

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, May 04, 2021
9:00 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

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

2 INVOCATION

3 PLEDGE OF ALLEGIANCE

4 ANNOUNCEMENTS

The Veterans Advisory Board will meet at 3:30 p.m. on May 6, 2021, at the Veterans Services Office Conference room, 7209 S. George Blvd., Sebring

The Veterans Services Office in partnership with Congressman Greg Steube’s Office will host a Veteran Discussion at 10:00 a.m. on Tuesday, May 11, 2021 at the Veteran’s Service Office, 7209 S. George Blvd., Sebring

The Highlands County Planning & Zoning Commission and the Local Planning Agency and the Zoning Board of Adjustment will meet on May 11, 2021, at 3:00 p.m. in the Board room, 600 S. Commerce Ave., Sebring

The Highlands County Health Facilities Authority will meet at noon on Wednesday, May 12, 2021 at the Sebring City Council Chambers, City Hall, 368 S. Commerce Ave., Sebring

The Highlands County Code Enforcement Pamela T. Karlson, Special Magistrate will meet at 1:30 p.m. on Thursday, May 13, 2021, in the Board room, 600 S. Commerce Ave., Sebring

The Historic Preservation Commission will meet on Thursday, May 13, 2021 at 2:30 p.m., in the Engineering Training room of the Engineering Department, 505 S. Commerce Ave., Sebring

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

6.A *Request approval of a Proclamation recognizing May 6, 2021 as "LawDay".*
 Heartland for Children's Chief Legal Officer April E. Rolle, Esquire
 No fiscal impact.
 [2021 Law Day Proclamation final.docx](#)

6.B *Request approval of a Proclamation recognizing May 16-22, 2021 as "Water Reuse Week" in Highlands County, Florida.*
 South Florida Water Management District's Regional Representative Elizabeth "Libby"

Pigman
No fiscal impact.
[2021_Water Reuse Week Highlands County PROC.doc](#)

- 6.C *Request approval of a Proclamation in recognizing May 7, 2021 as Child Care Provider Appreciation Day.*
Chairman Scott Kirouac
No fiscal impact
[Provider Appreciation Highlands Proclamation.docx](#)
- 6.D *Request approval of a Proclamation in recognition of National OJ Day in Highlands County.*
Highlands County Citrus Growers Association Executive Director Ray Royce
No fiscal impact
[HCCGA - National OJ Proclamation.rev.doc](#)
- 6.E *New Fire Assessment Study and recommendations.*
Marc Bashoor, Public Safety Director
No Fiscal Impact
[Fire Assessment 2021.pptx](#)
- 6.F *Presentation of the Interim Financial Report of Key Operating Performance Measures as of March 31, 2021.*
Highlands County Clerk of Courts Accounting Manager Jackie Gabrus
No fiscal impact
[Q2 2021 Board Financial Presentation - Clerk's Accounting.pdf](#)

7 PUBLIC COMMENT

8 CONSENT AGENDA

- 8.A *Request approval to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary, for the Quarter ended March 31, 2021.*
Accounting and Finance Director, Highlands County Clerk of Courts Sally B. Hood
No fiscal impact.
[FY 2021 Court-Related and Other Misc Funds Memo March 2021.pdf](#)
- 8.B *A Resolution of the Highlands County Board of County Commissioners Pertaining to the Sale, Purchase and Exchange of Real Property Interests; Providing for Legislative Findings and Intent; Providing for the County Administrator to Accept and Sell Property Interest and Execute Agreements; 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.*
Sherry Sutphen, County Attorney
The fiscal impact is unknown
[Resolution.County Admin.Real Property sell purchase exchange 50 k.SGS \(002\).pdf](#)
- 8.C *Request approval of the Amendment to the Contract for ITB 20-031 between Excavation Point Inc. and Highlands County for Asphalt Milling.*
Jonathan Harrison, Road and Bridge Director
No additional fiscal impact to the Infrastructure Surtax (Fund 151). The contract amount of \$77,481.60 was previously approved as part of the Resurfacing Budget.

- 8.D *Request to approve Budget Amendment 20-21-076 and Resolution to appropriate funds in the amount of \$36,000 to Project 19044 Fishing Tournament Facility Improvements, to expand boat trailer parking at the Istokpoga Park.*
Clinton Howerton, Jr., P.E., Assistant County Engineer
The fiscal impact is an increase to Fund 152 (Tourist Dev Trust) in the amount of \$36,000 which is being appropriated in Cost Center 5306 (Tour-Dev Lakes), Project Number 19044 (Fishing Tournament Facility Improvements), Account No. 53100Z (Project Professional Services) and Account No. 56300Z (Project Improvements) in the amounts of \$16,750 and \$19,250, respectively, which is being funded through the Florida Fish and Wildlife Conservation Commission grant.

[20-21-076 - Proj 19044 Istokpoga Park Fac. Improvements \(BA\).pdf](#)
[20-21-076R Proj 19044 Fishing Tourn. Facility Improv \(Resolution\).pdf](#)

- 8.E *Request approval of Budget Amendment 20-21-077 for 1st quarter reemployment charges*
David Nitz, OMB Manager
There is no fiscal impact to Fund 005 (General) or the overall budget. This budget amendment is transferring \$1,000.20 from cost center 2111 (Central Services) to cost center 5103 (Ambulance Service) in the amount of \$1,000.20. In addition, there is no fiscal impact to Fund 110 (Transportation Trust) or the overall budget as this budget amendment is realigning \$4,842.32 in cost center 4200 (Road & Bridge Admin.) and cost center 4102 (Road & Bridge Services) from account 51200 (Regular Salaries & Wages) to account 52500 (Unemployment Compensation) in the amounts of \$2,200.00 and \$2,642.32, respectively. Also, there is no fiscal impact to Fund 401 (Solid Waste) or the overall budget as this budget amendment is realigning \$2,088.00 in cost center 4210 (Refuse Collection System) from account 51200 (Regular Salaries & Wages) to account 52500 (Unemployment Compensation). Lastly, there is no fiscal impact to Fund 181 (Fire Assessment) or the overall budget as this budget amendment is realigning \$47.22 in cost center 3217 (Fire Assessment) from account 51200 (Regular Salaries & Wages) to account 52500 (Unemployment Compensation).
[20-21-077 Reemployment Tax - 1st Q.pdf](#)

- 8.F *Request approval for Budget Amendment 20-21-078 and associated Resolution to appropriate revenue from program income.*
Lucy Castillo, Housing Programs Coordinator
The fiscal impact is an increase to Fund 166 (SHIP) in the amount of \$176,220.23 of which \$88,110.12 is appropriated into cost center 5367 (SHIP Program), account 54909Z (Project Down Payment Assistance) and \$88,110.11 into account 54910Z (Project Rehabilitation).
[20-21-078 Proj 19366 SHIP PH 28 \(BA\).pdf](#)
[20-21-078R Proj 19366 SHIP PH 28.pdf](#)

- 8.G *Request approval of Budget Amendment 20-21-079 to move the unused adopted budget for the EMS part-time Clerical Assistant I position to the part-time Records Clerk position in the PIO department.*
David Nitz, OMB Manager
There is no fiscal impact to Fund 005 (General) or the overall budget as this budget amendment is transferring funds from cost center 5105 (EMS) to cost center 2109 (PIO)

in the total amount of \$15,371.

[20-21-079 Xfer Records Clerk Budget to PIO.pdf](#)

- 8.H *Request approval of Budget Amendment 20-21-080 to appropriate funds to purchase three (3) trucks.*

Eric Longshore, Building Official

There is no fiscal impact to Fund 180 (Building Fund) as this budget amendment is transferring \$71,621.61 from the Building Fund's Reserve for Contingency (account 59900) to account 54900 (Other Charges & Obligations) and account 56400 (Machinery & Equipment) in the amounts of \$585.00 and \$71,036.61, respectively.

[20-21-080 Bldg Dept_3 Trucks & Bed Covers_REVISED \(BA\).pdf](#)

- 8.I *Request approval for Budget Amendment 20-21-081 and associated Resolution for Projects 20048 and 20049.*

Meghan DiGiacomo, Executive Manager of Business & Economic Development

Jeff King, Economic Development Manager

The Fiscal Impact will be an increase to the General Fund and Overall Budget in the amount of \$30,000.

[20-21-081 Projects 20048_20049 for EFI Grants \(BA\).pdf](#)

[20-21-081R Projects 20048_20049 for EFI Grants \(Resolution\).pdf](#)

[Project 20048 Site Preparedness Grant - fully signed.pdf](#)

[PCR - Project 20049 Marketing Grant - fully signed.pdf](#)

- 8.J *Requesting to reinstate three defunded Firefighter Paramedic positions to serve as "Floats" to assist with overtime and prevent employee burnout.*

Marc Bashoor, Public Safety Director

Rebecca Cable, Human Resources Manager

The potential fiscal impact would be a \$188,290.00 salary and benefits increase to the Fire Assessment and General Fund. This would be offset by potential Overtime savings - the current Overtime charges to Public Safety are \$698,376.

[FF_Medic 56 hr \(1114\) 12.16.2019.pdf](#)

- 8.K *Request approval to delete the Training Captain (Firefighter Paramedic) 40-hour position and replace with the Community Risk Reduction Official position.*

Marc Bashoor, Public Safety Director

Rebecca Cable, Human Resources Manager

These changes represent \$32,270.96 in annual salary and benefits savings.

[CaptainTraining.FF.Medic 40hr \(1110\) 12.16.19.pdf](#)

[Community Risk Reduction Official \(TBD\) 4.23.2021.pdf](#)

9 PUBLIC HEARING

- 9.A *A Resolution of the Highlands County Board of County Commissioners Pertaining to the Disclaimer of any Right or Interest in and to Certain Specified Real Property; Providing for Legislative Findings and Intent; Providing for Disclaimer of Real Property Interest; Providing for the Implementation of Administrative Actions; Providing for Scrivener's Errors; Providing for Conflicts; Providing for Severability; and Providing an Effective Date.*

Sherry Sutphen, County Attorney

There is no fiscal impact

10 ACTION AGENDA

- 10.A *Request approval of the Insurance Committee's recommendation for Plan Structure changes for the 2021/2022 Plan Year.*
Tanya Cannady, Business Services Director
Elaine Wood, Human Resources Technician
There is a potential increase of \$493,986 to the Insurance Fund.
[Insurance Committee Minutes 4.15.2021.pdf](#)

11 COUNTY ADMINISTRATOR AND LEGAL

- 11.A *County Attorney Status Report*
Sherry Sutphen, County Attorney
There is no fiscal impact
[COUNTY ATTORNEY LOG.pdf](#)
- 11.B *Commissioner's Priorities and the Project Status Report*
Randy Vosburg, County Administrator
No Fiscal Impact.
[Status - Commissioner's Priorities \(FINAL\) 5.4.2021.pdf](#)
[Status - Project Updates \(FINAL\) 5.4.2021.pdf](#)
- 11.C *2nd Quarter Analysis of Revenues and Expenditures*
David Nitz, OMB Manager
There is no fiscal impact at this time.
[2nd Q REVENUE BINDER.pdf](#)
- 11.D *Request for confirmation of the employment of Ashley H.K. Gill as the Highlands County UF IFAS Extension Director.*
Randy Vosburg, County Administrator
The accepted salary is a 60/40 split with the University of Florida and is within the current and proposed budget.
[Gill Resume.pdf](#)

12 COMMISSIONERS

13 INFORMATIONAL

- 13.A *Board payables from May 4 through May 17, 2021*

14 ADJOURN

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 4, 2021

PRESENTER: Heartland for Children's Chief Legal Officer April E. Rolle, Esquire

SUBJECT/TITLE: Request approval of a Proclamation recognizing May 6, 2021 as "Law Day".

STATEMENT OF ISSUE

The Highlands County Bar Association has requested that the Board approve a Proclamation recognizing May 6, 2021 as "Law Day".

RECOMMENDED ACTION

Move approval of a Request approval of a Proclamation recognizing May 6, 2021 as "Law Day" in Highlands County, Florida.

FISCAL IMPACT

No fiscal impact.

Attachments: [2021 Law Day Proclamation final.docx](#)

2021 LAW DAY PROCLAMATION

WHEREAS, in 1958 President Eisenhower proclaimed Law Day to honor the role of law in the creation of the United States of America, and in 1961 Congress issued a joint resolution declaring May 1, Law Day; and

WHEREAS, Law Day is a day of public acknowledgement of our nation's and Florida's heritage of justice, liberty and equality under the law, a day to recognize and celebrate our justice system and the rule of law; and

WHEREAS, the theme for Law Day 2021 is "Advancing the Rule of Law Now," encouraging all of us to fulfill our responsibilities to protect our communities and our democracy; and

WHEREAS, the Rule of Law is a fundamental concept undergirding justice, freedom, and representative government; and

WHEREAS, the United States was founded on the principle that voluntary adherence to the rule of law expands, rather than limits, the opportunities for freedom; and

WHEREAS, the Rule of Law rests upon the idea that no person is so important as to be above the law and conversely no person is so insignificant to be beneath the law; and

WHEREAS, the principle that no person is above the law means that there must be limits on government and that government officials must be held accountable for their actions; and

WHEREAS, a viable democracy requires an understanding of the nature and basis of our freedoms and recognition of the individual responsibilities which those freedoms impose.

NOW THEREFORE, we, the Highlands County Board of Commissioners, do hereby proclaim Thursday, May 6, 2021, as Law Day in Highlands County.

We urge all community residents, school administrators, teachers and students, business and civic leaders, legal professionals, and media of Highlands County to support this national day and use this occasion to preserve and strengthen the **Rule of Law**.

IN WITNESS WHEREOF, I have hereunto set my hand on this 4th day of May 2021, in Highlands County, Florida.

**HIGHLANDS COUNTY BOARD OF COUNTY
COMMISSIONERS**

Scott Kirouac, Chair

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: South Florida Water Management District's Regional Representative Elizabeth "Libby" Pigman

SUBJECT/TITLE: Request approval of a Proclamation recognizing May 16-22, 2021 as "Water Reuse Week" in Highlands County, Florida.

STATEMENT OF ISSUE

The South Florida Water Management District has requested that the Board approve a Proclamation recognizing May 16-22, 2021 as "Water Reuse Week" in Highlands County, Florida.

RECOMMENDED ACTION

Move approval of a Proclamation recognizing May 16-22, 2021 as "Water Reuse Week" in Highlands County, Florida.

FISCAL IMPACT

No fiscal impact.

Attachments: [2021_Water Reuse Week Highlands County PROC.doc](#)

Proclamation

WHEREAS, safe, clean and sustainable water resources are essential to Florida's environment, economy, citizens, and visitors; and

WHEREAS, although Florida's water supplies are finite, the state's population and need for water resources continue to increase; and

WHEREAS, water reuse provides a means for conserving and augmenting Florida's precious water resources and is key to the state's sustainable water future; and

WHEREAS, Florida has established the encouragement and promotion of water reuse as state objectives in Chapters 373 and 403, Florida Statutes, and

WHEREAS, Florida has risen to be the national leader in water reuse -- reusing 820 million gallons of reclaimed water per day to conserve freshwater supplies and replenish our rivers, streams, lakes, and aquifers; and

WHEREAS, Florida's permitted reuse capacity is more than 1.7 billion gallons per day (approximately 67 percent of Florida's total permitted capacity for all domestic wastewater treatment facilities); and

WHEREAS, WaterReuse Florida, the state section of the WaterReuse Association, has proclaimed the week of May 16-22, 2021 as Florida Water Reuse Week; and

WHEREAS, the Highlands County Board of County Commissioners, Highlands County, Florida has joined with WaterReuse Florida, the Florida Department of Environmental Protection, and the South Florida Water Management District in encouraging and promoting water reuse and conservation; and

WHEREAS, Highlands County Board of County Commissioners, Highlands County, Florida has implemented a water reuse program and encourages efficient and effective use of reclaimed water; and

NOW, THEREFORE, be it resolved that Highlands County Board of County Commissioners, Highlands County, Florida hereby supports WaterReuse Florida and proclaims May 16-22, 2021, as **WATER REUSE WEEK** in the State of Florida and calls upon each citizen and business to help protect our precious water resources by practicing efficient and effective use reclaimed water.

Done and adopted this 4th day of May 2021.

**HIGHLANDS COUNTY BOARD OF COUNTY
COMMISSIONERS**

Scott Kirouac, Chair

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Chairman Scott Kirouac

SUBJECT/TITLE: Request approval of a Proclamation in recognizing May 7, 2021 as Child Care Provider Appreciation Day.

STATEMENT OF ISSUE

The Early Learning Coalition of Florida's Heartland has requested that the Board approve a Proclamation in recognizing May 7, 2021 as Child Care Provider Appreciation Day.

RECOMMENDED ACTION

Move approval of a Proclamation in recognizing May 7, 2021 as Child Care Provider Appreciation Day.

FISCAL IMPACT

No fiscal impact

Attachments: [Provider Appreciation Highlands Proclamation.docx](#)

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 7, 2021; and

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

WHEREAS, by calling attention to the importance of high-quality child care 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 7, 2021, 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.

Done and adopted this 4th day of May 2021.

Scott Kirouac, Chairman
HIGHLANDS COUNTY BOARD OF COUNTY
COMMISSIONERS



 [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 4, 2021

PRESENTER: Highlands County Citrus Growers Association Executive Director Ray Royce

SUBJECT/TITLE: Request approval of a Proclamation in recognition of National OJ Day in Highlands County.

RECOMMENDED ACTION

Move approval of a Proclamation in recognition of National OJ Day in Highlands County

FISCAL IMPACT

No fiscal impact

Attachments: [HCCGA - National OJ Proclamation.rev.doc](#)



HIGHLANDS COUNTY CITRUS GROWERS ASSOCIATION, INC.
6419 U.S. Hwy 27 South * Sebring, Florida 33876 * Phone: (863)385-8091 * Fax (863)385-6829

National OJ Day Proclamation

Whereas, Florida is the largest producer of orange juice in the United States and second in the world; and

Whereas, Highlands County is one of the leading citrus producing counties in the State of Florida; and

Whereas, the Florida Citrus industry has been an integral part of the Florida and Highlands County economy for the past century with an annual economic impact of \$6.5 billion and support of 37,000 jobs throughout the state; and

Whereas, Florida Orange Juice is the state beverage of Florida; and

Whereas, Florida Orange Juice is both great tasting and provides nutritional benefits such as vitamin C, potassium and folate.

Now, Therefore, the Highlands County Board of County Commissioners of Highlands County, Florida (the Board) does hereby acknowledge and proclaim that Tuesday, May 4, 2021 shall be known as "National OJ Day" in Highlands County, Florida.

Further, to celebrate this day, the Board encourages all Highlands County residents and Floridians across our State to take a "Florida Orange Juice Break" and reflect on the wide range of positive impacts that this long-standing industry has had on our community.

Done and adopted this 4th day of May 2021.

Scott Kirouac, Chairman
HIGHLANDS COUNTY BOARD OF COUNTY
COMMISSIONERS

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Marc Bashoor, Public Safety Director

SUBJECT/TITLE: New Fire Assessment Study and recommendations.

STATEMENT OF ISSUE

Presentation of new Fire Assessment Study and recommendations.

RECOMMENDED ACTION

No action is required.

FISCAL IMPACT

No Fiscal Impact

Attachments: [Fire Assessment 2021.pptx](#)

Highlands County Fire Rescue

Fire Assessment

“Re-study” Update & Recommendations

County Commission

May 4, 2021



Est. 2018

Presentation Agenda



- **Assessment – Revenue History & Projections**
 - **Implementation & Impacts/Progress**
 - **Where we are today**
 - **Options**
- **5-year plan – Recommendations**

Assessment History



- **Final methodology approval – July 10, 2018**
- **Residential** - .04/sq ft \$115 cap (per sq ft w/cap)
- **Commercial** - .06/sq ft to .19/sq ft (range)
- **Industrial/Warehouse** - .055/sq ft to .07/sq ft (range)
- **Institution** - .06/sq ft to .23/sq ft (range)
- **Land** - \$22/lot to \$30/lot (range)

Revenue History



- **Final methodology approval – July 10, 2018**
- **Assessment took effect – October 1, 2018**
- **FY 18/19 Revenue – \$4,923,308.86**
- **FY 19/20 + 7%; Revenue – \$5,292,991.46**
- **FY 20/21 + 7%; Budgeted – \$5,400,000**
- **FY 20/21 + 7%; Revenue YTD – \$5,205,851 (As of 4/21/21)**

Revenue Projections



- **FY 20/21 + 7%; Budgeted – \$5,400,000**
- **FY 20/21 + 7%; Year end ESTIMATE – \$5,600,000**
- **FY 21/22 + 7% & - \$79k projected – \$5,700,000**
((+/- \$79,000 above is the projected gap generated by the City or Sebring annexations))

Presentation Agenda



- Assessment – Revenue History & Projections
- **Implementation & Impacts/Progress**
 - Where we are today
 - Options
 - 5-year plan – Recommendations

Fire Rescue Implementation



- Final assessment methodology approved; July 10, 2018
- HCFR established Oct 2, 2018
- First 24/7 fire staff hired Jan 2019
- Fire and EMS integrated Oct 2019
- Planning begun on 5 construction projects; Oct 2019
- 4 new fire engines ordered Nov 2019
- 9 Staffed stations: (3 fire/EMS, 6 EMS only) Dec 2019
- COVID March 2020
- 2 of 4 new engines received April 2021

Community Impacts/Progress



- **1st County-wide ISO rating completed in 2020 – all residents could see reductions in insurance rates:**
 - **Protocol changes bringing more water & added staffing can result in reduced homeowner insurance**
 - **Guaranteed fire response**
 - **New LP station & planned Spring Lake will put thousands more homes in the 5-mile radius**
- **Dual certified (fire and EMS) staff added, resulting in fewer medic truck runs**

Operational Impacts/Progress



- **Three stations with cross-credentialed fire & EMS staff, allowing us (for the first time) to meet the federal 2-in, 2-out standard immediately; when the medic unit is available to run with the fire engine**
- **Standardizing equipment**
- **Streamlining software applications and using information technology to help manage**

Cap Impacts



Some residential properties were capped from day 1.

Fiscal Year	Residential Sq foot w/\$115 CAP	Revenue (R)	Lost R w/Cap
18/19:	2875	4,923,308.86	407,554
			Additional lost R+7% & Cap
19/20:	2686	5,292,991.46	- 7,000
20/21:	2511	*5,600,000	* - 28,541
21/22:	2346	*5,700,000	* - 44,544

* = projected figures

Presentation Agenda



- Assessment – Revenue History & Projections
- Implementation & Impacts/Progress
- **Where we are today**
 - Options
- 5-year plan – Recommendations

2020/2021 Analysis



- **Data collection capability vastly improved, due to software implementation**
- **1-year of consolidated report data provided better insight for this report than all data previously collected**
- **NAV analyzed and cross-matched data across county and federal reporting backgrounds**
- **Residential classification needs modification**
- **City of Sebring annexations will result in an annual net loss of at least \$79,093.57 beginning FY 21/22**

2020/2021 Analysis



Call Volume Total: 19,101

- EMS: 16,169
- Fire: 2,270 *1,563 attributable to an occupancy
- “Invalid”: 662 (Unable to match)

Occupancy Category	2020 Call Vol - % of 1,563
• Residential	1,141 – 73%
• Commercial	160 – 10.24%
• Industrial/Warehouse	38 – 2.43%
• Institutional	85 – 5.44%
• Land	139 – 8.89%

2018 thru 2022 Rate Analysis



• Category implemented	2016/2018 Sq Ft Fee	2019/20 (+7%)	2020/21 (+7%)	2021/22 (+7%)	Cap
• Res.	.04	.0428	.045796	.049001	\$115/year
• Comm.	.06	.0642	.068694	.07350258	.19/sq ft
• Ind./Ware.	.055	.05885	.0629695	.067377365	.07/sq ft
• Inst.	.06	.0642	.068694	.07350258	.23/sq ft
• Land	\$22	23.54	25.1878	26.950946	\$30/year

2020/2021 Analysis



Call Volume Revenue “Lost”:

- Dispatch/protocol related
- Government Exemption (295,329)
- Ag Exemption (87,303)

Administrative Fees

- 7% Administration (+/-392,000)
- 3% Tax Office (+/-168,000)

2020/2021 Analysis



**Call Volume unattributable to an occupancy
(707 total, +662 “Invalid”):**

- 311 – “Dispatched & cancelled in route”
- 396 – “Inability to correlate to specific category”

Properties Exclusions

- **Government Exemptions:**

• 5,932 vacant lots	- \$149,414	} \$295,329
• 140,901 residential sq ft	- \$ 5,636	
• 421,790 Commercial sq ft	- \$ 28,974	
• 187,595 Industrial sq ft	- \$ 11,812	
• 1,448,360 Institutional sq ft	- \$ 99,493	

2020/2021 Analysis



Properties Exclusions

- Ag Exemptions:
 - 3278 vacant lots - \$ 82,565
 - 69,528 Industrial sq ft - \$ 4,738
 - \$ 87,303

Annual “lost” revenue totals \$952,632, of which \$570,000 is to County fees and roughly \$382,632 is attributable to unassignable calls and approved and statutory exemptions

2018 to 2021 Comparison



• Category	Percent Of Volume	21/22 projected \$ Revenue	Percent Of Revenue
• Res.	73 – 1141	3,357,551	58.9
• Comm.	10.24 – 160	304,225	5.07
• Ind/War	2.43 – 38	509,034	8.48
• Inst.	5.44 – 85	174,936	2.92
• Land	8.89 – 139	1,477,640	24.63
((2018 = 4,845,938))		5,700,000 @95%	

(* - should be 5,936,482 w/straight 7% and 6.35M
without residential cap)

Presentation Agenda



- Assessment – Revenue History & Projections
 - Implementation & Impacts/Progress
 - Where we are today
 - **Options**
 - 5-year plan - Recommendations

Options



1. Status quo:

The system at current status is superficially surviving. The system cannot grow in a strategic manner with the status quo. Even status quo has increased costs, which either need to be funded, or have service reduced.

Staff cannot continue to absorb status quo – they have been, but they are worn out, and they will eventually leave for other options

Options



2. Maintain the 7% trajectory AND eliminate the residential category “max” rate, converting it to a range up to .07.

The 7% will continue to provide room for growth, and as is, there is inequity where larger homes pay less per-square-foot than smaller homes. This will result in an annual increase of \$407,554 + to continue sustainable growth, however will NOT reach maturation.

2,000 sq ft home currently at \$91.59, will be \$98, \$140 @ .07/sq ft max, 6 yrs

2,511 sq ft home is the current max at \$115, would be \$123, \$175 @ .07, 6 yrs

3,000 sq ft home currently maxed at \$115, would be \$147, \$210 @ .07, 6 yrs

4,000 sq ft home currently maxed at \$115, would be \$196, \$280 @ .07, 6 yrs

Options



- 3. Maintain 7% in 2021/22, then increase all categories to 10% in 2022/23 for 5 years AND convert residential to the .04 to .07 range, but leave other max-rates.**

Residential will cap out in 4 years, industrial/warehouse in 1 year, land in 2 years

Options



4. **Establish MSTU, in place of the Fire Assessment, for both fire and EMS services**

Presentation Agenda



- Assessment – Revenue History & Projections
 - Implementation & Impacts/Progress
 - Where we are today
 - Options

•5-year plan – Recommendations

Overall Recommendations



- 1. Fully implement the Fitch study recommendations**
- 2. Establish a funding stream to capture “lost” potential revenue**
- 3. Establish new facility and apparatus funds**
- 4. Embrace Community Risk Reduction (CRR) principles (fire and EMS).**

Overall Recommendations



5. Establish working agreements for fire protection services countywide
6. Replace current multiple funding streams with MSTU
7. Adopt the 5-year strategic plan herein
8. Modify residential classification for Building Type Code 05 Residential Detached Garage to Industrial/Warehouse

Currently a 2,000 sq ft home w/ a 600 sq ft detached garage is assessed as 2 dwelling units separately totaling 2600 sq ft

Under the change the same units would be a 2000 sq ft home at the residential rate & a 600 sq ft detached garage at the industrial/warehouse rate

Overall Recommendations 5-Year implementation Costs



1. Finish physical and systemic buildout – 5 additional years
 1. Complete & staff Lake Placid station: Aug 2023 +450k
 2. Plan, *build, & staff Spring Lake station: 2025 +1.4M
 - * plus a 1-time expense of 2.5M
 3. Staff stations to 3 firefighters each shift +350k per station
 4. Staff stations to NFPA minimum 4 each shift +350k per station

2. **(Not Fire Assmt)** Add “surge” medical units *- 1 time 250k +400k
3. **(Not Fire Assmt)** Add a 10th 24/7 medic unit * - 1 time 250k +480k
4. Implement Mobile Integrated Health program 1 time 350 +120k
5. Maximize fee structures Undetermined

2021/22 – Year 1



1. **Convert residential to a range; .04 to .07 per sq ft, changing from the current \$ cap**
2. **Establish a automatic aide agreements with Sebring and Avon Park – improves safety**
3. **Establish a set aside fund for the Spring Lake station project – contribute \$150k annually**
4. **Determine viability of “surge unit” implementation**
5. **Seek funding to establish mobile-integrated-health**
6. **Hire 3rd firefighter per shift**

2022/23 – Year 2



- 1. Hire staff – 3 Lieutenants and 6 firefighters for Lake Placid station (July 2023)**
- 2. Re-evaluate occupancy range values**
- 3. Establish a set aside fund for fire apparatus – contribute \$150k annually**
- 4. Establish unified response and operation policies**
- 5. Begin research to establish MSTU**

2023/24 – Year 3



- 1. Begin planning for Spring Lake station**
- 2. Enact new occupancy range values – original values were based on 2016 data**
- 3. If SAFER grant was awarded in 21/22; retain/fund 12 firefighter positions, bringing staff to 3 per shift**

2024/25 – Year 4



- 1. Hire 4th person per shift at 4 stations (12 firefighters)**
- 2. Establish MSTU or re-study the fire assessment needs**

2025/26 – Year 5



- 1. Evaluate working relationship between city/county fire departments, look at efficiencies for both the Cities and the County**
- 2. Hire staff – 3 Lieutenants and 6 firefighters for Spring Lake station**

Q& A



**Q & A
&
Thanks!**

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Highlands County Clerk of Courts Accounting Manager Jackie Gabrus

SUBJECT/TITLE: Presentation of the Interim Financial Report of Key Operating Performance Measures as of March 31, 2021.

STATEMENT OF ISSUE

Presentation of the Interim Financial Report of Key Operating Performance Measures as of March 31, 2021.

RECOMMENDED ACTION

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

FISCAL IMPACT

No fiscal impact

Attachments: [Q2 2021 Board Financial Presentation - Clerk's Accounting.pdf](#)



Highlands *County* Florida Clerk*of*Courts

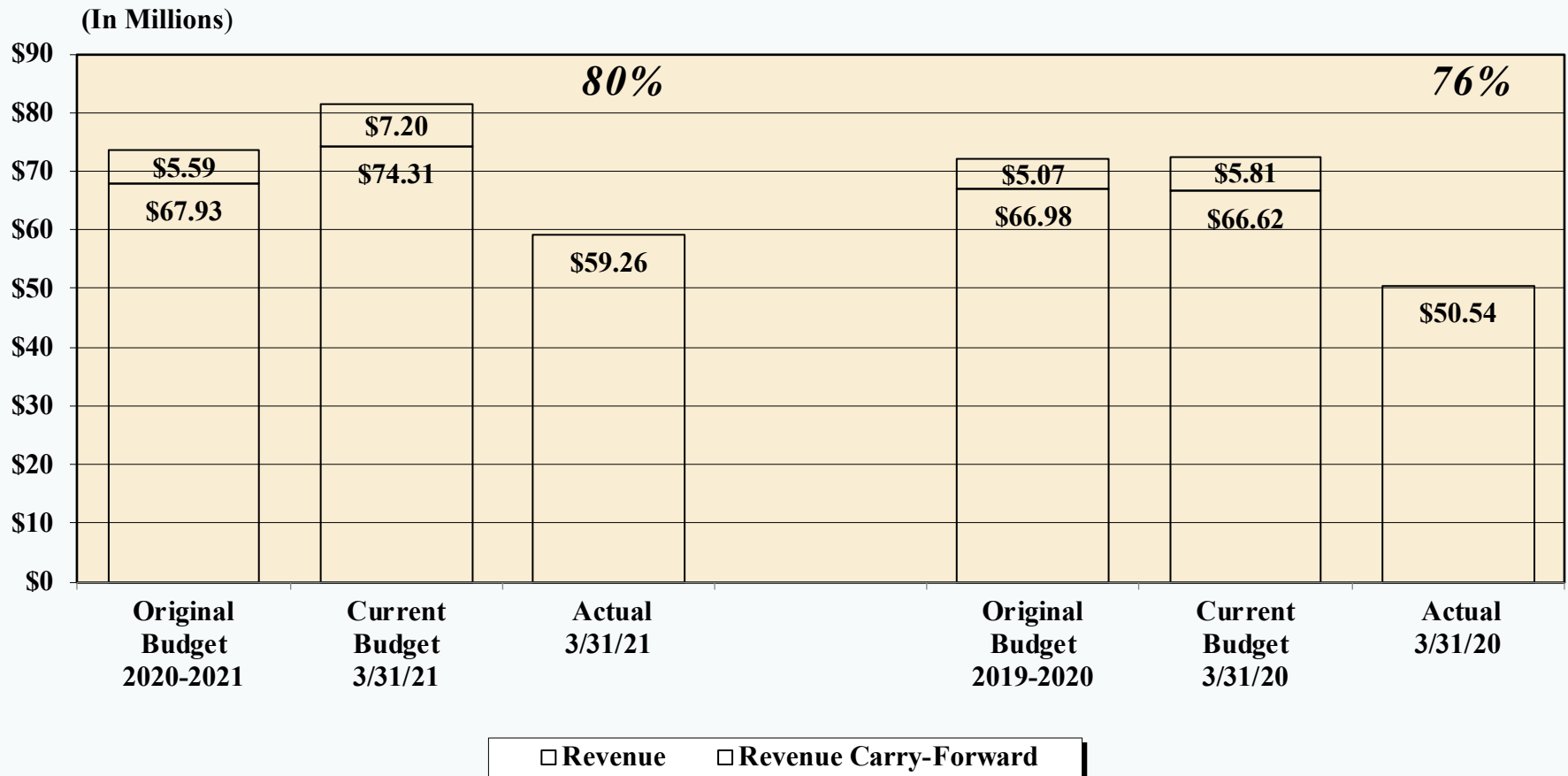
***INTERIM FINANCIAL REPORT
OF KEY OPERATING
PERFORMANCE MEASURES AS OF
March 31, 2021
(UNAUDITED)***

(UNAUDITED)



REVENUE – GENERAL FUND

BUDGET – TO – ACTUAL

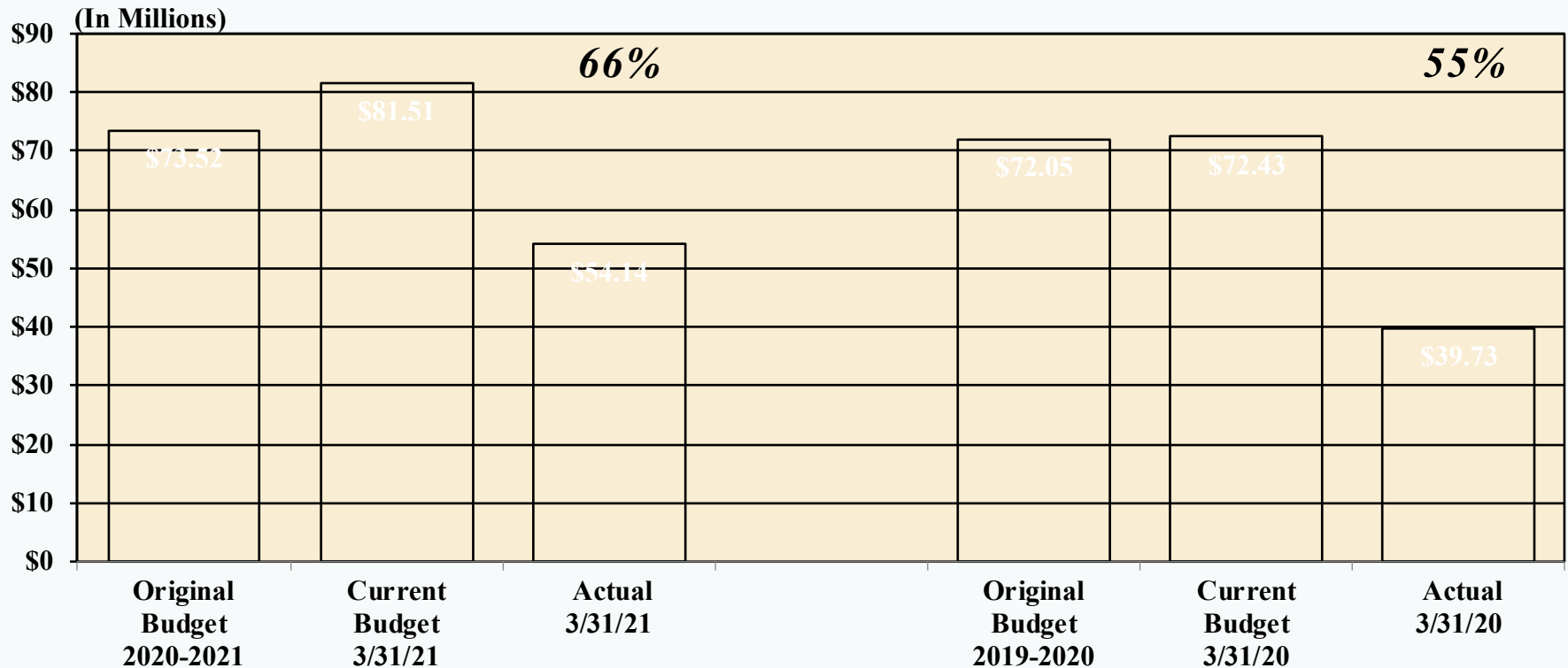


(UNAUDITED)



EXPENDITURES – GENERAL FUND

BUDGET – TO – ACTUAL & ENCUMBRANCES



Actual Less Encumbrances / Current Year: 62%

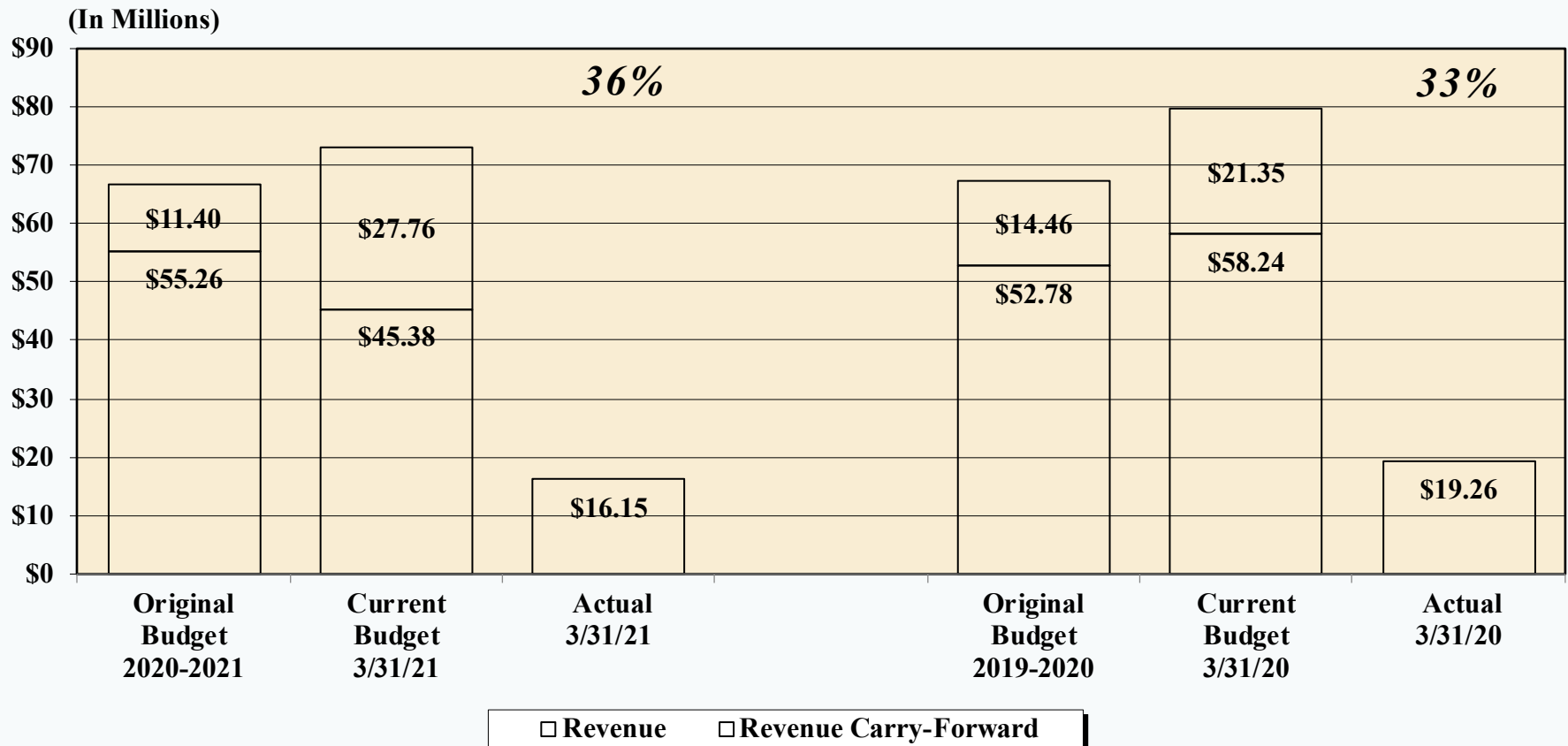
Actual Less Encumbrances / Prior Year: 53%

(UNAUDITED)



REVENUE – SPECIAL REVENUE FUNDS

BUDGET – TO – ACTUAL



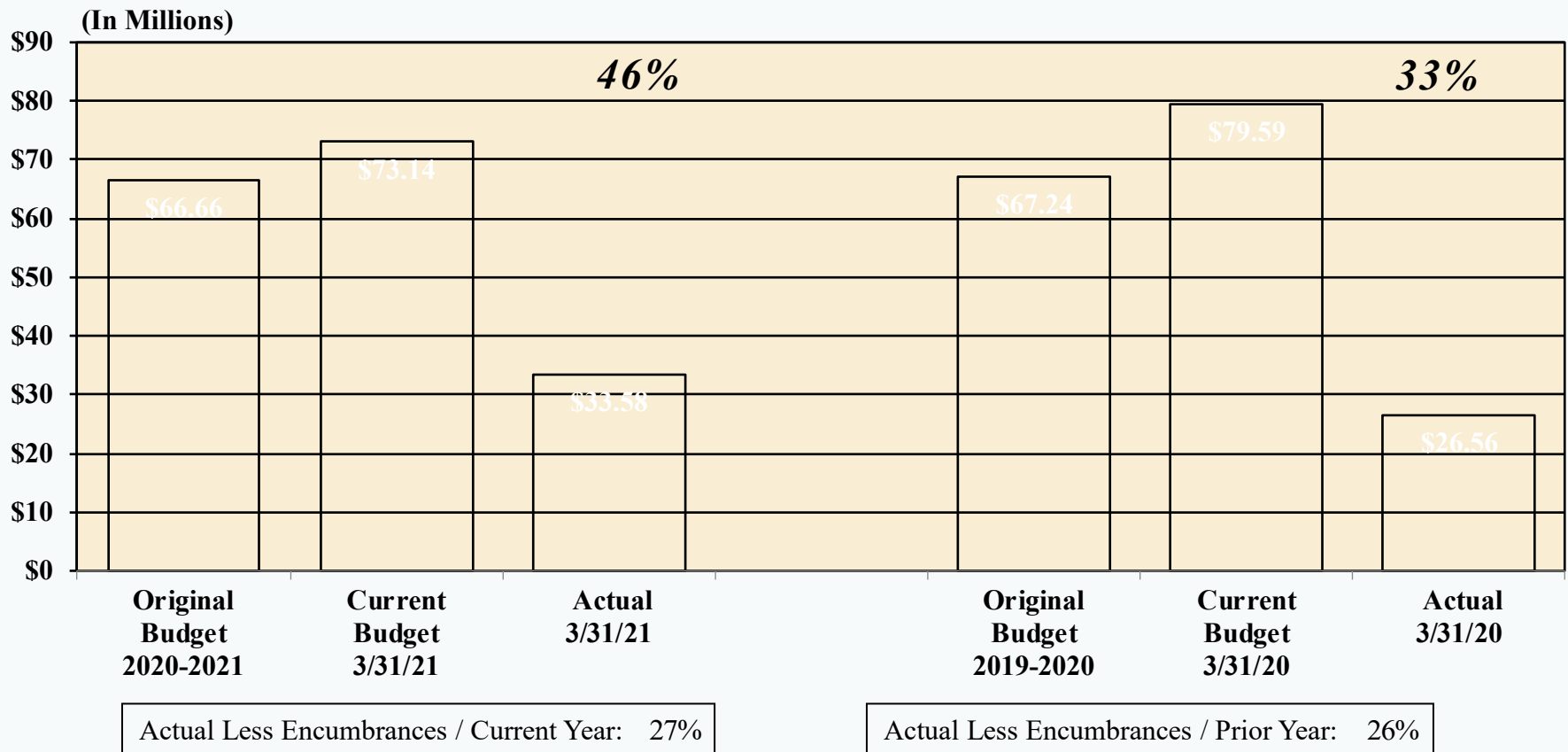
Note: State Revenue Sharing Funds lag 30 to 60 days

(UNAUDITED)



EXPENDITURES - SPECIAL REVENUE FUNDS

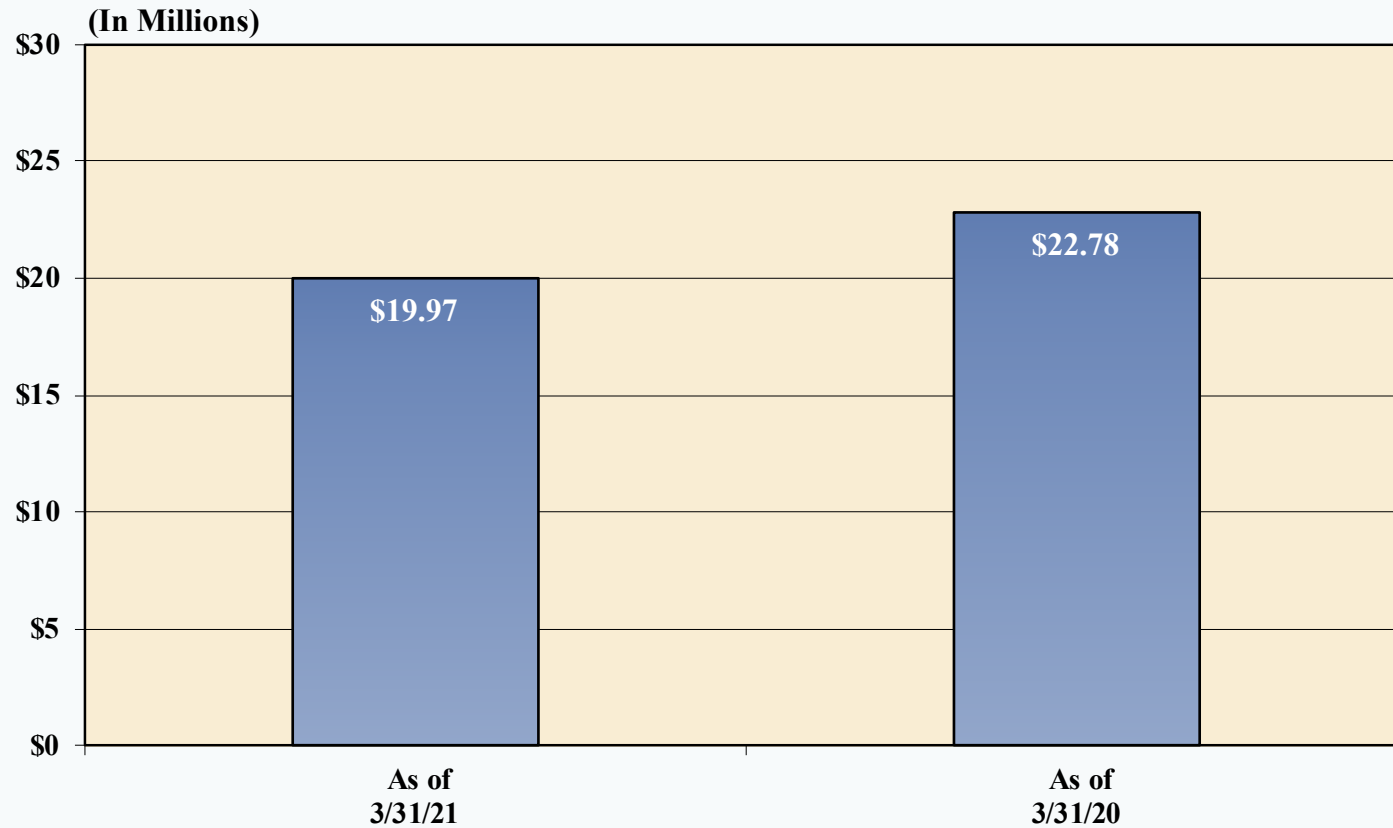
BUDGET – TO – ACTUAL & ENCUMBRANCES



(UNAUDITED)



LONG-TERM DEBT GOVERNMENTAL FUNDS



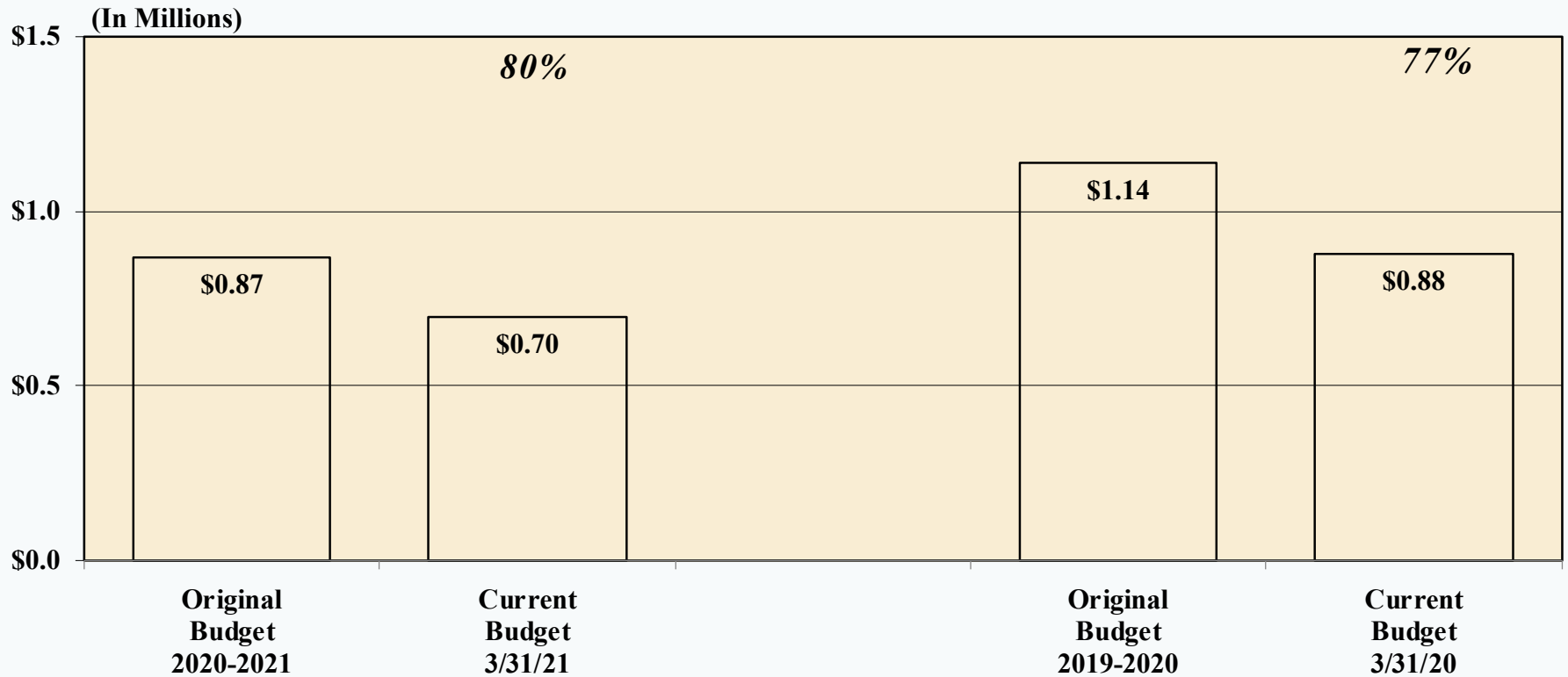


LONG-TERM DEBT GOVERNMENTAL FUNDS

	Balance	Interest Rate	Final Payment	Holder of Note	
ISS Refunding Revenue Note, 2015 (Fund 151)	14,265,000.00	2.01%	November 1, 2025	Regions Capital Advantage, Inc.	Original Amount \$23,600,000.00 Dated – May 7, 2015
EMS LifePak Equipment Purchase (Fund 005 and 151)	199,271.01	2.169%	June 1, 2022	Flex Financial	Original Amount \$522,609.54 Dated – November 1, 2018
Public Improvement Revenue Note, Series 2019 (Fund 151)	5,500,000.00	2.08%	August 01, 2034	SunTrust	Original Amount \$5,500,000.00 Dated – September 19, 2019

(UNAUDITED)

RESERVE FOR CONTINGENCY BEGINNING BUDGET TO CURRENT BUDGET



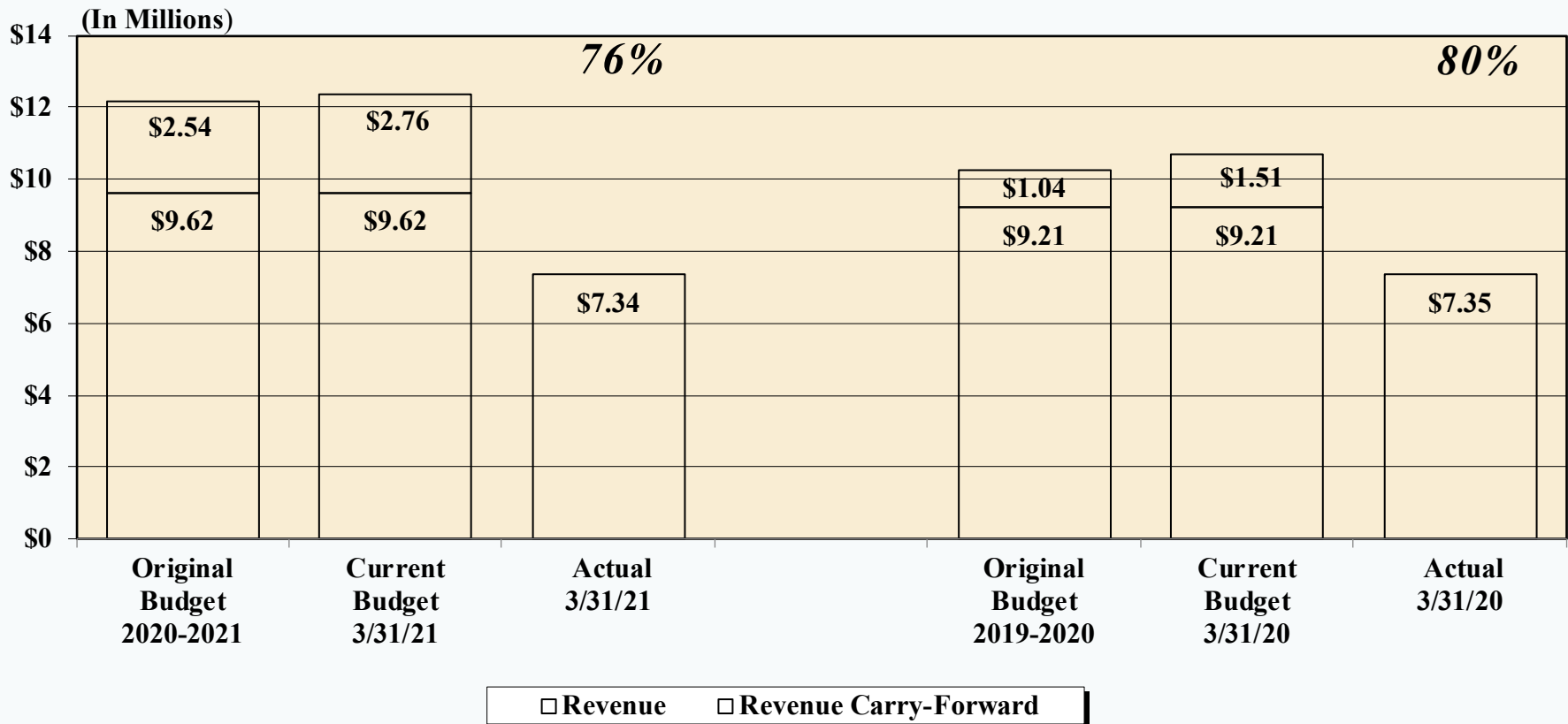


RESERVE FOR CONTINGENCY CHANGES DURING FISCAL YEAR

Budget Amendment	Amount	Description	Date Approved
20-21-006	\$ (41,405.00)	Adjust Property Appraisers Budget for Merit Pay, COLA, and State Changes	10/6/2020
20-21-007	(38,166.89)	Realign Budget for EMS New Ambulance Purchase	10/20/2020
20-21-040	(50,000.00)	Realign Budget for Countywide Clerk IT Expenditures	12/15/2020
20-21-043	12,925.59	Rollover Project Adjustments and Closures	1/5/2021
20-21-043	(50,000.00)	Rollover Project Adjustments and Closures	1/5/2021
20-21-059	(1,318.00)	Realign Budget for Electronic Code Collection Licenses	2/19/2021
20-21-056	(2,058.33)	Realign Budget for Ambulance Rechassis	3/2/2021

(UNAUDITED)

REVENUE – SOLID WASTE BUDGET – TO – ACTUAL

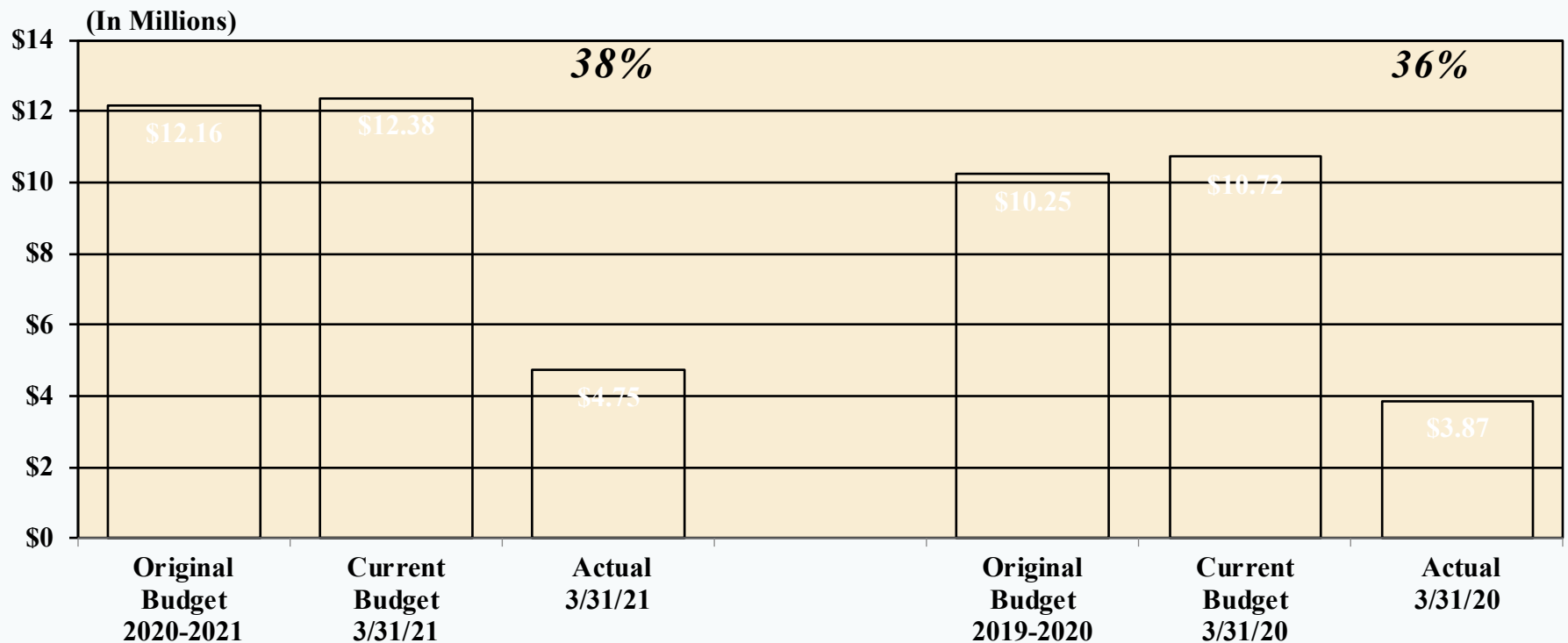


(UNAUDITED)



EXPENSES – SOLID WASTE

BUDGET – TO – ACTUAL AND ENCUMBRANCES



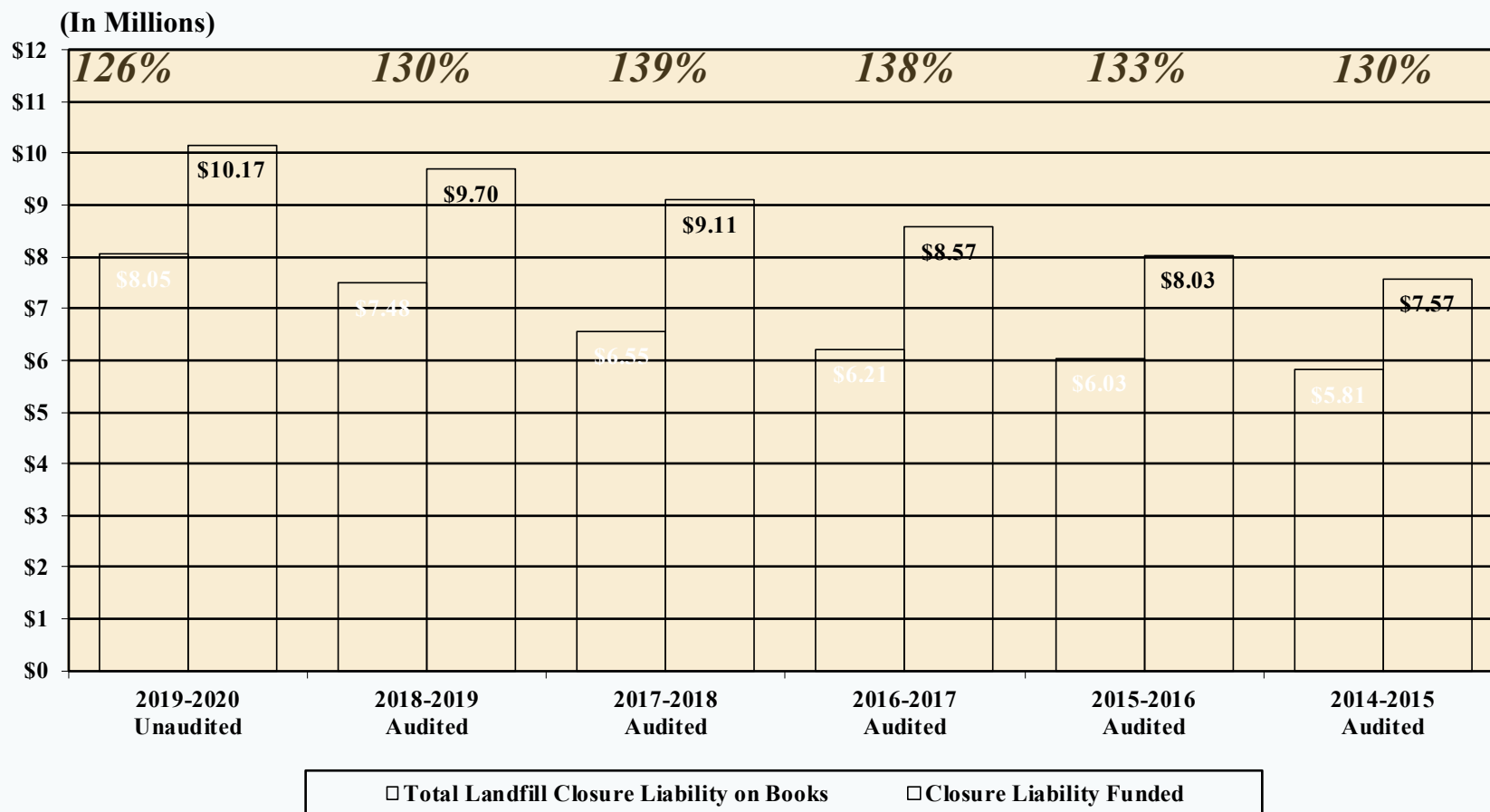
Actual Less Encumbrances / Current Year: 25%

Actual Less Encumbrances / Prior Year: 31%



LANDFILL CLOSURE LIABILITY

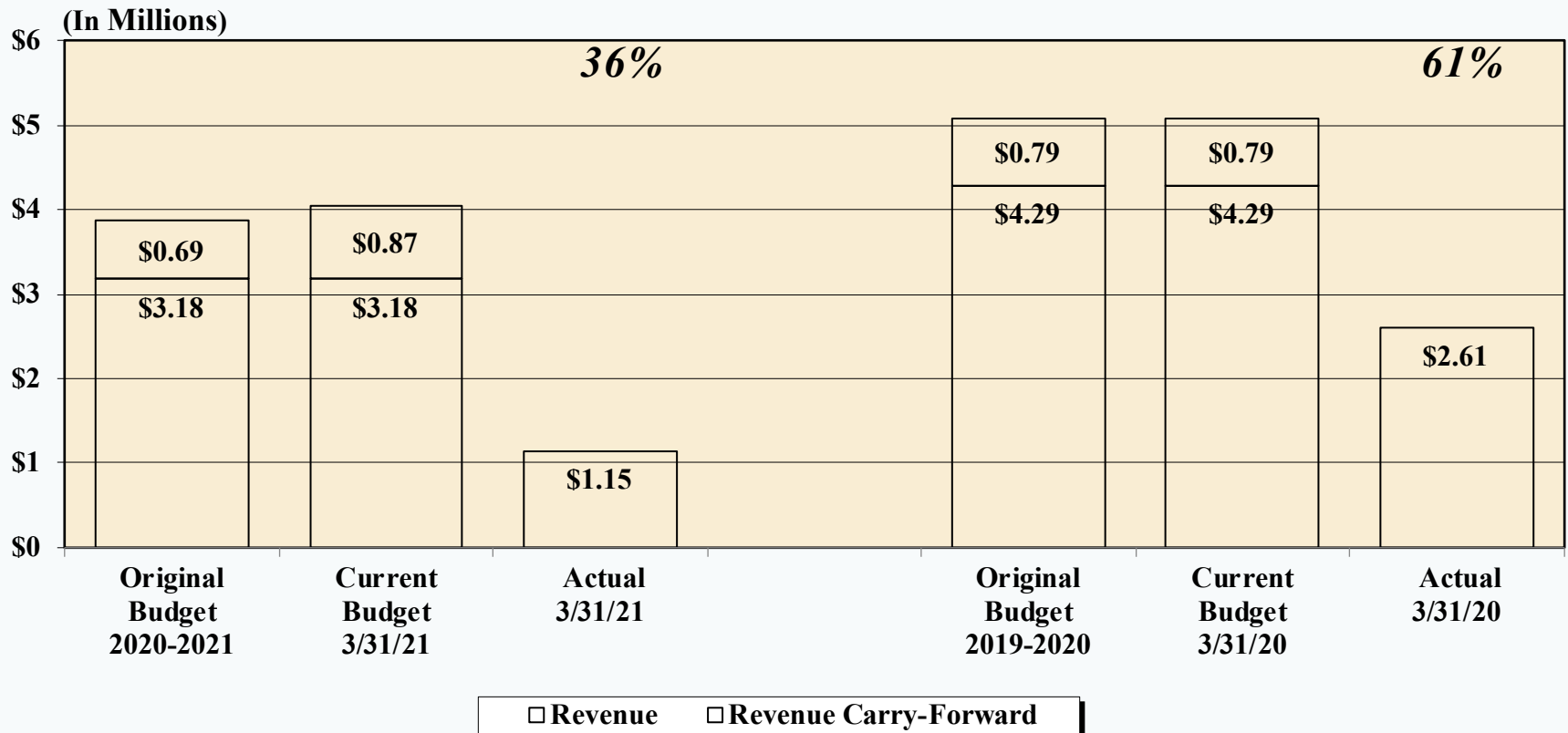
Percent Funded Six Fiscal Years



(UNAUDITED)

REVENUE – ENERGY RECOVERY FUND

BUDGET – TO – ACTUAL

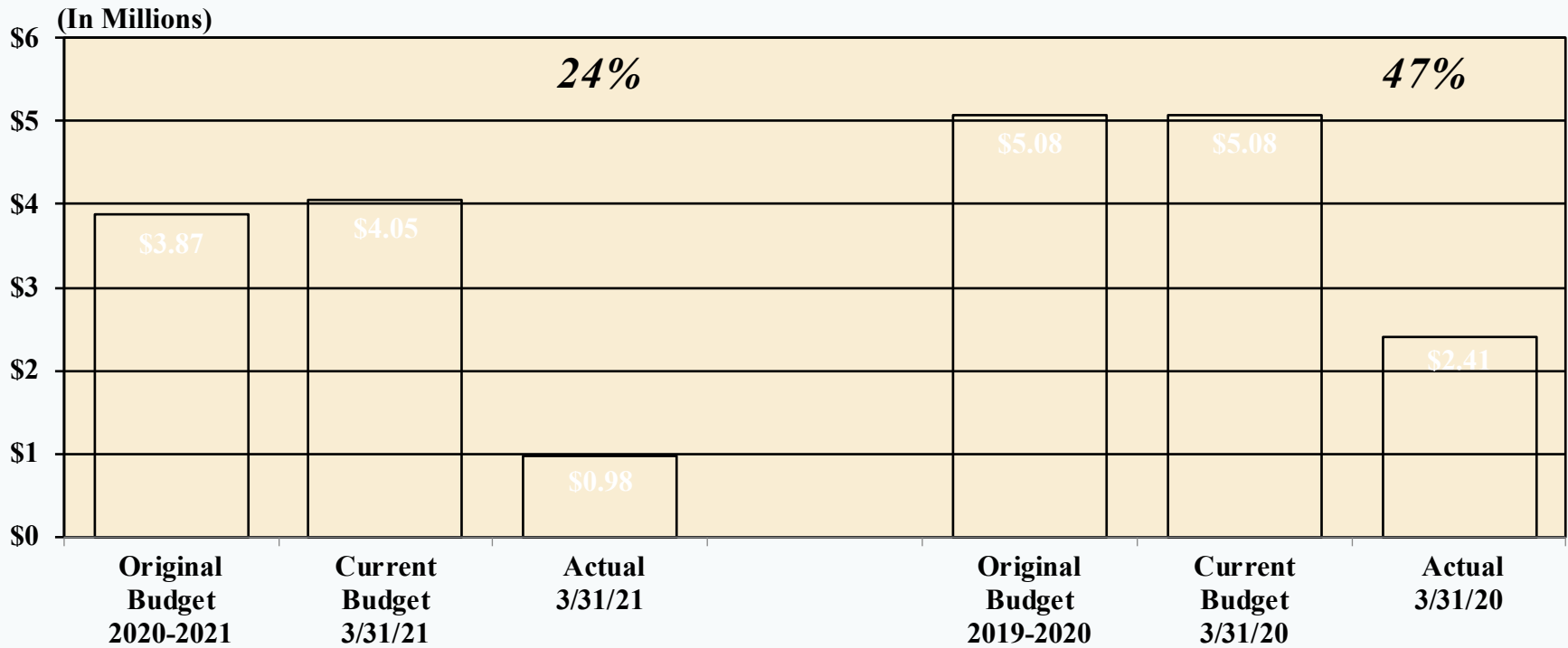


(UNAUDITED)



EXPENSES – ENERGY RECOVERY FUND

BUDGET – TO – ACTUAL AND ENCUMBRANCES



Actual Less Encumbrances / Current Year : 23%

Actual Less Encumbrances / Prior Year: 46%

FUND SUMMARY

2nd QUARTER



REVENUES		
Fund	Percent Collected / Billed	Percentage Points Above/ Below Target of 50%
General	80%	30 Percentage Points Above Target
Special Revenue	36%	14 Percentage Points Below Target
Solid Waste	76%	26 Percentage Points Above Target
Energy Recovery	36%	14 Percentage Points Below Target
EXPENDITURES		
Fund	Percent Expended & Encumbered	Percentage Points Above/ Below Target of 50%
General	66%	16 Percentage Points Above Target
Special Revenue	46%	4 Percentage Points Below Target
Solid Waste	38%	12 Percentage Points Below Target
Energy Recovery	24%	26 Percentage Points Below Target

(UNAUDITED)

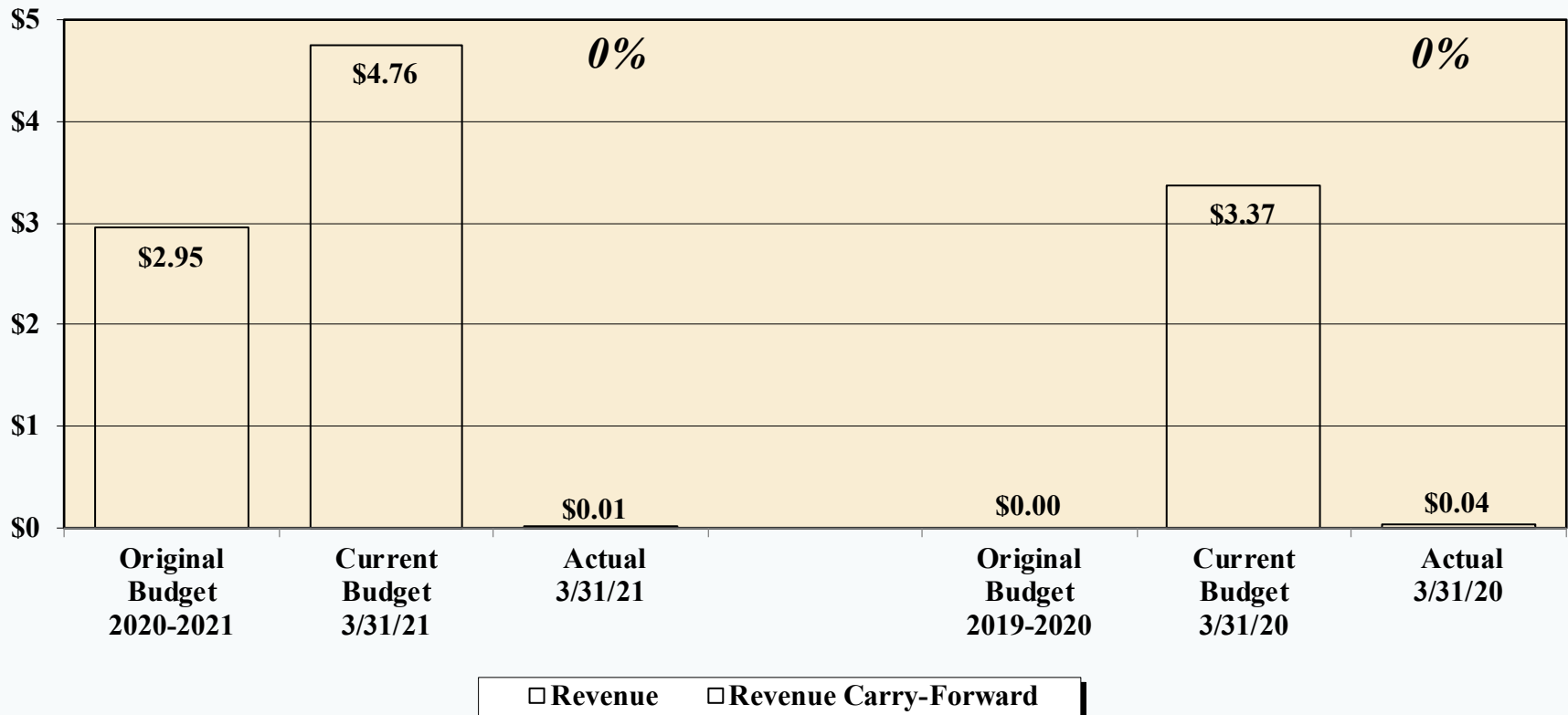


REVENUE

PIRN CAPITAL PROJECT FUND

BUDGET – TO – ACTUAL

(In Millions)



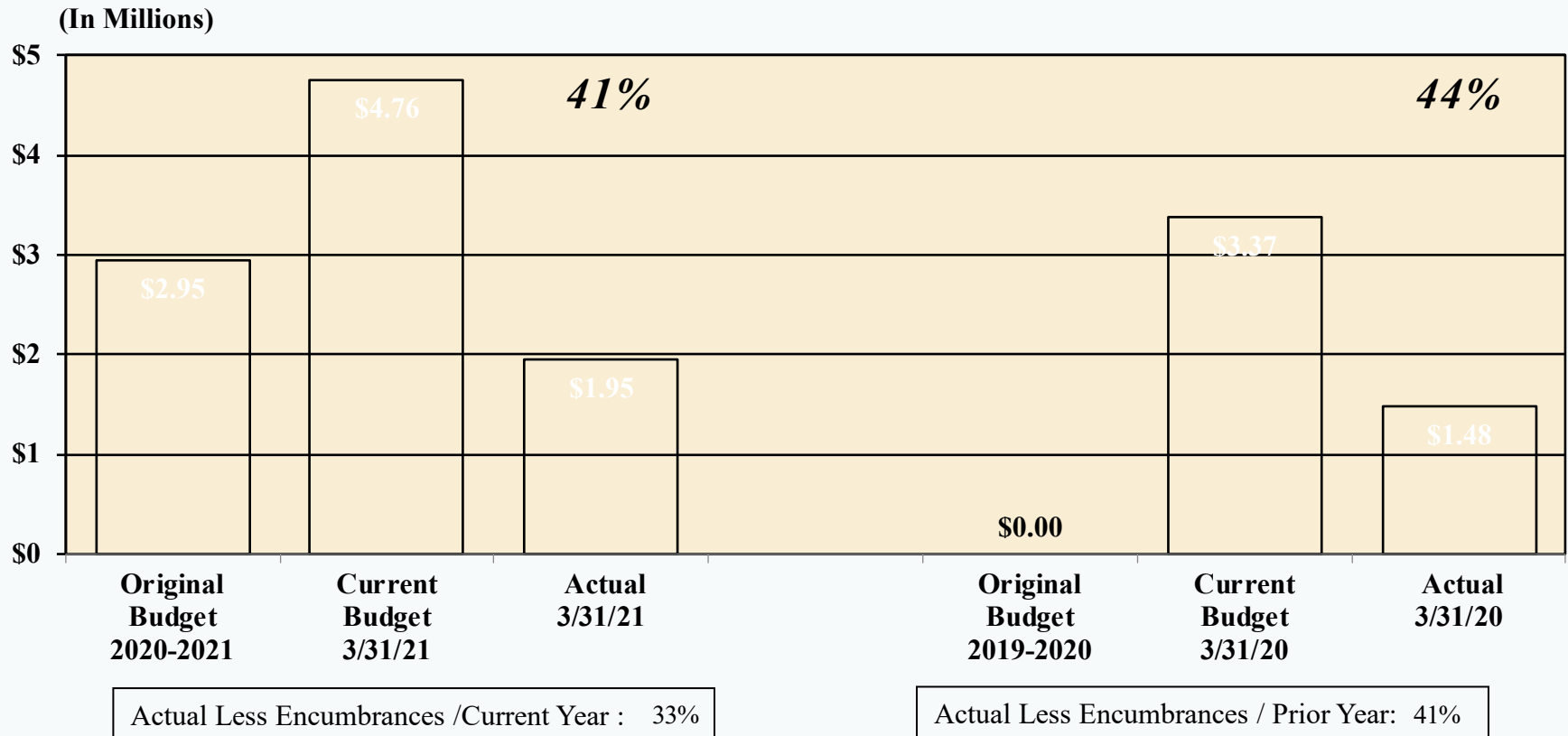
(UNAUDITED)



EXPENDITURES

PIRN CAPITAL PROJECT FUND

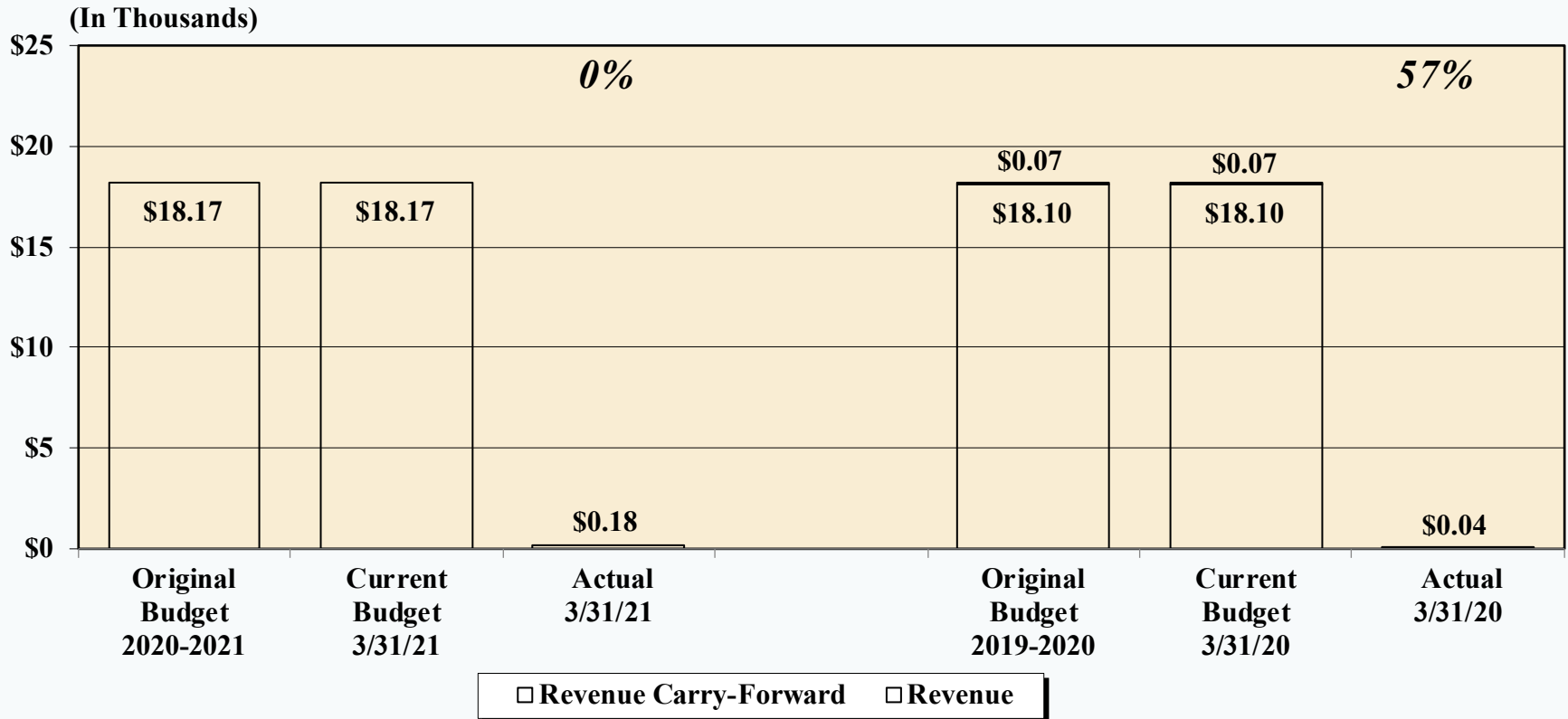
BUDGET – TO – ACTUAL AND ENCUMBRANCES



(UNAUDITED)



REVENUE – IMPACT FEES BUDGET – TO – ACTUAL

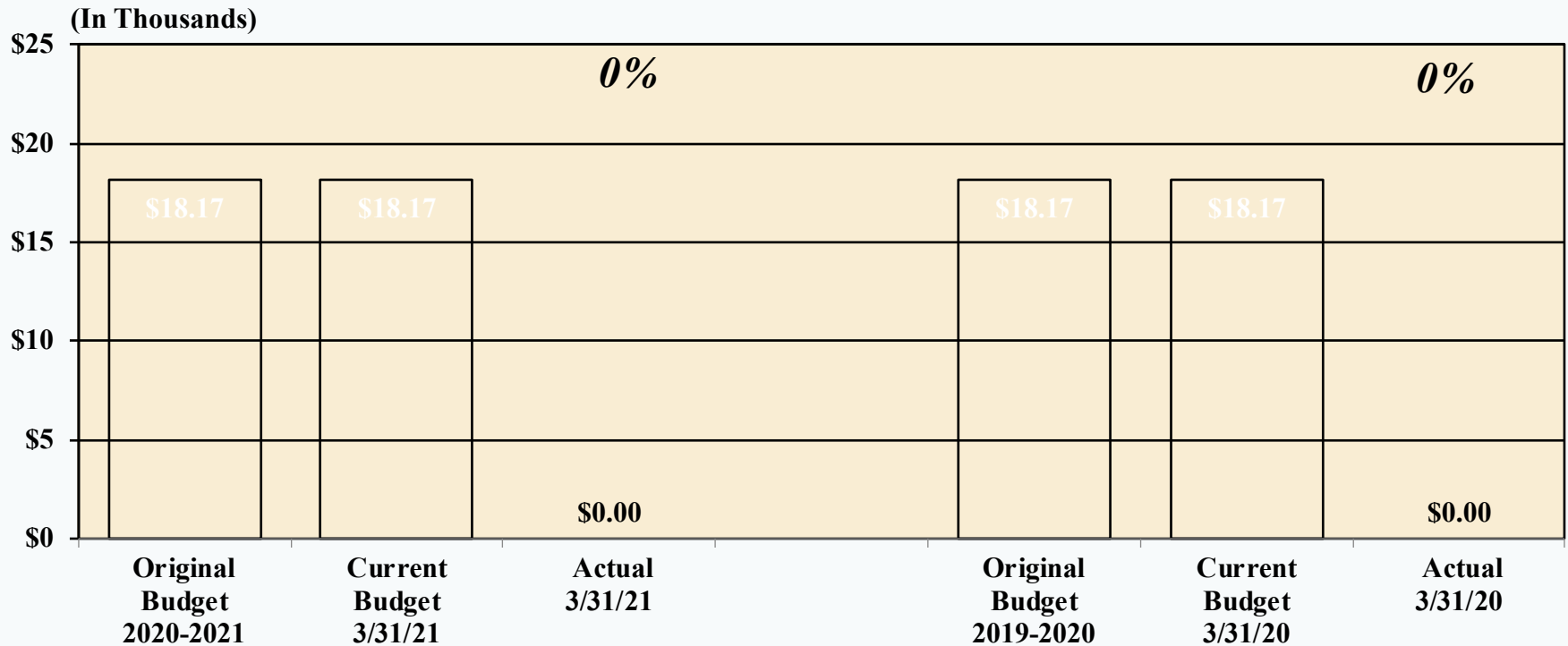


(UNAUDITED)



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			
Transportation 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			
Transportation 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

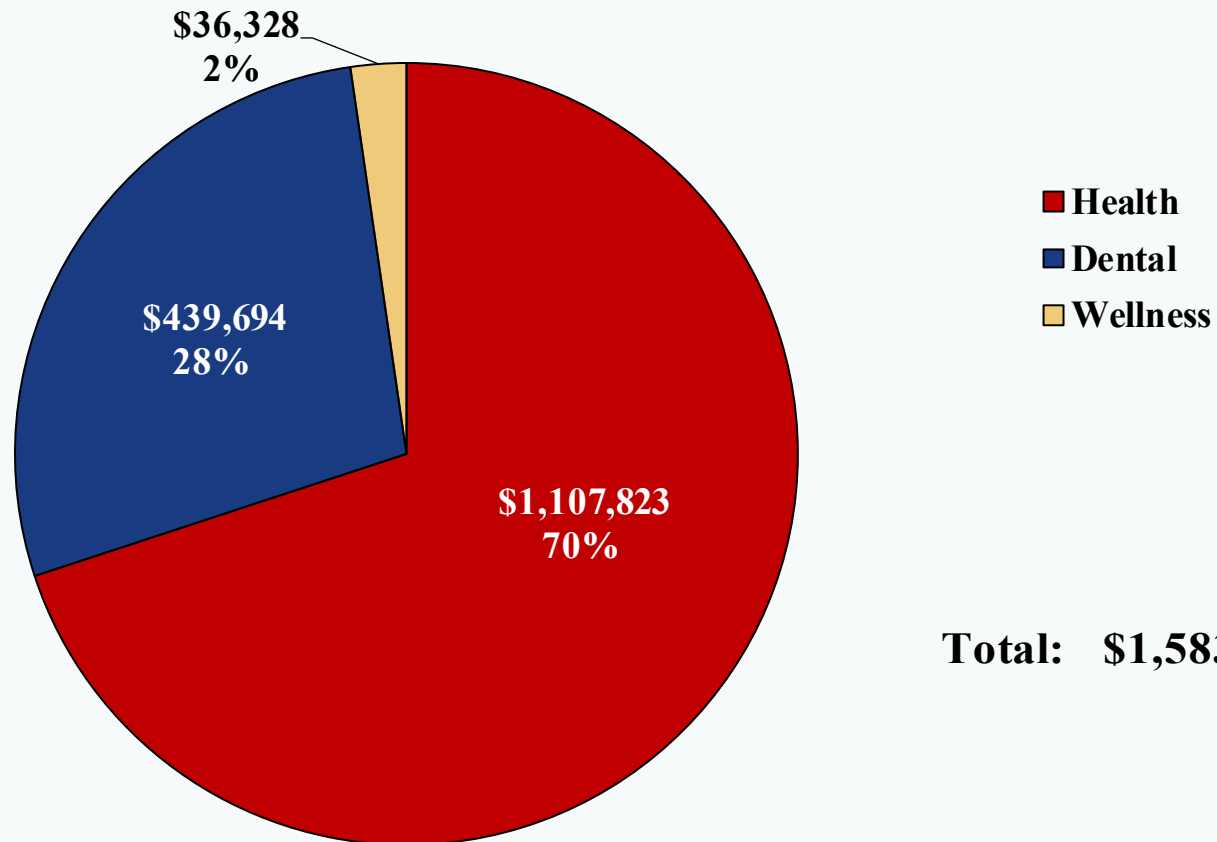
(UNAUDITED)



EMPLOYEE BENEFIT FUND

FUND BALANCE

As of March 31, 2021

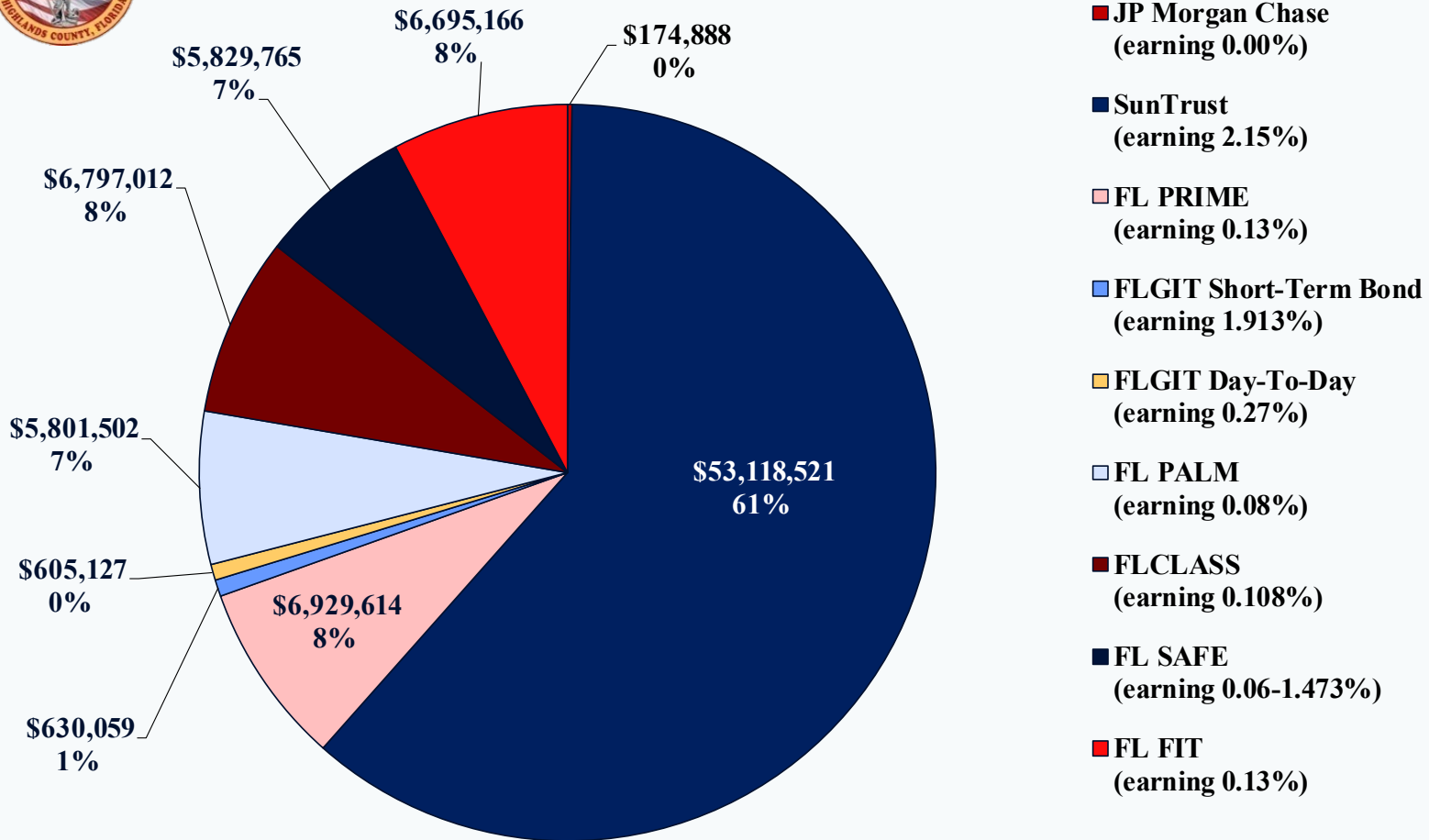


Total: \$1,583,845

(UNAUDITED)

BOCC INVESTMENT PORTFOLIO

As of March 31, 2021



TOTAL: \$86,581,654



BOCC INVESTMENT PORTFOLIO

As of March 31, 2021

Investment	Book Value	Market Value	Rate of Return		Investment Earnings		Quarterly Fees	Credit Rating	Purchase Date	Maturity Date	Average Maturity (In Days)	Portfolio Diversification		
	General Ledger Balance	Statement Balance	30-day	12-Month	Quarter	YTD						% of Total Portfolio	% By Institution	% By Type
JP Morgan Chase - Cigna	\$ 174,887.64	\$ 174,887.64	0.000%	0.000%	\$ -	\$ -	\$ -	(a) 5 stars	N/A	N/A	0	0.20%	0.20%	
SunTrust Clearing	52,236,338.83	53,096,117.86	0.179%	2.150%	290,239.84	464,268.88	-	(a) 5 stars	N/A	N/A	0	61.33%		
SunTrust Sweep	22,402.29	22,402.29	0.179%	2.150%	114.68	208.05	-	(a) 5 stars	N/A	N/A	0	0.03%	61.36%	61.56%
TD Bank - 12 month CD	-	-	0.000%	0.000%	-	18,265.61	(c)	Not Rated	12/20/2019	12/21/2020	0	0.00%		0.00%
FL PRIME	6,929,614.34	6,929,614.34	0.011%	0.130%	2,590.29	7,575.46	(c)	(b) AAAm	Various	N/A	1	8.00%	8.00%	
FLGIT - Short-Term Bond	630,058.74	630,058.74	-0.112%	1.913%	(938.64)	234.65	(c)	(b) AAAf	Various	N/A	3	0.73%		
FLGIT - Day to Day Fund	605,127.05	605,127.05	0.003%	0.270%	105.85	316.07	(c)	(b) AAAm	Various	N/A	1	0.70%	1.43%	
FL PALM	5,801,502.24	5,801,502.24	0.007%	0.080%	1,392.80	3,812.22	(c)	(b) AAAm	Various	N/A	1	6.70%	6.70%	
FL CLASS	6,797,012.37	6,797,012.37	0.009%	0.108%	1,998.03	6,311.73	(c)	(b) AAAm	Various	N/A	1	7.85%	7.85%	
FL SAFE - Stable NAV	2,626,365.36	2,626,365.36	0.005%	0.060%	533.45	1,610.62	(c)	(b) AAAm	Various	N/A	1	3.03%		
FL SAFE - Variable NAV	3,203,400.00	3,203,400.00	-0.075%	1.473%	(5,100.00)	-	(c)	(b) AAAf	11/1/2017	6/30/2021	91	3.70%	6.73%	
FL FIT - Cash Pool	6,695,166.34	6,695,166.34	0.011%	0.130%	2,510.35	9,968.74	(c)	(b) AAAf	Various	N/A	1	7.73%	7.73%	38.44%
	\$ 85,721,875.20	\$ 86,581,654.23	0.109%	1.425%	\$293,446.65	\$512,572.03	\$ -			(b) WAM	4	100.00%	100.00%	100.00%

Benchmark (a)	0.002%	0.020%
Above/(Below) Benchmark	0.107%	1.405%

(a) S&P Rated GIP Index/Government Net Yield Benchmark (as of March 26, 2021)

(b) WAM (Weighted Average Maturity)

(c) At Bauer Financial, banks are rated by stars. As of 12/31/2020, JP Morgan Chase and SunTrust were rated 5 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.

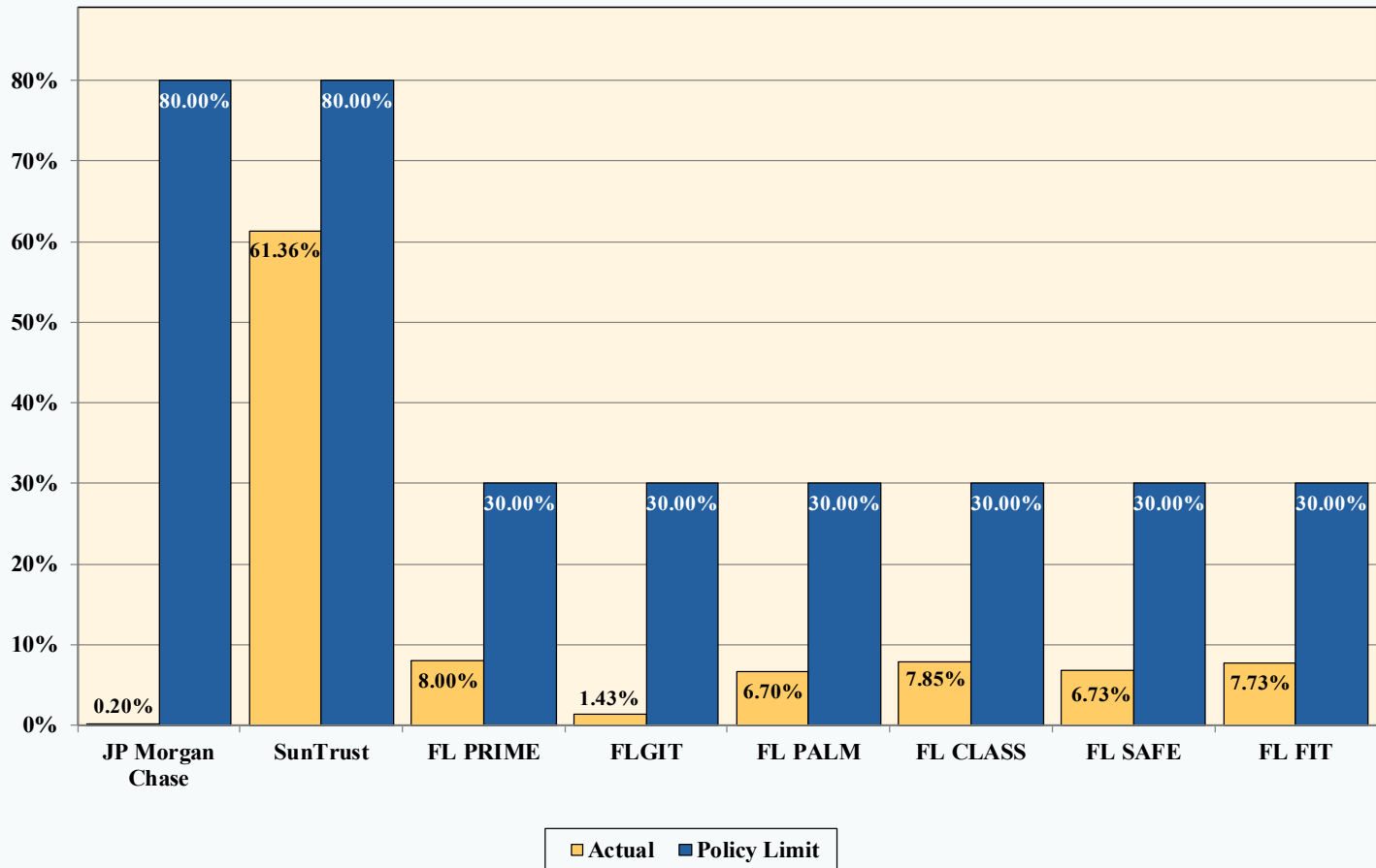
(d) The Standard & Poor's rating scale (excellent to poor) is as follows: AAA, AA+, AA, AA-, A+, A, A-, BBB+, BBB, BBB-, BB+, BB, BB-, B+, B, B-, CCC+, CCC, CCC-, CC, C, D. Any rating lower than a BBB- is considered a speculative or junk bond.

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

(UNAUDITED)

BOCC INVESTMENT PORTFOLIO ISSUER LIMITATIONS

As of March 31, 2021

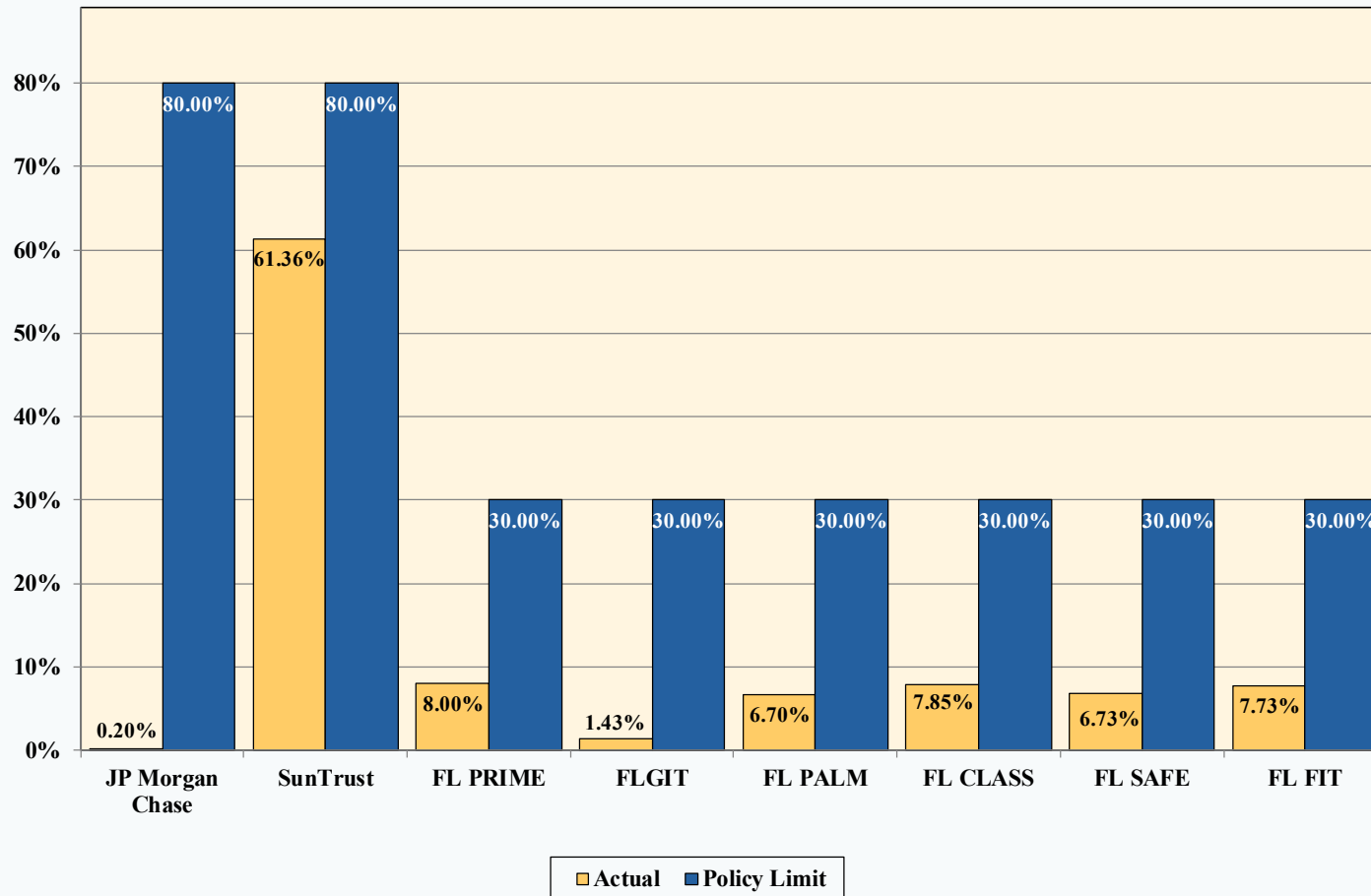


(UNAUDITED)



BOCC INVESTMENT PORTFOLIO TYPE LIMITATIONS

As of March 31, 2021



**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

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

SUBJECT/TITLE: Request approval to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary, for the Quarter ended March 31, 2021.

STATEMENT OF ISSUE

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

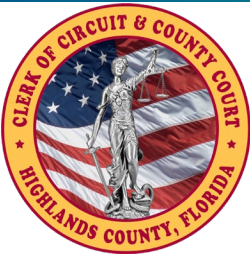
RECOMMENDED ACTION

Move approval to accept into the record the Court-related and Other Miscellaneous Funds Revenue and Expenditures Summary, for the Quarter ended March 31, 2021.

FISCAL IMPACT

No fiscal impact.

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



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

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

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

MEMORANDUM

Date: May 4, 2021

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 2021.

Fund	Reference	Quarterly Revenues	Quarterly Expenditures	Fiscal Year Expenditure Budget Balance
122	E911 Operations Fund	\$140,746.47(a)	\$ 292,164.27	\$ 389,552.28
131	Intergovernmental Radio Communications Fund	22,777.72	0.00	2,000.52
140	Law Enforcement Education Trust Fund (Ord. No. 98-16 and 98-17)	7,137.58	0.00	22,595.00
149	Dori Slosberg Driver Education Safety Act (Ord. No. 02-03-2 and 10-11-03)	7,236.70	0.00	20,000.00
176	State Court Facilities Trust Fund (F.S. 318.18 and Ord. No. 02-03-23)	42,812.34	63,704.49	204,348.66
177	Court Innovations (F.S. 939.185 and Ord. No.03-04-23)	7,082.54	0.00	103,500.00
177A	Law Library (F.S. 939.185 and Ord. No.03-04-23)	6,950.64	6,950.64	7,088.17
177B	Legal Aid Program (F.S. 939.185 and Ord. No.03-04-23)	6,944.17	12,839.63	30,626.53
177C	Juvenile Alternative Program (F.S. 939.185 and Ord. No.03-04-23)	6,974.80	0.00	18,850.00
160	Teen Court – F.S. 939.19(5) (Clerk Fund)	5,376.58	4,093.33	N/A

(a) Revenues received from the state lag 2-3 months.

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

Thank you.

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



HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Sherry Sutphen, County Attorney

SUBJECT/TITLE: A Resolution of the Highlands County Board of County Commissioners Pertaining to the Sale, Purchase and Exchange of Real Property Interests; Providing for Legislative Findings and Intent; Providing for the County Administrator to Accept and Sell Property Interest and Execute Agreements; 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.

STATEMENT OF ISSUE

Pursuant to Florida Statutes, Section 125.35, Highlands County is expressly authorized to sell real property owned by the County and pursuant to Florida Statutes, Section 125.355, Highlands County is expressly authorized, to purchase or accept ownership of real property. The County has conferred purchasing authority to its County Administrator in an amount up to and including Fifty Thousand Dollars (\$50,000.00) and has determined, in pursuit of government efficiency, that granting its County Administrator certain authority to sell, purchase, exchange and/or accept certain real property interests on behalf of the County is in the best interest of the citizens of Highlands County.

RECOMMENDED ACTION

Move to approve the Resolution of the Highlands County Board of County Commissioners Pertaining to the Sale, Purchase and Exchange of Real Property Interests; Providing for Legislative Findings and Intent; Providing for the County Administrator to Accept and Sell Property Interest and Execute Agreements; 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.

FISCAL IMPACT

The fiscal impact is unknown

Attachments: [Resolution.County Admin.Real Property sell purchase exchange 50 k.SGS \(002\).pdf](#)

RESOLUTION NO. 20-21-88

A RESOLUTION OF THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS PERTAINING TO THE SALE, PURCHASE AND EXCHANGE OF REAL PROPERTY INTERESTS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE COUNTY ADMINISTRATOR TO ACCEPT AND SELL PROPERTY INTEREST AND EXECUTE AGREEMENTS; 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 125.35, Highlands County is expressly authorized to sell real property owned by the County; and

WHEREAS, pursuant to Florida Statutes, Section 125.355, Highlands County is expressly authorized, to purchase or accept ownership of real property; and

WHEREAS, the County has conferred purchasing authority to its County Administrator in an amount up to and including Fifty Thousand Dollars (\$50,000.00); and

WHEREAS, the County has determined, in pursuit of government efficiency, that granting its County Administrator certain authority to sell, purchase, exchange and/or accept certain real property interests on behalf of the County is in the best interest of the citizens of Highlands County.

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. County Administrator Authorization to Sell, Purchase, Exchange and/or Accept Real Property Interests.

- A. The County Administrator is hereby authorized to sell or exchange any real property interest owned by the County, which has been deemed surplus pursuant to the applicable policy of the County, so long as such real property interest is valued at Fifty Thousand Dollars (\$50,000.00) or less, as established by the Highlands County Property Appraiser or a certified real estate appraiser, whichever is deemed appropriate. Any such real property sale or exchange shall be by written agreement in a form acceptable to the County Attorney and must be accomplished pursuant to any and all applicable statutes, codes, rules and/or regulations, related to the sale or exchange of real property.

- B. The County Administrator is hereby authorized to purchase any real property interest on behalf of the County, to be used for County purposes, so long as such real property interest is valued at Fifty Thousand Dollars (\$50,000.00) or less, as established by the Highlands County Property Appraiser or a certified real estate appraiser, whichever is deemed appropriate. Any such real property purchase shall be by written agreement in a form acceptable to the County Attorney and must be accomplished pursuant to any and all applicable statutes, codes, rules and/or regulations, related to the purchase of real property.
- C. The County Administrator is hereby authorized to execute the instruments necessary to grant and/or accept any and all real property interests on behalf of the County as contemplated by this Resolution.
- D. The County Administrator shall have the right but not the obligation to seek advice or authorization from the Board of County Commissioners for any such sale, purchase or exchange of real property.
- E. Periodically, the County Administrator shall notify the Board of County Commissioners, by way of informational agenda item, of any real property purchase, sale or exchange transactions which are completed pursuant to this Resolution. Failure of the County Administrator to notify the Board of County Commissioners related to any completed transaction for the purchase, sale or exchange of real property, shall not in any way invalidate such transaction.

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 authorization for the County Administrator to purchase, sell or exchange certain real property interests on behalf of the County, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

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

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

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

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

PASSED AND ADOPTED this _____ day of May, 2021.

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**

By: _____
Scott Kirouac, Chairman

ATTEST:

Jerome Kaszubowski, Clerk of Court

G:\COUNTY\RESOLUTIONS\Administration\Resolution.County Admin.Real Property sell purchase exchange 50 k.SGS (002).docx

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Jonathan Harrison, Road and Bridge Director

SUBJECT/TITLE: Request approval of the Amendment to the Contract for ITB 20-031 between Excavation Point Inc. and Highlands County for Asphalt Milling.

STATEMENT OF ISSUE

Attached for your approval is Amendment to the contract for ITB 20-031 between Excavation Point Inc. and Highlands County for Asphalt Milling and Resurfacing. The terms of the agreement will be extended for one year pursuant to Section 00260 General Specifications and Minimum Qualifications. The proposed construction consists of milling approximately 55,344 square yards of roadway and hauling all material to the Highlands County asphalt plant. The County shall be responsible to ensure that the construction work under this agreement is performed in accordance with the approved contract documents. The Project Manager is Highlands County Road and Bridge Road Construction Inspector Brian Stimson, or other individual, as may be designated by the Highlands County Road and Bridge Director.

RECOMMENDED ACTION

Move to approve the Amendment to the Contract for ITB 20-031 between Excavation Point Inc. and Highlands County for Asphalt Milling.

FISCAL IMPACT

No additional fiscal impact to the Infrastructure Surtax (Fund 151). The contract amount of \$77,481.60 was previously approved as part of the Resurfacing Budget.

Attachments: [Excavation Point Milling Amendment to Contract.pdf](#)

**AMENDMENT TO
the
AGREEMENT
Between
HIGHLANDS COUNTY, FLORIDA
AND
EXCAVATION POINT, INC.**

WHEREAS, Highlands County, a political subdivision of the State of Florida, of 600 S. Commerce Avenue, Sebring, Florida 33870 (“**COUNTY**”), and **Excavation Point, Inc.**, a Florida (“**CONTRACTOR**”) of 7944 S. George Blvd., Sebring, Florida 33875, entered into an Agreement for the purpose of asphalt milling of various roadways dated July 21, 2020; and

WHEREAS, the COUNTY and the CONTRACTOR desire to extend the Term of the Agreement for an additional one year pursuant to Section 00260 General Specifications and Minimum Qualifications; and

WHEREAS, the COUNTY and the CONTRACTOR desire to amend the square yards of roadways for milling in Article 1. WORK of the Agreement; and

WHEREAS, the COUNTY and the CONTRACTOR desire to retain the same price per square yard as previously agreed.

NOW THEREFORE, the COUNTY and the CONTRACTOR agree that:

1. The term of this Agreement is extended for an additional one year, through July 20, 2022, pursuant to Section 00260 General Specifications and Minimum Qualifications.
2. The square yards of milling for various roadways is approximately 55,344 square yards.
3. The agreed price is \$ 1.40 per square yard. The parties may add road milling projects via Change Order, but not to exceed the Board approved budgeted amount for the fiscal year.
4. All other terms of this Contract shall continue in full force and effect.
5. This Amendment may be executed in any number of counterparts and by the different parties on separate counterparts, each of which when so executed will be deemed an original, but all such counterparts will constitute one and the same Amendment to the Agreement. Any signature delivered by a party by facsimile transmission or by electronic mail will be deemed to be an original signature.
6. This Amendment shall be effective upon execution of this Amendment by the authorized representatives of the COUNTY and the CONTRACTOR.

Signatures on the following page

IN WITNESS WHEREOF, the parties have caused this Amendment to be signed and executed by their authorized representatives on the dates set forth below.

COUNTY:

ATTEST:

HIGHLANDS COUNTY, a political subdivision
of the State of Florida
By its Board of County Commissioners

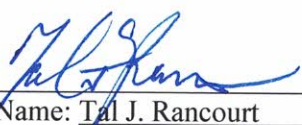
By: _____
Jerome Kaszubowski, Clerk

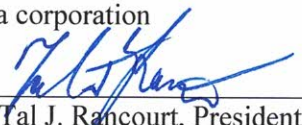
By: _____
Scott A. Kirouac, Chairman

ATTEST:

CONTRACTOR:

Excavation Point, Inc.
a Florida corporation

By: 
Print Name: Tal J. Rancourt
Print Title: President/Secretary

By: 
Tal J. Rancourt, President



DESCRIPTION	LOCATION DESCRIPTION	LENGTH (IN MILES)	MILLINGS (SQ YARDS)
Corvette Ave	Grand Prix to Schumacher Rd	.32	3,811
Peters Rd	Desoto City Rd to CR-623	.51	5,984
Lake Groves Rd NW	Placid Lakes Blvd to Enos Ave	.51	7,181
SW CR-721	SR-70 to Glades County Line	1.05	12,320
E Avon Pines Rd	CR-64 to N Palmetto Creek Rd	1.11	13,700
Duane Palmer Blvd	2 sections within ½ mile	.14	3,090
Golfview Rd	Lakewood Rd East to Pavement Joint	.79	9,258
	Total	4.43	55,344 ✓

2021 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# S71865

Entity Name: EXCAVATION POINT INC.

Current Principal Place of Business:

7944 S GEORGE BLVD
SEBRING, FL 33875

FILED
Feb 23, 2021
Secretary of State
7630162249CC

Current Mailing Address:

7944 S GEORGE BLVD
SEBRING, FL 33875 US

FEI Number: 59-3080708

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

RANCOURT, TAL
EXCAVATION POINT INC
7944 S. GEORGE BLVD
SEBRING, FL 33875 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title P, S
Name RANCOURT, TAL
Address 19 CLOVERLEAF BYPASS
City-State-Zip: LAKE PLACID FL 33852

Title VP
Name ASBURY, BRIANNA R
Address 207 CLOVERLEAF RD
City-State-Zip: LAKE PLACID FL 33852

Title VP
Name RANCOURT, ERIELLE G
Address 1703 BUCK STREET
City-State-Zip: LAKE PLACID FL 33852

Title S, T
Name RANCOURT, DARLENE M
Address 19 CLOVERLEAF BYPASS
City-State-Zip: LAKE PLACID FL 33852

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: TAL J RANCOURT

PRESIDENT

02/23/2021

Electronic Signature of Signing Officer/Director Detail

Date

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

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

SUBJECT/TITLE: Request to approve Budget Amendment 20-21-076 and Resolution to appropriate funds in the amount of \$36,000 to Project 19044 Fishing Tournament Facility Improvements, to expand boat trailer parking at the Istokpoga Park.

STATEMENT OF ISSUE

On March 16, 2021, the Board of County Commissioners approved the Florida Boating Improvement Program Grant Contract between the Florida Fish and Wildlife Conservation Commission and the Highlands County Board of County Commissioners for the Fishing Tournament Facility Improvements. The total grant award amount is \$36,000, attached, for your review and approval of Budget Amendment 20-21-076 and accompanying resolution.

RECOMMENDED ACTION

Move to approve the Budget Amendment 20-21-076 and the accompanying Resolution in the amount of \$36,000.

FISCAL IMPACT

The fiscal impact is an increase to Fund 152 (Tourist Dev Trust) in the amount of \$36,000 which is being appropriated in Cost Center 5306 (Tour-Dev Lakes), Project Number 19044 (Fishing Tournament Facility Improvements), Account No. 53100Z (Project Professional Services) and Account No. 56300Z (Project Improvements) in the amounts of \$16,750 and \$19,250, respectively, which is being funded through the Florida Fish and Wildlife Conservation Commission grant.

Attachments: [20-21-076 - Proj 19044 Istokpoga Park Fac. Improvements \(BA\).pdf](#)
[20-21-076R Proj 19044 Fishing Tourn. Facility Improv \(Resolution\).pdf](#)

April 22, 2021

O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDA

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

SUBMITTED BY: J.D. Langford, P.E.,
Assistant County Engineer

DATE: 4/22/2021

FUND(S): 152 FUND TITLE(S): Tourist Dev Trust COST CENTER(S) #: 5306

PROJECT(S) #: 19044 PROJECT TITLE(S): Fishing Tournament Fac Imp COST CENTER TITLE(S): Tour Dev - Lakes

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	152		3343971Z	Project FL Fish & Wildlife Commission	19044	0.00	36,000.00		36,000.00
E	152	5306	53100Z	Project Professional Services	19044	0.00	16,750.00		16,750.00
E	152	5306	56300Z	Project Improvements	19044	254,441.30	19,250.00		273,691.30
									0.00
									0.00
									0.00
									0.00

REASON: To set up additional grant funding from Florida Fish & Wildlife Conservation Commission for Project #19044 Fishing Tournament Facility Improvements.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 20-21-076

TRANSFER TYPE:

Approval
Denial

ACTION:

Board Approved Denied
County Administrator Approved Denied

ITEM TO ITEM
RESERVE
XX BY RESOLUTION
SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: ____ / ____ / ____

Signature: _____

Posted by Clerk: _____

RESOLUTION NUMBER 20-21-_____

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS IN
AND FOR HIGHLANDS COUNTY, FLORIDA AUTHORIZING
AMENDMENT TO THE TOURIST DEVELOPMENT TRUST FUND.**

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

WHEREAS, the following budget amendment is necessary and proper within the Tourist Development Trust Fund; and

WHEREAS, to set up and appropriate additional grant funding in Project 19044 Fishing Tournament Facility Improvements in the amount of \$36,000 to expand boat trailer parking at the Istokpoga Park.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for Highlands County, Florida this _____ day of _____, 2021 that budget amendment 20-21-076 is hereby approved and authorized.

**BOARD OF COUNTY COMMISSIONERS OF
HIGHLANDS COUNTY, FLORIDA**

Chairperson

Attest: _____
Clerk of Courts

**Approved as to
Budgetary Requirements**

OMB Department

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: David Nitz, OMB Manager

SUBJECT/TITLE: Request approval of Budget Amendment 20-21-077 for 1st quarter reemployment charges

STATEMENT OF ISSUE

The Unemployment Compensation charges for the Board of County Commissioners for the 1st quarter of FY 20/21 are \$7,977.74. The Cost Centers listed on the attached budget amendment have unemployment claims being charged against them that currently do not have funds available as Board departments do not budget for unemployment charges unless there were anticipated reductions to staff as part of the FY 20/21 Adopted Budget. Budget Amendment 20-21-077 will transfer funds from the Central Services (Insurance account) in the General Fund and the Regular Salaries & Wages account for the Transportation Trust, Solid Waste, and Fire Assessment funds to the affected departments' Unemployment Compensation account to pay for the 1st quarter's unemployment claims for FY 20/21.

RECOMMENDED ACTION

Move to approve budget amendment 20-21-077 for the 1st quarter unemployment claims for FY 20/21.

FISCAL IMPACT

There is no fiscal impact to Fund 005 (General) or the overall budget. This budget amendment is transferring \$1,000.20 from cost center 2111 (Central Services) to cost center 5103 (Ambulance Service) in the amount of \$1,000.20. In addition, there is no fiscal impact to Fund 110 (Transportation Trust) or the overall budget as this budget amendment is realigning \$4,842.32 in cost center 4200 (Road & Bridge Admin.) and cost center 4102 (Road & Bridge Services) from account 51200 (Regular Salaries & Wages) to account 52500 (Unemployment Compensation) in the amounts of \$2,200.00 and \$2,642.32, respectively. Also, there is no fiscal impact to Fund 401 (Solid Waste) or the overall budget as this budget amendment is realigning \$2,088.00 in cost center 4210 (Refuse Collection System) from account 51200 (Regular Salaries & Wages) to account 52500 (Unemployment Compensation). Lastly, there is no fiscal impact to Fund 181 (Fire Assessment) or the overall budget as this budget amendment is realigning \$47.22 in cost center 3217 (Fire Assessment) from account 51200 (Regular Salaries & Wages) to account 52500 (Unemployment Compensation).

Attachments: [20-21-077 Reemployment Tax - 1st Q.pdf](#)

April 14, 2021

O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

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

DATE: 4/14/2021

SUBMITTED BY: OMB

FUND(S): 005, 110, 181, 401 FUND TITLE(S): General, Transportation Trust, Fire Assessment, Solid Waste COST CENTER(S) #: 2111, 5105, 2672, 4210, 3217, 4200, 4102,

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): Central Svcs, EMS, Facilities Mgmt, Refuse Disposal System, Fire Assessments, R&B Admin, R&B Services
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	2111	54500	Insurance		1,008,817.65		1,000.20	1,007,817.45
E	005	5105	52500	Unemployment Compensation		0.00	951.22		951.22
E	005	2672	52500	Unemployment Compensation		0.00	48.98		48.98
E	401	4210	51200	Regular Salaries & Wages		884,411.00		2,088.00	882,323.00
E	401	4210	52500	Unemployment Compensation		0.00	2,088.00		2,088.00
E	181	3217	51200	Regular Salaries & Wages		1,744,628.00		47.22	1,744,580.78
E	181	3217	52500	Unemployment Compensation		0.00	47.22		47.22
E	110	4200	51200	Regular Salaries & Wages		102,337.00		2,200.00	100,137.00
E	110	4200	52500	Unemployment Compensation		0.00	2,200.00		2,200.00
E	110	4102	51200	Regular Salaries & Wages		2,248,753.00		2,642.32	2,246,110.68
E	110	4102	52500	Unemployment Compensation		0.00	2,642.32		2,642.32

REASON: To adjust the budget for unemployment claims for the 1st Quarter of FY 20/21.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 20-21-077

TRANSFER TYPE:

Approval

Denial

ACTION:
Board _____ Approved _____ Denied _____
County Administrator _____ Approved _____ Denied _____

XX ITEM TO ITEM

RESERVE

BY RESOLUTION

SUPPLEMENTAL BUDGET

SIGNATURE: _____

Signature: _____

DATE: ____ / ____ / ____

Posted by Clerk: _____

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Lucy Castillo, Housing Programs Coordinator

SUBJECT/TITLE: Request approval for Budget Amendment 20-21-078 and associated Resolution to appropriate revenue from program income.

STATEMENT OF ISSUE

The State Housing Initiatives Partnership (SHIP) is funded by the State of Florida Housing Trust Fund which derives its revenues from documentary stamp fees resulting from real estate transactions. State funds are distributed to Florida Counties based upon population. No revenue from local ad valorem taxes is used for these purposes. Budget Amendment 20-21-078 is being proposed to appropriate Program Income in the amount of \$176,220.23 into project 19366 SHIP Phase 28 for FY 20-21 to accomplish strategies of the SHIP program.

RECOMMENDED ACTION

Move to approve Budget Amendment 20-21-078 and associated Resolution to appropriate revenue to SHIP accounts from Program income.

FISCAL IMPACT

The fiscal impact is an increase to Fund 166 (SHIP) in the amount of \$176,220.23 of which \$88,110.12 is appropriated into cost center 5367 (SHIP Program), account 54909Z (Project Down Payment Assistance) and \$88,110.11 into account 54910Z (Project Rehabilitation).

Attachments: [20-21-078 Proj 19366 SHIP PH 28 \(BA\).pdf](#)
[20-21-078R Proj 19366 SHIP PH 28.pdf](#)

APPROVED

BOARD OF COUNTY COMMISSIONERS

BOARD OF COUNTY COMMISSIONERS

April 15, 2021

BUDGET AMENDMENTS

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

DATE: 4/14/2021O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDASUBMITTED BY: Lucy Castillo

FUND(S): 166 FUND TITLE(S): SHIP COST CENTER(S) #: 5367

PROJECT(S) #: 19366 PROJECT TITLE(S): SHIP PH 28 COST CENTER TITLE(S): SHIP Program

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	166		3693000Z	Proj. Refund Prior Year	19366	0.00	176,220.23		176,220.23
E	166	5367	54909Z	Proj. Down Payment Assistance	19366	0.00	88,110.12		88,110.12
E	166	5367	54910Z	Proj. Rehabilitation	19366	0.00	88,110.11		88,110.11
									0.00
									0.00
									0.00
									0.00

REASON: To record the Program Income received July 1, 2020 through April 6, 2021 and to realign the FY 20-21 budget to pay for expenses associated with the SHIP Program.**OFFICE USE ONLY****OMB RECOMMENDATION:**REQUEST # 20-21-078

TRANSFER TYPE:

____ Approval

____ Denial

ACTION:

Board _____ Approved _____ Denied

County Administrator _____ Approved _____ Denied

____ ITEM TO ITEM

____ RESERVE

XX BY RESOLUTION

____ SUPPLEMENTAL BUDGET

SIGNATURE: _____

DATE: ____ / ____ / ____

Signature: _____

Posted by Clerk: _____

Form Revised 08/05/2020

RESOLUTION NUMBER 20-21-_____

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS IN AND
FOR HIGHLANDS COUNTY, FLORIDA AUTHORIZING AMENDMENT TO
THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) FUND**

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

WHEREAS, the following budget amendment is necessary and proper within the SHIP Fund; and

WHEREAS, to appropriate program income in the amount of \$176,220.23 into Project 19366 SHIP PH 28 for FY 20-21 which will fund the necessary activities and programs.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for Highlands County, Florida this _____ day of _____, 2021 that the budget amendment 20-21-078 as attached is hereby approved and authorized.

**BOARD OF COUNTY COMMISSIONERS OF
HIGHLANDS COUNTY, FLORIDA**

Chairperson

Attest: _____
Clerk of Court

Approved as to Budgetary Requirements

OMB Department

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: David Nitz, OMB Manager

SUBJECT/TITLE: Request approval of Budget Amendment 20-21-079 to move the unused adopted budget for the EMS part-time Clerical Assistant I position to the part-time Records Clerk position in the PIO department.

STATEMENT OF ISSUE

On November 17, 2020, the Board of County Commissioners approved the request from Human Resources and Administration to replace the Clerical Assistant I position in the Public Safety Division with a Records Clerk position for the Public Information Office. This budget amendment is necessary to transfer funds from the Public Safety Division to the Public Information Office department.

RECOMMENDED ACTION

Move to approve budget amendment 20-21-079 to transfer funding from the EMS cost center to the PIO cost center.

FISCAL IMPACT

There is no fiscal impact to Fund 005 (General) or the overall budget as this budget amendment is transferring funds from cost center 5105 (EMS) to cost center 2109 (PIO) in the total amount of \$15,371.

Attachments: [20-21-079 Xfer Records Clerk Budget to PIO.pdf](#)

April 16, 2021

BUDGET AMENDMENTS

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

DATE: 4/16/2021

O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDA

SUBMITTED BY: OMB

FUND(S): 005 FUND TITLE(S): General COST CENTER(S) #: 5105, 2109
PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): Ambulance Service 005, Public Information
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
				Regular Salaries & Wages					
E	005	5105	51200			2,654,747.00		13,044.00	2,641,703.00
E	005	5105	52100	FICA Taxes		312,719.00		1,000.00	311,719.00
E	005	5105	52200	Retirement Contributions		943,670.00		1,304.00	942,366.00
E	005	5105	52400	Workers' Compensation		184,246.00		23.00	184,223.00
				Regular Salaries & Wages					
E	005	2109	51200			70,507.00	13,044.00		83,551.00
E	005	2109	52100	FICA Taxes		5,416.00	1,000.00		6,416.00
E	005	2109	52200	Retirement Contributions		7,081.00	1,304.00		8,385.00
E	005	2109	52400	Workers' Compensation		119.00	23.00		142.00

REASON: To transfer personnel budget from cost center 5105 for the Clerical Assistant I position to cost center 2109 for the new Records Clerk position that commenced on 3/15/21.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 20-21-079

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: _____

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Eric Longshore, Building Official

SUBJECT/TITLE: Request approval of Budget Amendment 20-21-080 to appropriate funds to purchase three (3) trucks.

STATEMENT OF ISSUE

This budget amendment is transferring funds from the Building Fund's Reserve for Contingency to purchase three (3) new trucks with locking bed. Purchase of the trucks will accommodate inspector's needs better as they will include equipment and ladders. One vehicle being replaced will be utilized as a backup vehicle, a 2nd vehicle will be transferred to Administration to replace a 2007 Ford Explorer that the Asst. County Administrator is currently driving, and the other vehicle will be transferred to surplus.

RECOMMENDED ACTION

Move to approve budget amendment 20-21-080 to purchase three (3) trucks.

FISCAL IMPACT

There is no fiscal impact to Fund 180 (Building Fund) as this budget amendment is transferring \$71,621.61 from the Building Fund's Reserve for Contingency (account 59900) to account 54900 (Other Charges & Obligations) and account 56400 (Machinery & Equipment) in the amounts of \$585.00 and \$71,036.61, respectively.

Attachments: [20-21-080 Bldg Dept_3 Trucks & Bed Covers_REVISED \(BA\).pdf](#)

April 27, 2021

O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 4/16/2021

SUBMITTED BY: Building Division

FUND(S): 180 FUND TITLE(S): Building COST CENTER(S) #: 3440A

PROJECT(S) #: PROJECT TITLE(S): COST CENTER TITLE(S): Building Division 180

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	180	3440A	59900	Reserve for Contingency		98,004.00		71,621.61	26,382.39
E	180	3440A	56400	Machinery & Equipment		19,188.00	71,036.61		90,224.61
E	180	3440A	54900	Other Charges & Obligations		260.00	585.00		845.00
									0.00
									0.00
									0.00
									0.00

REASON: Transfer funds from Reserve for Contingency to Machinery & Equipment and Other Charges & Obligations to purchase three trucks with locking bed covers and title transfers.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 20-21-080

TRANSFER TYPE:

Approval

ACTION:

XX ITEM TO ITEM

Denial

Board Approved Denied

RESERVE

County Administrator Approved Denied

BY RESOLUTION

SUPPLEMENTAL BUDGET

SIGNATURE:

Signature:

DATE: / /

Posted by Clerk:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

**PRESENTER: Meghan DiGiacomo, Executive Manager of Business & Economic Development
Jeff King, Economic Development Manager**

**SUBJECT/TITLE: Request approval for Budget Amendment 20-21-081 and associated Resolution
for Projects 20048 and 20049.**

STATEMENT OF ISSUE

Highlands County Economic Development (HCED) applied for two Enterprise Florida Rural Toolkit Grants - \$25,000 reimbursable Site Preparedness Grant and \$5,000 reimbursable Marketing Grant and received both. This Budget Amendment and associated Resolution allows HCED to absorb the Site Preparedness Grant award into the Commissioner Priority Utility Expansion Project Task Order and the Marketing Grant award into the current open marketing PO to continue these ongoing projects.

RECOMMENDED ACTION

Move to approve Budget Amendment 20-21-081 and associated Resolution for Projects 20048 and 20049 to appropriate grant funds from the Enterprise Florida Rural Infrastructure Tool Kit Marketing Grant and Site Preparedness Grant.

FISCAL IMPACT

The Fiscal Impact will be an increase to the General Fund and Overall Budget in the amount of \$30,000.

Attachments: [20-21-081 Projects 20048_20049 for EFI Grants \(BA\).pdf](#)
[20-21-081R Projects 20048_20049 for EFI Grants \(Resolution\).pdf](#)
[Project 20048 Site Preparedness Grant - fully signed.pdf](#)
[PCR - Project 20049 Marketing Grant - fully signed.pdf](#)

April 20, 2021

O.M.B DEPARTMENT
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 4/19/2021

SUBMITTED BY: Leah Sauls

FUND(S): 005 FUND TITLE(S): General COST CENTER(S) #: 2810
PROJECT(S) #: 20048, 20049 PROJECT TITLE(S): Rural Toolkit Site Preparedness Grant, Rural Toolkit Mktg Grant COST CENTER TITLE(S): Economic Development
*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
R	005		3345000Z	Economic State Grant	20048	0.00	25,000.00		25,000.00
E	005	2810	53100Z	Project Professional Services	20048	0.00	25,000.00		25,000.00
									0.00
R	005		3345000Z	Economic Grant Grant	20049	0.00	5,000.00		5,000.00
E	005	2810	53100Z	Project Professional Services	20049	0.00	5,000.00		5,000.00
									0.00
									0.00

REASON: To set up and allocate funds for Projects 20048 & 20049 for EFI Grants that have been awarded.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 20-21-081

TRANSFER TYPE:

Approval
Denial

ACTION:

Board Approved Denied
County Administrator Approved Denied

ITEM TO ITEM
RESERVE
XX BY RESOLUTION
SUPPLEMENTAL BUDGET

SIGNATURE:

Signature:

DATE: / /

Posted by Clerk:

RESOLUTION NUMBER 20-21-_____

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS IN AND FOR
HIGHLANDS COUNTY, FLORIDA AUTHORIZING AMENDMENT TO THE
GENERAL FUND.**

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

WHEREAS, the following budget amendment is necessary and proper within the General Fund; and

WHEREAS, to set up funding for Project 20048 Rural Toolkit Site Preparedness Grant and Project 20049 Rural Toolkit Marketing Grant; and

WHEREAS, to appropriate those funds to Project 20048 to help complete the next tasks in commissioner's utility expansion priority and Project 20049 to assist in the marketing efforts of Highlands County Economic Development Office to prospective businesses in the amounts of \$25,000 and \$5,000 respectively.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners in and for Highlands County, Florida this _____ day of _____, 2021 that budget amendment 20-21-081 is hereby approved and authorized.

**BOARD OF COUNTY COMMISSIONERS OF
HIGHLANDS COUNTY, FLORIDA**

Chairperson

Attest: _____
Clerk of Courts

Approved as to Budgetary Requirements

OMB Department

**Highlands County
Grant/Project Control Record**

INSTRUCTIONS:

- (1) Submit the form to the Office of Management and Budget (OMB), **Sections 1 and 2 MUST** be completely filled out . **Please do not leave anything blank, if it does not apply to your situation use the N/A abbreviation.**
- (2) OMB will assign the Grant/Project number.
- (3) After OMB processes the form, it will be sent to the Clerk's Accounting Division to be entered into the system.
- (4) The Clerk's Accounting Division will make copies of the form after posting the information to the system. Copies will then be sent to the department requesting the Grant/Project number, OMB, and Purchasing.
- (5) This file will be made available in a read only format in Excel under O:\Budget\Budget Forms\Blank Grant-Proj Control Record Form - Revised 03-09-2011.xls.
- (6) Force Account Construction indicates that Highlands County employees will be used in the construction process and that the project will be recorded as an asset in the accounting records.

SECTION 1 - DEPARTMENT

Highlands County Grant/Project Number: 20048 Advanced Funding: ☐ YES ☒ NO CFS: ☐ YES ☒ NO
Reimbursement Type Funding: ☒ YES ☐ NO Grant: ☒ YES ☐ NO
Add(AD)/Change(CH)/Delete(DL): AD Force Account Construction: ☐ YES ☒ NO
Grant / Project Title: Rural Toolkit Site Preparedness Grant
Description: Site specific planning and pre-development activities including property surveys, master planning, engineering surveys, or environmental studies.
Grantor / Contributing Agency: Enterprise Florida Inc. Grant ID#: G-03295
Grant / Project Period: Begin: 7/1/2020 End: 6/30/2021
Grant / Project Manager(s): Jeff King *Grant CFDA or CSFA #: 40.003
*(THE FIELD BELOW IS ONLY REQUIRED FOR ALL FEDERAL AND STATE GRANTS.)
Total Project Amount: \$ 25,000.00 Shares: Local 0 % State 100 % Federal 0 %
Grant / Project Fund #(s): 005 CC#(s): 2810 Expense #(s): 53100Z
Grant / Reimbursement Amount: \$ 25,000.00 Revenue #(s): 3345000Z

SECTION 2 - DEPARTMENT

Form completed by: Print name: Jeff King Date: 4/16/2021
Sign name: Jeff King Dept: Economic Development

SECTION 3 - OMB

Signature: Angela Bollinger Digitally signed by Angela M. Bollinger
Date: 2021.04.16 14:49:53 -04'00' Date Received: 4/16/2021

SECTION 4 - ACCOUNTING

Signature: Robin L. Dodd Digitally signed by Robin L. Dodd
Location: Accounting, Highlands County Clerk of Courts
Date: 2021.04.20 11:35:22 -04'00' Date Received: 04/16/2021

Date Entered Into System: 04/20/2021 Date Copies Mailed: _____
Function: 55000 Activity: 55200 Last Revised: 3/9/2011

**Highlands County
Grant/Project Control Record**

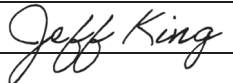
INSTRUCTIONS:

- (1) Submit the form to the Office of Management and Budget (OMB), **Sections 1 and 2 MUST** be completely filled out. **Please do not leave anything blank, if it does not apply to your situation use the N/A abbreviation.**
- (2) OMB will assign the Grant/Project number.
- (3) After OMB processes the form, it will be sent to the Clerk's Accounting Division to be entered into the system.
- (4) The Clerk's Accounting Division will make copies of the form after posting the information to the system. Copies will then be sent to the department requesting the Grant/Project number, OMB, and Purchasing.
- (5) This file will be made available in a read only format in Excel under O:\Budget\Budget Forms\Blank Grant-Proj Control Record Form - Revised 03-09-2011.xls.
- (6) Force Account Construction indicates that Highlands County employees will be used in the construction process and that the project will be recorded as an asset in the accounting records.

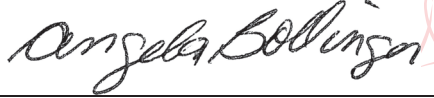
SECTION 1 - DEPARTMENT

Highlands County Grant/Project Number: <u>20049</u>		Advanced Funding: ☐ YES ☒ NO	CFS: ☐ YES ☒ NO
Add(AD)/Change(CH)/Delete(DL): <u>AD</u>		Reimbursement Type Funding: ☒ YES ☐ NO	Grant: ☒ YES ☐ NO
Grant / Project Title: <u>Rural Toolkit Marketing Grant</u>		Force Account Construction: ☐ YES ☒ NO	
Description: <u>Contract w/Economic Development Marketing firm to assist w/implementation of marketing & communications plan including a new marketing video w/industrial/manufacturing focus. Film industrial facilities, testimonials, & build photo library. Svcs for reimbursement to include project management, concept development/creative direction, videography, editing, photography & video production.</u>			
Grantor / Contributing Agency: <u>Enterprise Florida Inc.</u>		Grant ID#: <u>G-03294</u>	
Grant / Project Period: Begin: <u>7/1/2020</u> End: <u>6/30/2021</u>			
Grant / Project Manager(s): <u>Jeff King</u>		*Grant CFDA or CSFA #: <u>40.003</u> *(THE FIELD BELOW IS ONLY REQUIRED FOR ALL FEDERAL AND STATE GRANTS.)	
Total Project Amount: \$ <u>5,000.00</u>		Shares: Local <u>0</u> % State <u>100</u> % Federal <u>0</u> %	
Grant / Project Fund #(s): <u>005</u> CC#(s): <u>2810</u>		Expense #(s): <u>53100Z</u>	
Grant / Reimbursement Amount: \$ <u>5,000.00</u>		Revenue #(s): <u>3345000Z</u>	

SECTION 2 - DEPARTMENT

Form completed by:	Print name: <u>Jeff King</u>	Date: <u>4/16/2021</u>
	Sign name: <u></u>	Dept: <u>Economic Development</u>

SECTION 3 - OMB

Signature: <u></u>	Digitally signed by Angela M. Bollinger Date: 2021.04.16 14:49:02 -04'00'	Date Received: <u>4/16/2021</u>
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SECTION 4 - ACCOUNTING

Signature: <u></u>	Digitally signed by Robin L. Dodd Location: Accounting, Highlands County Clerk of Courts Date: 2021.04.20 11:43:41 -04'00'	Date Received: <u>04/16/2021</u>
Date Entered Into System: <u>04/20/2021</u>	Date Copies Mailed: _____	
Function: <u>55000</u>	Activity: <u>55200</u>	

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Marc Bashoor, Public Safety Director
Rebecca Cable, Human Resources Manager

SUBJECT/TITLE: Requesting to reinstate three defunded Firefighter Paramedic positions to serve as "Floats" to assist with overtime and prevent employee burnout.

STATEMENT OF ISSUE

The Public Safety Director is requesting to reinstate three of the 12 Firefighter Paramedic positions that were defunded for the 2019/2020 Fiscal Year. These positions would be "Float" positions, meaning they would fill in at many stations in the event of call-outs, vacations, etc. The intent is to have these employees assist with employee burnout and reduce the amount of mandatory overtime for the current Paramedics. If the reinstatement of the positions is approved, Public Safety will work with the Office of Management and Budget and Human Resources to determine funding and fill the positions.

RECOMMENDED ACTION

Move to approve reinstatement of the three Firefighter Paramedic positions as presented.

FISCAL IMPACT

The potential fiscal impact would be a \$188,290.00 salary and benefits increase to the Fire Assessment and General Fund. This would be offset by potential Overtime savings - the current Overtime charges to Public Safety are \$698,376.

Attachments: [FF_Medic 56 hr \(1114\) 12.16.2019.pdf](#)

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	12/16/2019	Department:	Fire Rescue (3217)
Title/(Status)/Job Code:	Firefighter/Paramedic 56hr (1114)	Reports To:	Lieutenant
Pay Grade/Salary Range:	PG - 305 \$18.55 - \$28.76 (\$56,287.15 - \$87,245.08)	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A professional position responsible for the maintenance of firefighting skills and paramedic license, performance of basic and advanced life support skills, prevention and extinguishment of fires, the protection and saving life and property, and the enforcement of County and State fire prevention codes, as well as any law pertaining to the prevention and control of fires.

ESSENTIAL JOB FUNCTIONS:

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

- Responds to fire and EMS calls with a fire company and performs fire/EMS/rescue duties as assigned or assumed.
- Rescues and removes persons from danger.
- Operates various pieces of fire and EMS apparatus and equipment to deliver advanced life support skills and extinguish fires.
- Ventilates burning buildings to eject smoke, heat, and gases as directed.
- Performs salvage and overhaul operations at fire scenes as directed.
- Performs cleaning and maintenance tasks on department buildings and equipment.
- Performs prevention and education activated as directed, to include fire hydrant maintenance if necessary.
- Performs annual testing and inspection of fire hose.
- Attends training in subjects pertinent to EMS, (ALS), firefighting, fire inspections, equipment operation, emergency medical treatment, and other related areas.
- Promotes and conducts public education programs as directed.
- Makes periodic visits to building to conduct pre-fire planning.
- Provides Basic and Advanced Life Support care (in compliance with Chapter 401, Florida Statutes, and Chapter 10D-66, F.A.C. according to the established County EMS Procedures Manual and applicable protocols and standing orders, to the person in need of medical attention.
- Administers pre-hospital emergency rescue and medical services, and advanced life support allowed within the scope of training.
- Occasionally fills in as a EMT on a BLS unit as directed by a ranking officer.
- Serves as an ambulance driver as needed.
- Handles emergency and non-emergency patient transfers as assigned, including both in-county and out-of-

county.

- Completes necessary written reports, including patient reports, patient bills, and daily team and unit reports, in a timely accurate fashion.
- Cleans and maintains ambulance and equipment on a daily basis, including maintaining required inventory of ambulance supplies and equipment. Keeps signed station clean.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Consistently follows Board policies and procedures.
- Responds productively to change and performs all other tasks as directed.
- Works productively with all personnel throughout the chain of command.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and skill in the use of firefighting techniques, policies, procedures, and practices.
- Knowledge and skill in the use of advanced life support emergency medical treatment practices.
- Ability to gain knowledge of street locations, geography, and types of building construction in their assigned district.
- Ability to know the various types of fire hazards within their assigned district.
- Ability to continually learn and update techniques and procedures in firefighting and emergency medical care.
- Ability to understand and carry out oral and written instructions.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to drive and operate fire service vehicles and apparatus on and off-road safely under emergency conditions.
- Skill in the use and maintenance of firefighting and emergency medical equipment.
- Knowledge of Cardiopulmonary Resuscitation, and the use of other Advanced Life Support life sustaining practices and equipment.
- Knowledge of safety and comfort measures and methods in the handling and treatment of patients.
- Ability to become familiar with the roadway/highway systems within Highlands County.
- Knowledge of Florida safety requirements and privileges when responding to non-emergency and emergency situations.
- Knowledge of Florida traffic and driving regulations.
- Ability to maintain effective working relationships with co-workers (paid and volunteer), managers, supervisors, directors, elected officials, vendors and the general public.

PHYSICAL SKILLS:

This work requires the occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; ability to lift and carry up to 50 lbs., must meet physical and medical requirements for firefighter and hazardous material per N.F.P.A. Standards.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

Graduation from high school or possession of an acceptable equivalency diploma.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida drivers' license. Florida Firefighter II Certificate of compliance required. Maintain current Florida Paramedic certification, and AHA/Advanced Cardiac Life Support certification (ACLS), Pediatric Advanced Life Support (PALS), 16-hour Emergency Vehicle Operation (EVOC or CEVO), and Current CPR/AED for Health Care Provider (BLS). Must be approved by the E.M.S. Medical director to practice as a Paramedic.

OTHER JOB-RELATED REQUIREMENTS:

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

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Marc Bashoor, Public Safety Director
Rebecca Cable, Human Resources Manager

SUBJECT/TITLE: Request approval to delete the Training Captain (Firefighter Paramedic) 40-hour position and replace with the Community Risk Reduction Official position.

STATEMENT OF ISSUE

Human Resources has posted the Training Captain, Firefighter Paramedic position several times over the course of the last year, and has not had success filling the position. The Public Safety Director feels that community education is a vital component of fire prevention. The proposed Community Risk Reduction Official (CRRO) position's main focus will be community education and fire prevention. The CRRO position is a non-Special Risk, 40-hour position and will report to the Fire Marshal.

RECOMMENDED ACTION

Move to approve the position deletion and replacement as presented.

FISCAL IMPACT

These changes represent \$32,270.96 in annual salary and benefits savings.

Attachments: [CaptainTraining.FF.Medic 40hr \(1110\) 12.16.19.pdf](#)
[Community Risk Reduction Official \(TBD\) 4.23.2021.pdf](#)

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	12/16/2019	Department:	Fire Rescue (3217)
Title/(Status)/Job Code:	Captain (Training/FF-Medic 40 hour) (1110)	Reports To:	Battalion Chief
Pay Grade/Salary Range:	PG-307 \$22.45 - \$35.06 \$46,699.68 - \$72,926.23	Closing Date:	Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A professional position responsible to direct and supervise all training activities. May direct and supervise crew and/or team activities and personnel (paid and volunteer) in all operational manners.

ESSENTIAL JOB FUNCTIONS:

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

- Provide instruction and training; evaluate and counsel subordinates; determine need for discipline and recommend appropriate actions; maintain and verify time sheets.
- Develops and delivers training programs, to include courses and programs.
- Responds to all calls and alarms, either fire or emergency medical calls; evaluate and remedy situations and administer medical treatment.
- Coordinates and maintains records, logs and statistics that pertain to training and certifications (currently Target Solutions).
- Coordinates and maintains records, logs and statistics that pertain to fire and rescue responses along with company fire inspections, training activities and the maintenance of facilities and equipment (Currently ESO).
- Determine the method of initial fire attack; supervise crew operations to extinguish and/or contain fires.
- Conducts cause and origin and cause fire investigations, in coordination with the incident commander.
- Assume command or tactical command at fire and emergency scenes until relieved by a senior ranking officer; completes incident reports.
- Participates in promoting fire and EMS prevention/education and other safety education efforts throughout County.
- Responds to fires and other emergency conditions, to include on-the-scene fighting of fires.
- Assign specific tasks for the Lieutenants/Firefighter/Paramedics and crews to complete; maintain radio contact with other units at all times.
- Provide on scene crew/and or incident management to volunteers and County Firefighter/EMT's/Paramedics, and others as required through implementation of the Incident Command System.
- Participate in the use and maintenance of firefighting and emergency medical equipment.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Participates in and delivers drills, classes and schools in firefighting, emergency medical treatment, supervisory practices and other fire services related areas.
- Consistently follows Board policies and procedures.

- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.
- May be assigned to a 56-hour or 40-hour schedule at the discretion of the Fire Chief to perform specialized administrative duties in support of the Department Division.
- Work through the chain of command for all emergency operations and conduction shift duties, except as specifically allowed by policy or a superior officer.
- Prepares and is responsible for preparing reports of activities with in a shift or team assignment to the Battalion Chief or above.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current instructional methodology and techniques of delivery.
- Knowledge of crew management techniques ad leadership qualities.
- Knowledge of the laws, rules and regulations related to fire and EMS training and records retention.
- Knowledge of the laws, rules, and regulations related to the storage and handling of hazardous materials.
- Knowledge of firefighting techniques, fire ground safety, and emergency medical treatment.
- Knowledge of all basic station management and support, training, and operational functions, to include all administrative functions of station management.
- Ability to develop and mentor new and existing employees.
- Ability to recognize and define fire safety hazards and to recommend effective remedial measures in existing structures.
- Ability to perform prolonged and arduous work under adverse conditions.
- Ability to work heights.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
- Ability to maintain a positive and forward-thinking work environment, with both volunteer and paid firefighters, EMT's and paramedics.

PHYSICAL SKILLS:

This work requires the occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; ability to lift and carry up to 50 lbs., must meet physical and medical requirements for firefighter and hazardous material per N.F.P.A. Standards.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A minimum of (7) seven years' experience in firefighting and EMS skills. A minimum of (2) two years progressive management, to have included crew management. Graduation from high school or possession of an acceptable equivalency diploma. A Degree in Arts or EMS or Fire Science Degree preferred.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Current State of Florida Driver license. Current State of Florida Firefighter II. Current State of Florida Instructor I, II, or III. Current State of Florida Fire Officer I and Fire Officer II certification within (1) one year of appointment. Current State of Florida or National Registry Paramedic required. Current BLS, ACLS, and PALS certification. BLS Instructor, ACLS Instructor and PALS Instructor preferred. 16-hour Emergency Vehicle Operations (EVOC or CEVO)

OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential. Paid FIREFIGHTERS in Highlands County will not be able to operate as volunteer FIREFIGHTERS in Highlands County. Maintains Florida and National paramedic license and follows all recertification requirement/protocols to remain continuously certified and provide advanced life support medical treatment.

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis age, race, sex, religious belief, color, national origin, disability/handicap, gender, gender identity, sexual orientation, genetics or any other legally protected group/class. We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	April 23, 2021	Department:	Public Safety
Title/Job Code:	Community Risk Reduction Official (TBD)	Reports To:	Fire Marshal (1149)
Pay Grade/Salary Range:	112 - \$41,345.05 - \$64,084.83	Closing Date:	N/A

Completed applications for employment with Highlands County may be submitted online via the County's Applicant Tracking System. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A professional position responsible for the prevention of fires, the protection and saving of life and property - to include public education, and the enforcement of County and State fire prevention codes, as well as of any law pertaining to the prevention and control of fires.

ESSENTIAL JOB FUNCTIONS:

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

- Requires considerable public contact and education, which requires the employee be able to interact and communicate effectively in both written and verbal formats.
- Participates in promoting fire prevention and safety education throughout the County.
- Conducts periodic fire safety inspections as assigned.
- Assists with enforcement of the Florida Fire Prevention Code.
- Conducts plan review for fire code compliance.
- Inspects construction sites as necessary to ensure compliance with the approved construction documents, and the Florida Fire Prevention Code.
- Issues notices of violations or non-compliance.
- Inspects storage of explosives, flammable materials, and other hazardous materials.
- Investigates complaints of fire safety hazards which are reported.
- Conducts re-inspections as directed.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Consistently follows Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.
- Works productively with all personnel throughout the chain of command.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of fire safety laws, rules, and regulations, including the Florida Fire Prevention Code.
- Knowledge of the principles and practices of fire safety and inspection techniques.
- Knowledge of the laws, rules, and regulations related to the storage and handling of hazardous materials.

Revised: 04/2021

- Familiarity with firefighting techniques, fire ground safety, and emergency medical treatment protocols.
- Ability to read plans and/or blueprints to ensure fire safety compliance in new structures.
- Ability to recognize and define fire safety hazards and to recommend effective remedial measures in existing structures.
- Ability to work at heights.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

PHYSICAL SKILLS:

This work requires the occasional exertion of over 50 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; ability to lift and carry up to 50 lbs., must maintain good and healthy physical condition.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Graduation from high school or possession of an acceptable equivalency diploma. Public Safety Educator experience and Fire Instructor I preferred. Prefer five years or more working with combination paid/volunteer fire/EMS departments.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

A minimum of 3 years of experience as a certified fire inspector, including current Florida Fire Inspector certification. Any combination of five years or more of enforcement/inspection responsibility, with the current FL fire inspector certification, will be considered. Must possess and maintain a valid Florida Driver's license and a current CPR/AED card.

OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Sherry Sutphen, County Attorney

SUBJECT/TITLE: A Resolution of the Highlands County Board of County Commissioners Pertaining to the Disclaimer of any Right or Interest in and to Certain Specified Real Property; Providing for Legislative Findings and Intent; Providing for Disclaimer of Real Property Interest; Providing for the Implementation of Administrative Actions; Providing for Scrivener's Errors; Providing for Conflicts; Providing for Severability; and Providing an Effective Date.

STATEMENT OF ISSUE

On March 17, 2021, the County received written notice from Chris Lusby, Debbie Lusby and Donald Lusby, requesting that Highlands County vacate any right or interest that it may have in and to an easement described in Official Records Book 1750, Page 1211, of the Public Records of Highlands County, Florida, in order to secure their property and protect their livestock. The County has determined that it does not maintain an interest in the Property, nor does it have a need to maintain an interest in said easement.

RECOMMENDED ACTION

Move to approve the Resolution of the Highlands County Board of County Commissioners Pertaining to the Disclaimer of any Right or Interest in and to Certain Specified Real Property; Providing for Legislative Findings and Intent; Providing for Disclaimer of Real Property Interest; Providing for the Implementation of Administrative Actions; Providing for Scrivener's Errors; Providing for Conflicts; Providing for Severability; and Providing an Effective Date.

FISCAL IMPACT

There is no fiscal impact

Attachments: [Resolution Disclaiming interest in easement.SGS.pdf](#)

RESOLUTION NO. 20-21-87

A RESOLUTION OF THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS PERTAINING TO THE DISCLAIMER OF ANY RIGHT OR INTEREST IN AND TO CERTAIN SPECIFIED REAL PROPERTY; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR DISCLAIMER OF REAL PROPERTY INTEREST; 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 17, 2021, the County received written notice, attached as **Exhibit "A"**, from Chris Lusby, Debbie Lusby and Donald Lusby, requesting that Highlands County vacate any right or interest that it may have in and to the easement described in Official Records Book 1750, Page 1211, of the Public Records of Highlands County, Florida (Property); and

WHEREAS, upon review of the document recorded in Official Records Book 1750, Page 1211, of the Public Records of Highlands County, Florida, the County has determined that it does not maintain an interest in the Property described therein, nor does it have a need to maintain an interest in said easement.

WHEREAS, on May 4, 2021, a public hearing was conducted and after full consideration, it has been determined that pursuant to Florida Statutes, Section 336.09, Highlands County is empowered to renounce or disclaim any interest in land or any portion thereof.

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. Disclaimer of Real Property Interest. Highlands County hereby disclaims and renounces any right or interest it may have in and to the easement or easements described in the Warranty Deed dated March 14, 2004, recorded in Official Records Book 1750, Page 1211, Quit-Claim Deed dated May 3, 2009, recorded in Official Records Book 2205, Page 1144, Special Warranty Deed dated June 21, 2016, recorded in Official Records Book 2534, Page 284 and that document recorded in Official Records Book 684, Page 715, correcting that document recorded in Official Records Book 682, Page 156, all in the 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 disclaimer of interest in and to the easement 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 _____ day of May, 2021.

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**

By: _____
Scott Kirouac, Chairman

ATTEST:

Jerome Kaszubowski, Clerk of Court

G:\COUNTY\RESOLUTIONS\Engineering\Resolution Disclaiming interest in easement.SGS.docx

Exhibit "A"

03/17/2021

Board of County Commissioners

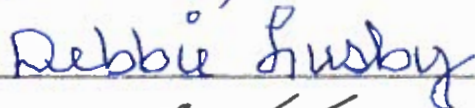
We (Chris Lusby, Debbie Lusby and Donald Lusby) respectfully request that the County vacate any right or interest that it has in the easements set forth on that document recorded in the Official Records Book, pages 156-157 of the public records of Highlands County, Florida. Our property deeds are included with this request. This resolution is needed in order to secure our property and protect the livestock therein. Your help is greatly appreciated.

Thank you,

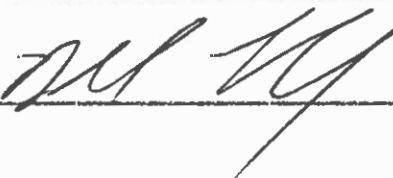
Chris Lusby



Debbie Lusby



Donald Lusby



59c

183A

↑
2nd
DURATION

DESCRIPTION: A portion of Section 25, Township 17 South, Range 30 East, Highlands County, Florida more particularly described as follows:
 Commence at the northeast corner of said Section 25; thence run South 05° 07' East along the East line of said Section 26 for a distance of 3927.33 feet to a point; thence run North 59° 51' 53" West for a distance of 60.0 feet to the POINT OF BEGINNING; thence continue South 59° 51' 53" West for a distance of 1946.49 feet to a point; thence run North 07° 44' West along the East-West Quarter Section line of said Section 25 for a distance of 1946.49 feet to a point; thence run North 59° 51' 53" West for a distance of 1946.49 feet to a point on the West right-of-way line of State Road No. 5-29; thence run South 05° 07' East along the West right-of-way line of said State Road No. 5-29 for a distance of 1946.49 feet to the POINT OF BEGINNING. Subject to an easement of the East 90 feet of the South 48 feet thereof.

Ted and Amy Meadoropolos
 3-23-81

PREPARED BY:
 J. and V. LAND SURVEYING SERVICES, INC.
 865 Lake Placid, Fl. 33852
 P.O. Box 596

THEO ESTATES

PAGE 1 of 2 PAGES

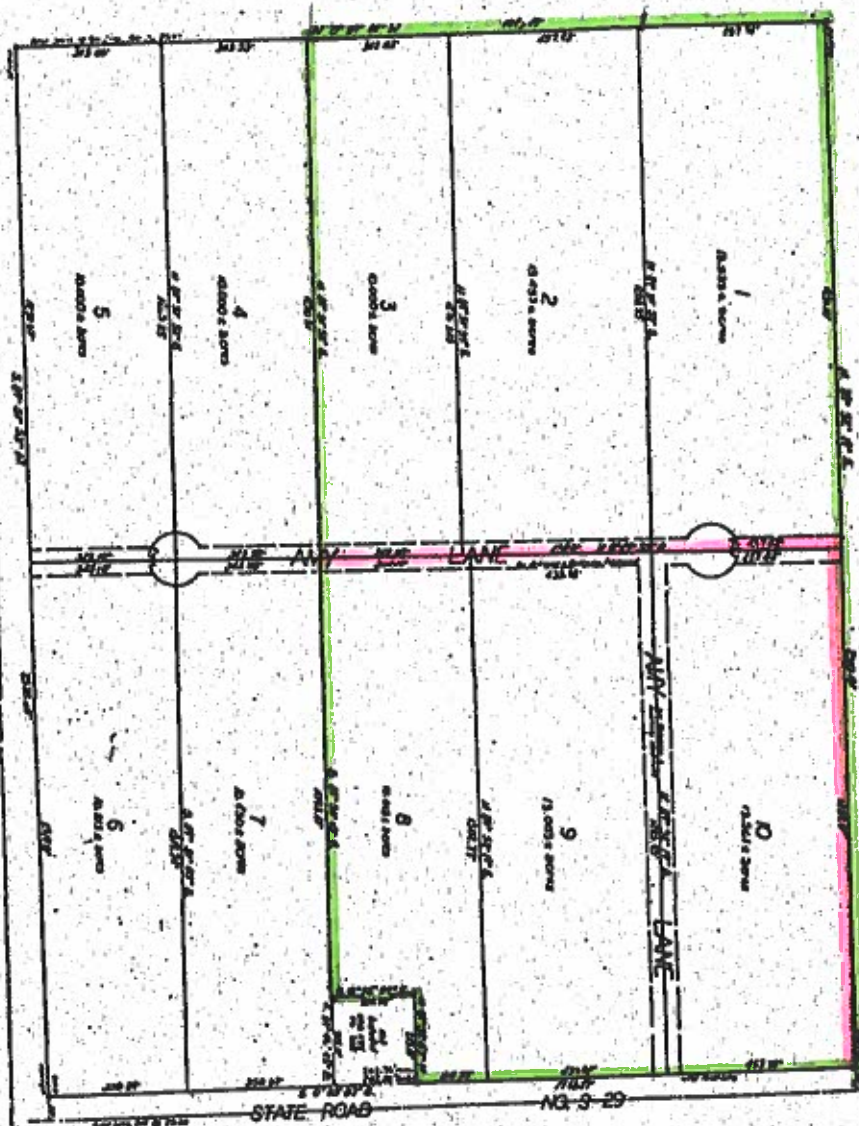
1000


 Michael J. Allen, Atty
 P.O. Box 596
 Lake Placid

1035529

PAGE 2 OF 2 PAGES

THIRD ESTATES



MAP 30 11 39 AM '81
RECORDED
MICHIGAN COUNTY, FLA.

451389 152 453529

DESCRIPTION: A portion of Section 26, Township 37 South, Range 30 East, Highlands County, Florida were partially described as follows:
 1. A portion of said Section 26, for a distance of 3927.33 feet from the northeast corner of said Section 26; thence run south 0° 05' 07" East along the State line of said Section 26 for a distance of 5927.33 feet to a point; thence run north 0° 07' 48" West along the east-west quarter section line of said Section 26; for a distance of 1946.49 feet to a point; thence run north 59° 51' 39" East for a distance of 1980.16 feet to a point on the west right-of-way line of State Road No. S-23; thence run South 0° 05' 07" East 210.75 feet to the southeast corner of said State Road No. S-23 for a distance of 1946.17 feet to the first of said points.
 LESS AND EXCEPT PARCEL DESCRIBED IN O. B. BOOK SIX, PAGE TWO, PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA.

Ted and Amy Meadenopolos
 3-23-81

PREPARED BY:
 T & V LAND SURVEYING SERVICES, INC., N. 7882
 THEO ESTATES

THEO. ESTATES

463529 (465054)

 Michael Riden, Atty.
P.O. Box 5118
Lake Placid

7.001eL

465054

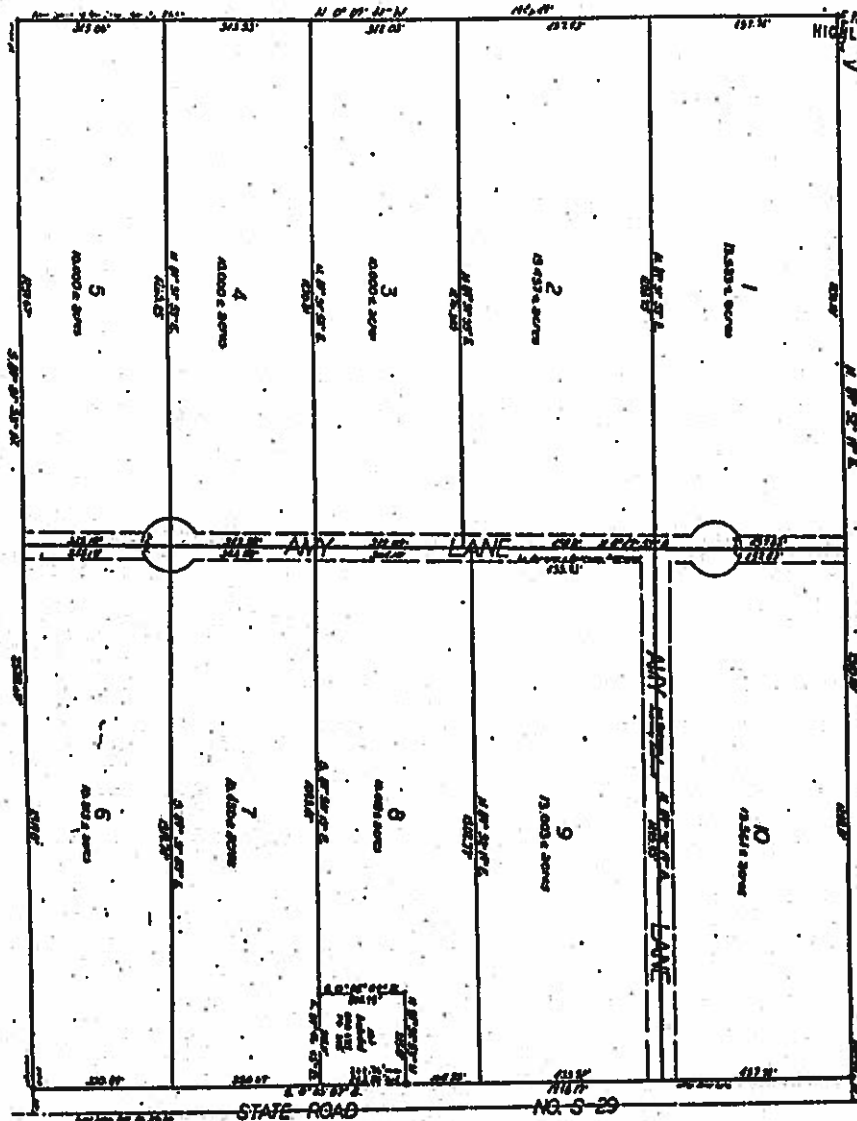
FILED AND RECORDED

APR 22 2 56 PM '81

CLERK, HIGHLANDS COUNTY, FLA.

PAGE 2 OF 2 PAGES

THE ESTATES



HIGHLANDS COUNTY, FLA.

MAY 30 11 39 AM '81

FILED AND RECORDED

(157) PAGE 157

463529

157 PAGE 157

15.08 MC
984.20

WARRANTY DEED

DEED DOC STAMPS 984.20 D.C. GA

Made this 14 day of March, A.D. 2004
by

ELIZABETH A. JOHN, MARY C. JOHN, THOMAS A. JOHN and ROBERT A. JOHN,
Each as to an undivided twenty-five (25%) percent interest, whose post office address is: 12006
Ft. King Road, Dade City, Fl 33525

hereinafter called the grantor, to

CHRISTOPHER D. LUSBY and DEBORAH A. LUSBY, his wife

whose post office address is 1 Triange Park, Lake Placid, Florida 33852

hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to
this instrument and the heirs, legal representatives and assigns of individuals, and the successors
and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of \$ 10.00 and other
valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells,
aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in
Highlands ~~Passo~~ County, Florida, viz:

SEE SCHEDULE "A" ATTACHED AND MADE A PART HEREOF

**Said property is not the homestead of the Grantors under the laws and constitution of the
State of Florida in that neither Grantors or any members of the household of Grantors
reside thereon.**

Parcel Identification Number: C263730-01000100000 (2003)

**Together with all the tenements, hereditaments and appurtenances thereto belonging or in
anywise appertaining.**

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of
said land in fee simple: that the grantor has good right and lawful authority to sell and convey said
land; that the grantor hereby fully warrants the title to said land and will defend the same against
the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except
taxes accruing subsequent to December 31, 2003.

OFFICIAL RECORDS
BK 1750 PG 1212

1242780

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Karen D. Frost
KAREN D. FROST

Elizabeth A. John L.S.
ELIZABETH A. JOHN

Mary C. John L.S.
MARY A. JOHN

Jeane E Voorhees

Thomas A. John L.S.
THOMAS A. JOHN

Jeane E Voorhees

Robert A. John L.S.
ROBERT A. JOHN

State of Florida
County of Pasco

The foregoing instrument was acknowledged before me this 14th day of MARCH 2004, by

ELIZABETH A. JOHN, MARY C. JOHN, THOMAS A. JOHN and ROBERT A. JOHN

who is personally known to me or who has produced _____ as identification.



(Seal)

Prepared by: Mickey Cowgill
Record & Return to:
A. P. Gibbs, Esquire
37937 Heather Place
Dade City, Florida 33525

Paul P. Midili

Notary Public

Print Name

PAUL P. MIDILI

Notary Public, State of Florida

My comm. exp. Dec 11, 2007

Comm. No. DD 274376

LEGAL DESCRIPTION

OFFICIAL RECORDS
BK 1750 PG 1213

1242780



TRACTS 1, 2 and 3, THEO ESTATES UNRECORDED, as described in O.R. Book 682, Page 156 of the Public Records of Highlands County, Florida

together with an easement for drainage and ingress and egress over the North 66 feet of the following described property: Commence at the NE corner of said Section 26, Township 37S, Range 30E, Highlands County, Florida; thence South 0°05'07" East for a distance of 1981.16 feet to a point; thence South 89°52'19" West for a distance of 60 feet to the POB; thence continue South 89°52'19" West for a distance of 1289.0 feet to a point; thence South 0°47'53" West for a distance of 1257.86 feet to a point; thence South 89°50'13" East for a distance of 1093.41 feet to a point; thence North 0° 05'07" West for a distance of 201.85 feet to a point; thence South 89°54'53" East for a distance of 215.0 feet to a point on the West right of way line of State Road S-29; thence North 0°05'07" West for a distance of 1062.25 feet to the POB.

FILE# 1242780 RCD: Apr 08 2004 @ 3:00 PM
L.E. "Luke" Brooker Clerk of Courts Highlands Co

Inst. Number: 200914004909 Date: 6/4/2009 Time: 4:00:00 PM Page 1 of 2

JB
18.50

**THIS INSTRUMENT PREPARED BY
AND RETURN TO:**

Michael E. Wynn, Esquire
Michael E. Wynn, P.A.
123 West Oak Street,
Arcadia, Florida 34266
(863) 491-0074



I CERTIFY THIS DOCUMENT TO BE A
TRUE AND CORRECT COPY OF THE
ORIGINAL ON FILE.
STATE OF FLORIDA COUNTY OF DESOTO
MITZIE W. MCGAVIC, CLERK OF COURT
DATE: 6/28/09
BY: M. McGavic D.C.

Inst:200914004909 Date:6/4/2009 Time:4:00 PM
Doc Stamp-Deed:0.70
DC, Mitzie McGavic, Desoto County Page 1 of 2

Grantee: Donald Lusby

PARCEL NUMBER: C-26-37-30-A00-0021-0000

QUIT-CLAIM DEED

THIS QUIT-CLAIM DEED, executed this 3rd day of May, 2009, by Aisha Lusby, whose mailing address is 137 Theo Lane, Lake Placid, Florida 33852, party of the first part, and Donald Lusby, whose mailing address is 137 Theo Lane, Lake Placid, Florida 33852, party of the second part,

WITNESSETH, that the said first party, for and in consideration of the sum of \$10.00, in hand paid by the said second party, the receipt whereof is hereby acknowledged, does hereby remise, release and quit-claim unto the said second party forever, all the right, title, interest, claim and demand which the said first party has in and to the following described lot, piece or parcel of land, situate, lying and being in the County of Highlands, State of Florida, to-wit:

The North $\frac{1}{4}$ of Tract 3 of Unrecorded Theo Estates being described and depicted on that certain map (plat) attached to that document recorded in O.R. Book 684, Page 715, Public Records of Highlands County, Florida, which corrected that instrument recorded in O.R. 682, Page 156, Public Records of Highlands County, Florida.

The above described tract is more particularly described as follows:

A portion of Tract 3, Theo states, as recorded in Official Record Book 682, Pages 156 and 157, more particularly described as follows: Commence at the Northeast Corner of Section 26, Township 37 South, Range 30 East, Highlands County, Florida; thence South $00^{\circ} 05' 07''$ East along the East line of said Section 26, a distance of 1981.16 feet; thence North $89^{\circ} 52' 19''$ West a distance of 60 feet; thence continue North $89^{\circ} 52' 19''$ West a distance of 1349.00 feet; thence South $00^{\circ} 47' 43''$ West a distance of 915.83 feet to the Point of Beginning; thence continue South $00^{\circ} 47' 53''$ West along the East line of said Tract 3 a distance of 171.04 feet; thence North $89^{\circ} 51' 53''$ West a distance of 1273.58 feet; thence North $00^{\circ} 07' 44''$ West along the West line of said Tract 3 a distance of 171.02 feet to the Northwest corner of said Tract 3; thence North $89^{\circ} 51' 53''$ East along the North line of said Tract 3 a distance of 1276.34 feet to the Point of Beginning.

Subject to reservations, restrictions and easements of record.

Inst. Number: 200914004909 Date: 6/4/2009 Time: 4:00:00 PM Page 2 of 2

PARTY OF THE FIRST PART CERTIFIES THAT THE ABOVE-DESCRIBED PROPERTY IS NOT HER HOMESTEAD NOR IS IT CONTIGUOUS TO HIS HOMESTEAD PROPERTY.

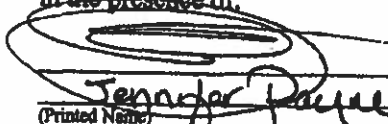
THIS CONVEYANCE IS BEING MADE PURSUANT TO THE SETTLEMENT AGREEMENT IN CASE NUMBER 09 DR 508, TWELFTH JUDICIAL CIRCUIT COURT, IN AND FOR DESOTO COUNTY, FLORIDA.

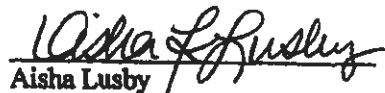
THIS INSTRUMENT WAS PREPARED FROM UNVERIFIED INFORMATION. NO EXAMINATION OF THE TITLE WAS REQUESTED OR MADE, AND THE SCRIVENER ASSUMES NO RESPONSIBILITY FOR TITLE OR DESCRIPTION ERRORS.

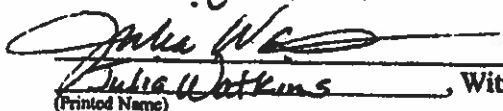
TO HAVE AND TO HOLD the same together with all the hereditaments and appurtenances thereunto belonging or in anywise appertaining, to the said party of the second part, his heirs and assigns forever.

IN WITNESS WHEREOF, the said first party has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered
in the presence of:

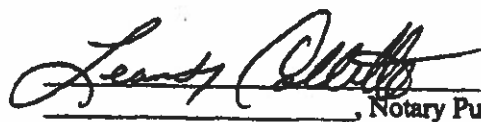

(Printed Name) _____, Witness


Aisha Lusby


(Printed Name) _____, Witness

STATE OF FLORIDA:
COUNTY OF HIGHLANDS:

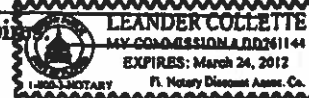
The foregoing instrument was acknowledged before me this 3rd day of June, 2009,
by Aisha Lusby, who is personally known to me or who has produced
_____ as identification.


_____, Notary Public

State of Florida at Large

Commission No. _____

My commission expires _____



Prepared by and return to:

DANIELLE L. BREWER

Attorney at Law

Swaine & Harris, P. A.

401 Dal Hall Blvd

Lake Placid, FL 33852

863-465-2811

File Number: P6311-005

Parcel Identification Number: C263730-01000800000

MB
18.50
1,400.00



[Space Above This Line For Recording Data]

Special Warranty Deed

This Special Warranty Deed made this 21st day of June, 2016 between OUTWEST FARMS, INC., a Florida corporation whose mailing address is Post Office Box 2738, Lake Placid, Florida 33862, grantor, and CHRISTOPHER D. LUSBY and DEBORAH A. LUSBY, husband and wife whose mailing address is 125 Theo Lane, Lake Placid, Florida 33852, grantee:

(Whenever used herein the terms grantor and grantee include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Highlands County, Florida, to-wit:

A parcel of land in Section 26, Township 37 South, Range 30 East, Highlands County, Florida, more particularly described as follows:

COMMENCE at the Northeast corner of said Section 26; thence South 0°05' 07" East for a distance of 1981.16 feet to a point; thence South 89° 52' 19" West for a distance of 60 feet to the Point of Beginning; thence continue South 89° 52' 19" West for a distance of 1289.0 feet to a point; thence South 0° 47' 53" West for a distance of 1257.86 feet to a point; thence South 89° 50' 13" East for a distance of 993.41 to point; thence North 0° 05' 07" West for a distance of 301.71 feet to a point; thence South 89° 54' 53" East for a distance of 315.0 feet to a point on the West right of way line of State Road S-29; thence North 0° 05' 07" West for a distance of 962.25 feet to the Point of Beginning; containing 35.41 acres. SUBJECT to a 66 foot drainage and road right of way easement along the Northerly boundary and a 33 foot strip for drainage and road right of way easement along the Westerly boundary.

SUBJECT TO:

1. Comprehensive land use plans, zoning, restrictions, prohibitions and other requirements imposed by governmental authority.
2. Restrictions and matters appearing on the plat or otherwise common to the subdivision.
3. Public utility easements of record.
4. Real property taxes for 2016 and subsequent years.

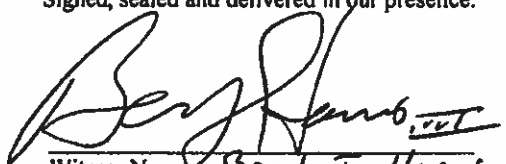
Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons claiming by, through or under grantors.

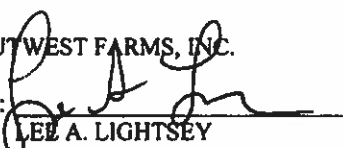
In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:


Witness Name: Bert J. Harris, III

Witness Name: Danielle L. Brewer

OUTWEST FARMS, INC.

By: 

LEE A. LIGHTSEY

(Corporate Seal)

State of Florida
County of Highlands

The foregoing instrument was acknowledged before me this 21st day of June, 2016 by LEE A. LIGHTSEY of OUTWEST FARMS, INC., on behalf of the corporation. He ☒ is personally known to me or ☐ has produced a Florida driver's license as identification.

[Notary Seal]


Notary Public, State of Florida

Printed Name: Danielle L. Brewer

My Commission Expires: 4-September-2016



HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Tanya Cannady, Business Services Director
Elaine Wood, Human Resources Technician

SUBJECT/TITLE: Request approval of the Insurance Committee's recommendation for Plan Structure changes for the 2021/2022 Plan Year.

STATEMENT OF ISSUE

The Gehring Group provided the Insurance Committee with preliminary renewal numbers at the April 15, 2021 meeting. The initial projected increase to the funding for the plan was 15.8% (a \$1,688,047 deficit). The Committee discussed a few options and determined that some plan changes would help to bring the increase amount down. The Insurance Committee voted to remove the 4th Quarter Carryover. The second change is to keep a “Triple Option” plan, changing the “Base” Plan to a Qualified High Deductible Health Plan (QHDHP), and to authorize a Health Savings Account (HSA) to go along with it, funded by the employee via payroll deduction. This reduces the plan deficit to \$493,986. The Committee Members requested to table the discussion of rates and employer contributions until the May 11, 2021 Special Insurance Committee Meeting.

RECOMMENDED ACTION

Move to approve the Insurance Committee's recommendation as presented.

FISCAL IMPACT

There is a potential increase of \$493,986 to the Insurance Fund.

Attachments: [Insurance Committee Minutes 4.15.2021.pdf](#)

INSURANCE COMMITTEE MINUTES

April 15, 2021

Members in Attendance: Chris Campbell, Chairman
Rob Reed, Highlands County Sheriff
Karen Healy, Supervisor of Elections
Belinda Decker, Clerk of Courts
Carol West, BCC Employee Rep
Omar DeJesus, Sun 'N Lake of Sebring Improvement District
Vicki Pontius, BCC Retirees

Others in Attendance: Rebecca Cable, BCC Human Resources
Elaine Wood, BCC Human Resources
Randy Vosburg, BCC County Administrator
Athena Erchard, Gehring Group
Shawn Fleming, Gehring Group

The meeting was called to order at 10:11A.M. by Commissioner Campbell, Chairman.

The announcement sheet was read by Commissioner Campbell.

Belinda Decker made a motion to approve the minutes of the February 18, 2021 Insurance Committee Meeting. Vicki Pontius seconded. All members voted “aye,” the motion carried.

Old Business:

None.

New Business:

Advent Health Wellness Proposal: The Advent Health Wellness Team presented options for a partnership to bring Wellness activities to the County. The next step is to get an agreement to the Board to engage the programs.

Claims Review – Athena Erchard and Shawn Fleming, Gehring Group:

Athena passed out an updated claims sheet as they just received the March claims and wanted to include them. Overall, a small improvement to claims, however the Insurance Fund deficit continues to be an issue.

First Renewal Discussion:

County Administrator Randy Vosburg started the discussion with a document showing the previous 10-year trend for funding increases and suggested that there needs to be a long-term plan to replenish the Insurance Reserve Fund. Athena presented some optional plan changes that may help with the 2021/2022 Plan Year, the total projected increase is 15.8% (\$1,688,047).

The first item considered by the Committee was to remove the 4th Quarter Carryover for Deductibles. This allows any deductible amounts accrued from October through December of the previous year to be applied to the current year. Shawn and Athena noted this is an antiquated plan feature and most carriers will not do it. The potential savings from this change is \$321,272. Belinda Decker made a motion to remove the 4th Quarter Deductible Carryover, Carol West seconded. All members voted, “aye,” the motion carried.

The second plan change considered by the Committee was to change the “Base” plan to a Qualified High Deductible Health Plan (QHDHP or HDHP) and authorize a Health Savings Account (HSA) for employees. The HSA would be eligible for payroll deduction, however there will be no contributions made by the County. Making these changes would save an additional \$872,789. Rob Reed made a motion to accept the changes to the Base Plan and the added HDHP. Belinda Decker seconded. All members voted, “aye,” except for Omar DeJesus and Vicki Pontius, who voted, “nay,” the motion carried.

The Committee Members elected to table the discussion of funding options and setting the premiums for next year to the May meeting.

The next Insurance Committee Special Meeting will be held May 11, 2021, 10:00 AM.

There being no further business, Chairman Campbell adjourned the meeting at 11:56 AM.

G:\BUS\HR\New PER (To be retained)\1. HR Department\ INSURANCE COMMITTEE\1. Meeting Packets 2021\April 15 Meeting\Insurance Committee Minutes 4.15.2021.doc

Highlands County Board of County Commissioners Wellness Proposal

Weekly Wellness Classes: Maximum of 20 participants per class

- Education and Food (cooking) demonstrations
- Mobile Farmer's Market to accompany each demonstration: organic fruits/vegetables available for purchase as well as used in many of the cooking demonstrations
- \$10 voucher/per participant each week to be applied toward purchase of food from the mobile Farmer's Market.
- Weekly classes to begin August or September 2021.
- Mobile Farmer's Market available September through end of May (due to COVID this is delivery only right now)

Examples of Educational/Nutritional Offerings: each class includes education on healthy lifestyle choices, disease prevention/management (on a basic level) where applicable and food demonstration with selected recipes for participant sampling

- Health Eats Demonstrations: education on healthy food choices using seasonal food items
- Cardiac Nutrition: education dietary causes of heart disease and healthy alternatives to help reverse and delay further progression of disease.
- Eating Healthy on a budget: making wise and low-cost meals for busy lifestyles
- Brain Nutrition: education on food choices to improve and or maximize brain function
- Healthy Holiday Eating: making wise food choices during the holidays
- Diabetes Nutrition: overview of healthy food choices for patients with diabetes or prediabetes. Emphasis on making lifestyle changes with diet and exercise.
- Salt Substitutes: ways to cook delicious recipes using low/no salt.
- Better Fast-Food Choices: ways to make healthy food choices at fast food restaurants
- Know your BMI
- Fit Family Challenge
- Self-Care
- Health by the Numbers
- Grief in the Holidays
- I Did it My Way- health care decisions
- Stress Management

- Safe vs Distracted Driving

Employee Challenges (no charge)

- Sleep Challenge
- Water Challenge
- Stair Challenge
- Vegetable Challenge
- Biggest Loser

Nutritional Counseling

- Virtual One-on-One with a Registered Dietician
- Includes an initial evaluation of nutrition needs and a personal nutrition program designed to meet your goals.
- Follow up sessions include ongoing nutritional counseling, review of food log as well as personalized recommendation

Smoking Cessation Classes (no charge)

Wellness Center Discounts (Lake Placid and Wauchula)

Projected Costs

- \$60 per visit with Registered Dietician for nutritional counseling- would be capped at 100 visits per year. Total cost \$6000
- \$250 per class plus cost of food used in demonstrations
- \$10 per participant to be applied toward food from mobile Farmer's Market
- \$30 per class for food used in cooking demonstrations

Example:

30 classes

Cost for class: $\$250 \times 30 \text{ classes} = \7500

Cost for vouchers: $\$10 \times 20 \text{ participants} \times 30 \text{ classes} = \6000

Food used in cooking demonstrations: $\$30 \times 30 \text{ classes} = \900

Total: \$20,400 annual cost

Outcomes: measures of success

Suggest basic biometric screening of participants prior to enrollment in classes and repeated at the end of the year. Suggest claims data analysis with goal of improving selected key metrics related to chronic disease.

Strategic Partnership Proposal



Highlands
County
Employees
4 / 8 / 21



Health
Solutions™

Wellness that Works.

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11. Additional Services
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1.

Executive Summary

On behalf of WW Health Solutions, I am pleased to extend the following offer to Highlands County Employees for WW's Wellness and Weight Loss Program.

Our purpose is to inspire healthy habits for real life – for people, families, communities, the world—for everyone. This offer presents our wide range of capabilities and demonstrates our commitment to partnering with you to improve well-being in your work community. With an approach that incorporates physical, social and mental pillars, we are confident that the services we are offering will deliver results through the most cost-effective, clinically-proven program available.

WW Health Solutions anchors your well-being strategy with the most scientifically-proven weight management program to promote sustainable behavior change and help achieve reductions in obesity, chronic illness and related healthcare costs. In addition, unique benefits are helping to attract and retain talent today, and we believe WW can add value.

We look forward to your response and the opportunity to build a productive and successful partnership.

Best Regards,



Jenn McTigue
Sales Manager
813-367-6498
Jennifer.mctigue@ww.com



2.

Background

The *myWW*® program is a proven approach to weight loss, informed by the latest nutrition and behavior change science research. While WW (formerly Weight Watchers) has innovated and evolved since its inception over 50 years ago, the core of the program—a supportive community, expert Coaches, and a focus on well-being rather than just weight loss—lives on and continues to resonate with millions of active members worldwide. Our non-profit WW Good, plus our extensive partnerships, demonstrate our commitment to amplifying our purpose and providing engaging experiences for our members. This foundation, combined with our award-winning, innovative digital app, will deliver sustainable, positive results for your population and tangible results for your organization.



Background

Proven Efficacy

With over 100 clinical studies, WW is the most researched commercial weight management program, and our results show that we reliably produce weight losses of 5% or more of body weight, which has been shown to reduce the risk of type 2 diabetes, hypertension and dyslipidemia¹ and improve quality of life². Additionally, WW is one of the few commercially available programs that fulfills the United States Preventative Task Force criteria for behavioral lifestyle interventions for weight loss. Evaluated in numerous randomized controlled trials, WW has been shown to be three times more effective than professionally delivered programs in producing 10% weight loss than physician counseling³. Furthermore, WW has been found effective for those with prediabetes and type 2 diabetes, leading to improvements in weight and glucose control⁴. Lastly, WW has been shown to be one of the most cost-effective⁵, clinically-proven, non-surgical weight loss treatment, including medications.

¹Vidal J. Updated review on the benefits of weight loss. *Int J Obes* 2002;26(S4):S25-S28; ²Blissmer B. et al. Health-related quality of life following a clinical weight loss intervention among overweight and obese adults: intervention and 24-month follow-up effects. *Health and Quality of Life Outcomes* 2006;4:43; ³ Pinto AM, et al. Combining behavioral weight loss treatment and a commercial program: a randomized clinical trial. *Obesity (Silver Spring)*. 2013 Apr;21(4):673-80; ⁴O'Neil et al. (2016). Randomized controlled trial of a nationally available weight control program tailored for adults with type 2 diabetes, *Obesity*, 24, 2269-2277; ⁵Gudzune KA et al. Efficacy of Commercial Weight-loss programs. *Annals Intern Med*.



3.

Objectives

WW Health Solutions aims to propel happier, healthier, more productive workplaces and communities.

- Give individuals and institutions the skills and support they need to learn how to move more, eat well and live mindfully.
- Help organizations address the growing risks and costs associated with obesity.
- Make weight loss and overall wellness achievable through a program that is not only effective, but livable.
- Support organizational efforts to improve productivity, reduce absenteeism, attract and retain talent and promote healthier workforces.

We partner with employers, payors, and healthcare providers to implement custom wellness strategies that positively impact health and culture.

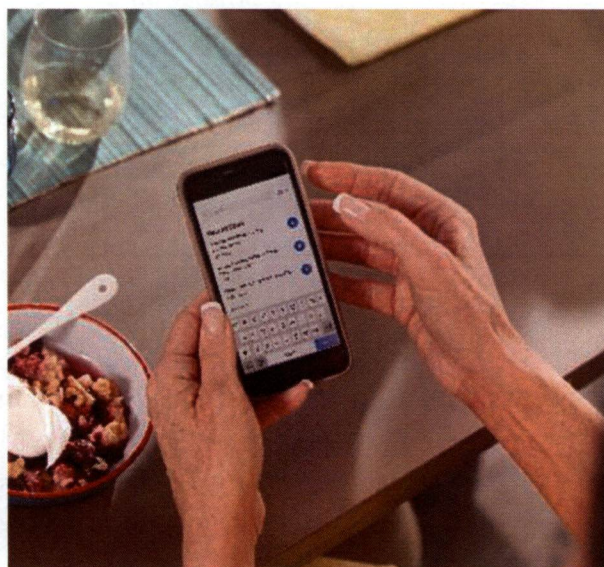
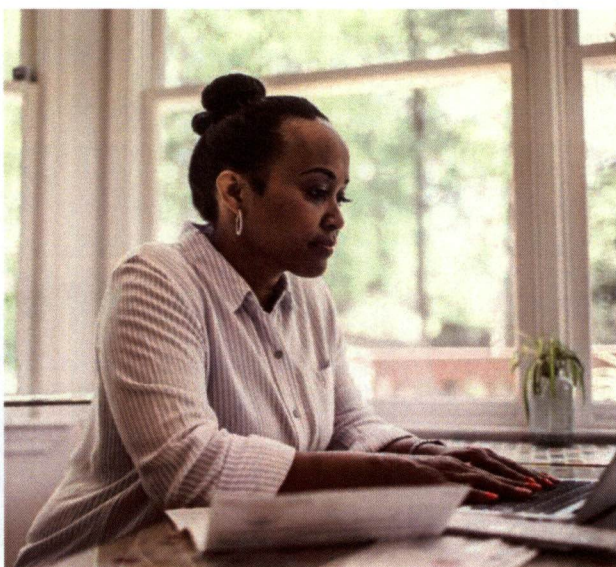


4.

Our Program

We inspire healthy habits for real life*

*For people, families, communities, the world – for everyone.



It begins by making wellness possible for everyone: employees in your organization can now join no matter what their goal, whether they want to lose weight, eat healthier, move more, develop a more positive mindset or all the above.

It continues in our app where members will now have access to an innovative, one-of-a-kind rewards program, **WellnessWins™**. We have moved from Weight Watchers to WW—rooted in the familiar but reimagined to welcome all who seek to be healthier.



Wellness that Works.™

Our Program

Our program philosophy is simple. We apply our nutrition and behavior science expertise to help members learn how to:

Eat what they love

Based on our science-backed **SmartPoints®** system, **myWW** nudges your employees toward a healthier pattern of eating, now with three plans designed for more freedom and flexibility than ever before. And everything is on the menu! Plus, there are **ZeroPoint™** foods for each plan that don't have to be measured or tracked.

Do what moves them

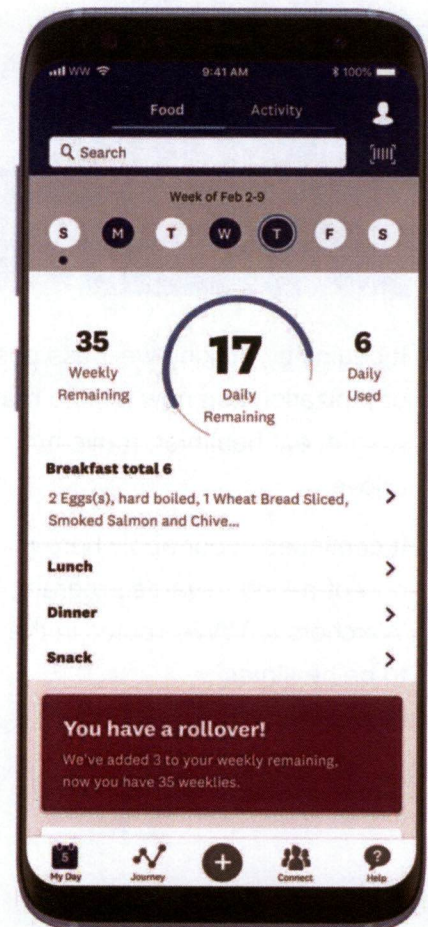
Our approach to activity is simple: if they enjoy it, they'll become more likely to keep at it. **FitPoints 2.0**, is designed to guide members toward activities that can help them become stronger, fitter and heart healthier. Our partnerships with **FitOn** and **Aaptiv** help inspire members with a variety of workout and activity options for all levels to choose from.

Shift their mindset

They'll learn how to think in new ways and handle tough moments with self-compassion. Our partnership with **Headspace®**, a leader in meditation and mindfulness, will provide them with techniques to help them be more mindful throughout the journey.

Improve their sleep

They'll learn simple, sleep-better strategies and how sleep plays a role in their weight-loss journey.



5.

Our Products

Digital Only

Employees can participate entirely online through the WW app, providing them with a benefit that meets them where they are. The app is designed to keep employees motivated and supported through Connect, 24/7 chat and more.

Personal
food, fitness,
water and
sleep tracking
from mobile
or desktop

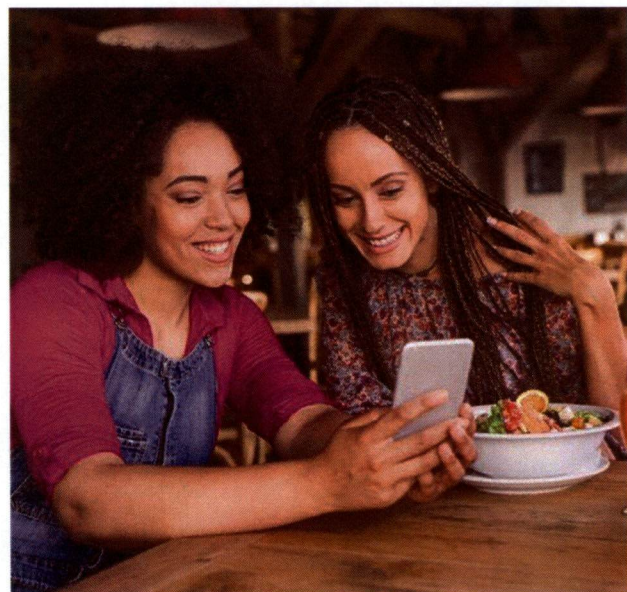
24/7 Expert
Chat with WW
Wellness
Coaches

Seamlessly
sync with
their favorite
activity tracker

Headspace®
meditation &
mindfulness
exercises
built right into
our WW app

WW Connect
our members-only
social media
platform

FitOn and Aaptiv
workout and
activity options
for every fitness
level



Wellness that Works.™

Our Products

Digital 360

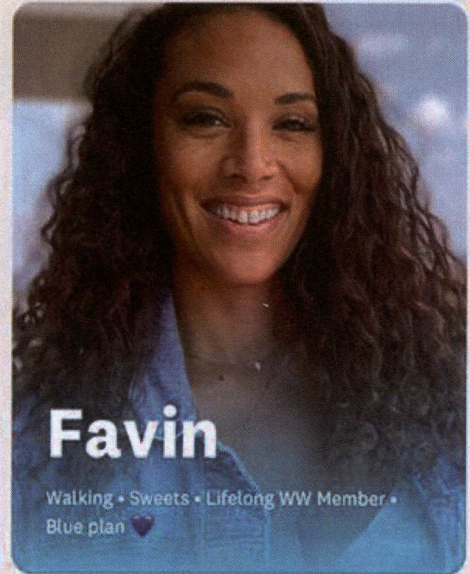
All the benefits of our digital app PLUS on-demand, surround-sound motivation and accountability through a Coach-centric, virtual content experience.

- Aspirational, digitally-native Coaches **who provide inspiration and engagement** through on-demand and live content and experiences
- Access tips, hacks and advice via **always-on content** such as pre-recorded videos, posts in Coach feeds, podcasts and more
- **Like-minded member community** to share experiences and support
- **Special events** and Daily Coach Live sessions

Includes Digital (access to our app as well as exclusive content on our website).

Choose your coaches

Follow as many coaches as you want, join their team & get started



Our Products



Unlimited Workshops + Digital

Our WW Wellness Workshops are at the core of our program. Members get access to Virtual Workshops through the app or in-person Workshops in WW studio locations led by trained coaches who have been successful on the program themselves. Members benefit from confidence-boosting support from their peers.

Every Workshop membership includes access to our app to help our members stay on track between Workshops.

- **Virtual Workshops** are led by expert Coaches across the country and can be accessed just about any time of day
- Each week Coaches lead members through discussion designed to assist them on their wellness journey while fostering relationships and community

Includes Digital (access to our app as well as exclusive content on our website).

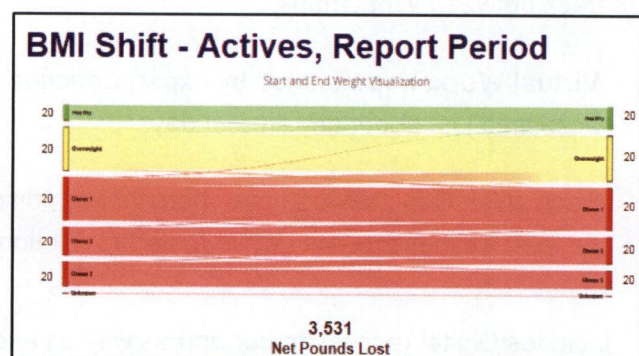
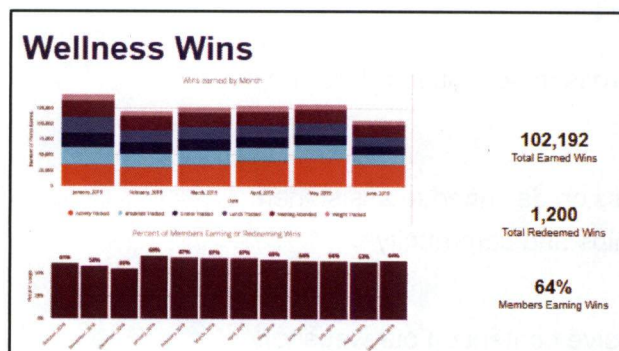
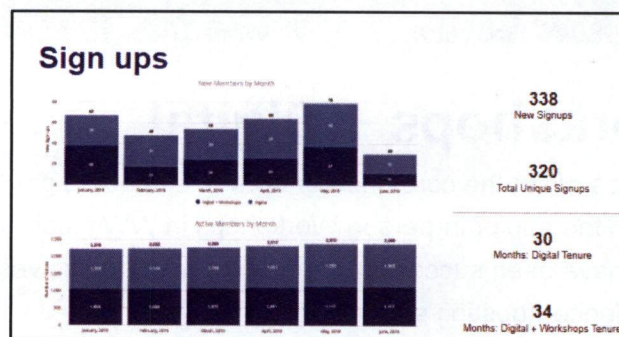


6.

Data & Reporting

Member Data & Reporting:

To track success, we offer data and reporting to monitor results including enrollments, online engagement and Workforce progress.



7.

Employee Engagement

Internal Promotion & Engagement:

We collaborate with you to develop a customized marketing plan to meet your specific needs and help drive employee engagement with WW.

You will have access to MARSY, our marketing system, which is your one-stop shop for customizable WW marketing materials from pre-launch and throughout our partnership. This marketing system makes it easy for you to keep employees engaged with WW by providing you with:

Table tents	Videos
Fact sheets/Tip sheets	Recipe cards
FAQ sheets	Seasonally relevant/refreshed materials
Email templates/ Intranet banners	Digital content (social, SMS)
Customizable posters/flyers	Flat screen displays

Join WW and lose weight without crazy restrictions!

Purchase a WW (Weight Watchers® Reimagined) membership plan between September 9 and October 18 and get a **FREE Starter Kit*** (Over \$70 value)

Click this banner for offer details.

Over \$35 in savings!

WW weightwatchers reimagined

[Name], we're so happy to have you in our WW family!

Did you know that both employees and spouses of [Company Name] are eligible for a **special discounted rate** on WW offerings? For more information, see below.

8.

Partnership Criteria

We look forward to partnering with <Prospect>. We have found that the most successful partnership between WW and an employer is one where the employer considers WW a core component of their overall well-being strategy. This includes support from leadership, a commitment to marketing the program internally and financial support for the employees from the employer (e.g., a subsidy, health care premium incentives or other incentives).

To qualify, your business must fulfill the following criteria

- Be willing to share in at least 50% of the cost of WW programs with their employees through an upfront subsidy
- Commitment to market the program to eligible employees with the help of WW
- A minimum of a two (2) year contract

Note: Workshop + Digital program offerings and pricing are not available in franchise areas in the U.S. or in certain countries outside the U.S.



9.

Pricing

We are pleased to offer WW's Wellness and Weight Loss Program to Highlands County Employees at a discounted rate. The pricing in this proposal is valid for 90 days from the date the proposal is submitted.

Population-based subsidy fee

Pay a fixed program fee that covers unlimited participation among your eligible population for all WW offerings. This funding option is based on how your subsidy can affect participation, what products your employees may choose, the number of office locations and your geographies, how long people participate, the effectiveness of marketing engagement programs, and other factors.

Under population-based pricing, invoicing occurs on a pre-determined schedule of annually, semi-annually, or quarterly basis. Either party reserves the right to renegotiate the fee should the eligible population change by more than +/- 10%



Pricing

Assumptions

The following factors were used to calculate pricing:

- 2200 Eligible Employees

Employer and Employee Pricing

Product	Employee Monthly Fee	Total Annual Cost
Digital only	\$9	\$35,000
Digital 360	\$13.50	\$35,000
Workshops + Digital	\$20	\$35,000

Total annual cost to Highlands County Employees:

\$ 35,000/annually*

Monthly cost to employees:

\$ 20, or \$13.50, \$9/per month



10.

Next steps

Our current timeline is to launch your portal by **DATE**. This date is when we are aiming to have your registration portal live with all eligibility data loaded.

To get started, we need a few things from you:

- 1 Acceptance of this offer at least 90 days before to the launch date **DATE**.**
- 2 Selection of product pricing and invoice structure**
- 3 Third-party vendor alignment**
- 4 Eligibility data**

Please reach out with any questions



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Sales Manager
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e. [Jennifer.mctigue@ww.com](mailto:_Jennifer.mctigue@ww.com)

This confidential proposal is intended for the use of **<Prospect>** personnel only. This proposal is not binding and may not be construed to be a contract. This document contains confidential and proprietary trade secrets of WW International, Inc. with respect to their products and services. The contents of this proposal may not be duplicated, used, or disclosed—in whole or in part without the prior written consent of WW International, Inc.—for any purpose other than to evaluate this proposal by an authorized recipient.



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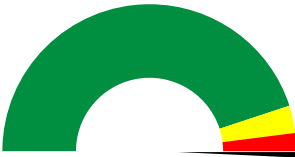
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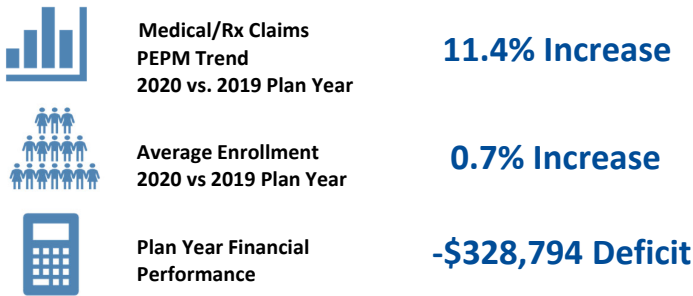
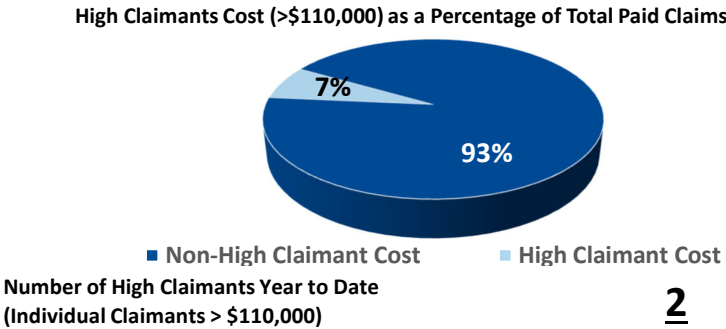
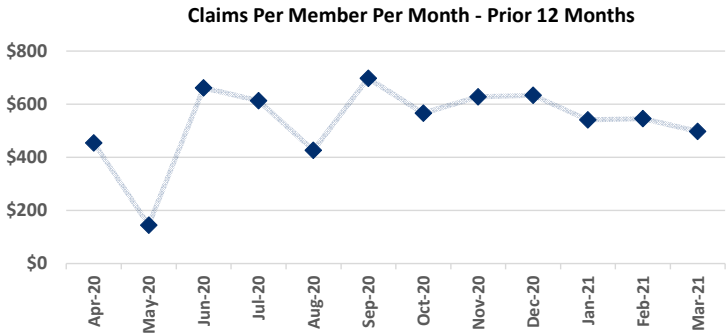
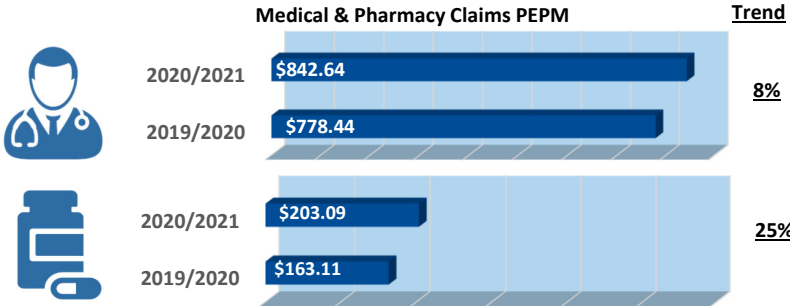
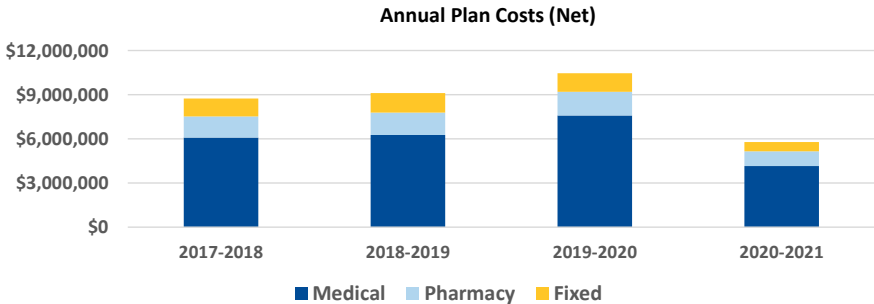
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2020-21 Total	Monthly Funding	Capitation	In Network	Out of Network	Pharmacy Retail/Mail	Total Paid Claims	Stop Loss Reimbursement (\$225K 36/12)	ASO Fee	Specific Stop Loss	Aggregate Stop Loss	Total Plan Cost	Reserve Accumulation	EE	ES	EC	EF	Total EE's	Total Mbrs	Claims PEPM	Claims PMPM	Loss Ratio ⁽¹⁾
October-20	\$ 895,838	\$ 46,640	\$ 684,017	\$ 557	\$ 131,654	\$ 862,867	\$ (1,256)	\$ 35,303	\$ 64,908	\$ 4,458	\$ 966,281	\$ (70,443)	465	128	91	137	821	1,521	\$ 1,049.47	\$ 566.48	107.9%
November-20	\$ 902,204	\$ 45,329	\$ 751,724	\$ 949	\$ 166,307	\$ 964,309	\$ -	\$ 35,518	\$ 65,304	\$ 4,485	\$ 1,069,615	\$ (167,411)	465	131	92	138	826	1,535	\$ 1,167.44	\$ 628.21	118.6%
December-20	\$ 895,057	\$ 46,003	\$ 747,695	\$ 3,345	\$ 164,421	\$ 961,464	\$ -	\$ 35,389	\$ 65,066	\$ 4,469	\$ 1,066,389	\$ (171,332)	469	128	90	136	823	1,516	\$ 1,168.24	\$ 634.21	119.1%
January-21	\$ 893,567	\$ 46,401	\$ 594,659	\$ 1,879	\$ 171,136	\$ 814,076	\$ -	\$ 35,389	\$ 65,066	\$ 4,469	\$ 919,000	\$ (25,433)	470	132	88	133	823	1,506	\$ 989.16	\$ 540.56	102.8%
February-21	\$ 887,029	\$ 49,606	\$ 570,484	\$ 2,436	\$ 192,525	\$ 815,052	\$ -	\$ 35,217	\$ 64,750	\$ 4,447	\$ 919,467	\$ (32,438)	472	132	84	131	819	1,494	\$ 995.18	\$ 545.55	103.7%
March-21	\$ 889,890	\$ 56,886	\$ 492,449	\$ 18,223	\$ 176,389	\$ 743,946	\$ -	\$ 35,432	\$ 65,145	\$ 4,474	\$ 848,998	\$ 40,892	478	133	84	129	824	1,494	\$ 902.85	\$ 497.96	95.4%
April-21																					
May-21																					
June-21																					
July-21																					
August-21																					
September-21																					
Pharmacy Rebates												\$97,371									
2020-21 TOTAL	\$ 5,363,585	\$ 290,865	\$ 3,841,028	\$ 27,389	\$ 1,002,433	\$ 5,161,715	\$ (1,256)	\$ 212,248	\$ 390,240	\$ 26,802	\$ 5,789,750	\$ (328,794)	2,819	784	529	804	4,936	9,066	\$ 1,045.47	\$ 569.21	107.9%
Rolling 12 months ⁽²⁾	\$ 10,496,999	\$ 563,889	\$ 7,356,399	\$ 31,385	\$ 1,913,852	\$ 9,846,719	\$ (23,854)	\$ 424,453	\$ 791,061	\$ 50,639	\$ 11,089,017	\$ (75,469)	5,483	1,572	1,114	1,666	9,871	18,386	\$ 995.12	\$ 534.26	105.6%

(1) Loss Ratio is calculated based on Total Plan Cost.
(2) Rolling 12 In Network Claims Include Florida Blue Run Out from Prior Year & Reserve Accumulation includes Pharmacy Rebates.



108%
Plan Expenses vs. Plan Funding



Highlands County BOCC
Medical Claims Experience Report - Cigna
Plan Effective Date: October 2020 - September 2021



2020-21 Base Plan	Monthly Funding	Capitation	In Network	Out of Network	Pharmacy Retail/Mail	Total Paid Claims	Stop Loss Reimbursement (\$225K 36/12)	ASO Fee	Specific Stop Loss	Aggregate Stop Loss	Total Plan Cost	Reserve Accumulation	EE	ES	EC	EF	Total EE's	Total Mbrs	Claims PEPM	Claims PMPM	Loss Ratio ⁽¹⁾
October-20	\$ 447,249	\$ 23,652	\$ 306,703	\$ 226	\$ 36,943	\$ 367,524	\$ -	\$ 20,210	\$ 37,158	\$ 2,552	\$ 427,444	\$ 19,805	303	61	48	58	470	789	\$ 781.97	\$ 465.81	95.6%
November-20	\$ 451,544	\$ 23,575	\$ 375,257	\$ 176	\$ 37,377	\$ 436,385	\$ -	\$ 20,382	\$ 37,474	\$ 2,574	\$ 496,816	\$ (45,272)	304	64	48	58	474	797	\$ 920.64	\$ 547.53	110.0%
December-20	\$ 454,202	\$ 23,878	\$ 212,333	\$ 200	\$ 34,272	\$ 270,682	\$ -	\$ 20,554	\$ 37,791	\$ 2,596	\$ 331,622	\$ 122,580	310	63	47	58	478	797	\$ 566.28	\$ 339.63	73.0%
January-21	\$ 455,319	\$ 24,174	\$ 150,719	\$ 285	\$ 43,971	\$ 219,150	\$ -	\$ 20,640	\$ 37,949	\$ 2,606	\$ 280,345	\$ 174,974	313	66	45	56	480	790	\$ 456.56	\$ 277.40	61.6%
February-21	\$ 453,614	\$ 26,194	\$ 205,985	\$ 754	\$ 64,604	\$ 297,537	\$ -	\$ 20,597	\$ 37,870	\$ 2,601	\$ 358,605	\$ 95,009	315	65	43	56	479	787	\$ 621.16	\$ 378.07	79.1%
March-21	\$ 459,660	\$ 29,893	\$ 122,580	\$ 9,338	\$ 34,587	\$ 196,398	\$ -	\$ 20,941	\$ 38,502	\$ 2,644	\$ 258,486	\$ 201,174	324	65	43	55	487	790	\$ 403.28	\$ 248.61	56.2%
April-21																					
May-21																					
June-21																					
July-21																					
August-21																					
September-21																					
2020-21 TOTAL	\$ 2,721,588	\$ 151,366	\$ 1,373,576	\$ 10,979	\$ 251,756	\$ 1,787,677	\$ -	\$ 123,324	\$ 226,744	\$ 15,573	\$ 2,153,318	\$ 568,270	1,869	384	274	341	2,868	4,750	\$ 623.32	\$ 376.35	79.1%

(1) Loss Ratio is calculated based on Total Plan Cost.

2020-21 Funding								ASO PEPM	ISL PEPM	ASL PEPM
EE	\$	818.00						\$ 43.00	\$ 79.06	\$ 5.43
EE + Spouse	\$	1,159.00						\$ 43.00	\$ 79.06	\$ 5.43
EE + Child(ren)	\$	1,091.00						\$ 43.00	\$ 79.06	\$ 5.43
EE + Family	\$	1,316.00						\$ 43.00	\$ 79.06	\$ 5.43

2020-21 Mid Plan	Monthly Funding	Capitation	In Network	Out of Network	Pharmacy Retail/Mail	Total Paid Claims	Stop Loss Reimbursement (\$225K 36/12)	ASO Fee	Specific Stop Loss	Aggregate Stop Loss	Total Plan Cost	Reserve Accumulation	EE	ES	EC	EF	Total EE's	Total Mbrs	Claims PEPM	Claims PMPM	Loss Ratio ⁽¹⁾
October-20	\$ 256,377	\$ 13,657	\$ 219,363	\$ -	\$ 45,660	\$ 278,679	\$ (1,256)	\$ 9,245	\$ 16,998	\$ 1,167	\$ 304,834	\$ (48,457)	107	33	27	48	215	445	\$ 1,290.34	\$ 623.42	118.9%
November-20	\$ 256,689	\$ 13,270	\$ 241,838	\$ -	\$ 44,877	\$ 299,985	\$ -	\$ 9,245	\$ 16,998	\$ 1,167	\$ 327,395	\$ (70,706)	106	33	28	48	215	446	\$ 1,395.28	\$ 672.61	127.5%
December-20	\$ 253,221	\$ 13,329	\$ 432,179	\$ -	\$ 61,031	\$ 506,540	\$ -	\$ 9,116	\$ 16,761	\$ 1,151	\$ 533,568	\$ (280,347)	104	33	28	47	212	439	\$ 2,389.34	\$1,153.85	210.7%
January-21	\$ 254,399	\$ 13,383	\$ 276,856	\$ 100	\$ 49,589	\$ 339,928	\$ -	\$ 9,159	\$ 16,840	\$ 1,157	\$ 367,084	\$ (112,685)	104	35	28	46	213	440	\$ 1,595.91	\$ 772.56	144.3%
February-21	\$ 253,908	\$ 14,499	\$ 244,238	\$ 170	\$ 56,621	\$ 315,528	\$ -	\$ 9,159	\$ 16,840	\$ 1,157	\$ 342,683	\$ (88,775)	105	36	27	45	213	437	\$ 1,481.35	\$ 722.03	135.0%
March-21	\$ 251,485	\$ 16,722	\$ 198,405	\$ -	\$ 64,879	\$ 280,006	\$ -	\$ 9,073	\$ 16,682	\$ 1,146	\$ 306,906	\$ (55,421)	104	37	26	44	211	434	\$ 1,327.04	\$ 645.18	122.0%
April-21																					
May-21																					
June-21																					
July-21																					
August-21																					
September-21																					
2020-21 TOTAL	\$ 1,526,079	\$ 84,860	\$ 1,612,879	\$ 270	\$ 322,657	\$ 2,020,666	\$ (1,256)	\$ 54,997	\$ 101,118	\$ 6,945	\$ 2,182,470	\$ (656,391)	630	207	164	278	1,279	2,641	\$ 1,578.90	\$ 764.64	143.0%

(1) Loss Ratio is calculated based on Total Plan Cost.

2020-21 Funding								ASO PEPM	ISL PEPM	ASL PEPM
Employee	\$	966.00						\$ 43.00	\$ 79.06	\$ 5.43
EE + Spouse	\$	1,357.00						\$ 43.00	\$ 79.06	\$ 5.43
EE + Child(ren)	\$	1,278.00						\$ 43.00	\$ 79.06	\$ 5.43
EE + Family	\$	1,536.00						\$ 43.00	\$ 79.06	\$ 5.43

Highlands County BOCC
Medical Claims Experience Report - Cigna
Plan Effective Date: October 2020 - September 2021



2020-21 High Plan	Monthly Funding	Capitation	In Network	Out of Network	Pharmacy Retail/Mail	Total Paid Claims	Stop Loss Reimbursement (\$225K 36/12)	ASO Fee	Specific Stop Loss	Aggregate Stop Loss	Total Plan Cost	Reserve Accumulation	EE	ES	EC	EF	Total EE's	Total Mbrs	Claims PEPM	Claims PMPM	Loss Ratio ⁽¹⁾
October-20	\$ 192,212	\$ 9,331	\$ 157,951	\$ 331	\$ 49,051	\$ 216,664	\$ -	\$ 5,848	\$ 10,752	\$ 738	\$ 234,002	\$ (41,790)	55	34	16	31	136	287	\$ 1,593.12	\$ 754.93	121.7%
November-20	\$ 193,971	\$ 8,485	\$ 134,629	\$ 773	\$ 84,053	\$ 227,939	\$ -	\$ 5,891	\$ 10,831	\$ 744	\$ 245,405	\$ (51,434)	55	34	16	32	137	292	\$ 1,663.78	\$ 780.61	126.5%
December-20	\$ 187,634	\$ 8,796	\$ 103,183	\$ 3,145	\$ 69,118	\$ 184,243	\$ -	\$ 5,719	\$ 10,515	\$ 722	\$ 201,199	\$ (13,565)	55	32	15	31	133	280	\$ 1,385.28	\$ 658.01	107.2%
January-21	\$ 183,849	\$ 8,844	\$ 167,084	\$ 1,494	\$ 77,576	\$ 254,998	\$ -	\$ 5,590	\$ 10,278	\$ 706	\$ 271,572	\$ (87,723)	53	31	15	31	130	276	\$ 1,961.52	\$ 923.91	147.7%
February-21	\$ 179,507	\$ 8,913	\$ 120,262	\$ 1,512	\$ 71,300	\$ 201,987	\$ -	\$ 5,461	\$ 10,041	\$ 690	\$ 218,178	\$ (38,671)	52	31	14	30	127	270	\$ 1,590.45	\$ 748.10	121.5%
March-21	\$ 178,745	\$ 10,271	\$ 171,464	\$ 8,885	\$ 76,923	\$ 267,542	\$ -	\$ 5,418	\$ 9,962	\$ 684	\$ 283,606	\$ (104,861)	50	31	15	30	126	270	\$ 2,123.35	\$ 990.90	158.7%
April-21																					
May-21																					
June-21																					
July-21																					
August-21																					
September-21																					
2020-21 TOTAL	\$ 1,115,918	\$ 54,639	\$ 854,572	\$ 16,140	\$ 428,021	\$ 1,353,372	\$ -	\$ 33,927	\$ 62,378	\$ 4,284	\$ 1,453,962	\$ (338,044)	320	193	91	185	789	1,675	\$ 1,715.30	\$ 807.98	130.3%

(1) Loss Ratio is calculated based on Total Plan Cost.

2020-21 Funding				ASO PEPM	ISL PEPM	ASL PEPM
EE	\$	1,115.00		\$ 43.00	\$ 79.06	\$ 5.43
EE + Spouse	\$	1,555.00		\$ 43.00	\$ 79.06	\$ 5.43
EE + Child(ren)	\$	1,468.00		\$ 43.00	\$ 79.06	\$ 5.43
EE + Family	\$	1,759.00		\$ 43.00	\$ 79.06	\$ 5.43

Highlands County BOCC
Medical Claims Experience Report - Cigna
Plan Effective Date: October 2019 - September 2020



2019-20 Total	Monthly Funding	Capitation	In Network	Out of Network	Pharmacy Retail/Mail	Fl Blue Run-out ⁽²⁾	Total Paid Claims	Stop Loss Reimbursement (\$200K 24/12)	ASO Fee	Specific Stop Loss	Aggregate Stop Loss	Total Plan Cost	Reserve Accumulation	EE	ES	EC	EF	Total EE's	Total Mbrs	Claims PEPM	Claims PMPM	Loss Ratio ⁽¹⁾
October-19	\$ 853,632	\$ 9	\$ -	\$ -	\$ 71,686	\$ 277,464	\$ 349,160	\$ -	\$ 35,131	\$ 66,357	\$ 3,946	\$ 454,593	\$ 399,039	439	137	105	136	817	1,547	\$ 427.37	\$ 225.70	53.3%
November-19	\$ 850,259	\$ 42,293	\$ 741,487	\$ 67	\$ 106,963	\$ (43,281)	\$ 847,529	\$ -	\$ 34,959	\$ 66,032	\$ 3,927	\$ 952,447	\$ (102,188)	436	136	104	137	813	1,542	\$ 1,042.47	\$ 549.63	112.0%
December-19	\$ 847,844	\$ 42,471	\$ 472,820	\$ 781	\$ 135,169	\$ 42,406	\$ 693,647	\$ -	\$ 34,873	\$ 65,869	\$ 3,917	\$ 798,307	\$ 49,537	435	132	106	138	811	1,541	\$ 855.30	\$ 450.13	94.2%
January-20	\$ 835,897	\$ 41,498	\$ 476,310	\$ 67	\$ 111,187	\$ 5,044	\$ 634,106	\$ -	\$ 34,400	\$ 64,976	\$ 3,864	\$ 737,346	\$ 98,551	429	128	104	139	800	1,526	\$ 792.63	\$ 415.53	88.2%
February-20	\$ 845,650	\$ 44,850	\$ 830,059	\$ 67	\$ 119,411	\$ (1,797)	\$ 992,590	\$ -	\$ 34,873	\$ 65,869	\$ 3,917	\$ 1,097,250	\$ (251,600)	438	131	103	139	811	1,536	\$ 1,223.91	\$ 646.22	129.8%
March-20	\$ 847,641	\$ 44,157	\$ 815,803	\$ 3,746	\$ 142,678	\$ 18,808	\$ 1,025,190	\$ (3,606)	\$ 34,959	\$ 66,032	\$ 3,927	\$ 1,126,502	\$ (278,861)	442	130	100	141	813	1,537	\$ 1,256.56	\$ 664.66	132.9%
April-20	\$ 844,413	\$ 44,397	\$ 492,052	\$ 218	\$ 163,630	\$ (1,657)	\$ 698,641	\$ (3,596)	\$ 34,873	\$ 65,869	\$ 3,917	\$ 799,704	\$ 44,709	444	128	99	140	811	1,531	\$ 857.02	\$ 453.98	94.7%
May-20	\$ 850,338	\$ 44,243	\$ 49,960	\$ -	\$ 130,201	\$ 1,270	\$ 225,675	\$ (1,402)	\$ 35,174	\$ 66,438	\$ 3,951	\$ 329,836	\$ 520,502	447	133	97	141	818	1,545	\$ 274.17	\$ 145.16	38.8%
June-20	\$ 860,030	\$ 45,828	\$ 833,418	\$ 220	\$ 154,383	\$ 209	\$ 1,034,058	\$ (1,412)	\$ 35,518	\$ 67,088	\$ 3,990	\$ 1,139,241	\$ (279,211)	449	135	98	144	826	1,562	\$ 1,250.18	\$ 661.10	132.5%
July-20	\$ 859,703	\$ 45,135	\$ 780,393	\$ 996	\$ 140,512	\$ (1,126)	\$ 965,910	\$ (10,482)	\$ 35,475	\$ 67,007	\$ 3,985	\$ 1,061,895	\$ (202,192)	449	132	98	146	825	1,559	\$ 1,158.10	\$ 612.85	123.5%
August-20	\$ 858,308	\$ 46,554	\$ 446,636	\$ 1,986	\$ 172,114	\$ 20	\$ 667,310	\$ (2,015)	\$ 35,518	\$ 67,088	\$ 3,990	\$ 771,890	\$ 86,418	454	130	96	146	826	1,561	\$ 805.44	\$ 426.20	89.9%
September-20	\$ 860,622	\$ 46,867	\$ 893,749	\$ 576	\$ 150,580	\$ 1,639	\$ 1,093,411	\$ (3,692)	\$ 35,647	\$ 67,331	\$ 4,004	\$ 1,196,702	\$ (336,080)	457	130	97	145	829	1,562	\$ 1,314.50	\$ 697.64	139.1%
Pharmacy Rebates													\$497,422									
2019-20 TOTAL	\$ 10,214,337	\$ 488,303	\$ 6,832,688	\$ 8,724	\$ 1,598,513	\$ 299,000	\$ 9,227,227	\$ (26,204)	\$ 421,400	\$ 795,956	\$ 47,334	\$ 10,465,712	\$ 246,047	5,319	1,582	1,207	1,692	9,800	18,549	\$ 938.88	\$ 496.04	102.5%

(1) Loss Ratio is calculated based on Total Plan Cost.
(2) After December 2019, FI Blue will no longer break out run-out by plan.

2019-20 Base Plan	Monthly Funding	Capitation	In Network	Out of Network	Pharmacy Retail/Mail	FL Blue Run-out	Total Paid Claims	Stop Loss Reimbursement (\$200K 24/12)	ASO Fee	Specific Stop Loss	Aggregate Stop Loss	Total Plan Cost	Reserve Accumulation	EE	ES	EC	EF	Total EE's	Total Mbrs	Claims PEPM	Claims PMPM	Loss Ratio ⁽¹⁾
October-19	\$ 409,462	\$ 4	\$ -	\$ -	\$ 23,611	\$ 84,391	\$ 108,006	\$ -	\$ 19,221	\$ 36,305	\$ 2,159	\$ 165,692	\$ 243,770	277	59	57	54	447	771	\$ 241.62	\$ 140.09	40.5%
November-19	\$ 408,351	\$ 20,785	\$ 146,901	\$ -	\$ 34,428	\$ 4,573	\$ 206,686	\$ -	\$ 19,135	\$ 36,143	\$ 2,149	\$ 264,114	\$ 144,237	274	60	56	55	445	770	\$ 464.46	\$ 268.42	64.7%
December-19	\$ 408,923	\$ 20,782	\$ 96,820	\$ 126	\$ 39,009	\$ 31,137	\$ 187,873	\$ -	\$ 19,178	\$ 36,224	\$ 2,154	\$ 245,430	\$ 163,493	276	57	57	56	446	771	\$ 421.24	\$ 243.67	60.0%
January-20	\$ 405,592	\$ 20,737	\$ 88,314	\$ -	\$ 26,706	\$ -	\$ 135,757	\$ -	\$ 19,049	\$ 35,980	\$ 2,140	\$ 192,926	\$ 212,666	277	54	55	57	443	765	\$ 306.45	\$ 177.46	47.6%
February-20	\$ 414,613	\$ 22,131	\$ 130,679	\$ -	\$ 31,294	\$ -	\$ 184,104	\$ -	\$ 19,479	\$ 36,793	\$ 2,188	\$ 242,563	\$ 172,050	284	57	54	58	453	777	\$ 406.41	\$ 236.94	58.5%
March-20	\$ 413,594	\$ 22,385	\$ 230,160	\$ 97	\$ 22,096	\$ -	\$ 274,737	\$ -	\$ 19,479	\$ 36,793	\$ 2,188	\$ 333,197	\$ 80,397	288	56	51	58	453	773	\$ 606.48	\$ 355.42	80.6%
April-20	\$ 411,542	\$ 22,430	\$ 115,545	\$ 183	\$ 53,690	\$ -	\$ 191,848	\$ -	\$ 19,436	\$ 36,711	\$ 2,183	\$ 250,179	\$ 161,363	291	54	50	57	452	768	\$ 424.44	\$ 249.80	60.8%
May-20	\$ 420,914	\$ 22,325	\$ 14,564	\$ -	\$ 32,415	\$ -	\$ 69,304	\$ -	\$ 19,866	\$ 37,524	\$ 2,231	\$ 128,925	\$ 291,989	297	59	48	58	462	784	\$ 150.01	\$ 88.40	30.6%
June-20	\$ 422,301	\$ 22,483	\$ 265,650	\$ 110	\$ 40,812	\$ -	\$ 329,054	\$ -	\$ 19,909	\$ 37,605	\$ 2,236	\$ 388,804	\$ 33,497	296	61	48	58	463	787	\$ 710.70	\$ 418.11	92.1%
July-20	\$ 420,157	\$ 22,754	\$ 283,235	\$ 715	\$ 28,446	\$ -	\$ 335,149	\$ -	\$ 19,780	\$ 37,361	\$ 2,222	\$ 394,512	\$ 25,645	292	61	49	58	460	785	\$ 728.59	\$ 426.94	93.9%
August-20	\$ 423,648	\$ 23,500	\$ 143,309	\$ 1,065	\$ 33,327	\$ -	\$ 201,200	\$ -	\$ 19,952	\$ 37,686	\$ 2,241	\$ 261,080	\$ 162,568	296	60	48	60	464	790	\$ 433.62	\$ 254.68	61.6%
September-20	\$ 424,147	\$ 23,589	\$ 478,651	\$ -	\$ 33,465	\$ -	\$ 535,705	\$ -	\$ 19,995	\$ 37,767	\$ 2,246	\$ 595,714	\$ (171,567)	298	59	48	60	465	789	\$ 1,152.05	\$ 678.97	140.4%
2019-20 TOTAL	\$ 4,983,244	\$ 243,904	\$ 1,993,827	\$ 2,295	\$ 399,298	\$ 120,101	\$ 2,759,425	\$ -	\$ 234,479	\$ 442,893	\$ 26,338	\$ 3,463,135	\$ 1,520,109	3,446	697	621	689	5,453	9,330	\$ 506.04	\$ 295.76	69.5%

(1) Loss Ratio is calculated based on Total Plan Cost.

2019-20 Funding		ASO PEPM	ISL PEPM	ASL PEPM
EE	\$ 795.00	\$ 43.00	\$ 81.22	\$ 4.83
EE + Spouse	\$ 1,091.00	\$ 43.00	\$ 81.22	\$ 4.83
EE + Child(ren)	\$ 1,036.00	\$ 43.00	\$ 81.22	\$ 4.83
EE + Family	\$ 1,219.00	\$ 43.00	\$ 81.22	\$ 4.83

Highlands County BOCC
Medical Claims Experience Report - Cigna
Plan Effective Date: October 2019 - September 2020



2019-20 Mid Plan	Monthly Funding	Capitation	In Network	Out of Network	Pharmacy Retail/Mail	FL Blue Run-out	Total Paid Claims	Stop Loss Reimbursement (\$200K 24/12)	ASO Fee	Specific Stop Loss	Aggregate Stop Loss	Total Plan Cost	Reserve Accumulation	EE	ES	EC	EF	Total EE's	Total Mbrs	Claims PEPM	Claims PMPM	Loss Ratio ⁽¹⁾
October-19	\$ 238,452	\$ 5	\$ -	\$ -	\$ 20,467	\$ 27,617	\$ 48,088	\$ -	\$ 9,073	\$ 17,137	\$ 1,019	\$ 75,318	\$ 163,134	98	34	29	50	211	447	\$ 227.91	\$ 107.58	31.6%
November-19	\$ 234,080	\$ 12,051	\$ 382,195	\$ -	\$ 40,838	\$ 1,876	\$ 436,960	\$ -	\$ 8,901	\$ 16,813	\$ 1,000	\$ 463,674	\$ (229,594)	96	32	29	50	207	441	\$ 2,110.92	\$ 990.84	198.1%
December-19	\$ 232,148	\$ 11,889	\$ 128,333	\$ -	\$ 38,268	\$ (24,756)	\$ 153,734	\$ -	\$ 8,815	\$ 16,650	\$ 990	\$ 180,190	\$ 51,958	94	31	30	50	205	440	\$ 749.92	\$ 349.40	77.6%
January-20	\$ 230,744	\$ 11,863	\$ 154,996	\$ -	\$ 35,741	\$ -	\$ 202,599	\$ -	\$ 8,729	\$ 16,488	\$ 980	\$ 228,796	\$ 1,948	91	31	30	51	203	440	\$ 998.02	\$ 460.45	99.2%
February-20	\$ 229,200	\$ 13,400	\$ 360,167	\$ -	\$ 45,828	\$ -	\$ 419,395	\$ -	\$ 8,686	\$ 16,406	\$ 976	\$ 445,463	\$ (216,263)	91	32	30	49	202	434	\$ 2,076.21	\$ 966.35	194.4%
March-20	\$ 230,344	\$ 12,385	\$ 216,081	\$ -	\$ 57,895	\$ -	\$ 286,361	\$ (3,606)	\$ 8,729	\$ 16,488	\$ 980	\$ 308,953	\$ (78,609)	92	32	29	50	203	435	\$ 1,392.88	\$ 650.01	134.1%
April-20	\$ 231,278	\$ 12,490	\$ 100,686	\$ 35	\$ 49,458	\$ -	\$ 162,671	\$ (3,596)	\$ 8,772	\$ 16,569	\$ 985	\$ 185,400	\$ 45,878	93	32	29	50	204	436	\$ 779.78	\$ 364.85	80.2%
May-20	\$ 233,464	\$ 12,494	\$ 5,769	\$ -	\$ 42,020	\$ -	\$ 60,282	\$ (1,402)	\$ 8,858	\$ 16,731	\$ 995	\$ 85,465	\$ 147,999	94	33	29	50	206	440	\$ 285.83	\$ 133.82	36.6%
June-20	\$ 240,714	\$ 13,076	\$ 265,983	\$ 110	\$ 59,775	\$ -	\$ 338,944	\$ (1,412)	\$ 9,116	\$ 17,219	\$ 1,024	\$ 364,890	\$ (124,176)	96	33	30	53	212	453	\$ 1,592.13	\$ 745.10	151.6%
July-20	\$ 240,542	\$ 13,045	\$ 220,727	\$ 282	\$ 63,245	\$ -	\$ 297,299	\$ (10,482)	\$ 9,116	\$ 17,219	\$ 1,024	\$ 314,176	\$ (73,634)	97	31	30	54	212	454	\$ 1,352.91	\$ 631.76	130.6%
August-20	\$ 240,758	\$ 13,479	\$ 195,617	\$ 816	\$ 76,747	\$ -	\$ 286,659	\$ (2,015)	\$ 9,159	\$ 17,300	\$ 1,029	\$ 312,131	\$ (71,373)	100	31	29	53	213	455	\$ 1,336.36	\$ 625.59	129.6%
September-20	\$ 243,986	\$ 13,852	\$ 315,722	\$ -	\$ 66,187	\$ -	\$ 395,760	\$ (3,692)	\$ 9,288	\$ 17,544	\$ 1,043	\$ 419,943	\$ (175,957)	101	33	30	52	216	459	\$ 1,815.13	\$ 854.18	172.1%
2019-20 TOTAL	\$ 2,825,710	\$ 140,028	\$ 2,346,276	\$ 1,243	\$ 596,469	\$ 4,737	\$ 3,088,752	\$ (26,204)	\$ 107,242	\$ 202,563	\$ 12,046	\$ 3,384,399	\$ (558,689)	1,143	385	354	612	2,494	5,334	\$ 1,227.97	\$ 574.16	119.8%

(1) Loss Ratio is calculated based on Total Plan Cost.

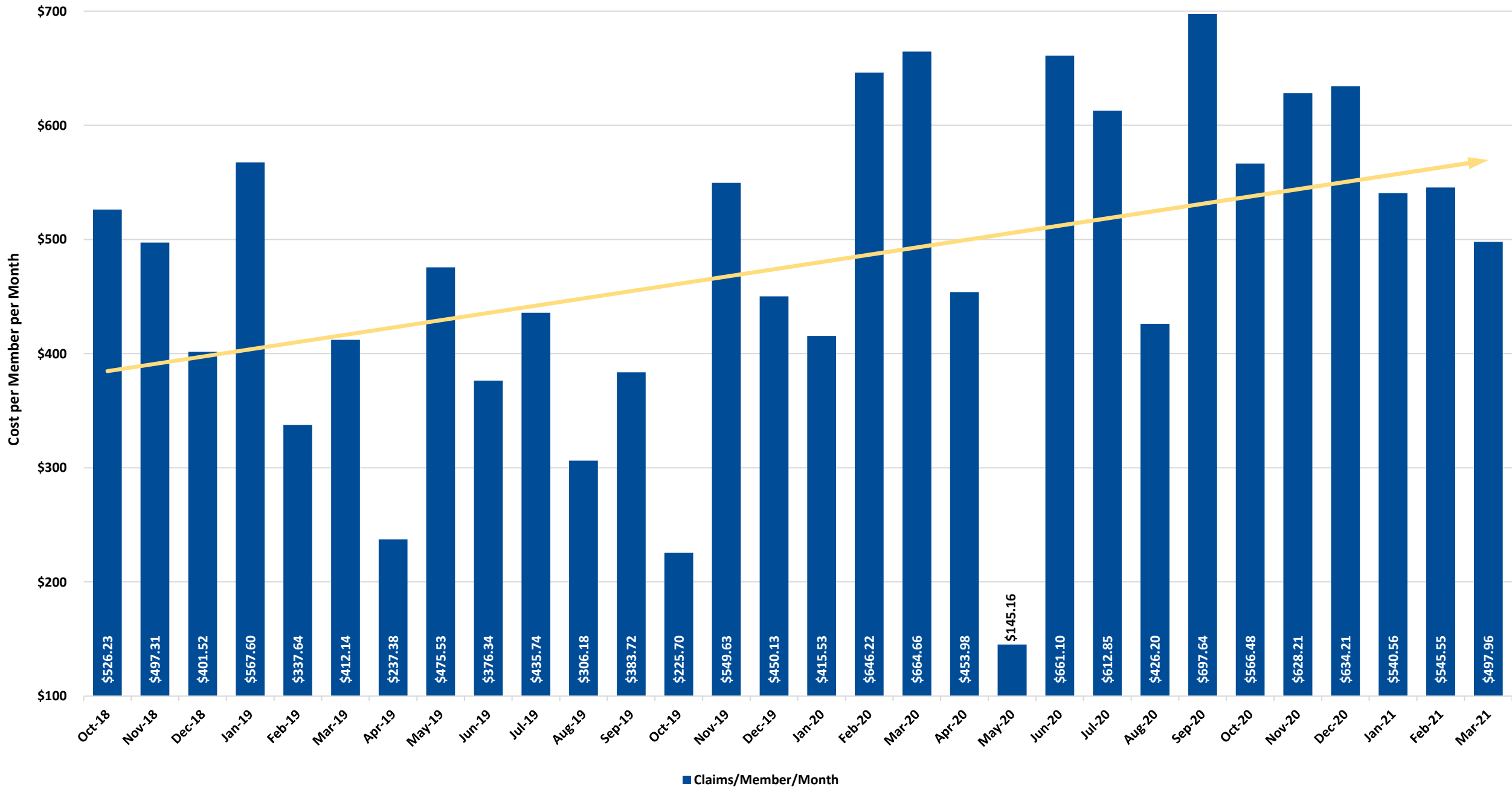
2019-20 Funding		ASO PEPM	ISL PEPM	ASL PEPM
Employee	\$ 934.00	\$ 43.00	\$ 81.22	\$ 4.83
EE + Spouse	\$ 1,252.00	\$ 43.00	\$ 81.22	\$ 4.83
EE + Child(ren)	\$ 1,188.00	\$ 43.00	\$ 81.22	\$ 4.83
EE + Family	\$ 1,398.00	\$ 43.00	\$ 81.22	\$ 4.83

2019-20 High Plan	Monthly Funding	Capitation	In Network	Out of Network	Pharmacy Retail/Mail	FL Blue Run-out	Total Paid Claims	Stop Loss Reimbursement (\$200K 24/12)	ASO Fee	Specific Stop Loss	Aggregate Stop Loss	Total Plan Cost	Reserve Accumulation	EE	ES	EC	EF	Total EE's	Total Mbrs	Claims PEPM	Claims PMPM	Loss Ratio ⁽¹⁾
October-19	\$ 205,718	\$ -	\$ -	\$ -	\$ 27,608	\$ 165,456	\$ 193,065	\$ -	\$ 6,837	\$ 12,914	\$ 768	\$ 213,584	\$ (7,866)	64	44	19	32	159	329	\$ 1,214.24	\$ 586.82	103.8%
November-19	\$ 207,828	\$ 9,457	\$ 212,390	\$ 67	\$ 31,697	\$ (49,730)	\$ 203,883	\$ -	\$ 6,923	\$ 13,076	\$ 778	\$ 224,660	\$ (16,832)	66	44	19	32	161	331	\$ 1,266.35	\$ 615.96	108.1%
December-19	\$ 206,773	\$ 9,800	\$ 247,668	\$ 654	\$ 57,891	\$ 36,026	\$ 352,039	\$ -	\$ 6,880	\$ 12,995	\$ 773	\$ 372,687	\$ (165,914)	65	44	19	32	160	330	\$ 2,200.25	\$ 1,066.79	180.2%
January-20	\$ 199,561	\$ 8,898	\$ 233,000	\$ 67	\$ 48,741	\$ -	\$ 290,706	\$ -	\$ 6,622	\$ 12,508	\$ 744	\$ 310,580	\$ (111,019)	61	43	19	31	154	321	\$ 1,887.70	\$ 905.63	155.6%
February-20	\$ 201,837	\$ 9,319	\$ 339,213	\$ 67	\$ 42,289	\$ -	\$ 390,889	\$ -	\$ 6,708	\$ 12,670	\$ 753	\$ 411,020	\$ (209,183)	63	42	19	32	156	325	\$ 2,505.70	\$ 1,202.73	203.6%
March-20	\$ 203,703	\$ 9,387	\$ 369,562	\$ 3,649	\$ 62,687	\$ -	\$ 445,284	\$ -	\$ 6,751	\$ 12,752	\$ 758	\$ 465,545	\$ (261,842)	62	42	20	33	157	329	\$ 2,836.21	\$ 1,353.45	228.5%
April-20	\$ 201,593	\$ 9,477	\$ 275,821	\$ -	\$ 60,482	\$ -	\$ 345,779	\$ -	\$ 6,665	\$ 12,589	\$ 749	\$ 365,782	\$ (164,189)	60	42	20	33	155	327	\$ 2,230.83	\$ 1,057.43	181.4%
May-20	\$ 195,960	\$ 9,425	\$ 29,628	\$ -	\$ 55,765	\$ -	\$ 94,818	\$ -	\$ 6,450	\$ 12,183	\$ 725	\$ 114,176	\$ 81,784	56	41	20	33	150	321	\$ 632.12	\$ 295.38	58.3%
June-20	\$ 197,015	\$ 10,269	\$ 301,785	\$ -	\$ 53,797	\$ -	\$ 365,851	\$ -	\$ 6,493	\$ 12,264	\$ 729	\$ 385,338	\$ (188,323)	57	41	20	33	151	322	\$ 2,422.86	\$ 1,136.18	195.6%
July-20	\$ 199,004	\$ 9,336	\$ 276,431	\$ -	\$ 48,821	\$ -	\$ 334,589	\$ -	\$ 6,579	\$ 12,427	\$ 739	\$ 354,333	\$ (155,329)	60	40	19	34	153	320	\$ 2,186.85	\$ 1,045.59	178.1%
August-20	\$ 193,902	\$ 9,575	\$ 107,711	\$ 105	\$ 62,039	\$ -	\$ 179,430	\$ -	\$ 6,407	\$ 12,102	\$ 720	\$ 198,658	\$ (4,756)	58	39	19	33	149	316	\$ 1,204.23	\$ 567.82	102.5%
September-20	\$ 192,489	\$ 9,426	\$ 99,376	\$ 576	\$ 50,929	\$ -	\$ 160,306	\$ -	\$ 6,364	\$ 12,021	\$ 715	\$ 179,406	\$ 13,083	58	38	19	33	148	314	\$ 1,083.15	\$ 510.53	93.2%
2019-20 TOTAL	\$ 2,405,383	\$ 104,371	\$ 2,492,585	\$ 5,186	\$ 602,746	\$ 151,752	\$ 3,356,639	\$ -	\$ 79,679	\$ 150,501	\$ 8,950	\$ 3,595,769	\$ (1,190,386)	730	500	232	391	1,853	3,885	\$ 1,811.46	\$ 864.00	149.5%

(1) Loss Ratio is calculated based on Total Plan Cost.

2019-20 Funding		ASO PEPM	ISL PEPM	ASL PEPM
EE	\$ 1,055.00	\$ 43.00	\$ 81.22	\$ 4.83
EE + Spouse	\$ 1,413.00	\$ 43.00	\$ 81.22	\$ 4.83
156 Child(ren)	\$ 1,342.00	\$ 43.00	\$ 81.22	\$ 4.83
Family	\$ 1,579.00	\$ 43.00	\$ 81.22	\$ 4.83

Highlands County BOCC
Net Medical and Rx Claims Cost per Member per Month
October 2018 - Current



Highlands County Board of County Commissioners
Employee/Board Contribution Rates
October 1, 2011 - September 30, 2021



			2011 - 2012			2012 - 2013			2013 - 2014			2014 - 2015			2015 - 2016		
Base Plan	Dual	Triple	Employee	Board	Total	Employee	Board	Total	Employee	Board	Total	Employee	Board	Total	Employee	Board	Total
EE Only	313	324	\$0.00	\$571.79	\$571.79	\$0.00	\$571.79	\$571.79	\$0.00	\$571.79	\$571.79	\$0.00	\$571.79	\$571.79	\$0.00	\$583.23	\$583.23
EE + Spouse	49	65	\$194.56	\$571.79	\$766.35	\$194.56	\$571.79	\$766.35	\$194.56	\$571.79	\$766.35	\$194.56	\$571.79	\$766.35	\$198.45	\$583.23	\$781.68
EE + Children	41	43	\$155.80	\$571.79	\$727.59	\$155.80	\$571.79	\$727.59	\$155.80	\$571.79	\$727.59	\$155.80	\$571.79	\$727.59	\$158.92	\$583.23	\$742.15
EE + Family	48	55	\$284.38	\$571.79	\$856.17	\$284.38	\$571.79	\$856.17	\$284.38	\$571.79	\$856.17	\$284.38	\$571.79	\$856.17	\$290.07	\$583.23	\$873.30
Mid Plan																	
EE Only	0	107	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EE + Spouse	0	37	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EE + Children	0	27	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EE + Family	0	44	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
High Plan																	
EE Only	168	50	\$106.42	\$571.79	\$678.21	\$106.42	\$571.79	\$678.21	\$106.42	\$571.79	\$678.21	\$106.42	\$571.79	\$678.21	\$108.55	\$583.23	\$691.78
EE + Spouse	84	31	\$337.18	\$571.79	\$908.97	\$337.18	\$571.79	\$908.97	\$337.18	\$571.79	\$908.97	\$337.18	\$571.79	\$908.97	\$343.92	\$583.23	\$927.15
EE + Children	44	15	\$291.22	\$571.79	\$863.01	\$291.22	\$571.79	\$863.01	\$291.22	\$571.79	\$863.01	\$291.22	\$571.79	\$863.01	\$297.04	\$583.23	\$880.27
EE + Family	81	30	\$443.72	\$571.79	\$1,015.51	\$443.72	\$571.79	\$1,015.51	\$443.72	\$571.79	\$1,015.51	\$443.72	\$571.79	\$1,015.51	\$452.59	\$583.23	\$1,035.82
EE Total	828	828	\$1,494,338			\$1,494,338			\$1,494,338			\$1,494,338			\$1,524,220		
EE Increase (\$)			N/A			\$0			\$0			\$0			\$29,882		
EE Increase (%)			N/A			0.0%			0.0%			0.0%			2.0%		
Board Total			\$5,681,305			\$5,681,305			\$5,681,305			\$5,681,305			\$5,794,973		
Board Increase (\$)			N/A			\$0			\$0			\$0			\$113,668		
Board Increase (%)			N/A			0.0%			0.0%			0.0%			2.0%		
Total			\$7,175,643			\$7,175,643			\$7,175,643			\$7,175,643			\$7,319,194		
Total Increase (\$)			N/A			\$0			\$0			\$0			\$143,550		
Total Increase (%)			N/A			0.0%			0.0%			0.0%			2.0%		

Highlands County Board of County Commissioners
Employee/Board Contribution Rates
October 1, 2011 - September 30, 2021



			2016 - 2017			2017 - 2018*			2018 - 2019			2019 - 2020			2020 - 2021		
Base Plan	Dual	Triple	Employee	Board	Total	Employee	Board	Total	Employee	Board	Total	Employee	Board	Total	Employee	Board	Total
EE Only	313	324	\$0.00	\$583.23	\$583.23	\$0.00	\$624.16	\$624.16	\$45.22	\$625.00	\$670.22	\$0.00	\$795.00	\$795.00	\$0.00	\$818.00	\$818.00
EE + Spouse	49	65	\$198.45	\$583.23	\$781.68	\$198.45	\$637.95	\$836.40	\$295.22	\$625.00	\$920.22	\$296.00	\$795.00	\$1,091.00	\$341.00	\$818.00	\$1,159.00
EE + Children	41	43	\$158.92	\$583.23	\$742.15	\$158.92	\$635.18	\$794.10	\$248.58	\$625.00	\$873.58	\$241.00	\$795.00	\$1,036.00	\$273.00	\$818.00	\$1,091.00
EE + Family	48	55	\$290.07	\$583.23	\$873.30	\$290.07	\$644.36	\$934.43	\$402.96	\$625.00	\$1,027.96	\$424.00	\$795.00	\$1,219.00	\$498.00	\$818.00	\$1,316.00
Mid Plan																	
EE Only	0	107	-	-	-	-	-	-	\$152.96	\$625.00	\$777.96	\$139.00	\$795.00	\$934.00	\$148.00	\$818.00	\$966.00
EE + Spouse	0	37	-	-	-	-	-	-	\$417.58	\$625.00	\$1,042.58	\$457.00	\$795.00	\$1,252.00	\$539.00	\$818.00	\$1,357.00
EE + Children	0	27	-	-	-	-	-	-	\$364.86	\$625.00	\$989.86	\$393.00	\$795.00	\$1,188.00	\$460.00	\$818.00	\$1,278.00
EE + Family	0	44	-	-	-	-	-	-	\$539.78	\$625.00	\$1,164.78	\$603.00	\$795.00	\$1,398.00	\$718.00	\$818.00	\$1,536.00
High Plan																	
EE Only	168	50	\$108.55	\$583.23	\$691.78	\$108.55	\$631.63	\$740.18	\$198.62	\$625.00	\$823.62	\$260.00	\$795.00	\$1,055.00	\$297.00	\$818.00	\$1,115.00
EE + Spouse	84	31	\$343.92	\$583.23	\$927.15	\$343.92	\$648.13	\$992.05	\$478.86	\$625.00	\$1,103.86	\$618.00	\$795.00	\$1,413.00	\$737.00	\$818.00	\$1,555.00
EE + Children	44	15	\$297.04	\$583.23	\$880.27	\$297.04	\$644.85	\$941.89	\$423.04	\$625.00	\$1,048.04	\$547.00	\$795.00	\$1,342.00	\$650.00	\$818.00	\$1,468.00
EE + Family	81	30	\$452.59	\$583.23	\$1,035.82	\$452.59	\$655.74	\$1,108.33	\$608.24	\$625.00	\$1,233.24	\$784.00	\$795.00	\$1,579.00	\$941.00	\$818.00	\$1,759.00
EE Total	828	828	\$1,524,220			\$1,524,220			\$2,177,754			\$2,228,772			\$2,601,144		
EE Increase (\$)			\$0			\$0			\$653,534			\$51,018			\$372,372		
EE Increase (%)			\$0			0.0%			42.9%			2.3%			16.7%		
Board Total			\$5,794,973			\$6,307,661			\$6,210,000			\$7,899,120			\$8,127,648		
Board Increase (\$)			\$0			\$512,687			-\$97,661			\$1,689,120			\$228,528		
Board Increase (%)			\$0			8.8%			-1.5%			27.2%			2.9%		
Total			\$7,319,194			\$7,831,881			\$8,387,754			\$10,127,892			\$10,728,792		
Total Increase (\$)			\$0			\$512,687			\$555,873			\$1,740,138			\$600,900		
Total Increase (%)			0.0%			7.0%			7.1%			20.7%			5.9%		

*2017-2018 Plan Year illustrates employees hired prior to 9/1/2017.

Highlands County Board of County Commissioners
 Medical Funding Estimates
 Effective Date: October 1, 2021

	Current Funding	Projected Funding	\$ Difference	% Difference
No Plan Changes	\$10,678,680	\$12,366,727	\$1,688,047	15.8%
Remove 4th Quarter Deductible Carryover	\$10,678,680	\$12,045,455	\$1,366,775	12.8%
Dual Option: (Base and Mid) and remove 4th Quarter Deductible Carryover	\$10,678,680	\$11,890,174	\$1,211,494	11.3%
Triple Option: Replace Base plan with QHDHP, keep Mid & High Plan and Remove 4th Quarter Deductible Carryover	\$10,678,680	\$11,172,666	\$493,986	4.6%

Deficit

Highlands County Board of County Commissioners
 Medical Funding Estimates
 Effective Date: October 1, 2021

Current: \$ 8,088,384

\$ 2,605,044

	Current Total Funding	Projected Total Funding	\$ Difference	% Difference	Board Funding	Incr to Board Funding	EE Funding	Total	Board Contribution/EE
No Plan Changes	\$10,678,680	\$12,116,727	\$1,438,047	13.5%	\$9,180,316	\$1,091,932	\$2,956,725	\$12,137,041	\$928
Remove 4th Quarter Deductible Carryover	\$10,678,680	\$11,795,455	\$1,116,775	10.5%	\$8,937,664	\$849,280	\$2,879,876	\$11,817,540	\$904
Dual Option: (Base and Mid) and remove 4th Quarter Deductible Carryover	\$10,678,680	\$11,640,174	\$961,494	9.0%	\$8,816,339	\$727,955	\$2,839,498	\$11,655,837	\$892
Triple Option: Replace Base plan with QHDHP, keep Mid & High Plan and Remove 4th Quarter Deductible Carryover	\$10,678,680	\$10,922,666	\$243,986	2.3%	\$8,274,417	\$186,033	\$2,664,960	\$10,939,377	\$837

\$818

↓ \$818 now

\$500,000 needed
 (includes \$250,000
 for reserve)

Highlands County Board of County Commissioners
 Medical Funding Estimates
 Effective Date: October 1, 2021

50/50 split

Current: \$8,088,384

\$2,605,044

	Current Total Funding	Projected Total Funding	\$ Difference	% Difference	Board Funding	Incr to Board Funding	EE Funding	Total	Board Contribution/EE
No Plan Changes	\$10,678,680	\$12,366,727	\$1,688,047	15.8%	\$9,366,349	\$1,277,965	\$3,016,641	\$12,382,990	\$947
Remove 4th Quarter Deductible Carryover	\$10,678,680	\$12,045,455	\$1,366,775	12.8%	\$9,123,697	\$1,035,313	\$2,938,490	\$12,062,187	\$923
Dual Option: (Base and Mid) and remove 4th Quarter Deductible Carryover	\$10,678,680	\$11,890,174	\$1,211,494	11.3%	\$9,002,371	\$913,987	\$2,899,414	\$11,901,785	\$910
Triple Option: Replace Base plan with QHDHP, keep Mid & High Plan and Remove 4th Quarter Deductible Carryover	\$10,678,680	\$11,172,666	\$493,986	4.6%	\$8,460,450	\$372,066	\$2,724,876	\$11,185,326	\$856

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Sherry 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 29, 2021.

RECOMMENDED ACTION

None. This is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact

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

County Attorney Log

	Commissioner Priority	RECEIVED FROM	REQUEST	STATUS
1	Priority 5	Clinton Howerton	Solid Waste Contract - Review and Amend	Amendment drafted and sent to attorney
2	Priority 8	Clinton Howerton	Review Somervale Downs Right-of-way dedications	Assigned – SS-waiting on additional information
3	Priority 8	Dawn Ritter	Review IMWID Easements and Agreements	Assigned-SS/Drafts prepared/mtgs. set
4	Priority 2	Board	M-CORES/Broadband Resolution	Pending
5	Priority 4	Rachel Barry	Review revisions to Lien Satisfaction Policy	Assigned-MR/Under review
6	Priority 4	Rebecca Cable	Review revisions to Personnel Manual	Assigned-MR/Under review
7	Priority 4	Marc Bashoor	Review Fire Assessment Resolution	Assigned – SS/Under review
8	Priority 4	Valerie Fleege	Review request for a street light procedure	Additional information needed
9	Priority 8	Clinton Howerton	Prepare Deed re: property on Kenilworth	Assigned SS/Under review
10	Priority 4	Melony Culpepper	Review e-mail regarding legal lots of record	Assigned-SS/Under review
11	Priority 4	Jo Anne Sawdy	Review Resolutions PZ 2072, 2073 and 2076.	Assigned-SS/Under review
12	Priority 8	Jonathan Harrison	Review e-mail regarding right-of-way maintenance	Assigned-SS/under review
13	Priority 4	Gloria Rybinski	Review e-mail from Sun N Lake and prepare Ordinance	Assigned-SS/under review
14	Priority 4	Jennifer Willis	Review Resolution for Vacation of Road-Spring Lake Village IX	Assigned SS/Under review
15	Priority 4	Mar Bashoor	Review Smoke Alarm Release	Assigned-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 4, 2021

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 27th, 2021.

RECOMMENDED ACTION

This information is being provided for informational purposes

FISCAL IMPACT

No Fiscal Impact.

Attachments: [Status - Commissioner's Priorities \(FINAL\) 5.4.2021.pdf](#)
[Status - Project Updates \(FINAL\) 5.4.2021.pdf](#)

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 1	Leah Sauls	Sell Highlands Regional & use funds for endowment for non-profits	Waiting on Highlands Regional/HCA Leadership to prepare written notification of their desire to buy the hospital facility and include their evaluation of what the facility is worth. Staff are working with legal counsel to determine the best path forward for how funds will be used after the sale of the facility. Still waiting on letter from CEO. Hospital has rebranded and is now HCA Florida Highlands Hospital.	Communications continues, awaiting letter from HCA leadership. Intend to find a specialized appraiser that both parties agree to use. Map a plan for funds after the sale of the facility. Next hospital district meeting is scheduled for May 27 at 1:15 pm.	27-May-21
Priority 2	Leah Sauls	Develop a plan of action for utility extensions	Opened a Task Order for the amount of \$25,000 out of the 19-20 economic development budget with Kimley-Horn for ongoing general engineering, environmental and planning services for utilities (water & sewer) county-wide with hopes to continue services into ongoing years. Have spent the first \$25,000. Have additional \$25,000 set aside in current fiscal year budget (20-21) to continue services. Utility line maps have been compiled by Kimley-Horn into GIS format which has been shared with County GIS Team. We have applied for and been awarded a grant for an additional \$25,000 from Enterprise Florida. This is a reimbursable grant that will go to this project.	Kimley-Horn provided suggested next steps/deliverables with pricing included for ongoing efforts and implementation. Working our way down the list; within the bounds of funding. Kimley Horn has completed the draw down pressure tests of the pumps and lift stations in Lake Placid to determine the capacity and flow rates. Kimley Horn is still trying to piece together all of the paper maps from Sebring. Applied for rural toolkit grant and received approval. The Enterprise Florida Grant paperwork (budget amendment/resolution) is on the May 4 BOCC consent agenda to accept the funds. Have drafted flexible deliverables for the next \$25,000 with Kimley-Horn.	4-May-21
Priority 3	Laurie Hurner/Tanya Cannady	Build reserves to 3.5 Months and plan for a millage reduction	Continuing to monitor the current COVID-19 situation and the immediate and anticipated financial impacts. OMB engaged PFM to assist with future revenue estimations. A hiring and spending freeze has been implemented. Directors continue to be fiscally responsible during the budget process.	Continue to monitor the impacts of COVID and to be fiscally responsible with spending, while maintaining County services.	Ongoing
Priority 4	Laurie Hurner	Work to streamline County bureaucracy to protect & grow economy; encourage economic development to focus on grants to retain & expand existing businesses, also keep an eye on new opportunities	1st draft submitted to County Administrator for review and comment.	Review with County Administrator.	TBD
Priority 5	Clinton Howerton	Recycling Program	Work to improve recycling efficiency from residents. Evaluating alternative options to meet State mandated goals.	Additional public education efforts have begun, including videos, mailouts, and meetings. Next action may include discussion of modifications to program to reduce contamination.	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.	Provide Report to BOCC on findings.	18-May-21
Priority 7	TBD	Annexation/ Interlocals with Municipalities	To approve an agreement with municipalities to combine maintenance of pedestrian pathways and thoroughfares with annexations so there is a clear responsibility for future repairs and improvements. To bring roadways that are annexed by state on both sides of the street to Board to remove from Countywide Maintenance list	TBD	Ongoing
Priority 8	Clinton Howerton/Jonathan Harrison	Countywide Drainage Issues	Engineering and Road and Bridge Department working together to identify needs and goals.	Generate a list of areas with concerns and estimated costs	Ongoing

#	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	Engineering - Road & Bridge	Memorial Drive Culvert Replacement and Extension	Dewatering design/permitting underway.	Complete re-design and construct 2021	Ongoing
6	Engineering	Heron St. Roadway Improvements - Project #18007	90% Plans submitted to FDOT	Receive and address comments from FDOT and finalize plans	4/30/2021
7	Engineering	W. Stryker Rd. Roadway Improvements - Project #18008	90% Plans submitted to FDOT	Receive and address comments from FDOT and finalize plans	4/30/2021
8	Engineering	CR 623 Improvements - Project #18009 (Kenilworth Blvd)	BID documents sent to FDOT for final approval	Final approval of bid docs then advertise for bid.	5/15/2021
9	Economic Development	Econ. Dev. Strategic Plan Progress Update	Implementing Strategic Plan Initiatives	Still working on ESF 18 functions (lighter), pushing out information relating to the new stimulus packages and resources for businesses. Working with multiple industrial prospects doing due diligence on property acquisition and project viability. Also continuing to work with marketing firm to create content and implement marketing/communications plan - Industry infographics are complete. Applied for and received two rural development grants through Enterprise Florida and DEO. Paperwork for grant award acceptance (budget amendment/resolution) is on May 4 BOCC consent agenda. Working to further build out the HCED website with new marketing videos, clips, infographics and other data. Looking into infrastructure grant opportunities for strategic site development. Will be presenting at Avon Park Noon Rotary on Wed. April 28. Midway through Broadband Feasibility Study and in beginning stages of working with CFRPC to apply for Tech. Assistance Grant to fund Highlands County Retail Study.	4-May-21
10	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
11	Legislative Affairs & Grants	Broadband/ Highspeed Internet	Board passed resolution in support of State broadband initiatives.	To monitor Office of Broadband and State initiatives	Ongoing

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: David Nitz, OMB Manager

SUBJECT/TITLE: 2nd Quarter Analysis of Revenues and Expenditures

STATEMENT OF ISSUE

With the closing of Period 6 (March), it is time for the 2nd quarter update of the revenues and expenditures and to discuss any noticeable trends with each. This informational report is intended for administration, the commissioners as well as the public.

RECOMMENDED ACTION

No Action Required

FISCAL IMPACT

There is no fiscal impact at this time.

Attachments: [2nd Q REVENUE BINDER.pdf](#)

FINANCIAL STATUS UPDATE – 2ND QUARTER

AD VALOREM TAXES (005 - 3111000)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	0.00	495,157.75	1,349,117.22
November	24,408,582.29	24,932,065.45	28,855,763.01
December	7,312,774.96	8,348,340.13	6,301,198.70
January	1,881,270.76	1,677,890.72	1,539,211.95
February	1,159,527.04	1,007,058.50	988,196.05
March	2,316,622.53	1,871,831.67	2,711,480.84
April	1,224,443.99	1,524,986.15	\$3,272,831 Collected from 4/1/20 thru 9/30/20 - Est: \$45,017,899
May	400,105.74	563,242.57	
June	983,007.02	(6,008.72)	
July	(33.27)	1,193,115.66	
August	(4.70)	(764.36)	
September	1,333.92	(1,640.04)	
Total	39,687,630.28	41,605,275.48	41,744,967.77
Budget	39,752,897.00	41,565,379.00	43,361,681.00

PFM Estimate - 3/15/21

\$ 42,442,385

STATE REVENUE SHARING (005 - 3351200)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection	
October	205,840.05	212,002.62	197,576.52	
November	205,840.06	212,002.63	197,576.52	
December	205,840.05	212,002.62	197,576.52	
January	205,840.06	212,002.63	197,576.52	
February	205,840.05	212,002.62	197,576.52	
March	205,840.06	212,002.63	197,576.52	
April	205,840.05	212,002.62	197,576.52	
May	205,840.06	106,024.86	197,576.52	
June	359,086.03	292,654.42	397,576.52	
July	212,002.63	184,770.63	250,000.00	Estimates
August	212,002.62	197,576.52	250,000.00	
September	212,002.63	197,576.52	250,000.00	
Total YTD	2,641,814.35	2,462,621.32	2,728,188.68	Estimate
Budget	2,584,597.00	2,752,550.00	2,340,147.00	

PFM Estimate - 3/15/21

\$ 2,727,501

HALF CENT SALES TAX (005 - 3351810)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	436,438.34	451,353.47	475,526.92
November	449,921.49	456,856.14	484,818.70
December	506,458.71	497,950.93	536,087.36
January	470,484.15	473,969.99	509,262.86
February	481,957.26	481,700.45	+6.7% thru 1/31/21. Est: \$5,856,220
March	545,932.00	473,251.38	
April	473,266.71	396,896.50	
May	448,587.59	459,150.55	
June	428,009.86	467,575.86	
July	415,929.69	442,758.25	
August	418,671.65	429,030.74	
September	411,057.22	458,375.42	
Total YTD	5,486,714.67	5,488,869.68	2,005,695.84
Budget	5,861,479.00	5,350,342.00	5,277,341.00

PFM Estimate - 3/15/21

\$ 5,983,698

EMS FEES (005 - 3426000:3426004)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection	
October	1,036,502.25	10,067.86	102,595.59	
November	490,096.39	252,830.74	1,066,951.97	
December	517,884.40	435,465.65	0.00	
January	288,640.58	1,774,040.95	9,734.67	
February	540,855.06	524,485.20	3,022.34	
March	87,819.55	788,819.26	(217,987.05)	
April	150,630.30	298,384.94	4,126,671.77	
May	241,214.44	189,628.90		
June	30,521.22	297,261.14		
July	1,321,734.51	426,500.10		
August	1,114,359.98	217,206.66		
September	448,369.26	(1,385,380.72)		
Total YTD	4,114,137.91	3,829,310.68	5,090,989.29	\$ 3,548,007
Budget	3,992,750.00	4,147,500.00	4,155,242.00	

SOLID WASTE ASSESSMENT (401 - 3631300)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	2,220.12	4,267.24	9,097.83
November	2,105,690.66	1,875,423.18	1,445,237.89
December	2,469,980.12	2,934,632.66	3,586,430.64
January	265,794.89	160,521.53	131,465.00
February	318,320.52	285,270.71	274,614.77
March	239,213.86	367,137.27	198,759.12
April	469,114.83	222,858.37	+0.33% thru 3/31/21. Est: \$6,426,797
May	197,769.01	230,232.28	
June	271,627.34	313,740.74	
July	2,887.08	4,402.38	
August	20,723.79	2,554.85	
September	9,700.54	7,303.73	
Total YTD	6,373,042.76	6,408,344.94	5,645,605.25
Budget	5,850,000.00	6,415,256.00	6,400,000.00

LANDFILL TIPPING FEES (401 - 3434100)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	206,461.35	270,089.45	248,605.95
November	197,081.00	240,140.65	236,122.46
December	189,369.98	257,619.90	288,248.78
January	235,240.50	242,367.85	247,386.95
February	224,242.45	245,508.30	50,878.40
March	251,640.00	242,471.59	509,261.68
April	236,132.60	222,414.85	+5.49% thru 3/31/21. Est: \$3,045,854
May	221,610.15	224,986.25	
June	197,674.74	233,869.77	
July	215,803.23	237,262.20	
August	237,217.72	228,628.71	
September	183,016.25	241,927.20	
Total YTD	2,595,489.97	2,887,286.72	1,580,504.22
Budget	3,320,309.00	2,473,643.00	2,850,000.00

9TH CENT GAS TAX (110 - 3123000)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	38,432.36	45,755.84	46,623.87
November	59,500.90	45,774.98	46,104.69
December	43,208.09	46,013.43	47,102.47
January	39,746.02	37,532.59	41,011.00
February	42,943.92	41,901.62	+3.3% thru 1/31/21. Est: \$530,951
March	49,868.41	42,954.44	
April	45,188.36	30,362.02	
May	40,493.87	44,749.84	
June	46,479.96	43,011.37	
July	47,172.86	44,169.52	
August	49,107.35	46,003.84	
September	43,594.08	45,804.49	
Total YTD	545,736.18	514,033.98	180,842.03
Budget	552,269.00	540,370.00	499,394.00

PFM Estimate - 3/15/21

\$ 539,394

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

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	173,828.32	207,863.36	210,966.24
November	268,213.73	204,833.67	208,721.82
December	194,079.37	209,345.62	213,688.36
January	179,633.72	166,306.43	184,714.21
February	193,701.56	187,200.08	+3.77% thru 1/31/21 Est: \$2,402,510
March	225,480.05	192,312.90	
April	204,270.29	142,036.38	
May	182,659.02	195,300.21	
June	210,098.99	194,934.74	
July	213,371.31	199,867.43	
August	221,827.62	208,258.98	
September	197,131.95	206,945.97	
Total YTD	2,464,295.93	2,315,205.77	818,090.63
Budget	2,540,440.00	2,443,041.00	2,174,708.00

PFM Estimate - 3/15/21

\$ 2,423,429

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

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	94,182.27	117,000.96	127,138.56
November	168,029.37	121,058.53	127,284.30
December	111,226.77	125,620.25	130,954.87
January	132,980.71	126,082.07	138,607.37
February	132,977.85	128,318.71	+6.99% thru 1/31/21. Est: \$1,570,154
March	149,065.84	134,506.11	
April	137,325.21	99,315.31	
May	122,515.06	134,811.54	
June	122,340.70	114,842.74	
July	127,553.41	119,383.67	
August	131,048.31	127,073.68	
September	114,758.16	119,564.43	
Total YTD	1,544,003.66	1,467,578.00	523,985.10
Budget	1,588,119.00	1,532,326.00	1,320,399.00

PFM Estimate - 3/15/21

\$ 1,531,238

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

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	170,998.33	129,885.80	126,706.04
November	146,814.06	164,296.13	165,306.07
December	162,540.35	162,010.42	126,549.69
January	166,687.75	152,468.54	148,626.95
February	142,020.44	160,560.90	147,262.70
March	151,217.30	177,159.88	-7.12% thru 1/31/21. Est: \$1,613,015
April	169,095.69	149,347.67	
May	164,007.23	88,680.65	
June	165,222.53	122,975.93	
July	157,731.99	138,659.35	
August	158,592.90	128,343.68	
September	185,178.81	162,277.71	
Total YTD	1,940,107.38	1,736,666.66	714,451.45
Budget	1,861,041.00	1,960,316.00	1,725,267.00

PFM Estimate - 3/15/21

\$ 1,825,122

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

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	75,084.48	73,445.50	65,896.27
November	66,983.95	64,274.16	59,836.79
December	61,577.80	62,785.30	65,548.34
January	68,880.68	74,588.71	62,853.88
February	65,118.56	69,859.26	-7.62% thru 1/31/21. Est: \$691,302
March	75,679.18	65,344.07	
April	71,625.94	39,567.65	
May	69,869.05	51,069.45	
June	70,633.42	61,634.41	
July	71,931.30	62,483.43	
August	73,595.04	61,922.83	
September	66,132.76	61,346.08	
Total YTD	837,112.16	748,320.85	254,135.28
Budget	839,448.00	837,975.00	732,612.00

PFM Estimate - 3/15/21

\$ 795,015

LOCAL OPT. SALES TAX - INFRASTRUCTURE (151 - 3126001:3126006)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	618,879.74	664,682.22	689,710.74
November	667,711.04	677,629.01	730,954.33
December	1,206,804.94	1,178,117.67	1,331,500.14
January	694,207.76	723,704.68	755,591.88
February	728,985.23	732,443.24	+8.13% thru 1/31/21. Est: \$10,761,243
March	1,266,131.05	1,166,421.63	
April	702,970.83	581,498.16	
May	654,938.85	673,528.59	
June	1,024,818.62	1,146,394.53	
July	597,149.05	652,845.21	
August	601,642.37	613,467.26	
September	1,002,473.89	1,141,517.13	
Total YTD	9,766,713.37	9,952,249.33	3,507,757.09
Budget	9,945,423.00	10,053,219.00	9,771,338.00

PFM Estimate - 3/15/21

\$ 10,988,643

BUILDING PERMITS (180 - 3220000)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	80,032.00	83,145.75	102,602.50
November	72,767.50	58,802.00	77,936.00
December	60,095.00	57,198.50	94,563.50
January	73,919.00	79,045.00	80,260.60
February	69,244.50	73,174.00	118,517.00
March	77,350.00	88,813.50	128,076.00
April	81,355.00	71,203.00	+36.75% thru 3/31/21. Est: \$1,268,988
May	68,445.50	66,525.50	
June	71,282.00	85,839.00	
July	84,407.00	85,032.50	
August	84,251.00	87,543.50	
September	70,150.00	91,631.00	
Total YTD	893,298.50	927,953.25	601,955.60
Budget	804,000.00	862,600.00	814,000.00

FIRE ASSESSMENTS (FUND 181 - ACCOUNT 3631200)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	-	77,605.39	213,936.60
November	2,903,157.17	3,059,760.60	3,462,210.10
December	702,509.24	831,602.39	649,683.47
January	270,524.67	257,783.33	274,466.79
February	174,794.14	180,055.06	199,520.01
March	362,626.34	284,875.01	406,033.92
April	174,122.40	223,238.05	+11% thru 3/31/21. Est: \$5,824,244
May	60,799.02	96,281.90	
June	141,193.68	202,812.01	
July	64,873.06	24,404.51	
August	1,925.17	4,179.72	
September	3,376.31	6,278.52	
Total YTD	4,859,901.20	5,248,876.49	5,205,850.89
Budget	4,845,938.00	5,100,000.00	5,479,830.00

Tourist Development (FUND 152 - ACCOUNT 3121000)

Month	FY2018-19 Collection	FY2019-20 Collection	FY2020-21 Collection
October	\$ 54,327.10	\$ 60,189.31	\$ 76,983.30
November	71,994.27	69,726.59	105,280.98
December	64,625.96	92,526.29	62,541.90
January	121,869.88	127,770.82	94,701.34
February	125,752.81	155,836.31	+8.53% thru 1/31/21 (compared to FY 19). Est: \$1,102,100
March	206,212.71	63,375.03	
April	69,821.55	28,957.70	
May	68,042.60	42,345.38	
June	59,724.95	54,754.97	
July	59,569.14	61,748.83	
August	54,149.47	47,645.59	
September	59,389.48	54,958.12	
Total YTD	1,015,479.92	859,834.94	339,507.52
Budget	880,000.00	870,000.00	750,250.00

PFM Estimate - 3/15/21

\$ 1,026,643

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER: Randy Vosburg, County Administrator

SUBJECT/TITLE: Request for confirmation of the employment of Ashley H.K. Gill as the Highlands County UF IFAS Extension Director.

STATEMENT OF ISSUE

Section 125.74 (k), Florida Statutes, states the County Administrator has the responsibility to "Select, employ, and supervise all personnel and to fill all vacancies, positions, or employment under the jurisdiction of the Board. However, the employment of all department heads shall require confirmation by the Board of County Commissioners." In accordance with this statute, please consider the confirmation of the employment of Ashley H.K. Gill as the UF FAS Extension Highlands County Extension Director. Ms. Gill went through the university's selection process and subsequently an offer was made by the university and accepted by Ms. Gill. Ms. Gill's resume' is attached which details her experience and background.

RECOMMENDED ACTION

Move to confirm Ashley H.K. Gill as the Highlands County UF IFAS Extension Director, pursuant to Section 125.74(k), Florida Statutes.

FISCAL IMPACT

The accepted salary is a 60/40 split with the University of Florida and is within the current and proposed budget.

Attachments: [Gill Resume.pdf](#)

Ashley H.K. Gill

ashleyhkstewart@ufl.edu
1500 Charlotte Dr.
Sebring, FL 33875
(863) 991-5039

Objective

To advance my position with the University of Florida / IFAS Extension, to serve as the Highlands County Extension Director, while using my training and experience to work with families, youth and the community.

Education

Master of Arts, in Human Services- Marriage and Family, Liberty University, Department of Marriage and Family Counseling **May 2013**

Bachelor of Science, in Family Youth and Community Science, University of Florida, College of Agricultural and Life Sciences **May 2009**

Associate of Arts, in Elementary Education, South Florida Community College **May 2006**

Experience

4-H Agent, **October 2017- Present**
UF/IFAS Extension Highlands County, Sebring, FL
Transferred counties, same responsibilities.

4-H Agent / Program Leader, **March 2013- October 2017**
UF/IFAS Extension Marion County, Ocala, FL

- Hire, train, and evaluate 4-H faculty and staff
- Recruit, train and retain effective volunteers
- Secure funding for program area
- Write grants to support 4-H programs
- Prepare and oversee 4-H budget
- Develop partnerships with local businesses to support programmatic efforts
- Maintain the County 4-H Association & Foundation
- Maintain the Expansion & Review Committee
- Ensure compliance with regulations & policies
- Develop and foster positive relationships with clientele
- Target programs to meet community needs
- Market Extension programs to the community
- Served on the Employee Appreciation Committee
- Oversee the 4-H Farm
- Develop, implement & evaluate programs
- Areas of specialty include STEM, food systems, healthy living, outdoor education, and leadership
- Work with 4-H faculty and state specialist
- Work with local schools & afterschool programs
- Organize annual 4-H fundraiser
- Organize annual 4-H 5K family fun run
- Reconcile p-card transactions
- Submit travel authorizations
- Work with the local youth fair
- Maintain enrollment & volunteer records
- Maintain 4-H social media site and blog posts
- Provide support to local and state 4-H events
- Serve on the Camp Advisory Board

- District Delegate for FAE4-HA
- Serve on the State Dairy, Healthy Living & Science Action Teams
- Serve on the state Camp Counselor Task Force
- Member of FAE4-HA, FAAAA, ESP & their National Affiliates
- State, Regional, and National Award Recipient

**4-H Youth Counselor,
UF/IFAS Levy County Extension Service, Bronson, FL**

August 2007 to March 2013

- Worked with at risk youth ages 5- 18
- Worked with youth through Department of Juvenile Justice Grant Program
- Worked with 800+ youth annually during summer day camping programs
- Supervised camp staff, volunteers and youth counselors
- Acted as a mentor and counselor for youth members
- Developed program curriculum
- Focused on agricultural & environmental programming
- Taught youth team building for success
- Helped youth become more productive members of society
- Counseled students regarding disciplinary issues
- Arranged transportation for students to and from the program
- Monitored student academic performance
- Maintained program attendance records
- Conducted parent meetings
- Provided leadership and oversight for both staff and participants
- Served as a liaison between the program and the community
- Tutored program participants
- Organized and planned trips and activities
- Developed and disseminated program recruitment material
- Currently teaches remote control and robotics programs
- Current active member of the Levy Overall Advisory Committee
- Current active member of the 4-H County Council
- Current active member of the 4-H Advisory Committee
- Served as District 4 Delegate for Levy County 4-H

**Family Liaison Specialist,
School Board of Alachua County Head Start Program,
Gainesville , FL**

September 2009 to March 2013

- Planned, implemented and monitored program and content area activities
- Assisted with outreach, recruitment, placement, and case management
- Helped build and maintain family and community partnerships
- Worked as a member of a Head Start content area team
- Completed on site direct and support responsibilities at HS cluster sites
- Determined eligibility of Head Start applicants
- Established and carry out responsibilities to FPA's
- Monitored Individual Health/Nutrition Plans
- Monitored Individual Education Plans
- Monitored enrollment and program compliance
- Developed and implemented parent activities
- Updated and revised content area documents
- Facilitated Holiday Resource Distribution
- Data entry of regular program services
- Recorded special events
- Accounted for In-kind and Volunteer contributions

- Participated in annual mass registration
- Assisted with parent orientation events
- Assessed and met the needs of clients
- Provided community referrals

**Child Watch Coordinator,
North Central Florida YMCA, Gainesville, FL**

January 2006- September 2009

- Completed staff scheduling
- Provided training for staff
- Supervised 15 employees
- Supervised youth ages birth to 12
- Maintained a safe environment for children
- Wrote up reports
- Developed programs for children
- Developed policies and procedures
- Coordinated activities and events
- Completed memos and newsletters
- Developed and revised documents
- Scheduled and conducted staff meetings
- Held staff appreciation events

**Internship,
Levy County Extension Office, Bronson, FL**

May to August 2007

- Organized and ran animal science day camp
- Developed program curriculum
- Worked various other 4-H summer camps
- Supervised staff

Skills

- **Computers:** WordPress (IFAS Blogs), 4-H Online, Microsoft Office (Word, PowerPoint, Publisher, and Excel), Canva, Scratch, G- Suite, Remind 101, and various robotics and social media platforms

Certifications

- **CED Leadership Short Course**
- **Teaching and Learning in Extension**
- **Managing at UF: The Supervisory Challenge**
- **UF/ IFAS Extension Mentor Training** (currently mentoring 2 faculty members)
- **Mental Health First Aid Provider**
- **Soccer for Success Coach Mentor**
- **4-H Shooting Sports Instructor:** Rifle and Archery
- **ASI ATV Rider Course Instructor**
- **American Heart Association:** First Aid and C.P.R.
- **FEMA:** ICS 100, ICS200, ICS700 and ICS800

Awards

National-

Year	Organization	Award
2020	National Association of Extension 4-H Youth Development Professionals	National Excellence in Geospatial Programming Award
2017	National Association of Extension 4-H Agents	Achievement in Service Award

Regional-

Year	Organization	Award
2020	National Association of Extension 4-H Youth Development Professionals	Southern Regional Winner Denise Miller National 4-H Innovator Award
2020	National Association of Extension 4-H Youth Development Professionals	Southern Regional Winner Excellence in After-School Programming Award

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: May 4, 2021

PRESENTER:

SUBJECT/TITLE: Board payables from May 4 through May 17, 2021

Attachments: