulnerability Assessment	$400,000	County-wide Vulnerability Assessment.	Inland	Seminole
116	City of St. Augustine Beach	Vulnerability Assessment Update	$50,000	City-wide Vulnerability Assessment update.	Coastal	St. Johns
117	City of Port St. Lucie	Vulnerability Assessment Supplement	$500,000	Update to existing Vulnerability Assessment.	Coastal	St. Lucie
118	City of Bushnell	Vulnerability Assessment	$100,000	City-wide Vulnerability Assessment including Bushnell and Webster areas.	Inland	Sumter
119	Sumter County	Vulnerability assessment	$450,000	County-wide Vulnerability Assessment.	Inland	Sumter

120	Suwannee County	Resilience Vulnerability Assessment	$210,000	Comprehensive Vulnerability Assessment to include Branford, Dowling Park, Live Oak and Wellborn.	Inland	Suwannee
121	Union County	Vulnerability Assessment	$300,000	County-wide Vulnerability Assessment to include the City of Lake Butler, Town of Raiford, and Town of Worthington Springs.	Inland	Union
122	City of Daytona Beach Shores	Comprehensive Vulnerability Assessment	$130,000	County-wide Vulnerability Assessment including identification of critical assets.	Coastal	Volusia
123	City of DeBary	Resiliency and Vulnerability Assessment	$250,000	City-wide Vulnerability Assessment.	Inland	Volusia
124	City of Holly Hill	Comprehensive Vulnerability Study	$75,000	City-wide Vulnerability Assessment including identification of critical assets.	Coastal	Volusia
125	City of New Smyrna Beach	Comprehensive Vulnerability Assessment	$250,000	City-wide Vulnerability Assessment update.	Coastal	Volusia

126	City of Orange City	Vulnerability Assessment	$140,000	City-wide assessment including identification of critical assets.	Inland	Volusia
127	Walton County	Vulnerability Assessment	$300,000	County-wide Vulnerability Assessment to include the City of Defuniak Springs, Freeport and Paxton.	Coastal	Walton
128	Washington County	Inland Flooding Vulnerability Assessment	$491,361	County-wide Vulnerability Assessment that includes inland flooding study and potential flooding impact to Sandhill Lakes Region.	Inland	Washington
12 applicants		Expansion applications on previous awards	$1,187,384	For various reasons ranging from cost increases to new standards in statute, multiple applicants applied for supplemental funding to add to their previous award.		
			$28,789,544			

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER:	**Dane Garlinghouse, Finance Director, Sun 'N Lake Improvement District**
SUBJECT/TITLE:	**Request approval of Amendment 1 to the American Rescue Plan Act (ARPA) Subrecipient Grant Agreement.**

STATEMENT OF ISSUE

At a regularly scheduled BOCC Meeting on May 17, 2022, the Board voted 3-2 to approve and fund nine (9) water projects in the Sun 'N Lake Improvement District using American Rescue Plan Act (ARPA) funds. These projects were previously vetted by our contracted ARPA consultant, Government Services Group, and determined to be an appropriate use of ARPA funds based on the U.S. Treasury's Final Rule.

On the June 21, 2022, a budget amendment was voted on 3-2 to create the funding mechanism to fund these projects accordingly. On September 6, 2022, a subrecipient agreement between the County and the Sun 'N Lake Improvement District was presented to, and approved by, the Highlands County BOCC (attached for reference).

On September 6, 2022, a subrecipient agreement was presented and approved by the Highlands County BOCC to include a specific itemized list of water-related projects (agreement attached).

Current Request:
County staff were contacted by Dane A. Garlinghouse, Finance Director at Sun 'N Lake Improvement District. He stated that when the project list was presented and approved by the Highlands County BOCC back in May 2022, the previous District Manager had a different vision for these water projects than the current Sun 'N Lake staff members. Mr. Garlinghouse requested that changes be made to the project list, though the general scope of work and fiscal impact will remain the same. Justifications to each of these changes is shown in the far-right column of the attached spreadsheet.

RECOMMENDED ACTION

Move to approve Amendment 1 to the American Rescue Plan Act (ARPA) Subrecipient Grant Agreement.

FISCAL IMPACT

No changes to project totals that would result in a fiscal impact.

Attachments: Amendment 1. SNL.ARPA.Projects.SGS_.pdf

AMENDMENT 1 TO AMERICAN RESCUE PLAN ACT (ARPA) SUBRECIPIENT GRANT AGREEMENT BETWEEN HIGHLANDS COUNTY AND SUN 'N LAKE IMPROVEMENT DISTRICT

THIS AMENDMENT is entered into by and between HIGHLANDS COUNTY, a political subdivision of the State of Florida, 600 South Commerce Avenue, Sebring, Florida 33870, hereinafter referred to as the "COUNTY" and Sun 'N Lake Improvement District, an independent special district organized and existing under the laws of the State of Florida, 5306 Sun N Lake Boulevard, Sebring, Florida 33872, hereinafter referred to as the "SUB-RECIPIENT)".

WHEREAS, on September 6, 2022, the COUNTY entered into the Agreement with the SUB-RECIPIENT related to the award of ARPA funding for the completion of various projects (hereinafter referred to as "Agreement"); and

WHEREAS, the SUB-RECIPIENT has indicated that it desires to make revisions to the list of projects it intends to complete with the ARPA grant funding awarded by the COUNTY; and

WHEREAS, the COUNTY has determined that it is in the best interest of the citizens and taxpayers of Highlands County to amend the Agreement as set forth herein.

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

1. Paragraph 2, Use of Funds, Exhibit "A" is hereby deleted in its entirety and replaced with **Exhibit "A-1"** attached hereto and made a binding part hereof.

2. All other terms and conditions of the Agreement shall remain in full force and effect. To the extent of any conflict between the terms and conditions of this Amendment 1 and the Agreement, this Amendment 1 shall prevail.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives, have executed this Amendment 1 effective this ____day of _____2023.

HIGHLANDS COUNTY

_____
Chris Campbell, Chairman

ATTEST:

_____
Jerome Kaszubowski, Clerk

SUN 'N LAKE IMPROVEMENT DISTRICT

By: _____

Print: _____

Title: _____

ATTEST:

By: _____
Dan Stegall, Interim General Manager

Exhibit "A-1"

Updated Request

Sun N' Lake of Sebring Improvement District Approved Projects October 2022 - December 2023		
Project Type	**Project Description**	**ARPA Funds Utility Funds**
1.Wastewater Utilities Bypass Pump for Emergency Use and Power Outage at Vulnerable Locations including Advent Hospital, Elementary and Junior High School and Nursing Home/Assisted Living	Install Thompson Bypass Pumps at 4 master lift stations serving regional hospital, two schools and one nursing home/assisted living. This will provide uninterrupted sewer service in case of power outage. 2 of these pumps will be permanent stationary pumps at the most crucial lift stations (Elementary and Middle School) and 2 will be mobile pumps so they can be taken to any downed lift station.	$ 310,000.00
2. Lift Station Scada Monitoring and Water System Remote Pressure Sensors	Continuous monitoring of lift stations through VT Scada to immediately alert field technicians of any problems or upsets at any particular lift station. Included monitoring is electrical malfunctions, high well levels, power loss, generator operations and at (6) stations Water System Remote Pressure Sensors to quickly locate potential line breaks from outlying areas.	$ 38,000.00
3. Improved water quality and disinfectant residual by the installation of Water System Automatic Flushing Stations in six outlying and dead end areas	Installation of six (6) automated water flushing valves in remote and outlaying areas of the water distribution system. These valves will help keep the water "fresh" and maintain the required chlorine residual to improve water quality.	$ 50,448.00
4. Improve water quality by maintaining a uniform disinfectant levels in storage tank and reduction of disinfection byproducts (TTHM/HAA5) by mixing	Build and install 2 aeration trays, one for each drinking water ground storage tank to properly mix chlorine to maintain uniform disinfectant levels inside the storage tanks. This will allow for more accurate and reliable post chlorination polishing and prevent disinfection byproducts such as (TTHM/HAA5).	$ 94,000.00
5. Improve reliability for Back Up Water Supply from adjacent utility	District installed an automatic pressure regulating valve for backup supply for adjacent municipal utility. This project will install a backup power supply for this valve in case of power outage or emergency. The first customer is the hospital.	$ 18,652.00
6. Unit 16 Water Treatment Plant analyzer to manage chlorine residual in treatment and new chlorine injection system to manage the disinfectant in the distribution system	Plant has an outdated analyzer to detect chlorine residual in the treatment process and could use a new injection system and point of injection to improve the disinfection process at the plant.	$ 32,000.00
7. Unit 23 & Unit 4 Wastewater Treatment Plant chlorine and pH continous read analyzers	Permitting requires that chlorine and pH must be continously monitored and if not must be manually read every hour. Analyzers at Unit 23 and Unit 4 will continously read cl2 and pH to not only allow operators to focus their time on other operations but also provide more accurate and efficient chlorine dosing.	$ 18,000.00
PROJECT TOTALS		**$ 561,100.00**

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Jackie Gabrus, CGFM, Accounting Manager, Highlands County Clerk of Courts**

SUBJECT/TITLE: **Request approval to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary, for the Quarter Ended December 31, 2022.**

STATEMENT OF ISSUE

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

RECOMMENDED ACTION

Move to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary, for the Quarter Ended December 31, 2022.

Attachments: FY 2023 Combined Monthly Report Board Meeting Request Dec 2022.doc
FY 2023 Court-Related and Other Misc Funds Memo Dec 2022.pdf

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: MARCH 21, 2023

PRESENTER: CLERK'S ACCOUNTING DEPARTMENT

SUBJECT/TITLE: COURT-RELATED AND OTHER MISCELLANEOUS FUNDS REVENUE AND EXPENDITURES FOR THE BOARD OF COUNTY COMMISSIONERS

STATEMENT OF ISSUE

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

RECOMMENDED ACTION

MOTION TO ACCEPT INTO THE RECORD THE COURT-RELATED AND OTHER MISCELLANEOUS FUNDS REVENUE AND EXPENDITURES SUMMARY, FOR THE QUARTER ENDED DECEMBER 31, 2022.

FISCAL IMPACT

For information, please contact:

Jackie Gabrus, CGFM
Accounting Manager
Highlands County Clerk of Courts
(863) 402-6823
jgabrus@hcclerk.org

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

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

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

MEMORANDUM

Date: **March 21, 2023**

To: **Highlands County Board of County Commissioners**

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

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

Following is a summary of various court-related and other miscellaneous funds revenue and expenditures for October through December 2022.

Fund	Reference	Quarterly Revenues	Quarterly Expenditures	Fiscal Year Expenditure Budget Balance
122	E911 Operations Fund	$ 42,190.63(a)	$ 547,026.65	$ 1,507,232.38
131	Intergovernmental Radio Communications Fund	25,864.83	0.00	399,736.00
140	Law Enforcement Education Trust Fund (Ord. No. 98-16 and 98-17)	6,998.68	0.00	0.00
149	Dori Slosberg Driver Education Safety Act (Ord. No. 02-03-2 and 10-11-03)	7,160.71	0.00	27,500.00
176	State Court Facilities Trust Fund (F.S. 318.18 and Ord. No. 02-03-23)	41,631.21	83,763.87	227,647.44
177	Court Innovations (F.S. 939.185 and Ord. No.03-04-23)	4,145.40	0.00	50,400.00
177A	Law Library (F.S. 939.185 and Ord. No.03-04-23)	3,976.60	3,976.60	20,923.40
177B	Legal Aid Program (F.S. 939.185 and Ord. No.03-04-23)	3,966.50	9,266.43	49,619.57
177C	Juvenile Alternative Program (F.S. 939.185 and Ord. No.03-04-23)	4,009.48	0.00	24,900.00
160	Teen Court – F.S. 939.19(5) (Clerk Fund)	4,680.61	2,867.30	N/A

(a) Revenues received from the state lag 2-3 months.

Please contact our office if you need additional information.

Thank you.

cc: Jerome Kaszubowski, Clerk of Courts
Laurie Hurner, County Administrator
David Ontermaa, Senior Director of Court Services
Paul Blackman, Sheriff
Garrett Roberts, General Counsel, Sheriff's Office

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: Mar 21, 2023

PRESENTER: **Paul Blackman, Sheriff**

SUBJECT/TITLE: **Request approval of a five (5) year Sheriff grant application to be submitted to the E911 State Board for consideration of funding.**

STATEMENT OF ISSUE

The Highlands County Sheriff's Office is applying for a five (5) year E911 State Grant for Region 6 GIS Repository and RapidSOS Premium.

RECOMMENDED ACTION

Move to approve the grant application to allow for the request to be considered by the E911 State Board and solicit the Chair's signature.

FISCAL IMPACT

There is no fiscal impact. This is merely approving the grant application in order for the Sheriff's Office to be considered for the grant funding with no match requirement.

Attachments:
911GrantProgramsApplication.docx
911 Signed project summary.pdf
911 Region 6 Repository and RapidSOS Premium.pdf
911 Region 6 MOU Endorsements to date 2_9_23.pdf
911 Budget Report year 1.pdf
911 Budget Report year 2.pdf
911 Budget Report year 3.pdf
911 Budget Report year 4.pdf
911 Budget Report year 5.pdf

911 Grant Programs

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1. Purpose

Each county, group of counties or region applying for E911State Grant, to be further known as 911 State Grant, to assist counties with the replacement or upgrade of 911 Systems; for counties to develop and maintain statewide 911 routing using Emergency Services Internet Protocol (IP) networks (ESInet), Geographic Information Systems (GIS) and services, and Management Information Systems (MIS); and develop and maintain Next Generation 911 (NG-911) systems and services.

The State 911 Grant Programs distributes funds collected pursuant to section 365.172-173, Florida Statutes. Federal Grant funding uses the 911 Grant Programs for approval and disbursement of federal funds to assist counties in implementing and improving NG-911 system and services.

2. Eligibility

Any county, group of counties, or region in the State of Florida is eligible to apply for these grant programs. Only a region, as defined below, may qualify for a grant award for a 5-year Regional Next Generation 911 Routing Project.

3. Definitions

3.1. **Enhanced 911 (E911):** An enhanced 911 system or enhanced 911 service that is an emergency telephone system or service that provides a subscriber with 911 service and also directs 911 calls to appropriate public safety answering points by selective routing based on the geographical location from which the call originated, or as otherwise provided in the state plan under section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location-identification features.

3.2. **NG-911 Equipment:** Hardware equipment and peripherals needed to implement and maintain NG-911 services.

3.3. **E911 System:** The Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping, and call answering communications equipment.

3.4. **Alternate Contract Source (ACS) –** A competitively procured contract led by a federal, state, or local government. The ACS contract is cost-effective, contains language contemplating its use for cooperative purchasing, and the best interest of the county to use for purchases. Provided that the county's purchase is not over expansive in size and scope.

3.5. **Grantee/Subrecipient:** The county, group of counties, or region awarded a grant.

3.6. **Grantor:** The Florida E911 Board.

3.7. Government Accounting Standards Board (GASB): The independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments.

3.8. Hosted Services: Hosted Services are technology services using the vendor's servers for a fee.

3.9. Maintenance Contract: A business agreement between a contractor and customer covering the maintenance of equipment over a specified period.

3.10. Next Generation 911 (NG-911): The designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service. NG-911 also directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the call/signal originated, or as otherwise provided in the State E911 Plan and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.

3.11. Next Generation 911 Core Services (NGCS): The base set of services needed to process a 911 call/signal on an ESInet. Includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services, and typical IP services such as Doman Name System (DNS) and Dynamic Host Configuration Protocol (DHCP). The term NG-911 Core Services encompass the services but does not include the network on which they operate.

3.12. Next Generation 911 Routing Project: A Next Generation service that incorporates multiple counties.

3.13. Public Safety Answering Point (PSAP): The public safety agency that receives incoming 911 requests for assistance and dispatches appropriate public safety agencies to respond to the requests in accordance with the State E911 plan.

3.14. Region: Refers to the counties grouped by the Florida 911 Regional Map. All systems within a region must be interoperable.

3.15. Service Contract: A written contract to perform, over a fixed period or for a specified duration, duties relating to informational and technical services.

3.16. Warranty contract: A written guarantee given to the purchaser of a new item by the manufacturer or dealer, usually specifying that the manufacturer will make any repairs or replace defective parts free of charge for a stated period.

4. 911 Grant Programs Calendar

The E911 Board will accept applications as noticed in the Florida Administrative Register.

Action	
Eligible entity submits application	Submission date(s) as published in the Florida Administrative Register
E911 Board Members evaluate applications	Within two months of the submission date
E911 Board votes on applications to fund at regularly scheduled meeting	Within three months of the submission date
E911 Board sends notification letter of awards approved for funding to the counties.	Within four months of the submission date

Performance Period	
County, group of counties or regional implementation/ installation period	Two years from receipt of award notification
Next Generation 911 Regional Routing Project	Maximum of five years
Next Generation Projects	Maximum implementation Period of five years however may be shorter time dependent upon board approval.
Service and Data Maintenance Projects outside of a NG-911 Regional Routing Project	An annual grant may be funded.
Initial Database synchronization (such as ALI, MSAG, and Centerline)	Two years from receipt of award notification
Database maintenance (such as ALI, MSAG, Centerline….)	Approved only with Regional Routing Project

5. General Conditions

Applications must be delivered to the following address:

State of Florida E911 Board
ATTN: E911 Board Administrative Staff
4030 Esplanade Way, Suite 135
Tallahassee, FL 32399-0950

Or electronically to E911BoardElectronicGrantReports@dms.fl.gov
Electronic receipt of the grant application and all attachments is preferred.

5.1. The applicant shall provide Application Form items 1 through 14 and the applicable procurement documents. The grant application package must be postmarked or delivered on or before the submission date specified in the E911 Board notification of an E911 Grant Programs published in the Florida Administrative Register. Failure to timely provide these documents will result in a rejection of the grant application.

5.2. Pursuant to sections 365.172(6), 365.172(10), 365.173(2) Florida Statutes, grant funds must only be used for the following items/services: to upgrade or replace 911 systems; to develop and maintain statewide or regional 911 routing; geographic information and management information systems (GIS and MIS); to develop and maintain Next-Generation 911 (NG-911) services and equipment; and remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning E911 or NG-911 services. Warranty costs shall be calculated to account for only the first-year warranty.

5.3. To be considered for a grant award, all Next Generation projects must meet the NENA i3 technical standards.

5.4. GIS grants may be limited to funding to achieve the 98% accuracy rate as identified in the NENA GIS Data Model.

5.5. Although a Next Generation 911 Regional Routing Project may be awarded for up to five years, the cost shall be accounted for on a yearly basis. The application must also include a detailed breakdown of costs by year one through year five and if applicable a monthly breakdown. This would include an expected reimbursement schedule.

5.6. All Next Generation 911 project vendors must certify in writing that their systems will be interoperable with bordering counties, regions, and adjacent state lines.

5.7. Only the percentage of service and equipment directly attributable to provisioning of 911 services is eligible.

5.8. All maintenance requests, within a single priority, for eligible services and equipment shall be combined into a single application, including the breakdown of line-item costs.

5.9. All grant applications shall be accompanied by at least one complete quote for equipment or services.

5.9.1. Grant applications totaling $35,000.00 or more must be accompanied by at least three written substantiated quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs, including equipment, service tasks, and deliverables. Any county, group of counties, or region that has made a good faith effort to obtain at least three quotes in accordance with the competitive procurement process in 287.057(1), Florida Statutes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of posting of the request with documentation of the limited responses. Subject to the following exceptions:

a) When purchasing from a DMS State Term Contract or DMS authorized Alternate Contract Source, the county shall follow the DMS State Purchasing ordering instructions and their county procurement rules and policies. Should the DMS State Purchasing ordering instructions and their county procurement rules and policies conflict, the county procurement rules and policies shall prevail, with provision of a letter from the county's purchasing department.

b) When purchasing from an Alternate Contract Source that has not been approved by DMS State Purchasing, the county shall follow their county procurement rules and policies, with provision of a letter from the county's purchasing department.

c) Services or commodities provided by governmental entities do not require more than one quote.

d) The county, group of counties, or region can initiate a request for approval to procure from a single source vendor. These will be considered on a case-by-case basis. Justification for single source procurement shall be provided with the application, which shall include a costs analysis that reviews the allowability, necessity and reasonableness of all cost elements. The single source procurement will be considered if provided in accordance with Chapter 287 Florida Statutes. A letter from the applicable county's purchasing department(s) that the project is a single source procurement based on Section 287.057(3)(c), Florida Statutes, shall be provided with this grant application.

5.10. Applicants requesting items from different funding priorities should complete a separate Budget Report (Rule 60FF1-5.0035(1), F.A.C) for each priority. See Addendum I -Funding Priorities for the 911 Grant Programs for a listing of funding priorities. Items from the same funding priorities should be combined in the same Budget Report and shall comply with General Conditions items 5.9 and 5.10.

5.11. An individual county application must include:

5.11.1. A detailed description of line item and cost. This would include the item, model, or version. Additional requests may be made for more clarification as needed.
5.11.2. If possible, software service/maintenance dates.
5.11.3. Budget Report
5.11.4. Most current 6A. (Rule 60FF1-5.006(2), F.A.C)
5.11.5. If applicable, detailed legacy 911 service information.

5.12. Should a region or two or more counties apply for a grant, the following additional information needs to be provided:

5.12.1. A summary of the costs for entire region or two or more counties detailing the following:

a) Total amount of funds being requested.
b) The scope of work (SOW) that clearly establishes the tasks and deliverables being performed for successful completion of the project. All deliverables must be directly related to the SOW.
c) Quote(s) must include quantifiable and measurable deliverables with detailed descriptions of each line item. Services dates must be included as well, if applicable.
d) Single source documentation if applicable.
e) Any letters required from the county purchasing department.
f) All individual county application(s).

5.13. A memorandum of understanding (MOU) or an inter-local agreement from all counties involved must be completed within 3 months of E911 Board award. The MOU shall contain the financial procurement processes, the disbursement process, and all termination language.

5.14. Procurement shall be based on the county's procurement processes and the applicable State purchasing requirements, including but not limited to sections 112.061, 287.057, 287.017, and 287.058. Florida Statutes.

5.15. Funding application requests must include a scope of work that establishes the tasks and deliverables to be performed. The applications shall include all tasks that are required for the successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and accepted

in writing by the county, group of counties, or region before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

5.16. Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county, group of counties or region grant application request or grant award be less than the projected cost of the equipment or service, the county, group of counties or region should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon “yet to be” determined fees for products and services by the proposer or any other third party required for implementation.

5.17. The county shall provide information on the county’s preceding year E911 fee revenue amount and the preceding year’s carryforward amount.

5.18. A State grant award may be limited by the carry forward balance in compliance with sub-paragraph 365.172(6)(a) 3.c., Florida Statutes.

5.19. Detailed information is required for any grant application requesting funding for systems that require immediate system replacement for provisioning of enhanced 911 in the county, group of counties, or region. Include detailed justification and explanation for any 911 system with an expected remaining life of less than one year.

5.20. Funding requests contingent upon "beta testing" or products and services not in general production and installation will not be funded.

6. Guidelines for 911 Grant Expenses

6.1. The following expenses will not be funded through grant award:

6.1.1. Salaries and associated expenses for 911 coordinators, call takers, or other 911 personnel.
6.1.2. Wireline database costs
6.1.3. Vehicle expenses

6.2. Funding limitations are specified on the following items:

6.2.1. Hosted 911 answering point call-taking equipment and network services, recurring network and circuit costs, equipment maintenance and warranty costs will not be funded for more than the first-year implementation period.
6.2.2. Service contracts for Next Generation 911 Regional Routing Projects may be approved for up to 5 years on a case by case basis.

6.2.3. GIS data support services to maintain NENA's 98% synchronization standard will be limited to one year of service unless combined with a Next Generation 911 Regional Routing Project.

6.2.4. Grant funding shall be limited (per grant cycle) to eligible expenditures for one PSAP per county, either one primary or one secondary PSAP. Counties with only one PSAP with no other primary or secondary PSAPs, may be eligible for grant funding for one backup PSAP. Geo-diverse systems may be considered one PSAP for the purpose of grant funding.

6.2.5. Except for NGCS, selective router equipment costs are limited to the primary PSAP system and are limited to one per county.

6.2.6. Training cost funding is limited to new system & equipment training.

6.2.7. The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures.

6.2.8. Reimbursement requests for services that extend beyond a year will be reimbursed on an annual basis. Reimbursement will not be provided prior to services being rendered.

6.2.9. A federally funded project must comply with reimbursement in accordance with the federal project timetable.

7. Approval and Award

7.1. The E911 Board will review each application for compliance with the requirements of terms and conditions.

7.2. Award agreements shall be signed by the Board of County Commissioner Chair or the County Manager.

7.3. Grant awards will be withheld for any county, group of counties, or region that has a grant with a past-due quarterly report or past-due final documentation and closeout of previous E911 Board grant awards. Grant awards may also be withheld if the county, group of counties, or region is not in compliance with Board reporting requirements.

7.4. Applications will be awarded based upon the priorities set by the E911 Board as listed in Addendum I - Funding Priorities for the 911 Grant Programs.

7.5. The E911 Board will adjust the amount awarded to a county, group of counties, or region based upon the availability of funds, the reasonableness of the cost of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in section 365.173(2)(h)1.,2., and 3., Florida Statutes, E911 State Plan, or documented factors provided in the grant application submission. NG-911 network systems should include a comparative presentation of network alternatives, including applicable LEC, CLEC, County, group of counties or region,

and State alternatives. All stepped pricing should be thoroughly explained, including the corresponding benefits for the county, group of counties or region, and the E911 Board.

7.6. Additional documentation must be signed by the local Board of County Commissioner Chair or County Manager. Resulting in third party contracts and sub-contracts, please see DMS agreement.

7.7. A signed vendor contract with the county, group of counties, or region contract must be provided.

8. Financial and Administrative Requirements

8.1. Grant funds are provided on a cost-reimbursement basis.

8.2. Each grantee may submit reimbursement claims to the E911 Board as needed; however, each county is limited to only a single claim request per grant, per month. Receipt of reimbursement funds from the E911 Board is contingent on the timely and accurate submittal of funding requests. Requests for reimbursement of expenditures must be submitted on the approved Financial Reimbursement of Expenditures Form (Rule 60FF1-5.0035(4), F.A.C). Incomplete claim forms or claims not submitted on the correct form cannot be processed and will be returned for corrections. Submit only for the amounts in each budget categories in which you have incurred expenditures.

8.3. Upon written request and with documentation justifying the need, a progress disbursement may be considered with a completed Financial Reimbursement of Expenditures Form, signed vendor contract, itemized purchase order and vendor itemized invoice. All items must comply with the Florida Department of Financial Services (DFS) Reference Guide for State Expenditures. Within 45 days of receipt of funding, the grantee shall submit verification of vendor payment.

8.4. Reimbursement claims shall include only expenditures related to the specific grant and include copies of signed contracts, purchase orders, itemized invoices, and proof of successful payment to the vendor. The reimbursement request must match the scope of work and budget proposed in the grant applications to include the quote provided with the application. Grants that include cost defined by a set number of work hours dedicated to a project must include additional documents as requested by DMS staff. All items must comply with the DFS Reference Guide for State Expenditures.

8.5. To assure prompt processing, complete reimbursement claims should be e-mailed to: E911BoardElectronicGrantReports@dms.fl.gov

8.6. Grant funds can only be used between the beginning and end dates of the grant term unless the E911 Board authorizes an extension.

8.7. It is the county, group of counties, or region's responsibility to maintain the property, equipment, or services in accordance with the scope of work. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned to the E911 Board on a pro-rata basis. If the equipment cost over $5,000 and the grant is federal, funded a county, group of counties, or region must maintain an inventory of 5 years. This applies to state grants unless the item becomes obsolete.

8.8. If a grantee terminates a contract for prepaid services, the unused portion must be returned to the E911 Board on a pro-rata basis.

8.9. The grantee agrees that any improvement, expansion, or other effect brought about in whole or part by grant funds will be maintained until the system or equipment becomes obsolete (On average five years).

8.10. If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:

- Withhold grant payments pending grantee correction of the deficiency.
- Disapprove all or part of the cost of the activity or action not in compliance.
- Suspend or terminate the current award for the grantee's project.
- Suspend or deny future grant awards.

8.11. The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statutes.

8.12. Grant awards or portion thereof may be terminated by the grantee upon written notification to the E911 Board, detailing the reasons for such termination, the effective date, and the release of allocated funds.

8.13. 911 Staff may require additional documentation to confirm proof of payment and deliverables met in accordance with DFS Reference Guide for State Expenditures.

9. Grant Reporting Procedures

9.1. Grantees will be required to submit:

9.1.1. Quarterly Status Report. (Rule 60FF1-5.0035(2), F.A.C)

9.1.2. Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.

9.1.3. The Quarterly Status Report shall inform the E911 Board of significant impacts on grant-supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs, or producing beneficial results in addition to

those originally planned. Additionally, problems, delays, or adverse conditions that will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken or contemplated and any assistance needed to resolve the situation.

9.1.4. Federal documentation as requested.

9.2. Final Reporting Documentation includes:

9.2.1. Upon receipt of final reimbursement from DFS, a final Quarterly Status Report, shall be submitted based on the same reporting requirements described in grant reporting item 9.1.

9.2.2. Final documentation, including copies of all expenditures and corresponding invoices, shall be submitted within 90 days of the final report. The "Final Report" box on the Quarterly Status Report, shall be marked and include your project completion date.

9.2.3. Final document submission and closeout of a grant does not affect the E911 Board's right to disallow costs and recover funds based on an audit or financial review. The county, group of counties, or region shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.

9.2.4. The counties must provide DMS a copy of the Comprehensive Annual Financial Report (CAFR)**,** consistent with section 218.32 Florida Statutes, no later than August 1 following the completion of the county.

9.3. All reports and associated information, federally required documentation, and final reporting documents should be e-mailed to:

E911BoardElectronicGrantReports@dms.fl.gov

10. Change Requests

10.1. Change requests shall be submitted prior to deviation from any awarded grant application. No changes or departures from the original request are authorized unless approved in writing by the E911 Board. Such requests shall be submitted using the Change Request form.

10.2. Prior to a county, group of counties, or region signing a contract with a different vendor from the original vendor stated in the grant application, the county, group of counties, or region must request a grant change on Change Request (Rule 60FF1-5.0035(3), F.A.C) and include an itemized quote and a copy of the new contract to be approved by the E911 Board.

10.3. Time extension requests will not be granted unless the county, group of counties or region has executed a contract for the grant equipment and services or demonstrates good cause for failure to execute a contract within one year of the award. Good cause documentation shall include a new project timeline schedule.

10.4. Time extensions shall be limited to a maximum of one additional year when approved by the E911 Board for a total of three years.

10.5. Change requests must be submitted ten (10) business days prior to Board meeting to be reviewed. Any reports submitted late will be reviewed at the next month's E911 Board meeting.

10.6. The Change Request form and associated information should be e-mailed to **E911BoardElectronicGrantReports@dms.fl.gov**.

Application

County, group of counties or region: Highlands County, Region 6

Total Amount Requested: $209,321.57

Project Title:

1. Board of County, group of counties or region Commissioners Chair: Chairman Chris Campbell

Mailing Address: 600 S Commerce Ave

City: Sebring

State: Fl Zip: 33870 -

Phone: (863) 402-6500 Fax: (863) 402-6835

Email Address: ccampbell@highlandsfl.gov

2. County, group of counties or region 911 Coordinator: Dispatch Director Shane Smith, Highlands County Sheriff Office

Mailing Address: 400 S Eucalyptus St

City: Sebring

State: Fl Zip: 33870 -

Phone: (863) 402-7373 Fax:

Email Address: smsmith@highlandssheriff.org

3. Federal Tax ID Number: 59-6000561

4. County, group of counties or region fact information

Number of PSAP's	1 Primary and 1 Backup
Number of Call-taking Positions per PSAP	9 Position @ primary 6 @ the backup site
PSAP(s) in which grant funding will apply.	Highlands County Sheriff Office

a. Financial Information

i. What are the current annual costs for your E911 system (circuits, customer records hardware and software, etc.) not including maintenance?

$276,428.00 (Total budget with expenditures allowable by Florida Statute $1,312,864.00)

ii. What are the current annual costs for maintenance of items included in 1?

$100,254.00

iii. Total amount of E911 fee revenue received in the preceding year.

$419,578.32

iv. Total amount of county, group of counties or region carry-forward funding retained in the preceding year.

$0.00

v. Current total amount of county, group of counties or region carry forward funding?

$0.00

vi. Two-year maximum calculated amount for applied carry forward funding.

$0.00

vii. Minimum calculated amount for applied carry forward funding (Calculation (Subtract the amount in 5 from the amount in 6).

$0.00

viii. Insert in Budget Report as "carry forward funds applied'.

5. **Describe your county, group of counties or region's existing 911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed. Please include the PSAP(s) that the grant will be implemented at to include the type of PSAP(s), primary system, and number of position seats.**

We currently have a Motorola Vesta System. The system went into service on February 15, 2023. We have 9 positions at the primary site and 6 positions at the back up site.

Today, the ten (10) counties that make up Florida's 9-1-1 Region 6 individually update and maintain all GIS, ALI and MSAG information on a stand-alone basis. To support the transition to NG911, the counties have agreed to work collectively to establish a regional 9-1-1 GIS database that is stored and maintained by one vendor (GeoComm) using cloud based technology. The counties that are participating in this project are: Charlotte, Collier, DeSoto, Glades, Hardy, Hendry, Highlands, Lee, Monroe and Okeechobee. The goal of this project is for Region 6 to have a cloud-based GIS data management service that enables all jurisdictions to upload their GIS and 9-1-1 data for NG9-1-1 validation and data merging tasks to support NG911 initiative going forward.

6. **Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable. For any scope of work that includes milestones, please describe in detail what deliverables are expected to be provided in each milestone.**

The GeoComm project team will be assigned the project elements, both technical and administrative, to ensure timely completion of the Regional GIS Data Repository Project. The GeoComm team of GIS and 9-1-1 systems experts, will be led by a Project Manager and supported by a dedicated local GIS professional. An extended GIS professional services team will collaborate on the project as well to deliver the project components on time and within budget. The project team's first action will be to ensure they have an accurate understanding of the Region's project objectives. The team will communicate internally to understand the scope of work, project schedule, and individual responsibilities. This is an important step towards successful and timely project completion.

GeoComm will conduct a GIS Data Management Workflow Collaboration meeting to document a GIS Data Hub GIS data workflow and Quality Control (QC) plan. This meeting should include representatives from the Region and local counties to ensure all requirements are met with the QC Plan and GIS data workflows/processes. Policies for regular GIS data submittal to GIS Data Hub will be established. A QC plan, including regular communication of QC results to the jurisdictions (and the State, if desired), will be documented. The QC plan will detail quality control processes to be performed on GIS data submitted to GIS Data Hub.

The Project Initiation and GIS Data Management Workflow meetings will be led onsite by the local GIS Professional and GeoComm project manager, supported with additional remote staff, if needed.

• Phase Two: Systems Configuration and Setup

GeoComm will configure GIS Data Hub with the number and type of specific validation/quality control (QC) checks as set forth in the QC Plan developed based on the GIS Collaboration meeting. After the QC checks have been configured, GeoComm will coordinate with the Region and local county stakeholders to schedule web-based training sessions that will provide an overview of the system, the upload process and how to interpret and correct data based on the QC results from GIS Data Hub. The training will also cover the field mapping process.
This one-time field mapping process will allow counties to continue working in their existing data structure.

• Phase Three: Systems and Process Training

GIS Data Hub training will ensure system users have complete understanding of system functionality. This will empower the user to leverage the system most effectively in their GIS environment. A portion of the training includes a hands-on component for all participants/roles. This is recommended to ensure attendees can navigate the systems, effectively leverage the tools, and voice questions which arise while navigating the systems.
GIS Data Hub training topics will include:

- GIS Data Hub overview, including user roles and responsibilities
- Access to Hub and GIS Data Hub Help
- GIS data upload
- QC settings and field mapping
- QC results notification receipt and download
- Accessing the QC summary report
- Workflow diagram review
- Review of QC process results
- Correcting reported errors
- Q&A

The web-based GIS Data Hub training will be recorded and provided to the Region for use as the Region sees fit. During the web meeting, we will distribute and discuss the GIS Data Management workflows which were finalized after the GIS Data Management Workflow Collaboration meeting. The workflows will outline the flow of GIS data through the system. Training will be deemed successful when course attendees are able to understand the system functionality taught during the course.

• Phase Four: Data Submission, Analysis, and Merged Dataset Creation

Following training, the individual counties will receive GIS Data Hub account credentials and may begin uploading GIS data to GIS Data Hub. The required GIS datasets include:

- Road Centerlines

• Site/Structure Address Points
• PSAP service boundaries
• Fire, Police, EMS service boundaries
• Provisioning Boundary
• ALI (automatic location identification) database
• MSAG (master street address guide)
*Note that the ALI database and MSAG can be provided at a later date if not readily available at the time of initial GIS data upload

Prior to local jurisdiction staff undertaking GIS data updates, a preliminary assessment of each jurisdiction's GIS data will be completed to identify data errors, omissions, and anomalies. After the data has been successfully set up in GIS Data Hub, it will be processed through the configured QC and validation checks, specific to the project QC plan requirements. A report outlining the results of each analysis, including a list of errors, will be generated and provided to each jurisdiction. A conference call will be scheduled and held between GeoComm and local county stakeholders to discuss the findings in the report as well as the next steps in undertaking GIS data development and update tasks.

Using the QC reports as a guide, local jurisdiction GIS staff will update GIS data, and where necessary, develop missing GIS data. GeoComm will be available to local jurisdictions during this phase as a knowledge resource to assist in the process as necessary. After the data has been developed and/or updated, it will undergo another round of validation and QC processing to ensure the data meets the QC plan requirements. A report outlining the results of the QC processing will be developed and delivered to the respective local jurisdiction with each cycle through GIS Data Hub. The QC and validation checks may uncover edge matching issues with surrounding counties, it will be the responsibility of local jurisdictions to resolve these errors. GeoComm will assist the counties within the Region with identifying edge matching issues, recommending modifications, identifying which agency will resolve the discrepancy, and tracking action items.

Through the project, local counties will have access to GeoComm's experienced team of GIS professionals and project manager to answer questions related to the QC results generated by GIS Data Hub. The team is available to answer questions via email, over the phone and, as needed, to schedule web sessions to review individual local jurisdiction QC results and provide advice on how to efficiently resolve any errors. In addition, GeoComm's local GIS professional is available to travel onsite for face-to-face consultation and guidance where needed.

To facilitate the creation of a uniform merged regional GIS dataset, automated schema and geodetic transformation procedures will be executed on the GIS data provided. These procedures will merge the GIS data from local county disparate datasets into a regional GIS dataset in the NENA NG9-1-1 GIS data model structure. GIS data that has critical errors will not proceed to the merging step until those critical errors are resolved. The merged regional GIS dataset will incorporate existing data from the local jurisdictions and be updated with each new county data submission to GIS Data Hub. GIS data submissions are unlimited to encourage users to frequently check their progress on error resolution.

After the GIS data has been merged, it will again be processed through configured QC checks to determine the quality of the merged dataset. Results will be reported back to the local

jurisdictions and the Region. Local counties will again be responsible for resolving errors found within their respective datasets and working with neighboring jurisdictions to resolve overlaps, gaps, and edge matching errors.

As part of every map data upload, GIS Data Hub will perform a comparison between the GIS data and the MSAG, and the GIS data and the ALI Database and report results back to local jurisdictions. The results will be a valuable resource for local jurisdictions in keeping their GIS data synchronized with the MSAG and ALI database, as well as a metric for measuring progress toward required synchronization levels. A new ALI and MSAG are not required for each upload. Comparisons will be completed on the most recent data, ALI, and MSAG submitted. If updates have been made to the MSAG and ALI, true synchronization percentages will only be known when the latest MSAG and ALI files are uploaded with those changes.

• Phase Five: Ongoing Operational Support Services

Ongoing operational support services will include a variety of GIS and technical support delivered by GIS Data Hub, GeoComm's GIS professionals, and GeoComm's Technical Support team. For this project, GeoComm will assign a GIS professional based in Florida to assist the counties and the Region in project initiation, training, and on-going support. A description of the services is provided below.

GIS Data Hub will provide on-going GIS data transformation, merging, QC, and reporting which will result in the progressive improvement of the Region's NG9-1-1 GIS dataset. The ongoing services workflow will follow a similar workflow of that which will occur with the initial data upload, QC, and merging. As follows:

• Local counties upload GIS data updates to GIS Data Hub on an up-to-daily basis

• GIS data will undergo multiple configured QC checks

• Data quality reports will be delivered to each respective local jurisdiction.

• Local jurisdictions will correct the GIS data errors outlined in the data quality reports provided by GIS Data Hub and resubmit updated data back to the system

• After the local county GIS data is evaluated with the QC checks, it is transformed and merged into a regional dataset in a format required by the NGCS service provider.

• After the merged data has passed QC checks, it can be made available for use by NGCS service providers and other systems as needed by the counties.

This process will result in a continuous feedback loop of GIS data updates from the local jurisdictions, GIS data performance measurements and reporting, data transformation, and aggregation.

GIS Data Hub includes pre-designed and configurable reports and dashboards. Reports and dashboards are role based, so local GIS offices and other stakeholders can see the information and data appropriate and most pertinent for their roles and responsibilities within the 9-1-1 enterprise.

The reports are viewable via a secure website and can be downloaded in .xlxs, .pdf, .csv, and other formats depending on the need for the report. Reports can also be scheduled to be

generated automatically and delivered based on time/date or upon certain processing criteria (such as the conclusion of a job process) to the user as part of the detailed results sent via an email link.

In addition, GeoComm will provide and maintain a dashboard accessible by all regional stakeholders that will show a visual representation of overall data submissions, county boundary gaps and overlaps, number of discrepancies, or other available data as required by the Region to support collaboration and planning.

RapidSOS Premium Implementation

The integration process for RapidSOS Premium will operate sequentially through the feature set listed in table below. The process will begin with a kickoff phase that will allow RapidSOS and the customer to identify required resources and components to perform the integration of specific features. The customer will provide, where needed, points of contact, technical resources, and GIS data to perform the integration of the detailed features. RapidSOS will support the customer with data collection and integration logistics enabling a manageable deployment process.

• All Call Information:
To provide caller information for all call types, hardware installation and configuration is required to gather and utilize ANI/ALI information on the RapidSOS platform. All hardware and software required to bring ANI/ALI data into the map application will be provided by RapidSOS. RapidSOS will provide technical resources where needed to perform the physical installation, configuration, and testing of the on-premises hardware.

• Unified Map and GIS:
RapidSOS will guide the customer through the process of GIS data collection and verification which will lead to configuration work to bring that data into the RapidSOS platform for hosting and operations.
The agency will be responsible for submitting:

- o GIS map data meeting requirements outlined in the Mapping Requirements Document
- o (optional) MXD to depict customer-defined symbology, if desired

To ensure the map data in RapidSOS Premium stays current, the agency is responsible for uploading updated datasets via GeoComm GIS Data Hub using an account set up during the initial setup process. Data structure must remain in alignment with the original Mapping Requirements Document.

• Non-voice incident workflows:
RapidSOS will guide the customer through the process of enabling non-voice incident workflows and provide training on how to utilize these functionalities.
RapidSOS Alerts enables efficient operations within the ECC, facilitating a full-digital request for dispatch and 2-way communication between the alarm monitoring company and the ECC. This replaces the 10-digit admin line phone call with the press of a button in RapidSOS. Alerts improves ECC operations by integrating with residential and commercial fire and security partners, including SimpliSafe and Ecobee. Alerts also improves workflows for personal security

devices from firms like e-BodyGuard, home security from firms like SimpliSafe, and commercial security from firms like Honeywell

The project milestones begin with the kickoff phase where RapidSOS and the ECC agree on the resources and steps required to provision services. Details of each project milestone may be found in the table below.

Kickoff Phase

Contract Signature

Initial audit of needed resources for integration

Integration Phase

All calls (ANI/ALI) hardware installations and configuration

Unified Map GIS (Data collection, validation, and configurations of services)

Non-voice incident data (Alerts)

Testing Phase

User Acceptance Testing

Launch Phase

Full feature availability

7. **Justification of the need for the proposed project. Provide detailed information on the existing system's/component's which needs replacement. Document the condition with details to justify any system with an expected lifespan of less than 1 year. Each component on the system, (memory, hardware (size of drives) updates of software and/or replacement versions needed, standalone equipment and additional upgrades include UPS in the requests.**

The justification for this project is based upon the NENA i3 NG911 standard requiring the county 9-1-1 agencies to support interoperability and share accurate location information as the transition from legacy 9-1-1 systems to NG911 systems evolve. As incidents do not know borders, it is important for adjoining jurisdictions to be able to route, locate and track 9-1-1 related calls accurately and efficiently. NENA standards call for PSAP agencies to maintain accurate GIS data sets by meeting a minimum requirement of 98% accuracy for GIS / ALI / MSAG data. With each county striving to bring their individual data sets to this requirement, it becomes pertinent to have a methodology for storing the data collectively so that it can be shared and accessed by all of the counties that make up the region.

8. **Describe why your county, group of counties or region will not be able to complete this project without this grant funding.**

Florida's 9-1-1 Region 6 is made up of a diverse set of medium and rural sized counties. There are concentrated areas of substantial population (Charlotte, Collier, Highlands, Lee, Monroe) and a large mass of rural territory where population is spread out and sparse (DeSoto, Glades, Hardee, Hendry, Okeechobee). In particular the rural counties are limited on funds to support the standards requirements. This is also a challenge in the medium counties where funds are more readily available, however higher costs associated with multiple earmarked NG911 projects take a direct toll on 9-1-1 budgets. Therefore and supportive of the Florida regional grant rule and application process, it is important each participating county is supported through available grant funds.

Highlands County is a fiscally constrained County.

9. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.

The proposed scope considers multiple counties or the entire region conducting the project elements at the same time as a joint project. It is anticipated the phases will occur in a mostly chronological order as listed, though some will take place simultaneously. The timeline relies on prompt attention from the counties at all stages of the project. For participating counties, GeoComm proposes to carry out the following phases for a timely completion of the project, based on the regional implementation of the system:

• Phase One: Project Initiation – *within 36 days of receipt of PO*
MILESTONE: Deliver PIM, Kick-Off Workshop, Final Project Plan and QC Plan
• Phase Two: Systems Configuration and Setup – *estimated time to completion: 28 days*
MILESTONE: Deliver completed GIS Data Configuration; Web-based project status dashboard
• Phase Three: Systems and Process Training – *estimated time to completion: 8 Days to complete*
MILESTONE: Deliver GIS Data Hub system training and present GIS Data Management workflows, deliver workflows and recording of training
• Phase Four: Data Submission, Analysis, and Merged Dataset Creation – *estimated time to completion: 89 Days*
MILESTONE: Deliver GDH credentials to users, provide QC results and review with jurisdictions, create merged regional dataset, deliver region provisioning boundary layer
• Phase Five: Ongoing Operational Support Services – *to begin within 180 days of Project Initiation*

Once all counties have reached Phase 5, Ongoing Operational Support Services, GeoComm will invoice the customers for payment of one-time services, first year of recurring services, and personnel travel for project initiation.

The invoice date will determine the start date of the recurring fees and subsequent project years. Invoices will be sent at the start of each project year for that year's recurring project fees.

10. If applicable, sole source justification must meet the state procurement guidelines and chapter 287.057 (3)(c), F.S.

Prices are based on labor rates available via GeoComm GSA Schedule GS-35F-0594S.

11. If applicable, please include your previous service dates for any maintenance or support services.

Not Applicable

12. Please submit the Budget Report

See Attachments

13. Assurances

ACCEPTANCE OF TERMS AND CONDITIONS: The grantee accepts all grant terms and conditions. Grantee understands that grants are contingent upon the availability of funds.

DISCLAIMER: The grantee certifies that the facts and information contained in this application and any attached documents are true and correct. A violation of this requirement may result in revocation of the grant and return of all grant funds and interest accrued (if any), pursuant to the E911 Board authority and any other remedy provided by law.

NOTIFICATION OF AWARDS: The grantee understands and accepts that the notice of award will be advertised on the Florida E911 website.

MAINTENANCE OF IMPROVEMENT AND EXPANSION: The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will

be maintained. No substantial changes or departures from the original proposal shall be permitted unless the E911 Board gives prior written authorization. Any unauthorized change will necessitate the return of grant funds, and accrued interest (if any) to the E911 Board.

The county, group of counties or region certifies that all applicable county, group of counties or region procurement rules/procedures has been met.

Failure to utilize grant funds as represented may jeopardize eligibility to be considered for future funding.

14. Authority

I hereby affirm my authority and responsibility for the use of funds requested.

_____ _____

SIGNATURE – CHAIR, BOARD OF COUNTY COMMISSIONERS OR COUNTY MANGER DATE

_____

Printed Name

_____

Position

Regional Signatures if Applicable (add additional lines if needed)

Appendix I: Authorized Expenditures of E911 Fee, Chapter 365.172, F.S.

NO requests for funding will be acknowledged for any items not specified in Section 365.172, Florida Statutes, Emergency communication number "E911"; paragraph (10) (shown below).

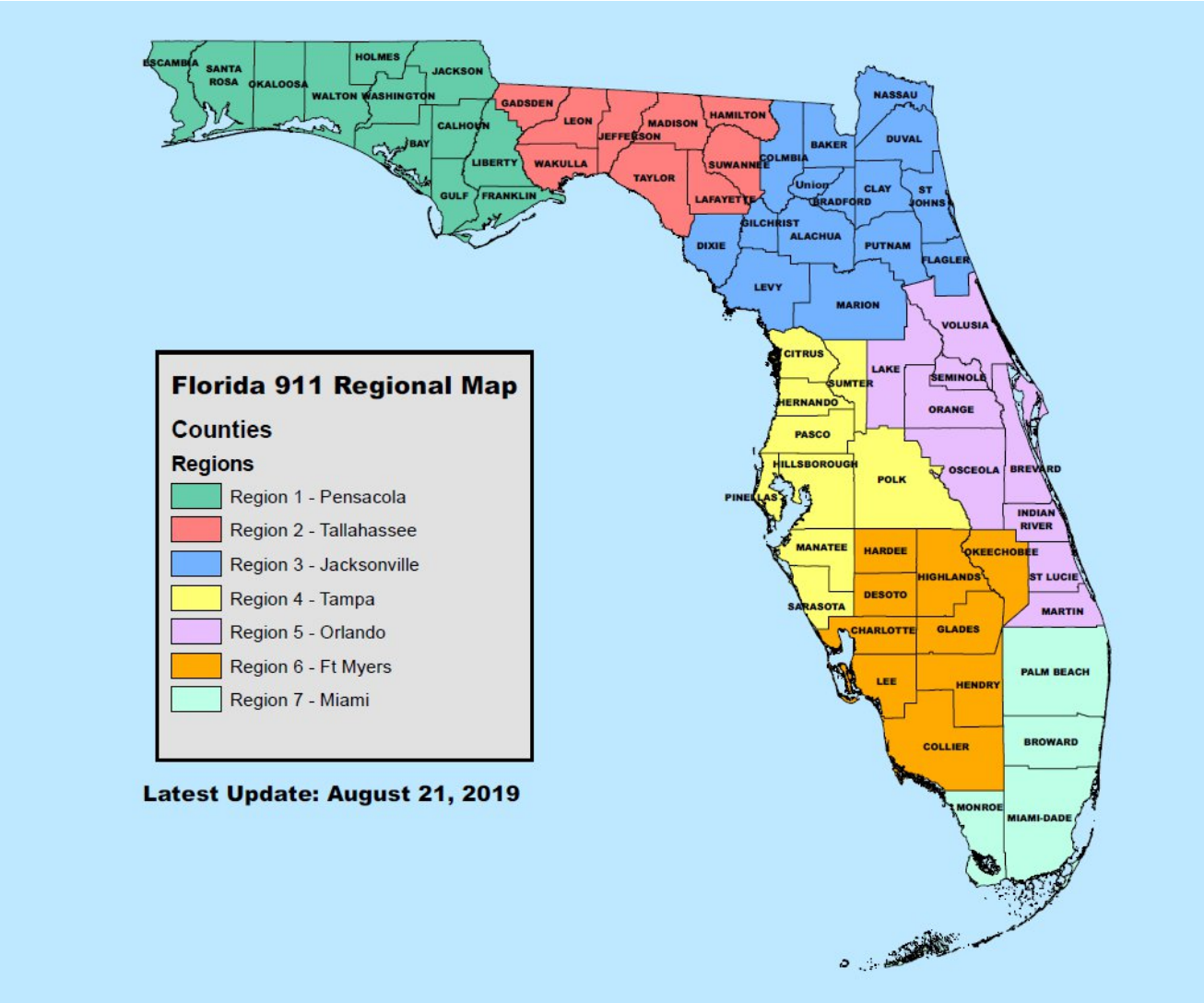
Section 365.172 (10), Florida Statutes: AUTHORIZED EXPENDITURES OF E911 FEE. —

(a) For purposes of this section, E911 service includes the functions of database management, call taking, location verification, and call transfer. Department of Health certification, recertification, and training costs for 911 public safety telecommunications, including dispatching, are functions of 911 services.

(b) All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the fee authorized by subsections (8) and (9). These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the providers' published schedules or the acquisition, installation, and maintenance of other E911 equipment, including circuits; call answering equipment; call transfer equipment; ANI or ALI controllers; ANI or ALI displays; station instruments; E911 telecommunications systems; visual call information and storage devices; recording equipment; telephone devices and other equipment for the hearing impaired used in the E911 system; PSAP backup power systems; consoles; automatic call distributors, and interfaces, including hardware and software, for computer-aided dispatch (CAD) systems; integrated CAD systems for that portion of the systems used for E911 call taking; GIS system and software equipment and information displays; network clocks; salary and associated expenses for E911 call takers for that portion of their time spent taking and transferring E911 calls, salary, and associated expenses for a county, group of counties or region to employ a full-time equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position, and technical system maintenance, database, and administration personnel for the portion of their time spent administrating the E911 system; emergency medical, fire, and law enforcement prearrival instruction software; charts and training costs; training costs for PSAP call takers, supervisors, and managers in the proper methods and techniques used in taking and transferring E911 calls, costs to train and educate PSAP employees regarding E911 service or E911 equipment, including fees collected by the Department of Health for the certification and recertification of 911 public safety Telecommunicator's as required under s. 401.465; and expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function. Moneys derived from the fee may also be used for next-generation E911 network services, next-generation E911 database services, next-generation E911 equipment, and wireless E911 routing systems.

(c) The moneys should not be used to pay for any item not listed in this subsection, including, but not limited to, any or operational costs for emergency responses. Even any which occur after the call transfer to the responding public safety entity and the costs for constructing, leasing, maintaining, or renovating buildings, except for those building modifications necessary to maintain the security and environmental integrity of the PSAP and E911 equipment rooms.

Appendix II: Florida 911 Regional Map



Addendum I: Funding Priorities

The criteria for determining acceptability for disbursement of funds from the State of Florida 911 Grant Programs will be made on a PRIORITY basis. Federal funding will be applied in accordance with federal grant guidelines. Regional 911 system project requests related to systems and equipment will be considered the highest priority within each priority category. If you do not see your specific 911 project listed, you may still apply, as the E911 Board does have some discretion depending on the funding source, availability of funds, and spending authority.

1.0 Prepaid and Wireless Funding Priorities

PRIORITY 1: Primary and Secondary PSAP systems that require immediate system replacement to provision enhanced 911 status or when the expected remaining life of the system is less than one year.

PRIORITY 2: Development and maintenance of 911 routing statewide, geographic, and management information systems.

- **A)** Statewide routing system
- **B)** Regional, as an incremental step towards statewide routing

PRIORITY 3: Information System

- **A)** GIS Data support-assisting counties in meeting the 98% NENA GIS Data minimum standards
- **B)** GIS Maintenance Tools
- **C)** Management Information System

PRIORITY 4: Develop and maintain next generation 911 services and equipment.

- **A)** Next Generation 911 Equipment and Emergency Services IP based network
- **B)** Next Generation Core Services

PRIORITY 5: Mapping system and services necessary for provisioning Geographic Information Systems (GIS). This may include the following, listed in order of funding priority:

- **A)** Map System Equipment - map generation hardware and software licensing are limited to components for two stations.
- **B)** GIS Centerline point generation and map accuracy systems.
- **C)** Synchronization of GIS, ALI, and MSAG database meets the minimum standard 98 % for Geospatial call routing-per NENA i3 standard.

PRIORITY 6: Systems that require new or replacement of critical or necessary hardware or software. This may include the following back-up PSAPs system equipment, listed in order of funding priority A-H:

A) Hardware and software for communications or terminal equipment located at a PSAP for 911 call processing, ANI and ALI display, and call answering.
B) Map Display Equipment
C) Logging Equipment
D) Lightning Protection Equipment
E) Uninterruptible Power Supply system and or Generator Equipment
F) County, group of counties or region Standalone ALI Database Equipment
G) 911 Call Taker Position Equipment
H) Net clock

PRIORITY 7: GIS sub-addressing projects

PRIORITY 8: Aerial Photography / Imaging

I) Overhead (Nadir) images

PRIORITY 9: Infrastructure cabling and building entrance buildout cost.

PRIORITY 10: 911 Call taker workstation console/furniture (the portion related to 911 Telecommunicator Workstation Console/Furniture)

2.0 Federally Funded Awards

2.1 Eligible costs will be consistent with cost principles identified in 2 CFR Part 200, including Subpart E of regulations. In addition, costs must be reasonable, necessary, allocable, and allowable for the proposed project, and conform to generally accepted.

Eligible Costs:

A) Contractual costs associated with carrying out programmatic activities of the 911 grant, including for the provision of NG-911 services for consulting services. Recipients are responsible for monitoring the activities and expenditures of vendors and are responsible for ensuring that all solicitation documents reflect activities within the scope of the 911 Grant Program.
B) Costs to purchase hardware, software, and hosted services.
C) Costs to purchase hardware, software, and hosted services associated with enabling NG-911 calls to be received, processed, and dispatched. Recipients must specify that the purchase of hardware, software, and services comply with current NG-911 standards, as listed in the

Department of Homeland Security's SAFECOM guidance. Each individual product, however, need not meet every listed standard**.**

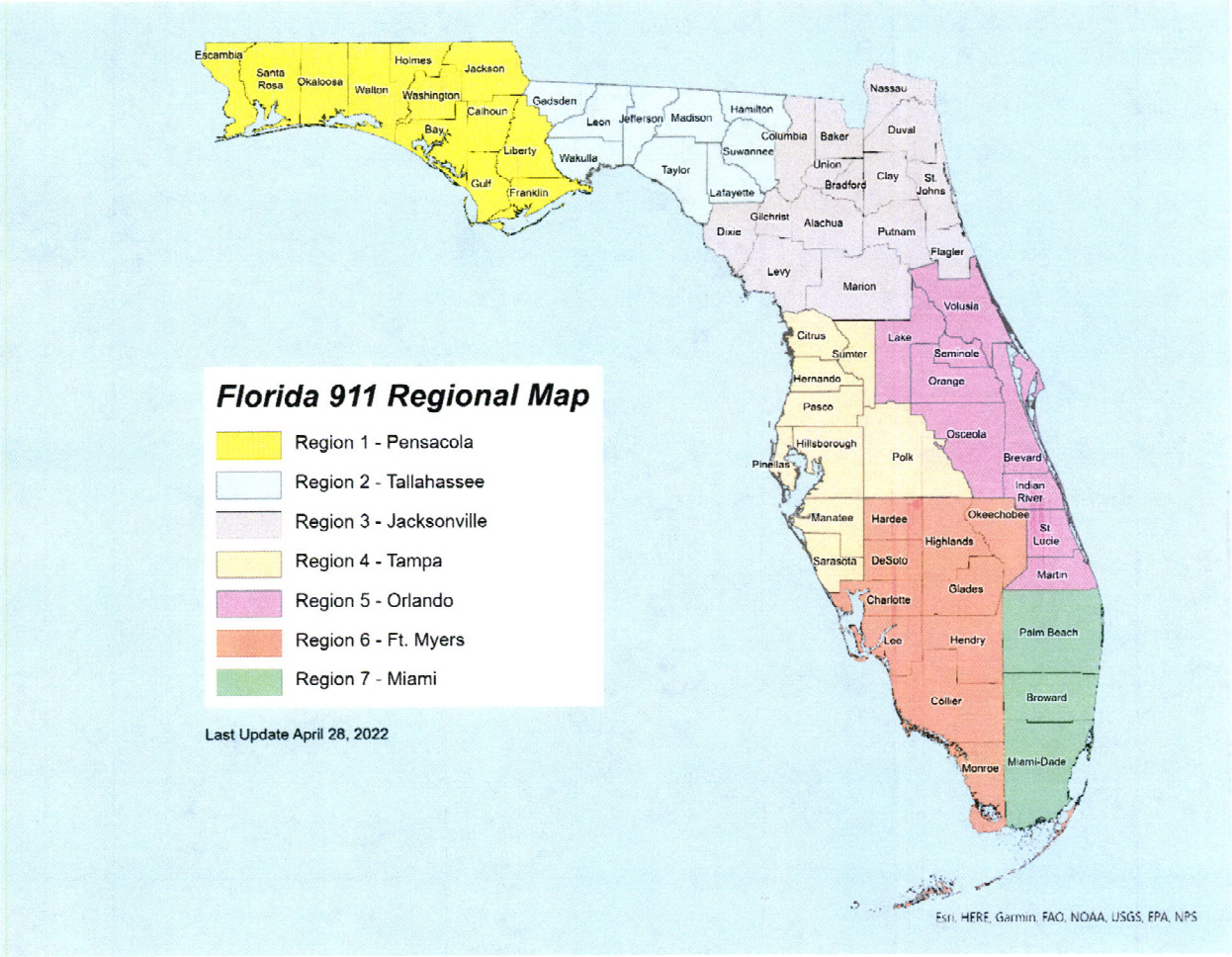
D) Training costs directly related to NG-911- implementation for public safety personnel. The "Recommended Minimum Training Guidelines" for Telecommunicators must serve as a base level for the training provided. Recipients must submit documentation describing the training being provided, which identifies the included elements from the Minimum Training Guidelines.

E) Operational Costs to operate the NG-911 system as a dual system to the current legacy 911 system until the legacy E911 or 911 system is shut down and the system is fully operational using only NG-911 technology.

2.2 Ineligible Costs

A) Ineligible costs include those costs that are unallowable under the Cost Principles of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Please note that costs ineligible for 911 Grant Program support may not be included as matching funds.

Florida Region 6 GIS Repository Grant - Project Summary



Purpose

This summary document addresses the efforts of Florida's 911 Region 6 and the intention to create a long-term regional GIS services project in support of the transition to Next Generation 911. The GeoComm/RapidSOS Premium partnership solution is offered as an enhancement to the 911 GIS repository project. The ten (10) counties participating in this project include Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Monroe and Okeechobee.

The overarching purpose is to provide the Department of Management Services (DMS) and the Florida E911 Board information specific to all grant applications being submitted individually by each participating county.

Scope of Project

GeoComm is the selected vendor for this project. They will provide a hosted central database repository service known as the GIS Data Hub that will store and maintain GIS data for the entire region. Counties will individually upload their GIS data on a regular basis to the service. GeoComm will maintain the service by merging all county GIS data into a regional dataset that can be accessed by all counties, as well as with the other Florida region repository projects as they become available. GeoComm also provides quality control reporting of the data to ensure the counties are made aware on a regular basis for areas of maintenance or corrective action.

RapidSOS premium is a solutions that leverages and enhances the already deployed RapidSOS portal by adding critical features identified in partnership with the public safety community.

Additional Information

- The funding priority for this project is 4A and 4B
- This project meets state grant requirements for regional GIS Repository and support of enhanced 911 mapping features
- The total amount for this project including participation from all counties is $209,321.57
- The project is seeking five (5) years of state grant funding
- GeoComm is the selected vendor for this project utilizing their GSA schedule as an alternative competitive pricing source
- A completed MOU will be submitted by January 1,2023
- GIS / MSAG / ALI synchronization and maintenance projects are being performed by each county individually in order to meet and maintain the NENA 98% accuracy standard

Highlands County

Shane Smith

9-1-1 Coordinator - Printed Name, Signature

GEOCOMM



GeoComm GIS Data Hub

Proposal for Florida Region 6

September 26, 2022

Introduction

GeoComm is pleased to provide the following document for a Regional GIS Repository for NG-911 Implementation for Region 6, which will allow the nine counties in the region to load, quality check, and share GIS data across the Region.

As a trusted partner, GeoComm will bring our experience, knowledge, and understanding of the Region and its members to this project. GeoComm has carefully reviewed the Request for Information to understand the Region's goals and requirements, and we believe we are uniquely suited to be the trusted partner you need to successfully implement your Regional GIS Repository.

With a proven track record of providing similar services and technologies nationwide, we believe a partnership with GeoComm will provide the following benefits:

- **No surprises:** we understand your goals and processes as well as best practices for regional and statewide data projects.
- **Easy on-ramp:** our solution includes automated GIS data transformation and loading capabilities to minimize disruption to local GIS data models. Our approach will minimize impact to the Region and streamline onboarding to GeoComm GIS Data Hub (GDH).
- **Proven ability to meet your required performance standards:** we have been meeting various state and regional performance standards for years, and offer enhanced performance standards for the GDH platform
- **Substantial price reduction on project pricing and optional add-ons:** GSA (Federal General Services Administration) Schedule No: GS-35F-0594S pricing is offered to all of Region 6 for a simplified purchasing process and guaranteed lowest prices
- **Expandable:** The GDH platform is multi-tenant and scalable providing the ability to help leverage and promote the solution to other counties and regions
- **Commitment to innovation:** We recognize the nation's 9-1-1 system is continuing to evolve. GDH is designed to support NG9-1-1 GIS data and all the state and region-specific interpretations of the NENA Standard to support your call routing no matter the system chosen.

An experienced project team has been assembled to support, leverage, and integrate with the Region's existing GIS infrastructure and investment. This team is comprised of GeoComm's GIS professionals, implementation support staff, a proven project manager, and continued executive sponsorship.

We understand GIS is only one piece of a NG9-1-1 system, and that working closely and interoperating with the Region's other vendors is critical to implementing a successful, comprehensive NG9-1-1system. GeoComm has unique insight and experience in providing these services. Over the past several years, using feedback and input from state and regional stakeholders and our Customer Focus Group (CFG), GeoComm has continued to develop a complete software solution that automates 9-1-1 GIS data processing and assures accurate results with minimum effort. Based on our 27 years of experience implementing successful

similar projects, Region 6 can remain confident that the project will be executed correctly, on time and on budget.

GeoComm will deploy the following solutions and services:

- GeoComm GIS Data Hub
- GIS Configuration Services
- Dashboard
- Quality Control Reports and Interpretation Support
- Optional Services and Tools as needed by the individual counties

Conclusion

For 27 years GeoComm has led the public safety GIS industry with innovative solutions, developed wholly by our team in the USA. GeoComm maintains a leadership presence in more than a dozen industry trade groups, standards committees, and advisory boards, keeping a finger on the pulse of 911 and on innovation paths. The following document reflects the requirements of the Region and underscores our industry experience providing GIS applications and data for the public safety industry. The effort we put forth is done with an exclusive purpose: keeping people and their property safe. Our sole focus on and commitment that mission and to our customers and the people they serve is what sets GeoComm apart from other respondents, providing peace of mind not found anywhere else in the industry. We have a proven ability to meet your needs through a system that has been engineered with forethought, is based on industry standards, and has evolved through live operational experience.



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1 GeoComm GIS Data Hub

Overview

GeoComm is pleased to propose a central database repository to store and maintain the GIS data for Region 6 (Region) in Florida consisting of the following agencies:

- Charlotte County
- Collier County
- Desoto County
- Glades County
- Hardee County
- Hendry County
- Highlands County
- Lee County
- Monroe County
- Okeechobee County

GeoComm proposes the Region leverage GeoComm GIS Data Hub, a hosted GIS data management solution that was specifically developed for ongoing GIS data processing, dataset merging, Quality Control (QC), reporting, and GIS data publishing for NG9-1-1. GeoComm GIS Data Hub can be utilized for a county GIS data repository as well as a regional GIS data repository that contains the most current GIS.

GIS Data Hub Overview

GIS Data Hub is an intuitive, easy-to-use, cloud-native application designed for users with varying levels of GIS knowledge. Today, it successfully supports over 1,500 public safety jurisdictions nationwide for statewide, regional, and local implementations.

GIS Data Hub was developed to accomplish the following ongoing GIS data tasks:

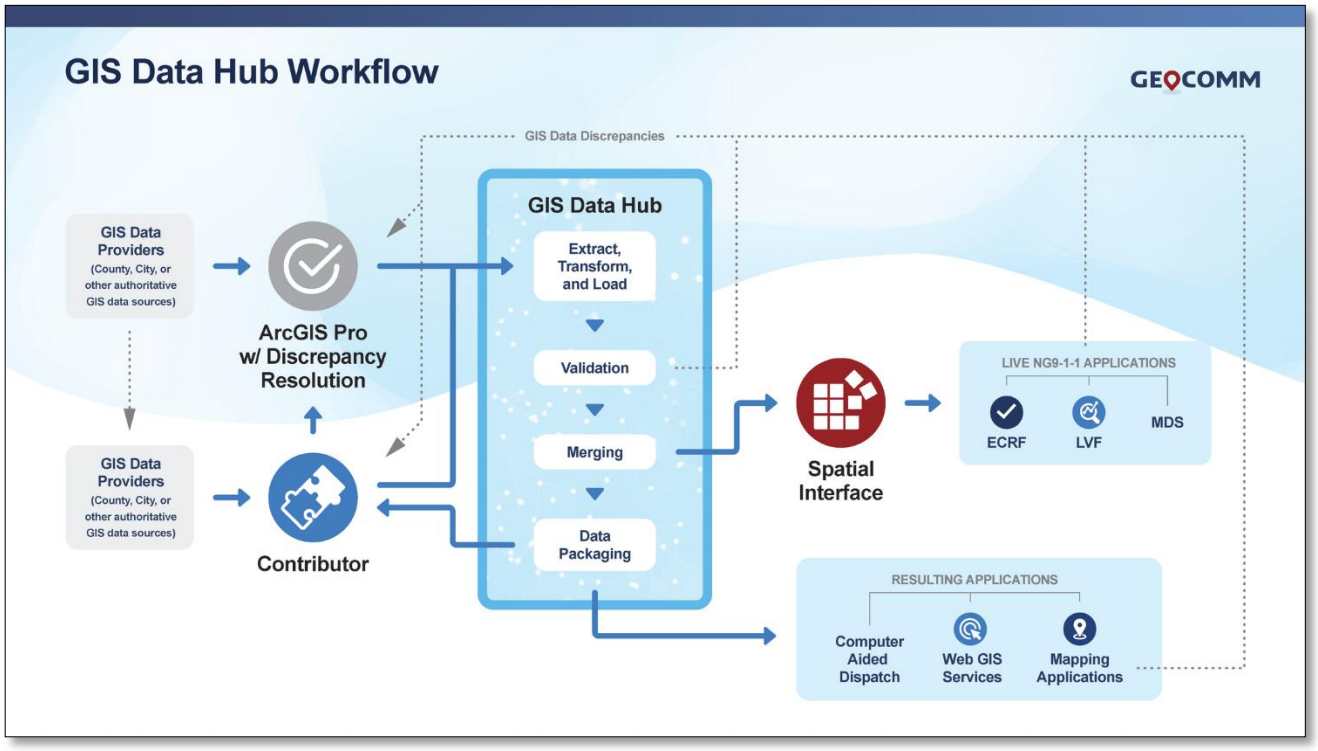
- Data submission to a centralized authority
- Quality Control (QC) processing
- Transformation to a common GIS data schema
- QC validation for NG9-1-1 call routing and NENA standards
- Merging multiple datasets into one single (regional) dataset
- Quality reporting
- Provisioning to NG9-1-1 core components (the NENA Spatial Interface)

GIS Data Management Workflow Overview

Project stakeholders interact with GIS Data Hub in the following way:

- Local jurisdictions upload their authoritative GIS data to GIS Data Hub, following a mutually agreed upon up-to-daily frequency schedule
- Data undergoes QC checks adhering to NENA and any regional required standards
- Data quality reports will be delivered to submitting agencies via GIS Data Hub

- Local jurisdictions will correct errors outlined in the QC reports and submit updated data back to GIS Data Hub
- After the data is evaluated with the QC checks, it is transformed into the format required for NG9-1-1 and the county datasets are merged into the regional dataset
  - The Region may choose to set processing thresholds customized to each GIS data layer that, if triggered, would prevent data from being incorporated into the merged dataset
  - The submitting agency will be notified and will receive a report explaining the reason for the failure
- A final regional GIS dataset will be available for provisioning to the Region's ESInet



The following scope of work outlines the project phases and tasks which will be completed to successfully incorporate GIS Data Hub as the foundation of the regional and local jurisdictions NG9-1-1 GIS data management efforts.

Request for Information Purpose and Scope

GeoComm proposes GeoComm GIS Data Hub as a repository for hosting primary and secondary PSAP GIS data within the Region. These layers include the NENA NG9-1-1 GIS Data Model required layers of Road Centerlines, Site/Structure Address Points, Service Boundaries (PSAP, Fire, EMS, Police), and Provisioning Boundary. The Quality Control processing and resulting error reports will assist the county GIS data providers in identifying appropriate values with which to attribute the GIS data. Quality Control checks include synchronization between the GIS, MSAG, and ALI database to assist each agency in achieving the recommended NENA 98% synchronization level.

GeoComm proposes to support the Region in this work with a dedicated GIS professional to meet with local agencies to review the error reports and results and provide coaching on updates that need to be made. Meetings will be held remotely; in-state travel may be required, approved, and reimbursed following the guidelines of the GSA. An estimate for travel has been provided in the pricing section.

In addition, GeoComm provides GIS data development and maintenance professional services. These services may be opted for by the counties to accelerate the completion of GIS data updates or the development of GIS data for the NG9-1-1 system. Pricing for this option is included in the pricing section of this proposal.

Upon submission of the GIS data by a participating county, GeoComm GIS Data Hub will be configured to run Quality Control Checks based on NENA i3 data standards, GIS data management best practices, the needs and requirements of the Region, and GeoComm's experience working on similar projects. This will include checking the geometry and attribution of the NENA NG9-1-1 required layers listed above; and checking for gaps and overlaps within the data once it is merged into a regional dataset. Once the GIS data is processed in GeoComm GIS Data Hub, a report will be provided of anomalies and errors. GeoComm's GIS team along with the local GIS professional based in Florida will be available to meet with local agencies to review suggested corrections for the local agency to pursue.

The regional GIS dataset will be available for download by regional participants. The GIS data may be shared, based on memorandum of understanding or other authorizations with other regions and the State of Florida. Copies of the GIS datasets will be available for Next Generation 9-1-1 Core Services providers to access and load into their systems.

As an option, the GIS data may also be available in the form of REST services end points. GeoComm offers GeoComm Web GIS Services to provide GIS data hosting services supporting third-party Public Safety Applications which may be provided as an option based on the needs of each county or the Region. Pricing is available in the Pricing Detail section starting on page 14.

Project Approach

For participating counties, GeoComm proposes to carry out the following phases for a timely completion of your project, ideally, based on the regional implementation of the system:

- Phase One: Project Initiation
- Phase Two: Systems Configuration and Setup
- Phase Three: Systems and Process Training
- Phase Four: Data Submission, Analysis, and Merged Dataset Creation
- Phase Five: Ongoing Operational Support Services

The proposed scope considers multiple counties or the entire region conducting the project elements at the same time as a joint project.

It is anticipated the phases will occur in a mostly chronological order as listed, though some will take place simultaneously. Throughout each phase, GeoComm will dedicate time to project management and ongoing communication. By partnering with GeoComm you will know the status of your project, that deliverables are being met, and have confidence your objectives are being carried out. GeoComm will provide regular status updates that will include:

- General progress updates
- Meetings held, planned, or needed
- Issues/problems encountered or anticipated
- Goals for the next reporting period
- Schedule review
- Customer responsibilities

Phase One: Project Initiation

The GeoComm project team will be assigned the project elements, both technical and administrative, to ensure timely completion of your Regional GIS Data Repository Project. The GeoComm team of GIS and 9-1-1 systems experts, will be led by a Project Manager and supported by a dedicated local GIS professional. An extended GIS professional services team will collaborate on the project as well to deliver the project components on time and within budget.

The project team's first action will be to ensure they have an accurate understanding of the Region's project objectives. The team will communicate internally to understand the scope of work, project schedule, and individual responsibilities. This is an important step towards successful and timely project completion.

Project Initiation Meeting

A project initiation meeting will be scheduled and conducted with the Region's project team. At this meeting, the GeoComm team will present the approach and review the project schedule. The meeting agenda will include:

- Introductions and identification of project team members and roles
- Timeline and deliverable review
- Project approach review
- Project communication methods
- GIS Management and Workflow Collaboration meeting plans and scheduling

GIS Data Management Workflow Collaboration Meeting

GeoComm will conduct a GIS Data Management Workflow Collaboration meeting to document a GIS Data Hub GIS data workflow and Quality Control (QC) plan. This meeting should include representatives from the Region and local counties to ensure all requirements are met with the QC Plan and GIS data workflows/processes. Policies for regular GIS data submittal to GIS Data Hub will be established. A QC plan, including regular communication of QC results to the jurisdictions (and the State, if desired), will be documented. The QC plan will detail quality control processes to be performed on GIS data submitted to GIS Data Hub.

The Project Initiation and GIS Data Management Workflow meetings will be led onsite by the local GIS Professional and GeoComm project manager, supported with additional remote staff, if needed.

Phase Two: Systems Configuration and Setup

GIS Data Hub Configuration

GeoComm will configure GIS Data Hub with the number and type of specific validation/quality control (QC) checks as set forth in the QC Plan developed based on the GIS Collaboration meeting. After the QC checks have been configured, GeoComm will coordinate with the Region and local county stakeholders to schedule web-based training sessions that will provide an overview of the system, the upload process and how to interpret and correct data based on the QC results from GIS Data Hub. The training will also cover the field mapping process.

This one-time field mapping process will allow counties to continue working in their existing data structure.

Phase Three: Systems and Process Training

Training Approach Overview

A variety of education and training resources will be provided and available to the Region and local counties to ensure the features and functionality of GIS Data Hub are used to their maximum potential. Empowering users and administrators alike to incorporate GIS Data Hub into NG9-1-1 GIS data management workflows will support streamlined NG9-1-1 GIS data maintenance tasks.

Training sessions will be a combination of local GIS Professional on-site or remote as needed. In GeoComm's experience on other state and large-regional GIS Data Hub projects, web-based training courses are an effective medium to deliver the necessary training content, provide an environment which supports interactive learning, allowing for questions and answers.

In all training scenario cases, it is important to note training is intended for GIS Data Providers who will be responsible for managing data at the local level. It will ultimately be up to the Region and local counties to determine who will attend the training sessions. Generally, user roles will be defined by responsibilities around GIS data QC and maintenance. GeoComm will work with you to define these roles and establish the best participants for whichever training courses are selected.

GeoComm reviews and updates all training curricula and materials on a recurring and on an ad-hoc basis as new features and functionality are added to software applications. This means the training courses are focused on the most current products and services and are effective in ensuring system users and administrators understand the functionality.

GIS Data Hub Application and GIS Workflow Training

GIS Data Hub training will ensure system users have complete understanding of system functionality. This will empower the user to leverage the system most effectively in their GIS environment. A portion of the training includes a hands-on component for all participants/roles. This is recommended to ensure attendees can navigate the systems, effectively leverage the tools, and voice questions which arise while navigating the systems.

GIS Data Hub training topics will include:

- GIS Data Hub overview, including user roles and responsibilities
- Access to Hub and GIS Data Hub Help
- GIS data upload
- QC settings and field mapping
- QC results notification receipt and download
- Accessing the QC summary report
- Workflow diagram review
- Review of QC process results
- Correcting reported errors
- Q&A

The proposed web-based GIS Data Hub training will be recorded and provided to the Region for use as the Region sees fit. In addition, GeoComm offers refresher training tailored to the specific training needs of a client, for an additional fee, upon request.

During a web meeting, we will distribute and discuss the GIS Data Management workflows which were finalized after the GIS Data Management Workflow Collaboration meeting. The workflows will outline the flow of GIS data through the system.

Training will be deemed successful when course attendees are able to understand the system functionality taught during the course.

Phase Four: Data Submission, Analysis, and Merged Dataset Creation

Initial Data Submission

Following training, the individual counties will receive GIS Data Hub account credentials and may begin uploading GIS data to GIS Data Hub. The required GIS datasets include:

- Road Centerlines
- Site/Structure Address Points
- PSAP service boundaries
- Fire, Police, EMS service boundaries
- Provisioning Boundary
- ALI (automatic location identification) database
- MSAG (master street address guide)

Note that the ALI database and MSAG can be provided at a later date if not readily available at the time of initial GIS data upload

Initial GIS Data Analysis

Prior to local jurisdiction staff undertaking GIS data updates, a preliminary assessment of each jurisdiction's GIS data will be completed to identify data errors, omissions, and anomalies. After the data has been successfully set up in GIS Data Hub, it will be processed through the configured QC and validation checks, specific to the project QC plan requirements. A report outlining the results of each analysis, including a list of errors, will be generated and provided to each jurisdiction. A conference call will be scheduled and held between GeoComm and local county stakeholders to discuss the findings in the report as well as the next steps in undertaking GIS data development and update tasks.

Jurisdiction GIS Data Updates

Using the QC reports as a guide, local jurisdiction GIS staff will update GIS data, and where necessary, develop missing GIS data. GeoComm will be available to local jurisdictions during this phase as a knowledge resource to assist in the process as necessary. After the data has been developed and/or updated, it will undergo another round of validation and QC processing to ensure the data meets the QC plan requirements. A report outlining the results of the QC processing will be developed and delivered to the respective local jurisdiction with each cycle through GIS Data Hub.

The QC and validation checks may uncover edge matching issues with surrounding counties, it will be the responsibility of local jurisdictions to resolve these errors. GeoComm will assist the counties within the Region with identifying edge matching issues, recommending modifications, identifying which agency will resolve the discrepancy, and tracking action items.

QC Results Interpretation Support

Through the project, local counties will have access to GeoComm's experienced team of GIS professionals and project manager to answer questions related to the QC results generated by GIS Data Hub. Our team is available to answer questions via email, over the phone and, as needed, to schedule web sessions to review individual local jurisdiction QC results and provide advice on how to efficiently resolve any errors. In addition, GeoComm's local GIS professional is available to travel onsite for face-to-face consultation and guidance where needed.

Merged Geodatabase Creation

To facilitate the creation of a uniform merged regional GIS dataset, automated schema and geodetic transformation procedures will be executed on the GIS data provided. These procedures will merge the GIS data from local county disparate datasets into a regional GIS dataset in the NENA NG9-1-1 GIS data model structure. GIS data that has critical errors will not proceed to the merging step until those critical errors are resolved. The merged regional GIS dataset will incorporate existing data from the local jurisdictions and be updated with each new county data submission to GIS Data Hub. GIS data submissions are unlimited to encourage users to frequently check their progress on error resolution.

After the GIS data has been merged, it will again be processed through configured QC checks to determine the quality of the merged dataset. Results will be reported back to the local jurisdictions and the Region. Local counties will again be responsible for resolving errors found within their respective datasets and working with neighboring jurisdictions to resolve overlaps, gaps, and edge matching errors.

Synchronization with the MSAG and ALI Database

As part of every map data upload, GIS Data Hub will perform a comparison between the GIS data and the MSAG, and the GIS data and the ALI Database and report results back to local jurisdictions. The results will be a valuable resource for local jurisdictions in keeping their GIS data synchronized with the MSAG and ALI database, as well as a metric for measuring progress toward required synchronization levels. A new ALI and MSAG are not required for each upload. Comparisons will be completed on the most recent data, ALI, and MSAG submitted. If updates have been made to the MSAG and ALI, true synchronization percentages will only be known when the latest MSAG and ALI files are uploaded with those changes.

Phase Five: Ongoing Operational Support Services

Ongoing operational support services will include a variety of GIS and technical support delivered by GIS Data Hub, GeoComm's GIS professionals, and GeoComm's Technical Support team. For this project, GeoComm will assign a GIS professional based in Florida to assist the counties and the Region in project initiation, training, and on-going support. A description of the services is provided below.

GIS Data Transformation, Merging, QC, and Reporting

GIS Data Hub will provide on-going GIS data transformation, merging, QC, and reporting which will result in the progressive improvement of the Region's NG9-1-1 GIS dataset. The ongoing services workflow will follow a similar workflow of that which will occur with the initial data upload, QC, and merging. As follows:

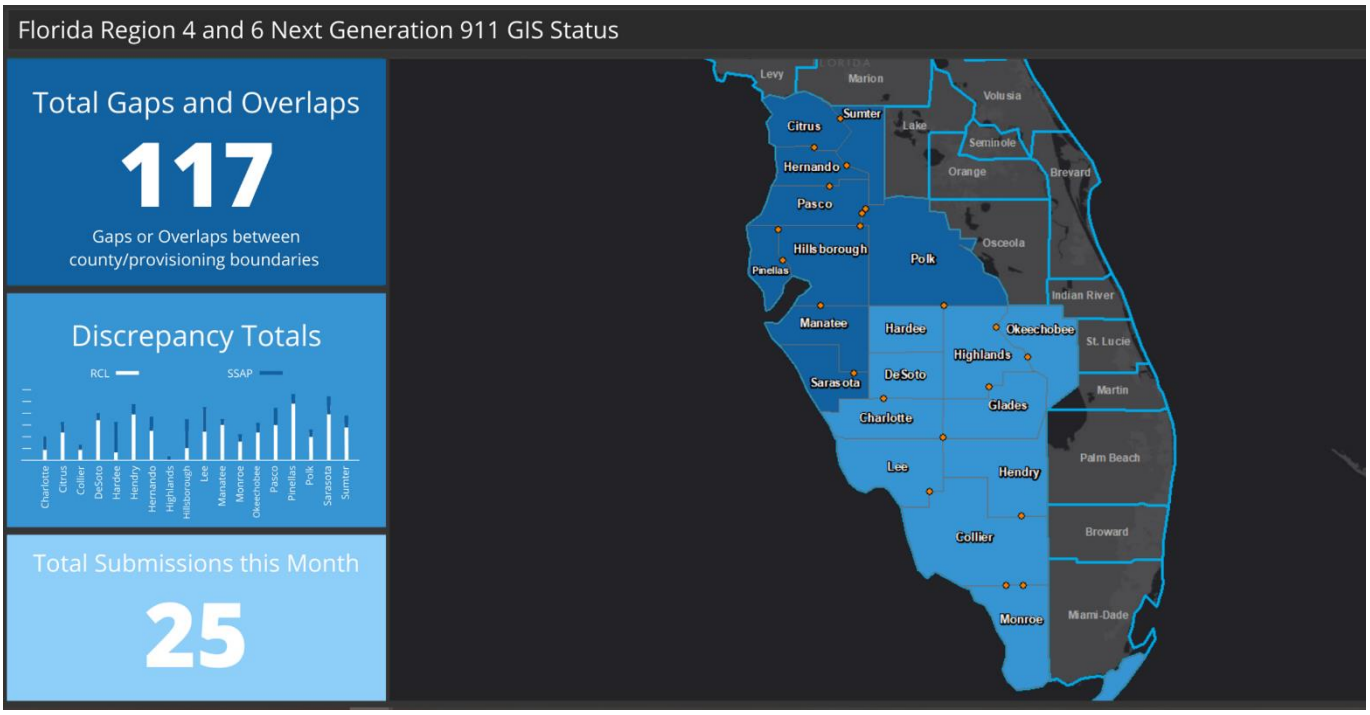
- Local counties upload GIS data updates to GIS Data Hub on an up-to-daily basis
- GIS data will undergo multiple configured QC checks
  - The QC checks will be executed prior to data updates being merged into the statewide GIS dataset
- Data quality reports will be delivered to each respective local jurisdiction.
- Local jurisdictions will correct the GIS data errors outlined in the data quality reports provided by GIS Data Hub and resubmit updated data back to the system
  - GeoComm may provide GIS data development services to resolve the errors if requested, for an additional fee.
- After the local county GIS data is evaluated with the QC checks, it is transformed and merged into a regional dataset in a format required by the NGCS service provider.
- After the merged data has passed QC checks, it can be made available for use by NGCS service providers and other systems as needed by the counties.

This process will result in a continuous feedback loop of GIS data updates from the local jurisdictions, GIS data performance measurements and reporting, data transformation, and aggregation.

GIS Data Hub includes pre-designed and configurable reports and dashboards. Reports and dashboards are role based, so local GIS offices and other stakeholders can see the information and data appropriate and most pertinent for their roles and responsibilities within the 9-1-1 enterprise.

The reports are viewable via a secure website and can be downloaded in .xlxs, .pdf, .csv, and other formats depending on the need for the report. Reports can also be scheduled to be generated automatically and delivered based on time/date or upon certain processing criteria (such as the conclusion of a job process) to the user as part of the detailed results sent via an email link.

In addition, GeoComm will provide and maintain a dashboard accessible by all regional stakeholders that will show a visual representation of overall data submissions, county boundary gaps and overlaps, number of discrepancies, or other available data as required by the Region to support collaboration and planning.



GIS Data Hub Application Support

GeoComm will provide ongoing support of GIS Data Hub by monitoring the environment GIS Data Hub is hosted in and updating product versions with adequate notice.

The Region and jurisdictions will have access to GeoComm's technical support team for assistance with questions or issues which are non-GIS related based on the Technical Support terms saved here: Terms and Conditions - GeoComm : GeoComm

GIS Data Hub is equipped with on-line web-helps, which can be accessed from directly within the application. With the easy-to-use search feature, answers are quickly found rather than thumbing through countless pages in a paper manual.

Another benefit of the on-screen help guide is the information within is always up to date. With each service pack or system release, the on-screen help information is updated as part of the release, eliminating out-of-date paper manuals.

Conclusion

Upon project completion, the Region will have a cloud-based GIS data management service that enables all jurisdictions to upload their GIS and 9-1-1 data for NG9-1-1 validation and data merging tasks, giving each jurisdiction and the State a clear understanding of the steps needed to bring your GIS data up to NG9-1-1 industry standards.

Your satisfaction is our goal. As your partner on this project, GeoComm works for you. Our approach to each project demonstrates our dedication to the needs of our customers. Our project management approach is flexible to meet your concerns and proven to ensure you will be provided with a well-executed project. We welcome your input throughout the project and encourage you to communicate any feedback you have after the software has been configured and throughout the term of your agreement. GeoComm looks forward to working with you throughout this project.

2 GIS Data Hub Additional Information

GIS Data Hub Benefits and Features

Benefit/Feature	Description
Ease of Use	For local data authorities with existing GIS support and capabilities, GIS Data Hub does not change their current operations; they can continue to use their existing systems. GIS Data Hub will augment their existing workflows to provide data assessment and reporting on their entire GIS dataset or specific layers they are enhancing. Conversely, for PSAPs with limited or no GIS support, the solution is simple to use. GIS Data Hub training takes the anxiety out of GIS data submission, and we can support PSAPs with GIS data acquisition, improvement, and maintenance.
Data Originators Work in Native Data Schema	GIS Data Hub will use GIS data developed and maintained by local PSAPs or other data authorities. GIS Data Hub accommodates GIS data in various schemas, accepting GIS data in its native format. This is important as GIS datasets from different authoritative sources commonly have varying data schemas. Using GIS Data Hub, there is no need for local jurisdictions to change their original GIS data model schema; GIS Data Hub automatically modifies the input data schema to adhere to the required output.
Ease of Data Submission	Data is submitted by zipping, dragging, and dropping data submissions into GIS Data Hub through a simplified user interface.
Validation Upon Data Submission	Data is validated during the extract, transform, load (ETL) process to ensure data meets certain requirements prior to full data validation processing.
NENA Default Validation Checks	GIS Data Hub is equipped with default validation checks which were designed to support NENA recommendations for GIS data validation and maintenance tasks. The checks are highly configurable, including turning designated checks on and off, customizing data validation tolerances and thresholds, and customizing the data layers the check references. Validation checks are limited only by the data available.
Reporting and Dashboard	Validation reports can be downloaded as an Excel spreadsheet, a .PDF, or provided as a .CSV. Discrepancy reports are provided as a .CSV and in a FGDB for spatial reporting. In addition, an interactive and customizable dashboard can be used as an interactive information management tool to track key performance indicators, performance metrics, or other key data within the system.
Notifications	GIS Data Hub provides notifications which can be sent to local 9-1-1 jurisdictions, the State, or any other entity the State designates. The notifications are sent as an email with a detailed description of the events and the reason for the notification.

GIS Data Hub Ease of Use and User Roles

GIS Data Hub accepts file formats supported by Esri and can publish Esri file formats. This is key for many of GeoComm's customers with existing GIS support and capabilities as submission of GIS and tabular data to GIS Data Hub does not require local agencies to modify their current operations or require them to make any changes to their data schema. Agencies and staff may continue to use their existing systems and submit their data for processing. The proposed solution will augment their existing workflows to provide data assessment and reporting on their entire GIS dataset or specific layers they are enhancing.

GIS Data Hub Industry Standards Compliance

GIS Data Hub, like all GeoComm applications, is designed to meet 9-1-1 industry standards. GeoComm is and has been actively engaged in the following NENA standards setting workgroups informing on-going planning and enhancements to GeoComm GIS Data Hub:

- Site Structure Address Point Workgroup Participant
- GIS Data Stewardship for NG9-1-1 Workgroup Participant
- ECRF/LVF Workgroup Chair
- Additional Data Workgroup Co-chair
- GIS Data Transition Workgroup Co-chair
- CLDXF Workgroup Participant
- GIS Data Model for NG9-1-1 Workgroup Co-chair and Participants
- NG9-1-1 PSAP Systems Workgroup Participant
- NG9-1-1 i3 Architecture Workgroup Participant
- NG9-1-1 Management Considerations for Emergency Incident Data Document (EIDD) Interoperability Joint NENA/APCO Workgroup Participant

GeoComm is actively engaged in various industry organizations as members, sponsors, and workgroup participants and leaders. Our focus and commitment to the industry is strong as evidenced by the continual involvement at a collaborative standards level.

3 Pricing

GIS Data Hub Pricing Detail

Region 6 GeoComm GIS Data Hub Subscription: Up to Daily Submissions

The proposed pricing is subject to change based on the final number of participating counties.

Description	One-Time Price	Annually Recurring Price
Charlotte County; GeoComm GIS Data Hub Quality Control Processing and Merging Subscription (Daily Submissions)	$3,131.99	$23,486.18
Collier County; GeoComm GIS Data Hub Quality Control Processing and Merging Subscription (Daily Submissions)	$6,381.40	$38,313.43
Desoto County; GeoComm GIS Data Hub Quality Control Processing and Merging Subscription (Daily Submissions)	$630.03	$7,093.10
Glades County; GeoComm GIS Data Hub Quality Control Processing and Merging Subscription (Daily Submissions)	$228.98	$5,762.25
Hardee County; GeoComm GIS Data Hub Quality Control Processing and Merging Subscription (Daily Submissions)	$446.60	$6,484.40
Hendry County; GeoComm GIS Data Hub Quality Control Processing and Merging Subscription (Daily Submissions)	$696.69	$7,314.32
Highlands County; GeoComm GIS Data Hub Quality Control Processing and Merging Subscription (Daily Submissions)	$1,761.07	$18,936.90
Lee County; GeoComm GIS Data Hub Quality Control Processing and Merging Subscription (Daily Submissions)	$12,775.61	$79,755.81
Monroe County; GeoComm GIS Data Hub Quality Control Processing and Merging Subscription (Daily Submissions)	$1,230.65	$13,130.59
Okeechobee County; GeoComm GIS Data Hub Quality Control Processing and Merging Subscription (Daily Submissions)	$699.11	$7,322.36

Notes: Pricing does not include GIS data error resolution. Region 6 is responsible for remedying errors found within the data. GeoComm may provide GIS data update services, for an additional fee.

If a County has a separate agreement with GeoComm for separate services/solutions that are being offered under this proposal, when that County starts using the Services under this proposal/future agreement, GeoComm will work with the County directly to do a change order with respect to the separate agreement GeoComm has directly with such PSAP/County so that the PSAP/County is not responsible for paying GeoComm for duplicate services/solutions.

Pricing is based on GSA contract GS-35F-0594S unless not applicable. Items not included on the GeoComm GSA contract are noted throughout this section with an asterisk (*).

Travel Pricing

Description	Price
Project Initiation Kickoff Meeting (one trip for Project Manager and Local GIS Professional for two days on-site at a central location); non-recurring, one-time price	$471 per county; one-time
Local GIS Professional In-State Travel Estimate (annually estimated travel expenses per county)	$989 per year, per county
Notes: Travel is considered an other direct cost on GSA contract GS-35F-0594S. Travel estimates are based on Region 4 and Region 6 having full participation of all counties.	

Optional GIS Services Pricelist

Pricing provided is for planning purpose only and a final proposal and price will be provided upon request. Pricing is subject to increases, at a minimum, annually based on economic conditions including Consumer Price Index and inflation.

Prices are based on labor rates available via GeoComm GSA Schedule GS-35F-0594S.

For GIS Services – Local County/ PSAP GIS Update Services, the following services are included in the pricing below:

- GIS Data Analysis
- PSAP Boundary Layer Development or Updates
- Emergency Service Boundaries Layers Development or Updates
- Provisioning Boundary Layer Development or Updates
- GIS Data Standardization: Transform Schema of Road Centerlines and Boundary Layers to NENA NG9-1-1 Model and PSAP Mapping System Requirements
- Road Centerlines Layer: Attribute Updates for MSAG Synchronization
- Road Centerlines Layer: Attribute Updates for ALI Synchronization
- Road Centerlines Layer: Street Connectivity Updates
- Road Centerlines Layer: Address Range Updates
- Street Name Alias Table Creation
- GIS Data Standardization: Transform Schema of Site/Structure Address Points to NENA NG9-1-1 Model and PSAP Mapping System Requirements
- Site/Structure Address Points Layer: Synchronization with Road Centerlines and Boundary Layers Attributes
- Site/Structure Address Points Layer: Attribute Updates for ALI Synchronization
- Incorporated Municipality Boundary Layer Development or Updates

Description	Price Basis	Estimated Price
GIS Map Data Update Service: jurisdiction with total population <15,000	One-time price for GIS Map Data Update Services	$15,133
GIS Map Data Update Service: jurisdiction with total population 15,001-30,000	One-time price for GIS Map Data Update Services	$22,642

Description	Price Basis	Estimated Price
GIS Map Data Update Service: jurisdiction with total population 30,001-50,000	One-time price for GIS Map Data Update Services	$27,763
GIS Map Data Update Service: jurisdiction with total population 50,001-150,000	One-time price for GIS Map Data Update Services	$32,883
GIS Map Data Update Service: jurisdiction with total population 150,001-400,000	One-time price for GIS Map Data Update Services	$46,635
GIS Map Data Update Service: jurisdiction with total population 400,001-1,000,000	One-time price for GIS Map Data Update Services	$67,214
GIS Map Data Update Service: jurisdiction with total population 1,000,001+	One-time price for GIS Map Data Update Services	$100,821
Ongoing GIS Map Data Maintenance Services: Jurisdiction with total population <15,000	Annual price for GIS Map Data Maintenance Services	$6,042
Ongoing GIS Map Data Maintenance Services: Jurisdiction with total population 15,001-30,000	Annual price for GIS Map Data Maintenance Services	$6,042
Ongoing GIS Map Data Maintenance Services: Jurisdiction with total population 30,001-50,000	Annual price for GIS Map Data Maintenance Services	$10,012
Ongoing GIS Map Data Maintenance Services: Jurisdiction with total population 50,001-150,000	Annual price for GIS Map Data Maintenance Services	$14,155
Ongoing GIS Map Data Maintenance Services: Jurisdiction with total population 150,001-400,000	Annual price for GIS Map Data Maintenance Services	$18,643
Ongoing GIS Map Data Maintenance Services: Jurisdiction with total population 400,001-1,000,000	Annual price for GIS Map Data Maintenance Services	$26,411
Ongoing GIS Map Data Maintenance Services: Jurisdiction with total population 1,000,001+	Annual price for GIS Map Data Maintenance Services	$39,617

Optional GIS Spatial Updates Pricelist

Pricing provided is for planning purpose only and a final proposal and price will be provided upon request.

Optional GIS Services are as follows:

- Road Centerlines Layers: Spatial Alignment
- Site/Structure Address Points Layers: Spatial Alignment

Description	Price Basis	Estimated Price
GIS Optional Services: jurisdiction with total population <15,000	Annual price for GIS Value Added Services	$8,095
GIS Optional Services: jurisdiction with total population 15,001-30,000	Annual price for GIS Value Added Services	$15,117
GIS Optional Services: jurisdiction with total population 30,001-50,000	Annual price for GIS Value Added Services	$23,700

Description	Price Basis	Estimated Price
GIS Optional Services: jurisdiction with total population 50,001-150,000	Annual price for GIS Value Added Services	$34,428
GIS Optional Services: jurisdiction with total population 150,001-400,000	Annual price for GIS Value Added Services	$59,103
GIS Optional Services: jurisdiction with total population 400,001-1,000,000	Annual price for GIS Value Added Services	$141,311
GIS Optional Services: jurisdiction with total population 1,000,001+	Annual price for GIS Value Added Services	$211,967

GSA Pricelist

GeoComm holds a GSA Schedule 70 contract GS-35F-0594S with additional applications and services available for procurement: 0WMYTJ.3SDBSA_GS-35F-0594S_GEOCOMMPRICELISTOCT2021.PDF (gsaadvantage.gov)

Optional GeoComm Web GIS Services Pricelist

The pricelists shown below are for GeoComm's Web GIS Services data hosting services. There is a one-time price of $4,490 for initial set up services. All recurring pricing shown reflects an annual basis.

One-Time Fees	Estimated Price
One-Time Pricing	$4,490
Description	**Estimated Price**
GeoComm Web GIS Services Base Price for 2 Services; QTY 1 Position (the first position)	$5,000
GeoComm Web GIS Services Base Price for 3 Services; QTY 1 (the first position)	$6,500
GeoComm Web GIS Services Base Price for 4 Services; QTY 1 (the first position)	$8,000
Additional subscriptions on a per workstation/position basis for between 2-4 services; QTY 1	$2,000
Notes: At least two (2) services are required for a Web GIS Services purchase. Custom quotes are required for Web GIS Services for quotes with more than either four (4) Services, 50 Users, or both. Pricing is considered an other direct cost on GSA contract GS-35F-0594S.	

Optional GeoComm Contributor Pricelist

One-Time Fees			Total
GeoComm Contributor Configuration and Training Fee			$5,000
Discrepancy Resolution Configuration and Training Fee			Included
		One-Time Fee Total:	**$5,000**
Annual Subscription	**Unit Price**	**Quantity**	**Total**
GeoComm Contributor: Change Requests	$1,609	TBD	TBD
GeoComm Discrepancy Resolution	No Charge	TBD	No Charge
GeoComm Contributor: Feedback Users	$344	TBD	TBD
GeoComm Contributor: Editing Users	$2,299	TBD	TBD
Notes: Two (2) licenses of Discrepancy Resolution are included with the subscription to GeoComm Contributor. Pricing is considered an other direct cost on GSA contract GS-35F-0594S.			

Optional GeoComm Maintainer Pricelist

Description	Total Price
Annual Pricing	
GeoComm Maintainer GIS Data Manager Term Licensing (Qty 1)	$1,800
Geocomm Maintainer MSAG Manger Term Licensing (Qty 1)	$600
GeoComm Maintainer Group Webinar (One-time Toolbar Overview)	Included
GeoComm Maintainer Web-based Training Services	$1,700
Annual Total:	**$4,100**

Notes:

GeoComm Maintainer ArcGIS Desktop (Maintainer) term licensing requires a three-year initial contract term; pricing is based on a three-year contract term.

All Maintainer modules are single use licenses. One license is needed per workstation.

GeoComm Maintainer is deployed within ArcGIS. ArcGIS Desktop 10.4.1, 10.5.1, 10.6.1, 10.7.1, or 10.8.1 is a required prerequisite for GeoComm Maintainer and must be installed on the GeoComm Maintainer workstation.

GeoComm Maintainer users must have, at a minimum, a basic knowledge of Esri and ArcGIS 10.0 or greater. Esri training is required prior to receiving GeoComm Maintainer training.

Maintainer Term Licensing includes a webinar overview of Maintainer features and use cases. A Region 6 representative is required to deploy the Maintainer toolbar in their ArcGIS Desktop environment. If Maintainer training is purchased, Region 4 will be responsible for implementing the toolbar prior to software functionality training.

Configuration and training on GeoComm Maintainer auto-attribution functionality may be provided upon request for an additional fee.

Region 6 is required to provide Internet connection for all GeoComm Maintainer web-based training participants.

Fees from third party vendors are not included in this quote.

GEOCOMM



Appendix A: RapidSOS Premium

Proposal for Florida Region 6

November 29, 2022

1 Appendix A: RapidSOS Premium

Proposal Overview

GeoComm proposes the option for Emergency Communications Centers (ECCs) in Florida's Region 6 to extend the use of RapidSOS Portal into the core Public Safety workflow by adding Premium solution sets. This proposal is an enclosure to the GeoComm GIS Data Hub and associated services proposal being provided this month in response to an informal request for information.

RapidSOS Premium consists of a solution set that leverages and enhances the RapidSOS Portal experience by adding in critical features identified in partnership with the public safety community. RapidSOS Premium offers a unified mapping solution for Emergency Communication Centers (ECCs) to streamline all incoming data for every incident in their jurisdiction, including ANI/ALI data for all call types and authoritative GIS data for enhanced situational awareness. RapidSOS Premium extends the Region's NG9-1-1 compliant datasets into the ECC unified mapping by consuming the local GIS on an Esri basemap.

By unifying the backend databases of GIS information with the incident data from the public, RapidSOS Premium provides a platform of data interoperability that fulfills the intent and mission of the State of Florida's NG911 strategic plan. Regional GIS datasets that are not consumable via a unifying platform hinder the mission of the State's emergency services and unnecessarily delay NG911 adoption.

RapidSOS data sources are currently used throughout the State of Florida via APIs into Computer Aided Dispatch, Call Handling Systems, Logging Recorders, and Tactical Mapping systems, as well as the standalone Portal. RapidSOS Premium enhances the current workflows by allowing telecommunicators to easily consume new datasets (such as REST APIs) in a common and familiar interface. This accelerates adoption and increases success rates across the State.

Easy Access to More Call Information

- Display of real-time location data (cellular): View accurate device-based location from Apple and Google that updates in real-time with breadcrumbing throughout the emergency call.
- Display of both ANI/ALI and Google/Apple locations on one screen, including the ability to view all 9-1-1 calls (wireless, wireline, VoIP, Text, IoT) on one screen.
- Agency-configurable audible tones for 911 calls, texts, and alerts for ease of workflow integration.
- Visibility of 911 calls made within each jurisdiction, including landline, Voice Over IP, cellular, and wifi calling where supported.
- Coming soon: Estimated floor level n associated with caller's location to assist with determining dispatchable locations with Z-Axis values. This feature will be provided after installation at no additional cost.

Non-Voice Incident Workflows

- Alerts (live in thousands of ECCs nationwide): Enables Emergency Communication Centers (ECCs) to eliminate the need for receiving alarm events via 10-digit admin line phone calls freeing up valuable resources and increasing accuracy of dispatch. This translates into benefits for the ECC, including:
  - Reduced operator costs by removing call workflow to ECC and simplifying post-dispatch communications with live chat
  - Increased data accuracy by displaying critical decision-making data on the 911 call taker's screens and shares data as text to reduce human transcription errors
  - Expedited time to dispatch via less processing time and increased efficiencies within ECCs
- Additional functionality can be integrated into RapidSOS, via partner solutions:
  - Ability to initiate a location request via a text message
  - Ability to initiate a live video streaming request via text message
  - Real-time text message language translation in over 100 languages and dialects

One, unified map solution for ECC Operations

- View data from 65+ NG9-1-1 Additional Data providers, including telematics, medical profiles, personal emergency app data, among others
- Display of Google/Apple subscriber additional data (e.g. Language and Medical ID information)
- What3words integration for granular location delivery of unaddressable locations, such as fields, parks, bodies of water, etc.
- Ability to launch into Google Street View for additional contextual insights
- Integration with ESRI and the agency's locally authoritative GIS data via REST APIs.
- One-time GIS data validation to ensure local data will function within the application.
- Hosted GIS web services for the agency's local GIS data with access to update map data and publish to every workstation automatically. This includes the agency's:
  - Basemap: Contains all GIS data layers configured into a single base Map Service. This will include the Road Centerlines and/or Site/Structure Address Points, along with any supplemental layers the agency provides (e.g., Community boundaries, Service/Response boundaries, railroads, trails, parks, etc.)
  - Geocoding: Enables forward and reverse geocoding/address search capabilities within the GIS data layers used for location validation (primarily Road Centerlines and Site/Structure Address Points).
  - Additional GIS hosting: Up to 2 individual GIS data layers as Feature Services which can be toggled on and off by the end user.
- Access to services purchased by your community via RapidSOS Partner Network at no charge. This includes indoor mapping products, critical response graphics, Alyssa's Law approved solutions, and other safety solutions

Project Approach

Implementation Process Overview

The integration process for RapidSOS Premium will operate sequentially through the feature set listed in table below. The process will begin with a kickoff phase that will allow RapidSOS and the customer to identify required resources and components to perform the integration of specific features. The customer will provide, where needed, points of contact, technical resources, and GIS data to perform the integration of the detailed features. RapidSOS will support the customer with data collection and integration logistics enabling a manageable deployment process.

- **All Call Information:**

  To provide caller information for all call types, hardware installation and configuration is required to gather and utilize ANI/ALI information on the RapidSOS platform. All hardware and software required to bring ANI/ALI data into the map application will be provided by RapidSOS. RapidSOS will provide technical resources where needed to perform the physical installation, configuration, and testing of the on-premises hardware.

- **Unified Map and GIS:**

  RapidSOS will guide the customer through the process of GIS data collection and verification which will lead to configuration work to bring that data into the RapidSOS platform for hosting and operations.

  The agency will be responsible for submitting:

  - GIS map data meeting requirements outlined in the Mapping Requirements Document
  - (optional) MXD to depict customer-defined symbology, if desired

  To ensure the map data in RapidSOS Premium stays current, the agency is responsible for uploading updated datasets via GeoComm GIS Data Hub using an account set up during the initial setup process. Data structure must remain in alignment with the original Mapping Requirements Document.

- **Non-voice incident workflows:**

  RapidSOS will guide the customer through the process of enabling non-voice incident workflows and provide training on how to utilize these functionalities.

  RapidSOS Alerts enables efficient operations within the ECC, facilitating a full-digital request for dispatch and 2-way communication between the alarm monitoring company and the ECC. This replaces the 10-digit admin line phone call with the press of a button in RapidSOS. Alerts improves ECC operations by integrating with residential and commercial fire and security partners, including SimpliSafe and Ecobee. Alerts also improves workflows for personal security devices from firms like e-BodyGuard, home security from firms like SimpliSafe, and commercial security from firms like Honeywell.

Milestone Deliverables

The project milestones begin with the kickoff phase where RapidSOS and the ECC agree on the resources and steps required to provision services. Details of each project milestone may be found in the table below.

Phase	**Milestone**
Kickoff	
	Contract Signature
	Initial audit of needed resources for integration
Integration	
	All calls (ANI/ALI hardware installation and configuration)
	Unified Map GIS (Data collection, validation, and configurations of services)
	Non-voice incident data (**Alerts**)
Testing	
	User Acceptance Testing
Launch	
	Full feature availability

Responsibilities and Deliverables

We believe our clients play a critical role in a project's success. While GeoComm will lead the project efforts, we will partner with you to ensure you have in-depth project knowledge and are kept informed about the project status and meeting project goals.

Customer General Project Responsibilities

It is requested that the following general project support be provided:

- Assist in coordinating and attend periodic conference calls
- Provide pertinent project information and documentation
- Assist in ongoing QC
- Provide a single point-of-contact available for communication throughout the project and system implementation
- Assign appropriate staff to attend the training courses provided
- Have standard IT procedures in place including disaster recovery, system backups, etc.
- Keep and maintain backup copies of current map data files
- Provide Internet connection for remote training participants
- Submit required GIS information (e.g. GIS map data, public safety databases, and/or other resources)

Project Deliverables

Upon project completion, RapidSOS will provide the following project deliverables:

General Project Deliverables

- Project schedule
- Regular status reports and conference
- Project Initiation Meeting

RapidSOS Premium

- One-time configuration, training, and project management professional services
- Subscription access to RapidSOS Premium Solution Set
  - Position-based logins based on the number of workstations in the ECC
  - RapidSOS Premium ANI/ALI Integration
  - RapidSOS Premium GIS Hosting (up to 4 services)

Pricing Summary

GeoComm solutions are available on procurement contracts across the country including holding a GSA Schedule 70 IT contract which local and state government agencies are eligible to purchase from. RapidSOS Premium Ready 4 is available on GS-35F-0594S. In addition, a single source provider justification in line with Florida Procurement Guidelines and Chapter 287.057 (3)(c), F.S. has been enclosed.

Prices are valid for based term of GS-35F-0594S.

Total does not include sales tax. Applicable taxes will be determined upon contract signing. Customers are responsible for paying all sales taxes.

Pricing Detail

Pricing below is per concurrent user. This allows agencies to plan for usual patterns of usage based on the typical number of workstations staffed.

RapidSOS Premium Ready 4: One-Year and Three-Year Contract Pricing

Non-Recurring Services	Non-Recurring Fee
GIS Map Data Review Service	Included
GIS Setup Services	Included
Remote Configuration and Training	Included
Non-Recurring Services Total:	Included

Annual Subscription	MSRP Fee per Concurrent User	GSA Price per Concurrent User	Quantity	Annual Fee
RapidSOS Premium Ready 4 Annual Subscription (per concurrent user; usually a 9-1-1 workstation) (GSA PN: RS-Ready-FL-004)	$2,988	$2,596.62	TBD	TBD

Notes:
- RapidSOS Premium may be accessed in a backup capacity during emergency situations such as surge use during a major event or emergency, without purchasing additional subscription access.
- This quotation does not include fees from third-party vendors. The customer will be responsible for any third-party fees incurred.
- Annual subscription price per concurrent user is based on a one (1) year or three (3) year contract.
- Pricing is based on GSA contract GS-35F-0594S.

RapidSOS Premium Ready 4: Five-Year Contract Pricing

Non-Recurring Services	Non-Recurring Fee
GIS Map Data Review Service	Included
GIS Setup Services	Included
Remote Configuration and Training	Included
Non-Recurring Services Total:	Included

Annual Subscription	MSRP Fee per Concurrent User	GSA Price per Concurrent User	Quantity	Annual Fee
RapidSOS Premium Ready 4 Annual Subscription (per concurrent user; usually a 9-1-1 workstation) Five (5) Year Contract Rate (GSA PN: RS-Ready-FL-004)	$2,988	$2,388.00	TBD	TBD

Notes: RapidSOS Premium may be accessed in a backup capacity during emergency situations such as surge use during a major event or emergency, without purchasing additional subscription access.

This quotation does not include fees from third-party vendors. The customer will be responsible for any third-party fees incurred.

Annual subscription price per concurrent user is based on a five (5) year contract.

Pricing is based on GSA contract GS-35F-0594S.

MEMORANDUM OF UNDERSTANDING (MOU) REGARDING A JOINT REGIONAL NEXT GENERATION 911 ROUTING PROJECT BETWEEN CHARLOTTE COUNTY BOARD OF COUNTY COMMISSIONERS, COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS, DESOTO COUNTY BOARD OF COUNTY COMMISSIONERS, GLADES COUNTY BOARD OF COUNTY COMMISSIONERS, HARDEE COUNTY BOARD OF COUNTY COMMISSIONERS, HENDRY COUNTY BOARD OF COUNTY COMMISSIONERS, HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS, LEE COUNTY BOARD OF COUNTY COMMISSIONERS, MONROE COUNTY BOARD OF COUNTY COMMISSIONERS, AND OKEECHOBEE COUNTY BOARD OF COUNTY COMMISSIONERS

WHEREAS, this memorandum of understanding ("MOU") is made and entered into by and between Charlotte County Board Of County Commissioners (hereinafter, Charlotte BOCC), Collier County Board Of County Commissioners (hereinafter, Collier BOCC), Desoto County Board Of County Commissioners (hereinafter, Desoto BOCC) Glades County Board Of County Commissioners (hereinafter, Glades BOCC), Hardee County Board Of County Commissioners (hereinafter, Hardee BOCC), Hendry County Board Of County Commissioners (hereinafter, Hendry BOCC), Highlands County Board Of County Commissioners (hereinafter, Highlands BOCC), Lee County Board Of County Commissioners (hereinafter, Lee BOCC), Monroe County Board Of County Commissioners (hereinafter, Monroe BOCC), and Okeechobee Board Of County Commissioners (hereinafter, Okeechobee BOCC) who desire to enter a Memorandum of Understanding regarding the parties Joint Regional Next Generation 911 (NG911) Systems and Services Project ("Project").

WHEREAS, the Board of County Commissioners listed in this agreement will be referred to collectively as the "Parties" and individually referred to as a "Party".

WHEREAS, the Parties are authorized by 163.01, Florida Statutes, to enter into interlocal agreements to cooperatively and efficiently use their powers to provide public services that will advance the general health, safety and welfare of their respective citizens.

WHEREAS, an MOU is a requirement of the State E911 Board to receive multiple year grant funding to support NG911 Systems and Services.

I. PURPOSE

The Charlotte BOCC, Collier BOCC, Desoto BOCC, Glades BOCC, Hardee BOCC, Hendry BOCC, Highlands BOCC, Lee BOCC, Okeechobee BOCC, and Monroe County encompass a portion of the 911 Region 6, as designated by the Florida Department of Management Services (DMS) for the purposes of establishing regional 911 initiatives. Emergency incidents and disasters do not recognize county boundaries. Additionally, the legacy routing of 9-1-1 calls, built around

landline telephone technology does not route cellular callers to the authorities based on their physical location. A large majority of calls for assistance now come from cellular callers. This MOU serves to further the 2019 legislative initiative of HB 441 that subsequently created FS 365.177, "Transfer of [emergency] calls between systems." Each Party to this MOU recognizes the need to move toward NG911and allow for improved 9-1-1 services across jurisdictional boundaries. Each BOCC agrees to participate. This MOU will establish the framework through which each Party will collaborate to implement the Project. Specifically, the Parties desire to plan, operate and maintain a shared NG911 Network and critical components and services necessary to ensure the most accurate and efficient routing of 911 calls. This may include, but is not limited to, an Emergency Services IP Network (ESInet), Core Services, GIS data accuracy, GIS data aggregation, and Cybersecurity.

II. GRANT AWARD

The Florida 911 State Grant Program allows for a five-year award for regional projects with the provision of an MOU between the participating counties of that region. These state grants are awarded to assist Public Safety Answering Points (PSAPs) in upgrading to NG911 capabilities. The Florida E911 Board, as Grantor, will be distributing funds to qualifying local governments in accordance with grant guidelines. Each party understands that it will be responsible for submitting a grant application and subsequent documentation for grant reimbursement. All the parties agree to abide by the grant conditions.

III. REGIONAL COORDINATION

The parties agree to:

A. Collaborate on NG911 requirements that ensure maximum levels of interoperability through involvement of the appropriate local, state and tribal authorities within the counties and other entities.

B. Collaborate on NG911 related matters and encourage collaboration between PSAPs and GIS authorities in the development, and maintenance, and sharing of the critical GIS data needed to support NG911 services across the region and State of Florida.

IV. INFORMATION AND OWNERSHIP

Each party shall retain ownership, control of, and remain the public record custodian of all information it contributes into the shared NG911 system. Counties may access shared data in the secure network or through shared data repositories as necessary for the effective operation of the system.

As it relates to the NG911 ESInet and Core Services, each party agrees to comply with the grant's requirements, which may require selection of NG911 providers that meet the latest NENA i3 Standard and NENA Next Generation Security standards.

V. TERMINATION

Each party's obligation to perform in accordance with this MOU is contingent upon the availability and appropriation of grant funds that are appropriated or allocated for the purpose of carrying out this MOU. Any party may terminate their participation in this MOU if it does not receive funds to allow it to participate in the Project. Any party wishing to terminate its participation pursuant to this provision shall notify the other parties in writing at least thirty (30) days before withdrawing from the Project.

A. All parties agree that they will comply with the grant's terms. After the grant project period has ended, any party may terminate their participation in this MOU upon thirty (30) days' written notice to all other parties.

B. Any party who terminates its participation in the Project shall bear the cost of any local modifications necessary to exit participation in the shared 911 system. No terminating party shall be entitled to a refund of any payments made to improve the shared system arising from the terms of this MOU. This provision shall not impair any party's ability to collect monies from vendors related to the Project.

VI. LIABILITY

No participating party shall be liable to any other party for any third-party claim, which may arise out of the shared 911 system itself, its operation or use, or its failure to operate as anticipated, upon whatever cause of action any claim is based. The shared 911 system is designed to enhance regional 911 functions and assist emergency services agencies to provide backup to one another in disasters. It is not intended to be a substitute for the exercise of judgment or supervision of a Party's professionals or employees. All participating parties acknowledge that the responsibility for providing 911 dispatch and first responder services or other government related services rests with the respective Party which is providing such service and not with any other party to this MOU.

VII. ADDITION OF COUNTIES

Any county outside the DMS designated, Region 6, that is not part of this current agreement but wishes to participate later may be added upon the approval of the State E911 Board. Such county will supply the Parties with the written approval from DMS. The MOU will require an addendum as counties choose to participate in the Project.

VIII. NOTICE

All notices required to be given under this MOU shall be deemed sufficient to each party when delivered by email or registered or certified mail to:

Charlotte County Board of County Commissioners
C/O Hector Flores, County Administrator
18500 Murdock Cir

Port Charlotte, FL 33948
bcc.administration@charlottecountyfl.gov

With a copy to:

Charlotte County Sheriff's Office
Attn: Sheriff Bill Pummell
7474 Utilities Rd.
Punta Gorda, FL 33982

Collier County Board of County Commissioners
William McDaniel, Jr. – Chairman
3299 Tamiami Trail East, Suite 303
Naples, FL 34112

Desoto County Board of County Commissioners
C/O Mandy Hines, County Administrator
201 E. Oak Street
Suite 201
Arcadia, FL 34266

With a copy to:
Desoto County Sheriff's Office
Attn: Sheriff James "Jim" Potter
208 E. Cypress St.
Arcadia, FL 34266

Glades County Board of County Commissioners
Tim Stanley - Chairman
PO Box 1527
500 Ave J
Moore Haven, FL 33471

Hardee County Board of County Commissioners
Russell Melendy - Chairman
412 W Orange St, Room 103
Wauchula, FL, 33873

Hendry County Board of County Commissioners
C/O Jennifer Davis, County Administrator
PO Box 1760
LaBelle, Florida 33975

Highlands County Board of County Commissioners
C/O County Administrator

600 S Commerce Ave
Sebring, FL 33870

With a copy to:

Highlands County Sheriff Office
Attn: Sheriff Paul Blackman
400 S Eucalyptus St
Sebring, Fl 33870

Lee County Board of County Commissioners
C/O County Manager
PO Box 398
Fort Myers, FL 33902

With a copy to:

Lee County
Attn: 911 Program Manager
PO Box 398
Fort Myers, FL 33902

Monroe County Board of County Commissioners
1100 Simonton Street
Key West, FL 33040

With a copy to:

Monroe County Sheriff's Office
Rick Ramsay Sheriff
5525 College Road
Key West, FL 33040

Okeechobee County Board of County Commissioners
C/O Deborah Manzo, County Administrator
304 NW 2nd Street
Okeechobee, FL 34972

IX. MODIFICATIONS

This MOU may be amended by written agreement signed by each of the Parties. Modifications of this MOU may not relieve Parties from implementing the content of the approved grant awards. Modifications to this MOU may require approval by the E911 Board and DMS.

X. EFFECTIVE/DURATION

This MOU shall be effective on the date of the last signature hereon. The term of this MOU shall be perpetual unless earlier terminated by any party as provided herein.

XI. COUNTERPARTS

This MOU and any subsequent amendments hereto may be executed in any number of counterparts, each of which, when executed, shall be deemed to be an original, and all of which shall be deemed to be one and the same instrument. Facsimile transmission signatures shall be deemed original signatures.

Signatures continue on next pages

1) Charlotte County Board of County Commissioners (or designee) -- required

This MOU is passed, duly adopted and signed on this 13th day of September, 2022.

BOARD OF COUNTY COMMISSIONERS OF CHARLOTTE COUNTY, FLORIDA

By: _____
William G. Truex, Chairman

ATTEST:
Roger D. Eaton, Clerk of
Circuit Court and Ex-Officio
Clerk to the Board of County
Commissioners

By: _____
Deputy Clerk
AGR 2022-101

Approved as to form and legal sufficiency:

_____
Janette S. Knowlton, County Attorney
LR22-0416

3) Desoto County Board of County Commissioners (or designee) -- required

_____

This MOU is passed, duly adopted and signed on this 13th day of Sept., 2022.

BOARD OF COUNTY COMMISSIONERS OF DESOTO COUNTY, FLORIDA

By: Elton L Langford
Elton Langford, Chairman

ATTEST:

Mandy Hines
Mandy Hines, County Administrator

Approved as to form and legal sufficiency:

Donald D. Conn, County Attorney

4) Glades County Board of County Commissioners (or designee) -- required

Tim Stanley - Chairman
PO Box 1527
500 Ave J
Moore Haven, FL 33471

Signature/Date

Timothy Stanley, Chairman
Print Name/Title

5) Hardee County Board of County Commissioners (or designee) -- required

Russell Melendy - Chairman
412 W Orange St, Room 103
Wauchula, FL, 33873

Russell A Melendy
Signature/Date

RUSSELL A. MELENDY, BOCC CHAIR
Print Name/Title

Attest: Victoria L. Rogers
Victoria L. Rogers, Ex-Officio Clerk
to the Board of County Commissioners
07-25-2022

6) Hendry County Board of County Commissioners (or designee) -- required

C/O Jennifer Davis, County Administrator
PO Box 1760
LaBelle, Florida 33975

Signature/Date

JENNIFER DAVIS, COUNTY ADMINISTRATOR
Print Name/Title

7) Highlands County Board of County Commissioners (or designee) -- required

C/O County Administrator
600 S Commerce Ave
Sebring, FL 33870

8/1/22
Signature/Date

Laurie Hunner, Interim County Administrator
Print Name/Title

8) Lee County Board of County Commissioners (or designee) -- required

ATTEST:
CLERK OF CIRCUIT COURT

BY: _____
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

BY: _____
Cecil L Pendergrass, Chair

BOARD OF COUNTY COMMISSIONERS SEAL LEE COUNTY FLORIDA

APPROVED AS TO FORM FOR THE
RELIANCE OF LEE COUNTY ONLY

_____
County Attorney's Office

FLORIDA 911 REGION 6 Next Generation 9-1-1 PROJECT
MEMORANDUM OF UNDERSTANDING

9) Monroe County Board of County Commissioners (or designee) -- required

Monroe County Board of County Commissioners
1100 Simonton Street
Key West, FL 33040

With a copy to.

Monroe County Sheriff's Office
Rick Ramsay Sheriff
5525 College Road
Key West, FL 33040

9/21/2022
Signature Date

David Rice, Mayor
Print Name/Title

Attest: Kevin Madok, Clerk

By: _____
As Deputy Clerk

James D. Molenaar

Digitally signed by James D. Molenaar
Date: 2022.09.15 12:11:40 -04'00'

Approved as to Form and Legal Sufficiency
James D. Molenaar
Asst. County Attorney
MONROE COUNTY ATTORNEY'S OFFICE

10) Okeechobee County Board of County Commissioners (or designee) – required

C/O Deborah Manzo, County Administrator
304 NW 2nd Street
Okeechobee, FL 34972

OKEECHOBEE COUNTY, a political subdivision of the State of Florida

DAVID HAZELLIEF, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

ATTEST:

Cami L. Borowski - Deputy Clerk
JERALD D. BRYANT, CLERK OF
THE CIRCUIT COURT & COMPTROLLER
OKEECHOBEE COUNTY, FLORIDA (Seal)

Budget Report

Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). If there is insufficient space, please include details in an attachment. Budget costs should match requested vendor quote

County: Highlands | **Project Name:** Region 6 GIS Data Repository (year 1)

Budget Categories

Deliverables	Unit Price ($)	Quantity	Total Amount ($)
A. System (Hardware, Software, Equipment, & Labor)			
Implementation (One Time, Year 1)	$1,761.07	1	$1,761.07
B. Services (Training, Maintenance, and Warranty Items)			
Services - Cloud based repository, data merging and QC reporting (Year 1)	$18,936.90	1	$18,936.90
Services - Kick off meeting	$471.00	1	$471.00
Services - Project Mgmt, training, meetings	$989.00	1	$989.00
RapidSOS Premium Annual Subscription; based on a 5 year subscription	$2,388.00	9	$21,492
		Overall Project Total	$43,649.97
		Carry Forward Funds Applied	0
		Grant Request Total Less Carry Forward Applied	$43,649.97

Notes:

Signature, 911 County Coordinator

Rule 60FF1-5.0035, F.A.C. Budget Report 6/2021

Budget Report

Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). If there is insufficient space, please include details in an attachment. Budget costs should match requested vendor quote

County: Highlands | **Project Name:** Region 6 GIS Data Repository (year 2)

Budget Categories

Deliverables	Unit Price ($)	Quantity	Total Amount ($)
A. System (Hardware, Software, Equipment, & Labor)			
B. Services (Training, Maintenance, and Warranty Items)			
Services - Cloud based repository, data merging and QC reporting (Year 1)	$18,936.90	1	$18,936.90
Services - Project Mgmt, training, meetings	$989.00	1	$989.00
RapidSOS Premium Annual Subscription; based on a 5 year subscription	$2,388.00	9	$21,492
		Overall Project Total	$41,417.90
		Carry Forward Funds Applied	0
		Grant Request Total Less Carry Forward Applied	$41,417.90

Notes:

_____

Signature, 911 County Coordinator

Rule 60FF1-5.0035, F.A.C. Budget Report 6/2021

Budget Report

Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). If there is insufficient space, please include details in an attachment. Budget costs should match requested vendor quote

County: Highlands	**Project Name:** Region 6 GIS Data Repository (year 2)

Budget Categories

Deliverables	Unit Price ($)	Quantity	Total Amount ($)
A. System (Hardware, Software, Equipment, & Labor)			
B. Services (Training, Maintenance, and Warranty Items)			
Services - Cloud based repository, data merging and QC reporting (Year 1)	$18,936.90	1	$18,936.90
Services - Project Mgmt, training, meetings	$989.00	1	$989.00
RapidSOS Premium Annual Subscription; based on a 5 year subscription	$2,388.00	9	$21,492
		Overall Project Total	$41,417.90
		Carry Forward Funds Applied	0
		Grant Request Total Less Carry Forward Applied	$41,417.90

Notes:

Signature, 911 County Coordinator

Rule 60FF1-5.0035, F.A.C. Budget Report 6/2021

Budget Report

Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). If there is insufficient space, please include details in an attachment. Budget costs should match requested vendor quote

County: Highlands | **Project Name:** Region 6 GIS Data Repository (year 4)

Budget Categories

Deliverables	Unit Price ($)	Quantity	Total Amount ($)
A. System (Hardware, Software, Equipment, & Labor)			
B. Services (Training, Maintenance, and Warranty Items)			
Services - Cloud based repository, data merging and QC reporting (Year 1)	$18,936.90	1	$18,936.90
Services - Project Mgmt, training, meetings	$989.00	1	$989.00
RapidSOS Premium Annual Subscription; based on a 5 year subscription	$2,388.00	9	$21,492
		Overall Project Total	$41,417.90
		Carry Forward Funds Applied	0
		Grant Request Total Less Carry Forward Applied	$41,417.90

Notes:

Signature, 911 County Coordinator

Rule 60FF1-5.0035, F.A.C. Budget Report 6/2021

Budget Report

Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). If there is insufficient space, please include details in an attachment. Budget costs should match requested vendor quote

County: Highlands | **Project Name:** Region 6 GIS Data Repository (year 5)

Budget Categories

Deliverables	Unit Price ($)	Quantity	Total Amount ($)
A. System (Hardware, Software, Equipment, & Labor)			
B. Services (Training, Maintenance, and Warranty Items)			
Services - Cloud based repository, data merging and QC reporting (Year 1)	$18,936.90	1	$18,936.90
Services - Project Mgmt, training, meetings	$989.00	1	$989.00
RapidSOS Premium Annual Subscription; based on a 5 year subscription	$2,388.00	9	$21,492
		Overall Project Total	$41,417.90
		Carry Forward Funds Applied	0
		Grant Request Total Less Carry Forward Applied	$41,417.90

Notes:

Signature, 911 County Coordinator

Rule 60FF1-5.0035, F.A.C. Budget Report 6/2021

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: Mar 21, 2023 9:00 AM

PRESENTER: **Laurie Hurner, County Administrator**

SUBJECT/TITLE: **Creation of new Critical Infrastructure Division, and creation of three (3) associated positions.**

STATEMENT OF ISSUE

Over the last few years Highlands County has experienced growth along with several years of above average rainfall amounts. The increased rainfall combined with increased development has created a need for increased focus on overall drainage infrastructure within the County. To achieve this, the County Administrator has worked with the Engineering Department to develop a plan to create a new division, to be called the Division of Critical Infrastructure. This new division will oversee the Solid Waste Department, the GIS/Addressing Department, and a new proposed Drainage Infrastructure Department.

The County Administrator is respectfully requesting the creation of the Critical Infrastructure Division. Two additional positions will be created as well: a Project Manager – Drainage Projects position and a Critical Infrastructure Administrator position. The project manager will assist with the many projects and requests for service expected for this department and will assist oversight of the NPDES program required by FDEP. The Administrator position is needed to help develop budgets, oversee project funding disbursement, and other common administrative and documentation needs. The Solid Waste Department and GIS department will be transferred to the new Division of Critical Infrastructure.

RECOMMENDED ACTION

Move to approve the creation of the Critical Infrastructure Department with three (3) new positions as presented. and to appoint Clinton Howerton, Jr., P.E., CPM to the Critical Infrastructure Director, and promote JD Langford, Jr., P.E., from Assistant County Engineer to County Engineer.

FISCAL IMPACT

The annual fiscal impact is estimated to increase Fund 401 (Solid Waste) and Fund 005 (General) in the amounts of $34,860 and $111,590, respectively and an estimated decrease to Fund 110 (Transportation Trust) in the amount of $136,450 for personnel costs excluding benefits for the initial reorganization. Operating costs will be minimal in the current fiscal year which will be absorbed in each respective fund.

Attachments: Crit Inf Dept Administrator () 03.21.2023.pdf
Critical Infrastructure Director () 3.21.2023.pdf

Project Mgr Drainage and Infrastructure () 3.21.2023.pdf

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
JOB DESCRIPTION

REGULAR ☒ **SENIOR MANAGEMENT SERVICE** ☐ **OPS/OTHER** ☐ _____

POSITION INFORMATION

Position Type
Admin ☐ **Director** ☐ **Manager** ☐ **Supervisor** ☐ **Non-Supervisor** ☒

Job Title: Critical Infrastructure Dept Administrator	**Division**: Critical Infrastructure	**Department:** Critical Infrastructure	**Cost Center:**
Job Code: TBD	**Pay Grade**: 112	**Pay Band:** $47,381.53 - $71,072.30	**FTE**: 1.0
Included/Exempt: Exempt	**Type of Transaction**:		
EMPLOYEE:	**Special Risk**: Yes ☐ No ☒	**Overtime**: Yes ☐ No ☒	

1. This position reports directly to: Job Title Critical Infrastructure Director Job Code TBD Pay Grade 121

2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:

POSITION DUTIES & RESPONSIBILITIES

General Description:

A highly skilled position responsible for the supervision and general operations of the Division of Critical Infrastructure with regards to permitting, application acceptance, office budgeting, personnel support and customer relations.

Essential Job Functions:

- Supervises Public Works Specialists, Public Works Coordinator and overall office operations.
- Oversees duties and responsibilities at the counter, receiving plans, permit applications and telephone calls.
- Prepares budget reports for departments under Director of Infrastructure direction.
- Prepares Budgets and CFS forms for all departments under Director of Infrastructure's direction.
- Acts as liaison with the Clerk's Finance Department and auditors.
- Responsible for reviewing all accounts within the Cost Centers under Director of Infrastructure's direction.
- Responsible for requesting journal entries and corrections to any transactions that were recorded incorrectly.
- Responsible for making sure that invoices, PO's and p-card purchases are processed correctly.
- Responsible for Executime time sheets being correct when they are turned every other Monday for payroll purposes.
- Explains different ordinances pertaining to permitting or directs to appropriate personnel.
- Accepts, screens and provides information requested by telephone.
- Leads work in operations at the system level and record level function.
- Updates table listings and personnel records as needed.
- Maintains supervisor's calendar and coordinates meetings as required.
- Initiates and maintain an effective functional file system.
- Responsible for adherence to the County's records destruction Schedule.
- Composes letters and memorandums for department and supervisor.
- Generates weekly, monthly and yearly reports for in-house use, inter-departmental and state agencies.
- Generates and manages department requisitions and purchase orders.
- Oversees and assists with essential functions related to the Solid Waste Office Manager as well as the Solid Waste Accounting Manager's position. Includes overall function of scale house, record keeping, personnel administration, and reporting of required documents to State and other departments.
- Responds productively to change and performs all other related tasks as required and as directed

Knowledge, Skills, and Abilities:

- Knowledge of government procedures and policy, specifically related to financial requirements.
- Demonstrate knowledge with respect to applications for development review, driveway permits and utility permits.
- Knowledge of business English, spelling, and punctuation.
- Ability to exercise good judgment and tact in the interpretation of County requirements and while dealing with the public.
- Ability to meet deadlines and accomplish daily tasks as required.
- Ability to prepare complex documents and reports.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to maintain harmony with supervisory personnel and other appropriate County departments as necessary.
- Ability to operate computers for typical office functions in word processing, spreadsheet, scheduling and report generation.

Physical Skills:

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

MINIMUM QUALIFICATIONS

Education & Experience:

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

Graduation from an accredited college or university with an associate's degree (or equivalent) in Accounting, Management, Public Administration, Business or related field. Three years' experience and training in Public Works related work indicated in job description. Must be able to produce computerized spreadsheets and reports.

Licenses, Certifications, or Registrations:

Must possess and maintain a valid Florida Driver License

Other job related requirements:

Disaster Essential.

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

40 hour work week, employee in this position is exempt and will not recieve Overtime

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 ☐ Supervisor/Director Signature:	Title:	Date:

Internal Use Only:

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

Approval of Human Resources:	Title: Human Resources Manager	Date:

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
JOB DESCRIPTION

REGULAR ☐ **SENIOR MANAGEMENT SERVICE** ☒ **OPS/OTHER** ☐ _____

POSITION INFORMATION

Position Type
Admin ☐ **Director** ☒ **Manager** ☐ **Supervisor** ☐ **Non-Supervisor** ☐

Job Title: Critical Infrastructure Director	**Division**: Critical Infrastructure	**Department:** Critical Infrastructure	**Cost Center:** ____
Job Code: TBD	**Pay Grade**: 121	**Pay Band:** $80,050.10-$120,075.15	**FTE**: 1.0
Included/Exempt: Exempt	**Type of Transaction**:		
EMPLOYEE: Clinton Howerton Jr., P.E.	**Special Risk**: Yes ☐ No ☒	**Overtime**: Yes ☐ No ☒	

1. This position reports directly to: Job Title County Administrator Job Code 0200 Pay Grade 401

2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:

CIP Mgr Solid Waste TBD/118		
Project Manager - Drainage TBD/116		
Infrastructure Dept. Admin TBD/112		
Solid Waste Op. Manager 1168/117		
GIS Manager/ 1096 / 115		

POSITION DUTIES & RESPONSIBILITIES

General Description:

This is a professional position responsible for directing all operations and personnel under the Department of Critical Infrastructure. Position is responsible for major functional areas of Public Works including planning and administration of capital projects relating to storm water infrastructure, drainage improvement programs, associated development review, infrastructure emergency management and resiliancy, planning and coordinating technical engineering services for storm water management and solid waste facilities, management of solid waste functions, and overseeing development and implementation of programs, practices and procedures for the areas under its direction.

Essential Job Functions:

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

- Acts as a consulting engineer to the Board of County Commissioners. Attends Board meetings as necessary.
- Plans, coordinates, directs, and exercises general supervision over employees engaged in the furtherance of the activities under the direction of the Division of Critical Infrastructure. Studies departmental organization, personnel distribution, and project requirements to determine the most efficient and economical utilization of facilities, personnel, and equipment.
- Responsible for designing and engineering of County Infrastructure Works projects including drainage/storm water and transportation infrastructure and miscellaneous engineering projects to meet the needs of residents as directed. Develops and implements programs, practices, and procedures for all areas under its direction.
- Supervises and coordinates the activities of subordinate supervisors and employees including determining work procedures and schedules, issuing instructions and assigning duties, reviewing work, recommending personnel actions, conducting performance reviews, and conducting departmental training and orientation.
- Develops and assists in applications for grant and other funding requests for infrastructure or related fields.
- Reviews federal, state, and local laws, rules, and regulations governing the programmatic areas supervised and ensures departmental compliance with those regulations through standard operating procedures, administrative directives, staff meetings, and other management tools.
- Conducts and attends meetings and conferences to discuss current work problems, policy changes, safety, and other related matters.
- Participates in national, state, and/or professional associations in the Public Works or related fields.
- Directs the business and financial affairs of public works areas under its direction including preparation of requisitions, budget amendments and transfers, and monitoring expenditures to budgeted line-item accounts in accordance with established procedures.
- Develops, implements and updates procedural and managerial systems to enhance the integration and operation of the department and ensures consistency with county wide policies and procedures.
- Develops and plans infrastructure improvement projects (including but not limited to storm water, transportation, utilities, solid waste, flood management, and capital improvements as needed).
- Assists in the long-range planning and budget development for major departmental programs; reviews component requests and provides input.
- Coordinates the dissemination of technical information to the Board of County Commissioners, other governmental agencies, and the public.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Consistently follow Board policies and procedures.
- Responds productively to change and performs all other tasks as directed.

Knowledge, Skills, and Abilities:

- Knowledge of modern techniques, methods, procedures, and practices of water resources/hydrology and other public works engineering.
- Ability to establish and maintain effective working relationships with the public, vendors, co-workers, and Administration.
- Ability to plan, direct, supervise, and inspect public works programs and activities.
- Ability to prepare written technical reports, estimates, construction, and other cost records.
- Ability to plan, assign, instruct, review, and evaluate work assignments of personnel.
- Ability to develop, prepare and present long-range plans and programs relating to Infrastructure/Public Works.
- Ability to evaluate construction problems and respond to community needs.
- Working knowledge of operational function of Solid Waste disposal facilities.
- Demonstrated leadership roles in national, state, and/or professional associations in the Public Works or related fields.

Physical Skills:

The person in this position: Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, co-workers, managers, directors, Administration, and the Board of County Commissioners. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 30 lbs. Constantly works in indoor and outdoor environments. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS

Education & Experience:

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

Bachelor's degree from an accredited college or university in Civil Engineering and a minimum of six (6) years of experience in Public Works Engineering, including three (3) years in a highly responsible / supervisor capacity.

Licenses, Certifications, or Registrations:

Must possess a valid Florida Drivers license while employed.
Licensed Professional Engineer in the State of Florida, required.

Other job related requirements:

Disaster Essential.

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

40 hour work week, employee in this position is exempt and will not recieve Overtime

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 ☐ Supervisor/Director Signature:	Title: County Administrator	Date:

Internal Use Only:

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

Approval of Human Resources:	Title: Human Resources Manager	Date:

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
JOB DESCRIPTION

REGULAR ☒ **SENIOR MANAGEMENT SERVICE** ☐ **OPS/OTHER** ☐ _____

POSITION INFORMATION

Position Type
Admin ☐ **Director** ☐ **Manager** ☐ **Supervisor** ☐ **Non-Supervisor** ☒

Job Title: Project Mgr Drainage and Infrastructure	**Division**: Critical Infrastructure	**Department:** Drainage	**Cost Center:**
Job Code: TBD	**Pay Grade**: 116	**Pay Band:** $59,818.09 - $89,727.14	**FTE**: 1.0
Included/Exempt: Exempt	**Type of Transaction**:		
EMPLOYEE:	**Special Risk**: Yes ☐ No ☒	**Overtime**: Yes ☐ No ☒	

1. This position reports directly to: Job Title Critical Infrastructure Director Job Code TBD Pay Grade 121
2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:

POSITION DUTIES & RESPONSIBILITIES

General Description:

Advanced professional and technical work in the field of Civil Engineering. The position involves the preparation and/or review of plans, designs and specifications for public works projects. Area of practice will be specialized in water resources and hydrology with occasional transportation and other general civil engineering components. Assists in project development, permitting, design, and funding applications for various drainage related projects.

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.

- Evaluates areas of need related to drainage and other infrastructure.
- Performs design of drainage systems as well as roadways, intersections, and other public works projects in accordance with established specifications and standards.
- Prepares contract specifications for public works projects.
- Coordinates and directs designers and draft persons in preparing plans.
- Prepares applications for and secures environmental and water management districts permits.
- Attends meetings and conferences with regulatory agencies to discuss projects and formulate recommendations on design decisions and other related matters.
- Conducts construction site visits, performs inspections, and resolves construction-related problems with contractors on public works projects.
- Coordinates with survey crew needed information and stakeouts on design construction projects, and assists in the field as needed.
- Oversees implementation of NPDES/MS4 program implementation and development.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Consistently follows Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

Knowledge, Skills, and Abilities:

• Considerable knowledge of principals and practices of Civil Engineering, specifically in the areas of drainage/water resources and hydrology.
• Knowledge of water computer models (ICPR Versions 3 & 4) and water management district regulations and procedures.
• Knowledge of electronic drawing software (AutoCAD) Ability to plan, design, coordinate and inspect public works projects.
• Knowledge of mapping software such as GIS (ESRI ArcMap) and other mapping programs.
• Ability to prepare written technical reports, estimates, construction and other cost records.
• Ability to assist in the direction, instruction and review of work assignments.
• Ability to establish and maintain effective working relationships with state and federal agencies and the general public
• Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

Physical Skills:

The person in this position: Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, co-workers, managers, directors, Administration, and the Board of County Commissioners. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 30 lbs. Constantly works in indoor and outdoor environments. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS

Education & Experience:

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

Bachelors degree from an accredited college or university in Civil Engineering and a minimum of three (3) years experience in Public Works Engineering. Experience in water resources and hydrology preferred.

Licenses, Certifications, or Registrations:

Must possess and maintain valid Florida Drivers license.

Other job related requirements:

Disaster Essential.

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

40 hour work week, employee in this position is exempt and will not recieve Overtime

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 ☐ Supervisor/Director Signature:	Title:	Date:

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 21, 2023

PRESENTER: **Sherri Bennett, Human Resources**

SUBJECT/TITLE: **Request approval to appoint Belinda Decker as Retiree member to the Highlands County Insurance Committee.**

STATEMENT OF ISSUE

The Insurance Committee's Retiree voting member has been vacant for over a year. The Committee met on March 2, 2023; Human Resources informed members that Belinda Decker would like to fill the vacancy. Ms. Decker retired in 2022, prior to retiring she was a voting member representing the Clerk of Court. She has a vast amount of knowledge and would be an asset to the Committee. The consensus of the members is to appoint Ms. Decker.

RECOMMENDED ACTION

Move to approve appointment of Belinda Decker as Retiree member to the Highlands County Insurance Committee.

FISCAL IMPACT

No fiscal impact

Attachments: Meeting Minutes 3.2.2023.docx

INSURANCE COMMITTEE MINUTES

March 2, 2023

Members in Attendance:	Chris Campbell, Chairman Becky Tyson, HC Sheriff Daniel Schumacher, Tax Collector Layla Haynes, Clerk of Courts Jonathan Harrison, BCC Employee Rep Ariel Fells, Outside Agency Dusty Johnson, Public Citizen
Others in Attendance:	Tanya Cannady, BCC Business Services Director Sherri Bennett, Human Resources Manager Mercy Fernandez, Human Resources Technician Shawn Fleming, Gehring Group

The meeting was called to order at 10:00 a.m. by Commissioner Campbell, Chairman.

The announcement sheet was read by Commissioner Campbell.

Commissioner Campbell requested approval of the minutes from the September 12, 2022, Insurance Committee meeting. Dusty Johnson motioned to approve, and Ariel Fells seconded. All members voted "aye", the motion carried.

Old Business:

None

New Business:

Tanya Cannady proposed that Belinda Decker be the representative for County Retirees. Commissioner Campbell asked for consensus, and everyone on the Committee agreed.

Claims Review – Shawn Fleming, Gehring Group:

Shawn discussed the claims review; explained that enrollment is slightly down. Shawn explained that Medical claims are down by 13% but Pharmacy claims are up by 14%. However, for the first time in a long time our numbers are not in the red. The Reserve Accumulation is 239,461 thru December 2022.

The next Committee meeting date will be June 1, 2023.

Meeting Adjourned 10:37a.m. by Commissioner Campbell.

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Rachel Barry, Zoning Supervisor**

SUBJECT/TITLE: **Request to appoint three (3) alternate voting members to the Highlands County Board of Adjustment (BOA) and the Planning and Zoning Commission and Local Planning Agency (P&Z).**

STATEMENT OF ISSUE

There are three (3) alternate voting member positions available for the Highlands County Board of Adjustment (BOA) and the Planning and Zoning Commission and Local Planning Agency (P&Z). We have received applications from the following citizens:

1. Sara Pipal
2. Douglas Miller, Jr.
3. James Leonardo
4. Valerie Laurence
5. Lance Giller

Applicants that have withdrawn their applications or have been appointed to other boards or committees are not included in this list. Since BOA members are a final decision board and the same members serve on P&Z, it was determined by legal that members of the BOA and P&Z would not be able to serve on additional County boards or committees. The applications for alternates were not brought sooner due to internal staff discussions on the appropriateness of having alternates.

Staff's recommendation would be to appoint Sara Pipal, Doug Miller, and James Leonardo as alternate members of the BOA and P&Z. Each alternate member term would be effective for four (4) years.

RECOMMENDED ACTION

Move to approve the appointment of Ms. Sara Pipal, Mr. Douglas Miller, Jr., and Mr. James Leonardo as alternate voting members of the Highlands County Board of Adjustment (BOA) and the Planning and Zoning Commission (P&Z).

FISCAL IMPACT

There is no fiscal impact.

Attachments: Resumes.pdf

From: noreply=revize.com@turbo-smtp.info on behalf of noreply@revize.com
To: Drake, Michelle
Cc: tmorgan@highlandsfl.gov
Subject: Committee Application
Date: Friday, April 29, 2022 9:16:20 AM

[**CAUTION:** External Message*]

Name = Sara Pipal
Address = 20 Quail Roost Rd
City = Lake Placid
State = FL
Zip_Postal_Code = 33852
Phone = 612-404-8116
Email = spipal@bhhsflpg.com
Request = Affordable Housing Advisory Committee
Request = Board of Adjustment / Planning & Zoning Commission
Membership Type = Regular Member
Current Employment Experience: = Current Affiliations:
Team Leader - The Pipal Group BHHS Florida Properties Group
Broker Associate with BHHS Florida Properties Group
2022 - President Elect - Heartland Association of Realtor

Committees:
Government Affairs, Diversity & Community Outreach, MLS, Education.

Previous Employment Experience: = Director of the Heartland Association
Chair for the At Home with Diversity and Community Outreach Committee
Chair for the MLS Committee
Managing Broker for Coldwell Banker Highlands Properties

High School = I have been licensed as a Broker in NC, MN and Florida
College = College
Special Training: = Designations: GRI, AHWD, SRS
Activities & Interest: = When I am not working, I spend my time with family and travelling with my husband.
Current positions on boards, committees, elected offices, law enforcement positions: =
2022 -President Elect - Heartland Association of Realtor
2016-2018 and 2020-2021 - Director Heartland Association of Realtors
2019 - Director Minneapolis Association of Realtors

Relation = No
Relative Name: =
Relationship: =
Conviction = No
Gender = Female
Disabled = No
Age = 55
Race: = White
Signature Certification: = Checked indicating Electronically Signed
Client IP = 96.94.6.197

[***CAUTION:** This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

From: noreply=revize.com@turbo-smtp.info on behalf of noreply@revize.com
To: Drake, Michelle
Cc: tmorgan@highlandsfl.gov
Subject: Committee Application
Date: Tuesday, June 28, 2022 11:20:44 AM

[**CAUTION:** External Message*]

Name = Douglas J Miller Jr
Address = 8020 County Road 635
United States
City = Sebring
State = FL
Zip_Postal_Code = 33875
Phone = 8632735253
Email = doug@legacyproduceinc.com
Request = Board of Adjustment / Planning & Zoning Commission
Membership Type = Regular Member
Current Employment Experience: = Self-employed
Produce Salesman
6 years
Legacy Produce Inc
8020 County Road 635
Sebring, FL 33875
863-273-5253

Previous Employment Experience: = Mack Farms/McMelon
Produce Salesman

Reiter Affiliated Companies
Strawberry/Blueberry Production Manager

Lipman Family Farms
Produce Salesman

High School = High School
Sebring High School
College = College
Abraham-Baldwin Agriculture College
Special Training: = Special Training
Activities & Interest: = Coaching Baseball
Showing Beef Cattle
Raising Show Cattle
Beef Cattle Genetics
Time spent with family
Current positions on boards, committees, elected offices, law enforcement positions: = Past
Farm Bureau Board Member and President
Dixie Youth Baseball Board Member
Relation = Yes
Relative Name: = Thomas Andrews
Cody Miller

Relationship: = uncle and brother
Conviction = No
Gender = Male
Disabled = No
Age = 42
Race: = White
Signature Certification: = Checked indicating Electronically Signed
Client IP = 4.36.112.46

[***CAUTION:** This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

From: noreply=revize.com@turbo-smtp.info on behalf of noreply@revize.com
To: Drake, Michelle
Cc: tmorgan@highlandsfl.gov
Subject: Committee Application
Date: Wednesday, March 8, 2023 10:18 AM

[**CAUTION:** External Message*]

Name = James Leonardo
Address = 3701 Grand Concourse
City = Sebring
State = FL
Zip_Postal_Code = 33875
Phone = 863-381-2798
Email = leonardojames95@gmail.com
Request = Board of Adjustment / Planning & Zoning Commission
Membership Type = Alternate Member
Current Employment Experience: = Since 2020, I have owned and operated Carter and Leonardo Environmental Services. As an Environmental Scientist and Authorized Gopher Tortoise Agent; I consult clients on state and federal environmental permitting, county environmental clearance, due diligence studies, etc.

Previous Employment Experience: = 2018-2020: I worked as an account manager for Cellular Sales in Tallahassee.

High School = Sebring High School
College = Florida State University
Special Training: = Special Training
Activities & Interest: = Salt and Fresh water fishing, Attending local central Florida events; Strawberry Festival, Sebring Fair, Gun Shows, etc., Live sporting events; Florida State Football, Tampa Bay Lightning, etc., Physical fitness, Spending time with family
Current positions on boards, committees, elected offices, law enforcement positions: = N/a

Relation = No
Relative Name: =
Relationship: =
Conviction = No
Gender = Male
Disabled = No
Age = 27
Race: = White
Signature Certification: = Checked indicating Electronically Signed
Client IP = 72.186.52.108

[***CAUTION:** This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

From: noreply=revize.com@turbo-smtp.info on behalf of noreply@revize.com
To: Drake, Michelle
Cc: tmorgan@highlandsfl.gov
Subject: Committee Application
Date: Wednesday, September 7, 2022 6:33 PM

[**CAUTION:** External Message*]

Name = Valerie Laurence
Address = 113 Murray CT NW
City = Lake Placid
State = FL
Zip_Postal_Code = 33852
Phone = 5182699442
Email = valerie0200@yahoo.com
Request = Board of Adjustment / Planning & Zoning Commission
Membership Type = Advisory Only
Current Employment Experience: = 7 Years Accounting
Previous Employment Experience: = Accounting
High School = Schalmont
College = SUNY Delhi
Special Training: = DIY-er
Activities & Interest: = I'd love to give some feedback as a property owner navigating the land development processes for both residential and industrial.
Current positions on boards, committees, elected offices, law enforcement positions: = N/A
Relation = No
Relative Name: =
Relationship: =
Conviction = No
Gender = Female
Disabled = No
Age = 38
Race: = White
Signature Certification: = Checked indicating Electronically Signed
Client IP = 174.211.111.109

[***CAUTION:** This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

From: noreply=revize.com@turbo-smtp.info on behalf of noreply@revize.com
To: Drake, Michelle
Cc: tmorgan@highlandsfl.gov
Subject: Committee Application
Date: Thursday, June 16, 2022 5:31:03 PM

[**CAUTION:** External Message*]

Name = Lance Giller
Address = 8884 W Josephine Rd

City = Sebring
State = FL
Zip_Postal_Code = 33875-7213
Phone = 8633856000
Email = lancebekistan@gmail.com
Request = Board of Adjustment / Planning & Zoning Commission
Request = Tourist Development Council
Membership Type = Regular Member
Current Employment Experience: = Currently Unemployed
Previous Employment Experience: = I ran a small manufacturing company for nearly 29 years. I have also worked as a casino slots technician, waiter and tower technician.
High School = Sebring High School
College = None
Special Training: = Vertical Climbing and Rescue and some RF Safety
Activities & Interest: = Exotic Cats, IT, Video Games, Mind Training, Psychology and Physics
Current positions on boards, committees, elected offices, law enforcement positions: = None
Relation = No
Relative Name: =
Relationship: =
Conviction = No
Gender = Male
Disabled = No
Age = 45
Race: = White
Signature Certification: = Checked indicating Electronically Signed
Client IP = 67.208.195.67

[***CAUTION:** This message originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER:	**Melony Culpepper, Assistant Development Services Director/Planning and Zoning Manager**
SUBJECT/TITLE:	**Public hearing to consider removal of the local historic designation of that property located at 6926 CR 17 South, Sebring, Florida identified as the Percefull (Barrow) House.**

STATEMENT OF ISSUE

The Applicants are requesting to remove the local historic designation on their home. The Applicants contend that they were unaware of the local historic designation when they purchased their home in 2015 and that the historic designation will be detrimental to maintaining their property.

The Historic Preservation Commission (HPC) recommended approval of the removal of the local historic designation as presented, pending legal review.

RECOMMENDED ACTION

Move to approve and adopt by Ordinance 22-23-18, removing the local historic designation for that property located at 6926 CR 17 South, Sebring, Florida identified as the Percefull (Barrow) House.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Application for Removal of Historic Designation.pdf
Pictures Percefull (Barrow) House.pdf
Ordinance 06-07-38 Adding Local Historic Designation.pdf
Ordinance 22-23-19 to Remove Local Historic Designation.pdf

Highlands County
Historic Preservation Commission

Application for ~~Designation~~ of Removal of Historic District or Property

File Number: _____

Submit this Application to the Highlands County Planning Division 501 S. Commerce Avenue, Sebring FL 33871-1926	For information: (863) 402-6650 Fax: (863) 402-6651

Type of property nominated *(to be filled out by staff)*				***Dates of Actions***
(building)	structure	archaeological	FL Master Site File #: HG00776	HPC Recommendation: 1/12/2023 Approval
historic	district	multiple resource	Eligible for National Register Nomination	BCC Meeting: 3/21/2023

1. Name and Location of Property

Site Name: Barrow House

Other Names/Site Numbers: Percefull House

Location Address: 6926 CR 17 South, Sebring, FL 33876

Historic Address: 6926 CR 17 South, Sebring, FL 33876

Strap Number: C22-35-29-030-0400-0040 Tax Map Number: 92A Acreage:

2. Property Owner(s) Name and Address

Name: [redacted]

Mailing Address: 6926 CR 17 S

City or Town: Sebring State: FL Zip Code: 33876

Phone Number (h): [redacted] E-mail: [redacted]

3. Application Prepared By (9 Attach Agent Affidavit if not prepared by Owner)

Name/Title:

Organization: N/A

Mailing Address:

City or Town: State: Zip Code:

Phone Number (h): (w): E-mail:

Signature: **Date:**

4. Description of Site and Photographs

Attach photographs of the site. (Page #:)
For architectural features, attach photographs of each elevation. (Page #:)

Narrative Description: On one or more continuation sheets, describe the historic and existing conditions of the property, conveying the following information: historic and current use; original location and setting; natural features; pre-historic man-made features; subdivision design; description of surrounding buildings; materials; major alterations and present appearance; interior appearance. (Page #:)

5. Function or Use

Historic functions:

Current functions: Homestead / PRIMARY Residence

6. Number of Resources within Property

Resource Type	Contributing	Noncontributing
Buildings		
Sites		
Structures		
Objects		
Total		

Contributing resources previously listed on the National Register or Local Register:

Number of multiple property listings:

7. Statement of Significance

7A. Criteria for Significance

Its value is a significant reminder of the cultural or archaeological heritage of the county, state, or nation.

Its location is the site of a significant local, state or national event.

It is identified with a person or persons who significantly contributed to the development of the county, state, or nation.

It is identified as the work of a master builder, designer, or architect whose work has influenced the development of the county, state, or nation.

Its value as a building is recognized for the quality of its architecture, and it retains sufficient elements showing its architectural significance.

It has distinguishing characteristics of an architectural style valuable for the study of a period, method of construction, or use of indigenous materials.

Its character is a geographically definable area possessing a significant concentration, or continuity or sites, buildings, objects or structures united in past events or aesthetically by plan or physical development.

Its character is an established and geographically definable neighborhood, united in culture, architectural style or physical plan and development.

It has contributed, or is likely to contribute, information important to the prehistory or history of the county, state, or nation.

7B. Areas of Significance

Period of Significance:

Significant Dates (dates constructed and/or altered):
Significant Person(s):
Cultural Affiliation/Historic Period:
Builder:
Architect:
Significant Events:
7C. Narrative Statement of Significance
On one or more continuation sheets, explain the significant of the property as it relates to the above criteria and information. Include biographical data on significant person(s), builder, and/or architect, if known. (Page #:)
8. Bibliographical References
On one or more continuation sheets, cite the books, articles, and other sources used in preparing this application. (Page #:)
9. Continuation Sheets
Applicant shall provide a heading on each continuation sheet with the Site Name, and consecutively number the pages.

Required Attachment:
1. On one or more continuation sheets, describe boundary line encompassing all man-made and natural resources to be included in designation (general legal description or survey.) (Page #:)
2. Attach map delimiting proposed boundary. (Page #:)
SEE ATTACHMENT - Page 5

Historic Preservation Commission Recommendation (to be filled-out by staff)
Recommend to the Board of County Commissioners to remove the local historic designation pending legal review. Approval was unanimous (6-0).
Board of County Commissioners Action (to be filled-out by staff) Scheduled date of BCC Meeting: 3/21/2023
Letters sent to occupants and owners. Attach copies of published notices.

Attachment : Request for removal from Historic Property
6926 CR 17 South, Sebring, Florida

We purchased our current residence at 6926 County Road 17 South, in 2015 and had no knowledge that the previous owner had entered into an agreement pertaining to the Historic significance of this property. Since that time we have spent a significant amount of money and time improving the condition of the property as it was in a rundown condition at the time we purchased it. Stuart Construction pulled permits and redid the roof, Window World pulled permits to change out all 54 windows. At no time was this work scrutinized by the Building Department for historic review. In August of this year when our homeowners insurance company gave us 30 days to re-roof our garage roof (the only roof not redone by Stuart Construction as it didn't need it) we were issued a permit but then upon completion we learned our property was flagged for its historic status. Fortunately, with several phone calls and a visit to the building department we were able to get the permit signed off on and were able to maintain our insurance policy. It was during this event that we learned and were provided documentation pertaining to the previous owners 2007 agreement to list the house as a Historic Property.

We used a local attorney for our closing and a title search was completed when we completed the purchase of this residence. Nothing indicated that this property was bound in an agreement which could involve serious fines or jail time. Florida Statute 720.401 requires prospective buyers be provided a disclosure summary pertaining to restrictive covenants set in place by Homeowners Associations. These declarations are recorded in County Land Records to ensure buyers have access to the information should it not be provided by the seller. The restrictive covenants that have been applied to our property by Highlands County, were not recorded in County Land Records or anywhere else that a title search would find them. Somehow the Building Department was not even aware of the 15 year old restrictions on our property until August of this year. While the Historic Preservation Commission is not a HomeOwners Association it imposes significant restrictions (and penalties) on our property none of which we have agreed to.

In closing, we love our house and have no plans or desire to alter its historic character. In fact, we are doing everything in our power to restore and maintain it. Unfortunately, we believe that the rules and regulations attached will be detrimental to maintaining the property.

- The rules, restrictions and penalties decrease the resale value of the house.
- The rules impede the ability to make necessary repairs when they are needed.
- The historic designation and all that goes with it restricts the ability to maintain homeowners insurance.

Should you feel we are incorrect in our assessment of our situation we urge you to buy and maintain a 100 year old property that has gone through periods of neglect or buy a home with a homeowners association which has the power to impose jail time for not abiding with their rules.

[redacted]





DATE EFFECTIVE: _____

ORDINANCE NO. 06-07-38

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, ESTABLISHING A LIST OF SELECTED PROPERTIES WORTHY OF RECOGNITION AS BEING HISTORIC LAND MARKS WITHIN THE UNINCORPORATED AREAS OF HIGHLANDS COUNTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 12.03.502, of the Code of Ordinances, Highlands County, Florida (hereinafter referred to as the "code") authorizes the County Historic Preservation Commission to recommend specific places, districts, sites, buildings, structures or monuments to be designated by ordinance as historic properties or historic districts; and

WHEREAS, Section 12.15.101 of the Code provides for the designation of historic districts and properties; and

WHEREAS, Section 12.15.101 of the Code provides that all designations of historic properties and districts shall be adopted by ordinance; and

WHEREAS, Section 12.15.101.B. of the Code provides that any designation of a historic property or historic district is not to be adopted without the property owner(s) approval, and,

WHEREAS, The following selected structures have been approved by their respective owners to be designated by ordinance to be historic properties;

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Highlands County, Florida, that:

SECTION 1. Designation. The following properties recommended by the County Historic Preservation Commission, with the approvals of the respective property owners, are designated to be historic properties pursuant to Section 12.15.101 of the Code:

1. Pearce Homestead (SFWMD), 116 Lockett Lane, Lorida, Florida 33857, C-08-36-33-A00-0040-0000; legally described as follows: An irregular 16 acre M/L parcel in the northerly portion of Section 8, adjacent to C-38 canal right-of-way
2. Fort Basinger School (SFWMD), 116 Lockett Lane, Lorida, Florida 33857, C-08-36-33-A00-0040-0000; legally described as follows: An irregular 16 acre M/L parcel in the northerly portion of Section 8, adjacent to C-38 canal right-of-way

3. Hollyhurst (Lindemer Home), 745 Lake Lotela Drive, Avon Park, Florida, 33825, C-35-33-28-040-00A0-0120; legally described as follows: Holly Shore Subdivision per Plat Book 2, Page 145, Lot 12, less east 100 feet + less an "L" shaped tract in northeast portion, Lot 12, Block A
4. Venus Teacherage (Highlands County), 41 Venus Clubhouse Road,Venus, Florida 33960, C-23-39-29-A00-0110-0000; legally described as follows: Begin at northwest corner of east ½ of northeast ¼ of northwest ¼ + run east 420 feet, south 420feet, west 420 feet, north 420 feet to beginning, 4.05 acres.
5. Old Lorida School (SFCC), 1957 Loblolly Ave., Lorida, Florida 33857, C-17-35-31-A00-0100-0000; legally described as follows: A 463 feet tract in northeast corner of northwest ¼ of Section 17, less road right-of-way. 17-35-31/10 2.9 acres.
6. Lake Placid Conference Center (Dewey House & Guest Residences), 2659 Placid View Drive, Lake Placid, Florida 33852, C-13-37-29-A00-0010-0000; legally described as follows: 64 acres out of fraction of northeast ¼ fully described in Record Book 29, Page 24, 13-37-29/1 64 acres.
7. Smith House (Coachman-Pollard House & Caretaker's Cottage), 25 Piney Point Drive, Lake Placid, Florida 33852, C-25-36-29-A00-0030-0000; legally described as follows: A tract of land lying in 25-36-29 or resurvey of Government Lot 21 fully described in Document Book 106, Page 544, less an irregular tract out of north ½ of Government Lot 21 per Official Record 561, Page 481 + less a 10 foot strip lying contiguous to south line of Lot 22 of Breezy Cove Subdivision per Official Record 658, Page 984, 25-36-29/3 1.42 acres.
8. Chapman (Hill) House, 1731 Hollyhurst Drive, Avon Park, Florida,33825, C-25-33-28-050-0080-0010; legally described as follows: Replat Pinecrest Lakes etc., per Plat Book 3, Page 118-118A-118B, Lot 1, Block 8.
9. Bond (Etheredge-Barrow) House, 7201 C.R. 17 South, Sebring, Florida 33870, C-22-35-29-040-0420-0000; legally described as follows: DeSoto City per Plat Book 3, Page 74 Replat of Blocks 41 through 44. A tract of approximately 100 X 210 feet on easterly boundary of Block 42.
10. Percefull (Barrow) House, 6926 C.R.17, South, Sebring, Florida 33870, C-22-35-29-030-0400-0040; legally described as follows: DeSoto City 2nd Subdivision Plat Book 1, Page 39, Lots 4 to 7, inc Block 40

SECTION 2: Severability: The sections, subsections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, subsection or section of this Ordinance shall be declared invalid, unconstitutional or unenforceable by the valid judgment or decree of a court of competent jurisdiction, such invalidity, unconstitutionality or unenforceability shall not effect any of the remaining phrases, clauses, sentences, paragraphs, subsections and sections of this Ordinance.

HIGHLANDS COUNTY, FLORIDA CIRCUIT & COUNTY COURTS SEAL

SECTION 3. Conflict. Any ordinance or part thereof in conflict with this Ordinance or any part hereof is hereby repealed to the extent of the conflict.

SECTION 4. Effective Date. This ordinance shall take effect immediately upon filing with the Department of State.

DONE AND ADOPTED this 28th day of August, 2007

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY, FLORIDA

By: C. Guy Maxcy
C. Guy Maxcy, Chairman

ATTEST:

By: L.E. Brooker
L.E. "Luke" Brooker, Clerk

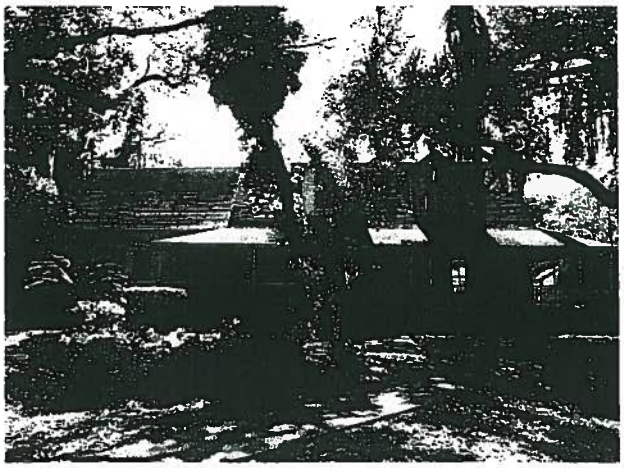
BOARD OF COUNTY COMMISSIONERS SEAL

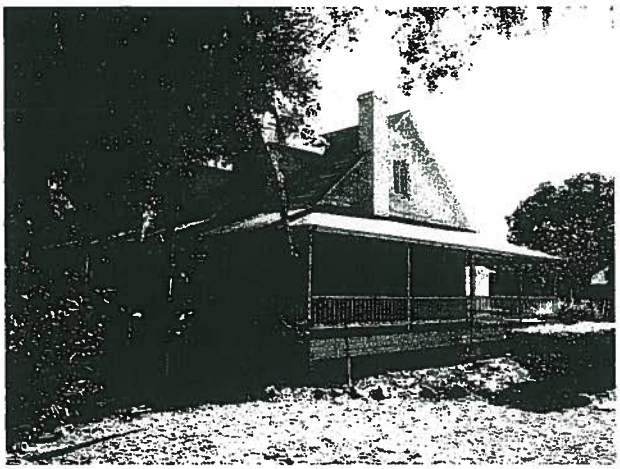
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CIRCUIT & COUNTY COURTS HIGHLANDS COUNTY, FLORIDA

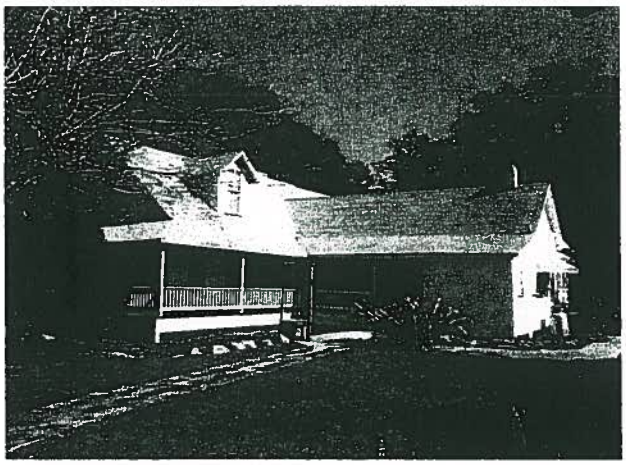
Structure No. 1

STRUCTURES OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY





North Elevation



Southwest Elevation



East Elevation

PEARCE - PEARCE HOMESTEAD

Parcel No. C-08-36-33-A00-0040-0000

Legal Description: An irregular 16 acre M/L parcel in the northerly portion of Section 8, adjacent to C-38 canal right-of-way.

Owner's Name: South Florida Water management District

CIRCUIT & COUNTY COURT HIGHLANDS COUNTY, FLORIDA

Owner's Address: P.O. Box 24680, West Palm Beach, Florida 33416

Site Address: 116 Lockett Lane, Lorida, Florida 33857
Date Built: c. 1927

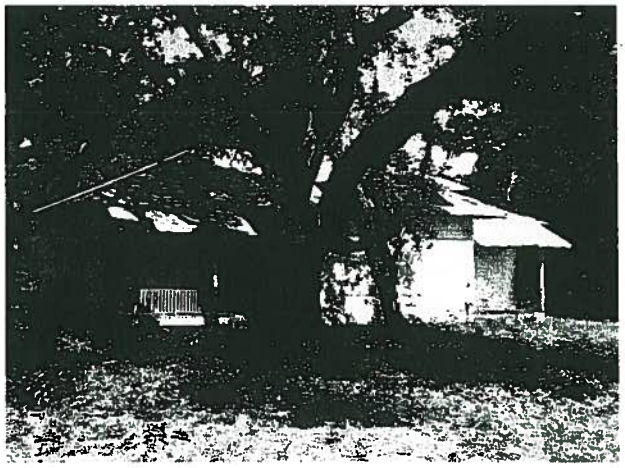
Architectural Style: Frame vernacular: This common wood frame construction technique was employed by lay or self-taught builders. Frame vernacular houses are typically one or two stories in height, with wood balloon frame structural systems and brick pier foundations. Plans are usually rectangular, although L-shaped plans were often used to maximize cross-ventilation. Its gable or hip roofs usually have steep pitches which accommodate attic space. Horizontal drop siding and weatherboard are the most common exterior wall surface materials. Wood shingles are often used to cover the roofs, but almost all have been replaced by composite shingles. Simple entrance or end porches are also common features of this style. Fenestration is regular, but not always symmetrical. Windows are double-hung sash with multi-plane glazing, and doors contain recessed wood panels. Exterior decoration is sparse and limited to ornamental woodwork.

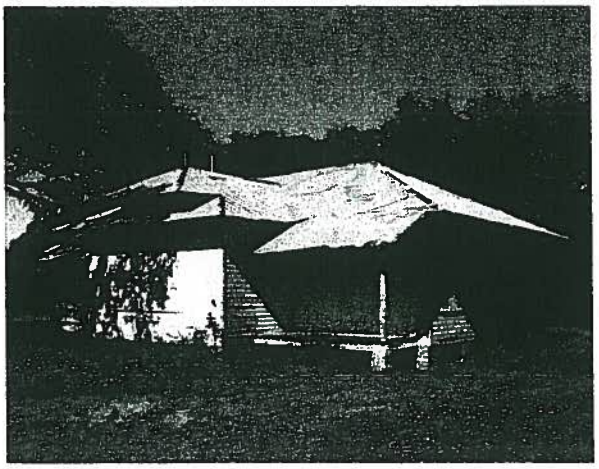
This one-and-a-half story wood frame residential building features a steeply pitched side gable roof with two prominent gable dormers on the front slope. A hip roof veranda wraps around three sides of the house. The porch roof is supported by square posts and contains a square baluster balustrade. A large exterior brick chimney stack is located on the building's south side. An oriel bay extension protrudes from the northeast corner of the residence. Alterations to the house consist of a rear gable room addition and roof surfacing material.

History of the Structure: This house lays on property originally settled by pioneer John Mizell Pearce, who first visited the region while in military service during the Third Seminole War. After serving in the Confederate Army during the Civil War, Pearce returned to establish a ranch on the banks of the Kissimmee River near the site of what was at one time Fort Basinger, built during the Second Seminole War by the forces of Zachary Taylor. There Pearce developed one of the area's largest cattle ranches, and his son, William Sidney, took over the ranch after his death in 1897. William's daughter, Edna Pearce Lockett, inherited the property after his death in 1944. Edna Pearce Lockett obtained a B. A. degree from Florida Southern College in Lakeland and became a teacher and principal at the Fort Basinger School. Four years later she returned home to take over the duties of her ranch after her brother was killed in an automobile accident. At the time Edna Pearce was intensely involved in civic affairs, holding numerous high offices in the state Democratic party, including attending the national convention in 1938 as a Florida delegate. In that same year she was elected to the Florida House of Representatives and was the only woman serving in the legislature at the time. Edna Pearce sponsored many legislative measures to improve the rights of women, such as entitling them to serve on juries, collect equal pay for equal work, and protect their property rights. In 1953 she married London businessman William James Lockett and remained at her home until her death in 1990. The residence on this property was constructed in 1927.

HIGH CIRCUIT & COUNTY COURTS
SONY COUNTY FLORIDA

STRUCTURES OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY





South Elevation

FORT BASINGER SCHOOL

Parcel No. C-08-36-33-A00-0040-0000

Legal Description: An irregular 16 acre M/L parcel in the northerly portion of Section 8, adjacent to C-38 canal right-of-way.

Owner's Name: South Florida Water Management District
Owner's Address: P.O. Box 24680, West Palm Beach, Florida 33416

Site Address: 116 Lockett Lane, Lorida, Florida 33857
Date Built: c. 1910

Architectural Style: Frame Vernacular (1 room school). This common wood construction technique was employed by lay or self-taught builders. Frame vernacular houses are typically one or two stories in height, with wood balloon frame structural systems and brick pier foundations. Plans are usually rectangular, although L-shaped plans were often used to maximize cross-ventilation. Its gable or hip roofs usually have steep pitches which accommodate attic space. Horizontal drop siding and weatherboard are the most common exterior wall surface materials. Wood shingles are often used to cover the roofs, but almost all have been replaced by composite shingles. Simple entrance or end porches are also common features of this style. Fenestration is regular, but not always symmetrical. Windows are double-hung sash with multi-plane glazing, and doors contain recessed wood panels. Exterior decoration is sparse and limited to ornamental woodwork.

Notable features of this building include a low-pitched hip roof with exposed rafters and a cross hip room extension with a hip dormer. Two shed roof porches, on turned baluster posts, flank the cross hip extension in the front elevation.

CIRCUIT & COUNTY COURT HIGHLANDS COUNTY FLORIDA

History of the Structure: This one-room school building was once the Fort Basinger School founded by William Sydney Pearce, son of the early settler and rancher John Mizell Pearce. It was constructed in 1910. William Pearce's daughter, Edna Pearce Lockett, taught at the school and served as its principal before 1948, when she was elected to the Florida House of Representatives. At the time she was the only woman in the state legislature and was an early advocate of women's rights. The structure is no longer in-situ and is currently moth-balled and shares the site with the Pearce Homestead.

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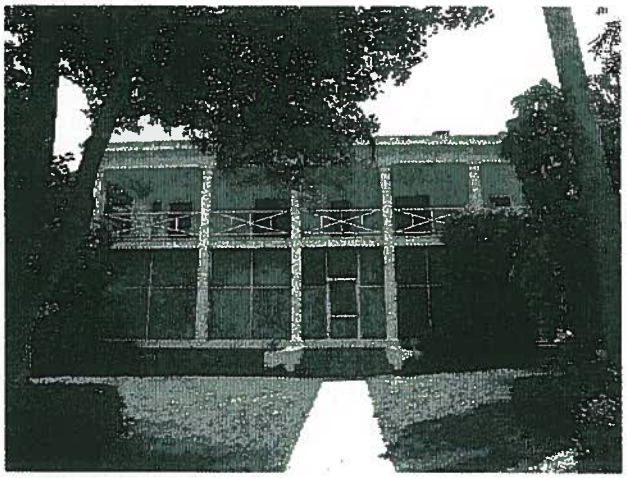
CIRCUIT & COUNTY COURTS
HIGHLANDS COUNTY, FLORIDA

Structure No. 3

STRUCTURES OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY



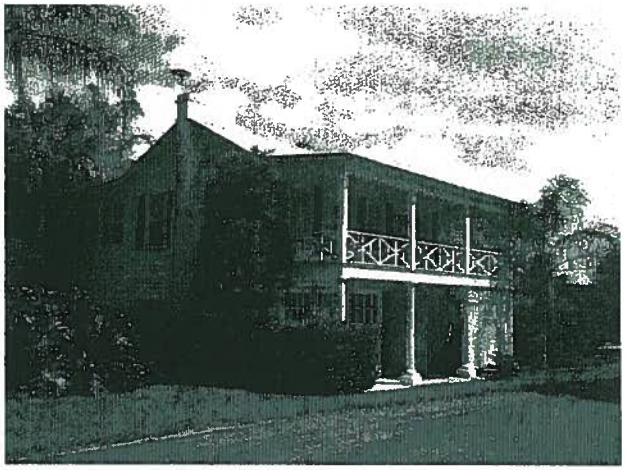
East Elevation



West Elevation



South Elevation



Carriage House

HOLLYHURST

Parcel No. C-35-33-28-040-00A0-0120

Legal Description: Holly Shore Subdivision; Lot 12, less east 100 feet, plus less an "L" shaped Tract in Northeast portion Lot 12; Block A

Owner's Name: Jean B. Lindemer

Owner's Address: 745 Lake Lotela Drive, Avon Park, Florida 33825

Site Address: 745 Lake Lotela Drive, Avon Park, Florida 33825 **Tax map No.** 45C

CIRCUIT & COUNTY COURT HIGHLANDS COUNTY, FLORIDA

Date Built: c. 1926 **Area:**

Architectural Style: Neo-classical Revival: This structure is a classic example of the Neo-classical Revival style. The dominant feature of the structure features two-tiered end porches, front and rear, whose roofs are supported by six large fluted columns. A sunburst fanlight and sidelights surround the central entry door. A wooden balustrade, with interior cross members forming an "X" pattern, encloses the second story balcony. Twelve-light casement windows surround both stories of the house. A denticulate pattern decorates the cornice of the porch roof, which extends in cantilevered fashion from the main gable roof of the house. The carriage house was constructed in the same classical style, complementing the residence.

Some of the characteristics of the style include a symmetrical facade dominated by full height classical porticos or porches supported by Ionic, Tuscan or Corinthian colonnades. In two-story examples, balconies are sometimes located over the center entrance or run the full length of the building facade. The gable or hip roofs are finished with boxed eaves frequently accented with dentils or modillions and a wide frieze. Doorways usually feature decorative pediments, sidelights or transoms. Fenestration consists of double-hung sash windows, usually with six or nine lights in each window frame. One-story examples conventionally have hip roofs with prominent central dormers and an end porch with classical columns, either integrated under the main roof or with a separate flat or shed roof.

History of the Structure: The original part of this house was constructed in 1895 for a young doctor and his wife, Augustine and Edna Agnes Gandier of Quebec, Canada. They called their home "Hollyhurst", after the many varieties of holly they planted on the property. When Dr. Gandier and his wife left Hollyhurst to take a position with a hospital in London, the property was conveyed to Mrs. J. L. Colwell, a neighbor of the Gandiers, who in turn sold the property to Col. and Mrs. R. P. Davidson of Wisconsin, who had resided in the vicinity since 1892. The Davidsons completely rebuilt the house, adding the classical facades in 1926, making it a colonial mansion. In 1945, Hollyhurst was again sold to Mr. & Mrs. L. D. McGiboney. Carrie McGiboney was a member of the Skipper family, who were pioneer residents of DeSoto County. The property was later partitioned into Highlands County on April 20, 1921. As an aside, in 1895 Dr. Gandier had performed an operation on Mrs. Dollie Skipper, mother of Carrie McGiboney, to remove her appendix, using the kitchen table for the operation. Hollyhurst was later conveyed to Jean E. Backus, the current owner, who later remarried to Mr. Lawrence Lindemer.

The structure has been very well maintained by the current owners, and its position in the cultural history of Highlands County certainly makes it eligible for nomination to the National Register of Historic Places.

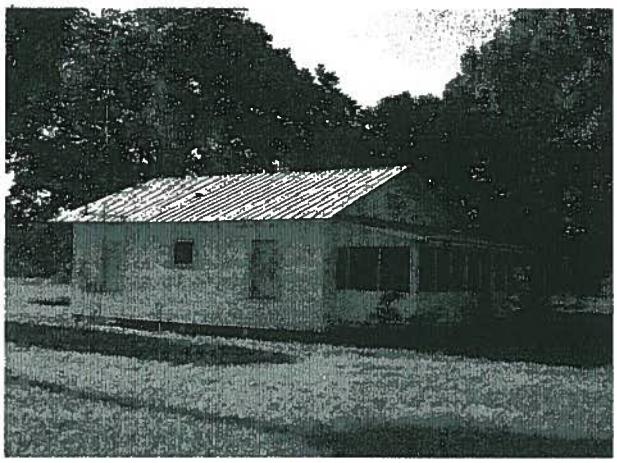
Comments, in large part, are abridged from findings by Dr. William Adams in a survey conducted in 1995 of historic structures in Highlands County.

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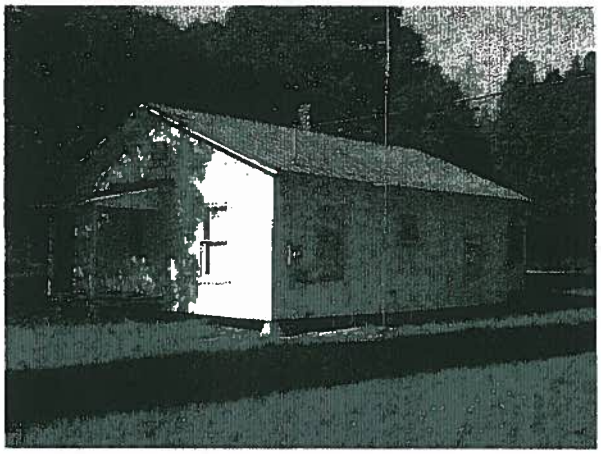
CIRCUIT & COUNTY COURT HIGHLANDS COUNTY, FLORIDA

Structure No. 4

STRUCTURES OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY



Northwest Elevation



Northeast Elevation

VENUS TEACHERAGE

Parcel No. C-23-39-29-A00-0110-0000

Legal Description: Begin at NW corner of East ½ of NE 1/4 of SW 1/4 plus run east 420 feet, south 420 feet, west 420 feet, north 420 feet to beginning

Owner's Name: Board of County Commissioners of Highlands County
Owner's Address: P.O. Box 1926, Sebring, Florida 33871

Site Address: 41 Venus Clubhouse Road, Venus, Florida 33960 **Tax Map No.** 125C
Dat Built: c. 1937 **Area:** 4.05 acres

Architectural Style: *Bungalow Style*: A one- or one and one-half-story building with a low-pitched gable (occasionally hipped) roof. The eaves are wide and open, exhibiting structural components such as rafter ends, beams, and brackets. The porch is often the most dominant architectural feature of the bungalow. They are generally either full or partial width, with the roof supported by tapered square columns that either extend to ground level or sit on massive brick piers. Windows are usually double-hung sash with vertical lights in the upper sash.

The gabled roof of this building contains a shed roofed entrance porch within the front gabled end. The porch has now been enclosed. The rear entrance is protected by a smaller shed roof which is not enclosed. The building rests on concrete block piers and is clad in drop siding.

History of the Structure: The structure is located in the rural community of Venus, where early settlers established residence shortly after the Civil War years. County school board records indicate that this building was constructed in 1937. The building served as a "teacherage", which is a residence for school teachers in the rural community. It still remains on its original site and is a

CIRCUIT & COUNTY COURTS HIGHLANDS COUNTY, FLORIDA

significant example of the early practice in constructing teacherages in rural areas. The building has been vacant for several years.

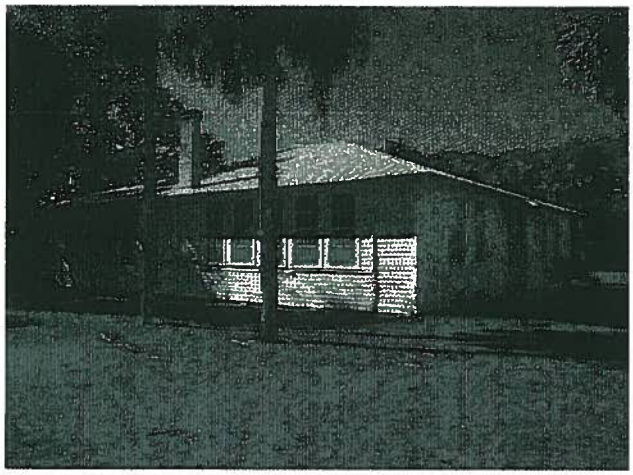
Note: Comments abstracted from research report by Dr. W.R.Adams, "Inventory of Historic Sites in Highlands County", 1995

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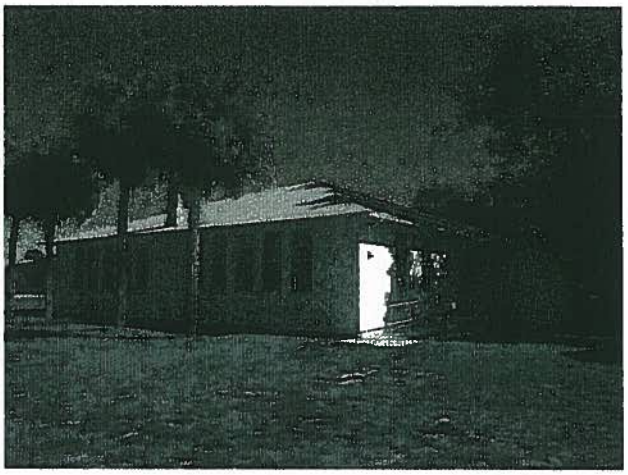
CIRCUIT & COUNTY COURT
HIGHLANDS COUNTY, FLORIDA

Structure No. 5

STRUCTURES OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY



Northeast Elevation (Front)



Southwest Elevation (Back)

OLD LORIDA SCHOOL

Parcel No. C-17-35-31-A00-0100-0000

Legal Description: A 463 feet tract in the northeast corner of northwest 1/4 of Section 17, less road right-of-way; 2.90 acres

Owner's Name: South Florida Community College Foundation, Inc.
Owner's Address: 13 East Main Street, Avon Park, Florida, 33825

Site Address: 1957 U.S. Loblolly Avenue, Lorida, Florida 33857
Date Built: c. 1925

Architectural Style: Frame vernacular: This common wood frame construction technique was employed by lay or self-taught builders. Frame vernacular houses are typically one or two stories in height, with wood balloon frame structural systems and brick pier foundations. Plans are usually rectangular, although L-shaped plans were often used to maximize cross-ventilation. Its gable or hip roofs usually have steep pitches which accommodate attic space. Horizontal drop siding and weatherboard are the most common exterior wall surface materials. Wood shingles are often used to cover the roofs, but almost all have been replaced by composite shingles. Simple entrance or end porches are also common features of this style. Fenestration is regular, but not always symmetrical. Windows are double-hung sash with multi-plane glazing, and doors contain recessed wood panels. Exterior decoration is sparse and limited to ornamental woodwork.

Notable features of this school building include a low-pitched hip roof with exposed rafter ends and a recessed front entrance. Fenestration consists of double-hung 6/6 sash windows.

CIRCUIT & COUNTY COURT SEAL HIGHLANDS COUNTY, FLORIDA

History of the Structure: The Lorida School was built in 1933, replacing a 1925 building which had burned down. The building continued to function as a school until the 1960's, when it was then converted into a rural library and meeting hall.

G:\Board\planning\HISTORIC BLDG PHOTOS 2\HPC Structure No. 23

STRUCTURES OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY



North Elevation



Northeast Elevation



South Elevation



East Elevation (Detail)

DEWEY HOUSE

Parcel No. C-13-37-29-A00-0010-0000

Legal Description: 64 acres out of a fraction of northeast 1/4, fully described in Record Book 29, Page 24..Lake Placid Conference Center

Owner's Name: District Advisory Board of Florida District / Church of the Nazarene
Owner's Address: 2665 Placid View Drive, Lake Placid, Florida 33852

Site Address: 2659 Placid View Drive, Lake Placid, Florida 33852

CIRCUIT & COUNTY COURT HIGHLANDS COUNTY, FLORIDA

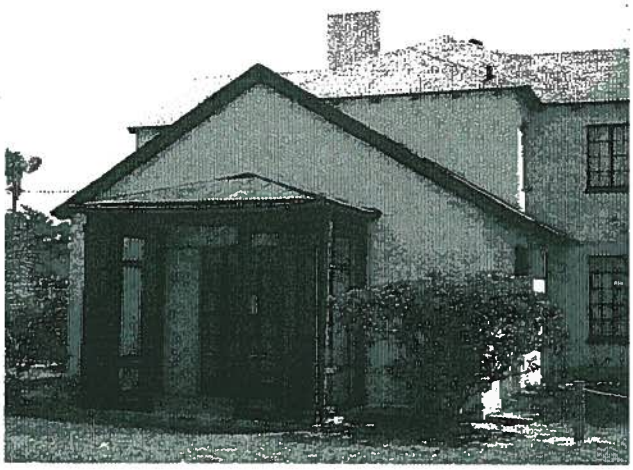
STRUCTURE OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY



Northeast Elevation



Southwest Elevation



West Elevation (Detail)



Northeast Elevation (Detail)

DEWEY HOUSE (GUEST SUITES)

Parcel No. C-13-37-29-A00-0010-0000

Legal Description: **Legal Description:** 64 acres out of a fraction of northeast 1/4, fully described in Record Book 29, Page 24..Lake Placid Conference Center

Owner's Name: District Advisory Board of Florida District / Church of the Nazarene

Owner's Address: 2665 Placid View Drive, Lake Placid, Florida 33852

CIRCUIT & COUNTY COURT SUUM CUIQUE HIGHLANDS COUNTY, FLORIDA

Date Built: c. 1929

Architectural Style: Frame vernacular: This large, irregularly massed wood frame building is located on the north shore of Lake Placid in Highlands County. It features a large two and one-half story central pavilion, from which gabled extensions protrude on the north and south elevations. Massive stucco chimneys pierce the roof in various locations. A stucco finish covers the exterior. The entrance on the northwest gabled wing consists of paired arched doorways. Overall, the building suggests a hint of Tudor influence.

Frame vernacular style refers to the common wood frame constructions technique employed by lay and self-taught builder. Builders adapted to the materials at hand and developed individual methods and designs. The standardization of building materials exerted a significant change in vernacular house design. Popular magazines helped to make architectural trends universal throughout the county, and the railroads provided cheap and efficient transportation for manufactured building materials. Individual builders had access to a myriad of finished architectural products from which to create their own designs.

History of the Structure: This building, part of a complex of buildings, was constructed between 1926 and 1929 by Dr. Melvil Dewey (1851-1931), creator and developer of the Dewey Decimal System. This locator system is widely used by libraries nationwide and by the Library of Congress in cataloguing their holdings. Walter F. Coachman, president of Consolidated Naval Stores, a development and timber company, encouraged Dr. Dewey to come to south Florida. Dr. Dewey had created Lake Placid, a summer resort town in upper-state New York, where his friends could enjoy their summers . Once in Florida, Dr. Dewey wanted to create the same kind of resort, but as a winter resort for his friends. Coachman petitioned the state legislature in 1927 to change the name of the local town of Lake Stearns to Lake Placid as a means of encouragement for Dr. Dewey.

Melvil Dewey had only completed the 4th grade as a boy, but read and studied enough to pass the teacher's examination when he was 15 years old, although he did not teach until he was 17. He taught for only a short time before going to Amherst College. By the time he was 21, he had created the decimal system for which he is known. From that point on he traveled from university to university, setting up the decimal system in their libraries, including the congressional library in Washington, D.C. His first wife, Annie, died in 1922. In 1924 Dr. Dewey married Emily. Emily worked for Melvil as his secretary and assistant. Her husband died shortly after Annie's death.

Melvil and Emily moved to Lake Placid, Florida in 1925 where they built the "Little Lodge" (Dewey spelled it "Log", consistent with his interest in the artificial language known as *Esperanto*) as their main house. Several other buildings were built soon after which included guest cottages, a building of guest suites, tennis courts, a boat house, a rifle range and a golf course. Dewey found members and investors to finance his project, as he had done in New York, which was very successful. He did not countenance smoking, drinking or swearing. Dr. Dewey, who was born on December 10, 1851, died on December 26, 1931. After his death, Emily could not hold on to the property and sold the resort in 1931 to Mary Baker and her husband. They ran the "Little Lodge" in the same manner as Dr. Dewey, however, they renamed the lodge to "Southwinds". In 1945 they sold the property to a

10TH CIRCUIT COURT COUNTY COURT SEBRING HIGHLANDS COUNTY, FLORIDA

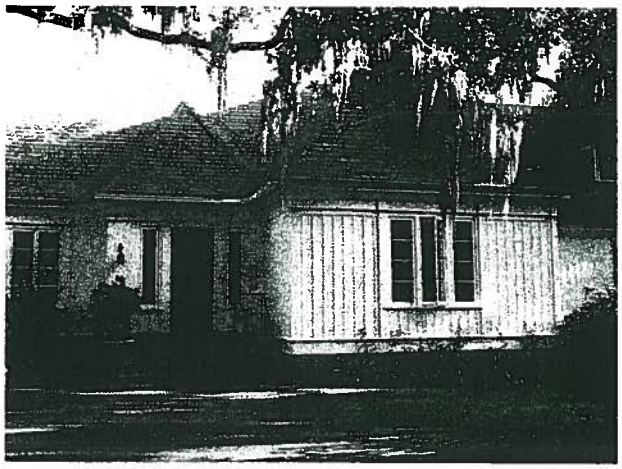
Presbyterian Synod, who renamed it the Marantha Conference Center and used it for camping and religious retreats. The most recent purchase was in November, 1997, by the District Advisory Board of the Church of the Nazarene. The present owners are engaged in an aggressive renovation and restoration program on the property, which is now being used as a lodge.

Comments are abridged, in part, from findings by Dr. William Adams in a survey conducted in 1995 of historic structures in Highlands County.

G:\Board\planning\HISTORIC BUILDINGS 7\HPC Structure No. 88

CIRCUIT & COUNTY COURT HIGHLANDS COUNTY, FLORIDA

STRUCTURES OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY

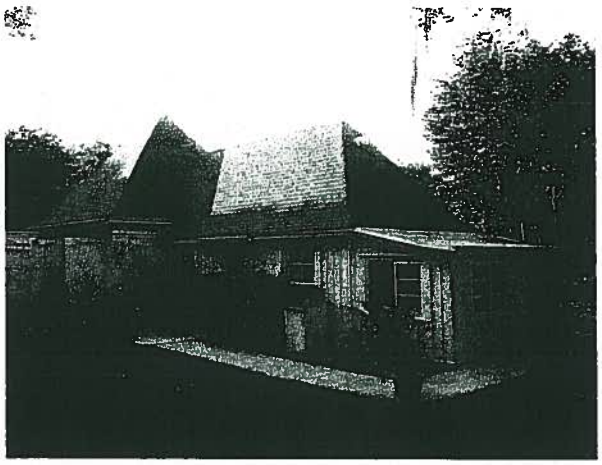


Northwest Elevation (Front Entrance)



Southwest Elevation (Toward Entrance)





Southeast Elevation (Back)

SMITH HOUSE (COACHMAN HOUSE & CARETAKER'S COTTAGE)
Parcel No. C-25-36-29-A00-0030-0000

Legal Description: A tract of land lying in 25-36-29 or resurvey of Government Lot 21 fully described in DB 106, Page 544, less an irregular tract out of the north ½ of Government Lot 21 per Official Record 561, Page 481 and less a 10 feet strip lying contiguous to south line of lot 22 of Breezy Cove Subdivision per Official Record 658, page 984.

Owner's name: Randall R. & Karol M. Smith

CIRCUIT & COUNTY COURT HIGHLANDS COUNTY FLORIDA

Owner's Address: 25 Piney Point Drive, Lake Placid, Florida 33852-5675

Site Address: 25 Piney Point Drive, Lake Placid, Florida 33852-5675
Date Built: c. 1930

Architectural Style: *French Eclectic*: This style of buildings are based on centuries of French domestic architectural precedent, showing great variety in form and detailing but united by a characteristic roof. Use of half timbering with a variety of wall materials is common. Doors feature surrounding elements. Windows consist of double hung or casement sashes, sometimes employing full length casement. Dormers vary in size and form. The asymmetrical version featuring off-center doorways provides the most picturesque subtype.

This structure offers a rare Florida example of French Eclectic design. Its style is revealed by the irregular massing, a tall steeply pitched roof, pierced by numerous small hip roof dormers. Tall, narrow pairs of casement windows form a symmetrical line along the exterior. The doorway features sidelights and transom lights. The exterior consists of board and batten. The roof contains a shallow, slightly flared eave line. The interior features a vaulted ceiling with massive tie beams and king posts.

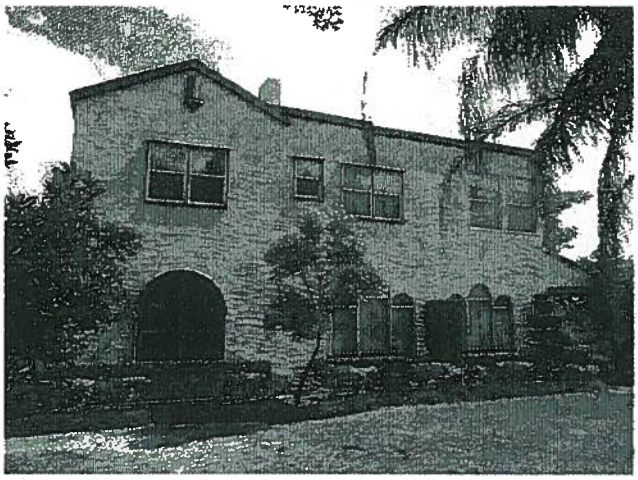
History of the Structure: This building was constructed in 1930 for Walter Coachman, president of the development and timber company known as Consolidated Naval Stores, following the Great Florida Land Boom. It is located on the north shore of Lake-June-in-Winter, near the Town of Lake Placid, which experienced a burst of growth in the 1920s. Walter Coachman was responsible for attracting Dr. Melvin Dewey to the area, who along with Coachman established the Town. Coachman's daughter occupied the house until 1947, when it was acquired by state legislator and local realtor Jack Simms. In 1956 businessman Marshall Pollard purchased the property from the Simms estate. Mr. Pollard's daughter currently occupies the residence, directing a considerable portion of her time and resources to maintaining the structure and the property. In so doing, she is actively preserving the unique attributes of this historic structure that sheltered those who significantly impacted the history of the local community.

Note: Comments abstracted from research report by Dr. W.R.Adams, "Inventory of Historic Sites in Highlands County", 1995

G:\Board\planning\HISTORIC BLDG PHOTOS\HPC Structure No. 86

CIRCUIT & COUNTY COURT SEAL HIGHLANDS COUNTY, FLORIDA

STRUCTURES OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY



North Elevation



West Elevation

CHAPMAN (HILL) HOUSE

Parcel No. C-25-33-28-050-0080-0010

Legal Description: Replat of Pinecrest Lakes Subdivision; Block 8, Lot 1; per Plat Book 3, Pages 118, 118A & 118B.

Owner's Name: William W. & Sharon Chapman
Owner's Address: P.O. Box 98, Lorida, Florida 33857

Site Address: 1731 Hollyhurst Drive, Avon Park, Florida 33825 **Tax Map No.** 45A
Date Built: c. 1926

Architectural Style: Mediterranean Revival: This structure is a classic example of the kind of architecture made popular during the 1920s Florida land boom. This building reveals its stylistic influence in a square tower with arched openings, slight hipped roof, arched windows and arched door openings, and a stucco exterior. The building is contemporary with Pinecrest.

Mediterranean Revival is an eclectic style containing architectural elements with Spanish or Mid-eastern precedents. Generally, this style is found in those states that have a Spanish colonial heritage. Mediterranean Revival broadly defines the Mission, Moorish, Turkish, Byzantine and Spanish eclectic styles, which became popular in the Southwest and in Florida during the early twentieth century. The influence of these Mediterranean styles found expression through the work of Bertram Grovesnor Goodhue of Latin American architecture in the 1915 Panama-California Exposition in San Diego. The Goodhue exhibit prominently featured the rich Spanish architectural variety of South America. Encouraged by the publicity afforded to the Exposition, other architects began to look directly to Spain and elsewhere in the Mediterranean region where they found still more interesting

CIRCUIT & COUNTY COURT HIGHLANDS COUNTY FLORIDA

building traditions.

History of the Structure: The residence was built on Lot 1 of the Pinecrest Lake subdivision, contemporary with the Hotel and golf course. Extant records are not currently available for this residence prior to 1941, when Wilbur and Barbara Sachsenmaier conveyed the property to Frederick and Muriel Fiske. In turn, the property was conveyed to John and Lena Wright in 1957, who later conveyed the property to Lowell and Ruth Hill in 1970. Subsequent to the historical structure survey in 1995, William and Sharon Chapman acquired the property. The architect and contractor are unknown for this building constructed in 1926.

Comments, in part, are abridged from findings by Dr. William Adams in a survey conducted in 1995 of historic structures in Highlands County.

G:\Board\planning\HISTORIC BUILDINGS 6 \ Structure No. 52

CIRCUIT & COUNTY COURT
HIGHLANDS COUNTY FLORIDA

STRUCTURES OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY



South Elevation



East Elevation

BOND (ETHEREDGE-BARROW) HOUSE

Parcel No. C-22-35-29-040-0420-0000

Legal Description: DeSoto City, Replat of Blocks 41 through 44; A tract approximately 100 x 210 feet on the easterly boundary of Block 42; Plat Book 3, Page 74

Owner's Name: Oliver Scott & Lisa K. Bond
Owner's Address: 7201 C.R. 17 South, Sebring, Florida 33870

Site Address: 7201 C.R. 17 South, Sebring, Florida 33870 **Tax Map:** 92A
Date Built: c. 1926 **Area:**

Architectural Style: Airplane Bungalow: This well executed Bungalow style residence is typical of the "airplane" variant of the Bungalow, which is expressed by the multi-level planes of intersecting rooflines. The wide eaves, supported by extended cross beams, provide a typical design feature. Sidelights flank the entrance doorway, set within an open veranda porch, whose gable roof intersects with the lateral side of two lateral elevations.

The bungalow is typically a one to one and one-half-story building with a low-pitched gable (occasionally hipped) roof. The eaves are wide and open, exhibiting structural components such as rafter ends, beams and brackets. The porch is often the most predominant architectural feature of the bungalow. They are generally either full or partial width, with the roof supported by tapered square columns that either extend to ground level or sit on massive brick piers. Windows are usually

CIRCUIT & COUNTY COURT HIGHLANDS COUNTY FLORIDA

Structure No. 10

STRUCTURES OF HISTORIC SIGNIFICANCE IN HIGHLANDS COUNTY



South Elevation



West Elevation

PERCEFULL (BARROW) HOUSE

Parcel No. C-22-35-29-030-0400-0040

Legal Description: DeSoto City 2nd Subdivision; Lots 4 through 7 inclusive, Block 40; Plat Book 1, Page 39

Owner's Name: Rip von Percefull, c\o Kay C. Percefull
Owner's Address: 6926 C.R. 17 South, Sebring, Florida 33870

Site Address: 6926 C.R. 17 South, Sebring, Florida 33870 **Tax Map:** 92A
Date Built: c. 1920 **Area:**

Architectural Style: Mediterranean Revival: Mediterranean Revival buildings in Florida display a considerable Spanish influence. Identifying features of the style include flat (sometimes hip) roofs usually with some form of parapet, ceramic tile roof surfacing, stuccoed facades, flat roof entrance porches that were commonly featured with arched openings supported by square columns, casement and double-hung sash windows, and ceramic tile decorations. This structure comprises a number of buildings connected together with loggias and courtyards enhancing their functional relationships.

This buildings exterior walls are constructed of tile and covered by stucco. This residence has a highly irregular shape, with an interior courtyard linking several extended wings. Its height varies, with a curved parapet extending above the flat roof in portions, suggesting its stylistic derivation.

History of the Structure: David C. Barrow, one of the developers of DeSoto City, built this house in 1925. Barrow also served as mayor of the town in the 1950s. A native of Pelham, Georgia, Barrow joined with Dr. E. J. Etheredge, Highlands County's first legislator, and Luther Farmer of Punta Gorda in forming the DeSoto City Groves Company. His wife Emily survived him into the 1960s. On August 30, 1963, the property was conveyed to Michael and Vera Henson, who in turn conveyed the property to Ernest and Charlotte Breed on November 8, 1965. William and Lela Parker received the property on March 9, 1982, who in turn conveyed the property to John and Norma Springer on March 16, 1987. Kay Percefull received the property on June 9, 1991, and is directing her resources to maintaining the integrity of the structures.

Note: Comments are abstracted from the research report by Dr. W. R. Adams, "Inventory of Historic Sites in Highlands County", 1995.

G:\Board\planning\HISTORIC BLDG PHOTOS 3\HPC Structure No. 3

CERTIFIED
TO BE A TRUE COPY
L.E. "LUKE" BROOKER, CLERK
BY Antonia Ruiz D.C.
9/10/07

FLORIDA COUNTY ORDINANCE DATA RETRIEVAL SYSTEM
CODRS CODING FORM

Instructions: Florida's Department of State, Bureau of Administrative Code has developed the County Ordinance Data Retrieval System (CODRS) to facilitate the tracking of County ordinances in Florida's 67 Counties. CODRS' data base is composed of over 25,000 county ordinances enacted since 1974.

We request your cooperation in completing this coding form. It is to be completed whenever your county enacts a new ordinance. Simply complete this form and include it with other pertinent ordinance information that is submitted to the Bureau of Administrative Code.

To code this form properly, please refer to the "keyfields" description sheet that has been given to your County Attorney's Office. If you do not have this sheet please contact the Bureau. We will be happy to fax one to you for referencing purposes. Please fill out this form as completely as possible.

Thank you for your assistance. Should you need further assistance please contact the Bureau of Administrative Code, Department of State at (904) 245-6270 or Suncom 205-6270.

COUNTY: Highlands **COUNTY ORDINANCE # (06-07-38)**

OTHER KEYFIELD DESCRIPTOR: (LAND USE PLANNING)

SECONDARY KEYFIELD DESCRIPTOR: (_____)

OTHER KEYFIELD DESCRIPTOR: (_____)

ORDINANCE DESCRIPTION: (Historic Landmarks)
(25 characters maximum including spaces)

ORDINANCES AMENDED: (List below the ordinances that are amended by this legislation. If more than two, list the most recent two.)

AMENDMENT # 1: (_____); AMENDMENT # 2: (_____).

ORDINANCES REPEALED: (List below the ordinances that are repealed by this legislation.)

REPEAL # 1: (_____); REPEAL # 3: (_____)
REPEAL # 2: (_____); REPEAL # 4: (_____)

(Others repealed: list all that apply):_____

(FOR OFFICE USE ONLY): COUNTY CODE NUMBER (_____)

KEYFIELD 1 CODE: (_____) KEYFIELD 2 CODE: (_____)

KEYFIELD 3 CODE (_____)

CERTIFIED
TO BE A TRUE COPY
L.E. "LUKE" BROOKER, CLERK
BY Antonia Rivera D.C.
9/10/07

ORDINANCE NO. 22-23-18

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO REMOVAL OF THE LOCAL HISTORIC DESIGNATION OF THAT PROPERTY LOCATED AT 6926 CR 17 SOUTH, SEBRING, FLORIDA, [PERCEFULL (BARROW) HOUSE]; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR REMOVAL OF LOCAL HISTORIC DESIGNATION; 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, Highlands County Code of Ordinances ("Code"), Section 12.03.502, authorizes the County Historic Preservation Commission to recommend to the BCC when the designation of any area as a historic district should be revoked or removed; and

WHEREAS, Section 12.15.101, of the Code provides for the designation of historic districts and properties; and

WHEREAS, Section 12.15.101, of the Code provides that all designations of historic properties and districts shall be adopted by ordinance; and

WHEREAS, Section 12.15.101.B, of the Code provides that any designation of a historic property or historic district is not to be adopted without the property owner(s) approval; and

WHEREAS, the property located at 6926 CR 17 South, Sebring, Florida, 33870 [Percefull (Barrow) House], received historic designation on August 27, 2007 ("Property") through Ordinance 06-07-38; and

WHEREAS, the Property was sold to new owners and the new owners have requested that the local historic designation on the Property be removed; and

WHEREAS, the Historic Preservation Commission, during its regular meeting on January 12, 2023, voted to recommend that the Highlands County Board of County Commissioners remove the local historic designation on the Property; and

WHEREAS, the County has determined that the removal of the local historic designation on the Property complies with the Property Rights Element of the Highlands County Comprehensive Plan.

NOW THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Highlands County, Florida, that:

SECTION 1. LEGISLATIVE FINDINGS AND INTENT. The Board of County Commissioners for Highlands County has complied with all requirements and procedures of Florida law in processing this Ordinance. The above recitals are hereby adopted.

SECTION 2. REMOVAL OF LOCAL HISTORIC DESIGNATION. The portion of Ordinance 06-07-38, which designated the following described Property as historic is hereby repealed and the historic designation of the Property is hereby removed pursuant to Section 12.15.101, of the Code:

> Percefull (Barrow) House
> 6926 CR 17 South, Sebring, Florida, 33870
> C-22-35-29-030-0400-0040
> Legal Description: Lot 4, Lot 5, Lot 6, and Lot 7, inclusive, in Block 40, of Desoto City Second Subdivision, according to the Plat thereof recorded in Plat Book 1, Page 39, of the Public Records of Highlands County, Florida.

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 the removal of the historic designation on the Property, 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 take effect immediately upon filing with the Department of State.

DONE AND ADOPTED this 21st day of March, 2023.

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY, FLORIDA

(SEAL)

By:_____
Chris Campbell, Chairperson

ATTEST_____
Jerome Kaszubowski, Clerk

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER:	**E. Laney Stearns, Public Safety Director**
SUBJECT/TITLE:	**Public Hearing to consider approval of Pasco-Pinellas, Hillsborough Health System Inc. DBA AdventHealth Wesley Chapel EMS application for renewal of a Class 2 Basic Life Support Ambulance, and Class 3 Advanced Life Support Certificate of Public Convenience and Necessity (COPCN) serving the entirety of Highlands County with servicing all areas within Highlands County.**

STATEMENT OF ISSUE

Pasco-Pinellas, Hillsborough Health System Inc. DBA AdventHealth Wesley Chapel EMS submitted a renewal application of COPCN for Class 2 Basic Life Support Ambulance, and Class 3 Advanced Life Support application to Highlands County Fire Rescue on November 29, 2022. The application was found complete and was publicly noticed on March 5, 2023, pursuant to Section 5-56(b) of the Code of Ordinances, Highlands County, Florida

RECOMMENDED ACTION

Move to approve Pasco-Pinellas, Hillsborough Health System Inc. DBA AdventHealth Wesley Chapel EMS application for renewal of a Class 2 Basic Life Support Ambulance, and Class 3 Advanced Life Support Certificate of Public Convenience and Necessity (COPCN) serving the entirety of Highlands County with servicing all areas within Highlands County.

FISCAL IMPACT

No fiscal impact

Attachments: application.pdf
Advent Health (1) aff.pdf
AHWC Sunbiz Fictitious Name Filing.pdf
COI.pdf

HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
DIVISION OF EMERGENCY MEDICAL SERVICES

NOV 3 0 2022

APPLICATION
for
CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY

Type of Application: New____ Renewal X Transport____ NonTransport____

Type of Service: (1) Non-emergency medical transportation____
(2) Basic Life Support ambulance X
(3) Advanced Life Support ambulance X
(4) Air Ambulance service____

1. Name of Service Pasco Pinellas Hillsborough Health system Inc

Mailing Address 2600 Bruce B Downs Blvd City Wesley Chapel

County Pasco State Florida Zip Code 33513

Business Phone Number (813) 929-5646 FAX Number (813) 929-5803

Type of Ownership (i.e., Private, City, County, Volunteer, Etc.) Private Not For Profit

Experience of Applicant Operational EMS system for interfacility Transport

2. Manager's Name Jeffrey A Bogue

3. Provide name(s) of Owner(s) or list all Officers, Directors and Shareholders (if a corporation).

NAME	ADDRESS	POSITION
Erik Wangsness	2600 Bruce B Downs Blvd Wesley Chapel FL 33544	Pres/CEO
Dawn Hicks-Waldron	2600 Bruce B Downs Blvd Wesley Chapel Fl 33544	VP/ CNO
Jeffrey A Bogue	2600 Bruce B Downs Blvd Wesley Chapel Fl 33544	Dir of EMS

4. List the address and/or describe the location of your base station and all substations (attach separate sheet if needed). List hours of operation and staffing for each location.

AdventHealth Sebring 24/7/365
AdventHealth Lake Placid 24/7/365

5. Describe the geographic area to be served by your service. Attach map showing area described, if necessary.
All areas within Highlands County

6. Radio Frequencies State required VHF frequencies, Motorola wave direct connect

Radio Call Number(s) 2201,2202,2203,2101

7. Please list all hospitals or facilities with which you have direct radio communications (attach a separate sheet if needed).

FROM VEHICLE	FROM YOUR BASE STATION
AdventHealth Sebring	AdventHealth Sebring
AdventHealth Lake Placid	AdventHealth Lake Placid

8. Does your communications system provide biotelemetry capability between your personnel and supervising physician(s)? Yes X No____

9. Attach the following:

ATTACHMENT #1 Description of the staffing patterns to assure compliance with staffing requirements set forth in 64E, Florida Administrative Code. Submit a personnel roster of EMTs and Paramedics.
ATTACHMENT #2 Vehicle Roster
ATTACHMENT #3 Vehicle Permit Applications
ATTACHMENT #4 Insurance Verification (by copy of policy) - limits of coverage must be shown on policy. Must be current.
ATTACHMENT #5 A statement of facts showing the demand or need for the proposed service.
ATTACHMENT #6 A proposed schedule of rates, fares and charges, if any.
ATTACHMENT #7 Copies of all certificates and/or licenses held by all personnel.
ATTACHMENT #8 Copy of contract with medical director.
ATTACHMENT #9 Agreement to comply with all state and county laws, ordinances, and regulations.
ATTACHMENT #10 Evidence that the applicant is financially able to provide the service(s) described in the application.

AIR AMBULANCE APPLICANTS MUST ALSO ATTACH THE FOLLOWING: (1) Copy of aircraft liability coverage; (2) copy of medical liability coverage for each air medical crew member; (3) copy of each pilot's commercial license and current medical certificate. **IF YOU ARE NOT CURRENTLY LICENSED IN THIS STATE, A LICENSE MUST BE ISSUED BEFORE YOU MAY OPERATE IN THIS STATE.**

I, the undersigned representative of the above service, do hereby attest my service meets all of the requirements for operation of an ambulance service in the State as provided by Chapter 401, Part III, Florida Statutes, and 64E, Florida Administrative Code. I further acknowledge any discrepancies discovered by inspection will subject this service and its authorized representatives to corrective action. To the best of my knowledge, all statements on this application are true and correct.

Signature

DIRECTOR OF EMS
Position

Notary Seal

CARI LYNN CROUCH
Commission # HH 185329
Expires October 12, 2025
Bonded Thru Troy Fain Insurance 800-365-7019

Notary Signature Cari Lynn Crouch Date 11/29/2022

Rev. 08/2009

AdventHealth

Staffing patterns

Each ALS ambulance shall be staffed at a minimum with an EMT and Paramedic or a EMT and a Paramedic/RN. Each BLS ambulance shall be staffed with two EMT's.

Thank you for your consideration,

Jeffrey A Bogue
Director
EMS / Critical Care Transport
AdventHealth West Florida Division
O 813-929-5646
M 813-393-9380
Jeffrey.bogue@AdventHealth.com

VEHICLE/AIRCRAFT ROSTER

Name of Service Pasco Pinellas Hillsborough Health system Inc Date 11/29/2022

List each vehicle/aircraft for which a permit is requested, and provide the following information (attach an additional page if necessary).

	Make	Model	Year	Mileage	Vehicle I.D. Number or FAA Reg/Tail Number	BLS	ALS	Other
1.	Ford	E350	2017	198,000	1FDWE3FSXHDC20154		21489	
2.	Ford	E350	2019	156,420	1FDWE3FS1KDC33138		22630	
3.	Ford	E350	2019	166,234	1FDWE3FS5KDC41498		22631	
4.	Ford	E350	2019	167,214	1FDWE3FS1KDC38534		22632	
5	Dodge	Ram3500	2019	94,825	3C6URVJG8KE523591		22891	
6	Dodge	Ram3500	2019	92,783	3C6URVJG5KE523838		22889	
7	Dodge	Ram3500	2019	99,254	3C6URVJGXKE524029		22892	
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HIGHLANDS COUNTY, FLORIDA
DIVISION OF EMERGENCY MEDICAL SERVICES

APPLICATION FOR VEHICLE OR AIRCRAFT PERMIT

Name of Service Pasco Pinellas Hilsborough Health System, Inc Date 11/29/2022

Address 2600 Bruce B Downs Blvd City Wesley Chapel

State Florida Zip Code 33513

1. TYPE OF APPLICATION: (Check all that apply)
   - ____ New Application
   - X Renewal
   - ____ Transport
   - ____ Non-Transport
   - ____ Non-Emergency Medical Transport
   - ✓ Basic Life Support ambulance
   - ✓ Advanced Life Support ambulance
   - ____ Air Ambulance Service

2. VEHICLE DATA:

   Make FORD Model E350 Year 2017

   Mileage 198,000 V.I.N. 1FDWE3FSXHDC20154

   Florida Tag Number KWT K06

3. AIRCRAFT DATA:

   Make ____ Model ____ Year ____

   FAA Registration/Tail Number ____

4. Enclose permit fee if applicable.

TO THE BEST OF MY KNOWLEDGE, ALL STATEMENTS ON THIS APPLICATION ARE TRUE AND CORRECT.

Signature

Director of EMS
Position

11/29/2022
Date

Rev. 08/2009

HIGHLANDS COUNTY, FLORIDA
DIVISION OF EMERGENCY MEDICAL SERVICES

APPLICATION FOR VEHICLE OR AIRCRAFT PERMIT

Name of Service Pasco Pinellas Hilsborough Health System, Inc Date 11/29/2022

Address 2600 Bruce B Downs Blvd City Wesley Chapel

State Florida Zip Code 33513

1. TYPE OF APPLICATION: (Check all that apply)
   - ____ New Application
   - X Renewal
   - ____ Transport
   - ____ Non-Transport
   - ____ Non-Emergency Medical Transport
   - ✓ Basic Life Support ambulance
   - ✓ Advanced Life Support ambulance
   - ____ Air Ambulance Service

2. VEHICLE DATA:

   Make FORD Model E350 Year 2019

   Mileage 156,420 V.I.N. 1FDWE3FS1KDC33138

   Florida Tag Number MIS 29 X

3. AIRCRAFT DATA:

   Make ____ Model ____ Year ____

   FAA Registration/Tail Number ____

4. Enclose permit fee if applicable.

TO THE BEST OF MY KNOWLEDGE. ALL STATEMENTS ON THIS APPLICATION ARE TRUE AND CORRECT.

Signature

Director of EMS
Position

11/29/2022
Date

Rev. 08/2009

HIGHLANDS COUNTY, FLORIDA
DIVISION OF EMERGENCY MEDICAL SERVICES

APPLICATION FOR VEHICLE OR AIRCRAFT PERMIT

Name of Service Pasco Pinellas Hilsborough Health System, Inc Date 11/29/2022

Address 2600 Bruce B Downs Blvd City Wesley Chapel

State Florida Zip Code 33513

1. TYPE OF APPLICATION: (Check all that apply)
   - ____ New Application
   - X Renewal
   - ____ Transport
   - ____ Non-Transport
   - ____ Non-Emergency Medical Transport
   - ✓ Basic Life Support ambulance
   - ✓ Advanced Life Support ambulance
   - ____ Air Ambulance Service

2. VEHICLE DATA:

   Make FORD Model E350 Year 2019

   Mileage 166,234 V.I.N. 1FDWE3FS5KDC41498

   Florida Tag Number 111530X

3. AIRCRAFT DATA:

   Make ____ Model ____ Year ____

   FAA Registration/Tail Number ____

4. Enclose permit fee if applicable.

TO THE BEST OF MY KNOWLEDGE, ALL STATEMENTS ON THIS APPLICATION ARE TRUE AND CORRECT.

Signature

Director of EMS
Position

11/29/2022
Date

Rev. 08/2009

HIGHLANDS COUNTY, FLORIDA
DIVISION OF EMERGENCY MEDICAL SERVICES

APPLICATION FOR VEHICLE OR AIRCRAFT PERMIT

Name of Service Pasco Pinellas Hilsborough Health System, Inc Date 11/29/2022

Address 2600 Bruce B Downs Blvd City Wesley Chapel

State Florida Zip Code 33513

1. TYPE OF APPLICATION: (Check all that apply)
   - ____ New Application
   - X Renewal
   - ____ Transport
   - ____ Non-Transport
   - ____ Non-Emergency Medical Transport
   - ✓ Basic Life Support ambulance
   - ✓ Advanced Life Support ambulance
   - ____ Air Ambulance Service

2. VEHICLE DATA:

   Make FORD Model E350 Year 2019

   Mileage 167,214 V.I.N. 1FDWE3FS1KDC38534

   Florida Tag Number MIS 28X

3. AIRCRAFT DATA:

   Make ____ Model ____ Year ____

   FAA Registration/Tail Number ____

4. Enclose permit fee if applicable.

TO THE BEST OF MY KNOWLEDGE, ALL STATEMENTS ON THIS APPLICATION ARE TRUE AND CORRECT.

Signature

Director of EMS
Position

11/29/2022
Date

Rev. 08/2009

HIGHLANDS COUNTY, FLORIDA
DIVISION OF EMERGENCY MEDICAL SERVICES

APPLICATION FOR VEHICLE OR AIRCRAFT PERMIT

Name of Service Pasco Pinellas Hilsborough Health System, Inc Date 11/29/2022

Address 2600 Bruce B Downs Blvd City Wesley Chapel

State Florida Zip Code 33513

1. TYPE OF APPLICATION: (Check all that apply)
   - ____ New Application
   - X Renewal
   - ____ Transport
   - ____ Non-Transport
   - ____ Non-Emergency Medical Transport
   - ✓ Basic Life Support ambulance
   - ✓ Advanced Life Support ambulance
   - ____ Air Ambulance Service

2. VEHICLE DATA:

   Make DODGE Model RAM 3500 Year 2019

   Mileage 94,825 V.I.N. 3C6URVJG8KE523591

   Florida Tag Number MIQ 59Q

3. AIRCRAFT DATA:

   Make ____ Model ____ Year ____

   FAA Registration/Tail Number ____

4. Enclose permit fee if applicable.

TO THE BEST OF MY KNOWLEDGE, ALL STATEMENTS ON THIS APPLICATION ARE TRUE AND CORRECT.

Signature

Director of EMS
Position

11/29/2022
Date

Rev. 08/2009

HIGHLANDS COUNTY, FLORIDA
DIVISION OF EMERGENCY MEDICAL SERVICES

APPLICATION FOR VEHICLE OR AIRCRAFT PERMIT

Name of Service Pasco Pinellas Hilsborough Health System, Inc Date 11/29/2022

Address 2600 Bruce B Downs Blvd City Wesley Chapel

State Florida Zip Code 33513

1. TYPE OF APPLICATION: (Check all that apply)
   - ____ New Application
   - X Renewal
   - ____ Transport
   - ____ Non-Transport
   - ____ Non-Emergency Medical Transport
   - ✓ Basic Life Support ambulance
   - ✓ Advanced Life Support ambulance
   - ____ Air Ambulance Service

2. VEHICLE DATA:

   Make DODGE Model RAM 3500 Year 2019

   Mileage 92,783 V.I.N. 3C6URVJG5KE523838

   Florida Tag Number M15 34X

3. AIRCRAFT DATA:

   Make ____ Model ____ Year ____

   FAA Registration/Tail Number ____

4. Enclose permit fee if applicable.

TO THE BEST OF MY KNOWLEDGE. ALL STATEMENTS ON THIS APPLICATION ARE TRUE AND CORRECT.

Signature [signature]

Director of EMS
Position

11/29/2022
Date

Rev. 08/2009

HIGHLANDS COUNTY, FLORIDA
DIVISION OF EMERGENCY MEDICAL SERVICES

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   - ____ Transport
   - ____ Non-Transport
   - ____ Non-Emergency Medical Transport
   - ✓ Basic Life Support ambulance
   - ✓ Advanced Life Support ambulance
   - ____ Air Ambulance Service

2. VEHICLE DATA:

   Make DODGE Model RAM 3500 Year 2019

   Mileage 99,254 V.I.N. 3C6URVJG7KE524029

   Florida Tag Number M1Q58Q

3. AIRCRAFT DATA:

   Make ____ Model ____ Year ____

   FAA Registration/Tail Number ____

4. Enclose permit fee if applicable.

TO THE BEST OF MY KNOWLEDGE. ALL STATEMENTS ON THIS APPLICATION ARE TRUE AND CORRECT.

Signature [signature]

Director of EMS
Position

11/29/2022
Date

Rev. 08/2009

CERTIFICATE OF COVERAGE

AdventHealth
Risk Management
900 Hope Way
Altamonte Springs, FL 32714 (407) 357-2290

Named Participant:

Pasco Pinellas Hillsborough Community Health System, Inc.
d/b/a AdventHealth Wesley Chapel
2600 Bruce B. Downs Blvd
Wesley Chapel, FL 33544

Issue Date: 08/01/2020

This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This certificate does not amend, extend or alter the coverage afforded by the AHS Liability Trust or any insurance policies listed below.

COMPANIES AFFORDING COVERAGE

Company Letter A: AHS Liability Trust
Company Letter F: Safety National Casualty Corporation
Company Letter G: AHS Workers Compensation Liability Trust

Coverages

This is to certify that the coverage below has been issued to the Named Participant listed above for the time period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr	Type of Insurance			Policy Number	Policy Effective	Policy Expiration	Limits	
A	X	Hospital Professional/Comprehensive General Liability & MCO E&O		8528-2020	04/01/2020	04/01/2021	Each Occurrence Annual Aggregate	$1,000,000 $3,000,000
A		X	Claims Made (HPL & Managed Care Errors)					
A		X	Occurrence (CGL Only)					
F	X	Automobile Liability- All Vehicles		CA6675747	08/01/2020	08/01/2021	Combined Single Limit (Bodily Injury & Property Damage)	$3,000,000
G	X	Worker's Compensation	CO, FL, GA, IL, KS, KY, NC, TN	AHSWC20	08/01/2020	08/01/2021		$1,000,000

Description of Operations/Locations/Vehicles/Special Items:

All operations subject to the terms and conditions of the Trust or insurance policies listed above but only with respect to the liability ari sing out of AdventHealth Wesley Chapel's agreement to provide medical transportation services in Highlands County. Highlands County, a Political Subdivision of the State of Florida and it's Elected Officials, it's Agents, Employees, and Volunteers are additional insureds with regard to general liability as their interest may appear and where required by written contract. Coverage provided is a per occurrence aggregate and is not increased by the number of named participants or claimants involved.

Certificate Holder

Highlands County BOCC
600 S. Commerce Ave.
Sebring, FL 33870

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail written notice to the Certificate Holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives or employees.

Authorized Representative: Stacy W Parnell

Date: 08/13/2020

AdventHealth

Statement of Facts

Statement of facts in reference to volumes and transportation needs. In 2021 year to date there have been more than 5093 interfacility transports of patients from the Lake Placid Campus to and from the Sebring campus of the AdventHealth facilities.

Thank you for your consideration,

Jeffrey A Bogue
Director
EMS / Critical Care Transport
AdventHealth West Florida Division
O 813-929-5646
M 813-393-9380
Jeffrey.bogue@AdventHealth.com

AdventHealth

AdventHealth EMS Fee Structure 2023

BLS Non-Emergency A0428	$758.61
BLS Emergency A0429	$903.90
ALS Non-Emergency A0426	$861.03
ALS Emergency A0427	$924.15
ALS2 A0433	$1192.10
SCT A0434	$1431.48
Ground Mileage A0425	$16.67

Thank you for your consideration,

Jeffrey A Bogue
Director
EMS / Critical Care Transport
AdventHealth West Florida Division
O 813-929-5646
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Jeffrey.bogue@AdventHealth.com

AFFIDAVIT OF PUBLICATION

Highlands News Sun

Published Daily

Sebring, Highlands County, Florida

Case No. Public Hearing 3/21/23

STATE OF FLORIDA
COUNTY OF HIGHLANDS

Before the undersigned authority, Janet Emerson, personally appeared who on oath says that she is the Classified Advertising Legal Clerk of Highlands News Sun, a newspaper published at Sebring in Highlands County, Florida; that the attached copy or reprint of the advertisement, to the right, being a Public Notice, was published in said newspaper by print in the issues of or by publication on the newspaper's website, if authorized, on:

March 05, 2023

Affiant further says that the Highlands News Sun newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
SIGNED:

Janet Emerson

Sworn to and subscribed before me this 5th day of March 2023 by Janet Emerson, who is personally known to me.

Nancy Y. Whirley, Customer Service Supervisor, Notary Number: HH 293555
Notary expires: July 26, 2026

NANCY Y. WHIRLEY
Notary Public
State of Florida
Comm# HH293555
Expires 7/26/2026

00035703 00118948

HIGHLANDS COUNTY FIRE RESCUE
4506 KENILWORTH BLVD
SEBRING, FL 33870

NOTICE OF PUBLIC HEARING TO CONSIDER ISSUANCE OF CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY NOTICE IS HEREBY GIVEN TO WHOM IT MAY CONCERN:

Notice is hereby given that the Highlands County Board of County Commissioners will hold a public hearing to consider the issuance of a Certificate of Public Convenience and Necessity described below, on March 21, 2023, at 9:00 a.m. or as soon thereafter as possible, in the Board Room of the County Commission Building, 600 Commerce Avenue, Sebring, Florida.

Highlands County Emergency Medical Service has received from PASCO PINELLAS, HILLSBOROUGH HEALTH SYSTEM, INC. DBA ADVENT HEALTH WESLEY CHAPEL, a private for-profit registered Florida corporation and licensed EMS service provider by the State of Florida Department of Health, an application for renewal of their Certificate of Public Convenience and Necessity (COPCN) to allow such services as are considered. The Class 2-Basic Life Support Ambulance class of service encompasses providing basic life support services on inter-facility transports. The Class 3-Advanced Life Support Ambulance encompasses providing advanced life support services on inter-facility transports. Both classes of service may at the county's request transport patients to a medical facility and may render on-scene assistance to victims prior to transport. The applicant intends to serve the geographical area of Highlands County Florida, including all incorporated areas within that County.

A copy of this notice is available for public inspection during regular business hours in the office of the Clerk of the Board of County Commissioners at the Highlands County Government Center, 590 South Commerce Avenue, Sebring, Florida 33870. The application and further information on the application may be inspected by the public at the Highlands County Fire Rescue, 4506 Kenilworth Boulevard, Sebring, Florida 33870, between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, except holidays. Inquiries or written testimony should be directed to Mark Ellis, Deputy Chief, at that address or by phone at (863) 402-6630. Photocopies may be obtained at that location for fifteen cents ($0.15) per page, single sided, and twenty cents ($0.20) per page, double sided

All interested persons may appear and be heard at the time and place specified above.

Any person who might wish to appeal any decision made by the 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 for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made which 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 nondiscriminatory 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 Sherri Bennett, ADA Coordinator, at (863) 402-6509 (voice), 863-402-6508 (TTY), or via Florida Relay Service 711, or by e-mail HRbsc@highlandsfl.gov. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

BOARD OF COUNTY COMMISSIONERS
OF HIGHLANDS COUNTY, FLORIDA
By: Chris Campbell, Chair
ATTEST:

Jerome Kaszubowski, Clerk
March 5, 2023

Fictitious Name Detail

Fictitious Name

ADVENTHEALTH WESLEY CHAPEL

Filing Information

Registration Number	G18000092674
Status	ACTIVE
Filed Date	08/20/2018
Expiration Date	12/31/2023
Current Owners	1
County	MULTIPLE
Total Pages	1
Events Filed	NONE
FEI/EIN Number	NONE

Mailing Address

2600 BRUCE B. DOWNS BLVD.
WESLEY CHAPEL, FL 33544

Owner Information

PASCO-PINELLAS HILLSBOROUGH COMMUNITY HEALTH SYSTEM, IN
2600 BRUCE B. DOWNS BLVD.
WESLEY CHAPEL, FL 33544
FEI/EIN Number: 20-8488713
Document Number: N07000001137

Document Images

08/20/2018 -- Fictitious Name Filing View image in PDF format

CERTIFICATE OF COVERAGE	**Issue Date:** 08/01/2022
AdventHealth Risk Management 900 Hope Way Altamonte Springs, FL 32714 (407) 357-2290	This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This certificate does not amend, extend or alter the coverage afforded by the AHS Liability Trust or any insurance policies listed below.
Named Participant: Pasco Pinellas Hillsborough Community Health System, Inc. d/b/a AdventHealth Wesley Chapel 2600 Bruce B. Downs Blvd Wesley Chapel, FL 33544	**COMPANIES AFFORDING COVERAGE** **Company Letter A:** AHS Liability Trust **Company Letter F:** Safety National Casualty Corporation **Company Letter G:** AHS Workers Compensation Liability Trust

Coverages

This is to certify that the coverage below has been issued to the Named Participant listed above for the time period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Limits shown may have been reduced by paid claims.

Co. Ltr	Type of Insurance			Policy Number	Policy Effective	Policy Expiration	Limits	
A	X	Hospital Professional/Comprehensive General Liability & MCO E&O		8528-2022	04/01/2022	04/01/2023	Each Occurrence Annual Aggregate	$1,000,000 $3,000,000
A		X	Claims Made (HPL & Managed Care Errors)					
A		X	Occurrence (CGL Only)					
F	X	Automobile Liability- All Vehicles		CA6675747	07/01/2022	07/01/2023	Combined Single Limit (Bodily Injury & Property Damage)	$5,000,000
G	X	Worker's Compensation	CO, FL, GA, IL, KS, KY, NC, TN	AHSWC22	08/01/2022	08/01/2023		$1,000,000

Description of Operations/Locations/Vehicles/Special Items:

All operations subject to the terms and conditions of the Trust or insurance policies listed above but only with respect to the liability arising out of AdventHealth Wesley Chapel's agreement to provide medical transportation services in Highlands County. Highlands County, a Political Subdivision of the State of Florida and its Elected Officials, it's Agents, Employees, and Volunteers are additional insureds with regard to general liability as their interest may appear and where required by written contract. Coverage provided is a per occurrence aggregate and is not increased by the number of named participants or claimants involved.

Certificate Holder	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail written notice to the Certificate Holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives or employees.
Highlands County BOCC 600 S. Commerce Ave. Sebring, FL 33870	**Authorized Representative:** Stacy W. Prince **Date:** 11/30/2022

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: Mar 21, 2023 9:00 AM

PRESENTER:	**Leah Sauls, Development Services Director** **Clinton Howerton Jr., P.E., County Engineer**
SUBJECT/TITLE:	**Presentation of recommendation from the Highlands County Future Growth Fund Committee and receive direction from the Board for moving forward.**

STATEMENT OF ISSUE

On June 21, 2022 the Highlands County Board of County Commissioners voted to create a public committee called "The Future Growth Funding Source Advisory Committee" comprised of 7 members of various disciplines throughout the County. The committee has met 5 times since November 2022 and were presented information with respect to funding options, budgets, funding needs, previous studies, comparisons to other counties, and answered legal questions with respect to impact fees and special benefit districts. After discussion, the committee made a motion presented below which passed 6 in favor, 1 dissenting.

"Motion to recommend to the Board of County Commissioners that a study be commissioned for the implementation of development impact fees that will identify the needs of the County, develop alternate options to fund those needs, and to include a plan for implementation of the study's recommendations. "

Staff recommends acceptance of the recommendations of the Future Growth Fund Committee and for staff to begin process of selecting a qualified and experienced consultant to perform the recommended study. After selection, staff can then return to the Board with a known cost and recommendations on how to proceed.

RECOMMENDED ACTION

Move to direct staff to obtain quote(s) to perform services by a qualified consulting firm knowledgeable in application of impact fees and other public service needs to perform a study of the County's funding needs, along with a recommendation; said study to include possible impact fees as well as other alternate options to fund the reported needs; and to prepare a budget amendment for consideration and present both to the HCBOCC for final approval.

FISCAL IMPACT

There is no fiscal impact.

Attachments:

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Jonathan Harrison, Road & Bridge Director**

SUBJECT/TITLE: **Request approval of the Amendment to the Contract for ITB 20-031 between Excavation Point Inc., and Highlands County for Asphalt Resurfacing.**

STATEMENT OF ISSUE

Excavation Point Inc. is already responsible for the asphalt milling of Lake Clay Drive through the Contract for ITB 20-031. This amendment allows EPI to provide additional services of asphalt resurfacing to be performed in conjunction with the previously approved milling. Recent constraints in attaining necessary aggregate for asphalt production has caused limitations with active road construction projects. The Road & Bridge Department has elected to reserve current aggregate for internal asphalt production for other resurfacing and upcoming road construction projects. Allowing the Contractor to resurface the 2.32 miles of Lake Clay Drive will save approximately 1,325 tons of stone and screenings aggregate to be utilized on other projects. The County shall be responsible to ensure that the construction work under this agreement is performed in accordance with the approved contract documents. The Project Manager is Highlands County Road and Bridge Road Construction Inspector Brian Stimson, or other individual, as may be designated by the Highlands County Road and Bridge Director.

RECOMMENDED ACTION

Move to approve the Amendment to the Contract for ITB 20-031 between Excavation Point Inc., and Highlands County for Asphalt Resurfacing.

FISCAL IMPACT

No additional fiscal impact to the Infrastructure Surtax (Fund 151). The amount of $144.19 per ton, not to exceed 2,212 tons, is made available through previously approved Resurfacing funds within Fiscal Year 2022/2023 Budget.

Attachments: Amendment 3.Excavation Point.SGS.pdf

AMENDMENT 3 TO AGREEMENT BETWEEN
HIGHLANDS COUNTY AND EXCAVATION POINT, INC.

THIS AMENDMENT is entered into by and between HIGHLANDS COUNTY, a political subdivision of the State of Florida, 600 South Commerce Avenue, Sebring, Florida 33870, hereinafter referred to as the "COUNTY" and EXCAVATION POINT, INC., hereinafter referred to as the "CONTRACTOR".

WHEREAS, on July 21, 2021, the COUNTY entered into the Agreement with the CONTRACTOR related to asphalt milling and associated services for various County roadways which was amended through Amendment 1 approved by the COUNTY on May 4, 2021, and which was further amended through Amendment 2 approved by the COUNTY on April 19, 2022 (hereinafter collectively referred to as "Agreement"); and

WHEREAS, the Agreement was originally solicited for milling and associated services only with the intention that the COUNTY would resurface the various roadways through its own forces; and

WHEREAS, due to unforeseen circumstances surrounding asphalt production, the COUNTY is not in a position to finalize the resurface on Lake Clay Drive; and

WHEREAS, based on the work to be performed by the CONTRACTOR on Lake Clay Drive, the COUNTY has determined that the CONTRACTOR is in the most cost effective position to provide the needed resurfacing services for Lake Clay Drive; and

WHEREAS, the COUNTY has determined that it is in the best interest of the citizens and taxpayers of Highlands County for it to waive formal solicitation requirements related to the resurfacing of Lake Clay Drive and amend the Agreement with the CONTRACTOR to include the needed resurfacing services as set forth herein.

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

1. Article 1, WORK, is hereby amended to include resurfacing services as follows:

    a. Supply asphalt for and resurface the entirety of Lake Clay Drive (2.32 miles) along with the new turn lane (approximately 300 feet in length).
    b. CONTRACTOR must lay asphalt at a minimum of 1.25 inches.
    c. CONTRACTOR shall be responsible for all road paving preparation, including markings, driveway preparation, clipping, sweeping, obstacle removal, and asphalt patching of exposed base areas.
    d. CONTRACTOR shall provide all equipment and labor necessary to accomplish the resurfacing services, including all hauling, water truck and water source.

f. All asphalt must be rolled with a steel-wheel smooth drum roller and pneumatic tire roller.
g. CONTRACTOR shall provide a mix design to be approved by Highlands County Road & Bridge Department.
h. The resurfacing of Lake Clay Drive must commence within 48 hours of milling completion.
i. CONTRACTOR must coordinate with the Highlands County Road & Bridge Department Traffic Operations Supervisor to schedule striping within 24 hours of milling and paving completion.

2. Article 4, CONTRACT PRICE, is hereby amended to include the following:

For the asphalt and resurfacing work on Lake Clay Drive, the CONTRACTOR shall be compensated in the amount of One Hundred Forty-four Dollars and 19/100 ($144.19) per ton, not to exceed 2,212 tons.

3. All other terms and conditions of the Agreement shall remain in full force and effect. To the extent of any conflict between the terms and conditions of this Amendment 2 and the Agreement, this Amendment 2 shall prevail.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives, have executed this Amendment 1 effective this _____day of_____2023.

HIGHLANDS COUNTY

_____
Chris Campbell, Chairman

ATTEST:

_____
Jerome Kaszubowski, Clerk

CONTRACTOR

By: _____

Print: _____

Title: _____

STATE OF FLORIDA
COUNTY OF _____

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

(stamp)

_____
NOTARY PUBLIC, State of Florida

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: Mar 21, 2023

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 March 8, 2023.

RECOMMENDED ACTION

None. This is being provided for informational purposes only.

Attachments: Legal_Long_Range_Log.docx

Legal Department
Long-range Log

Priority	Matter	Notes
N/A	Employee Manual revisions	
N/A	Purchasing Policy revisions	
N/A	Revisions to Planning & Zoning Commission membership	
N/A	Lake Placid Fire Station	
N/A	Fire Union matters	
1	Hospital Legislation and sale issues	
N/A	Numbers of dogs/cats in residential areas	
2, 7	Annexation issues with all cities (enclaves and roads)	
3, 8	Future Growth Funding Advisory Committee and objectives of same	
N/A	Revisions to organization of Advisory Boards and Committees	
2, 7	Joint Planning Agreements with cities	
N/A	Lincoln Heights Park	
N/A	Sheriffs Tower Capacity Issue	
N/A	Board and Committee Updates	

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Laurie Hurner, County Administrator**

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

STATEMENT OF ISSUE

Attached are the copies of the Commissioner's Priorities and Project Status Report as of March 8, 2023.

RECOMMENDED ACTION

This information is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact.

Attachments: Commissioner's Priorities (FINAL 3-21-23).pdf
Project Updates (FINAL 3-21-23).pdf

TOP (THREE HOLE PUNCH)

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 1	Leah Sauls	Sell Highlands Regional & use funds for endowment for non-profits	The requested changes to FS155.40 did not make it through the legislature process. Rep. Tuck said she will take it through the next cycle as a single county item vs. a statewide change.	Met with the new CEO of Highlands Regional, and brought him up to speed. Follow the progress of the bill through the State Session. Intend to find a specialized appraiser to just represent HCBOCC. Map a plan for funds after the sale of the facility.	TBD
Priority 2	Leah Sauls	Develop a plan of action for utility extensions	Utility line maps have been compiled by Kimley-Horn into GIS format which has been shared with County GIS Team. Testing and hydraulic modeling completed for all locations, except City of Sebring, which has started and should finish by spring 2023. City staff is short handed so having trouble completing their portions.	Sebring hydraulic modeling is the last part to be completed by Spring 2023. The entire project is 90% complete with some issues remaining gathering the necessary hardware data from the city to generate an quality hydraulic model. Hope they have the time to complete the ask. An additional task was added to the project. Using data from the Avon Park portion of the hydraulic model, an estimate for a plant expansion and extension of new lines to a proposed industrial area was able to be completed in just a couple of weeks for a project RFI. Normally this ask would be months and 4-5 times the cost.	Spring 2023
Priority 3	Tanya Cannady	Build reserves to 3.5 Months and plan for a millage reduction	The General Fund unassigned fund balance at September 30, 2022 is 4.26 months	OMB will be presenting a plan for millage reduction in the upcoming budget process	Complete
Priority 4	Leah Sauls	Work to streamline County bureaucracy to protect & grow economy; encourage economic development to focus on grants to retain & expand existing businesses, also keep an eye on new opportunities	1st draft submitted to County Administrator for review and comment.	Review with County Administrator.	TBD
Priority 5	Clinton Howerton	Recycling Program	Program modified to shift to residential collection centers to be staffed when open to reduce contamination. Sites approved for Lake Placid, Sebring, and Avon Park.	Lake Placid, Sebring and Avon Park sites are all open full schedule to the public.	Complete
Priority 6	Clinton Howerton	Septage Processing	Staff working with potential treatment providers in the area to identify improvements needed to have additional disposal options. AP seeking treatment plant upgrades to improve reliability and increase treatment volume.	Updates will be provided to Board as they become available.	Ongoing
Priority 7	TBD	Annexation/ Interlocal with Municipalities	To approve an agreement with municipalities to combine maintenance of pedestrian pathways and thoroughfares with annexations so there is a clear responsibility for future repairs and improvements. To bring roadways that are annexed by state on both sides of the street to Board to remove from Countywide Maintenance list	TBD	Ongoing
Priority 8	Clinton Howerton/ Jonathan Harrison	Countywide Drainage Issues	Engineering and Road and Bridge Department working together to identify needs and goals.	Generate a list of areas with concerns and estimated costs. SRF Loan Application approved. RFP for consultant to perform study in process.	Ongoing

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
1	Engineering - Road & Bridge	Lacey Hills Improvement Projects	No change	Included in Carter Creek Watershed Study area. Awaiting results from study.	Pending funding
2	Engineering - Road & Bridge	Evaluation of Sebring Falls drainage issues	No change	Included in Sebring Watershed Study. Awaiting results from study.	Pending funding
3	Engineering - Road & Bridge	Memorial Drive Culvert Replacement and Extension PROJECT	FINISHED	Project Completed	Completed
4	Engineering	Sebring Parkway Phase IIA	Construction Complete	Final Closeout	Ongoing
5	Engineering	Sebring Parkway Phase IIB	Construction Complete	Final Closeout	Ongoing
6	Engineering	Heron St. Roadway Improvements - Project #18007	Construction Complete	Final Closeout	Ongoing
7	Engineering	W. Stryker Rd. Roadway Improvements - Project #18008	Construction began 08/25/2022 - On Schedule	Phase 3 construction is completed. Due to an existing watermain that needs to be relocated in Phase 4, the contractor will move to Phase 6 beginning 2/15/23.	Ongoing
8	Engineering	CR 623 Improvements - Project #18009 (Kenilworth Blvd)	Project Closeout in progress	Final Closeout	03/15/23
9	Engineering	19016 Sun N Lake Sidewalk -LAP project	Lowest BID was higher than grant award amount so additional funds requested from FDOT.	Draft contract with lowest bidder	Ongoing
10	Engineering	Arbuckle Creek Road Turn Lane - Project #16002	Construction began 4/11/22 - On Schedule	Light poles were installed in January and the contractor is waiting for Glades Electric to move an existing utility pole and make electrical connection to the meter box to activate service and test the lights. A Change Order No. 3 is proposed to change the location of the pull box for Pole No. 4 and to add 11 calendar days to the substantial and final completion dates due to the change.	Ongoing
11	Engineering	17034 Memorial Drive MUP -LAP project	Staff is coordinating relocation of City of Sebring utilities. Staff instructed to enter into agreement with City of Sebring to complete relocation.	Staff to follow up with City of Sebring regarding schedule for relocating utilities. Follow-up w/ FDOT regarding plan to move forward & relocation of utilities.	Ongoing
12	Solid Waste	New Cell Expansion - Project No. 21078	Design NTP issued 9/14/22	Staff has reviewed the Preliminary Engineering Report and a meeting is scheduled for 2/8/23 with Jones Edmunds to go over the report. The report gives an overview of soil testing work done on site in fall, 2022 and analysis and recommendations for conceptual design of cells, leachate treatment system and spray fields, and next steps w respect to permitting.	Ongoing
13	Solid Waste	Arbuckle Landfill Borrow Pit - Project No. 20045	Waiting on issuance of FDEP Environmental Resource Permit.	The final SFWMD Environmental Resource Permits (ERP) for the Highlands County Landfill Borrow Pit Conceptual Design and for the Phase I Construction were received on 2/1/23. The SFWMD Water Use Permit for the borrow pit was received on 2/6/23. Approval of the FDEP ERP should be expected soon since FDEP was waiting for SFWMD to issue their ERP's before they issued theirs.	Ongoing

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
14	Community Programs	Homeless Roundtable Update	Samaritan's Touch Care Center has identified a building for the resource center and overnight shelter. Funding will need to be raised to lease the building and perform the remodel.	Homeless Taskforce Meeting	Ongoing
15	Economic Development	Econ. Dev. Strategic Plan Progress Update	Implementing Strategic Plan Initiatives	Working with multiple industrial prospects doing due diligence on property acquisition and project viability. Also working with marketing firm to implement marketing/communications plan. As part of the ARPA funding allocation $4.5M is being put toward broadband infrastructure. 3 RFP submissions have been received and will be reviewed over the next week. If there is an acceptable submission then we will expect design to begin immediately with permitting to follow and hopefully construction commencing before the end of the year.	Ongoing
16	Economic Development	Broadband/ Highspeed Internet	RFP has been posted and will be open for 60 days. Spring Lake returned the ARPA Funds as other funding became available.	To monitor Office of Broadband and State initiatives. RFP has closed with 3 submissions to be reviewed. Our coverage area has thankfully shrunk to those not in the Glades Electric Co-op territory.	Ongoing
17	Public Safety Director	Progress on development of Fire/EMS Department	Highlands County Fire Rescue continues to evolve , 3 new rescue units (chassis have been delivered to the vendor in Ocala). 1 rescue remount is still waiting on a chassis. Construction and planning continues on Fire Stations 20/36. We are still moving along with several construction projects at existing stations	Continuing project management and follow up.	Ongoing
18	Capital Project Manager	Hurricane shelter upgrades including a Pet-Friendly shelter	Animal Control Remodel scope changed to include animal only shelter	Animal shelter layout is complete. Still pending septic design. Haywood Taylor Blvd property was purchased (July 2021) for future campus complex to include human/animal shelter.	TBD

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
19	Casey Hartt	Planning for family-oriented tourism assets utilizing 3rd penny tourism tax	Staff held a community round table on the topic of what kind of facility is needed in the County. Groups from around the County are encouraged to submit their suggestions via email, if they were not in attendance.	Staff is looking to meet with leadership to establish goals and objectives in a post-Covid environment.	Ongoing

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Laurie A. Hurner, County Administrator**

SUBJECT/TITLE: **Request appointment of Clinton Howerton, Jr. P.E., CPM as the Director of Critical Infrastructure.**

STATEMENT OF ISSUE

Due to the large increase of workload in the Engineering Division it has been determined that an additional division is needed in the HCBCC Organizational Chart. This division will concentrate on critical infrastructure issues and implement the Highlands County drainage plan that is being studied and created through an SRF grant.

RECOMMENDED ACTION

Move to appoint Clinton Howerton, Jr. P.E. CPM as the Director of Critical Infrastructure.

FISCAL IMPACT

No fiscal impact.

Attachments: Howerton Resume 2023.pdf

ENGINEER

CIVIL

CLINTON E. HOWERTON JR., P.E., CPM

2219 N. Monterey Rd. Avon Park Fl 33825
Cell 863-381-6400 email gatorch4@gmail.com
State of Florida Professional Engineer # 61021

Civil Engineer with over 20 years' experience in Highlands County as a licensed Professional Engineer responsible for design, inspection, and certifications of engineering projects including site development, utilities, environmental, and storm water management.

PROFESSIONAL EXPERIENCE

HIGHLANDS COUNTY BOARD OF COUNTY COMISSIONERS — **SEBRING, FL**
County Engineer – Director of Engineering Department and Solid Waste Dept — *August 2016 - Present*

- Responsible for directing all operations and personnel under the Engineering and Solid Waste Departments.
- Consulting engineer to the Highlands County Board of County Commissioners.
- Responsible for development plans review.
- Responsible for designing and engineering of all County Works projects including roads, bridges, parking lots, boat ramps, docks, buildings, and miscellaneous engineering projects.
- Conduct and attend meetings and conferences related to work concerns, policy changes, safety, and other related matters.
- Directs the business and financial affairs of public works.
- Assists in long range planning and budget development for major departmental programs.
- Oversees Solid Waste program for county, including collection contract and landfill operation.
- Disaster Debris Coordinator.
    - Oversaw collection of over 900,000 cu yds after Hurricane Irma (2017)
    - Oversaw collection of 460,000 cubic yards after Hurricane Ian (2022)

POLSTON ENGINEERING INC. — **SEBRING, FL**
Civil Engineer – Vice President — *January 2004 – July 2016*

- Responsible for project coordination from initial consultation with client, project design, permitting, bidding, construction, and final certifications for both private and government projects.
- Representing company as District Engineer for Sun'n Lake of Sebring Improvement District.
    - Public presentations at board meetings
    - Budget planning assistance and project budget development
    - Meeting with public to discuss specific concerns
    - Developing maintenance plans for infrastructure

Engineer Intern — *January 2000 – January 2004*

- Responsible for preparation of engineering plans and documents for a variety of projects.

UNIVERSITY OF FLORIDA/UNIVERSITY OF GEORGIA — **GAINESVILLE, FL**
Grad Research Asst/Research Project Management — *May 1998 – Dec 1999*

- Responsible for maintaining research project lab in Austin Cary Forest. Responsibilities included maintaining equipment and vehicles, procuring supplies and reporting results. Also included interviewing, hiring and managing crew members.

POLSTON ENGINEERING INC. — **SEBRING, FL**
Draftsman — *May 1994 – Dec 1998*

EDUCATION

UNIVERSITY OF FLORIDA

- Masters of Engineering – Water Resources and Hydrology *May 2000*
- Bachelors of Science in Engineering – with Honors *Dec 1998*

SOUTH FLORIDA COMMUNTIY COLLEGE *May 1996*

SEBRING HIGH SCHOOL *May 1994*

ASSOCIATIONS AND AFFILIATIONS

- Florida Association of County Engineers and Road Superintendents (FACERS)
  - Member since August 2016
  - Board Member since June 2018
  - Secretary – June 2020 – 2021
  - Treasurer – June 2021 – 2022
  - Vice-President - June 2022 - present
- Highlands County Youth Junior Livestock Committee Member – 2018 - present

OTHER INFORMATION

- Certified Public Manager (CPM) – Florida State University August 2022
- Hold following certifications:
  - IS-100b Introduction to Incident Command System
  - IS-100c Introduction to Incident Command System
  - IS 200b ICS for Single Resources and Initial Action Incidents
  - IS-200c Basic Incident Command System for Initial Response
  - IS-700a NIMS and Introduction
  - IS-700b An Introduction to the National Incident Management System
  - IS-800b National Response Framework
  - IS-800d National Response Framework and introduction
  - IS-2200 Basic Emergency Operations Center Functions
  - G-202 Debris Management
  - G-300 Intermediate Incident Command System for Expanding Incidents
  - G-400 Advanced Incident Command System Command & General Staff-Complex Incidents
  - FDOT Advance Temporary Traffic Control

- Member of Highlands County Natural Resources Advisory Commission *Jan 2016 – July 2016*
- Current Class A Florida Drivers License
- Proficient in use of AutoCAD, ArcGIS, MS Office Suite, various water modeling programs, and many other software programs commonly used in engineering

CLINTON E. HOWERTON JR., P.E., CPM

2219 N. Monterey Rd. Avon Park Fl 33825
Cell 863-381-6400 Email gatorch4@gmail.com

References:

Professional

Roger Dale Polston – Polston Engineering Inc., President
dale@polstonengineering.com 863-385-5564

Laurie Hurner– Highlands County BOCC – County Administrator
lhurner@highlandsfl.gov 863-402-6500

Tanya Cannady – Highlands County BOCC - Business Services Director
tcannady@highlandsfl.gov 863-402-6500

Michael Wright – Sun'n Lake of Sebring Improvement District, General Manager (Retired)
Kmflorida1@yahoo.com 863-214-7865

Tal Rancourt – Excavation Point Inc., President
mail@excavationpoint.com 863-471-1997

Personal

C. Raymond McIntyre – Highlands County Property Appraiser
raymond@appraiser.co.highlands.fl.us 863-402-6676

Jimmy Wohl – Rafter T Reality Inc.
jimmyw@heartlandre.net 863-381-2437

Engineering Design Projects Include:

- Sebring Parkway Phase III (Panther Parkway)– Project Manager/oversaw engineering design, permitting, and construction.
- Oversaw overall projects for expansion of Sebring Parkway Phase IIA and IIB, Arbuckle Creek Road improvements, Stryker Road widening and improvement, multiple sidewalk/multiuse paths, drainage projects, right of way use permits, development review, and other tasks commonly associated with the office of County Engineer.
- Overall management of expansion permits for the Highlands County Solid Waste Facility including borrow pits and disposal cell expansion.
- Project manager for multiple drainage basin evaluation projects within Highlands County.
- Management of Disaster Debris program after multiple events. (Irma 2017, Ian 2022)
- Sun'n Lake of Sebring Improvement District: Maintenance Facility (Building and Site Plan, project management)
- Sun'n Lake of Sebring Improvement District: Ponce De Leon Blvd North Sidewalk Project
- Sun'n Lake of Sebring Improvement District/Florida Hospital/Highlands County: Sun'n Lake Blvd Fire and EMS Facility and Hospital Expansion
- Sun'n Lake of Sebring Improvement District: Wastewater Treatment Facility Upgrades
- Sun'n Lake of Sebring Improvement District: Northeastern Drainage Basin Modifications
- Sun'n Lake of Sebring Improvement District: Clubhouse Storage and Bathroom Building
- Sun'n Lake of Sebring Improvement District: Unit 16 Area A+C Infrastructure and Deer Run Development
- Sun'n Lake of Sebring Improvement District: Utility Conversion to Liquid Chlorine

- City of Avon Park: Lake Verona Basin BMP Project, Construction Inspection
- Highlands County: Sheriff's Office Facility Site Plan (George Blvd location)
- Okeechobee County: Emergency Operations Center Site Plan
- Highlands County: State Road 70 Turn Lane Additions, Georgia/Pacific Access Road

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER: **Laurie A. Hurner, County Administrator**

SUBJECT/TITLE: **Appointment of JD Langford, Jr. P.E. as County Engineer.**

STATEMENT OF ISSUE

Due to the creation of the Critical Infrastructure Division and the naming of Clinton Howerton Jr. P.E., CPM current County Engineer as the new director the County Engineer position is now vacant. This action will promote JD Langford Jr, P.E. to that position.

RECOMMENDED ACTION

Confirm JD Langford, Jr. P.E as County Engineer.

Attachments: langford Resume.pdf

James D. Langford, Jr., P.E.

4905 W. Josephine Rd., Lake Placid, FL 33852
863-443-0255 • jdlangford@highlandsfl.gov

Highlands County Board of County Commissioners • Assistant County Engineer/Assistant Director

Skilled engineering professional offering 16 years of civil engineering experience in all aspects of design, construction, management, budgetary analysis, contract composition, & lead supervisory roles. A proven record of success in completing multi-million dollar to less extensive projects on time and under budget, while maintaining a professional and supervisory role. Management of the engineering department operations on a day-to-day basis including, but not limited to: working with the public to help solve issues, managing and supervising all projects, advising development review, working with the survey dept. to ensure that schedules are met and driveway permitting is running smoothly and efficiently, working with CAD & GIS staff to complete projects in a timely manner, and provide assistance on required trainings to support growth of staff not only professionally, but as individuals alike.

Education

December 2006 — University of Florida, Gainesville, FL
Bachelor of Science, Agricultural & Biological Engineering

Professional Experience

February 2007 – December 2016 **Project Manager**, AIM Engineering & Surveying, Inc., Lehigh Acres, FL

- Co-Supervisor of eight engineering department employees.
- Lead designer for water resources, transportation design, water quality/nutrient uptake systems/restoration, land development, & minor structural projects.
- Company liaison to local governments in the Southwest Florida area.
- Contract and Construction Administrator
- Project Budget Manager
- Hydraulic Stormwater Modeler
- Client Relations Supervisor

January 2017 – Present **Assistant County Engineer/Assistant Director**, Highland County Board of County Commissioners

- Managing projects and staff operations
- Resident relations
- Budget administration
- Assist office administration in daily operations
- Presentations to BOCC Board
- State & Federal agency liaison
- Supervisory role in all aspects of the engineering department
- Managing grant funding applications & associated technical documentation
- Assist other divisions within the County government

Skills

- Software Experience: Proficient in AutoCAD, Excel, Microsoft Word, ArcGIS, Interconnected Pond Modeling (ICPR 4), Microstation, Adobe Acrobat, FDOT GAP database, Signal-4 analysis, SYNCHRO transportation software
- Advanced communication skills and ability to motivate personnel and encourage professional/divisional growth
- Critical & methodical thinker with the ability & fortitude to make sound, logical, & timely decisions.
- Efficiency in budgetary items to reduce or eliminate cost wastes to the taxpayers.
- Understanding of local, state, and federal regulations.
- Proficient in writing & reviewing technical reports.
- Leadership qualities and insight

Certifications, Training, & Memberships

Licensed and Registered Professional Engineer – **Florida, PE No. 78402**
Interconnected Pond Modeling (ICPR4) Training
ArcGIS Training
AutoCAD 3D Training
Advanced FDOT Maintenance of Traffic Certificate
Federal & State LAP Certification
FDOT Design Training
Florida Engineering Society
Institute of Transportation Engineers
National Association of County Engineers
Florida Association of County Engineers & Road Superintendents
American Society of Civil Engineers

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: March 21, 2023

PRESENTER:

SUBJECT/TITLE: Board payables from March 7, 2023, to March 20, 2023

Attachments: