

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, May 03, 2022
9:00 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

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

2 INVOCATION

3 PLEDGE OF ALLEGIANCE

4 ANNOUNCEMENTS

Highlands County Construction Licensing, Enforcement and Appeals Board will hold a regular meeting on Tuesday, May 3, 2022 at 7:00 p.m., in the Board Room, 600 S. Commerce Ave., Sebring

The Highlands County Health Facilities Authority will hold a Public Hearing on Wednesday, May 4, 2022 at 12:00 p.m. (noon) in the Sebring City Council Chambers, 368 S. Commerce Ave., Sebring

A Public Hearing of Highlands County Code Enforcement Thomas S. Dolney, Special Magistrate will be held at 1:30 p.m., on Wednesday, May 4, 2022, in the Board Room, 600 S. Commerce Ave., Sebring

Highlands County Zoning Board of Adjustment and the Planning & Zoning Commission and Local Planning Agency will hold a Public Hearing on Tuesday, May 10, 2022 at 3:00 p.m., in the Commissioners Board Room, 600 S. Commerce Ave.

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

6.A *Request approval of a Proclamation recognizing May 19th, 2022 as "LawDay in Highlands County, Florida".*

There is no fiscal impact.

[2022 Law Day Proclamation.pdf](#)

6.B *Request approval of a Proclamation recognizing May 2022, as "Historic Preservation Month" in Highlands County.*

Melony Culpepper, Planning and Zoning Manager

No fiscal impact.

[Highlands County Historic Preservation Month Proclamation 2022.pdf](#)

- 6.C *Request approval of a Proclamation recognizing May 18, 2022 as "International Museum Day" in Highlands County*
Casey Wohl Hartt, Lead Marketing Consultant
No fiscal impact
[2022 Museum_Day_Proclamation.docx](#)
- 6.D *Request approval of a Proclamation recognizing May 1-7, 2022 as "National Travel and Tourism Week" in Highlands County, Florida*
Casey Wohl Hartt, Lead Marketing Consultant
No fiscal impact
[2022 Tourism Week Proclamation.docx](#)
- 6.E *Request approval of a Proclamation recognizing May 6th, 2022 as "National Child Care Provider Appreciation Day".*
Samantha Jarvis, Early Learning Coalition of Florida's Heartland, Inc.
There is no fiscal impact.
[Highlands Proclamation.Childcare Provider Day_2022.pdf](#)
- 6.F *Tourism Department Marketing and Budget Update*
Casey Hartt, Marketing Consultant, Visit Sebring
There is no fiscal impact.
[5.3.22 comp TDC BOCCpresentation.pptx](#)
- 6.G *Presentation of Interim Financial Report of Key Operating Performance Measures for the 1st Quarter of Fiscal Year 2022 (As of December 31, 2021)*
Clerk of Court's Senior Accountant Jackie Gabrus
No fiscal impact
[Q2 2022 Board Financial Presentation - Clerk's Accounting.pdf](#)

7 PUBLIC COMMENT

8 CONSENT AGENDA

- 8.A *Request to accept into the Court-Related and Other Miscellaneous Funds Revenue and Expenditures for the Board of County Commissioners*
Clerk of Court's Senior Accountant Jackie Gabrus
No fiscal impact.
[FY 2022 Court-Related and Other Misc Funds Memo March 2022.pdf](#)
- 8.B *Request to approve Budget Amendment 21-22-075 to reallocate funds in the amount of \$84,500 from Project 21003 - TOSIP FY 21-22 to Project -17063 - Sebring Parkway Phase IIB*
Clinton Howerton Jr., P.E., County Engineer
There is no fiscal impact to Fund 151 (Infrastructure Surtax) or to the overall FY 21-22 budget as this budget amendment is simply reallocating funds from Project 21003 (TOSIP FY 21-22) to Project 17063 (Sebring Parkway Phase IIB).

[21-22-075 Reallocate Fds from Proj 21003 to Proj 17063 \(BA\).pdf](#)

- 8.C *Request adoption of Resolution No. 21-22-100 to establish a public hearing date of June 7, 2022 to discuss and consider closing a platted unnamed alley across 913 CR 731.*
Clinton Howerton, Jr., P.E., County Engineer
There is no fiscal impact.
[Resolution 21-22-100 & Petition.pdf](#)
- 8.D *Request approval to reappoint one (1) current member to the Lake Istokpoga Management Committee (LIMC).*
Dawn Ritter, Natural Resources Manager
No fiscal Impact
- 8.E *Request adoption of resolution 21-22-102 for Budget Amendment 21-22-073 to allocate the Children's Advocacy Center's Hospital District Board grant for FY 21/22.*
Sarah Beth Rogers, Children's Advocacy Center Manager
There is no fiscal impact to Fund 155 (Hospital District) or the overall budget. This budget amendment is merely moving the adopted budgeted funds into Project 21080 (Hospital Dist. Board 21/22) and appropriating the funds in Cost Center 1155 (Hospital District).
[21-22-073 Project 21080 Hospital Dist Board 21-22 \(BA\).pdf](#)
[21-22-073R Project 21080 Hospital Dist Board 21-22 \(Resolution\).pdf](#)
- 8.F *ARPA Household Assistance Funds for Children's Advocacy Center and Healthy Families clients with qualifying financial needs.*
Ingra Gardner, Community Programs Director
The fiscal impact is \$42,500 decrease in ARPA Project 21068 and \$25,000 decrease in ARPA Project 21069.
[ARPA Household Assistance Policy and Supporting Documents.pdf](#)
- 8.G *Request to approve the partial donation of the tracked file system and approve the disposition of the remaining obsolete tracked filing system through the FWQ process or by selling the metal for scrap and returning the revenue to the General Fund.*
Lance Marine, Parks & Facilities Director
No fiscal impact.
[Photo File System.pdf](#)
- 8.H *Request approval to move forward with the sale of two (2) County owned surplus properties and provide the Chair the authority to execute the Deeds.*
Brandon Gunn, Projects Manager
The fiscal impact is revenue totaling \$31,100.00 to the General Fund from sale of the properties and the properties will be back on the Tax Roll.
[Notice of Intent-Revised 4.21.22.pdf](#)
- 8.I *Request approval of the Florida Department of Transportation (FDOT) Amendment to the Traffic Signal Maintenance and Compensation Agreement and Resolution granting the County Administrator or the County Engineer the authority to execute the Amendment on an annual basis on behalf of the County.*
Clinton Howerton Jr., P.E., County Engineer
There is no fiscal impact.
[Res. 21.22.104_Signature Auth.Traffic Maintenance.CB.SGS.pdf](#)

- 8.J *Request to adopt Budget Amendment 21-22-076 to transfer funds for principal payments due to the refinancing of the Series 2015 Loan from the Infrastructure Surtax Reserve for Contingency.*

David Nitz, OMB Manager

There is no fiscal impact to Fund 151 (Infrastructure Surtax) or the overall budget. This budget amendment is transferring \$40,705.00 from cost center 9990B (Budget Expenditure AC/151), account 59900 (Reserve for Contingency) and \$17,280.63 from cost center 8110 (Long Term Notes 151), account 57200 (Interest Payments) to cost center 8110, account 57100 (Principal Payments).

[21-22-076 Debt Service Increase_8110 \(BA\).pdf](#)

[21-22-076 Debt Service Increase_8110 \(Reserve\).pdf](#)

- 8.K *Request approval of Consultant Service Authorization (CSA) No. 1-1 with Jones Edmunds & Associates, Inc. for Additional Engineering Services to evaluate systems operation and additional temporary operation at the Highlands County Solid Waste Management Center and closed DeSoto City Landfill and Budget Amendment 21-22-079.*

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

There is no fiscal impact to Fund 401 (Solid Waste) or the overall FY 21/22 budget as this budget amendment is transferring \$207,005.00 within the adopted budget.

[21-22-079 SW Realign Fds_Jones Edmunds Addendum No. 1 to CSA No. 1 - RAD rev.](#)

[4-25-22 \(BA\).pdf](#)

[20-024 JONES EDMUNDS CSA 1-1 final.pdf](#)

9 PUBLIC HEARING

10 ACTION AGENDA

- 10.A *Request to Vacate Easement at 4520 Rosada Court, Sebring, FL 33875*

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

There is no fiscal impact.

[Complete Agenda Packet - 4520 Rosada Court.pdf](#)

- 10.B *Request adoption of Resolution 21-22-105 for Budget Amendment 21-22-077 to add additional funds to the project and to execute the attached Resolution 21-22-103 and Supplemental Agreement No. 01 with the State of Florida Department of Transportation (FDOT) to provide additional funding needed to complete construction and in-house construction engineering inspections (CEI) for the resurfacing project of W Stryker Rd from North Olivia Dr to US 27.*

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

The fiscal impact will be an increase to Fund 151 (Infrastructure Surtax) in the amount of \$380,290.00 and will be appropriated in Project 18008 (W. Stryker Rd Roadway Improvements.)

[Res. 21.22.103_FDOT Project 436642-1-54-01-02.CB.pdf](#)

[21-22-105 Project 18008 W Stryker Rd Imp \(Resolution\).pdf](#)

[21-22-077 Proj 18008 W Stryker Rd Imp. Addl funds \(BA\).pdf](#)

11 COUNTY ADMINISTRATOR AND LEGAL

- 11.A *County Attorney Status Report.*
Sherry G. Sutphen, County Attorney
There is no fiscal impact.
[COUNTY ATTORNEY LOG 2.docx](#)
- 11.B *Report on efforts to address drainage concerns in key areas throughout the County.*
Clinton Howerton Jr., P.E., County Engineer
No Fiscal Impact
[Report on Drainage Studies 2022.pdf](#)
- 11.C *Employee Recruitment and Retention Committee Status Update*
Ingra Gardner, Community Programs Director
No fiscal impact at this time
[HCBocC Employee Retention and RecruitmentFINAL2.pdf](#)
- 11.D *Commissioner's Priorities and the Project Status Report.*
Randy Vosburg, County Administrator
No Fiscal Impact.
[Status - Commissioner's Priorities \(FINAL\) 05.03.2022.pdf](#)
[Status - Project Updates \(FINAL\) 05.03.2022.pdf](#)

12 COMMISSIONERS

13 INFORMATIONAL

- 13.A *Board payables from April 19, 2022 to May 2, 2022*

14 ADJOURN

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

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

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

Any invocation that may be offered before the official start of the Commission meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by

the Commission, and the Commission is not allowed by law to endorse the religious beliefs or views of this, or any other speaker.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER:

SUBJECT/TITLE: Request approval of a Proclamation recognizing May 19th, 2022 as "Law Day in Highlands County, Florida".

STATEMENT OF ISSUE

2022 Law Day Proclamation recognizing May 19th, 2022 as Law Day in Highlands County, Florida. The theme for Law Day 2022 is "Toward a More Perfect Union: The Constitution in Times of Change".

RECOMMENDED ACTION

Move to approve a a Proclamation recognizing May 19th, 2022 as "Law Day in Highlands County, Florida".

FISCAL IMPACT

There is no fiscal impact.

Attachments: [2022 Law Day Proclamation.pdf](#)

2022 Law Day Proclamation

Whereas, the Preamble to the United States Constitution mentions forming “a more perfect Union” first in its list of purposes of the Constitution; and

Whereas, for more than 230 years the government outlined by the U.S. Constitution has maintained representative government based on the rule of law; and

Whereas, over the course of American history, the American people have made changes to their government, including formal amendments to the U.S. Constitution, to fulfill promises of the Framers and guarantee rights; and

Whereas, the United States has overcome great challenges in its history, including a Civil War, two world wars in the 20th century, global pandemics, and periodic economic depressions; and

Whereas, the United States—like much of the world—continues to experience great social change, including social movements for equality for women, ethnic and racial minorities, people with disabilities, and other groups, leading to a growing awareness of systemic sources of oppression; and

Whereas, the creating a more perfect Union requires an educated citizenry that understands the rule of law and demonstrates engaged citizenship; and

Whereas, the theme for Law Day 2022 is "Toward a More Perfect Union: The Constitution in Times of Change". We encourage all Americans to consider and pursue the roles that we all play in helping the United States achieve “a more perfect Union.”

Now, therefore, we, the Highlands County Board of County Commissioners, do hereby proclaim Thursday, May 19, 2022 as Law Day in Highlands County, Florida. We urge everyone to observe this day by renewing their commitment to work to achieve a more perfect Union that strengthens our democracy, defends liberty, and pursues justice.

IN WITNESS WHEREOF, I have hereunto set my hand on this 3rd day of May, 2022, in Highlands County, Florida.

**HIGHLANDS COUNTY BOARD
OF COUNTY COMMISSIONERS**

Kathy Rapp, Chairperson

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Melony Culpepper, Planning and Zoning Manager

SUBJECT/TITLE: Request approval of a Proclamation recognizing May 2022, as “Historic Preservation Month” in Highlands County.

STATEMENT OF ISSUE

Since the National Trust for Historic Preservation (Trust) created Historic Preservation Week in 1971 to spotlight grassroots preservation efforts in America, it has grown into an annual celebration observed by small towns and big cities throughout the country. Due to its overwhelming popularity, in 2005, the Trust extended the celebration to the entire month of May by declaring it Preservation Month to provide an even longer opportunity to celebrate the diverse and unique heritage of our country’s cities and states and to enable more Americans to become involved in the growing preservation movement. Highlands County, as a Certified Local Government with the Division of Historical Resources within the Florida Department of State, is part of a statewide preservation partnership to revitalize neighborhoods and communities, spark economic development and promote environmental sustainability. In conjunction with the State’s celebration of May as Historic Preservation Month, the Board has previously approved May as Highlands County “Historic Preservation Month.” This year, Members of the Historic Preservation Commission wish to ask the Board to approve a Proclamation designating May 2022, as Highlands County Historic Preservation Month.

RECOMMENDED ACTION

Move to approve a Proclamation recognizing May 2022, as “Historic Preservation Month” in Highlands County.

FISCAL IMPACT

No fiscal impact.

Attachments: [Highlands County Historic Preservation Month Proclamation 2022.pdf](#)



HIGHLANDS COUNTY
Board of County Commissioners
Proclamation

WHEREAS, Highlands County has a rich and fascinating past; and

WHEREAS, our cultural heritage represents the presence and activities of people for over 12,000 years; and

WHEREAS, this heritage is embodied in historic buildings and other structures, prehistoric and historic archaeological sites, artifacts, documents, and public records, as well as in the traditions and folkways of the County's diverse citizenry; and

WHEREAS, all of this evidence of our past makes up the County's cultural and historical resource; and

WHEREAS, historic resources provide not only continuity with our past, but also creates jobs, improves housing, enhances our quality of life, and along with the County's unique natural resources, draws hundreds of visitors annually; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people.

NOW THEREFORE, BE IT PROCLAIMED by the Board of County Commissioners of Highlands County, Florida, that May is Highlands County

HISTORIC PRESERVATION MONTH

DONE AND ADOPTED, this 3rd day of May, 2022



(SEAL)

*Board of County Commissioners
Highlands County, Florida*

Kathleen G. Rapp, Chairperson

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Casey Wohl Hartt, Lead Marketing Consultant

SUBJECT/TITLE: Request approval of a Proclamation recognizing May 18, 2022 as "International Museum Day" in Highlands County

STATEMENT OF ISSUE

Highlands County museums will celebrate International Museum Day on May 18, 2022 with the theme, "Museums for Equality: Diversity and Inclusion," The 2022 observance of International Museum Day serves as a reminder of the role museums play in raising awareness of our responsibility to preserve our natural environment for future generations;

RECOMMENDED ACTION

Move approval of a Proclamation recognizing May 18, 2022 as "International Museum Day" in Highlands County

FISCAL IMPACT

No fiscal impact

Attachments: [2022 Museum_Day_Proclamation.docx](#)

PROCLAMATION

A Proclamation of the Highlands County Board of County Commissioners, Highlands County, Florida recognizing May 18, 2022 as “International Museum Day” in Highlands County.

WHEREAS, museums throughout Highlands County, Florida and the United States of America provide unique educational and cultural opportunities that significantly enhance our quality of life; and

WHEREAS, museums play a vital role in preserving Highlands County's rich history, telling stories about our past while providing insight into our future by maintaining and nurturing historical links; and

WHEREAS, Highlands County museums will celebrate International Museum Day on May 18, 2022 in numerous ways, including offering special tours and hosting guest speakers; and

WHEREAS, with the theme, "The Power of Museums," the 2022 observance of International Museum Day serves as a reminder of the power museums have to achieve sustainability, to innovate digitalization and accessibility, and to help community building through education; and

WHEREAS, we encourage all Highlands County residents to recognize the importance of museums to our communities and to work together to preserve these valuable institutions for our enjoyment and benefit today and in the future.

NOW, THEREFORE, the Highlands County Board of County Commissioners, Highlands County, Florida, does hereby proclaim May 18, 2022 as

“International Museum Day” in Highlands County, Florida.

DONE AND ADOPTED THIS 3rd DAY OF MAY, 2022.

Kathy Rapp, Chair

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Casey Wohl Hartt, Lead Marketing Consultant

SUBJECT/TITLE: Request approval of a Proclamation recognizing May 1-7, 2022 as "National Travel and Tourism Week" in Highlands County, Florida

STATEMENT OF ISSUE

The first full week of May is recognized as National Travel and Tourism Week to promote the contributions of travel and tourism to our nation's economic prosperity and image around the world, and the well-being of Americans. The Proclamation highlights tourism's indirect and induced impacts on Highlands County's economy.

RECOMMENDED ACTION

Move approval of a Proclamation recognizing May 1-7, 2022 as "National Travel and Tourism Week" in Highlands County, Florida

FISCAL IMPACT

No fiscal impact

Attachments: [2022 Tourism Week Proclamation.docx](#)

PROCLAMATION

WHEREAS, the first full week of May is recognized as National Travel and Tourism Week to promote the contributions of travel and tourism to our nation's economic prosperity and image around the world, and the well-being of Americans; and

WHEREAS, travel to and within the United States produces significant economic benefits, generates \$2.1 trillion in economic output, and supports 15 million jobs; and

WHEREAS, travel and tourism are vital components of Highlands County's diverse economy, a cornerstone of our vibrant quality of life, and a catalyst for entrepreneurship, cultural enrichment, historic preservation, community revitalization, and economic growth; and

WHEREAS, in recent year's tourism's indirect and induced impacts on Highlands County's economy have generated \$220 million/year in economic impact, 2,160 jobs, \$147.8 million/year in direct spending, and saves each Highlands County household \$169/year; and

WHEREAS, the Highlands County Tourist Development Council was established to stimulate the tourism industry in Highlands County, support the development of local tourism marketing programs, and increase the prosperity and welfare of the people of Highlands County; and

WHEREAS, in an effort to market Highlands County as a premier travel destination, the Highlands County Tourist Development Council works tirelessly—in partnership with localities, businesses, and non-profit institutions—to extend the appeal and reach of Highlands County tourism advertising and promotions; and

WHEREAS, travel and tourism professionals are devoted ambassadors for Highlands County, whose commitment to economic opportunity, community development, hospitality and progress exemplify the highest ideals and best traditions of Highlands County;

NOW, THEREFORE, the Highlands County Board of County Commissioners, Highlands County, Florida, does hereby recognize May 1-7, 2022, as NATIONAL TRAVEL AND TOURISM WEEK in HIGHLANDS COUNTY, FLORIDA, and calls this observance to the attention of all our citizens.

Done and adopted this 3rd day of May 2022.

Kathy Rapp, Chair

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Samantha Jarvis, Early Learning Coalition of Florida's Heartland, Inc.

SUBJECT/TITLE: Request approval of a Proclamation recognizing May 6th, 2022 as "National Child Care Provider Appreciation Day".

STATEMENT OF ISSUE

Early Learning Coalition of Florida's Heartland, Child Care Aware of America and other organizations nationwide are recognizing Child Care Providers on May 6th, 2022 as "National Child Care Provider Appreciation Day".

RECOMMENDED ACTION

Move to approve a Proclamation recognizing May 6th, 2022 as "National Child Care Provider Appreciation Day".

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Highlands Proclamation.Childcare Provider Day_2022.pdf](#)

Early Learning Coalition of Florida's Heartland, Inc.

www.elcfh.org

Proclamation

National Child Care Provider Appreciation Day

WHEREAS, the **Early Learning Coalition of Florida's Heartland**, Child Care Aware® of America and other organizations nationwide are recognizing Child Care Providers on May 6, 2022; and

WHEREAS, of the 20 million children under the age of 5 in America, nearly 11 million are in some form of childcare setting; and

WHEREAS, by calling attention to the importance of high-quality childcare services for all children and families within our state and community, these groups hope to improve the quality and availability of such services; and

WHEREAS, our future depends on the quality of the early childhood experiences provided to young children today; high quality early child care services represents a worthy commitment to our children's future.

Now, therefore, be it proclaimed that May 6, 2022, be known in all of Highlands County as **Child Care Provider Appreciation Day**, and all citizens and businesses are encouraged to recognize Child Care Providers for their important work.

IN WITNESS WHEREOF, I have hereunto set my hand on this 3rd day of May 2022, in Highlands County, Florida.

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**

Kathleen G. Rapp, Chairperson



 **Charlotte Office**
2886 Tamiami Trail, Suite 1
Port Charlotte, FL 33952
Phone: (941) 255-1650
Fax: (941) 255-5856

 **Highlands Office**
6432 US HWY 27 South
Sebring, FL 33876
Phone: (863) 314-9213
Fax: (863) 314-4480

OFFICE OF
Early Learning
LEARN EARLY. LEARN FOR LIFE.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2020

PRESENTER: Casey Hartt, Marketing Consultant, Visit Sebring

SUBJECT/TITLE: Tourism Department Marketing and Budget Update

STATEMENT OF ISSUE

Update of Tourism Development Council marketing activities and budget.

RECOMMENDED ACTION

Not applicable

FISCAL IMPACT

There is no fiscal impact.

Attachments: [5.3.22 comp TDC BOCCpresentation.pptx](#)

Highlands County Tourist Development Council (TDC)

Marketing/Budget Update

- *Leisure Travel Trends
- *PR Update
- *Destination Management
- *Event Grant Status
- *Budget Update

May 3, 2022





Miles Media DMO Webinar – Travel Trends



[WHY CHANIA](#)
[EXPLORE](#)
[DON'T MISS](#)
[NEWS](#)

WELCOME TO CHANIA

Somewhere between the White Mountains and the blue of the Cretan Sea, resides a charmer, an enchantress.



A city of many tales, ancient, old and contemporary, Greece not only. **Chania** is one of the most appealing and world popular tourist destinations of Greece, attracting every year round, thousands of visitors and faithful lovers who return to this mistress/city that has been so generously blessed by nature and densely woven by history.

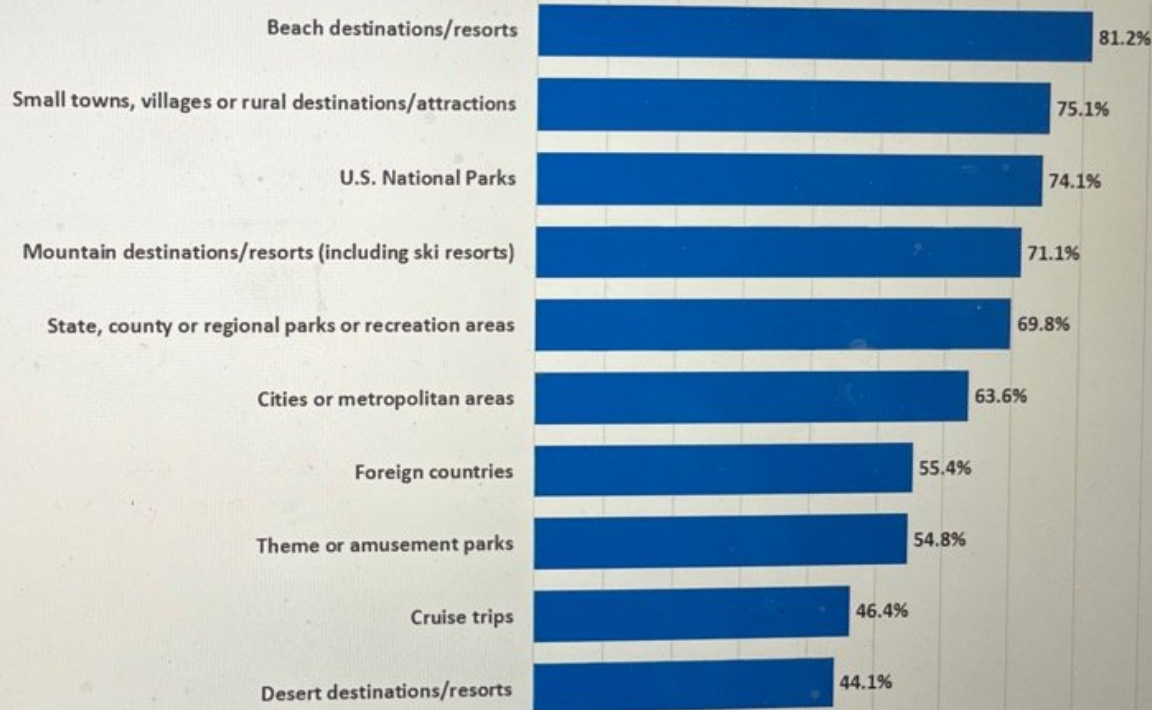
- Trip Style - Year of Connections
- Dog-friendly searches has increased
- Travel like a local – NYC showcasing all 5 boroughs
- Unknown, obscure places – Chania
- Travel Passions & Planning survey results

THE DESTINATION TYPES WE LOVE

Question: In general, how do you feel about leisure trips to the following types of travel destination? (Use the scale below to express your feelings about visiting these places)

(Base: All respondents, 4,007 completed surveys.
Data collected March 15-23, 2022.)

TOP 2 BOX SCORE: LOVE IT



AMERICAN'S TOP 10 PASSIONS

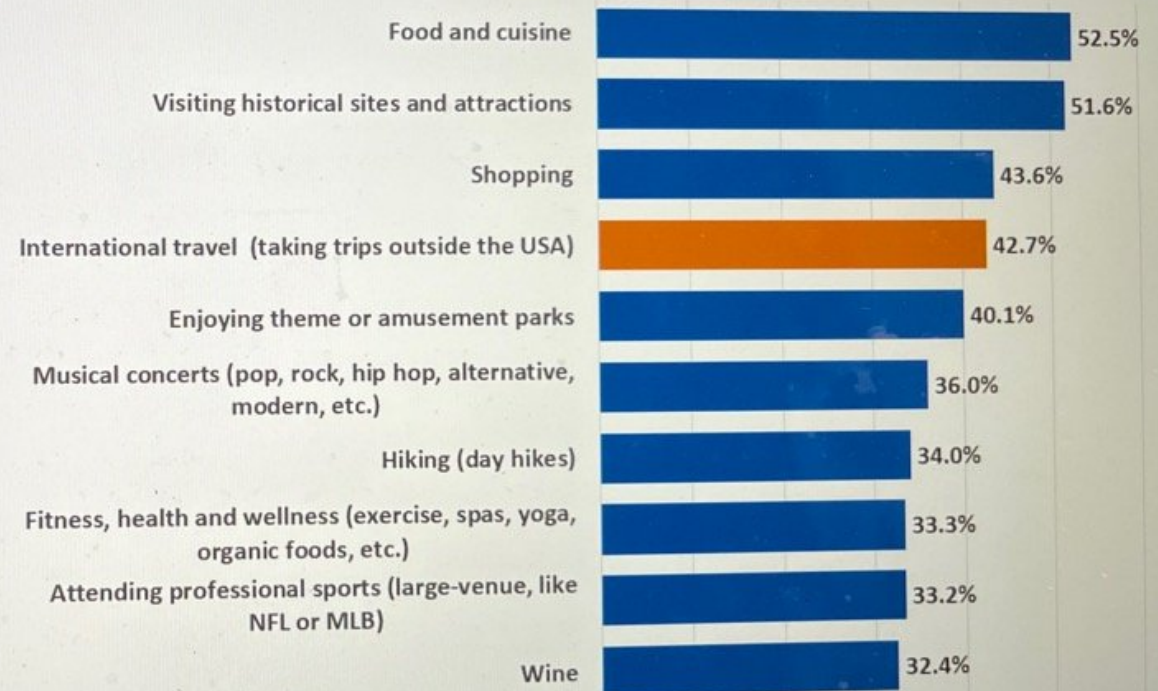
"High interest" or "Extremely high interest - I'm passionate"



Question: Tell us about your hobbies and passions. Please use the scale below to describe your interest in each.

(Base: All respondents, 4,007 completed surveys.)

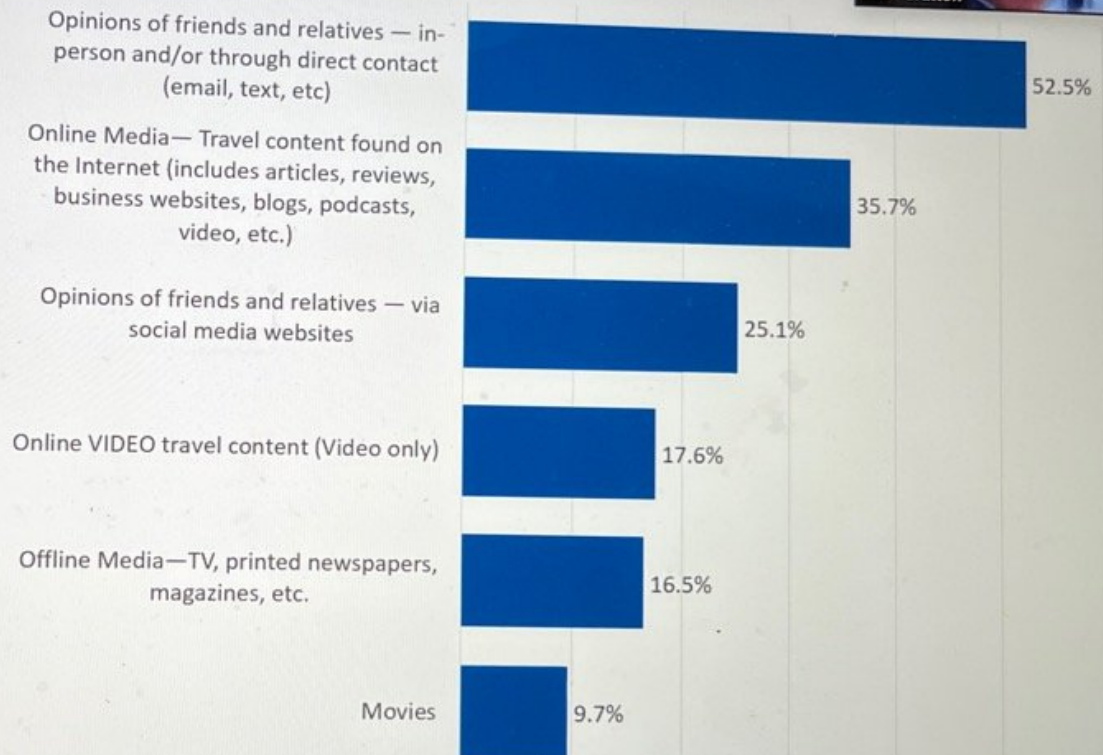
Data collected March 15-23, 2022.)



DESTINATION INSPIRATION, 2022

Question: Please think specifically about how you get your inspiration for the destinations you want to visit domestically. Which would you typically use to find destination ideas and inspiration? (Select all that apply)

(Base: All respondents, 4,007 completed surveys.
Data collected March 15-23, 2022.)

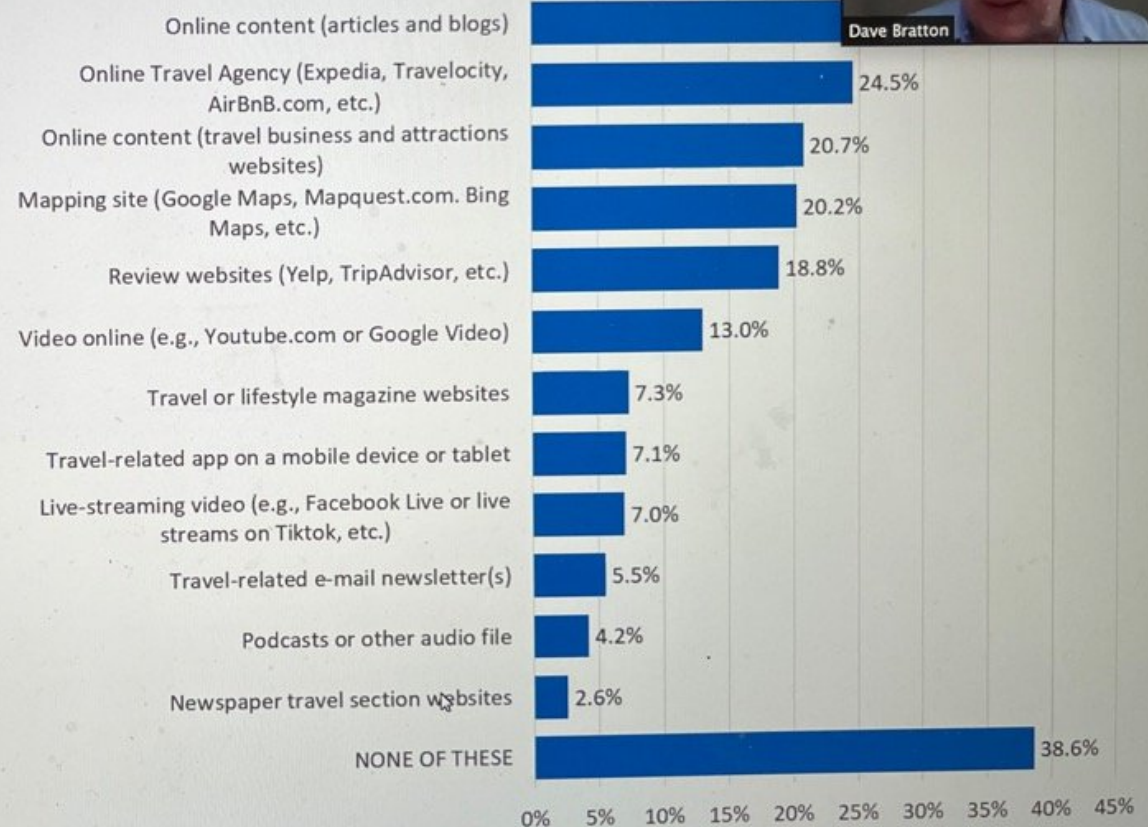


RESOURCES USED FOR TRAVEL PLANNING: ONLINE

Question: In the PAST 12 MONTHS,
which of these resources have you used
to help plan your travel?

PLEASE ONLY CHECK IF USED FOR TRAVEL
PLANNING, IDEAS OR INSPIRATION

(Base: All respondents, 2,005 completed surveys.
Data collected March 15-23, 2022.)

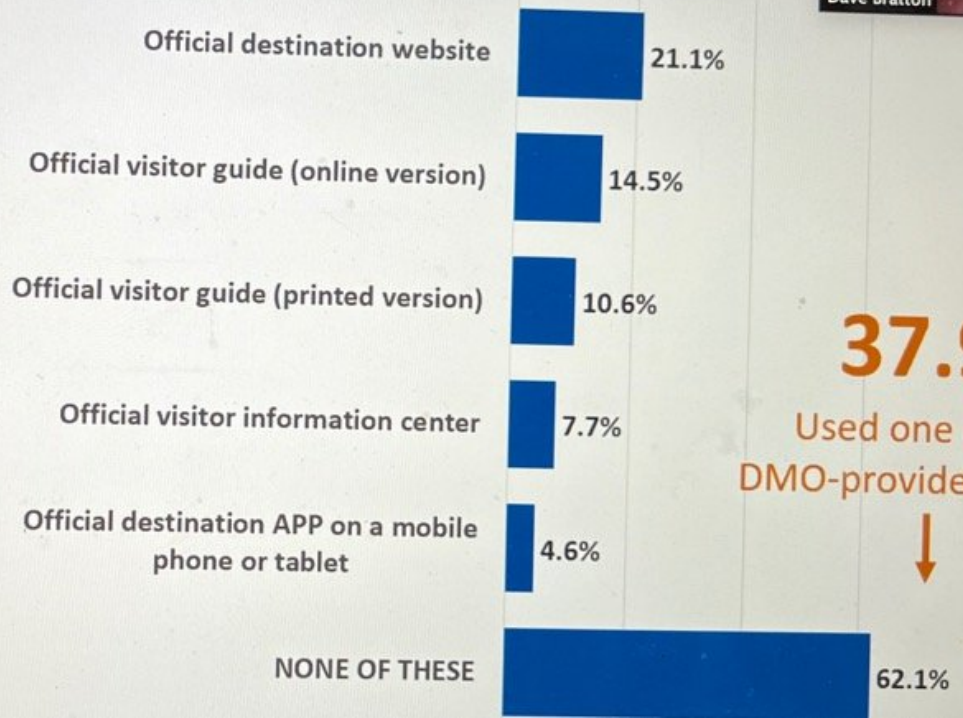


Dave Bratton

DMO RESOURCES USED FOR TRAVEL PLANNING

Question: In the PAST TWELVE (12) MONTHS, have you used a destination's official local Visitors or Convention Bureau (or Chamber of Commerce), or state or national government tourism office to help plan any travel? If so, which resources did you use? (Select all that apply)

(Base: All respondents, 2,005 completed surveys.
Data collected March 15-23, 2022.)

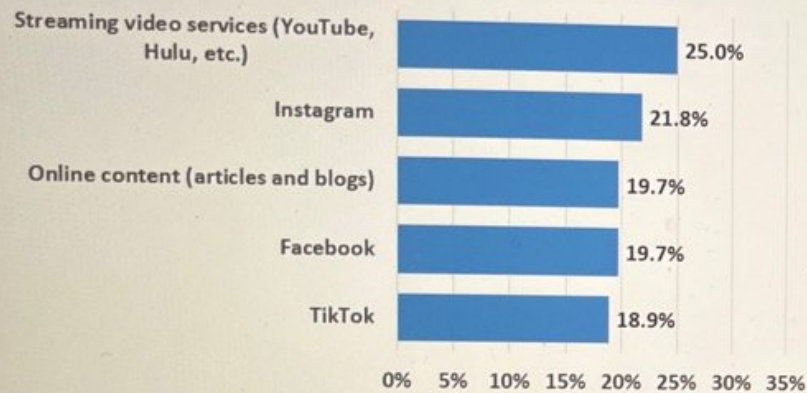


Dave Bratton

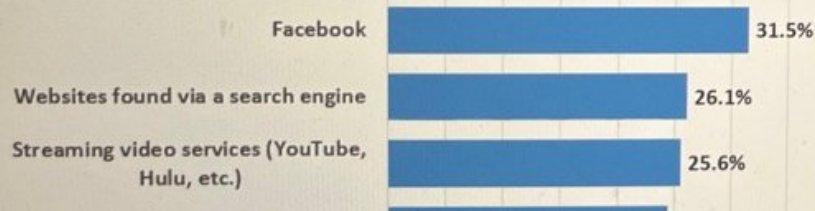
37.9%
Used one of these
DMO-provided resources
↓

MOST RECEPTIVE LOCATIONS

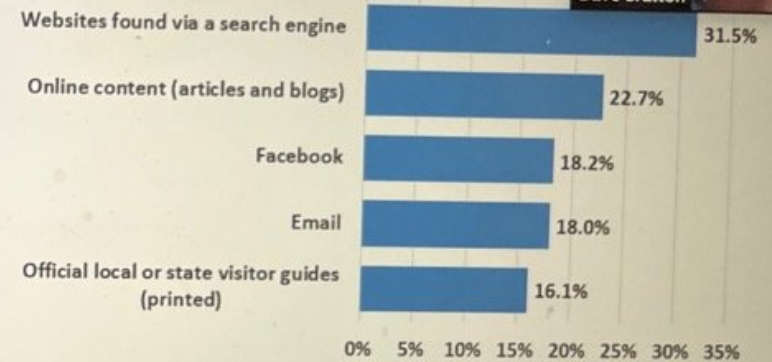
Generation Z



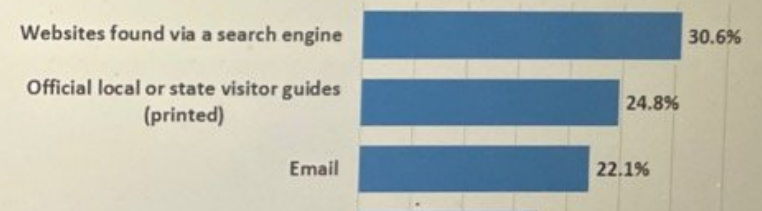
Millennials



Generation



Baby Boomers



TDC PR Outreach & Update

Soda Festival

- Hosted a 4-person media press trip April 1-3 with social media content coverage, as well as story placement.
- Had 77 pieces of coverage published about the event
 - 6.11 million estimated views
 - A media audience of 523 million
 - 2,520 engagements (shares, likes, comments)
- Soda Fest TV segments aired on FOX 13 (Tampa), Daytime TV (Tampa) and FOX 35 (Orlando)

Visit Florida's NYC Media Mission

- Tanya Churchmuch (MuchPR) participated in the Visit Florida NYC Media Receptions in NYC.
- During this 2-day event, she met virtually with 50+ top tier NYC based media to share stories about the Sebring area

Traveling Golfer TV Show

- Story focus on area as up-and-coming destination/proving ground for young golfers: CGT Open & Ladies tourneys, AJGA, MLGT and East Coast Women's Prof. Golf League (May).
- Will air on NBC Sports with Tony Leadora as host

Monsterbass – Bass Fishing Social Media & Marketing

- Shoot dates: Feb. 24-March 3
- 163,000 Facebook & Instagram followers
- 11,000 Regional Pro Series box subscribers
 - Visit Sebring provide inserts for April, May & June
- One email/month: 115,000 email subscribers
- One YouTube video/month: 1,600 views in 1st 7 days



TDC Program Updates

International Museum Day – May 18

Tourism Awards Update

- 20 entries; awards program late summer/early fall
 - Hotel Service , Attractions Service, Restaurant Service, Sports, Rising, Innovation, Volunteer & Humanitarian

RFP for 2022-2023

- Digital Marketing RFP (not sent yet)

FSF Grants Submitted

- April-June Events
 - Prowatercross, Bono Bilt & ACL Cornhole - **\$8,788**
- July-August Events
 - Motosurf, Lacrosse (July) & Lacrosse (September) - **pending**



Destination Management

EDA Grant for Tourism Planning – Denied

- Countywide Facilities Plan & Updated Strategic Plan
- \$100,000 w/20% from TDC
- Submitted; EDA ran out of \$\$
- Looking at other options

Agritourism Forum

- Sept.13 (farm tour) and Sept. 14 (meeting)
- Possible VISIT FL sponsorship via FL Agritourism Association

Stakeholder Meetings

- Restaurant Mtg – May 2
- Citrus Golf Trail – ongoing
- Facility Meeting – April 2

Facility & Site Visits

- Bernie Little
- Three High Schools
- Lake Placid/Lake June





FL Sports Foundation Grant Income *October-September Events*

- | | |
|--|----------|
| • Oct. 24: GFNY Marathon | \$ 1,947 |
| • Oct. 30-31: GFNY Cycling | \$ 3,576 |
| • Nov. 1-2: Visit Sebring Classic/MLGT | \$ 537 |
| • Nov. 29-Dec. 2: Citrus Golf Trail Open | \$ 719 |
| • Dec. 11-12: Spartan/Tough Mudder | \$40,819 |
| • April 29-May 1: Prowatercross | \$ 1,316 |
| • May 13-15: Cornhole | \$ 4,414 |
| • TBD: Bono Bilt | \$ 3,058 |
| • July 22-24: Lacrosse | TBD |
| • Aug. 19-21: Motosurf | TBD |
| • Sept. 17-18: Lacrosse | TBD |

TOTAL CONFIRMED FSF GRANT INCOME: \$56,378

Oct. 2021- Sept. 2022 Grant Status

- **Approved Grants**

- \$90,000 – Spartan Race
- \$65,000 – GFNY Marathon
- \$ 7,500 – CGT Ladies
- \$25,000 – CGT Open
- \$7,500 – VS Classic (Dec)
- \$7,500 – CGT Ladies
- \$12,500 – Soda Fest
- \$24,500 – Cornhole
- \$30,000 – Lacrosse (May)
- \$20,000 – Bono Bilt
- \$ 9,750 – VS Classic (April/Nov)
- \$10,000 – Heartland Triathlon

Total: \$309,250

- **Pending Grants**

- \$10,000 – Dixie Youth (2 requests)
- \$40,000 – Lacrosse (July)
- \$40,000 – Lacrosse (September)
- \$10,000 - Caladium Festival

Total: \$100,000

- **Future Requests**

- None that staff is aware of for this fiscal year, 2021-2023

- **Events Funded via Advertising**

- Prowatercross
- Motosurf
- GFNY Cycling

Total Approved + Pending: \$409,250

Marketing & Event Grant Budget

As of 4.21.22	'21-'22 Budget	'21-'22 To Date	Budget Remaining
Advertising	195,000	187,182 (includes Events & barrier jackets)	7,818
Website/SEM/SEO	100,000	102,000	- 2,000
Promotions/PR	35,000	31,392	3,608
Sports Marketing	72,000	72,000	0
Visitor Services	10,000	11,334 (Travel Guide Reprints)	-1,334
Industry Relations	7,000	5,548	1,452
Event Grants	335,000	309,250 (\$100,000 pending as of 4/28)	25,750
Special Projects	\$20,000 (Facility Study)	0	20,000
FSF Income			+56,386
TOTAL	\$774,000	\$718,706	\$111,680

Any Questions?



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Clerk of Court's Senior Accountant Jackie Gabrus

SUBJECT/TITLE: Presentation of Interim Financial Report of Key Operating Performance Measures for the 1st Quarter of Fiscal Year 2022 (As of December 31, 2021)

STATEMENT OF ISSUE

Presentation of the Interim Financial Report of Key Operating Performance Measures as of March 31, 2022.

RECOMMENDED ACTION

Move to accept into the record the presentation of the Interim Financial Report of Key Operating Performance Measures as of December 31, 2021.

FISCAL IMPACT

No fiscal impact

Attachments: [Q2 2022 Board Financial Presentation - Clerk's Accounting.pdf](#)



Highlands *County* Florida Clerk*of* Courts

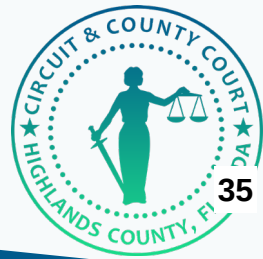
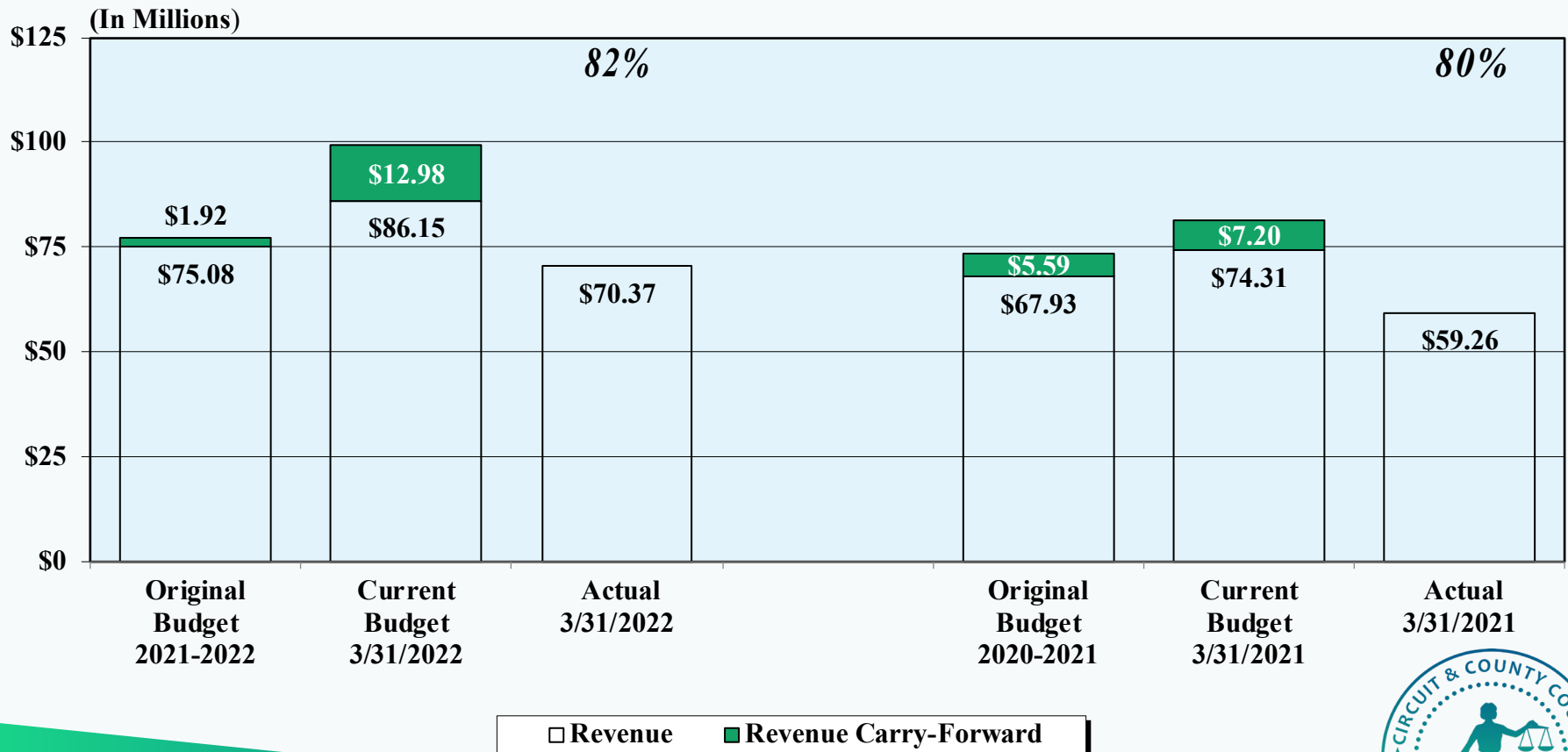
***INTERIM FINANCIAL REPORT
OF KEY OPERATING
PERFORMANCE MEASURES AS OF
March 31, 2022
(UNAUDITED)***



(UNAUDITED)

REVENUE – GENERAL FUND

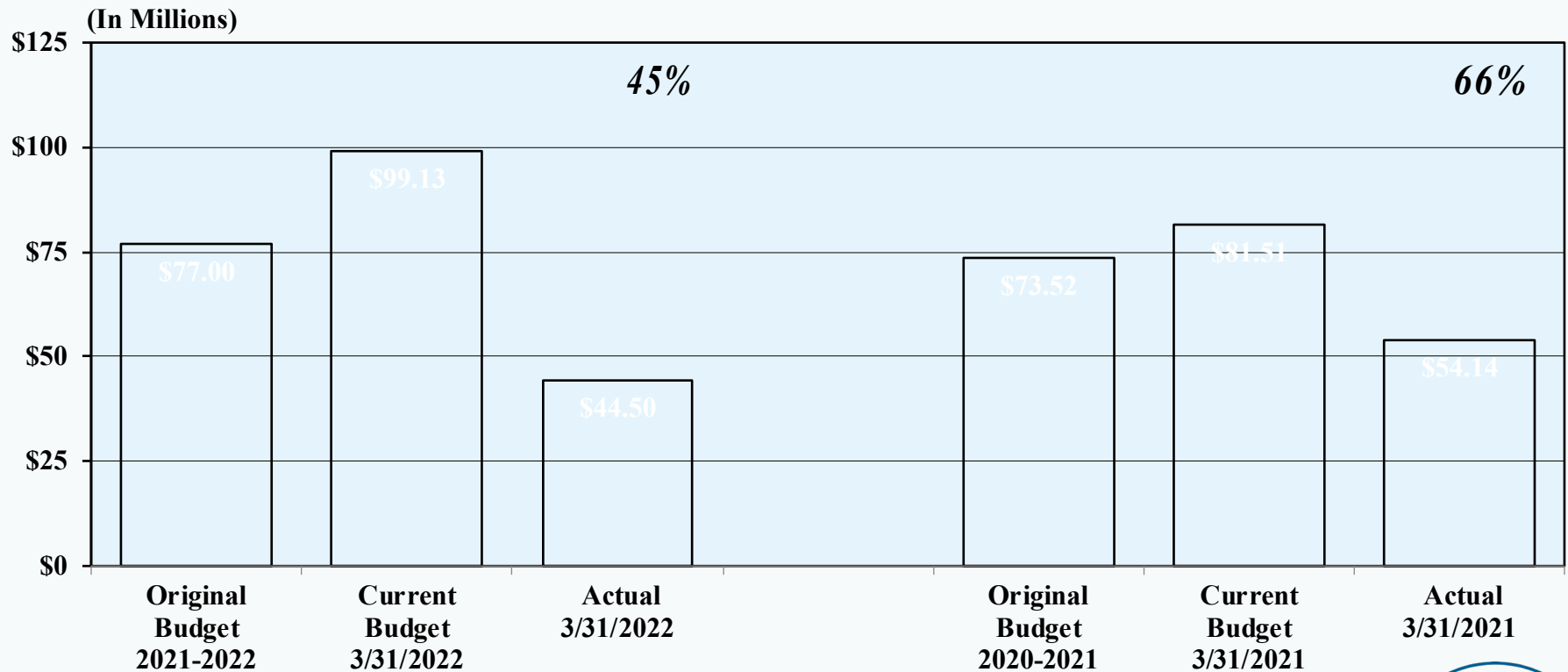
BUDGET – TO – ACTUAL



(UNAUDITED)

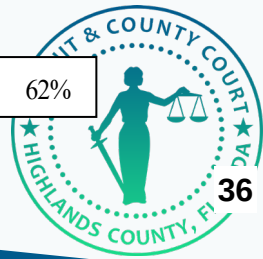
EXPENDITURES – GENERAL FUND

BUDGET – TO – ACTUAL & ENCUMBRANCES



Actual Less Encumbrances / Current Year: 41%

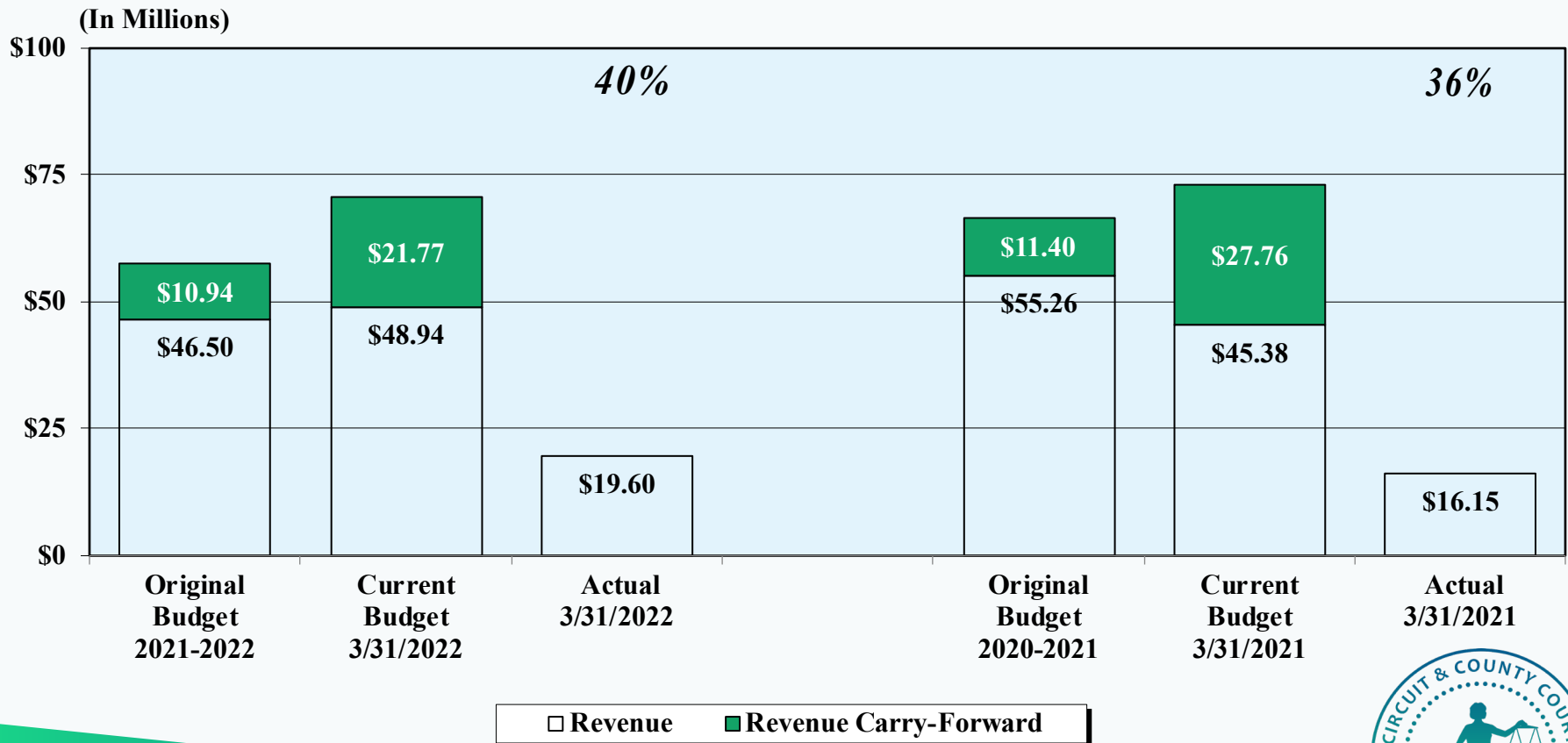
Actual Less Encumbrances / Prior Year: 62%



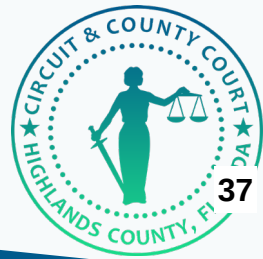
(UNAUDITED)

REVENUE – SPECIAL REVENUE FUNDS

BUDGET – TO – ACTUAL



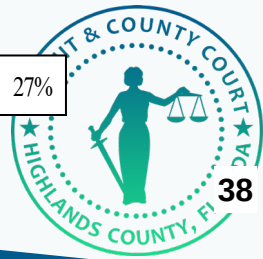
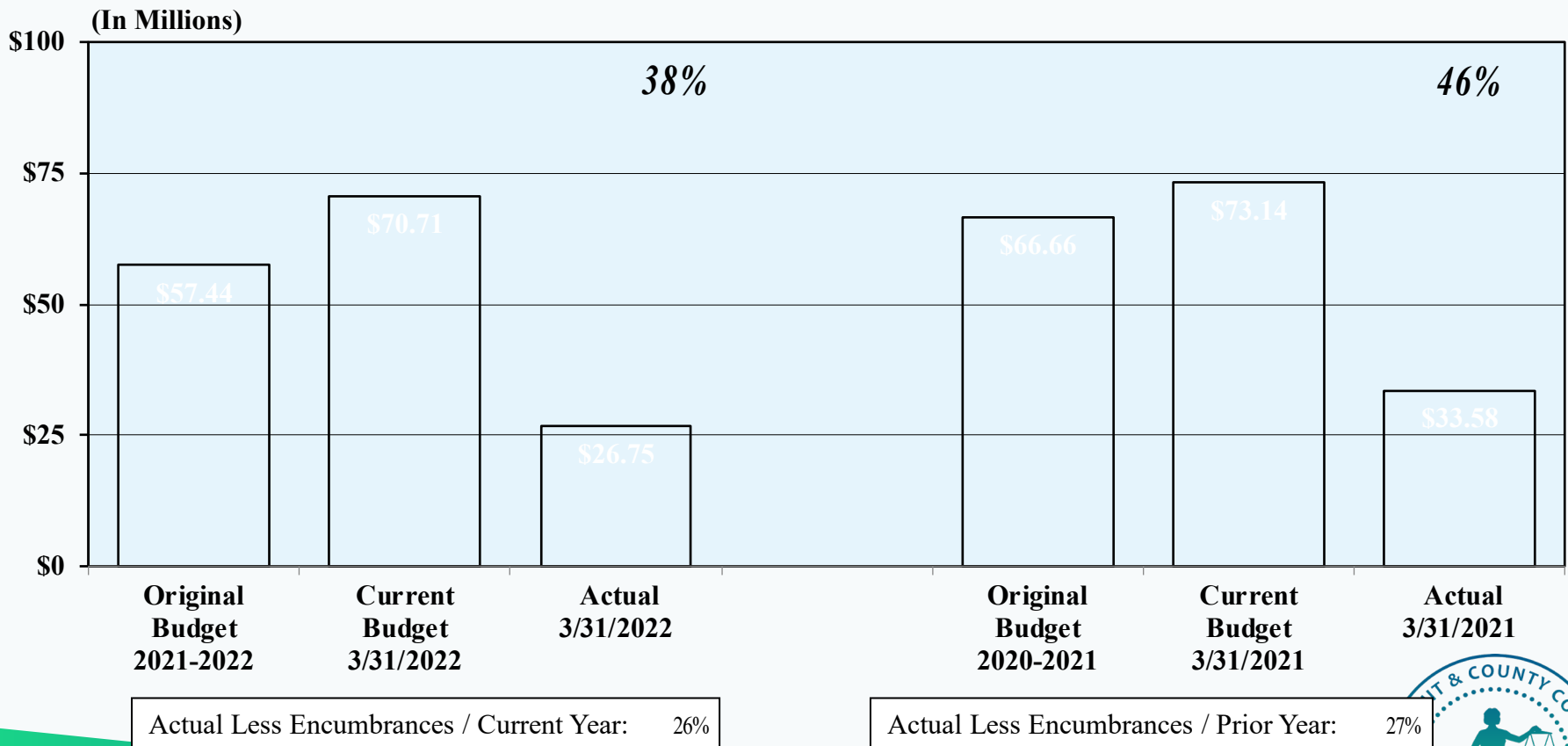
Note: State Revenue Sharing Funds lag 30 to 60 days



(UNAUDITED)

EXPENDITURES - SPECIAL REVENUE FUNDS

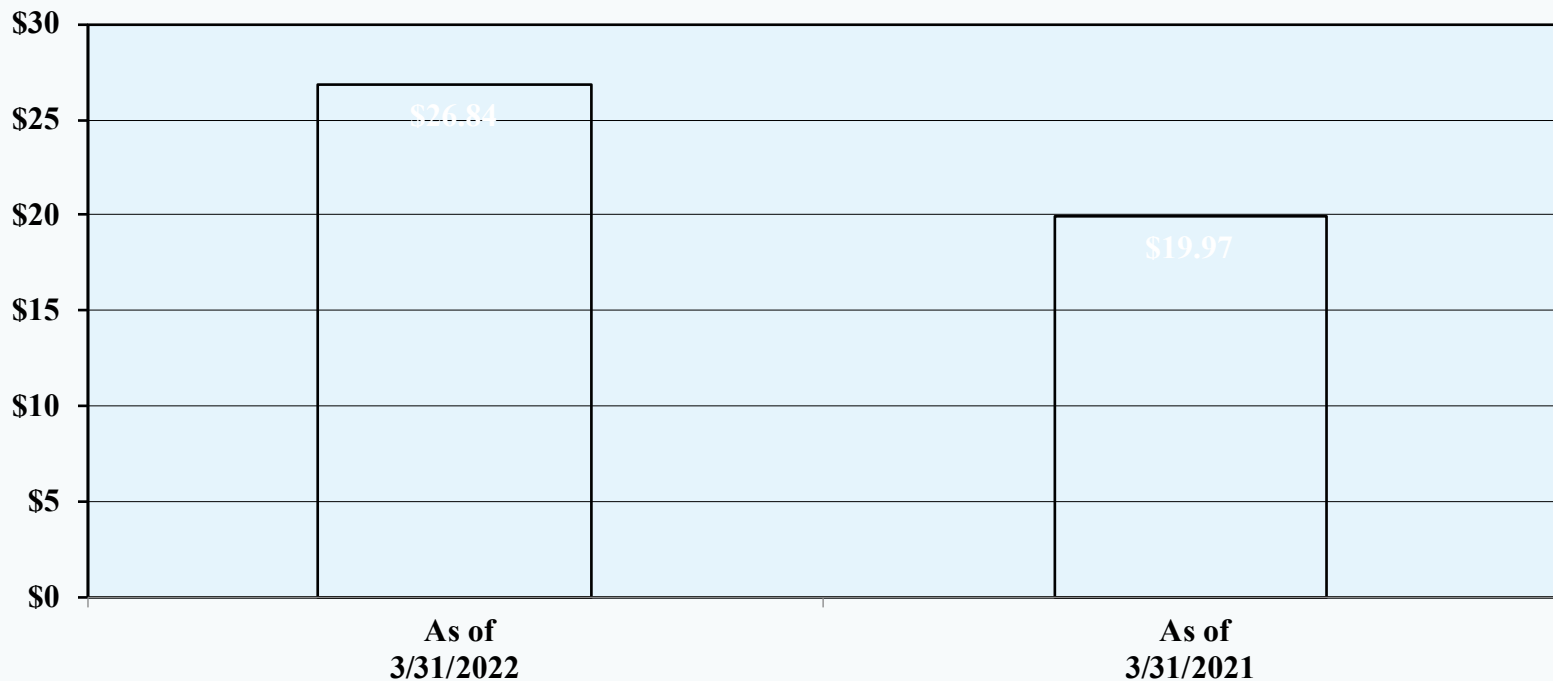
BUDGET – TO – ACTUAL & ENCUMBRANCES



(UNAUDITED)

LONG-TERM DEBT GOVERNMENTAL FUNDS

(In Millions)



(UNAUDITED)



LONG-TERM DEBT

GOVERNMENTAL FUNDS

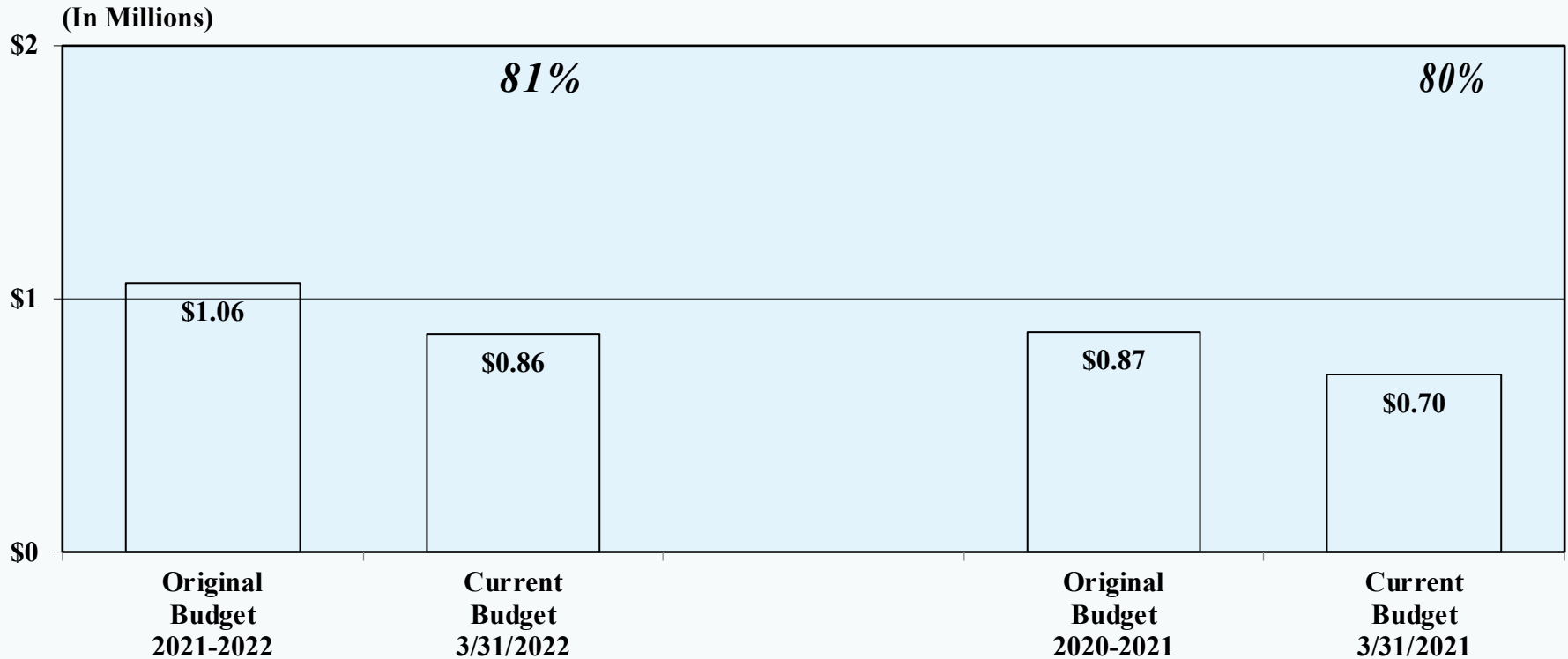
	Balance	Interest Rate	Final Payment	Holder of Note	
EMS LifePak Equipment Purchase (Fund 005 and 151)	67,175.79	2.169%	May 1, 2022	Flex Financial	Original Amount \$522,609.54 Dated – November 1, 2018
Public Improvement Revenue Note, Series 2019 (Fund 151)	5,155,000.00	2.08%	August 01, 2034	SunTrust	Original Amount \$5,500,000.00 Dated – September 19, 2019
ISS Refunding Revenue Note, 2021 (Fund 151)	21,614,000.00	1.52%	November 1, 2033	Regions Capital Advantage, Inc.	Original Amount \$21,614,000.00 Dated – November 10, 2021



(UNAUDITED)

RESERVE FOR CONTINGENCY

BEGINNING BUDGET TO CURRENT BUDGET



(UNAUDITED)



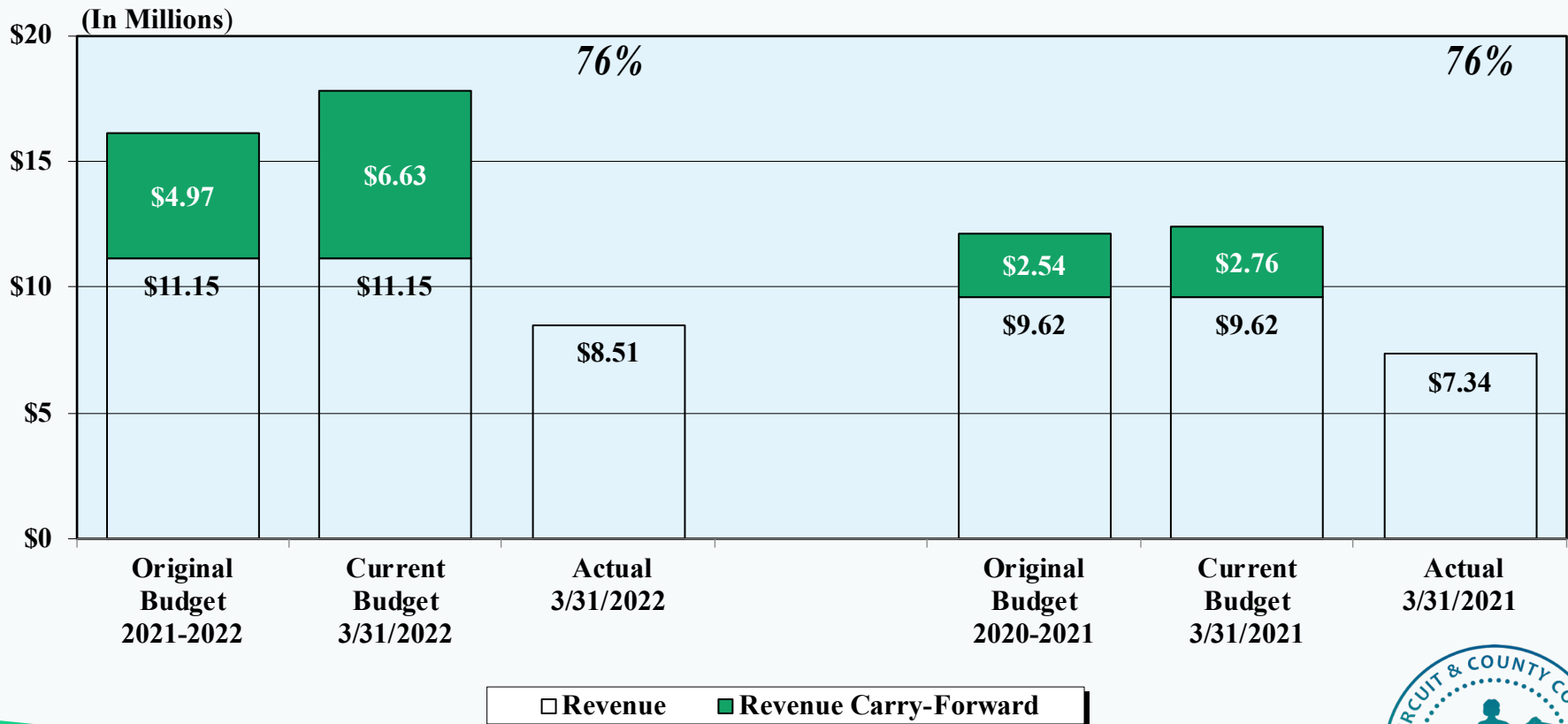
RESERVE FOR CONTINGENCY CHANGES DURING FISCAL YEAR

Budget Amendment	Amount	Description	Date Approved
21-22-002	\$ 957,000.00	Realign Year-End Budget Rollover for ARPA Projects	10/19/2021
21-22-003	(66,153.00)	Adjust Property Appraisers Budget for FRS and State Changes	10/19/2021
21-22-012	9,980.27	Realign Budget for VOCA Grant and COPS Hiring Program	11/16/2021
21-22-014	(45,000.00)	Realign Budget for Highway Lightning Project Expenditure Tracking	12/7/2021
21-22-028	(957,000.00)	Realign CFS Budget Rollover	12/21/2021
21-22-031	(23,451.02)	Realign Budget for EMS Grant County Match	1/18/2022
21-22-032	(68,815.00)	Realign Budget for Ag Center HVAC Unit	1/18/2022
21-22-039	(8,750.00)	Realign Budget for SWFWMD Cooperative Funding County Match	1/18/2022



(UNAUDITED)

REVENUE – SOLID WASTE BUDGET – TO – ACTUAL

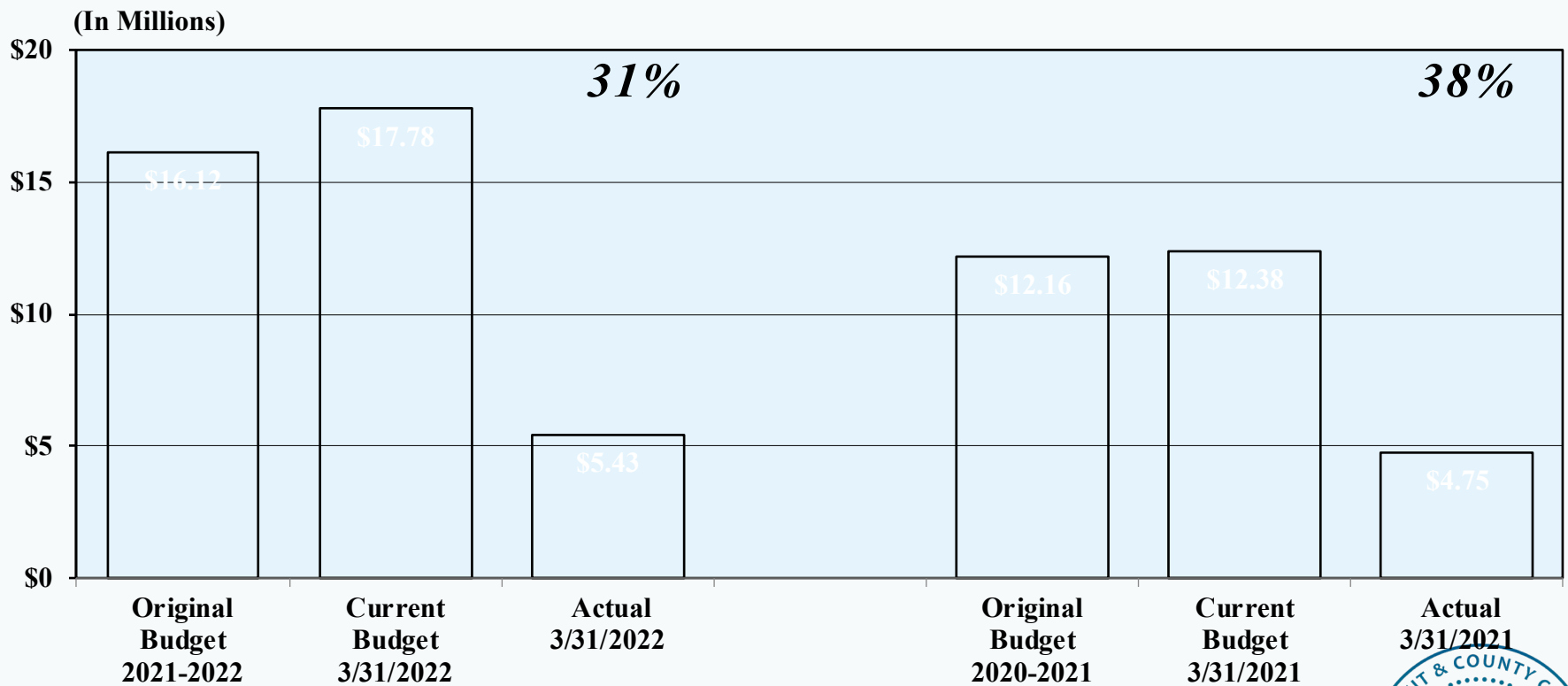


(UNAUDITED)



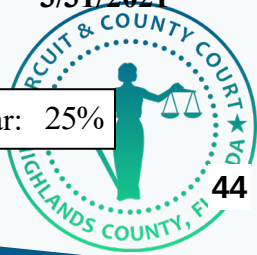
EXPENSES – SOLID WASTE

BUDGET – TO – ACTUAL AND ENCUMBRANCES



Actual Less Encumbrances / Current Year: 20%

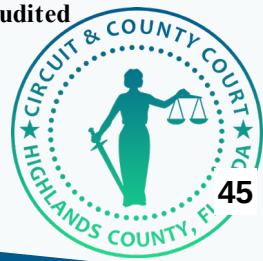
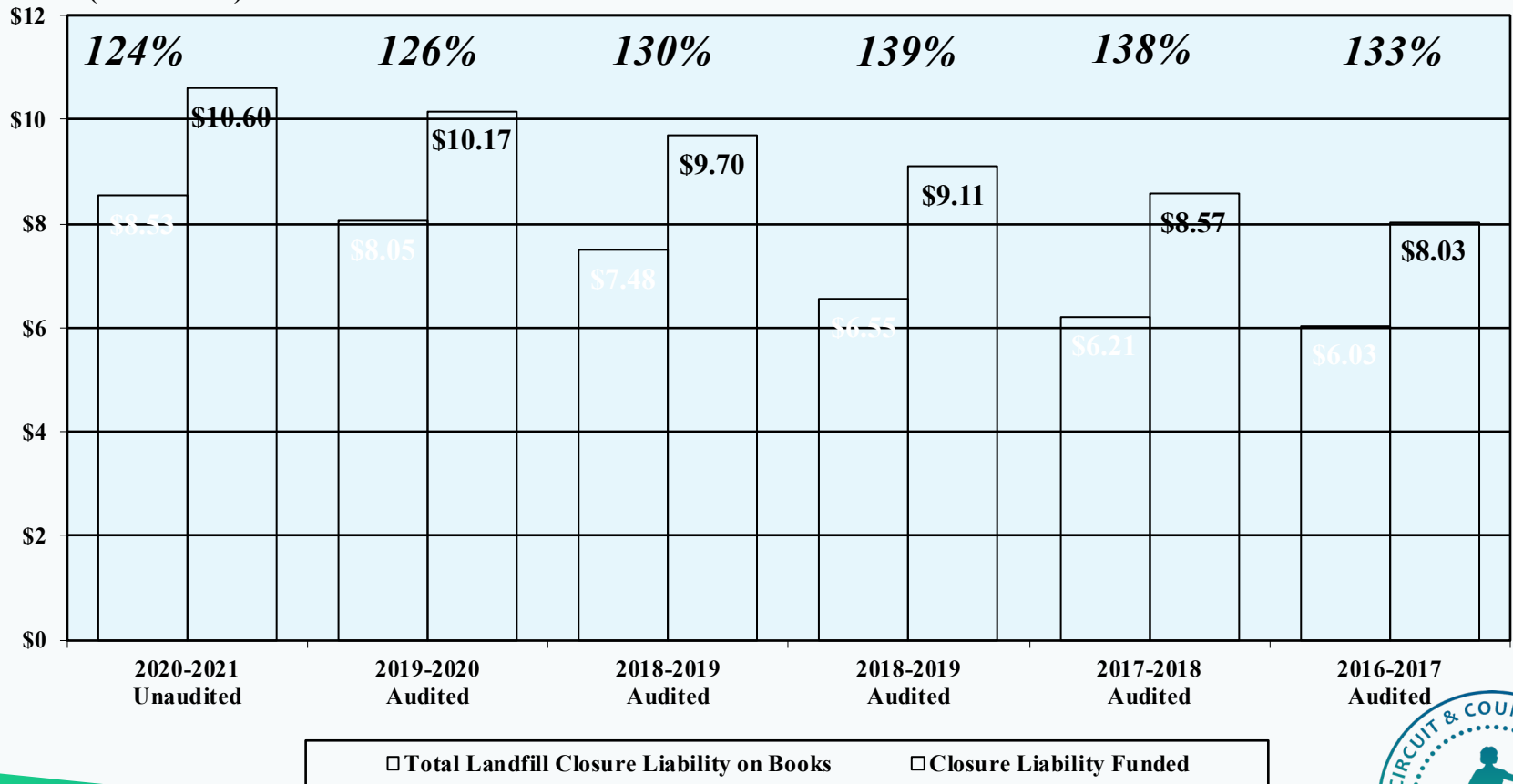
Actual Less Encumbrances / Prior Year: 25%



LANDFILL CLOSURE LIABILITY

Percent Funded Six Fiscal Years

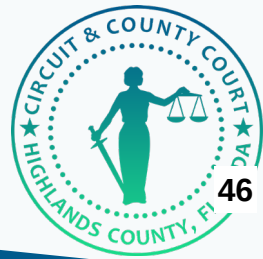
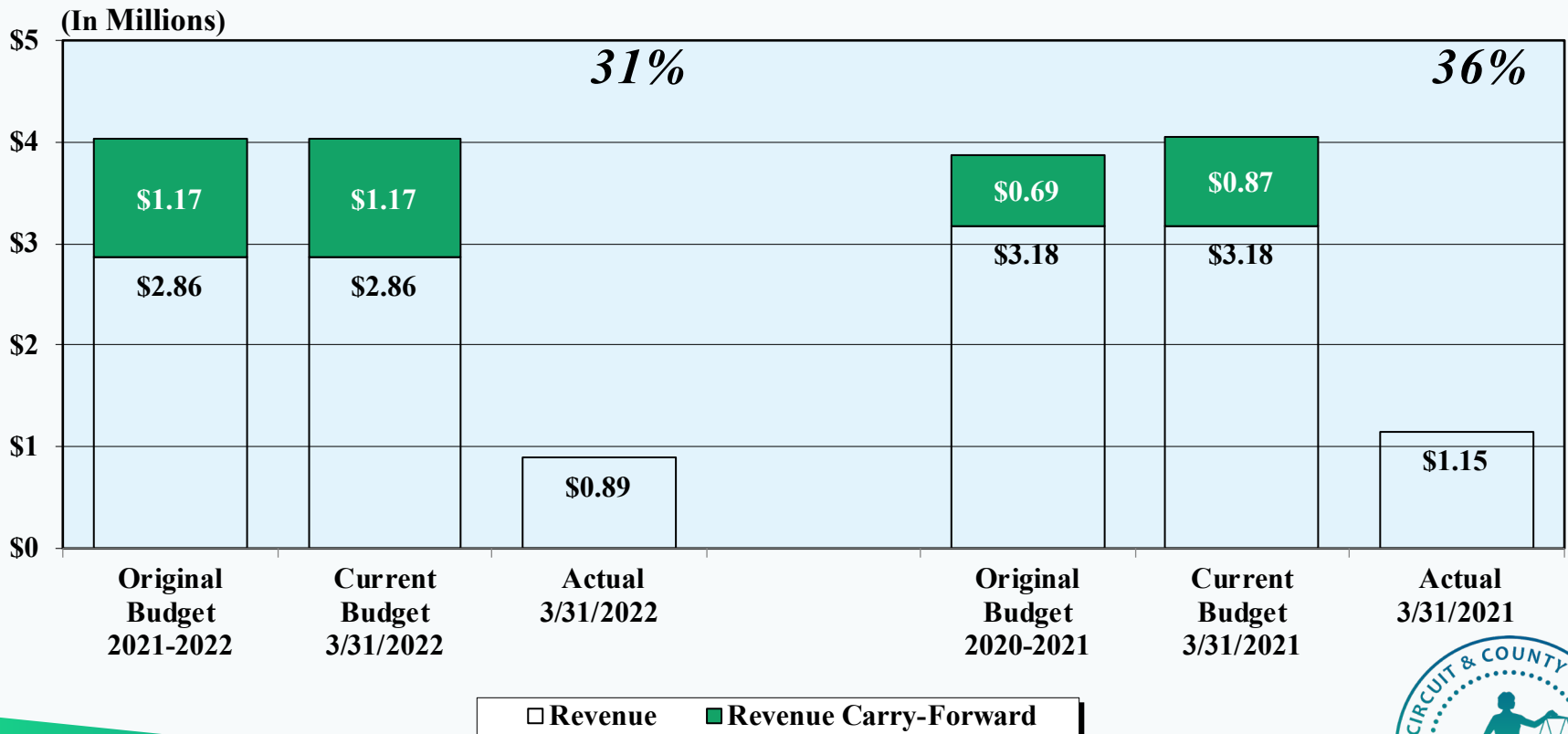
(In Millions)



(UNAUDITED)

REVENUE – ENERGY RECOVERY FUND

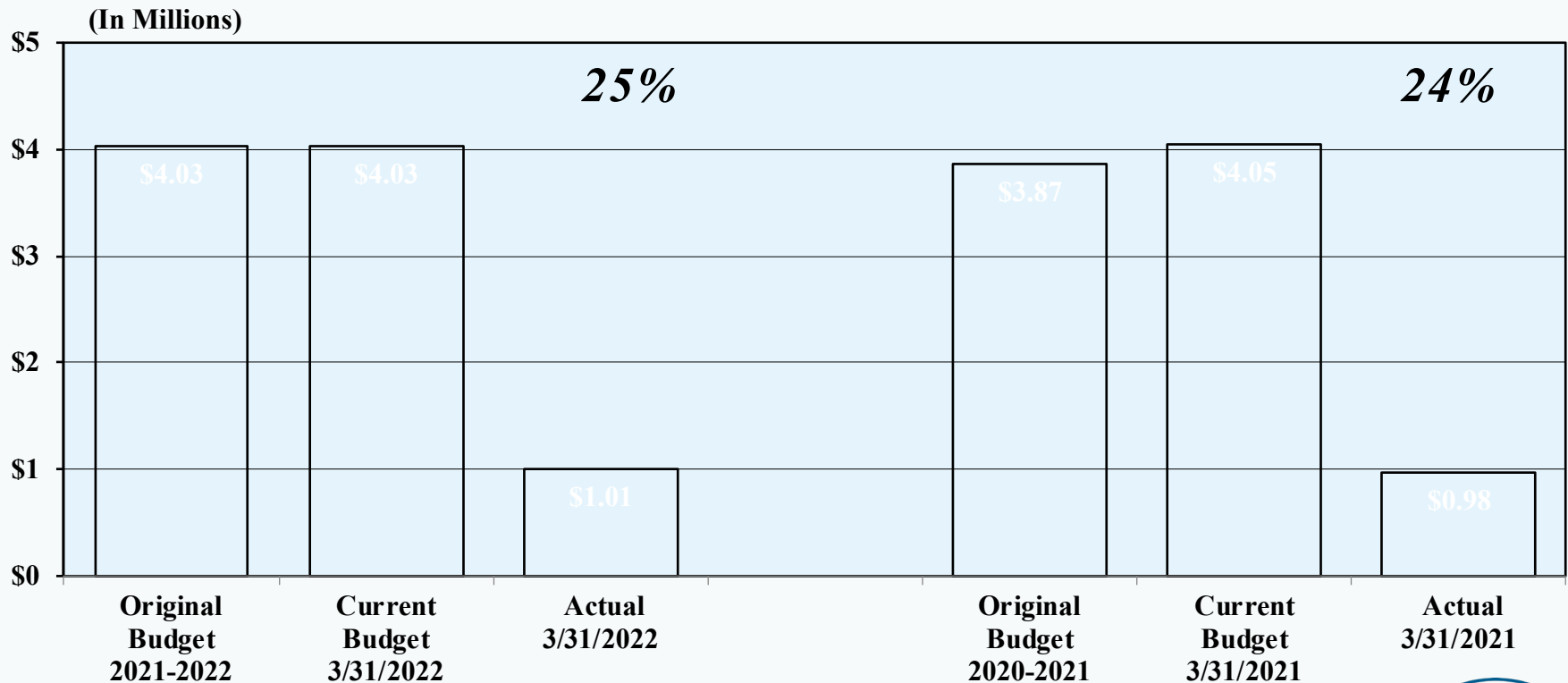
BUDGET – TO – ACTUAL



(UNAUDITED)

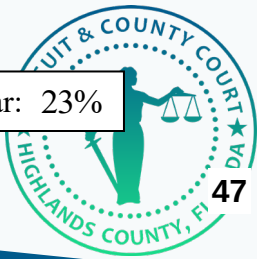
EXPENSES – ENERGY RECOVERY FUND

BUDGET – TO – ACTUAL AND ENCUMBRANCES



Actual Less Encumbrances / Current Year : 23%

Actual Less Encumbrances / Prior Year: 23%



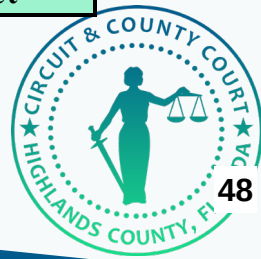
(UNAUDITED)

FUND SUMMARY

2nd QUARTER



REVENUES		
Fund	Percent Collected / Billed	Percentage Points Above/ Below Target of 50%
General	82%	32 Percentage Points Above Target
Special Revenue	40%	10 Percentage Points Below Target
Solid Waste	76%	26 Percentage Points Above Target
Energy Recovery	31%	19 Percentage Points Below Target
EXPENDITURES		
Fund	Percent Expended & Encumbered	Percentage Points Above/ Below Target of 50%
General	45%	5 Percentage Points Below Target
Special Revenue	38%	12 Percentage Points Below Target
Solid Waste	31%	19 Percentage Points Below Target
Energy Recovery	25%	25 Percentage Points Below Target



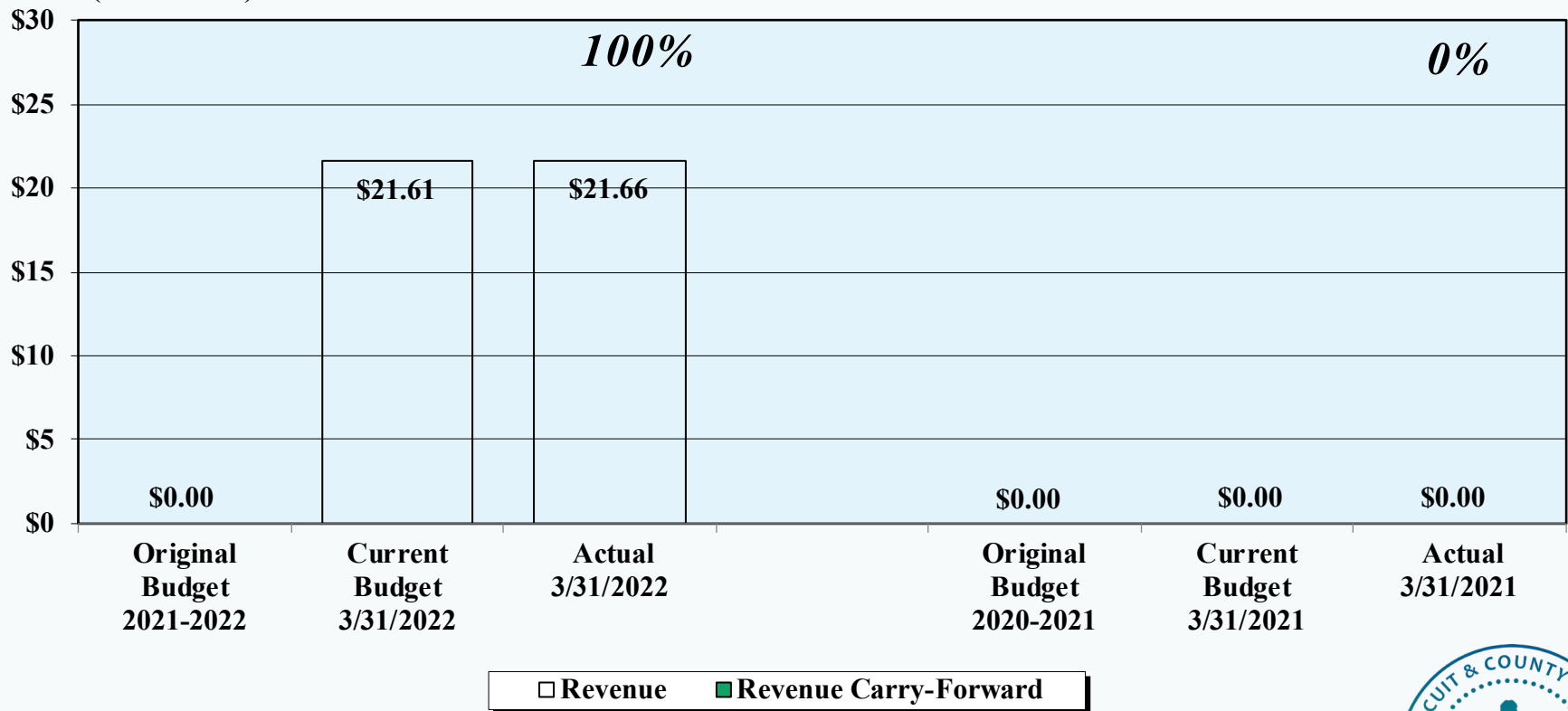
(UNAUDITED)

REVENUE

ISSRRN CAPITAL PROJECT FUND

BUDGET – TO – ACTUAL

(In Millions)



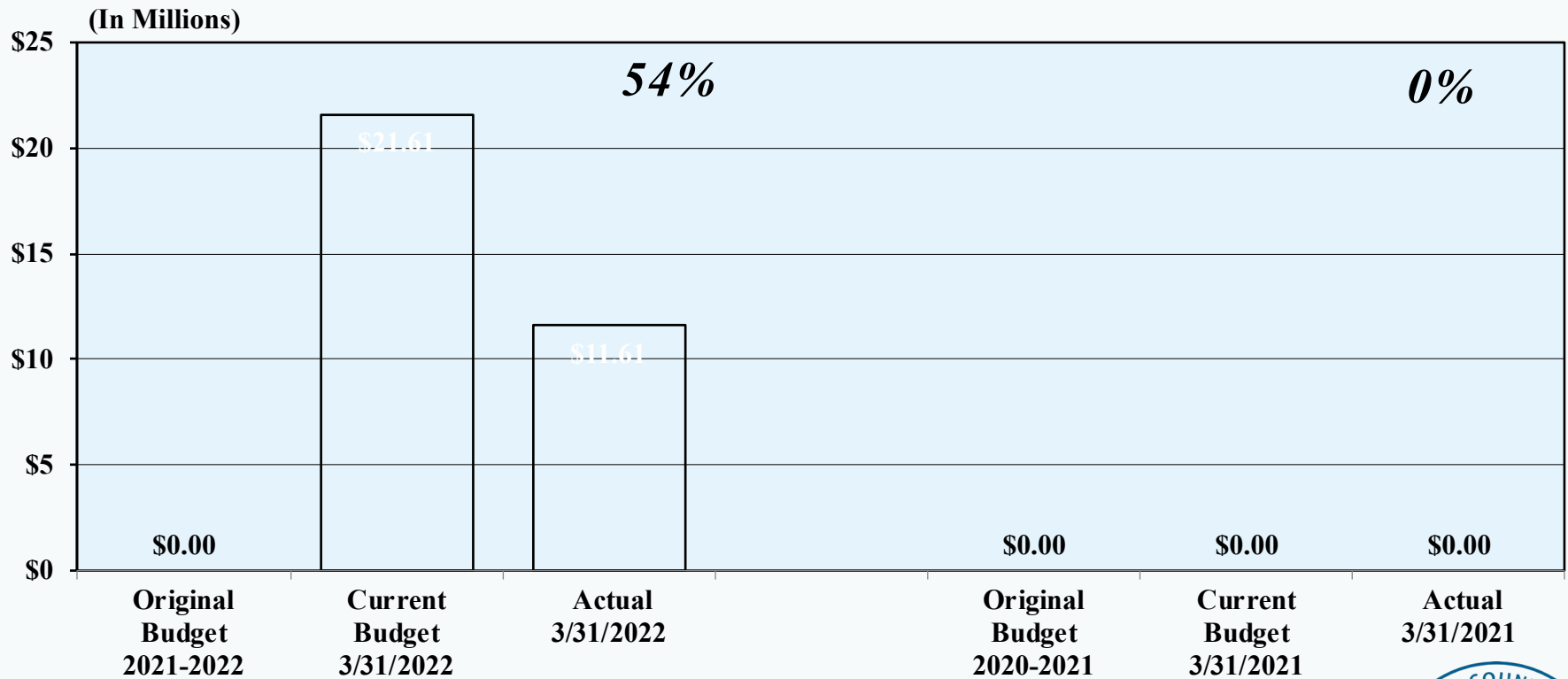
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EXPENDITURES

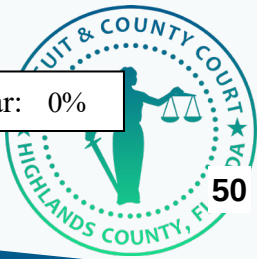
ISSRRN CAPITAL PROJECT FUND

BUDGET – TO – ACTUAL AND ENCUMBRANCES



Actual Less Encumbrances / Current Year : 54%

Actual Less Encumbrances / Prior Year: 0%



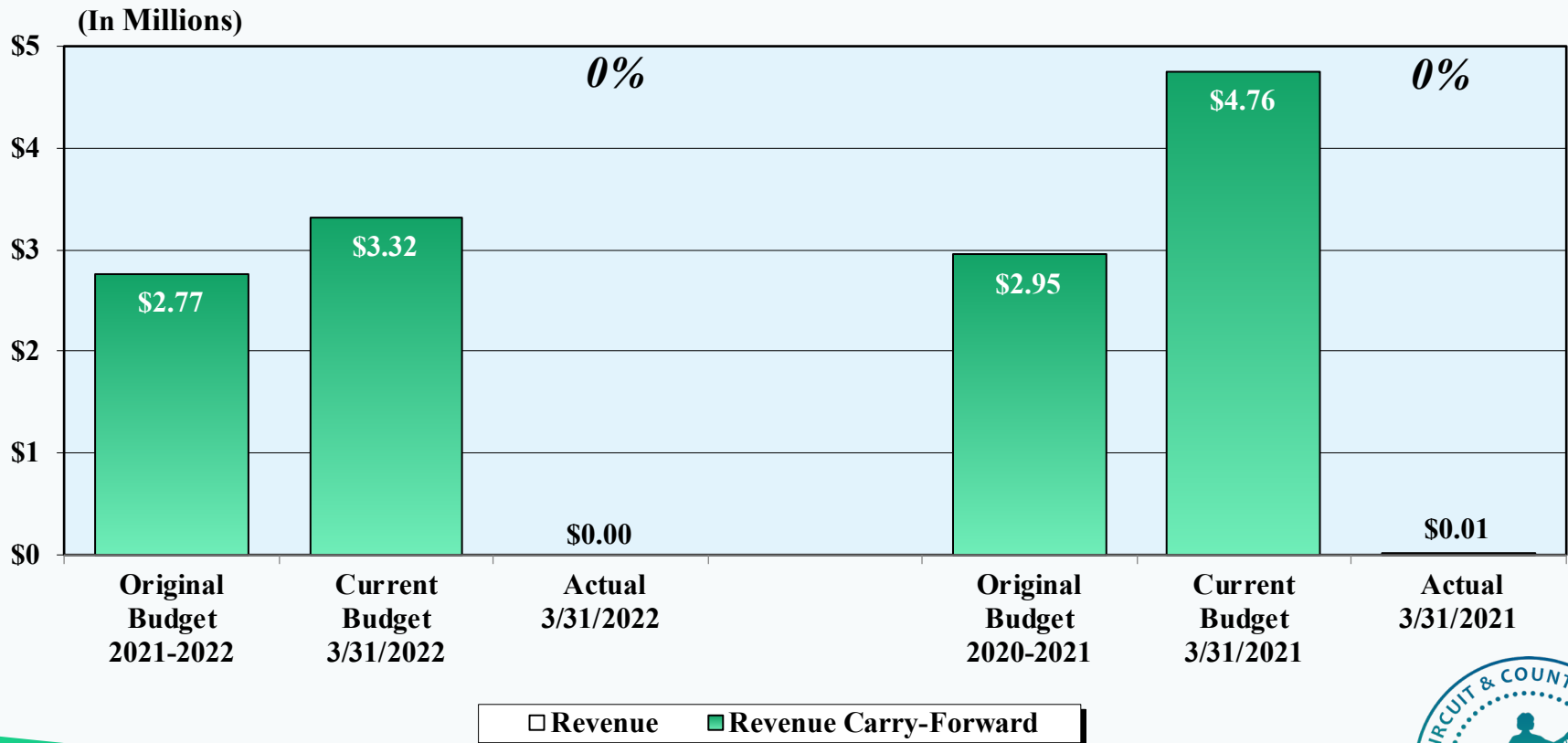
(UNAUDITED)



REVENUE

PIRN CAPITAL PROJECT FUND

BUDGET – TO – ACTUAL



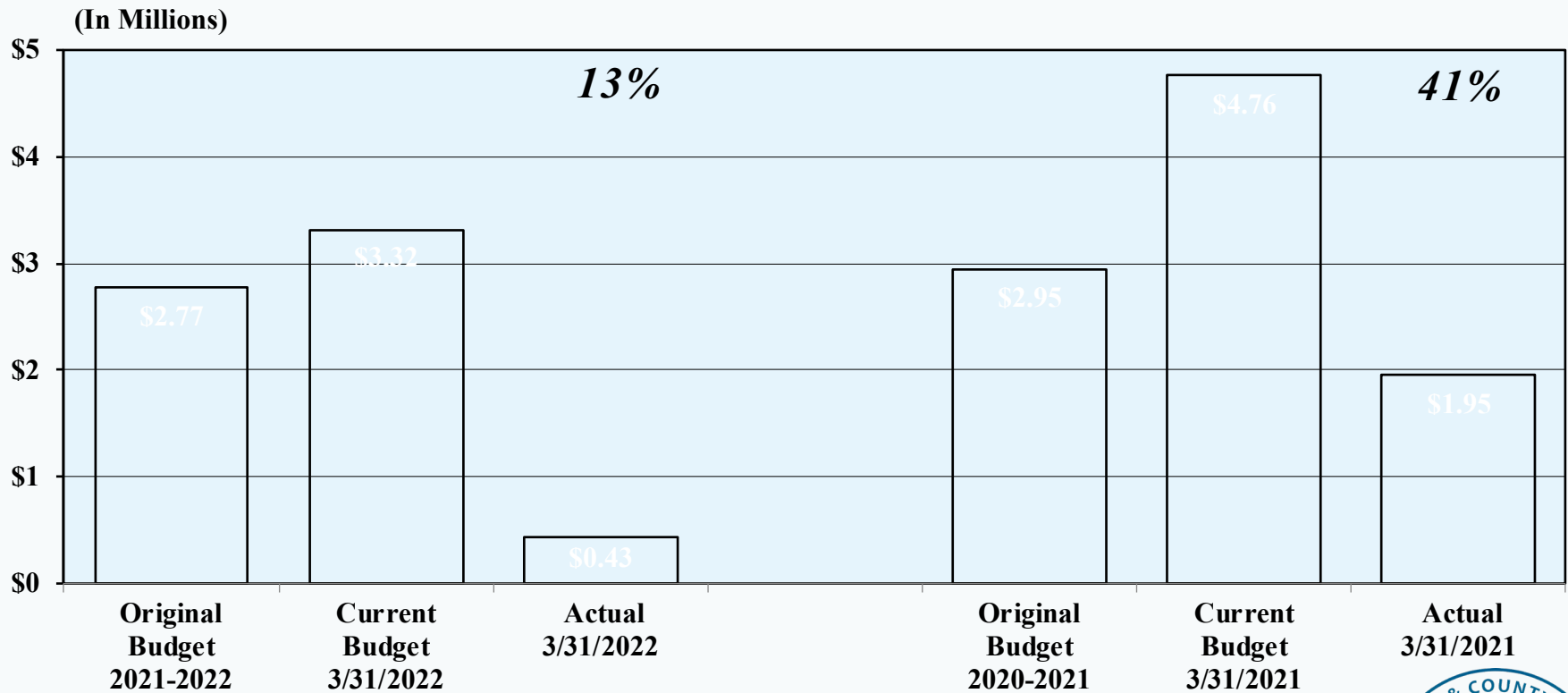
(UNAUDITED)



EXPENDITURES

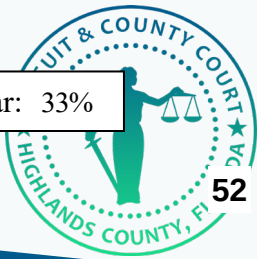
PIRN CAPITAL PROJECT FUND

BUDGET – TO – ACTUAL AND ENCUMBRANCES



Actual Less Encumbrances /Current Year : 1%

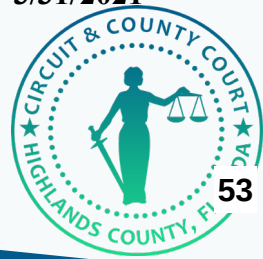
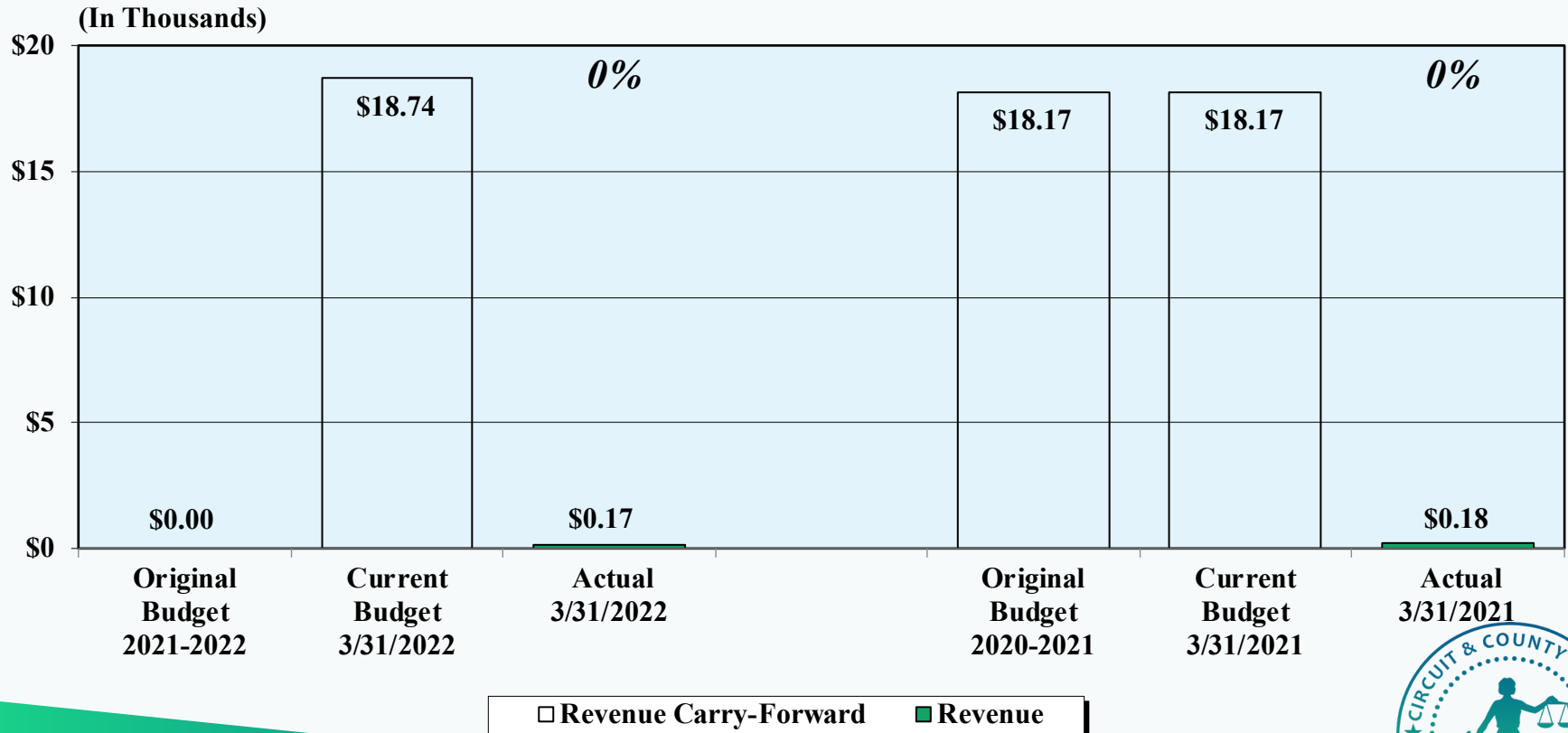
Actual Less Encumbrances / Prior Year: 33%



(UNAUDITED)



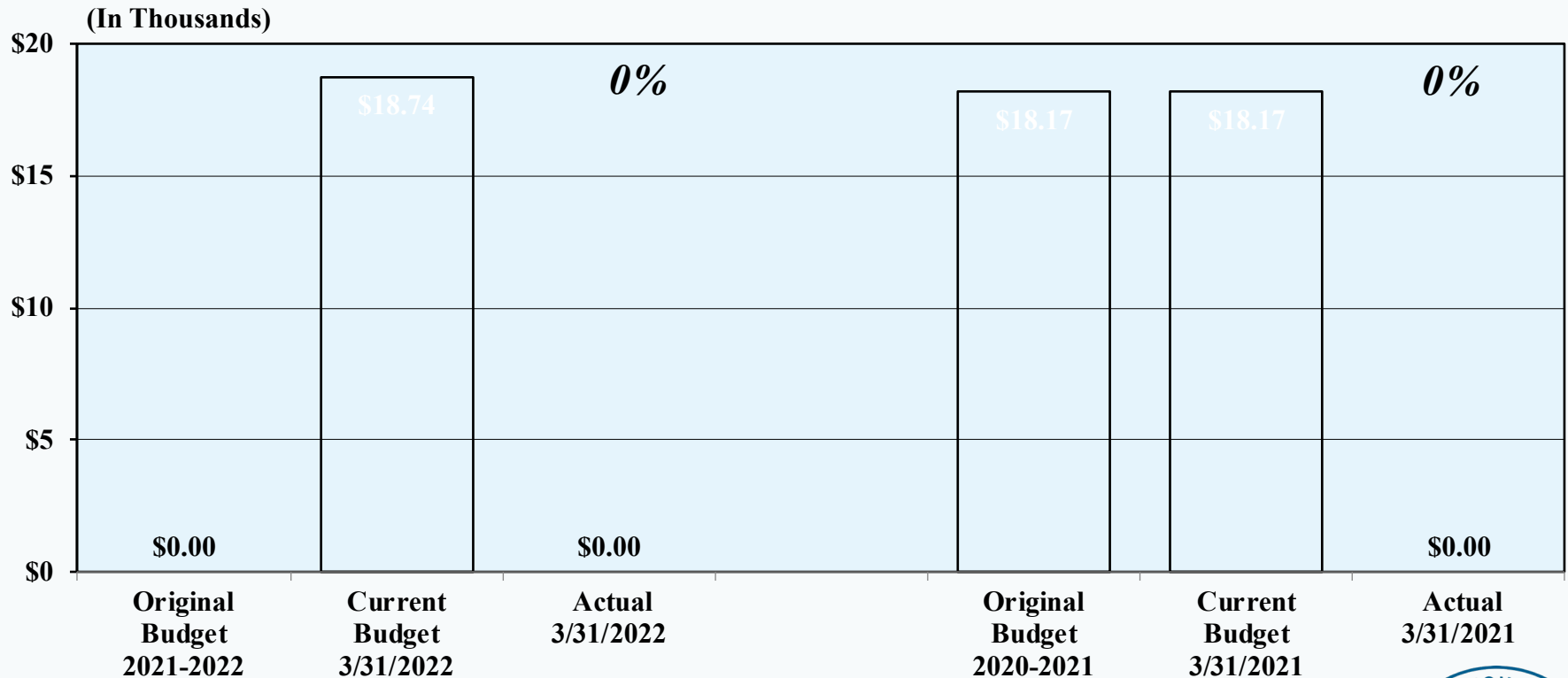
REVENUE – IMPACT FEES BUDGET – TO – ACTUAL



(UNAUDITED)

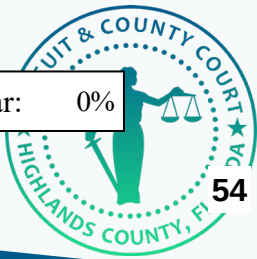
EXPENDITURES – IMPACT FEES

BUDGET – TO – ACTUAL AND ENCUMBRANCES



Actual Less Encumbrances / Current Year : 0%

Actual Less Encumbrances / Prior Year: 0%



(UNAUDITED)

IMPACT FEES

COLLECTION & EXPENDITURE SUMMARY

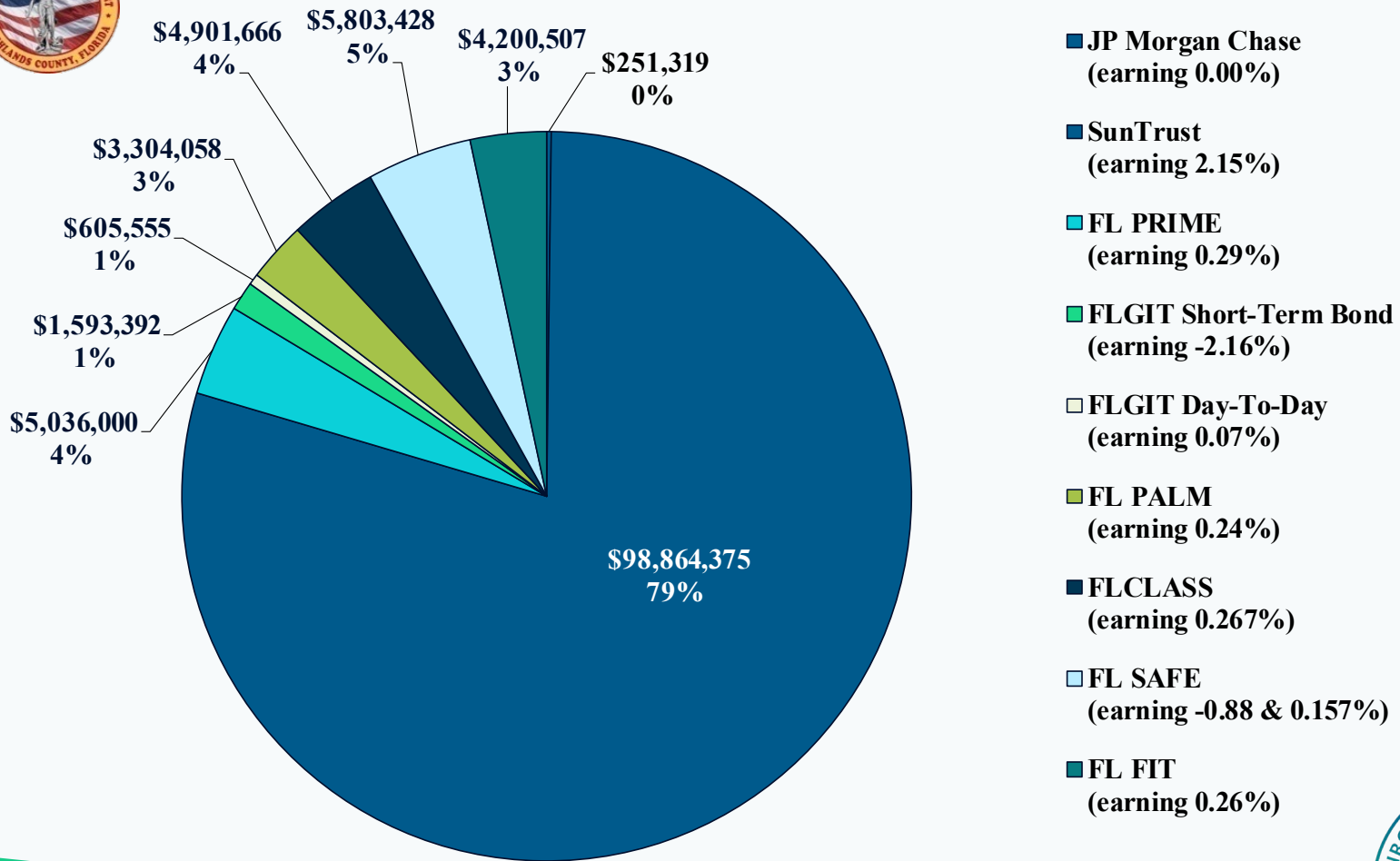
Fund	Collections	Expended / Encumbered	Unspent Balance
FY 2008 Collections, Expended by 9/30/2014			
Parks & Rec. Avon Park	\$ 6,494.48	\$ (4,623.89)	\$ 1,870.59
FY 2009 Collections, Expended by 9/30/2015			
Transporation Lake Placid	62,147.41	(13,134.44)	49,012.97
Parks & Rec. Avon Park	2,415.54	0.00	2,415.54
Corrections Facilities	10,289.43	(7,349.64)	2,939.79
Libraries	3,658.77	(2,693.98)	964.79
Law Enforcement	3,201.05	(2,476.89)	724.16
EMS	1,700.77	(1,259.85)	440.92
FY 2011 Collections, Expended by 9/30/2017			
Transporation Lake Placid	0.00	(49,012.97)	(49,012.97)
Fire	4,053.27	(832.97)	3,220.30
EMS	365.94	0.00	365.94
TOTAL			\$ 12,942.03



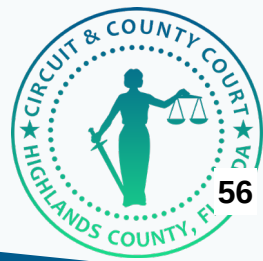
(UNAUDITED)

BOCC INVESTMENT PORTFOLIO

As of March 31, 2022



TOTAL: \$124,560,300



(UNAUDITED)

BOCC INVESTMENT PORTFOLIO

As of March 31, 2022



Investment	Book Value	Market Value	Rate of Return		Investment Earnings		Quarterly Fees	Credit Rating	Purchase Date	Maturity Date	Average Maturity (In Days)	% of Total Portfolio
	General Ledger Balance	Statement Balance	30-day	12-Month	Quarter	YTD						
JP Morgan Chase - Cigna	\$ 251,319.47	\$ 251,319.47	0.000%	0.000%	\$ -	\$ -	\$ -	(a) 5 stars	N/A	N/A	0	0.20%
Truist Bank - Clearing	98,647,420.61	98,824,877.09	0.179%	2.150%	528,603.78	931,194.67	-	(a) 4 stars	N/A	N/A	0	79.34%
Truist Bank - Sweep	43,338.05	39,498.05	0.179%	2.150%	171.18	336.64	-	(a) 4 stars	N/A	N/A	0	0.03%
FL PRIME	5,035,999.70	5,035,999.70	0.025%	0.290%	2,173.09	3,387.85	(c)	(b) AAAm	Various	N/A	1	4.04%
FLGIT - Short-Term Bond	1,593,391.64	1,593,391.64	-0.868%	-2.160%	(28,507.58)	(38,212.28)	(c)	(b) AAAf	Various	N/A	3	1.28%
FLGIT - Day to Day Fund	605,554.50	605,554.50	0.021%	0.070%	247.79	316.11	(c)	(b) AAAm	Various	N/A	1	0.49%
FL PALM	3,304,058.50	3,304,058.50	0.020%	0.240%	966.96	1,389.46	(c)	(b) AAAm	Various	N/A	1	2.65%
FL CLASS	4,901,666.24	4,901,666.24	0.023%	0.267%	1,711.88	2,599.25	(c)	(b) AAAm	Various	N/A	1	3.94%
FL SAFE - Stable NAV	2,628,228.30	2,628,228.30	0.013%	0.157%	706.07	1,103.51	(c)	(b) AAAm	Various	N/A	1	2.11%
FL SAFE - Variable NAV	3,175,200.00	3,175,200.00	-0.348%	-0.880%	(23,400.00)	(30,300.00)	(c)	(b) AAAf	11/1/2017	6/30/2022	91	2.55%
FL FIT - Cash Pool	4,200,506.62	4,200,506.62	0.022%	0.260%	1,970.67	3,013.96	(c)	(b) AAAf	Various	N/A	1	3.37%
	\$ 124,386,683.63	\$ 124,560,300.11	0.126%	1.697%	\$484,643.84	\$874,829.17	\$ -			(b) WAM	3	100.00%

Benchmark (a)	0.006%	0.070%
Above/(Below) Benchmark	0.120%	1.627%

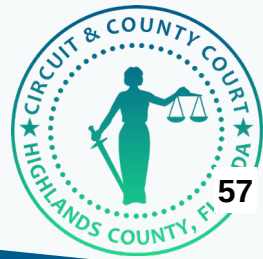
(a) S&P Rated GIP Index/Government Net Yield Benchmark (as of March 25, 2022)

(b) WAM (Weighted Average Maturity)

(c) At Bauer Financial, banks are rated by stars. As of 12/31/2021, JP Morgan Chase was rated 5 stars and Truist Bank was rated 4 stars. The rating system is: 5 star is Superior; 4 star is Excellent; 3 1/2 star is Good; 3 star is Adequate; 2 star is Problematic; 1 star is Troubled.

(d) The Standard & Poor's rating scale (excellent to poor) is as follows: AAA, AA+, AA, AA-, A+, A, A-, BBB+, BBB, BBB-, BB+, BB, BB-, B+, B, B-, CCC+, CCC, CCC-, CC, C, D. Any rating lower than a BBB- is considered a speculative or junk bond.

(e) All rates of return are reported net of fees.

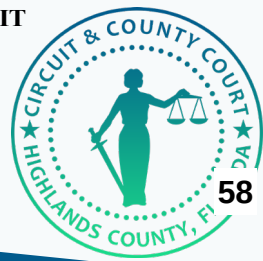
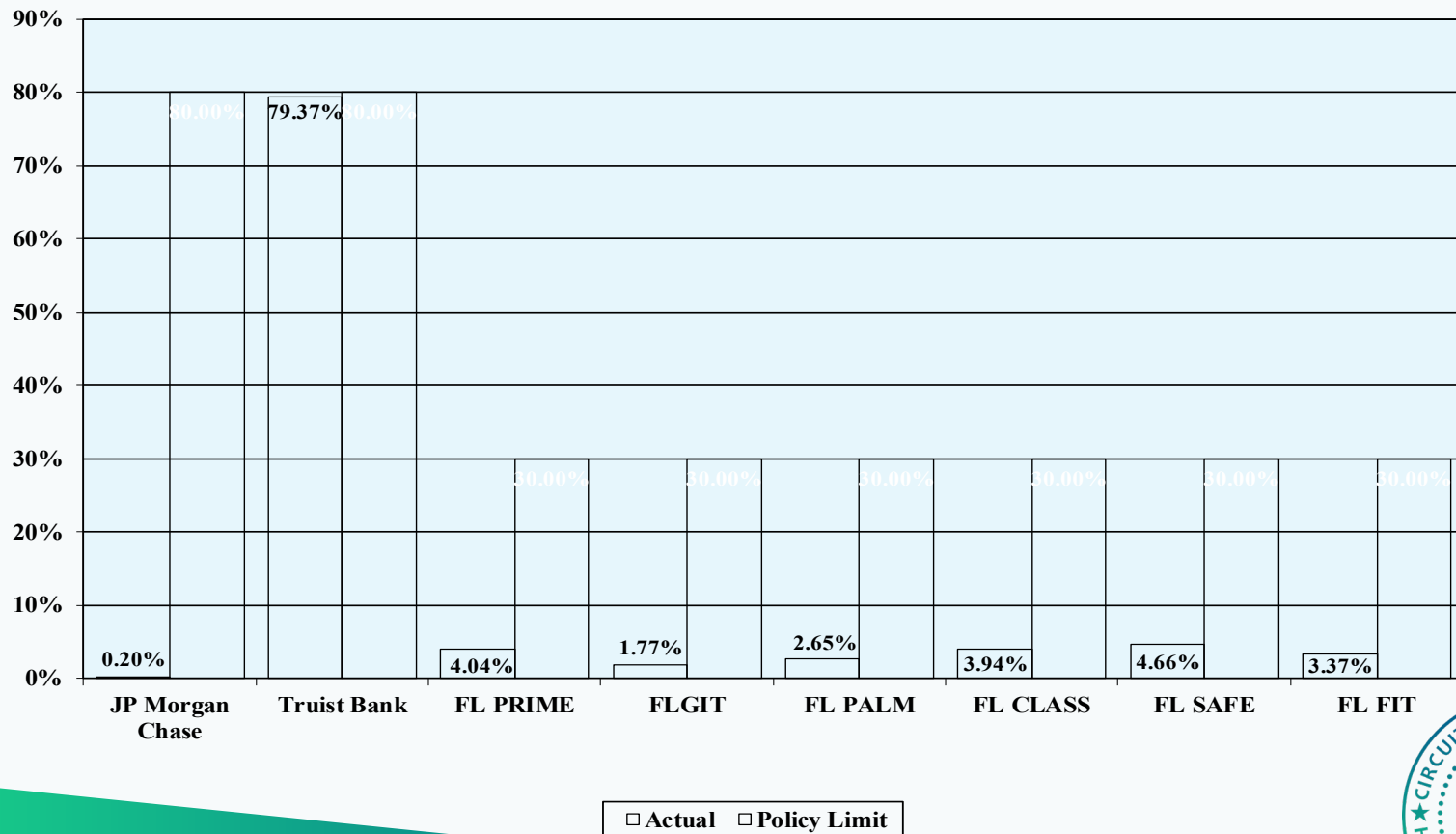


Jerome Kaszubowski, Clerk

(UNAUDITED)

BOCC INVESTMENT PORTFOLIO ISSUER LIMITATIONS

As of March 31, 2022

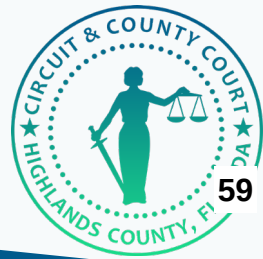
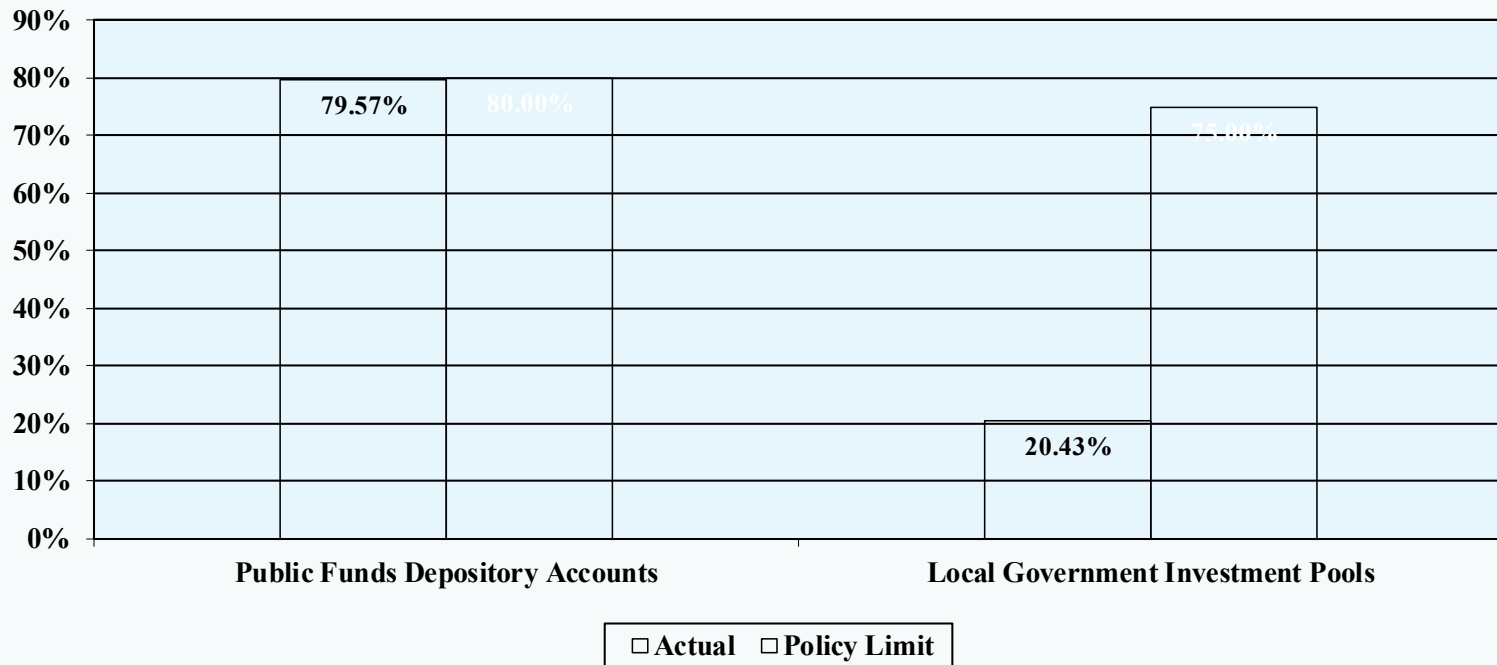


(UNAUDITED)



BOCC INVESTMENT PORTFOLIO TYPE LIMITATIONS

As of March 31, 2022

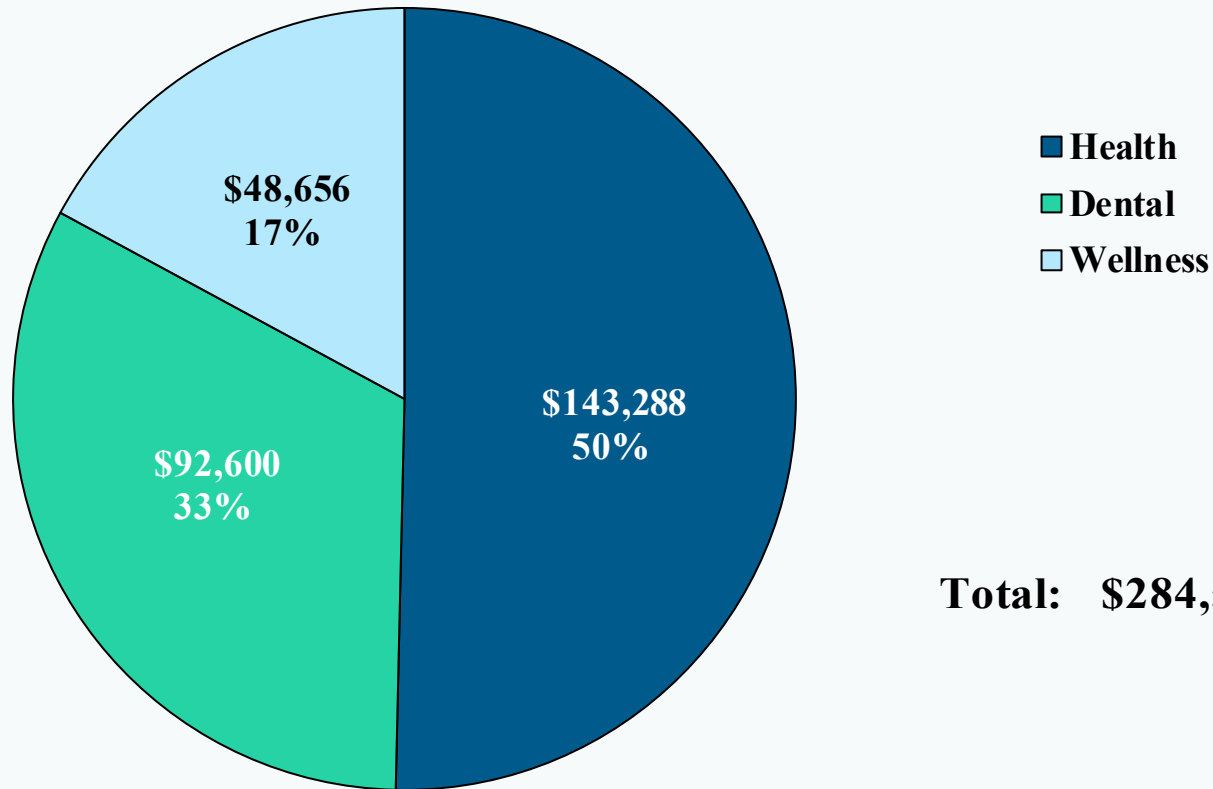


(UNAUDITED)

EMPLOYEE BENEFIT FUND

FUND BALANCE

As of March 31, 2022



Total: \$284,544



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Clerk of Court's Senior Accountant Jackie Gabrus

SUBJECT/TITLE: Request to accept into the Court-Related and Other Miscellaneous Funds Revenue and Expenditures for the Board of County Commissioners

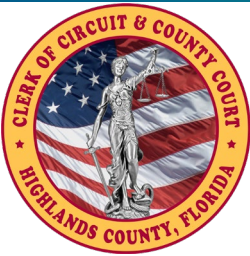
RECOMMENDED ACTION

Request to accept into the record the Court-Related and Other Miscellaneous Funds Revenue and Expenditures Summary, for the quarter ended March 31, 2022.

FISCAL IMPACT

No fiscal impact.

Attachments: [FY 2022 Court-Related and Other Misc Funds Memo March 2022.pdf](#)



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

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

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

MEMORANDUM

Date: **May 3, 2022**

To: **Highlands County Board of County Commissioners**

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

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

Following is a summary of various court-related and other miscellaneous funds revenue and expenditures for January through March 2022.

Fund	Reference	Quarterly Revenues	Quarterly Expenditures	Fiscal Year Expenditure Budget Balance
122	E911 Operations Fund	\$ 154,604.12(a)	\$ 201,659.84	\$ 504,149.56
131	Intergovernmental Radio Communications Fund	28,107.78	0.00	0.49
140	Law Enforcement Education Trust Fund (Ord. No. 98-16 and 98-17)	7,816.00	0.00	24,950.00
149	Dori Slosberg Driver Education Safety Act (Ord. No. 02-03-2 and 10-11-03)	8,265.12	0.00	27,250.00
176	State Court Facilities Trust Fund (F.S. 318.18 and Ord. No. 02-03-23)	50,131.64	40,852.73	174,532.01
177	Court Innovations (F.S. 939.185 and Ord. No.03-04-23)	7,169.81	0.00	51,400.00
177A	Law Library (F.S. 939.185 and Ord. No.03-04-23)	7,010.08	7,010.08	13,404.96
177B	Legal Aid Program (F.S. 939.185 and Ord. No.03-04-23)	7,003.99	13,569.21	32,616.49
177C	Juvenile Alternative Program (F.S. 939.185 and Ord. No.03-04-23)	7,035.28	0.00	25,400.00
160	Teen Court – F.S. 939.19(5) (Clerk Fund)	6,051.52	4,378.93	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
Randy Vosburg, County Administrator
Nancy McIntyre, Court Assistance Director
Paul Blackman, Sheriff
Garrett Roberts, General Counsel, Sheriff's Office



HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: May 3, 2022

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

SUBJECT/TITLE: Request to approve Budget Amendment 21-22-075 to reallocate funds in the amount of \$84,500 from Project 21003 - TOSIP FY 21-22 to Project -17063 - Sebring Parkway Phase IIB

STATEMENT OF ISSUE

On May 19, 2020, the Board of County Commissioners approved the Interlocal Agreement between the City of Sebring and Highlands County for Phase II-Gravity Sewer Relocation on Sebring Parkway Phase IIB. The Bid Price for the Gravity Sewer Relocation as listed in the Interlocal Agreement is \$299,648.10 of which the County's share is \$149,824.05. Currently there are not enough unencumbered funds available within the Sebring Parkway Phase IIB Project. It is necessary to reallocate funds from Project 21003 - TOSIP FY 21-22 to Project 17063 - Sebring Parkway Phase IIB so that there are adequate funds to pay for the Gravity Relocation.

Attached, for your review and approval is Budget Amendment 21-22-075.

RECOMMENDED ACTION

Move to approve the Budget Amendment 21-22-075 in the amount of \$84,500.00.

FISCAL IMPACT

There is no fiscal impact to Fund 151 (Infrastructure Surtax) or to the overall FY 21-22 budget as this budget amendment is simply reallocating funds from Project 21003 (TOSIP FY 21-22) to Project 17063 (Sebring Parkway Phase IIB).

Attachments: [21-22-075 Reallocate Fds from Proj 21003 to Proj 17063 \(BA\).pdf](#)

April 21, 2022

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 4/20/2022

SUBMITTED BY: Clinton Howerton, Jr., P.E.

FUND(S): 151 FUND TITLE(S): Infrastructure Surtax COST CENTER(S) #: 4102A
TOSIP FY 21-22 / Sebring Parkway
PROJECT(S) #: 21003 / 17063 PROJECT TITLE(S): Phase IIB COST CENTER TITLE(S): Transportation Projects
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	151	4102A	56301Z	Project Capital Infrastructure	21003	84,500.00		84,500.00	0.00
E	151	4102A	56301Z	Project Capital Infrastructure	17063	3,364,506.00	84,500.00		3,449,006.00
									0.00
									0.00
									0.00
									0.00
									0.00

REASON: This Budget Amendment is necessary to reallocate funds from Cost Center 4102A (Transportation Projects), Account No. 56301Z (Proj Capital Infrastructure), Project # 21003 - TOSIP FY 21-22) to Cost Center 4102A (Transportation Projects), Account No. 56301Z (Proj Capital Infrastructure), Project # 17063 - Sebring Parkway Phase IIB)

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 21-22-075

TRANSFER TYPE:

Approval
Denial

ACTION:

Board Approved Denied
County Administrator Approved Denied

XX ITEM TO ITEM
RESERVE
BY RESOLUTION
SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: / /

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

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

SUBJECT/TITLE: Request adoption of Resolution No. 21-22-100 to establish a public hearing date of June 7, 2022 to discuss and consider closing a platted unnamed alley across 913 CR 731.

STATEMENT OF ISSUE

Attached is Resolution No. 21-22-100 and a petition to set a public hearing date as June 7, 2022 for the Board to discuss and consider vacating that portion of road more particularly described as:

THE ALLEYWAY LYING SOUTH OF LOTS 7 AND 26 AND NORTH OF LOTS 1 THROUGH 6 (THERE'S ONLY ONE) IN BLOCK 3, REALHOME VILLA SUBDIVISION, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 1, PAGE 101, PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA.

Such Resolution is a necessary procedure of the Board's policy for a road closing in addition to being a statutory requirement.

RECOMMENDED ACTION

Move to adopt Resolution No. 21-22-100 to set a Public Hearing Date for June 7, 2022 to discuss and consider the request to close a platted unnamed alley across 913 CR 731 as described in the attached petition.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Resolution 21-22-100 & Petition.pdf](#)

RESOLUTION NO. 21-22-100

A RESOLUTION OF THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS PERTAINING TO THE REQUEST BY SWAINE, HARRIS & WOHL, P.A., ON BEHALF OF STEVEN KELLY AND MAUREEN KELLY TO CLOSE A CERTAIN DESCRIBED, PLATTED COUNTY ALLEYWAY; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR NOTICE OF PUBLIC HEARING TO CONSIDER ALLEYWAY CLOSURE; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Florida Statutes, Section 336.09, Highlands County is empowered, among other actions, to vacate, abandon, discontinue and close any existing street, road, highway or other place used for travel, or any portion thereof; and

WHEREAS, the County has received a Petition, attached as **Exhibit "A"**, from Swaine, Harris & Wohl, P.A., on behalf of Steven Kelly and Maureen Kelly, requesting to close a certain platted alleyway under the control of Highlands County; and

WHEREAS, Florida Statutes, Section 336.09 requires that the County adopt a resolution declaring the time and place that it will hold a public hearing for the purpose of considering the requested roadway closure.

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. Notice of Public Hearing to Consider Alleyway Closure. A public hearing shall be held on **Tuesday, June 7, 2022, at 9:00 a.m.**, or as soon thereafter as possible, for the Highlands County Board of County Commissioners to consider the request to close the following described platted alleyway:

THE ALLEYWAY LYING SOUTH OF LOTS 7 AND 26 AND NORTH OF LOTS 1 THROUGH 6 (THERE'S ONLY ONE) IN BLOCK 3, REALHOME VILLA SUBDIVISION, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 1, PAGE 101, PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA.

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

SECTION 4. Savings Clause. All prior actions of Highlands County pertaining to the request by Swaine, Harris & Wohl, P.A., to close the platted alleyway described herein, 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 5. Scrivener's Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Resolution, as determined by the County Administrator and County Attorney, may be corrected.

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

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

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 3rd day of May, 2022.

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**

By: _____
Kathleen G. Rapp, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

Exhibit "A"

Petition for Alleyway Closure

PETITION

TO: HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
C/O ENGINEERING DEPARTMENT
505 SOUTH COMMERCE AVENUE
SEBRING, FLORIDA 33870

FROM: Steven Kelly and Maureen Kelly
c/o Bert J. Harris, Esquire
Swaine, Harris & Wohl, P.A.
401 Dal Hall Boulevard
Lake Placid, Florida 33852

TEL. NO. 863.465.2811

DATE: 12/20/2021

This is to Petition the Board of County Commissioners to consider vacating the alleyway, as shown on the attached map, legal description as follows:

The alleyway lying south of Lots 7 and 26 and north of Lots 1 through 6 (there's only one) in Block 3, REALHOME VILLA SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 1, Page 101, Public Records of Highlands County, Florida.

This Petition is being requested for the following reason: The existing alleyway has no road. A road is not needed in this location.

I will publish the Notice of Public Hearing in not less than two weekly issues of a newspaper of general circulation in Highlands County prior to the date stated therein for such hearing, and will have proof of publication in your office prior to the date of hearing.



Steven Kelly



Maureen Kelly

Attachments: Map
Proof of Publication
Certificates Showing Taxes Paid

VENUS SCHOOL

STATE OF FLORIDA.
 I DO HEREBY CERTIFY THE FOREGOING IS
 A TRUE AND CORRECT TRANSLATION OF A COPY
 OF THE ABOVE MENTIONED DOCUMENT AS SAME IS FILED
 WITH THE CLERK OF THE COURT FOR THE JUDICIAL
 CIRCUIT IN AND FOR SAID COUNTY.

22 JUL 1965

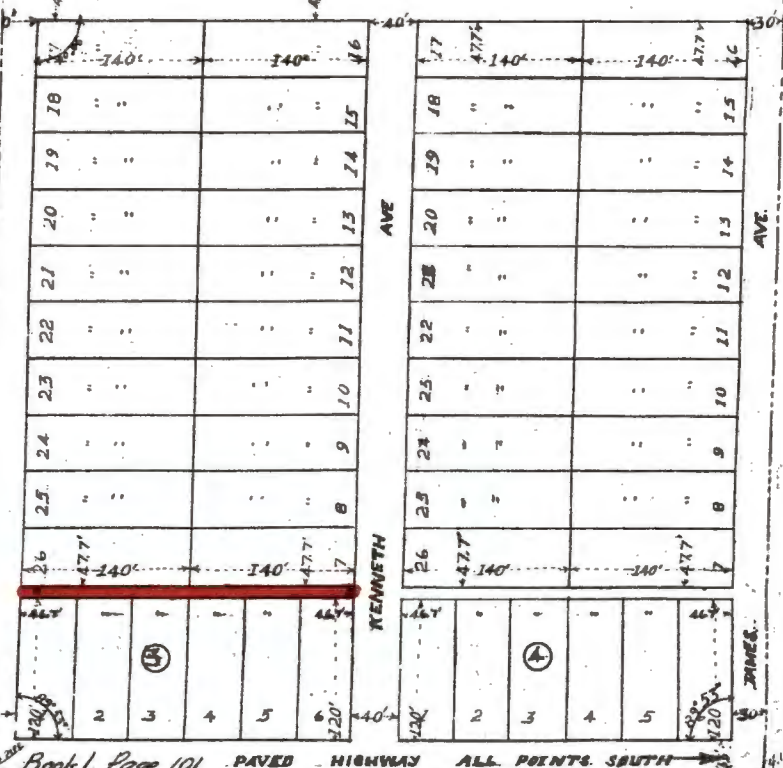
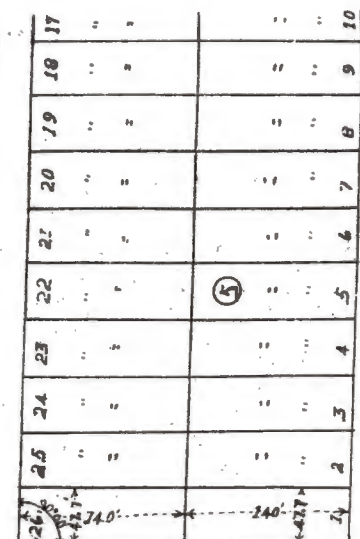
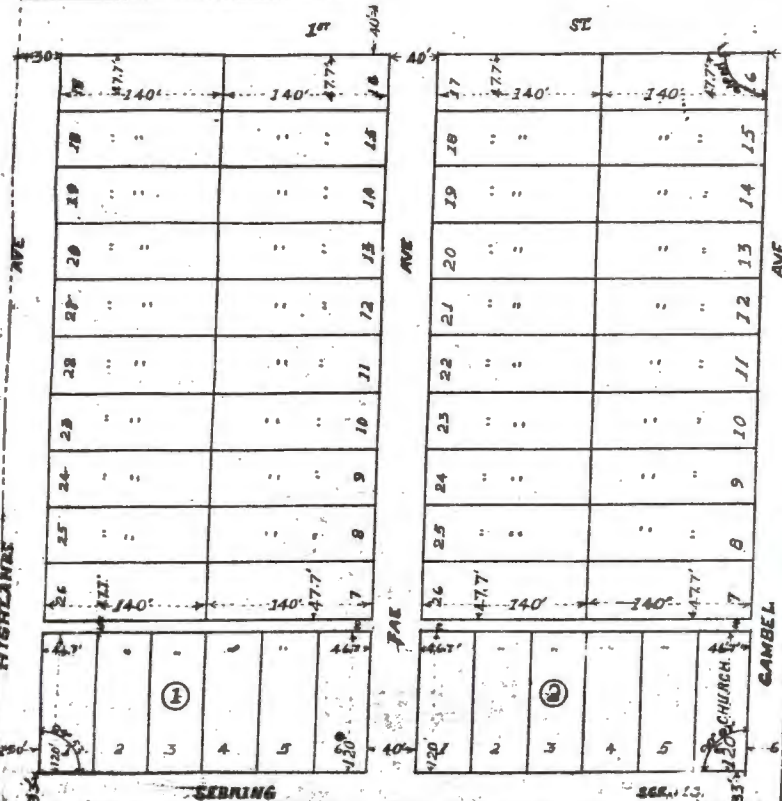
STATE PUBLIC DEPT. OF FLA. AT LAKE BU
SPRING ARIZONA

J. M. McLoughlin
Land Surveyor
and Subdivision Work
Correspondence to: 1000 Broadway
New York, N.Y.
Special Note: Florida

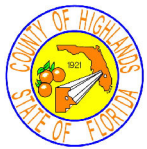
ALL STREETS AND AVENUES DEDICATED FOR
PUBLIC USE

Faded July 31, 1975
at 10:00 AM at Ft. + 13-oh
1 page 101 - F. L. L. L. L. L.

1-101



Book 1, Page 101 PAVED HIGHWAY ALL POINTS SOUTH



Highlands County Engineering Department



1 inch = 80 feet

Prepared By:
Highlands County Engineering Dept.
505 S. Commerce Ave
Sebring, FL 33870
Office: (863) 402-6877

Reference Map
**VACATION OF THE ALLEYWAY LYING SOUTH OF LOTS 7 AND 26 AND NORTH OF LOTS 1 THROUGH 6
(THERE'S ONLY ONE) IN BLOCK 3, REALHOME VILLA SUBDIVISION, ACCORDING TO THE MAP OR
PLAT THEREOF AS RECORDED IN PLAT BOOK 1, PAGE 101, PUBLIC RECORDS OF HIGHLANDS
COUNTY, FLORIDA,**

For Reference Only - Not A Boundary Survey
Map Created: 2/8/2022



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Dawn Ritter, Natural Resources Manager

SUBJECT/TITLE: Request approval to reappoint one (1) current member to the Lake Istokpoga Management Committee (LIMC).

STATEMENT OF ISSUE

The LIMC recommend Linda McCarthy for reappointment as the Professional Range Management position for another four (4) year term as applied.

RECOMMENDED ACTION

Move to reappoint Linda McCarthy, to the Lake Istokpoga Management Committee (LIMC).

FISCAL IMPACT

No fiscal Impact

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Sarah Beth Rogers, Children's Advocacy Center Manager

SUBJECT/TITLE: Request adoption of resolution 21-22-102 for Budget Amendment 21-22-073 to allocate the Children's Advocacy Center's Hospital District Board grant for FY 21/22.

STATEMENT OF ISSUE

The Budget Amendment and Resolution for the Children's Advocacy Center's Hospital District Board grant award will allocate funds to the CAC Mental Health Therapist Salary and Child Protection Team contractual services.

RECOMMENDED ACTION

Move to adopt resolution 21-22-102 for Budget Amendment 21-22-073 to allocate the Children's Advocacy Center's Hospital District Board grant for FY 21/22.

FISCAL IMPACT

There is no fiscal impact to Fund 155 (Hospital District) or the overall budget. This budget amendment is merely moving the adopted budgeted funds into Project 21080 (Hospital Dist. Board 21/22) and appropriating the funds in Cost Center 1155 (Hospital District).

Attachments: [21-22-073 Project 21080 Hospital Dist Board 21-22 \(BA\).pdf](#)
[21-22-073R Project 21080 Hospital Dist Board 21-22 \(Resolution\).pdf](#)

April 6, 2022

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 4/6/2022

SUBMITTED BY: Sarah Beth Rogers

FUND(S): 155 FUND TITLE(S): Hospital District COST CENTER(S) #: 1155

PROJECT(S) #: 21080 PROJECT TITLE(S): Hospital Dist Board 21/22 COST CENTER TITLE(S): Hospital District

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	155		3661000	Contributions & Donations		272,734.00		38,000.00	234,734.00
R	155		3661000Z	Project Donations/ Contributions	21080	-	38,000.00		38,000.00
E	155	1155	58100	Aid to Govt Agency		103,000.00		38,000.00	65,000.00
E	155	1155	51200Z	Project Regular Salaries	21080	-	20,000.00		20,000.00
E	155	1155	52100Z	Project FICA Taxes	21080	-	1,500.00		1,500.00
E	155	1155	52200Z	Project Retirement Contributions	21080	-	1,000.00		1,000.00
E	155	1155	52300Z	Project Life and Health Ins.	21080	-	2,000.00		2,000.00

REASON: TO allocate Hospital District funds to pay for mental health and medical services for Children's Advocacy Center clients and their non-offending caregivers.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 21-22-073

TRANSFER TYPE:

Approval

ACTION:

XX ITEM TO ITEM

Denial

Board Approved Denied
County Administrator Approved Denied

 RESERVE
XX BY RESOLUTION
 SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: / /

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

REQUEST NUMBER 21-22-073

[illegible]

RESOLUTION NO. 21-22-102

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 21-22-073 TO THE HOSPITAL DISTRICT 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 Hospital District 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 21-22-073 is hereby approved and authorized to assign Project 21080 and set up funding for mental health and medical services for CAC clients from Hospital District Grant funds in the amount of \$38,000.

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 19th day of April, 2022.

HIGHLANDS COUNTY, FLORIDA

By: _____
Kathleen G. Rapp, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Ingra Gardner, Community Programs Director

SUBJECT/TITLE: ARPA Household Assistance Funds for Children's Advocacy Center and Healthy Families clients with qualifying financial needs.

STATEMENT OF ISSUE

Household Assistance Funds are to be used to assist clients receiving services at the Children's Advocacy Center and Healthy Families who have also been negatively affected by the economic impacts of COVID-19. Since the onset of COVID-19, there has been significant increases in layoffs, reduced hours of work, and unmet medical and childcare needs. Funds are to be used to assist with rent, mortgage, eviction prevention, utility aid, and other basic needs.

Any current Healthy Families Highlands or Children's Advocacy Center participant in need that meets the federal definition of "impacted household" which include those households that qualify for CHIP, CCDF, Medicaid, TANF, SNAP, WIC, LIHEAP, PELL or as otherwise described in the ARPA Final Rule including any income eligible household determined by the 2022 Federal Poverty Guidelines. Applicants must provide proof of household qualification under one of the approved programs or proof of income for the entire household required for eligibility determination.

A Household Assistance Application must be completed by the client of The Children's Advocacy Center or Healthy Families staff in its entirety. This includes specifying the need and circumstance surrounding the need. Assistance is based on need.

Requests can be up to 2-month rent/mortgage payments, past due utilities, and/or specific household needs which must be approved by staff, not to exceed \$2,000. Supportive documentation such as lease agreements, mortgage statements, utility bills, etc. is required. Information may be requested of or released to the client's landlord, mortgage or utility company in order to determine eligibility and/or need.

RECOMMENDED ACTION

Move to approve the ARPA Household Assistance Policy, application and supporting documents for needy participants of The Children's Advocacy Center and Healthy Families.

FISCAL IMPACT

The fiscal impact is \$42,500 decrease in ARPA Project 21068 and \$25,000 decrease in ARPA Project 21069.

Attachments: [ARPA Household Assistance Policy and Supporting Documents.pdf](#)



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

HOUSEHOLD ASSISTANCE POLICY

American Rescue Protection Act Funding

PURPOSE

To provide household assistance to current *Healthy Families Highlands* or *Children Advocacy Center* clients determined having been economically impacted by the COVID-19 pandemic.

ELIGIBILITY

Any current *Healthy Families Highlands* or *Children's Advocacy Center* participant that meets the federal definition of "impacted household" which include those households that qualify for CHIP, CCDF, Medicaid, TANF, SNAP, WIC, LIHEAP, PELL or as otherwise described in the ARPA Final Rule including any income eligible household determined by the 2022 Federal Poverty Guidelines. Applicants must provide proof of household qualification under one of the approved programs or proof of income for the entire household required for eligibility determination.

ASSISTANCE

A Household Assistance Application must be filled out by the client or *Healthy Families Highlands* or *Children's Advocacy Center* staff in its entirety. This includes specifying the need and circumstance surrounding the need. **Assistance is based on need.** Requests can be up to 2-month rent/mortgage payments, one-month utilities, and/or total past due amount to bring customer current, not to exceed \$2,000. Priority will be given to those who demonstrate financial delinquency and/or a crisis or loss of income impacting ability to meet the upcoming financial obligation. Supportive documentation such as lease agreements, mortgage statements, utility bills, etc. is required. Information may be requested of or released to the client's landlord, mortgage or utility company in order to determine eligibility and/or need.

APPROVAL

The Program Manager or Director of Community Programs grants final approval after ensuring that the *Family Support Worker* or *Family Advocate* followed the process outlined in this policy i.e; completed the application in its entirety and obtained required documentation for determination of eligibility. An award letter is provided to clients who are approved to receive any form or amount of household assistance. A copy of the award letter is also maintained by the finance department. A general receiver is prepared including payee information and account information if applicable and is sent to the finance department requesting the approved payment be issued. Household assistance payment is issued to the landlord, mortgage or utility company directly to ensure the account is brought current. Applicants are notified that assistance is not guaranteed and is based upon availability of funding and eligibility determination.



HOUSEHOLD ASSISTANCE

Application Requirements

Required Documentation

The following information will be required for the client to be considered for financial assistance:

1. Proof of Residency: A Florida drivers license; or picture ID with a **Highlands County address** and one of the following: A voter's registration card, a utility bill in your name, mail from a government agency to your physical address, or a Declaration of Domicile.
2. Client's Social Security Card and All Social Security Numbers of the dependent family members living in the household
3. If applicable, proof of federal program qualification. Award letter, approval of renewal of benefits letter, current Benefit Statement, etc.
4. If applicable, verification of income for the last 2 months. W2 and/or taxes may be required in some cases. (Example: Self Employment/Seasonal Work)
4. Name and address of employer
5. If applicable, current utility bills
6. Rent lease agreement, mortgage statement information, eviction notices, etc.
8. Applicant **must** be a United States citizen, or a legal alien and a Highlands County resident enrolled in the Healthy Families Highlands program.
9. Circumstances surrounding need should be due to a loss of income or a crisis effecting the household. To be considered, applicants must demonstrate ability to stabilize after provision of assistance.
10. Assistance is not guaranteed and is based upon availability of funding and verification of eligibility.

You may be asked to bring in additional information.



HEALTHY FAMILIES HIGHLANDS HOUSEHOLD ASSISTANCE APPLICATION

Intake Staff: _____

Intake date: _____

Participant ID#: _____

Program Enrollment Date: _____

Applicant's Name: _____

Co- Applicant's Name: _____

Street Address: _____

City: _____

State: Florida

Zip: _____

Telephone: (Home/Cell) _____ (Email) _____

ASSISTANCE REQUESTED

Type of Assistance (please check all that apply):

☐ Past Due Rent in the amount of: \$ _____

☐ Past Due Mortgage in the amount of: \$ _____

☐ Current Month's Rent in the amount of: \$ _____

☐ Current Month's Mortgage in the amount of: \$ _____

☐ First Month's Rent in the amount of: \$ _____

☐ Past Due Utilities in the amount of: \$ _____

☐ Current Month's Utilities in the amount of: \$ _____

☐ Other (Please Specify): _____

Total Amount of Assistance Requested: \$ _____

Provide Brief Explanation of the current need:

Landlord/Mortgage Holder Information:

Name of Individual or Company: _____

Contact Information: _____

Address of Property: _____

Utilities Information:

Name of Company: _____

Contact Information: _____

Address of Property: _____

ELIGIBILITY DETERMINATION

Please check assistance currently receiving:

☐CHIP ☐SNAP

☐CCDF ☐WIC

☐MEDICAID ☐TANF

☐LIHEAP ☐PELL

LIST ALL HOUSEHOLD INCOME INCLUDING SSI, UNEMPLOYMENT AND CHILD SUPPORT:

Name	DOB	Annual/Current Income

Certification

I/we understand that Florida Statute 817 provides that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under Statutes 775.082 and 775.083. I/we further understand that any willful misstatement of information will be grounds for disqualification. I/we certify that the application information provided is true and complete to the best of my/our knowledge. I/we consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/we agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record. **WARNING:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

Approval is NOT guaranteed and is based on availability of funding and proof of need.

Applicant Signature	Print	Date
---------------------	-------	------

Co-Applicant Signature	Print	Date
------------------------	-------	------

Approved_____ Amount:_____

Denied_____

Authorized by: _____



HEALTHY FAMILIES FLORIDA

Authorization to Release Information

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I authorize Highlands County Board of County Commissioners to disclose any information regarding my general condition, past and present and/or information concerning services provided and/or required by me. This consent will expire one year from the date indicated below unless revoked earlier.

Types of information to be verified:

Verifications that may be requested are, but not limited to: personal identity; employment history, hours worked, salary and payment frequency, payment for Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits; unemployment, disability and/or worker's compensation; welfare assistance; and alimony or child support payments, etc.

Organizations/Individuals that may be asked to provide written/oral verification are, but not limited to:

Agreement to Conditions:

Past/Present Employers

Continuum of Care: Heartland Coalition for the Homeless

Champion For Children Foundation

Other: _____

I agree that a photocopy of this authorization may be used for the purposes stated above. I understand that I have the right to review this file and correct any information found to be incorrect.

Signature of Applicant

Print Name

Date

Signature of Co-Applicant/Household Member

Print Name

Date



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
CHILDREN'S ADVOCACY CENTER
1968 Sebring Pkwy, Sebring, Florida 33870
P (863) 402-6845 F (863) 402-6869
www.highlandsfl.gov

HOUSEHOLD ASSISTANCE APPLICATION

Intake Staff: _____ Intake date: _____
Client ID#: _____ Case Activation Date: _____
Applicant's Name: _____
Co- Applicant's Name: _____
Street Address: _____
City: _____ State: Florida Zip: _____
Telephone: (Home/Cell) _____ (Email) _____

ASSISTANCE REQUESTED

Type of Assistance (please check all that apply):

- ☐ Past Due Rent in the amount of: \$ _____
☐ Past Due Mortgage in the amount of: \$ _____
☐ Current Month's Rent in the amount of: \$ _____
☐ Current Month's Mortgage in the amount of: \$ _____
☐ First Month's Rent in the amount of: \$ _____
☐ Past Due Utilities in the amount of: \$ _____
☐ Current Month's Utilities in the amount of: \$ _____
☐ Other (Please Specify): _____
Total Amount of Assistance Requested: \$ _____

Provide Brief Explanation of the current need:



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Landlord/Mortgage Holder Information:

Name of Individual or Company: _____

Contact Information: _____

Address of Property: _____

Utilities Information:

Name of Company: _____

Contact Information: _____

Address of Property: _____

ELIGIBILITY DETERMINATION

Please check assistance currently receiving:

- | | |
|-----------------------------------|-------------------------------|
| ☐ CHIP | ☐ SNAP |
| ☐ CCDF | ☐ WIC |
| ☐ MEDICAID | ☐ TANF |
| ☐ LIHEAP | ☐ PELL |

LIST ALL HOUSEHOLD INCOME INCLUDING SSI, UNEMPLOYMENT AND CHILD SUPPORT:

Name	DOB	Annual/Current Income



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Certification

I/we understand that Florida Statute 817 provides that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under Statutes 775.082 and 775.083. I/we further understand that any willful misstatement of information will be grounds for disqualification. I/we certify that the application information provided is true and complete to the best of my/our knowledge. I/we consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/we agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record. **WARNING:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

Approval is NOT guaranteed and is based on availability of funding and proof of need.

Applicant Signature	Print	Date
---------------------	-------	------

Co-Applicant Signature	Print	Date
------------------------	-------	------

Approved_____ Amount:_____

Denied_____

Authorized by: _____



**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
CHILDREN'S ADVOCACY CENTER**
1968 Sebring Pkwy, Sebring, Florida 33870
P (863) 402-6845 F (863) 402-6869
www.highlandsfl.gov

Authorization to Release Information

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I authorize Highlands County Board of County Commissioners to disclose any information regarding my general condition, past and present and/or information concerning services provided and/or required by me. This consent will expire one year from the date indicated below unless revoked earlier.

Types of information to be verified:

Verifications that may be requested are, but not limited to: personal identity; employment history, hours worked, salary and payment frequency, payment for Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits; unemployment, disability and/or worker's compensation; welfare assistance; and alimony or child support payments, etc.

Organizations/Individuals that may be asked to provide written/oral verification are, but not limited to:

Agreement to Conditions:

Past/Present Employers

Continuum of Care: Heartland Coalition for the Homeless

Champion For Children Foundation

Other: _____

I agree that a photocopy of this authorization may be used for the purposes stated above. I understand that I have the right to review this file and correct any information found to be incorrect.

Signature of Applicant

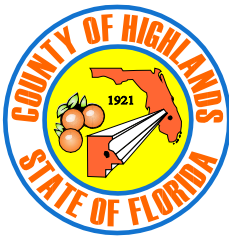
Print Name

Date

Signature of Co-Applicant/Household Member

Print Name

Date



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
HEALTHY FAMILIES HIGHLANDS

7205 S. George Blvd., Sebring, Florida 33875

Office (863) 402-6628 Fax (863) 402-6625 www.highlandsfl.gov

Click here to enter a date.

Click here to enter text.

Click here to enter text.

Click here to enter text.

RE: AWARD LETTER FOR HOUSEHOLD ASSISTANCE

Dear:

You have been deemed eligible for:

- | | |
|---|--|
| ☐ Current Rental Assistance | ☐ Past Due Rental Assistance |
| ☐ Current Month's Mortgage | ☐ Past Due Mortgage |
| ☐ Current Month's Utilities Assistance | ☐ Past Due Utility Assistance |
| ☐ Other: _____ | |

The household assistance will be paid directly to your landlord, mortgage or utility company.

Should you have any questions please do not hesitate to contact me at (863) 402-6628 or email at cacevedo@highlandsfl.gov.

Respectfully,

Cynthia Acevedo

Cynthia Acevedo

Healthy Families Program Manager



**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
CHILDREN'S ADVOCACY CENTER**

1968 Sebring Pkwy, Sebring, Florida 33870

P (863) 402-6845 F (863) 402-6869

www.highlandsfl.gov

Click here to enter a date.

Click here to enter text.

RE: AWARD LETTER FOR HOUSEHOLD ASSISTANCE

Dear:

You have been deemed eligible for:

- | | |
|---|--|
| ☐ Current Rental Assistance | ☐ Past Due Rental Assistance |
| ☐ Current Month's Mortgage | ☐ Past Due Mortgage |
| ☐ Current Month's Utilities Assistance | ☐ Past Due Utility Assistance |
| ☐ Other: | |

The household assistance will be paid directly to your landlord, mortgage or utility company. Should you have any questions please do not hesitate to contact me at (863) 402-6845 or email at srogers@highlandsfl.gov.

Respectfully,

Sarah Beth Rogers
Children's Advocacy Center Program Manager



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

600 S. Commerce Ave., Sebring, Florida 33870

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Lance Marine, Parks & Facilities Director

SUBJECT/TITLE: Request to approve the partial donation of the tracked file system and approve the disposition of the remaining obsolete tracked filing system through the FWQ process or by selling the metal for scrap and returning the revenue to the General Fund.

STATEMENT OF ISSUE

The Clerk of Court is requesting assistance with disposing of an obsolete and outdated tracked filing system currently located in the old first floor filing room of the Highlands County Courthouse. Once disposed of, the emptied room will be remodeled and repurposed to serve new functions for the Clerk of Courts in the Courthouse. Many attempts have been made to find both internal and external organizations who could benefit from this filing system, however, given the large size, complexity of installation and the new standard of electronic filing, the system is found to be obsolete and of little interest. One non-profit organization has shown interest in approximately 1/3 of the filing system.

The Clerk of Courts is requesting Board approval to declare these items surplus (CA002040, CL001426, CL001773, CL001977) and donate the tracked file system to any non-profit organization showing interest. The Clerk of Courts will work with the Purchasing Department to dispose of all remaining obsolete tracked filing system not donated. This disposition will be offered through the Formal Written Quote (FWQ) process for the sale and removal of the tracked filing system and will be advertised to the public for 15 days. If no acceptable bids are received, The Clerk of Courts is requesting Board Approval to dispose of the obsolete track filing system through the local metal scrap yard and return any revenue from the sale of the metal to the General Fund. As of 2021, the tracked filing system has been fully depreciated.

RECOMMENDED ACTION

Move to approve the partial donation of the tracked file system and approve the disposition of the remaining obsolete tracked filing system through the FWQ process or by selling the metal for scrap and returning the revenue to the General Fund.

FISCAL IMPACT

No fiscal impact.

Attachments: [Photo File System.pdf](#)



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Brandon Gunn, Projects Manager

SUBJECT/TITLE: Request approval to move forward with the sale of two (2) County owned surplus properties and provide the Chair the authority to execute the Deeds.

STATEMENT OF ISSUE

The Board has approved the sale of various County owned properties. Staff initiated a sale of certain properties through the County's competitive bid process (ITB 22-014), in accordance with Florida Statutes 125.35.

The County received and opened bids on those properties on March 1st, 2022 and is recommending the sale of 2 properties as identified in the attached Notice of Intent to Award Sale.

In accordance with Ordinance 16-17-08, the Notice of Intent to Accept Offer was posted on March 14th, 2022. The buyers have provided a 10% deposit on the property they are purchasing. The sale will be completed within 90 days.

Total this sale \$31,100.00

RECOMMENDED ACTION

Move to approved the sale of two (2) County owned surplus properties and provide the Chair the authority to execute the Deeds.

FISCAL IMPACT

The fiscal impact is revenue totaling \$31,100.00 to the General Fund from sale of the properties and the properties will be back on the Tax Roll.

Attachments: [Notice of Intent-Revised 4.21.22.pdf](#)



HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
PURCHASING DIVISION

NOTICE OF INTENT TO ACCEPT OFFER TO PURCHASE SURPLUS PROPERTY

ITB 22-014 - SALE OF SURPLUS COUNTY PROPERTY

Parcel ID	Address	Min	Offer	Bidder	Recommend
C-04-34-28-150-3100-0160	5206 SAVONA DR, SEBRING 33872	\$ 5,405.40	\$ 15,550.00	T Baker Construction LLC	Yes
C-04-34-28-150-3100-0260	5500 SAVONA DR, SEBRING 33872	\$ 5,400.00	\$ 15,550.00	T Baker Construction LLC	Yes

Notice of Intent to Accept Offer was posted to [Highlandsfl.gov](https://highlandsfl.gov) at 4:30 p.m. on March 31st 2022

The Board of County Commissioners will consider the offers at their May 3rd Board Meeting which will begin at 9:00 AM

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

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

SUBJECT/TITLE: Request approval of the Florida Department of Transportation (FDOT) Amendment to the Traffic Signal Maintenance and Compensation Agreement and Resolution granting the County Administrator or the County Engineer the authority to execute the Amendment on an annual basis on behalf of the County.

STATEMENT OF ISSUE

We are asking the Board to approve the Florida Department of Transportation (FDOT) Amendment to the Traffic Signal Maintenance and Compensation Agreement, as well as Resolution No. 21-22-104 granting authority to the County Administrator, or the County Engineer upon designation by the County Administrator, the authority to execute the annual Amendment to the Traffic Signal Maintenance and Compensation Agreement on behalf of the County along with the Exhibit "A" form.

RECOMMENDED ACTION

Move to approve the Florida Department of Transportation (FDOT) Amendment to the Traffic Signal Maintenance and Compensation Agreement, as well as Resolution No. 21-22-104 granting authority to the County Administrator, or the County Engineer upon designation by the County Administrator, the authority to execute the annual Amendment to the Traffic Signal Maintenance and Compensation Agreement on behalf of the County along with the Exhibit "A" form.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Res. 21.22.104_Signature Auth.Traffic Maintenance.CB.SGS.pdf](#)
[Highlands Co w75001024 Amendment to the 7-27-15 Agreement.pdf](#)

RESOLUTION NO. 21-22-104

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA
PERTAINING TO THE TRAFFIC SIGNAL MAINTENANCE
AND COMPENSATION AGREEMENT WITH THE FLORIDA
DEPARTMENT OF TRANSPORTATION; PROVIDING FOR
LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR
AUTHORIZATION TO EXECUTE ANNUAL AMENDMENT
TO AGREEMENT; 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 and the Florida Department of Transportation (FDOT) entered into an Agreement for Traffic Signal Maintenance and Compensation dated September 30, 2002; and

WHEREAS, Highlands County and FDOT renewed and expanded their arrangement through that Traffic Signal Maintenance and Compensation Agreement dated July 17, 2014 (Agreement); and

WHEREAS, the Agreement contemplates annual revisions to the Exhibit "A" list of traffic signals and other devices which are maintained by the County as part of the Agreement; and

WHEREAS, along with the updated Agreement in 2014, Highlands County adopted Resolution No.: 14-15-80, to authorize the County Engineer to execute the revised Exhibit "A" on an annual basis; and

WHEREAS, FDOT is now requesting that any revision to Exhibit "A" be accomplished through an official amendment to the Agreement; and

WHEREAS, Highlands County has determined that in order to promote efficient government operations, it is in its best interest and the interest of the travelling public to authorize amendments to Exhibit "A" to the Traffic Signal Maintenance and Compensation Agreement with FDOT, to be approved without further action from the Board of County Commissioners in accordance with the terms of this Resolution.

**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. Authorization to Execute Annual Amendment to Agreement.

A. The County Administrator, or the County Engineer upon designation by the County Administrator, is hereby authorized to execute the annual Amendment to the Traffic Signal Maintenance and Compensation Agreement with FDOT on behalf of the County which revises only Exhibit "A" of the Agreement.

B. Any such Amendment revising Exhibit "A" of the Agreement must be approved by the County Attorney prior to execution by the County Administrator or the County Engineer if so designated.

C. The County Administrator shall have the right but not the obligation to seek advice or authorization from the Board of County Commissioners for any Amendment to the Agreement related to Exhibit "A".

D. Annually, the County Administrator shall notify the Board of County Commissioners, by way of informational agenda item, of the Amendment to the Agreement executed pursuant to this Resolution. Failure of the County Administrator to notify the Board of County Commissioners related to any such Amendment, shall not in any way invalidate the Amendment.

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 Traffic Signal Maintenance and Compensation Agreement with FDOT 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 ____ day of _____, 2022.

HIGHLANDS COUNTY, FLORIDA

By: _____

Kathleen G. Rapp, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**AMENDMENT TO THE TRAFFIC SIGNAL MAINTENANCE
AND COMPENSATION AGREEMENT**

750-010-24
TRAFFIC OPERATIONS
06/16
Page 1 of 1

CONTRACT NO. ARX96
FINANCIAL PROJECT NO. 412671-1-88-01
F.E.I.D. NO. F596000655058
AMENDMENT NO. _____

THIS AMENDMENT TO THE TRAFFIC SIGNAL AND MAINTENANCE AGREEMENT ("Amendment") is made and entered into on this _____ day of _____, 2022, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION ("Department"), an agency of the State of Florida, and Highlands County, ("Maintaining Agency").

RECITALS

WHEREAS, the Department and the Maintaining Agency on July 27, 2015 entered into a Traffic Signal Maintenance and Compensation Agreement ("Agreement").

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Exhibit A is amended, superseded and replaced in its entirety with the new Exhibit A that is attached to this Amendment.

IN WITNESS WHEREOF, the undersigned parties have executed this Amendment on the day, month and year set forth above.

HIGHLANDS COUNTY, Florida
(Maintaining Agency)

By: _____
(Authorized Signature)

Print/Type Name: Clinton Howerton

Title: County Engineer

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

By: _____
(Authorized Signature)

Print/Type Name: Mark Mathes, P.E.

Title: District Traffic Operations Engineer

Legal Review: _____

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: David Nitz, OMB Manager

SUBJECT/TITLE: Request to adopt Budget Amendment 21-22-076 to transfer funds for principal payments due to the refinancing of the Series 2015 Loan from the Infrastructure Surtax Reserve for Contingency.

STATEMENT OF ISSUE

Due to the refinancing of the Series 2015 Loan, an unbudgeted change to the Principal and Interest payments has caused the need for an additional \$40,705.00 to be transferred from the Reserve for Contingency and a reallocation of funds between the Principal and Interest accounts.

RECOMMENDED ACTION

Move to adopt Budget Amendment 21-22-076 to realign funding in the amount of \$57,985.63.

FISCAL IMPACT

There is no fiscal impact to Fund 151 (Infrastructure Surtax) or the overall budget. This budget amendment is transferring \$40,705.00 from cost center 9990B (Budget Expenditure AC/151), account 59900 (Reserve for Contingency) and \$17,280.63 from cost center 8110 (Long Term Notes 151), account 57200 (Interest Payments) to cost center 8110, account 57100 (Principal Payments).

Attachments: [21-22-076 Debt Service Increase_8110 \(BA\).pdf](#)
[21-22-076 Debt Service Increase_8110 \(Reserve\).pdf](#)

April 21, 2022

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 4/21/2022

SUBMITTED BY: OMB

FUND(S): 151 FUND TITLE(S): Infrastructure Surtax COST CENTER(S) #: 9990B / 8110

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): Budget Expenditure AC/151 / Long Term Notes 151

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	151	9990B	59900	Reserve for Contingency		109,185.00		40,705.00	68,480.00
E	151	8110	57200	Interest Payments		318,979.00		17,280.63	301,698.37
E	151	8110	57100	Principal Payments		2,815,611.00	57,985.63		2,873,596.63
									0.00
									0.00
									0.00
									0.00

REASON: To allocate additional Debt Service funds in accordance to payments.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 21-22-076

TRANSFER TYPE:

Approval

ACTION:

Denial

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

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

SIGNATURE: _____

DATE: _____ / _____ / _____

Signature: _____

Posted by Clerk: _____

LOCAL INFRASTRUCTURE SURTAX FUND (CAPITAL IMPROVEMENTS) - 151 (9990B)

FISCAL YEAR 2021-2022

DATE INTENDED	BCC APPROVED	B.A.#	AMOUNT	BALANCE	DESCRIPTION
10/01/21		BEGINNING BALANCE		\$175,000.00	
10/19/21	10/19/21	21-22-002	\$957,000.00	\$1,132,000.00	To move budgeted funds for EOC Bldg Remodel from Fund 151 funds to ARPA funding
12/21/21	12/21/21	21-22-028	(957,000.00)	\$175,000.00	To use add'l Reserve funds for CFS projects
01/18/22	01/18/22	21-22-032	(\$65,815.00)	\$109,185.00	To allocate funds for Project 21057 AG Center HVAC Unit not on the Adopted CFS schedule
05/03/22		21-22-076	(\$40,705.00)	\$68,480.00	To allocate additional Debt Service funds in accordance to fund necessary payments.
REVISED TOTAL:				\$68,480.00	

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: May 3, 2022

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

SUBJECT/TITLE: Request approval of Consultant Service Authorization (CSA) No. 1-1 with Jones Edmunds & Associates, Inc. for Additional Engineering Services to evaluate systems operation and additional temporary operation at the Highlands County Solid Waste Management Center and closed DeSoto City Landfill and Budget Amendment 21-22-079.

STATEMENT OF ISSUE

Attached for your approval is Consultant Service Authorization (CSA) No. 1-1 with Jones Edmunds and Associates, Inc. in the amount of \$207,005.00 for Additional Engineering services to Evaluate Systems Operation and Additional Temporary System Operations Services at the Highlands County Solid Waste Management Center and closed DeSoto City Landfill. Budget Amendment 21-22-079 to realign funds in the amount of \$207,005.00 for the work is also attached for review and approval.

The loss of all the landfill technician staff to retirement or health issues as well as resignation of the Landfill Manager has left the Solid Waste Department with no staff properly trained in the existing infrastructure layout and operations of the leachate collection and treatment system. In addition, remaining staff is not trained in active gas management control and disposal system, groundwater monitoring well system, and potable water well and distribution system at the HCSWMC and the gas management, leachate collection and groundwater monitoring well system at the closed DeSoto City Landfill. This CSA No. 1-1 will provide additional engineering evaluation of the system to develop revised operation plans and scope of work involved with systems operations to provide detailed standard operating procedures for all the system at the landfill to prevent the inability to perform systems operations with the loss of staff in the future as well as the possibility of ongoing operations by a qualified environmental systems operations vendor. This CSA No. 1-1 will also provide evaluation of the systems for any major repairs or maintenance and provide additional temporary daily operating services, monitoring and reporting from an environmental systems operation subconsultant for an additional 180 calendar days along with training of landfill staff in all the systems operations being performed. Funds in the amount of \$207,005.00 will need to be realigned within Cost Center 4210 (Refuse Disposal), Account 51200 (Regular Salaries & Wages) to Account 53100 (Professional Services).

RECOMMENDED ACTION

Move to approve CSA No. 1-1 with Jones Edmunds and Associates, Inc. for Engineering Services to evaluate systems operation and provide temporary operation at the Highlands County Solid Waste Management Center and closed DeSoto City Landfill and Budget Amendment 21-22-079.

FISCAL IMPACT

There is no fiscal impact to Fund 401 (Solid Waste) or the overall FY 21/22 budget as this budget amendment is transferring \$207,005.00 within the adopted budget.

Attachments: [21-22-079 SW Realign Fds_Jones Edmunds Addendum No. 1 to CSA No. 1 - RAD rev. 4-25-22 \(BA\).pdf](#)
[20-024 JONES EDMUNDS CSA 1-1 final.pdf](#)

April 25, 2022

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

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

DATE: 4/21/2022

SUBMITTED BY:

FUND(S): 401 FUND TITLE(S): Solid Waste COST CENTER(S) #: 4210

PROJECT(S) #: PROJECT TITLE(S): COST CENTER TITLE(S): Refuse Disposal

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	401	4210	51200	Regular Salaries & Wages		764,816.61		207,005.00	545,761.61
E	401	4210	53100	Professional Services		212,798.84	207,005.00		431,853.84

REASON: This Budget Amendment is necessary to realign funds in the amount of \$207,005.00 for Addendum No. 1 to Jones Edmunds & Associates CSA No. 1 - Evaluation of Systems Operations to provide additional operating services for 6 months at the Highlands County Solid Waste Management Center and the Closed DeSoto City landfill.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 21-22-079

TRANSFER TYPE:

Approval

ACTION:

XX ITEM TO ITEM

Board Approved Denied

RESERVE

County Administrator Approved Denied

BY RESOLUTION

SUPPLEMENTAL BUDGET

SIGNATURE:

Signature:

DATE: / /

Posted by Clerk:

Form Revised 08/05/2020

HIGHLANDS COUNTY, FLORIDA AUTHORIZATION FORM

Select One of the following	
☐ TOA: TASK ORDER ASSIGNMENT (UNDER \$50,000)	#
☒ CSA: CONSULTANT SERVICE AUTHORIZATION (OVER \$50,000)	#1-1
Upon binding execution by both Parties, this CSA becomes an attachment to and a permanent part of the Master Professional Continuing Services Agreement (Agreement) between HIGHLANDS COUNTY and <u>Jones Edmunds & Associates Inc.</u> (CONSULTANT) (identified by the Master Contract Date.) In accordance with Florida Statutes, Section 287.055 (2)(g) the CONSULTANT is providing professional services to the COUNTY for work of a specified nature as outlined in the Agreement.	Project Amount: \$207,005.00
	Budget Account Number: Fund or cost enter/account/project #, if applicable. 401/4210/53100
	RFP# 20-024 Category 2 Engineering
	Master Contract Date: 03/16/2021

NOTE: THE CONSULTANT MAY NOT BEGIN WORK UNTIL THIS FULLY SIGNED CSA AND, AS NECESSARY, A COUNTY PURCHASE ORDER ARE DELIVERED TO THE CONSULTANT.

SUMMARY OF WORK TO BE COMPLETED	
<u>Each Task Authorization package must include:</u>	
☒ Exhibit A – Scope of Work	☒ Exhibit C – Sub-Consultants
☒ Exhibit B – Compensation	☐ Exhibit D – Plans/Drawings/Survey N/A
DEPARTMENT APPROVAL	
Recommended by Print Name: Robert A. Diefendorf, Jr., EI, Assistant to the County Eng	Reviewed by Print Name: Clinton Howerton, Jr., P.E., County Engineer
X 4/27/22 1. Project Manager Signature Date	X 4-27-22 2. Director or Designee Signature Date
CONSULTANT ACCEPTANCE	
Consultant's Designated Agent Print Name: Stanley F. Ferreira, Jr., P.E., President & CEO	Consultant Project Manager: Print Name: Alan Altman, Client Services Manager
X Stanley F. Ferreira, Jr. (Apr 27, 2022 15:18 EDT) 3. Consultant Signature Date	Select one of the items below: ☒ Signer appears on Sunbiz.org OR ☐ Signatory Authority is attached.
PURCHASING REVIEW	
Purchasing Manager or Designee Print Name: Lori DeLoach, Purchasing Manager	COUNTY APPROVAL
X Lori K. DeLoach Digitally signed by Lori K. DeLoach Date: 2022.04.27 16:57:14 -04'00' 4. Purchasing Manager or Designee Signature Date	County Attorney or Designee Print Name: Chantel Brutus, Legal Assistant
X Chantel Brutus for Sherry Sutphen, County Atty 5. County Attorney or Designee Signature 4/27/2022 Date	
COUNTY APPROVAL	
County Administrator or Designee (under \$50,000) Print Name:	Board Chair (over \$50,000) Print Name:
X 6. County Administrator or Designee Signature Date	X 7. Board Chair or Designee Signature Date

Exhibit “A” Scope of Work

Project: Systems Operation Evaluation and Temporary Operation – Continued CSA#1-1

The **CONSULTANT** will provide continued assistance to the Highlands County Solid Waste Department with evaluation of the leachate treatment system, active gas collection system, and potable water system. The **CONSULTANT** will provide the same scope of work as defined in the original CSA No. 1 involving operational evaluation and assistance to train County staff and develop a scope of work for the County to solicit for a long-term agreement with a qualified vendor to provide ongoing operation assistance in a daily, weekly and monthly basis is to provide engineering services for the project.

TASK 1. SYSTEM EVALUATION AND OPERATION

This CSA #1-1 provides for a one hundred eighty (180) calendar day extension of the Scope of Work approved in CSA #1, to allow for continued on-site system operational assistance and evaluation which shall begin immediately following the original three (3) month operations period (ending in May of 2022), as contemplated by CSA #1. The additional service authorized by this CSA #1 shall be completed in early November of 2022. This additional work is limited to the hours shown in Exhibit B Compensation.

DELIVERABLES

- Punchlist of Repairs/Maintenance – A list of major items in need of repair/replacement will be generated for each system.
- Bi-Weekly summary report of operations performed by subconsultant.
- All permit required reports needed by the County to document field measurements, daily operation of equipment and flow measurements

ASSUMPTIONS

- Landfill drawings, specifications, and operation and sampling plan including the leachate system, gas system, and potable well system can be found on the Florida Department of Environmental Protection (FDEP) Oculus site.
- Correspondence with FDEP is not required.
- County staff will be available for training of the systems during the evaluation period.
- A junior engineer will be available to visit the site once every two weeks.
- A senior engineer will be available to visit the site twice during the 180 calendar day extension.

EXCLUSIONS AND CONDITIONS

All work included in this work scope is specified in this document. The following are exclusions and conditions to this Work Scope:

- This Work Scope does not include any design of new systems or design modifications to existing systems.
- The intent of this Work Scope is to bring the operations of the Landfill systems into permit compliance. It does not guarantee that the leachate, gas, or groundwater will be in permit compliance.

- Additional training beyond the training during the evaluation period can be added to this scope for additional fee.
- Cost of materials needed to complete repairs to the various systems will be paid by the County and is not included in this Work Scope.
- The quantities and labor hours listed in this Work Scope are intended as documentation and justification for the total cost of the project. Deviations or changes in the quantities and labor hours shall not be reason for non-payment if the total fee budget has not been exceeded.
- Sampling and testing for groundwater monitoring will be performed by the testing laboratory under a separate contract.
- Work is limited to the hours and costs shown in the Fee Estimate.

PERIOD OF SERVICES:

Upon receipt of a duly executed copy of this CSA, the **CONSULTANT** will promptly initiate the Scope of Services outlined above. The time to complete the services will be **one hundred eighty (180) calendar days from the final execution of the Authorization.**

Exhibit "B" Compensation

In accordance with the Contract for Continuing Services for Work of a Specified Nature between HIGHLANDS COUNTY (the **COUNTY**), Jones Edmunds & Associates, Inc. (the **CONSULTANT**), the **CONSULTANT** will perform these services for the amount of Two Hundred Seven Thousand Five Dollars and 0/100 (\$207,005.00). A cost breakdown of the compensation for these services is listed below. Project work will be billed on a time and materials basis. Invoices will be sent monthly and reflect actual hours worked. Each invoice will contain a brief summary of the tasks performed during the month.

HIGHLANDS COUNTY SYSTEMS OPERATIONS EVALUATION CSA 1-1

FEE ESTIMATE

						COSTS		TOTALS
	Chief Engineer 2	Senior Engineer 2	Engineering Intern	Secretary/ Clerical	Labor Hours	Labor Fee	Sub-Consultant	Reimbursable Expenses
CSA 1-1								
Standard Rate	\$235	\$230	\$100	\$95				
TASK 1 - Systems Evaluation								
Current Systems Evaluation for HCSVMC	8	64	136	8	216	\$ 30,960	\$ 171,000	\$ 204,460
Current Systems Evaluation for DeSoto City LF	1	4	12	2	19	\$ 2,545		\$ 2,545
PROJECT TOTAL	9	68	148	10	235	\$ 33,505	\$ 171,000	\$ 207,005

Upon receipt of a duly executed copy of this CSA No. 1-1, the **CONSULTANT** will promptly initiate the Scope of Services outlined above. The **CONSULTANT** will complete the work by **November 1, 2022**, unless otherwise extended by the **COUNTY**.

As established in RFP 20-024 Job Class Titles and Hourly rates and subconsultant mark-up, not to be exceeded, are to be used.

Reimbursable Expenses are to be pre-approved by the Project Manager.

Exhibit "C"
Sub-Consultants

Type/Service: Sullivan Environmental is a construction and consulting company with a focus on landfill-related construction and maintenance, landfill gas and leachate recover and process systems, and environmental monitoring and report of all types.

Name: **Sullivan Environmental, Inc.**

Address: 4448 13th Lane NE, St. Petersburg, Florida 33703

Contact: John Sullivan

Contact Phone: 813-210-1295

Contact E-mail: john@sullivanenv.com

**EXHIBIT “D”
Plans/Drawings**

Not applicable to this CSA

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

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

SUBJECT/TITLE: Request to Vacate Easement at 4520 Rosada Court, Sebring, FL 33875

STATEMENT OF ISSUE

Attached is Resolution No. 21-22-97 to vacate that portion of Lot 16, Block 3, Harder Hall Country Club II, according to the plat thereof, as recorded in Plat Book 13, Page 46, of the Public Records of Highlands County, Florida and being more particularly described as follows:

A Drainage & Utility Easement over and across the easterly 7.5 feet of Lot 16, Block 3, as shown on the plat of HARDER HALL COUNTRY CLUB II, recorded in Plat Book 13, Page 46 of the Public Records of Highlands County, Florida, LESS and EXCEPT that portion of said easement lying within 10.0 feet of the north boundary of said Lot 16. Parcel Identification Number: C-01-35-28-060-0030-0160.

SITE ADDRESS: 4520 Rosada Court, Sebring, FL 33875

All utility companies, as well as the pertinent County departments, have been notified and have no objections. Ogg Construction, on behalf of James Ward and Robin Ward have filed a petition to vacate that portion of the platted drainage and utility easement on Lot 16, Block 3, Harder Hall Country Club II, according to the plat thereof, as recorded in Plat Book 13, Page 46, of the Public Records of Highlands County, Florida.

The applicant's reason for vacating this portion of the easement is due to the applicant's desire to construct a new home and an existing easement runs down the middle of the proposed two lots to be used for construction.

RECOMMENDED ACTION

Move to adopt Resolution No. 21-22-97 to vacate a portion of the existing drainage and utility easement as described in the resolution effectively closing, vacating, abandoning, and discontinuing all rights of the county and the public in and to the easement and any lands in connection herewith.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Complete Agenda Packet - 4520 Rosada Court.pdf](#)

RESOLUTION NO.: 21-22-97

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE VACATION OF AN EASEMENT ON THE PLAT OF HARDER HALL COUNTRY CLUB II, AS PARTICULARLY DESCRIBED HEREIN, AS REQUESTED BY JAMES AND ROBIN WARD; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE VACATION OF RIGHT OF WAY; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE

WHEREAS, the petition of Ogg Construction, on behalf of James and Robin Ward (Petitioner), requesting that Highlands County vacate an easement as described herein and renounce and disclaim the rights of the County and of the public in and to said easement as so described on the plat for Harder Hall Country Club II, recorded in Plat Book 13, Page 46. of the official records of Highlands County, Florida, was presented to the County Engineer; and

WHEREAS, on April 5, 2022, and April 12, 2022, the Petitioner, published a notice of public hearing and intent to petition the County to vacate the easement described herein in the Highlands News Sun, a newspaper of general circulation in Highlands County, Florida; and

WHEREAS, on May 3, 2022, a public hearing was conducted and after full consideration, it has been determined that the statutory requirements have been complied with and the vacation of the easement and disclaimer of interest described herein will not adversely affect the ownership rights of any person or the right of convenient access of any person.

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. Vacation of Easement. That Easement as described below is hereby vacated, abandoned, discontinued and closed, and all rights of the County and the public in and to the Easement and the lands so described are hereby renounced and forever disclaimed:

A Drainage & Utility Easement over and across the easterly 7.5 feet of Lot 16, Block 3, as shown on the plat of HARDER HALL COUNTRY CLUB II, recorded in Plat Book 13, Page 46 of the Public Records of Highlands County, Florida, LESS and EXCEPT that portion of said easement lying within 10.0 feet of the north boundary of said Lot 16. Parcel Identification Number: C-01-35-28-060-0030-0160.

SITE ADDRESS: 4520 Rosada Court, Sebring, FL 33875

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

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

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

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

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

SECTION 8. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 3rd day of May 2022.

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**

Kathleen G. Rapp, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

PETITION

TO: HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
C/O ENGINEERING DEPARTMENT
505 SOUTH COMMERCE AVENUE
SEBRING, FLORIDA 33870

FROM: James Ward and

Robin Ward

4416 Lafayette Av Sebring FL 33875

This is to Petition the Board of County Commissioners to consider vacating an easement, as shown on the attached map, legal description as follows:

A Drainage & Utility Easement over and across the easterly 7.5 feet of Lot 16, Block 3, as shown on the plat of HARDER HALL COUNTRY CLUB II, recorded in Plat Book 13, Page 46 of the Public Records of Highlands County, Florida, LESS and EXCEPT that portion of said easement lying within 10.0 feet of the north boundary of said lot 16.

The petition is being requested for the following reason:

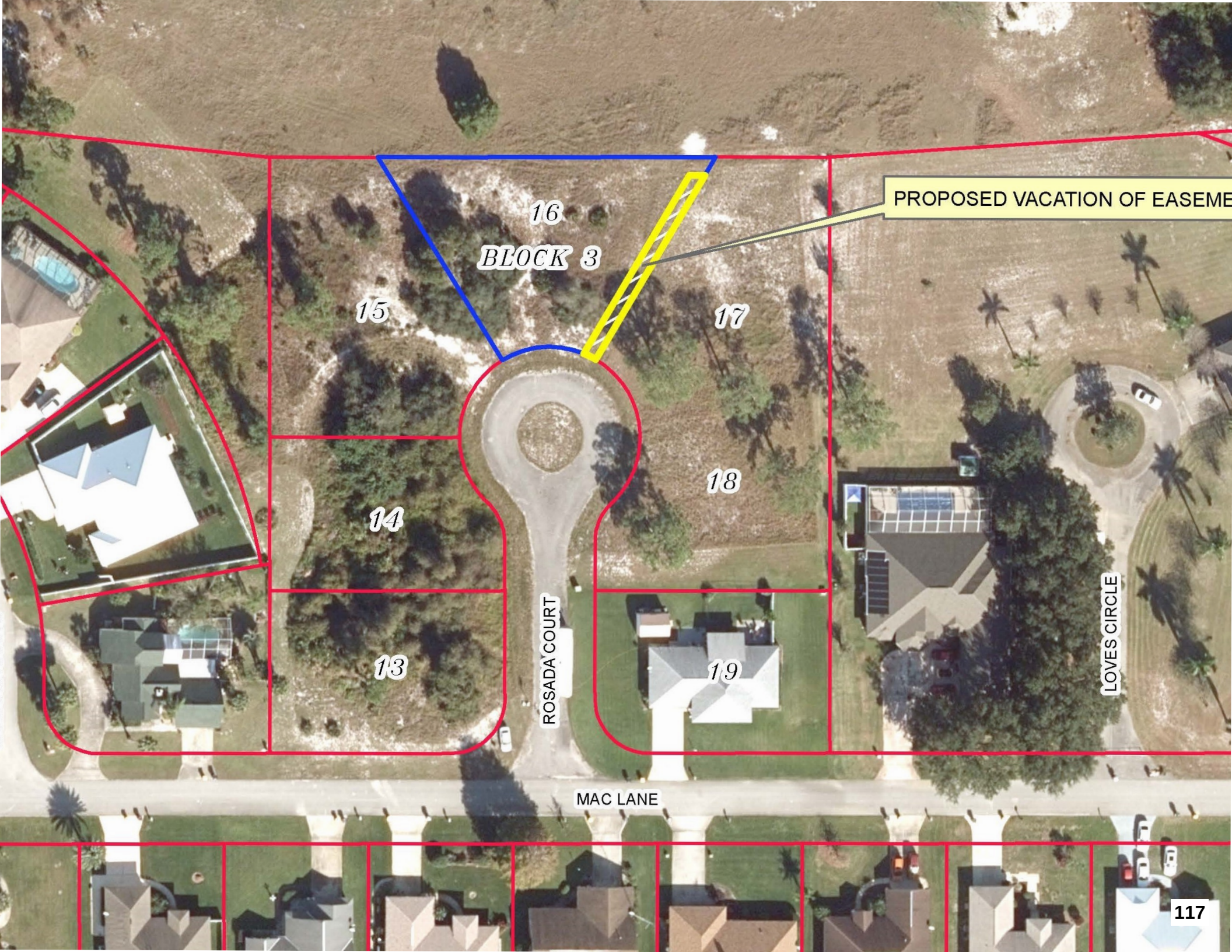
To construct a new home between lots 16
and 17

I will publish the Notice of Public Hearing in not less than two weekly issues of a newspaper of general circulation in Highlands County prior to the date stated therein for such hearing and will have proof of publication in your office prior to the date of hearing.

James O. Ward Robin S. Ward
Signature of Petitioner

Attachments: (MAP)

Proof of Publication
Certificates Showing Taxes Paid



16
BLOCK 3

15

17

14

18

13

ROSADA COURT

19

MAC LANE

LOVES CIRCLE

PROPOSED VACATION OF EASEMENT

117

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: May 3, 2022

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

SUBJECT/TITLE: Request adoption of Resolution 21-22-105 for Budget Amendment 21-22-077 to add additional funds to the project and to execute the attached Resolution 21-22-103 and Supplemental Agreement No. 01 with the State of Florida Department of Transportation (FDOT) to provide additional funding needed to complete construction and in-house construction engineering inspections (CEI) for the resurfacing project of W Stryker Rd from North Olivia Dr to US 27.

STATEMENT OF ISSUE

On March 12, 2019, The HCBCC entered into Small County Road Assistance Program (SCRAP) Agreement #436642-1-54-01/02 with FDOT associated with the resurfacing of W Stryker Rd from North Olivia Dr to US 27 (approximately 10,507 linear feet). The funds identified in the agreement were \$1,941,246.00. A total of \$76,668.70 was expended for design and permitting leaving a balance of \$1,864,577.30 for construction. The bid opening for construction proposals was held on March 01, 2020 and the lowest bid was \$2,189,224.33. Therefore, \$380,290.00 of additional funding was requested from FDOT to cover the funding shortfall for construction and in-house CEI services. Attached Supplemental Agreement No. 01 provides this additional funding needed to fully fund the project.

The Board Assistant Attorney has reviewed and approved the SCRAP Supplemental Agreement No. 01 and the accompanying Resolution #21-22-103.

RECOMMENDED ACTION

Move to approve the SCRAP Supplemental Agreement No. 01 between FDOT and Highlands County for additional funding in the amount of \$380,290.00 and adopt Resolution #21-22-103 for budget amendment 21-22-077 and Resolution # 21-22-105.

FISCAL IMPACT

The fiscal impact will be an increase to Fund 151 (Infrastructure Surtax) in the amount of \$380,290.00 and will be appropriated in Project 18008 (W. Stryker Rd Roadway Improvements.)

Attachments: [Res. 21.22.103_FDOT Project 436642-1-54-01-02.CB.pdf](#)
[21-22-105 Project 18008 W Stryker Rd Imp \(Resolution\).pdf](#)
[21-22-077 Proj 18008 W Stryker Rd Imp. Addl funds \(BA\).pdf](#)

RESOLUTION NO. 21-22-103

**A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA
PERTAINING TO SUPPLEMENTAL NO.: 1 TO THE
AGREEMENT WITH FDOT RELATED TO CONTRACT NO.:
G1659 FINANCIAL PROJECT NO.: 436642-1-54-01/02;
PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT;
PROVIDING FOR APPROVAL OF AMENDMENTS AND
AUTHORIZATION TO EXECUTE; 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, on March 12, 2019, Highlands County adopted Resolution 18-19-70, authorizing the Agreement with the Florida Department of Transportation (FDOT) pursuant to the Small County Road Assistance Program, FDOT Financial Project No.: 436642-1-54-01, for the resurfacing of resurfacing of West Stryker Road from North Olivia Drive to US 27 (approximately 1.999 miles); and

WHEREAS, Highlands County has determined that it is in the best interest of the public to amend the Agreement with FDOT and provide for additional permissions related to certain necessary future amendments.

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 Amendments and Authorization to Execute.
A. Supplemental No.: 1 to the Agreement, related to FDOT Financial Project No.: 436642-1-54-01/02, for the resurfacing of resurfacing of West Stryker Road from North Olivia Drive to US 27 (approximately 1.999 miles) attached hereto as **Exhibit "A"**, is hereby approved and the Chairperson or designee thereof is authorized to execute the same on behalf of the County.

B. To the extent future amendments to the Agreement are necessary, as long as such amendments do not materially alter the Agreement and the same have been approved by the County Attorney and County Administrator, the Chairperson or a designee thereof is hereby authorized to execute such amendments to the Agreement on behalf of the County without further action by the Board of County Commissioners.

C. The County Administrator shall notify the Board of County Commissioners, by way of informational agenda item, of any amendment executed pursuant to this Resolution. Failure of the County Administrator to notify the Board of County Commissioners related to any such amendment shall not in any way invalidate the same.

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 Supplemental No.: 1 to the Agreement pertaining to FDOT Financial Project No.: 436643-1-54-01/02, for the resurfacing of West Stryker Road from North Olivia Drive to US 27 (approximately 1.999 miles) 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 ____ day of _____, 2022.

HIGHLANDS COUNTY, FLORIDA

By: _____
Kathleen G. Rapp, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

**STATE-FUNDED GRANT
SUPPLEMENTAL AGREEMENT**

SUPPLEMENTAL NO.

1

CONTRACT NO.

G1660

FPN

436642-1-54-01/02Recipient: Highlands County

This Supplemental Agreement ("Supplemental"), dated _____ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on March 12, 2019 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

The parties agree that the Agreement is to be amended and supplemented as follows:

Exhibit "B" SCHEDULE OF FINANCIAL ASSISTANCE is replaced in its entirety by the attached REVISED EXHIBIT "B" SCHEDULE OF FINANCIAL ASSISTANCE and is incorporated by reference. Per request from Highlands County \$380,290.00 (Three Hundred Eighty Thousand Two Hundred and Ninety Dollars) in additional construction funding (phase 54) has been programmed to the project. Project total is now \$2,321,536.00 (Two Million Three Hundred Twenty-One Thousand Five Hundred and Thirty Six Dollars).

Reason for this Supplemental and supporting engineering and/or cost analysis:

Highlands County requested additional funding to cover project cost shortfall, bids received were higher then the programmed funding.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:

Highlands County

STATE OF FLORIDA

DEPARTMENT OF TRANSPORTATION

By: _____

Name:

Title:

By: _____

Name:

Title:

Legal Review:

DS
DC

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
STATE-FUNDED GRANT AGREEMENT**EXHIBIT B**
SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS: Highlands County 505 South Commerce Ave Sebring, FL 33870		FINANCIAL PROJECT NUMBER: 436642-1-54-01			
PHASE OF WORK by Fiscal Year:		MAXIMUM PARTICIPATION			
		(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	Indicate source of Local funds
Design- Phase 34	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
Total Design Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
Right-of-Way- Phase 44	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
Total Right-of-Way Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
Construction- Phase 54	Maximum Department Participation (SCRA)	\$1,941,246.00	\$	\$1,941,246.00	☐ In-Kind ☐ Cash
FY: 2022	Maximum Department Participation (GRSC)	\$380,290.00	\$	\$380,290.00	☐ In-Kind ☐ Cash
Total Construction Cost		\$2,321,536.00 100.00%	\$ 0.00 %	\$2,321,536.00 100%	
Construction Engineering and Inspection - Phase 64	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
Total Construction Engineering and Inspection Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
(Phase :)	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	☐ In-Kind ☐ Cash
Total Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
TOTAL COST OF THE PROJECT		\$2,321,536.00	\$ 0.00	\$2,321,536.00	

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Zoe Giannopoulos
District Grant Manager Name

DocuSigned by:

Zoe Giannopoulos

4/19/2022 | 3:14 PM EDT

Signature 2F4AB...

Date

RESOLUTION NO. 21-22-105

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 21-22-077 TO THE INFRASTRUCTURE SURTAX FUND; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes, Section 129.06, (Execution and Amendment of Budget) provides that the Board of County Commissioners may by resolution amend its budget; and

WHEREAS, Highlands County has determined that the following budget amendment is necessary and proper within the Infrastructure Surtax Fund.

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

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

SECTION 2. Approval of Budget Amendment. Budget Amendment 21-22-077 is hereby approved and authorized to appropriate additional funding from Florida Department of Transportation (FDOT) for Project 18008 W. Stryker Rd. Improvements to cover the funding shortfall for construction and in-house CEI Services for an increase in the amount of \$380,290.00.

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 3rd day of May, 2022.

HIGHLANDS COUNTY, FLORIDA

By: _____
Kathleen G. Rapp, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

April 21, 2022

BOARD OF COUNTY COMMISSIONERS

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BUDGET AMENDMENTS

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

DATE: 4/21/2022

SUBMITTED BY: Clinton Howerton, Jr., P.E.

FUND(S): **151** FUND TITLE(S): **Infrastructure Surtax** COST CENTER(S) #: **4102A**

PROJECT(S) #:	18008	PROJECT TITLE(S):	W Stryker Rd. Improvements	COST CENTER TITLE(S):	Transportation Projects
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*list additional cost centers on reverse side of form

[illegible]

REASON: **This Budget Amendment is necessary to increase the overall budget to the project and add \$380,290.00 of additional funding from Florida Department of Transportation (FDOT).**

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 21-22-077

TRANSFER TYPE:

Approval

ACTION:

Board	Approved	Denied
-------	----------	--------

County Administrator Approved Denied

ITEM TO ITEM

RESERVE

XX BY RESOLUTION

SUPPLEMENTAL BUDGET

SIGNATURE: _____

Signature: _____

DATE: / /

Posted by Clerk:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Sherry G. Sutphen, County Attorney

SUBJECT/TITLE: County Attorney Status Report.

STATEMENT OF ISSUE

Attached is a copy of the pending items on the County Attorney File Log as of April 18, 2022.

RECOMMENDED ACTION

None. This is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [COUNTY ATTORNEY LOG 2.docx](#)

County Attorney Log

	Commissioner Priority	RECEIVED FROM	REQUEST	STATUS
1	Priority 7	Sarah Albritton	Lincoln Heights Park Lease Agreement	MR-Under review
2	Priority 4	Tanya Cannady	Volunteer Fire Districts & Hickory Hill	SS-Under review
3	Priority 4	Clinton Howerton	Lot Splitting	SS-under review
4	Priority 4	Laurie Hurner	UF Highlands Faculty Staff MOU	SS- under review
5	Priority 8	BOCC	IMWID Letters/Easements	SS- 3 of 4 received
6	Priority 4	David Nitz	Heart of FL Legal Aid Society Agreement	Assigned/SS- Need more info
7	Priority 4	Casey Hartt	TDC Grant Contract Change Order/Amendment- GFNY	MR-Need more info
8	Priority 4	Legal	Facilities Use Agreements- Review and Revisions on all forms from all departments	SS- In review
9	Priority 4	Ingra Gardener	Non-profit Criteria/Applications/policies	MR/SS- Under review & collecting info
10	Priority 7	Lori DeLoach	W. Stryker Rd Improvements	MR-Under review
11	Priority 4	Meghan DiGiacomo	Sebring/EDC Interlocal Agreement	SS- Under review
12	Priority 4	Michelle Drake	Oxygen Gen System Agreement	SS-Need more info
13	Priority 7	Clinton Howerton	Somervale Downs	MR-Under review/need more info
14	Priority 4	Jeff King	Site Prep Grant	MR-Under review
15	Priority 4	Kenya Anderson	CR 623 Amendment	SS-Under review
16	Priority 4	James Harris	WeatherSTEM MOA for Emergency Mgmt.	MR-Under review

STATUS NOTES

Assigned – will be followed by initials of attorney

Under Review – being worked on by attorney

Additional Information Needed – information being sought

Meeting Scheduled or Needed – meeting scheduled or coordination underway

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

Blank – lacking information and detail when added to log

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

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

SUBJECT/TITLE: Report on efforts to address drainage concerns in key areas throughout the County.

STATEMENT OF ISSUE

Several areas within Highlands County have experienced reoccurring surface water drainage concerns during heavy rainfall events within the past few years. These areas have been subject of ongoing stormwater modeling studies to help determine cost effective best courses of action. These studies are at various stages of completion and have identified several areas needing further evaluation.

RECOMMENDED ACTION

No action necessary - Presentation/update only.

FISCAL IMPACT

No Fiscal Impact

Attachments: [Report on Drainage Studies 2022.pdf](#)



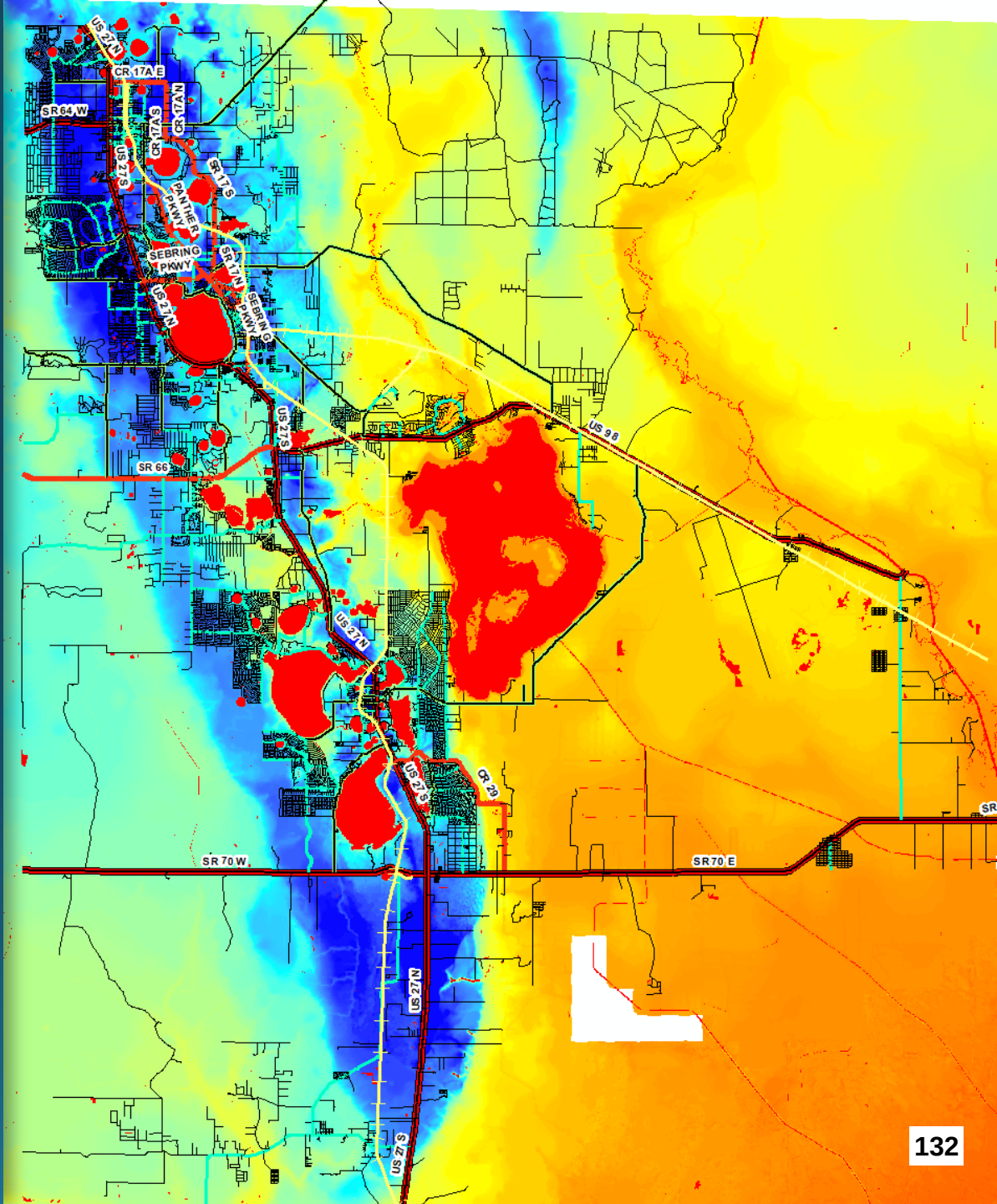
Highlands County Board of County Commissioners

Report on Drainage Studies Underway within Highlands County

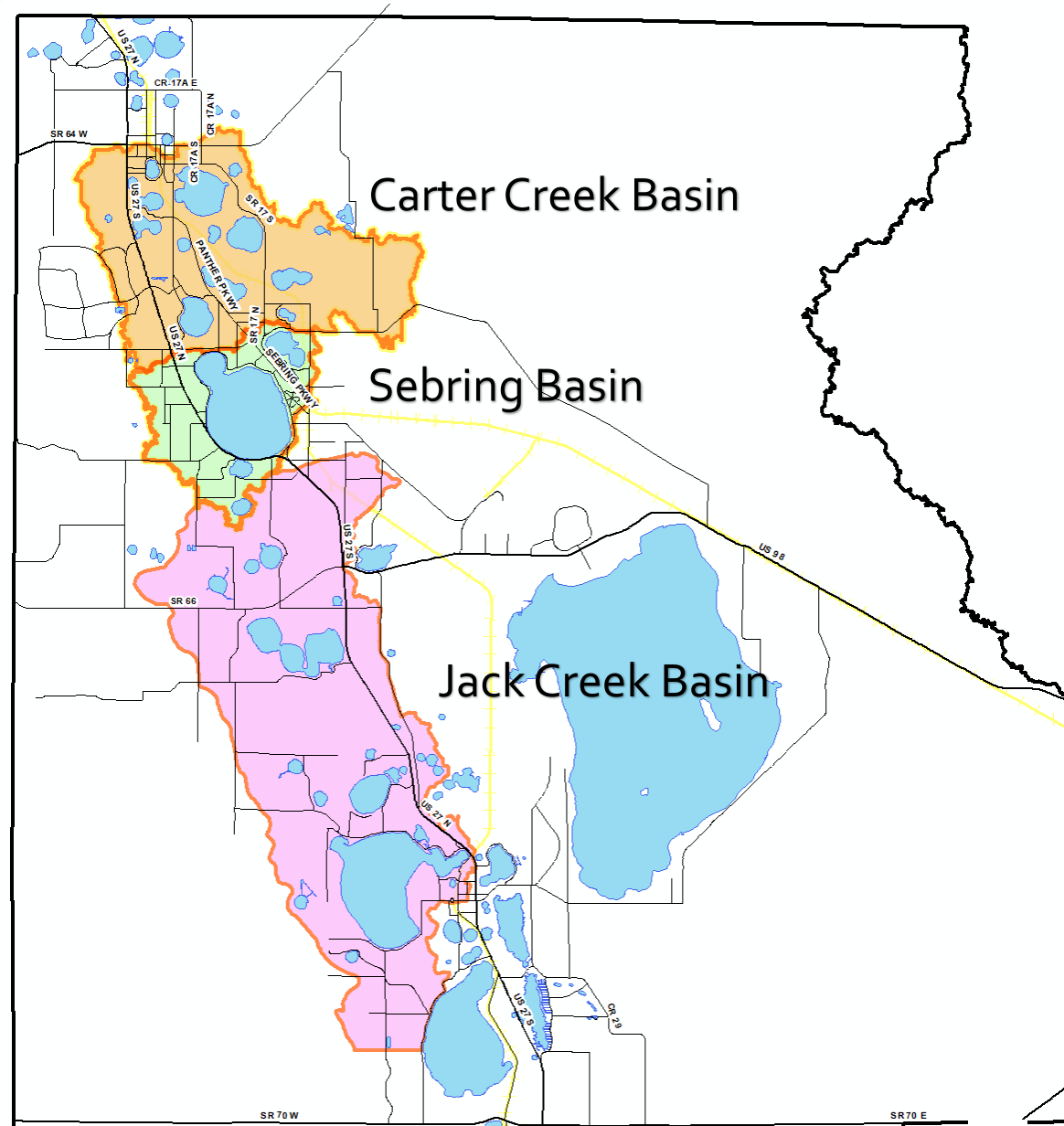
Presented by Clinton Howerton, Jr., P.E. – County Engineer

April 05, 2022

County Elevation Relief Map

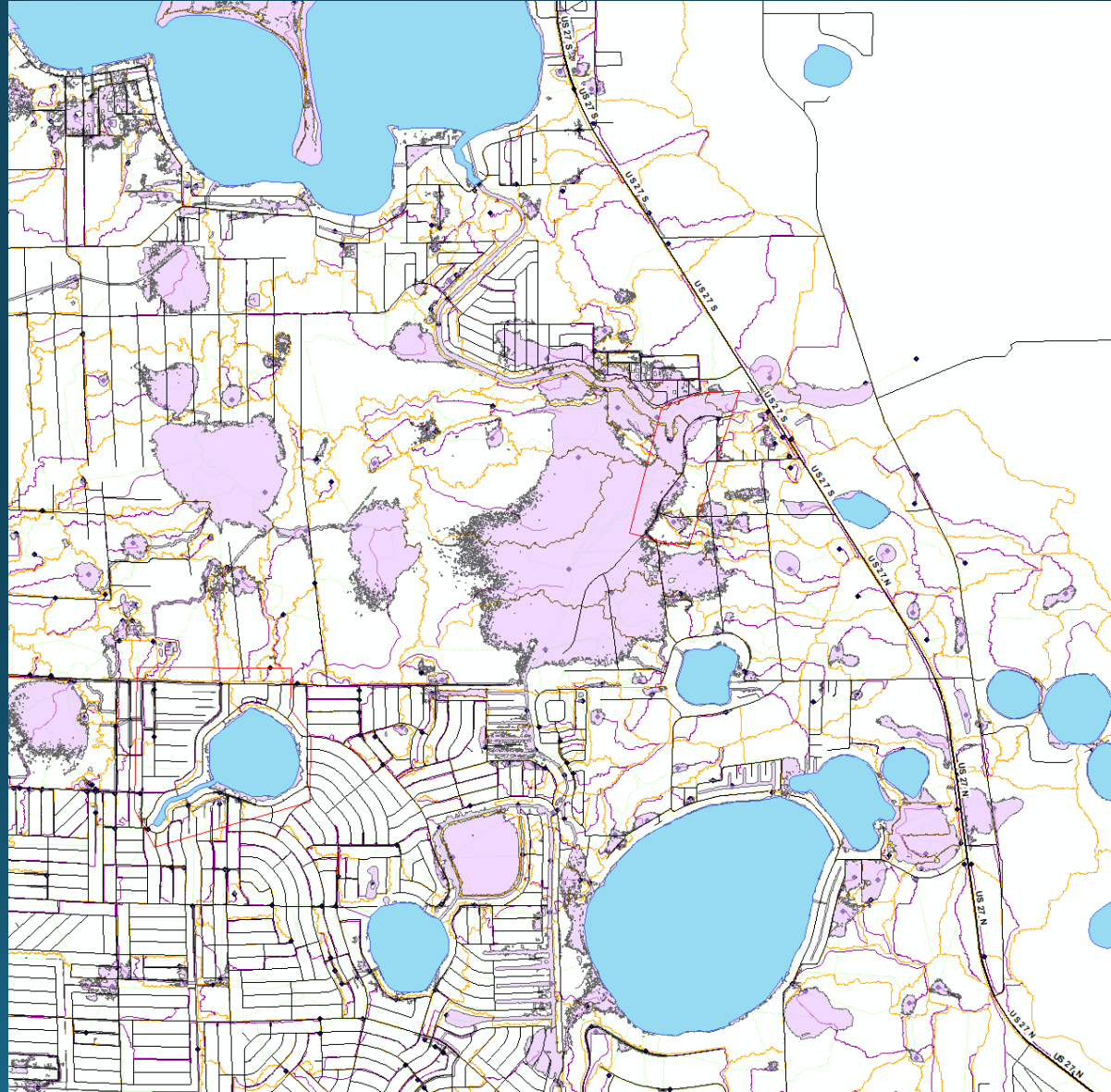


- Main Basin Area Studies Underway

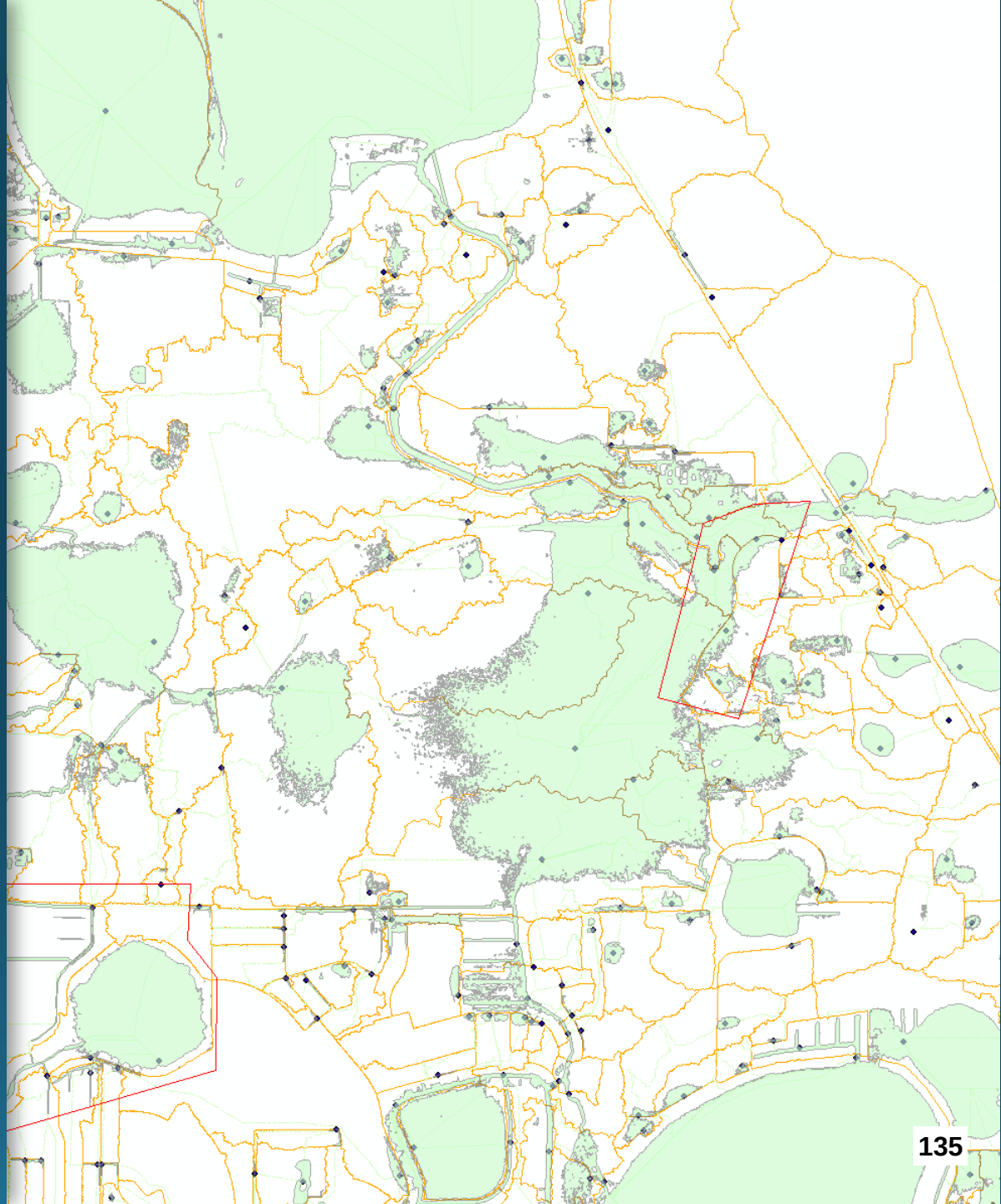


Drainage Basin Studies

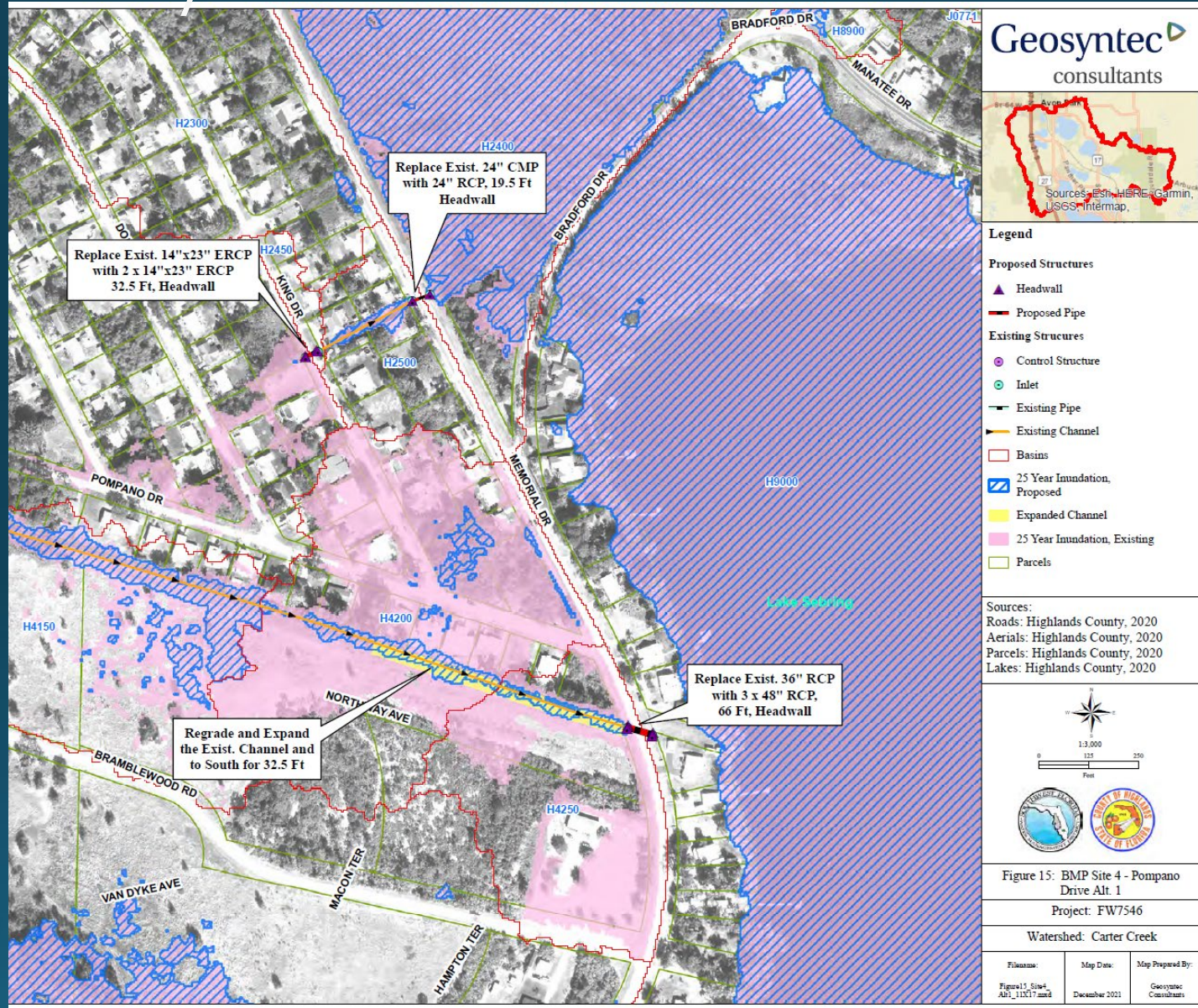
- Model Results provide areas of expected inundation for desired storm events.



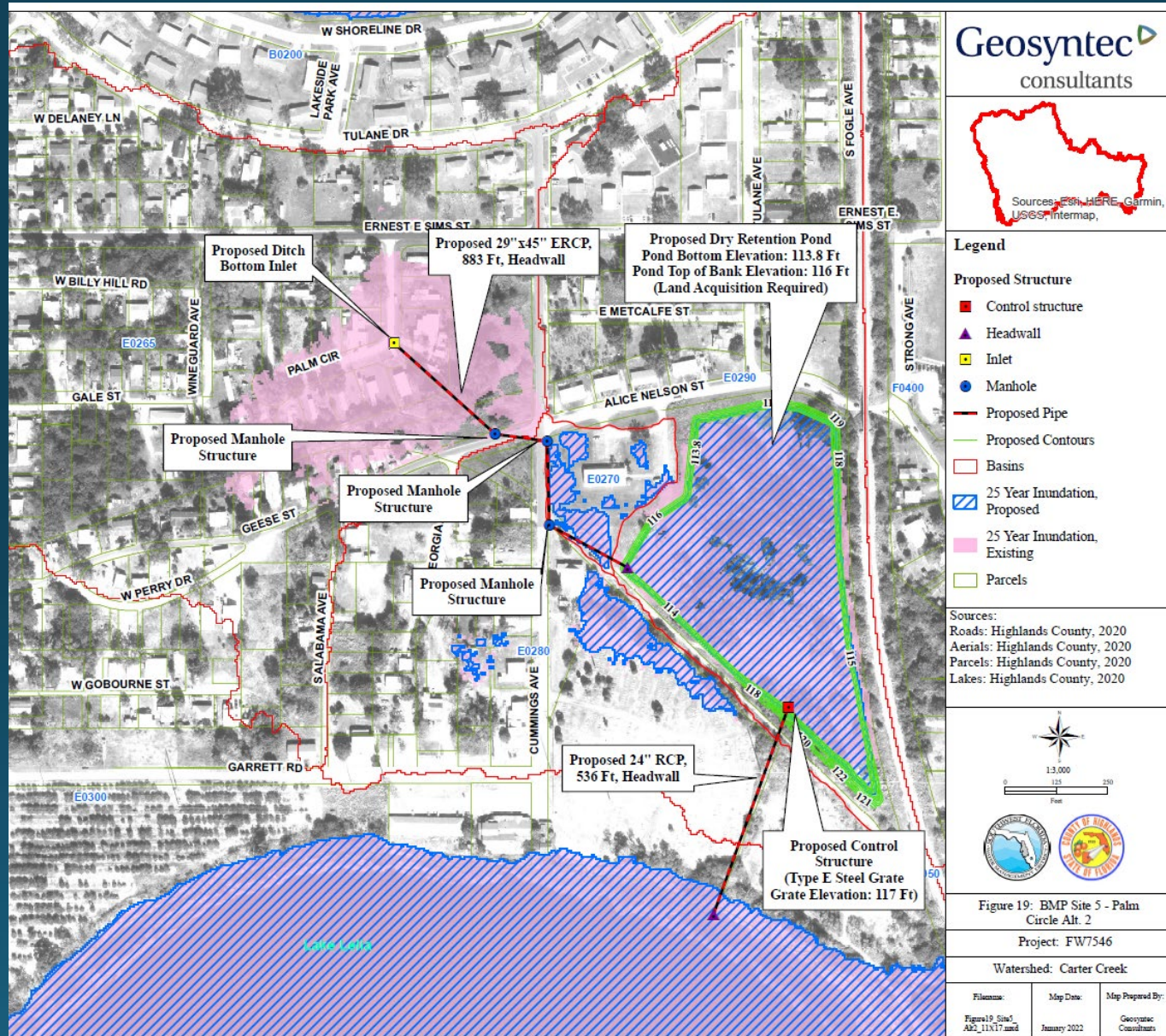
Drainage Basin Studies



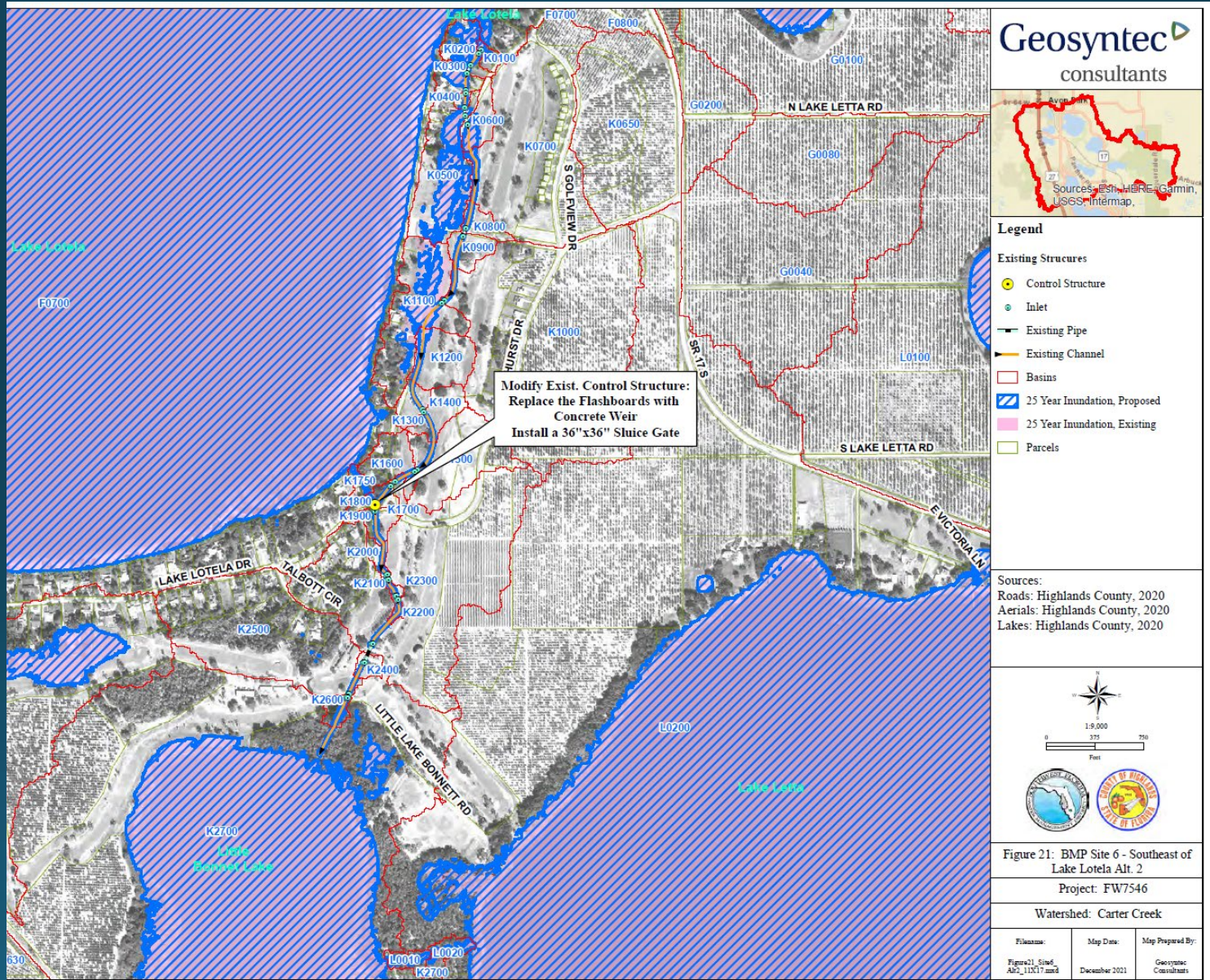
Draft Carter Creek Drainage Basin Study Results



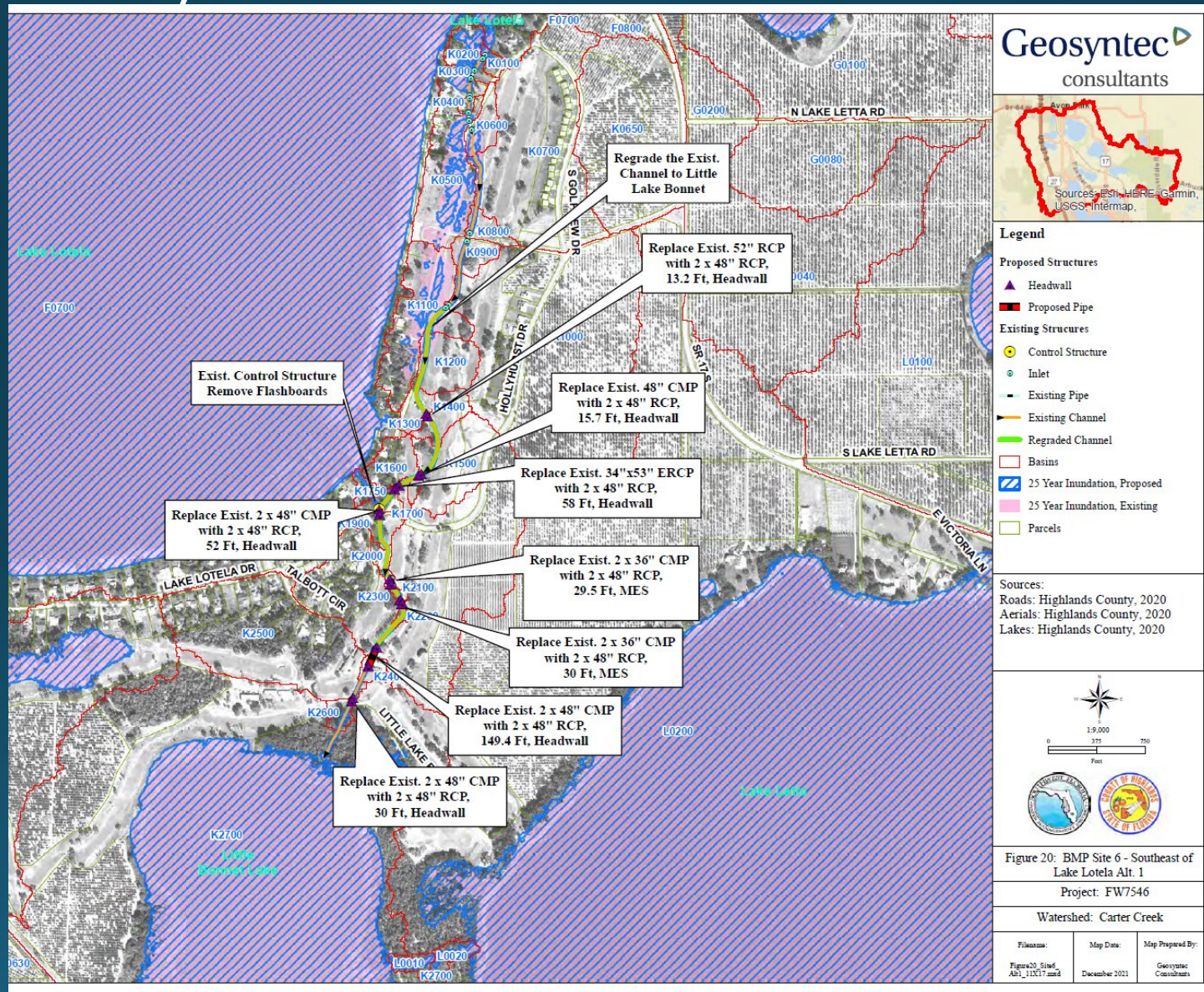
Draft Carter Creek Drainage Basin Study Results



Draft Carter Creek Drainage Basin Study Results

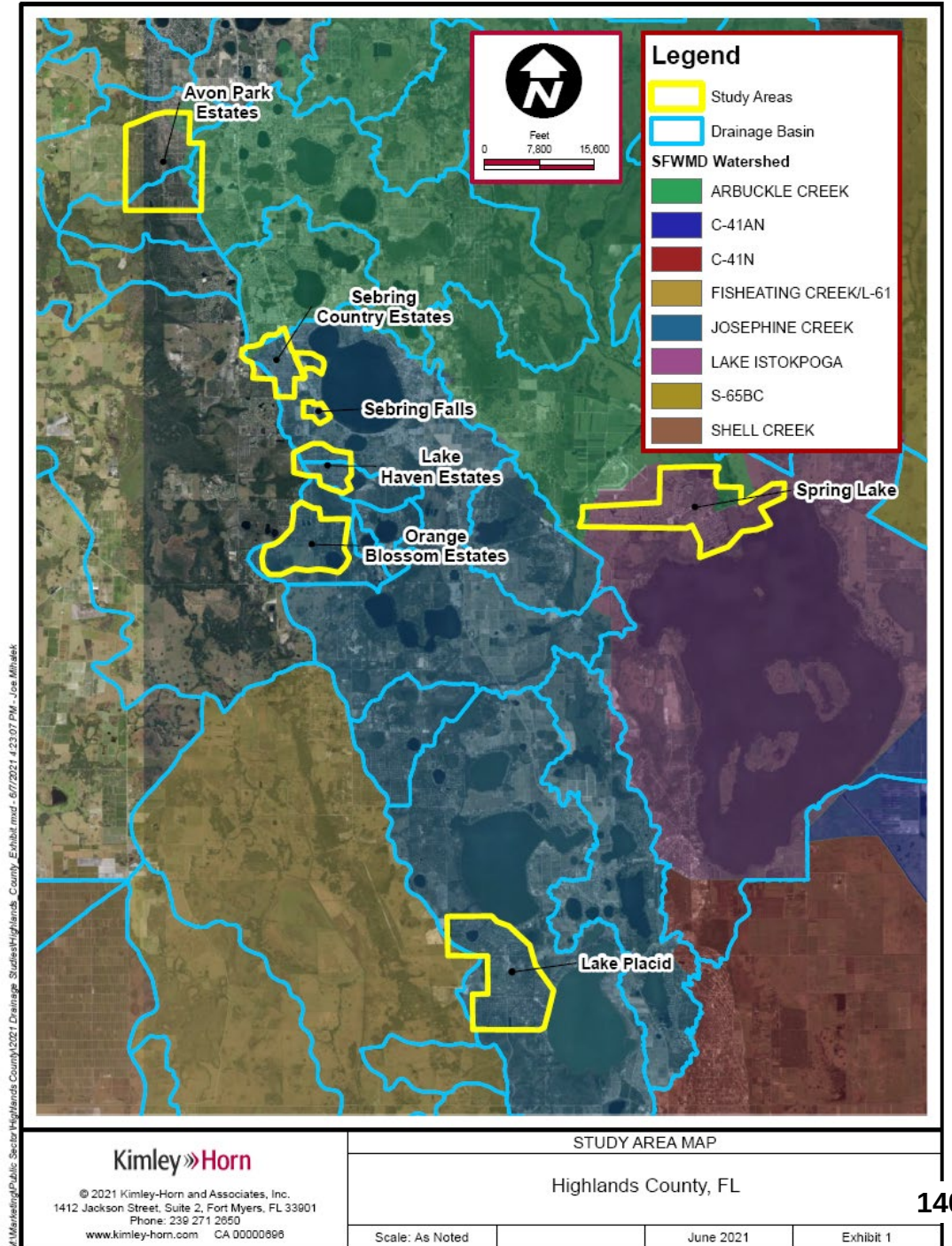


Draft Carter Creek Drainage Basin Study Results



County Basin Study Projects

- Areas included within State Revolving Funds Loan Application



County Basin Study Projects

Sebring Country Estates:

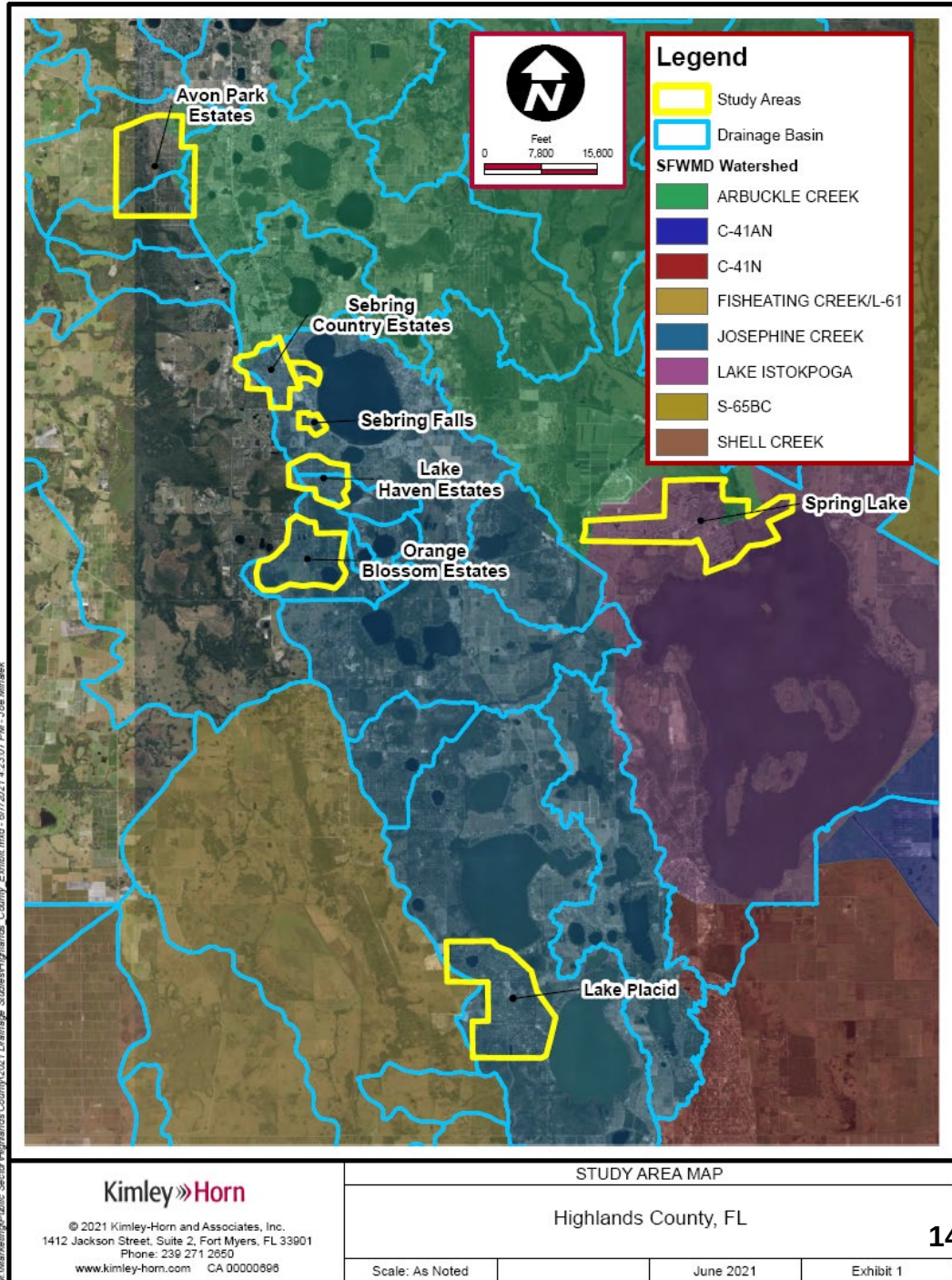
- Roadway and Structure Flooding
- Evacuation Route Flooding
- Impaired for DO, Macrophytes, and Chlorophyll-a
- Potential land identified to acquire and use for both attenuation and water quality improvements

Sebring Falls:

- Roadway and Structure Flooding
- Evacuation Route Flooding
- Impaired for DO, Macrophytes and Chlorophyll-a

Lake Haven Estates:

- Roadway Flooding
- No Master Drainage Plan and Little to No Drainage Features
- Impaired for DO, Macrophytes and Chlorophyll-a
- Potential incorporation of local drainage features with added water quality benefit.



County Basin Study Projects

Orange Blossom Estates:

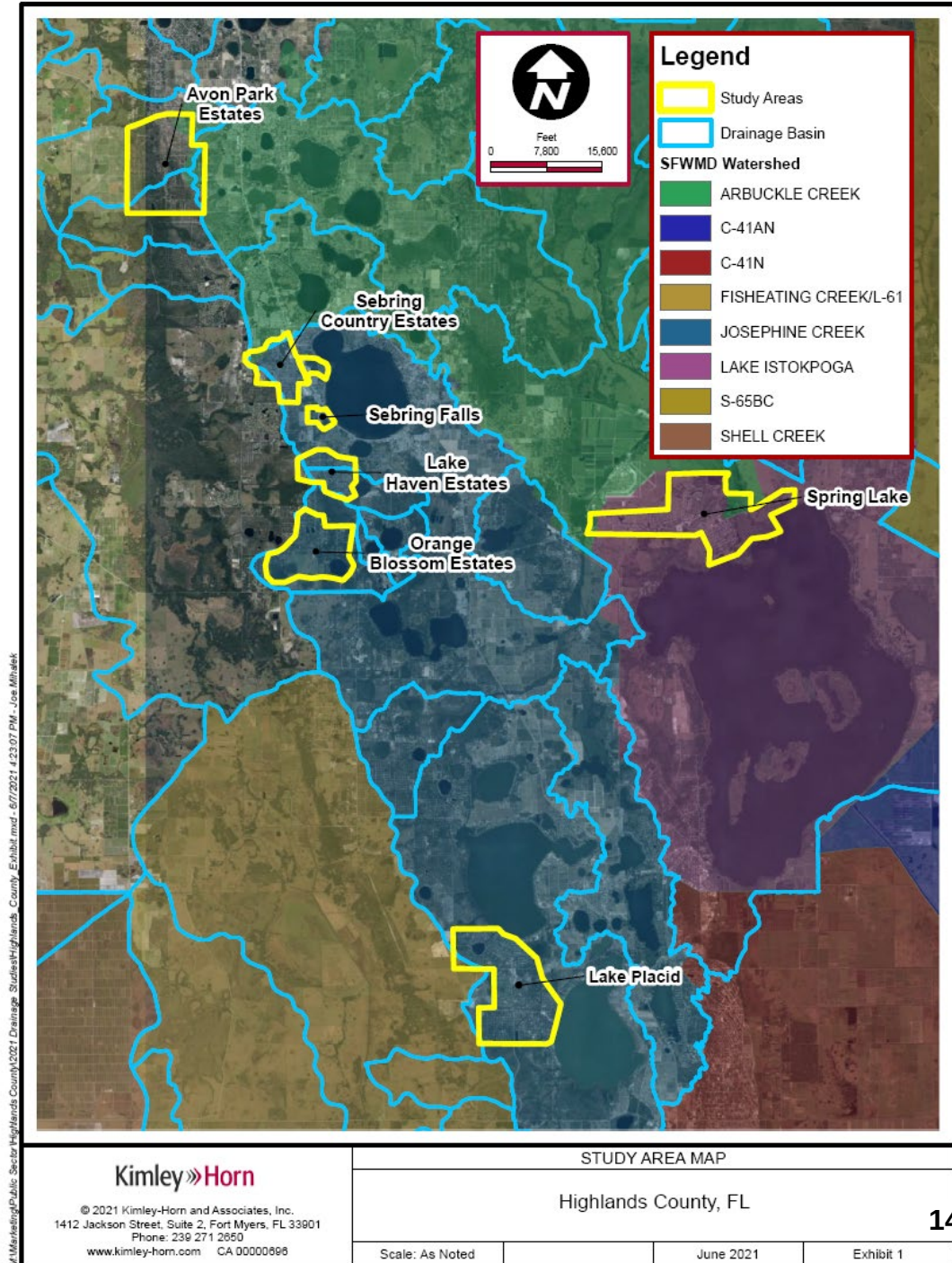
- Roadway Flooding
- Poorly Draining Soils
- Impaired for heavy metals and phosphorus
- Potential incorporation of local drainage features with added water quality benefit.

Placid Lakes:

- Roadway Flooding
- June Canal is impaired by an undetermined pollutant
- Lake Placid is impaired for DO, TP, Copper, and Lead

Spring Lake:

- Roadway Flooding
- Aging and Damaged Infrastructure
- Impaired for Nitrogen, Chlorophyll-a, and Phosphorus

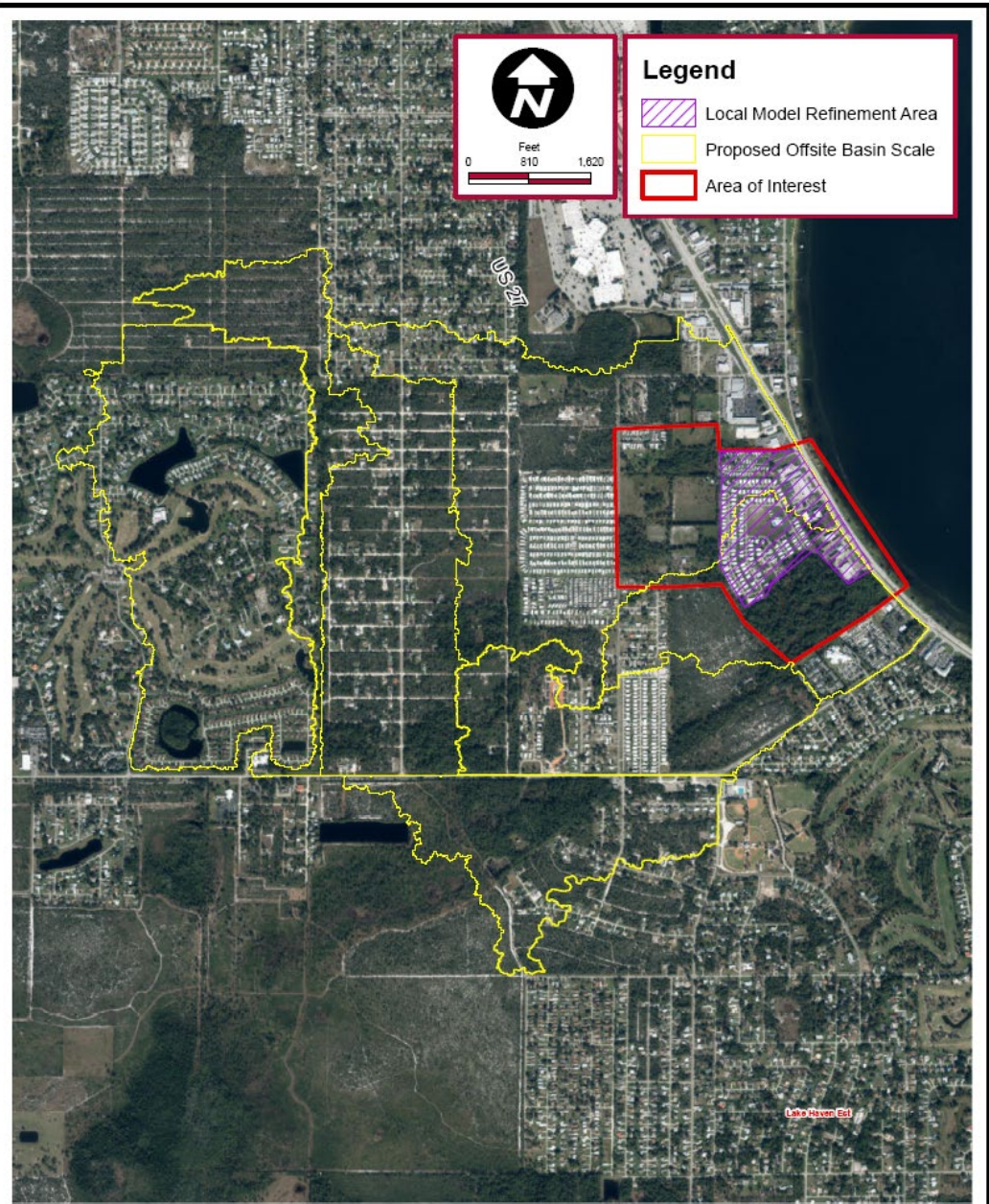


County Basin Study Projects

Sebring Falls:

- Roadway and Structure Flooding
- Evacuation Route Flooding
- Impaired for DO, Macrophytes and Chlorophyll-a

M:\Marketing\Public Sector\Highlands County\2021 Drainage Studies\Proposed Sebring Falls\Sebring Falls Scale.mxd - 12/20/2021 9:07:39 AM - Alyssa Ford



Kimley»Horn

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Phone: 239 271 2650
www.kimley-horn.com CA 00000696

STUDY AREA MAP

Sebring Falls
Highlands County, FL

Scale: As Noted

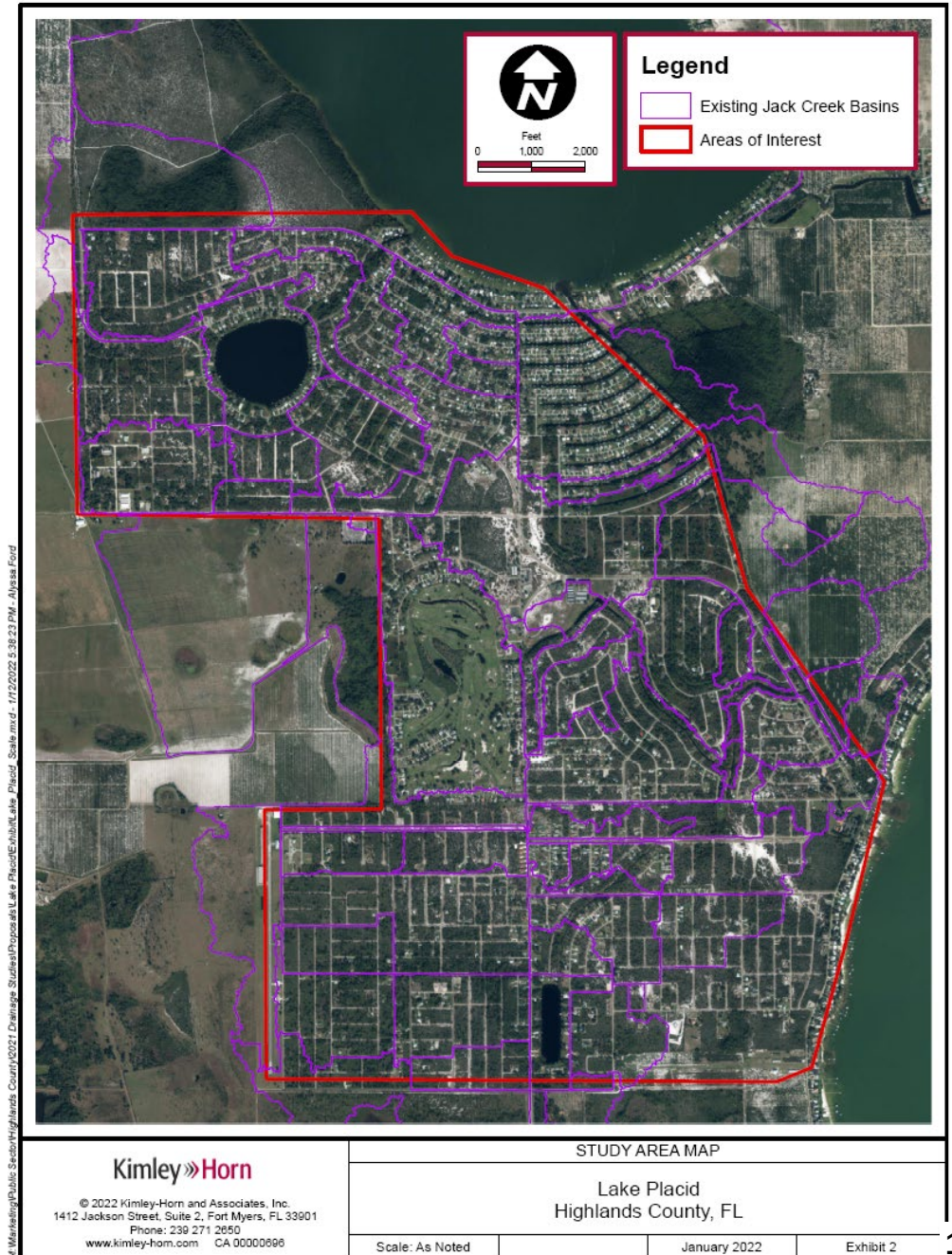
December 2021

Exhibit 1

County Basin Study Projects

Placid Lakes

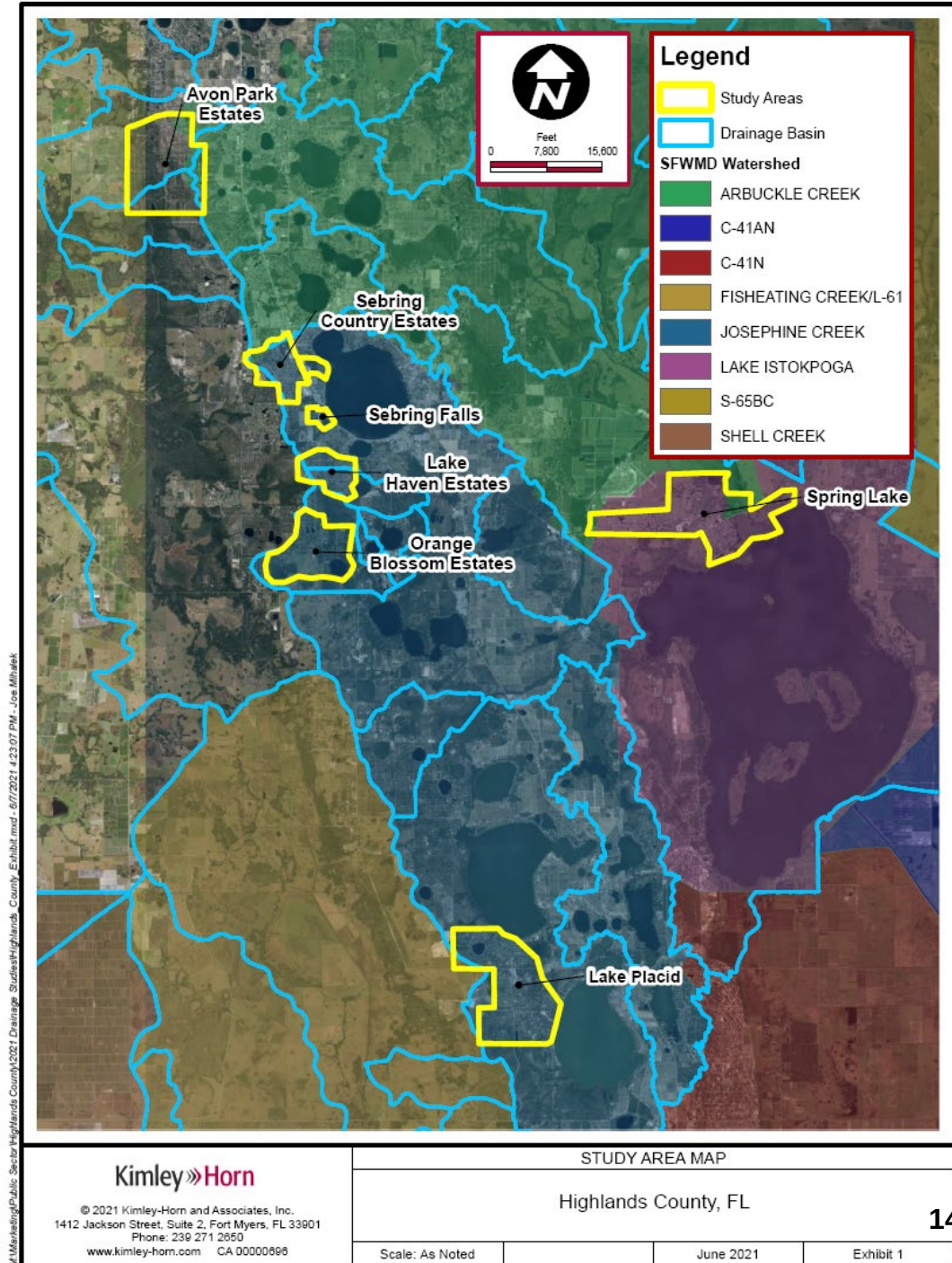
- Roadway Flooding
- June Canal is impaired by an undetermined pollutant
- Lake Placid is impaired for DO, TP, Copper, and Lead



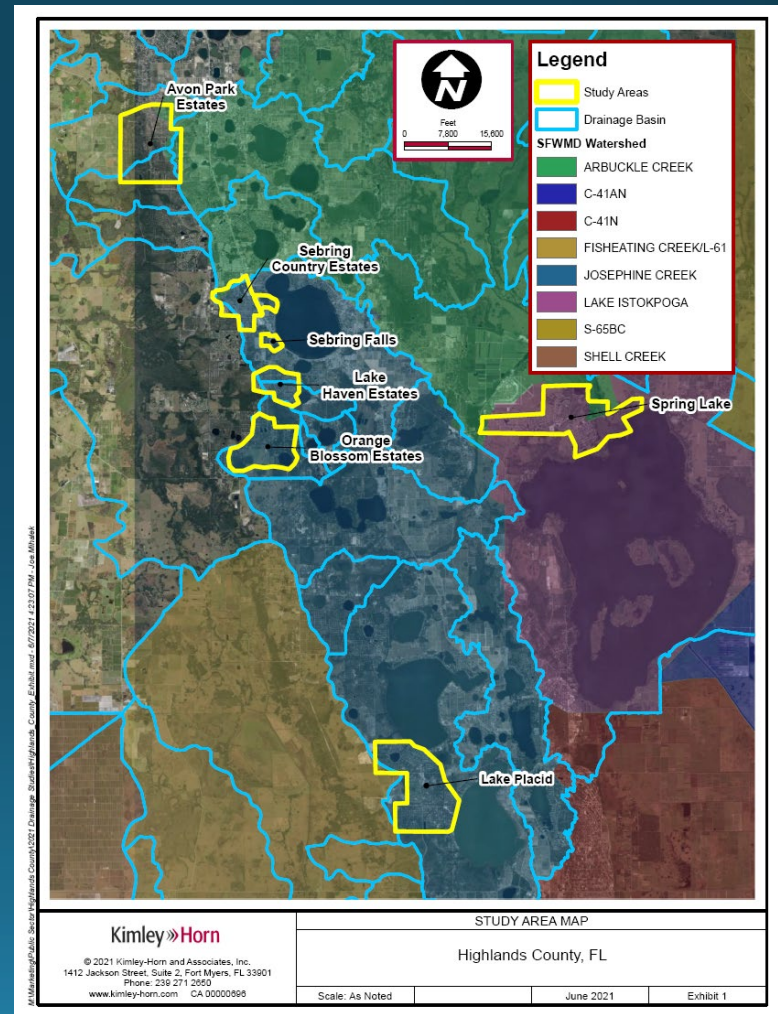
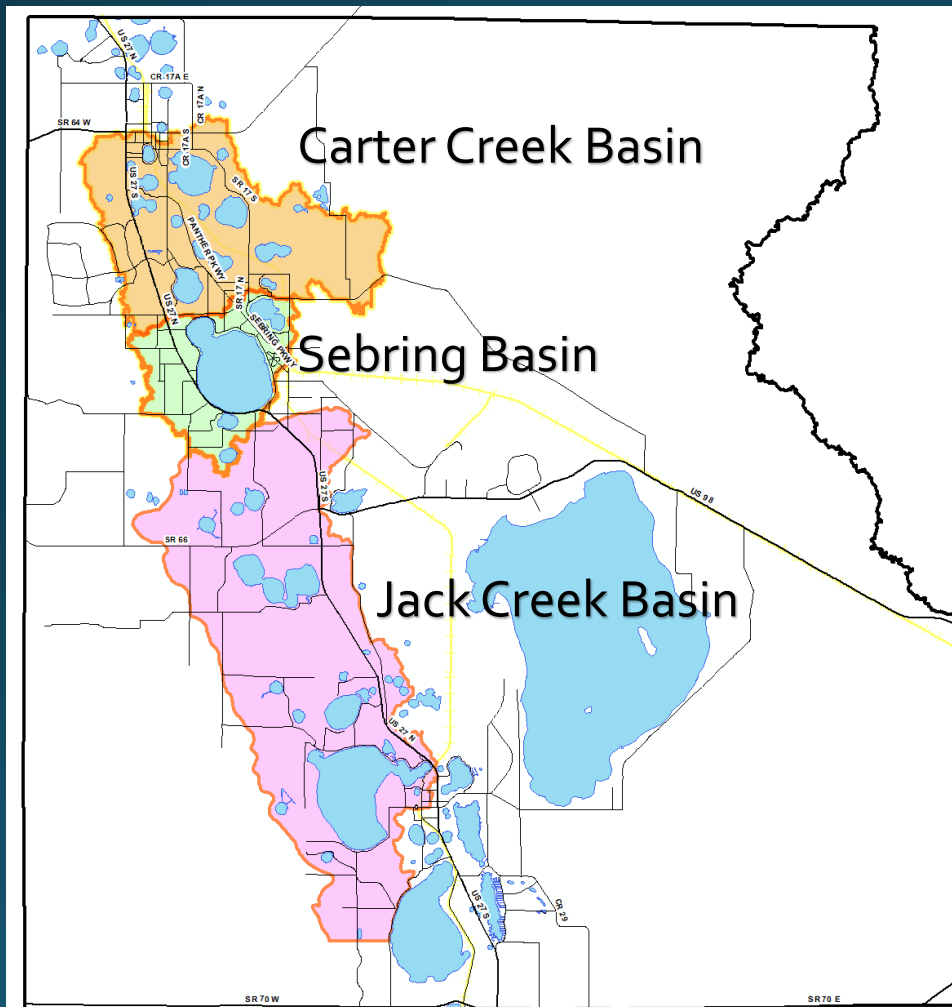
County Basin Study Projects

State Revolving Fund Projects (SRF):

- BoCC approved loan agreement 4-5-22
- Project to advertise for qualified firms
- Once contractor is selected, they will have 18 months to provide reports containing analysis and recommended improvements
- With these reports we can then elect to move forward with design/construction projects as directed by BoCC
- Funding sources could include additional loan requests, grants, benefit districts, or combination of above



Drainage Studies Underway



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: 05/03/2022

PRESENTER: Ingra Gardner, Community Programs Director

SUBJECT/TITLE: Employee Recruitment and Retention Committee Status Update

STATEMENT OF ISSUE

This item will update the Board on the work of the employee committee that is making recommendations to the County Administrator.

RECOMMENDED ACTION

This presentation will update the Board on the progress so far.

FISCAL IMPACT

No fiscal impact at this time

Attachments: [HCBocC Employee Retention and RecruitmentFINAL2.pdf](#)

Employee Recruitment and Retention



May 3, 2022

A Whole New World

- ▶ The Great Resignation
- ▶ A staggering 35% of employees may leave their jobs by 2023.



Why Retention Matters

- ▶ Cost of Losing Talent is Great
- ▶ Reduces Turnover and Related Costs
- ▶ Vital Role in Attracting and Retaining Talent
- ▶ Saves Organization From Productivity Losses

Employee Recruitment and Retention Committee

1. Volunteer-Based
2. Builds employee engagement
3. Heterogenous cross-section of 13 employees

Employee Recruitment and Retention Committee Tasks

1. Identify the root causes for employee turnover by assessing employee satisfaction
2. Develop priority strategies for employee retention



Employee Retention Survey

- ▶ 15 topic/question Likert Scale
- ▶ 5-point scale
- ▶ 65 point maximum
- ▶ 100% Response Rate

Employee Retention Survey

“As a County employee, I feel that this item would have a positive effect on employee recruitment and/or retention...”

Strongly Agree Agree Neither Agree or Disagree Disagree Strong disagree

<i>Employee of the Quarter</i>	<i>Anonymous Feedback</i>	<i>Flexible Work Schedules</i>
<i>Re-evaluate Merit Eligibility</i>	<i>Adding Floating Holidays</i>	<i>Employee Appreciation Fund</i>
<i>Re-establish Education Asst Prog</i>	<i>Increased Training</i>	<i>Longevity Bonus/Incentives</i>
<i>COLA Increases/ Reflect Inflation</i>	<i>Parental Leave Policy</i>	<i>Dependent Care Account</i>
<i>Employer Covered Uniform</i>	<i>One-Time Incentives/Bonuses</i>	<i>Review of Benefits</i>

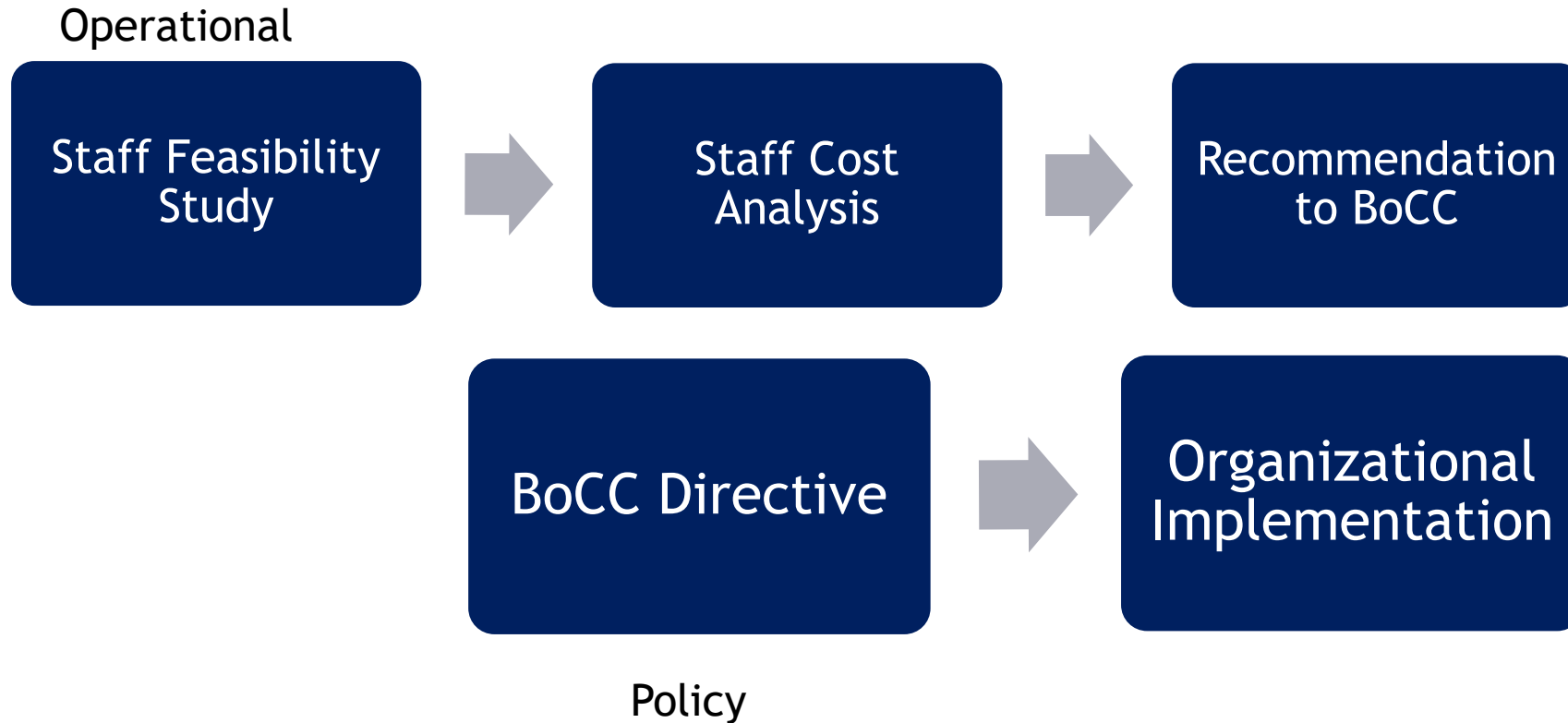
Retention Survey Findings

STRATEGY	RANK	TOTAL POINTS	TYPE*
Flexibility of work schedule (Four 10-hr. days; alternate start/end time; work from home schedules/remote)	1	61	Operational
COLA increases to reflect inflation rates	1	61	Board/Policy
Adding floating holiday(s) (in exchange for those holidays lost)	2	59	Board/Policy
Longevity bonuses or incentives for milestones	2	59	Board/Policy
Review of benefits package	2	59	Operational
Increased opportunities and accessibility of training	3	56	Operational
Creation of parental leave policy	3	56	Board/Policy
Reestablish/funding of employee education assistance program	4	54	Operational
Implement one-time incentives or bonuses paid from cost-savings or lapse funds	5	53	Board/Policy
Reevaluate merit eligibility for non-probationary employees	6	52	Operational
Establish employee appreciation fund for each department	7	49	Operational

Retention Survey Findings cont.

STRATEGY	RANK	TOTAL POINTS	Type*
Create dependent care account (pre-taxed flex allotment for child care)	8	44	Board/Policy
Implement anonymous feedback measures (suggestion boxes, surveys, etc)	9	39	Operational
Employer cover expenses for uniform purchase	10	38	Operational
Evaluate the 'Employee of the Quarter' qualifying process	11	35	Operational

Next Steps...



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER: Randy Vosburg, County Administrator

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

STATEMENT OF ISSUE

Attached are the copies of the Commissioner's Priorities and Project Status Report as of April 19, 2022.

RECOMMENDED ACTION

This information is being provided for informational purposes

FISCAL IMPACT

No Fiscal Impact.

Attachments: [Status - Commissioner's Priorities \(FINAL\) 05.03.2022.pdf](#)
[Status - Project Updates \(FINAL\) 05.03.2022.pdf](#)

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 1	Leah Sauls	Sell Highlands Regional & use funds for endowment for non-profits	BOCC and the Hospital District Board approved resolutions supporting changes to FS 155.40, and Staff have submitted those resolution to Rep. Tuck's office. Additionally an email has been prepared to be sent to the other counties who will be affected by the changes to the statute, requesting that they adopt similar resolutions. Staff have met the new CEO of Highlands Regional.	Met with the new CEO of Highlands Regional, and bring him up to speed. Follow the progress of the bill through the State Session. Intend to find a specialized appraiser to just represent HCBOCC. Map a plan for funds after the sale of the facility.	TBD
Priority 2	Leah Sauls	Develop a plan of action for utility extensions	Utility line maps have been compiled by Kimley-Horn into GIS format which has been shared with County GIS Team. Testing and hydraulic modeling completed for all locations, except City of Sebring. Which has started and should finish by early Summer 2022.	All testing and hydraulic modeling for Lake Placid, Spring Lake, and Sun N' Lake have been completed. Sebring hydraulic modeling is the last part to be completed by Summer 2022.	Summer 2022
Priority 3	Tanya Cannady	Build reserves to 3.5 Months and plan for a millage reduction	The General Fund unassigned fund balance at September 30, 2021 is 4.26 months	OMB will be presenting a plan for millage reduction in the upcoming budget process	Summer 2022
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.	Site approved for Lake Placid, awaiting site improvements. Site approval with Sebring pending. Negotiating agreement with Avon Park.	Ongoing
Priority 6	Clinton Howerton	Septage Processing	Staff working with potential treatment providers in the area to identify improvements needed to have additional disposal options. AP seeking treatment plant upgrades to improve reliability and increase treatment volume.	Updates will be provided to Board as they become available.	Ongoing
Priority 7	TBD	Annexation/ Interlocal with Municipalities	To approve an agreement with municipalities to combine maintenance of pedestrian pathways and thoroughfares with annexations so there is a clear responsibility for future repairs and improvements. To bring roadways that are annexed by state on both sides of the street to Board to remove from Countywide Maintenance list	TBD	Ongoing
Priority 8	Clinton Howerton/ Jonathan Harrison	Countywide Drainage Issues	Engineering and Road and Bridge Department working together to identify needs and goals.	Generate a list of areas with concerns and estimated costs. SRF Loan Application pending.	Ongoing

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
1	Engineering	Sebring Parkway Phase IIA	Construction began 10/12/2020 - On Schedule	Construction Final Completion	09/01/22
2	Engineering	Sebring Parkway Phase IIB	Construction began 10/12/2020 - On Schedule	Construction Final Completion	09/01/22
3	Engineering - Road & Bridge	Lacey Hills Improvement Projects	No change	Included in Carter Creek Watershed Study area. Awaiting results from study.	Pending funding
4	Engineering - Road & Bridge	Evaluation of Sebring Falls drainage issues	No change	Included in Sebring Watershed Study. Awaiting results from study.	Pending funding
5	Road & Bridge - Engineering	Memorial Drive Culvert Replacement and Extension PROJECT	Bids were received; Only 1 bid which was over the budgeted amount	More quotes are being attained in efforts to contract out the dewatering functions with Road & Bridge performing the culvert installation	Ongoing
6	Engineering	Heron St. Roadway Improvements - Project #18007	Held Pre-Construction Meeting	Tentative Start of Construction	Ongoing
7	Engineering	W. Stryker Rd. Roadway Improvements - Project #18008	100% Design Complete	Bid Project	Ongoing
8	Engineering	CR 623 Improvements - Project #18009 (Kenilworth Blvd)	Contractor & FDOT approval of revised contract.	BOCC approval of contract	Ongoing
9	Engineering	19016 Sun N Lake Sidewalk -LAP project		Approval of BID documents	Ongoing
10	Economic Development	Econ. Dev. Strategic Plan Progress Update	Implementing Strategic Plan Initiatives	Working with multiple industrial prospects doing due diligence on property acquisition and project viability. Also working with marketing firm to implement marketing/communications plan. Applied for Enterprise Florida infrastructure grant for strategic site development. As part of the ARPA funding allocation \$4.5M will be put toward broadband infrastructure. A RFI was issued and 2 responses received. The RFP will be issued shortly. In the meantime we have started on a marketing campaign to push the mapping and speed test from DEO's Office of Broadband. This will be critical in defining the eligible areas where we are allowed to spend the APRA funds so the county will not be liable to repay the \$4.5M	Ongoing
11	Community Programs	Homeless Roundtable Update	Samaritan's Touch Care Center has identified a building for the resource center and overnight shelter. Funding will need to be raised to lease the building and perform the remodel.	Homeless Taskforce Meeting	Ongoing
12	Legislative Affairs & Grants	Broadband/ Highspeed Internet	Actively working with Econ. Dev & IT, as well as Spring Lake to develop plan for grants to begin work in the area.	To monitor Office of Broadband and State initiatives	Ongoing

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

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: May 3, 2022

PRESENTER:

SUBJECT/TITLE: Board payables from April 19, 2022 to May 2, 2022

Attachments: