

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Tuesday, July 05, 2022
9:00 AM
600 S. Commerce Ave. Sebring, FL 33870
AGENDA

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

2 INVOCATION

3 PLEDGE OF ALLEGIANCE

4 ANNOUNCEMENTS

Highlands County Construction Licensing, Enforcement and Appeals Board will hold a regular meeting on Tuesday, July 5, 2022, at 7:00 p.m., in the Board Room, 600 S. Commerce Ave., Sebring

A Public Hearing of Highlands County Code Enforcement Thomas S. Dolney, Special Magistrate will be held at 1:30 p.m., on Wednesday, July 6, 2022, in the Board Room, 600 S. Commerce Ave., Sebring

The Highlands County Board of County Commissioners Office of Management & Budget will have a Special Meeting at 6:00 p.m., on July 6, 2022, at South Florida State College in the University Center Auditorium & Lobby, 600 College Drive, Avon Park

The Highlands County Board of County Commissioners Office of Management & Budget will have a Special Meeting at 6:00 p.m., on July 7, 2022, at the Lake Placid Government Center, 1069 US 27 N., Lake Placid,

The Veterans Advisory Board will hold a regular meeting at 3:30 p.m., on Thursday, July 7, 2022, at the Veteran Services Office, 7209 S. George Blvd, Sebring

The Highlands County Board of County Commissioners will hold a special workshop meeting on the Capital Financial Strategy and the budget for the Board departments at 9:00 a.m., on Tuesday, July 12, 2022, in the Board Room, 600 S. Commerce Ave., Sebring

The Historic Preservation Commission will hold a regular meeting on Thursday, July 14, 2022, at 2:30 p.m., in the Engineering Training Room, 505 S. Commerce Ave., Sebring

5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:

6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

7 PUBLIC COMMENT

8 CONSENT AGENDA

- 8.A *Request approval of the minutes from the June 7, 2022 Regular Meeting of the Board.*
[o60722REG.pdf](#)
- 8.B *Request approval of the appointment of Maritza Christiansen, general manager of LaQuinta by Wyndham - Sebring, as a Regular Member of the Tourist Development Council representing tourist accommodations and filling the remainder of Diane Rydecki's term ending May 2, 2025.*
Leah Sauls, Development Services Director
There is no fiscal impact.
[Christiansen_Maritza_Accommodations rep.pdf](#)
- 8.C *Request approval of Tourist Development NewEvent Grant in the amount of up to \$40,000 in 2022, and up to \$30,000 in 2023 and 2024 for the Fall Prep Girls Lacrosse Showcase.*
Leah Sauls, Development Services Director
The fiscal impact is up to \$40,000 in fiscal year 2022 (which has been included in the FY21/22 Adopted Budget), and up to \$30,000 in fiscal years 2023 and 2024 from Fund 152 (Tourist Development Trust) - Cost Center 5305 (Marketing and Promotion), Account 53400 (Contractual Services).
[Contract_Fall_Prep_Girls_Lacrosse_signed.pdf](#)
- 8.D *Request approval of Tourist Development NewEvent Grant in the amount of up to \$40,000 in 2022, and up to \$30,000 in 2023 and 2024 for the High School Girls Lacrosse Showcase.*
Leah Sauls, Development Services Director
The fiscal impact is up to \$40,000 in fiscal year 2022 (which has been included in the FY21/22 Adopted Budget), and up to \$30,000 in fiscal years 2023 and 2024 from Fund 152 (Tourist Development Trust) - Cost Center 5305 (Marketing and Promotion), Account 53400 (Contractual Services).
[Contract_H S Girls Lacrosse Showcase_Signed.pdf](#)
- 8.E *Request approval to appoint Noah Handley to the Lake Istokpoga Management Committee (LIMC).*
Dawn Ritter, Natural Resources Manager
- 8.F *Request approval to move forward with the sale of 50 County owned surplus properties and provide the County Administrator the authority to execute the Deeds.*
Amanda Valentine, Purchasing Analyst
The fiscal impact is revenue totaling \$288,948.34 to the General Fund from the sale of the properties and the properties will be back on the Tax Roll.
[Notice of Intent-Revised 6.13.22.pdf](#)
- 8.G *Request approval of Budget Amendment 21-22-095 to move funds from Code Enforcement (3439) to Nuisance Abatement (6306) due to increase of nuisance abatement clean-ups performed and increase of Magistrate fees.*
Beverly Singley, Code Enforcement Administrator
There is no fiscal impact to fund 005 (General) as the request is to move \$27,300 of unused salaries 3439/51200 (Regular Salaries & Wages) to 6306/53100 (Professional Services) and 6306/53400 (Contractual Services).

[21-22-095 Nuisance Abatement Add'l Funding.pdf](#)

- 8.H *Request to create a lead worker designation for the position of Groundskeeper II (105) in the Parks and Facilities Department*
Lance Marine, Parks and Facilities Director
Based on the average salary of existing (105) positions, the fiscal impact is approximately \$3,000 per year plus benefits.

- 8.I *Request to adopt Resolution 21-22-134 for Budget Amendment 21-22-097 to appropriate funds in the amount of \$35,000.00 for recycling collection drop-off site improvements.*
Clinton Howerton Jr., P.E., County Engineer
The fiscal impact is an increase to Fund 401 (Solid Waste) and the overall FY 21/22 budget in the amount of \$35,000.00.
[21-22-097 Proj 21063 Recycling Centers Project \(BA\).pdf](#)
[21-22-097R Project 21063 Recycling drop off locations \(Resolution\).pdf](#)

9 PUBLIC HEARING

10 ACTION AGENDA

11 COUNTY ADMINISTRATOR AND LEGAL

- 11.A *Discussion on the County Administrator position*
Sherry G. Sutphen, County Attorney
- 11.B *County Attorney Status Report.*
Sherry G. Sutphen, County Attorney
[COUNTY ATTORNEY LOG 2.docx](#)
- 11.C *Commissioner's Priorities and the Project Status Report.*
Laurie Hurner, Acting County Administrator
There is no fiscal impact.
[Status - Project Updates \(FINAL\) 07.05.2022.pdf](#)
[Status - Commissioner's Priorities \(FINAL\) 07.05.2022.pdf](#)
- 11.D *Summary Presentation of the FY 2022/2023 Recommended Budget.*
David Nitz, OMB Manager
None at this time.
[Rec 22-23 Budget - 7-5-22.pdf](#)

12 COMMISSIONERS

13 INFORMATIONAL

- 13.A *Board payables from June 21, 2022 to July 4, 2022*

14 ADJOURN

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

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

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

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

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER:

SUBJECT/TITLE: Request approval of the minutes from the June 7, 2022 Regular Meeting of the Board.

RECOMMENDED ACTION

Move approval of the minutes from the June 7, 2022 Regular Meeting of the Board.

Attachments: [060722REG.pdf](#)

REGULAR MEETING OF THE BOARD, JUNE 7, 2022

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

Commissioner Kathleen G. Rapp
Commissioner Scott A. Kirouac

Commissioner Chris Campbell
Commissioner Arlene Tuck

Commissioner Kevin J. Roberts was absent from this meeting.

Also present: Randy Vosburg, County Administrator; Laurie Hurner, Deputy County Administrator/Chief of Staff, Sherry G. Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts; and Maria Brenes, Deputy Clerk.

2. **INVOCATION**

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

3. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Glenn West, US Army, Highlands Chapter of Military Officers Association of America & vice president of the Highlands County Veterans Council.

4. **ANNOUNCEMENTS**

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

The Highlands County Industrial Development Authority and Highlands County Economic Development Commission will meet on Wednesday, June 8, 2022, at 7:30 a.m. at the Jack Stroup Civic Center, 355 W. Center Avenue, Sebring, FL.

Highlands County Zoning Board of Adjustment and the Planning & Zoning Commission and Local Planning Agency will hold a Public Hearing on Tuesday, June 14, 2022, at 3:00 p.m., in the Commissioners Board Room, 600 S. Commerce Ave., Sebring, FL.

5. **CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

Jerome Kaszubowski, Clerk of Courts, provided statistical numbers for Official Records, stating that 6,128 documents were recorded, including 1,062 deeds and 392 mortgages.

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

- A. **Proclamation recognizing June 12, 2022, as Women Veterans Day in Florida.**

Michelle Rigerink, Highlands County Veteran Services Specialist, presented the request and read the Proclamation into the record.

Commissioner Tuck moved approval of the Proclamation recognizing June 12, 2022, as Women Veterans Day in Florida. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 33 Page 31 & SMB 148 Page 1.**

B. Presentation of Employee of the Quarter, 4th Quarter of 2021.

Randy Vosburg, County Administrator, presented a plaque to Elaine Wood, Human Resources Generalist, as recipient of Employee of the Quarter. **See SMB 148 Page 2.**

7. PUBLIC COMMENT

No participants.

8. CONSENT AGENDA

Commissioner Tuck moved approval of the consent agenda with the exception of item 8P, which will be moved to the action agenda. Commissioner Campbell seconded the motion.

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

- A. Request approval of the minutes from the April 5, 2022, April 19, 2022, and May 3, 2022, regular meetings of the Board. See Clerk of Court's website.**
- B. Request approval of Amendment 1 to the agreement between Highlands County and Excavation Point, Inc., for the construction of the CR 623 (Kenilworth Blvd) Mill and Resurfacing Project No. 18009, and ITB No. 21-003. See Excavation Point file.**
- C. Request approval to reappoint John D. Haviland as a voting member to the Highlands County Health Facilities Authority. See SMB 148 Page 3.**
- D. Solid Waste Department Job Description. See SMB 148 Page 4.**
- E. Request approval of the Fourth Addendum to Agreement for Insurance Agent of Record For Employee Health Benefits. See The Gehring Group file.**
- F. Request approval of the Agreement between City of Avon Park and Highlands County for Roadway Jurisdiction Transfer Agreement of South Lake Blvd. See City of Avon Park file.**
- G. Request to approve and execute the plat of L & D Estates for recordation. See L&D Estates file & Official Records.**
- H. Request approval of the Affordable Housing Advisory Committee's (Committee) Review of the Local Housing Incentive Strategies Report and Authorize Submittal to the Florida Housing Finance Corporation. See SMB 148 Page 6.**
- I. Request approval of Budget Amendment 21-22-081 for 2nd quarter FY 22 reemployment charges. See SMB 148 Page 7.**
- J. Request approval of Budget Amendment 21-22-082 in the amount of \$72,445.46 to upgrade the Highlands County Solid Waste Department's Scale weighing and routing software. See SMB 148 Page 8.**
- K. Request adoption of Resolution 21-22-115 for Budget Amendment 21-22-085 to realign funds for the Avon Park fuel site upgrades and E Winthrop Street roadway improvements. See Res. Book 33 Page 32 & SMB 148 Page 9.**
- L. Request adoption of Resolution 21-22-116 for Budget Amendment 21-22-086 for realigning funds and to appropriate Insurance Proceeds for a new motor and repairs for a Road and Bridge Dump truck. See Res. Book 33 Page 33 & SMB 148 Page 10.**

- M. **Request adoption of Resolution 21-22-118 for Supplemental Agreement #1 for Project 17062 - Sebring Parkway Phase IIA and Resolution 21-22-119 for Supplemental Agreement #2 for Project 17063 - Sebring Parkway Phase IIB. See Res. Book 33 Pages 34 & 35 and FDOT File.**
- N. **Request approval to accept the resignation of County Administrator Randy Vosburg effective July 1, 2022, and to reduce his contractual obligation to submit his resignation from 60 days to 30 days prior to the effective date of the termination. See SMB 148 Page 11.**
- O. **Request adoption of resolution 21-22-114 for Budget Amendment 21-22-084 to appropriate grant funds received for Projects 21082 and 21083. See Res. Book 33 Page 36 & SMB 148 Page 12.**
- P. **~~Request approval of Budget Amendment 21-22-087 to remove funds from Project 20074 Spring Lake Broadband and reallocate those funds to nine (9) new Sun N' Lakes of Sebring projects with the remainder going into Project 20056 Transfer Out account for Health Insurance transfer and Reserve holding account for future allocation. This item was moved to the action agenda as item 10E.~~**

9. PUBLIC HEARING

- A. **Request adoption of Resolution 21-22-107 for closing a portion of a Platted unnamed alley across 913 CR 731.**

Clinton Howerton, Jr., County Engineer, presented the request. This public hearing was properly advertised, and a proof of publication was submitted to the Clerk to become part of the permanent record.

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

Commissioner Campbell moved to adopt Resolution 21-22-107 for closing a portion of a platted unnamed alley across 913 CR 731. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 33 Page 37 & SMB 148 Page 13.**

10. ACTION AGENDA

Randy Vosburg, County Administrator, stated the action agenda was slightly amended due to a revision made to item 10C and the moving of consent agenda item 8P to the end of the action agenda.

Commissioner Tuck moved approval to set the action agenda as amended. Commissioner Campbell seconded the motion.

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

- A. **Request approval of the Real Property Purchase Agreement between Highlands County and Gloria S. Crutchfield for the purchase of 12 acres located at 1500 Arbuckle Creek Road, Sebring, Florida 33870.**

Clinton Howerton, County Engineer, presented the request.

Commissioner Tuck moved approval of the real property purchase agreement between Highlands County and Gloria S. Crutchfield for the purchase of 12 acres located at 1500 Arbuckle Creek Road, Sebring, Florida 33870. Commissioner Campbell seconded the motion.

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

B. Request Adoption of Resolution 21-22-121 limiting large vehicle traffic on Skipper Road between SR 66 and U.S. Highway 27.

Clinton Howerton, County Engineer, presented the request. Sherry Sutphen, County Attorney, recommended the resolution be revised to include a section that would exempt government service vehicles from this regulation.

Commissioner Campbell moved to adopt Resolution 21-22-121, as amended, limiting large vehicle traffic on Skipper Road between SR 66 and U.S. Highway 27. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 33 Page 38 & SMB 148 Page 14.**

C. Request to adopt Resolution 21-22-122 and approve the agreement between Board of County Commissioners of Highlands County (BCCHC) and Cobb Site Development, Inc., for the construction of the resurfacing project of W Stryker Rd from North Olivia Dr to US 27., Financial Project No. 436642-1-54-01/02, Project No. 18008, and ITB No. ITB-22-003, in the amount of \$2,189,224.33.

Clinton Howerton, Jr., County Engineer, presented the request. Sherry Sutphen, County Attorney, stated this request was amended from the original agenda due to the Florida Department of Transportation requiring a resolution when adopting grant-funded agreements.

Commissioner Tuck moved to adopt Resolution 21-22-122 for Agreement #1 for W Stryker Rd from North Olivia Dr to US 27., Financial Project No. 436642-1-54-01/02, Project No. 18008, and ITB No. ITB-22-003, and approve the agreement between BCCHC and Cobb Site Development, Inc., for the construction of the resurfacing project of W Stryker Rd from North Olivia Dr to US 27., Financial Project No. 436642-1-54-01/02, Project No. 18008, and ITB No. ITB-22-003, in the amount of \$2,189,224.33. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 33 Page 39 & Cobb Site Development file.**

D. Request approval and authorization to correct the setup of the new FY 21-22 EMS Matching Grant Project #21058.

Chief E. Laney Stearns, Public Safety Director, presented the request.

Commissioner Campbell moved approval of Budget Amendment #20-21-083 and associated Resolution #21-22-113 to correct the setup of the FY 21-22 EMS Matching Grant Project #21058. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Res. Book 33 Page 40 & SMB 148 Page 15.**

E. Request approval of the E911 Grant from the State of Florida E911 Board in the amount of \$812,572.31 for GIS Indoor Mapping & Sub-addressing, Mapping System Replacement, and System Upgrade for NG911.

Shane Smith, Dispatch Director/E911 Coordinator, presented the request.

Commissioner Tuck moved approval of the E911 Grant from the State of Florida E911 Board in the amount of \$812,572.31 for GIS Indoor Mapping & Sub-addressing, Mapping System Replacement, and System Upgrade for NG911. Commissioner Campbell seconded the motion.

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

F. (Consent Agenda Item 8P) Request approval of Budget Amendment 21-22-087 to remove funds from Project 20074 Spring Lake Broadband and reallocate those funds to nine (9) new Sun N' Lakes of Sebring projects with the remainder going into Project 20056 Transfer Out account for Health Insurance transfer and Reserve holding account for future allocation.

Commissioner Tuck addressed her concerns and stated she requested this item be moved from the consent agenda as she would be voting against it.

Commissioner Campbell moved approval of Budget Amendment 21-22-087 to remove funds from Project 20074 Spring Lake Broadband and reallocate those funds to nine (9) new Sun N' Lakes of Sebring projects with the remainder going into Project 20056 Transfer Out account for Health Insurance transfer and Reserve holding account for future allocation. Commissioner Kirouac seconded the motion.

Chairman Rapp opened the floor to the public. Input was not provided.

Upon roll call, Commissioner Campbell and Commissioner Kirouac voted aye. Commissioner Tuck and Commissioner Rapp voted nay. The motion failed. **See SMB 148 Page 16.**

Randy Vosburg, County Administrator, stated that with a failed motion and no further direction from the Board today, this item does not move forward, and staff will bring it back at the next meeting to see if there is any change.

11. COUNTY ADMINISTRATOR & LEGAL

A. County Attorney Status Report.

Sherry Sutphen, County Attorney, presented the County Attorney status report and commented on the informational items listed on the agenda. **See SMB 148 Page 17.**

Ms. Sutphen also introduced the summer intern, Grace Waylen, to the Board.

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

Randy Vosburg, County Administrator, presented the Commissioner's Priorities and the Project Status Report. **See SMB 148 Page 18.**

Mr. Vosburg commented on the process of hiring a new county administrator. The Commission concurred to move forward with announcing the vacant position and to wait until the full Board is present to appoint an interim person to this position. The job description will be posted once Commissioner Roberts has had a chance to provide input.

12. COMMISSIONERS

Commissioner Tuck and Chairman Rapp commented on the Memorial Day activities they each attended last week.

Chairman Rapp extended her best wishes to Mr. Vosburg and wished him well in his new endeavors.

13. INFORMATIONAL

A. Florida Opioid Settlements Update

Matt Raulerson, Assistant County Attorney, gave a brief update on the Florida opioid settlements. **See SMB 148 Page 19.**

- B. Ordinance No. 21-22-21 to amend Chapter 9, Article XXVI, Sun 'N Lakes of Lake Placid Recreation District.** *See SMB 148 Page 20.*
- C. Board payables from May 3, 2022, to May 31, 2022.** *See Check Reports 2022 file.*

14. ADJOURN

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

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

The meeting was adjourned at 10:13 a.m.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER: Leah Sauls, Development Services Director

SUBJECT/TITLE: Request approval of the appointment of Maritza Cristiansen, general manager of LaQuinta by Wyndham - Sebring, as a Regular Member of the Tourist Development Council representing tourist accommodations and filling the remainder of Diane Rydecki's term ending May 2, 2025.

STATEMENT OF ISSUE

General manager of LaQuinta by Wyndham - Sebring, Maritza Cristiansen, applied to the Tourism Development Council to fill a seat representing tourist accommodations. Ms. Cristiansen's appointment would fill the seat vacated by Diane Rydecki and fulfill the Florida Statutes Section 125.0104(4)(e) requirement to have not less than three nor more than four representatives from tourist accommodations serving on the Tourist Development Council. Maritza Cristiansen submitted her application electronically the content of which is included in the attached.

RECOMMENDED ACTION

Move to approve the appointment of one tourist accommodation representative, Maritza Cristiansen, to the Tourism Development Council with term beginning July 5, 2022 and expiring May 2, 2025.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Cristiansen_Maritza_Accomodations rep.pdf](#)

TDC Member application

Accommodations Rep.

Name = **Maritza Cristiansen**

Address = 4406 Singer Street

City = Sebring

State = FL

Zip_Postal_Code = 33872

Phone = 8633861000

Email = mcristiansen@reliancepoint-hm.com

Request = Tourist Development Council

Membership Type = Regular Member

Current Employment Experience: = LaQuinta by Wyndham - Sebring

General Manager

April 2021 - Present

Previous Employment Experience: = Holiday Inn Express - Sebring

General Manager

October 2013 - October 2020

High School = Southbridge High School

College = Worcester State College

Special Training: = Special Training

Activities & Interest: = I lead a pretty quiet life, outside of work I enjoy spending time with family, going for long walks and exploring nature especially Highlands State Park which is our own gem in Sebring.

I am interested in making our county a better place to live and visit. It saddens me when I'm asked where I live, and people do not recognize the name.

Current positions on boards, committees, elected offices, law enforcement positions: = N/A

Relation = No

Relative Name: =

Relationship: =

Conviction = No

Gender = Female

Disabled = No

Age = 49

Race: = Hispanic or Latino

Signature Certification: = Checked indicating Electronically Signed

Client IP = 198.0.8.241

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER: Leah Sauls, Development Services Director

SUBJECT/TITLE: Request approval of Tourist Development New Event Grant in the amount of up to \$40,000 in 2022, and up to \$30,000 in 2023 and 2024 for the Fall Prep Girls Lacrosse Showcase.

STATEMENT OF ISSUE

The Tourist Development Council on April 28, 2022, at the regularly scheduled meeting, recommended to award Airstream Ventures, LLC a New Event Grant of up to \$40,000 in year #1 (2022), and up to \$30,000 in years #2 (2023) and #3 (2024) for the Fall Prep Girls Lacrosse Showcase to cover eligible reimbursable costs approved under the TDC New Event Grant guidelines/application.

RECOMMENDED ACTION

Move to approve a Tourist Development New Event Grant in the amount of up to \$40,000 in 2022, and up to \$30,000 in year 2023 and 2024 for the Fall Prep Girls Lacrosse Showcase.

FISCAL IMPACT

The fiscal impact is up to \$40,000 in fiscal year 2022 (which has been included in the FY21/22 Adopted Budget), and up to \$30,000 in fiscal years 2023 and 2024 from Fund 152 (Tourist Development Trust) - Cost Center 5305 (Marketing and Promotion), Account 53400 (Contractual Services).

Attachments: [Contract_Fall_Prep_Girls_Lacrosse_signed.pdf](#)

**HIGHLANDS COUNTY
NEW EVENT/PROJECT GRANT CONTRACT**

CONTRACTOR

NAME: AIRSTREAM VENTURES, LLC
ADDRESS: 3832-010 BAYMEADOWS RD.,
#101 JACKSONVILLE, FL 32217
FEI NO: 83-1228981

The Board of County Commissioners of Highlands County, a political subdivision of the State of Florida (hereinafter the COUNTY), hereby provides funding to the CONTRACTOR for the purpose of reimbursement of expenses for the Fall Prep Girls Lacrosse Showcase as provided in the Funding Application Work attached to this Contract as Attachment A and made a part hereof. Any terms and conditions of this Contract, which vary from those contained in Attachment A, shall have precedence.

CONTRACTOR RESPONSIBILITIES

1. The CONTRACTOR shall be responsible for obtaining all applicable local, state and federal permits.
2. The CONTRACTOR is responsible for all administrative services and represents that it has or will secure at its own expense all necessary personnel. Such personnel shall not be employees of the COUNTY. The CONTRACTOR shall be responsible for the payment of all its FICA and Social Security Taxes.

INDEPENDENT CONTRACTOR RELATIONSHIP

The CONTRACTOR is, and shall be, in the performance of all work, services and activities an independent contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed by or on behalf of the CONTRACTOR shall at all times, and in all places, be subject to the CONTRACTOR's sole direction, supervision and control. The CONTRACTOR shall exercise control over the means and manner in which it and its employees and volunteers perform the work and in all respects the CONTRACTOR's relationship and the relationship of its employees and volunteers to the COUNTY shall be that of an independent contractor and not as employees or agents of the COUNTY.

The CONTRACTOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

REPORTS

The CONTRACTOR shall submit monthly status reports to the COUNTY detailing work completed and activities performed.

TERM OF CONTRACT

This Contract is effective on the date of execution and shall remain in effect until March 31, 2025.

NOTICE

Any notice or other written communication, except invoices, between the parties shall be considered delivered when posted by U.S. registered or certified mail, postage prepaid and return receipt requested, or delivered in person to the COUNTY.

COMPENSATION

1. The COUNTY agrees to pay the CONTRACTOR in the amount of up to Forty Thousand Dollars (\$40,000) in year #1 (2022), and up to Thirty Thousand Dollars (\$30,000) in years #2 (2023) and #3 (2024) for the Fall Prep Girls Lacrosse Showcase with room verifications required, from Cost Center 5305 the Marketing and Promotion Fund for providing the services described in attached Attachment A. The CONTRACTOR shall submit payment requests and expenditure documentation to the COUNTY, said requests being in detail sufficient for a proper pre-audit and post-audit thereof. The CONTRACTOR and the COUNTY understand and agree that there shall be no reimbursement of funds by the COUNTY for any expenditure made prior to the date of this Agreement or for any expenditure or amount in excess of the amount stated in this paragraph.
2. It is unlawful for COUNTY's Board of County Commissioners to expend or enter into a contract requiring expenditure in any fiscal year for more than the amount of appropriations in each fund's budget, except as provided in Chapter 129, Florida Statutes, and in no case shall the total appropriations of any budget be exceeded, except as provided in Section 129.06 Florida Statutes. Pursuant to Section 129.07, Florida Statutes, this Contract is expressly made executory for the value of services and materials and other costs to be rendered, incurred or agreed to be paid for in fiscal years after COUNTY's fiscal year ending September 30, 2022.

PROHIBITION AGAINST LOBBYING

The CONTRACTOR is hereby prohibited from using any funds provided by this Contract for the purpose of lobbying the Legislature or a state or county agency.

MANAGEMENT

The COUNTY Project Manager is **Leah Sauls, Development Services Director**, phone number **(863) 402-6550**. All matters shall be directed to the Project Manager for appropriate action or disposition.

GENERAL TERMS AND CONDITIONS

1. The COUNTY may terminate this Contract for its convenience. In this event, the CONTRACTOR shall be compensated for work satisfactorily completed and for irrevocable commitments made.
2. All services shall be performed by the CONTRACTOR to the satisfaction of the COUNTY.
3. The CONTRACTOR shall be notified, in writing, by the COUNTY Project Manager of Contract performance failures and given fifteen (15) calendar days to provide a written corrective action plan to the COUNTY for review. The COUNTY shall respond, in writing, to the proposed corrective action plan within fifteen (15) calendar days of receipt. If the CONTRACTOR and the COUNTY cannot reach agreement on the corrective measures to be taken and the schedule for corrective action, the COUNTY may terminate this Contract in accordance with paragraph 4 of this section.
4. If the CONTRACTOR fails to perform in a timely and proper manner, in the judgment of the COUNTY, the COUNTY may terminate this Contract by written notice, specifying the effective time/date.
5. In the event that the CONTRACTOR fails to perform all the services described under the terms of this Contract, the CONTRACTOR shall reimburse the COUNTY all compensation received within thirty (30) calendar days of the receipt of the COUNTY's written request for reimbursement.
6. The parties may at any time, by written order designated to be a change order signed by the CONTRACTOR and the COUNTY, make any change in the work within the general scope of the Contract.

7. The CONTRACTOR shall maintain accurate books, records and documents directly pertinent to performance under this Contract and for all expenditures of all funds received under this Contract in accordance with generally accepted accounting principles consistently applied. The CONTRACTOR shall assure that these books, records and documents are available at all reasonable times for inspection, review or audit by COUNTY personnel and other personnel authorized by the COUNTY. The CONTRACTOR shall retain all such books, records and documents for three (3) years after the fiscal years in which payment is made by the COUNTY or until final resolution of matters resulting from any litigation, claim or audit that started prior to the expiration of the three-year record retention period.
8. The CONTRACTOR agrees to indemnify, defend, save and hold harmless the COUNTY from all claims, demands, liabilities and suits of any nature arising out of, because of, or due to, any negligent act or failure to act by the CONTRACTOR, its agents or employees to the extent permitted by Florida law. The parties agree that one percent of the total compensation to the CONTRACTOR for performance of this Contract is the specific consideration from the COUNTY to the CONTRACTOR for the CONTRACTOR's indemnity agreement.
9. The CONTRACTOR covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.
10. The CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONTRACTOR any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Contract. For the breach or violation of this provision, the COUNTY shall have the right to terminate this Contract without liability and, at its discretion, to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.
11. The COUNTY reserves the right to unilaterally cancel this Contract for refusal by the CONTRACTOR to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the CONTRACTOR in conjunction with this Contract.
12. This Contract shall not be subject to transfer, assignment, sale or other disposition which would have the effect of substituting the CONTRACTOR's performance with that of another.
13. The CONTRACTOR represents to the best of its knowledge that all of its employees are treated equally during hiring and employment without regard to race, color, religion, handicap, sex, age or national origin.

CHOICE OF LAW/FORUM

The parties hereby agree that any and all actions or disputes arising out of this Contract shall be governed by the laws of the State of Florida, and any such actions shall be brought in Highlands County, Florida.

SEVERABILITY

In the event one or more provisions of this Contract are declared invalid, the balance of this Contract shall remain in full force and effect.

PUBLIC ENTITY CRIMES

The CONTRACTOR affirmatively represents that it is aware of the prohibitions stated in Section 287.133(2)(a), Florida Statutes, and affirmatively represents that it has not been placed on the convicted vendor list or been convicted of a public entity crime.

DISCRIMINATORY VENDOR LIST

The CONTRACTOR affirmatively states that it is aware of the prohibitions found in Section 287.134(2) (a), Florida Statutes, and affirmatively represents that it has not been placed on the discriminatory vendor list referred to therein.

EMPLOYMENT ELIGIBILITY VERIFICATION

Pursuant to Florida Statutes, Section 448.095, and in the event performance of this Agreement is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program ("E-Verify Program") developed by the federal government to verify the eligibility individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR shall be registered with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. In addition, the CONTRACTOR shall require any and all subcontractors performing work in accordance with this Agreement to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. Any such subcontractor shall provide an affidavit to the CONTRACTOR stating that the subcontractor does not employ, contract with or subcontract with any ineligible individuals and the CONTRACTOR must keep a copy of said affidavit for the duration of this Agreement. Violation of this section is subject to immediate termination of this Agreement by the COUNTY without regard to any notice otherwise required herein. In the event the COUNTY incurs costs as a result of the CONTRACTOR's breach of this provision, any and all such costs shall be paid by the CONTRACTOR immediately upon receipt of notice of the same from the COUNTY. Information on registration for and use of the E-Verify Program may be obtained at the Department of Homeland Security website: <http://www.dhs.gov/E-Verify>

PAYMENTS AFTER CONTRACT TERMINATION FOR CAUSE

Upon the occurrence of any event of default, all obligations on the part of the COUNTY to make any further payments of funds to this Contract shall if the COUNTY so elects, terminate, but the COUNTY may make any payments or parts of payments after the happening of any event of default without hereby waiving the right to exercise any remedy which it may have without becoming liable to make any further payment.

PUBLIC RECORDS COMPLIANCE

- A. Pursuant to Florida Statutes, Section 119.0701:

IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES, CHAPTER 119, TO YOUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS:

COUNTY CLERK: GLORIA RYBINSKI
COUNTY PUBLIC INFORMATION OFFICER
600 SOUTH COMMERCE AVENUE
SEBRING, FLORIDA 33870
TELEPHONE NUMBER: (863) 402-6836
HCBCCrecords@highlandsfl.gov

B. CONTRACTOR agrees to comply with public records laws, specifically to:

1. Keep and maintain public records required by the COUNTY to perform the services set forth herein.
2. Upon request from the COUNTY's custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the COUNTY.
4. Upon completion of the contract, transfer, at no cost, to the COUNTY all public records in possession of the CONTRACTOR or keep and maintain public records required by the COUNTY to perform the services set forth herein. If the CONTRACTOR transfers all public records to the COUNTY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY's custodian of public records, in a format that is compatible with the information technology systems of the COUNTY.

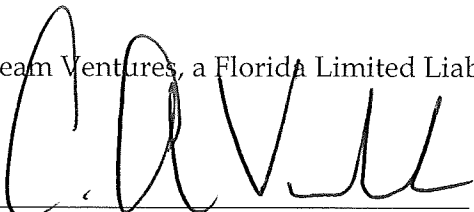
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ENTIRE AGREEMENT

It is hereby understood and agreed that this Contract states the entire agreement and that the parties are not bound by any stipulations, representations, agreements or promises, oral or otherwise, not printed in this Contract.

DATED this 14th day of June 2022.

Airstream Ventures, a Florida Limited Liability Company

By: 
C. Alan Verlander, President

ATTEST:

By: 
Kenedy Grayson, Secretary

**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**

ATTEST:

By: _____
Kathleen G. Rapp, Chair

By: _____
Jerome Kaszubowski, Clerk

Attachment A

APPLICATION GENERAL INSTRUCTIONS

The application **must be completely filled out**. Not Applicable or N/A should be marked as appropriate.

Copies of the following items must be attached to your application:

- List of Applicant's current Officers and/or Board members (if applicable)
- Applicant's W-9 tax form for post-Event payment
- Overall & detailed Marketing Plan for the Event. This plan must outline product (event); market position/competitive analysis; target audience; target markets; marketing goals, objectives and tactics; market strategy; budget and evaluation metrics.
- Business plan outlining how the re-occurring event will increase out-of-county attendees each year
- Example of proposed Visitor/Attendee Survey

Please note: All final paperwork as outlined in the application must be submitted to the TDC **within 60 days of the conclusion of the Event**. The request for reimbursement will be considered incomplete until all of the required forms are submitted to the TDC.

HIGHLANDS COUNTY TDC NEW EVENT FUNDING REQUEST APPLICATION

2022: \$20,000 (grant) + \$20,000 (1000 verified room nights) = \$40,000

Amount Requested from TDC: 2023: \$10,000 (grant) + \$20,000 (1000 verified room nights) = \$30,000

2024: \$10,000 (grant) + \$20,000 (1000 verified room nights) = \$30,000

I. General Information

1. Name of Applicant: Airstream Ventures, LLC
2. Name of Event: Fall Prep Girls Lacrosse Showcase
3. Contact person: Alan Verlander
4. Contact person e-mail: alan@airstreamventures.com
5. Complete address of Applicant: 3832 Baymeadows Road #101, Jacksonville, FL 32217
Cell phone: (904)412-6070
6. Applicant's Chief Official/Event Coordinator: Tom West
Title:
Address if different from above:
Cell phone:
Email:
7. Has Event ever received funding from the TDC? **No**
>If yes – list years and amounts:
8. Amount Applicant is requesting for the Event/Project: 2022: \$40,000 - 2023: \$30,000 - 2024: \$ 30,000
9. Intended use of funds: Venue Rental, marketing, officials, equipment rentals, promotional items

(Refer to page 7 – Eligible and Ineligible Uses of Funds)

II. Details about Applicant: (describe your business or organization)

Airstream Ventures partners with events, companies and non-profits to create events that connect communities on a deeper level.

II. Schedule of Event:

TBD

IV. Event Specific Information

1. Event name: Fall Prep Girls Lacrosse Showcase
2. Type of event: Sports/Tournament
3. Dates of Event: September 17-18, 2022
4. Location of Event: Highlands County Multi-Sport Complex
5. Number of days: 2 Hours: 20+
6. Projected number of out of town participants: Out of state: 500
In-state: 100
7. Projected number of attendees per day: 1000-1300
8. Projected number of media, staff, officials:
Out of state: 6
In-state: 15
9. Event/Project promoter (if other than Applicant):
Name of promoter: Tom West
Company name:
Contact name: Tom West
Address:
Phone: (386)931-8503
Email:
Website:

V. Event Admission Price (if applicable) \$10

VI. What is the GUARANTEED MINIMUM NUMBER OF PAID ROOM NIGHTS the Event will bring to Sebring/Highlands County? (This is the minimum number of rooms that must be captured by the Event and documented by submitting the Room Night Certification Form within 60 days of the conclusion of the Event. The TDC reserves the right to reduce the reimbursement amount should the Event fail to meet this minimum room night guarantee.) 2022: 1000 2023: 1000 2024: 1000

VII. What is the GUARANTEED MINIMUM NUMBER OF EVENT ATTENDEES? How many/what percentage will be traveling to the event from outside the county? How will you document the attendees and the out-of-county percentage? Will you be providing the TDC with attendee contact information? *(Please answer each question or your application will be deemed incomplete).*
We expect 95% to be from outside the county based on data team demographics. We will survey every participant that enters in order to accurately report where people are traveling from, where they are staying, and how long they are staying. We will provide TDC with names and emails of every participant.

VIII. Provide the previous year's event information, (if applicable):

Previous Event or Project:
Date:
Location:
Total Room Nights:
Contact Name/Phone:
Funding amount awarded:
Economic Impact (If available):

EVENT BUDGET SUMMARY

EVENT INCOME

Visit Sebring cannot be the sole source of income. Please list all Event income sources, types and amounts, including grants, sponsorships, registration fees, and in-kind services provided from public agencies, such as Police Department, Fire Rescue, etc. Please designate hard dollars versus in-kind.

Income Source & Type (i.e. Publix Sponsorship or Attendee Registration Fees)	Income Amount (or In-Kind Amount)
Please see attached budget	
Visit Sebring/TDC Funding Request	\$40,000
TOTAL INCOME ALL SOURCES	\$50,500

EVENT EXPENSES

Provide an itemized summary indicating the intended use of TDC funds at the bottom of this page. Please be as detailed as possible, including intended media outlets, promotional materials, etc. and the dollar amount that will be expended (tentatively) for each category. This chart will reflect the total amount of the grant you have requested. Use additional sheets if necessary.

Expense Type (Event Speakers, Signage, Insurance, etc.)	Expense Amount
Please see attached budget	
TOTAL EVENT EXPENSES	\$48,5000
Intended Use of Tourist Development Tax Funds (provide details)	Amount
Signage	\$1,500
Venue Rentals	\$10,000
Officials/Trainers	\$17,250
Marketing (paid social)	\$3,250
Equipment Rentals	\$5,000
Promotional Items	\$3,000
TOTAL TDC EXPENSES	\$40,000

Grant Application Checklist

Please initial next to each item and fill in the blanks below. This list must accompany your grant application.

Initials

__AV__ This application is being submitted at least four months (120 days) prior to the event start.
Date of Event: September 17-18, 2022
Date of Application: April 6, 2022

__AV__ I understand that the reimbursement request must be completed and submitted to the Tourism Office with all back up and supporting material no later than 60 days after the event ends, which will be on November 17, 2022 (date 60 days after event ends).

__AV__ I will obtain the signatures of the organization's President & Secretary on the proposed grant contract by April 15, 2022 (date one week after the application is submitted to and accepted by the Tourism Office)

__AV__ I understand that the "Visit Sebring" logo must appear in any print advertisements that are funded by the TDC. For digital ads, the "Visit Sebring" logo must either be featured on the advertisement or on website/landing page linked to the ad or the ad must link to the TDC's website.

__AV__ I have included an IRS **W-9 Form** and a copy of the Florida Division of Corporations form with the application.

__AV__ I understand that someone representing this grant application must be available at the TDC meeting when it considers the application for funding or the application will not be considered.

__AV__ I understand that no expenses incurred before the TDC recommends approval of the grant application will be reimbursed under any circumstances. I also understand that no funding has been approved until the Board of County Commissioners (BOCC) approves execution of the Grant Contract and that no expenditures will be reimbursed if the BOCC does not approve execution of the Grant Contract.

__AV__ I understand that reimbursements following the event will only be made for itemized, authorized expenses approved by the BOCC in the fully executed Grant Contract.

AV__ Each reimbursement request must include copies of paid invoices, screenshots of digital ads, copies of the ad/tear sheets, invoice for reimbursement amount to the Highlands County Board of County Commissioners, copy of front and back of cleared checks paying for advertising, and outreach figures identifying the number of people your ad reached outside Highlands County and inside Highlands County.

__AV__ Reimbursement will only be provided at a rate of \$20/verified room night. And all funds will only be reimbursed after the event is complete.

__AV__ The funds Applicant receives will ONLY be used in accordance with the eligible and ineligible uses of funds. (page 7)

___AV___ Applicant understands that it is required to submit a Room Block Report/Room Night Certification Form in order to track the amount of rooms the Event produces in order to receive funding for Verified Rooms. (page 9)

___AV___ Applicant has included a list of its current Officers and/or Board members (if applicable) with the application.

___AV___ Applicant's W-9 tax form is included with the application.

___AV___ Applicant has included a detailed **Business Plan** for the Event that outlines how the event will increase out-of-county visitors each year.

___AV___ Applicant has included a detailed **Marketing Plan** for the Event.

___AV___ Applicant has included a sample **Attendee Survey** for the Event.

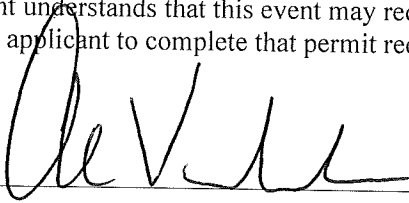
___AV___ As an authorized representative of Applicant, the person submitting this documentation acknowledges that he/she is also the person required to execute the contract and prepare the Post-Event Report for the Event within 60 days after completion of event to receive payment. This report should include: total number of participants, total number of coaches, spectators, staff, media, etc., information regarding where attendee came from, feedback about destination (what did they like/not like).

___AV___ Applicant acknowledges that any material made or received by Highlands County in connection with Applicant's request for Program funding is a public record and subject to public inspection unless there is a legislatively created exemption that makes it confidential and not subject to disclosure. Applicant acknowledges that it cannot dictate to Highlands County what material is open to public inspection or the circumstances under which material is deemed confidential.

___AV___ Applicant understands that as a requirement to receiving funding, Applicant will execute a release to permit Highlands County to photo and/or record the Event and Applicant must make Event invitees aware of this and make the signing of a release a requirement to participate in the Event.

___AV___ Applicant understands that all funds received are subject to audit by the Highlands County Clerk of the Court – Internal Auditor or other representative as Highlands County may designate.

___AV___ Applicant understands that this event may require a Highlands County Special Event Permit, and it is up to the applicant to complete that permit request and pay the required permit fee.

Authorized Agent: 

Title: CEO Date: 4/6/2022

Authorized Agent Signature: Alan Verlander

CRITERIA FOR EVALUATION OF APPLICATIONS

New Event Grant Program

Applications will be scored by TDC staff with a maximum score of one hundred (100) points per applicant. These staff scores will accompany the grants when presented to the TDC for voting. To be eligible for maximum funding based on scores, the Event must score at least an 85. Scores of 50 or less will not be eligible for funding. Scores from 55-80 will be eligible for 75% of requested funds.

I. Commitment to the Expansion of Tourism in Highlands County – Maximum 25 points

Purpose: Grant will be evaluated based on evidence of the overall tourism impact of out-of-county tourists. Expectation of the required number of estimated overnight room nights & event attendees should be shown & supported by the event marketing plan & any previous event attendee history.

1. High Impact (25 points): Multi-day event that expects to attract 700+ estimated overnight room nights and/or 5,000+ attendees with verification that at least 20% of attendees reside outside Highlands County
2. Medium Impact (15 points): Multi-day event that expects to attract 250+ estimated overnight room nights and/or 2,500+ attendees with verification that at least 10% of attendees reside outside Highlands County.
3. Low impact (5 points): Multi-day event that expects to draw less than 250 estimated overnight room nights and at least 500 attendees with no verified information of how many attendees reside outside Highlands County.

II. Soundness of Proposed Event – Maximum 25 points

Purpose: The grant request is evaluated based on the event illustrating clearly identified objectives, other additional funding sources being used and an out-of-county advertising plan. Please use the SMART Objective Worksheet (on page 9) to complete this section.

1. Objectives are clearly defined on SMART Objective Worksheet (5 points)
2. Objectives are not defined well or not defined on SMART Objective Worksheet (0 points)

Additional Funding Sources/Budget

1. Specific additional funding sources defined on application & confirmed for funding (10 points)
2. Additional funding sources identified but not confirmed for funding (5 points)
3. Not defined or confirmed on the application (0 points)

Out of County Advertising/Marketing Plan

A well-defined marketing plan will include details on market research, target market, positioning/brand perception, competitive analysis, market strategy/tactics, budget and metrics/measurables.

1. Specifically defined on the application (10 points)
2. Identified but not specifically defined on the application (5 points)
3. Not defined on the application (0 points)

III. Stability and Management Capacity – Maximum 25 points

Purpose: The grant request is evaluated based on the event having a proven record or demonstrated capacity of the organization to successfully develop resources, effectively plan, organize and implement the proposed event.

Digital Presence – Considerations - How well is the applying event represented on online, digital platforms designed to attract tourists? For example, does the applying event describe the destination in an enticing way to attract visitors? Does the applying event provide a host hotel or hotel recommendations? Does the applying event suggest other activities to do in the area?

- a. Event has a mobile-friendly website that is current on website design trends and actively posting quality content (at least once a week) on at least one social media channel as the event itself (not host organization) (10 points)
- b. Has event-specific website with event specific URL and an Event Page on Facebook (5 points)
- c. No event-specific website or social media presence (0 points)

Event History Documentation – Consideration - For past events hosted by Applicant and funded by the TDC, were all TDC grant documentation requirements submitted and adhered to as published in policy?

1. All documentation was properly submitted and grant funds were appropriately used as outlined in the grant request (10 points)
2. Documentation was submitted but incomplete and/or grant funds not fully used as outlined on the grant request. (5 points)
3. Documentation was not submitted as required and/or grant funds not used as agreed. (0 points)

Visitor Survey – Considerations - Does the event plan to use a visitor survey to capture data for future improvements and was a sample copy provided in the application package?

1. Yes, a sample survey was included in the application with an agreement to share zip code information with the TDC post-event. Survey should capture attendee information that is helpful to capture visitor data, such as home zip code, feedback on event, length of stay in destination, quality of experience, location of stay at hotel or other accommodations, etc. (5 points)
2. No survey planned (0 points)

IV. Quality of Proposed Event – Maximum of 25 points

Purpose: The grant request is evaluated based on the event's attraction of visitors to Highlands County with a high-quality guest experience (prior to arrival through departure) thereby providing a significant economic benefit to Highlands County.

1. High Impact – Recurring event with increasing levels of participation and significant economic impact. Event uses a systemic approach to data collection and analysis, such as attendee survey, hotel room night verifications, data capturing website and digital communication with evaluations, etc. (25 points)

2. Medium Impact – Recurring event with steady level of participation and economic impact. Has digital presence but not capturing or evaluating data in an effort to attract more visitors. (15 points)

3. Low impact – First year event with level of impact unknown, does have positive anticipated level of participation and economic impact to the county OR a recurring event with a declining level of participation, low economic impact to the county, and no or very little digital presence. (5 points)

Bonus Points

Up to 10 additional points may be earned for submission of a quality Special Event Emergency Response Plan. Submissions should include traffic and parking plans, inclement weather plan; security plans; evacuation plans; hazard identification and mitigation tactics; identified leadership roles, responsibilities and reporting relationships; emergency response procedures; etc.

For all questions related to the New Event Grant Program and the application, please contact Chantel Brutus at the Highlands County Tourist Development Council (TDC) at CBrutus@HighlandsFL.gov. or call (863) 402-6909.

SMART Objective Worksheet

Draft Goal: Increase tourism in Downtown Sebring and create an economic impact in the community.

Definition	Your Objective
Specific • What do I want to accomplish with this event? Why? • What is the desired result?	Driving people to downtown Sebring throughout the weekend for a new sporting event that also fills hotel rooms in the area and leaves an economic impact on the destination. Through the marketing components we aim to show Sebring as an area on the rise.
Measurable • How will you quantify (numerically or descriptively) success? • How will you measure progress?	Hotel room nights as well as economic impact numbers we will utilize the hotel room certification form as well as the STR Report to verify.
Achievable • What skills are needed? • What resources are necessary? • What factors impact goal achievement? • Does the goal require the right amount of effort?	Tom West has been connected to the Lacrosse community for years and runs tournaments across the country. With support from the local government and local TDC we can grow this event into a yearly staple within the Highlands County community.
Relevant • Is the goal aligned with the overall mission or strategy to increase economic activity in Highlands County?	This event will help support Sebrings vision as a destination and encourage more events to come to the area.
Time-bound • How much time will be available to complete this SMART Objective? • Is the deadline realistic?	We will begin now until the end of the tournament. Which will be plenty of time to achieve our goals.

Final Goal:

Increase tourism and create a lasting event in Sebring.

CERTIFICATION OF APPLICANT

Applicant has reviewed this Application for Funds from the Highlands County Tourist Development Council. Applicant is in full agreement with the information contained herein. To the best of Applicant's knowledge, the information contained in this Application and its attachments is accurate and complete.

Applicant Name: Airstream Ventures

Date: 4/6/22

By: [Signature]
(Signature)

Its:

(Title)
State: Florida County: Duval

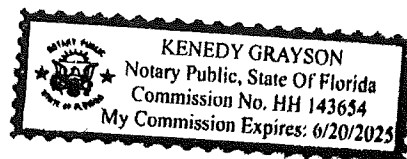
Before me this day personally appeared Alan Verlander (name) as
CEO (title) of Airstream Ventures (applicant) to
me well known or produced identification _____ (type of ID) and who executed
the foregoing instrument, and who acknowledged that he/she did so freely and voluntarily for the uses and
purposes herein expressed.

Witness my hand and seal (date) 04/06/2022

My Commission expires (date) 6/20/2025

Signature of Notary

K. Grayson



High School Lacrosse Tournament Budget
September 17-18, 2022
Sebring, FL

Revenue	
Ticket Revenue	\$ 10,000.00
Concessions/Food Truck	\$ 500.00
TDC Grant	\$ 20,000.00
Room Rebate	\$ 20,000.00
TOTAL REVENUE	\$ 50,500.00
Expenses	
Venue Rental	\$ 10,000.00
Officials	\$ 11,500.00
Marketing	\$ 3,250.00
Equipment Rentals	\$ 5,000.00
Promotional Items	\$ 3,000.00
Apparel	\$ 1,500.00
Insurance	\$ 2,500.00
Trainers	\$ 5,750.00
Travel	\$ 2,000.00
Staffing	\$ 3,000.00
Signage	\$ 1,000.00
TOTAL EXPENSES	\$ 48,500.00
NET	\$ 2,000.00

Fall Prep Girls Lacrosse Showcase

Business Plan:

For the Fall Prep Girls Lacrosse Showcase our team will utilize our extensive experience in executing tournaments of similar scope, as well as our network in the High School Athletics world to help spread the word about the event. To position the event appropriately and drive participation, a comprehensive promotional marketing and media strategy has been developed.

Acquiring Teams:

Tournament Director Tom West has been engrained in the Lacrosse community for years.

Coach West is one of the most accomplished coaches in Florida high school boys lacrosse history. In the Fall of 2021, he was named Director of Lacrosse and Varsity Boys' Head Lacrosse Coach at The Bolles School. Prior to this role, he led Ponte Vedra High School for 13 seasons with a record of 221-33. Under his watch, the Sharks won eight consecutive district titles, five regional championships and made two state finals. In 2019, Ponte Vedra went 24-1 to win the state championship and earn national recognition as a top team in the country. West was named the 2019 boys lacrosse coach of the year by the Florida Dairy Farmers Association, and LAXRecords.com named him national coach of the year.

West has spent 24 years as a college and high school lacrosse coach, winning almost 400 games with stops in Pennsylvania and Vermont. He has a long history of building programs. He started both the Ponte Vedra and Matanzas high school teams and on the club side he founded Team Florida Lacrosse and was a co-founder of the Florida Possums and Ponte Vedra Sand Gnats. After playing Division III lacrosse at Castleton University in Vermont, West served as an assistant coach at Norwich University and the head coach at St. Michaels College. Through his vast experience with club programs, West has connected hundreds of players in the Southeast with colleges and universities since 2005.

“Being involved with Florida lacrosse from its early roots and seeing the way it’s grown has been a life changing experience and I am incredibly proud to see a sport I love grow the way it has,” said West. “I’m looking forward to the opportunity with Florida Crabs to get some of these players in front of coaches who are from around the country so they can see what a powerhouse Florida has become. All these Florida lacrosse players are going to have a chance to play on a team together, travel to areas where lacrosse is a more developed level of play and find an opportunity to play college lacrosse somewhere - that’s what this team is all about.”

West will help lead Crabs’ efforts to grow lacrosse in the Sunshine State, joining a club founded in 2018 to bring together the best players statewide. From his three decades building the original Crabs franchise in Baltimore into a national power, founder and CEO Ryan McClernan believes that experienced coaches like West are the route to increased national prominence for areas beyond the traditional hotbeds. The Florida Crabs will sponsor boys teams in the high school classes of 2021 through 2025 this summer and fall, giving Florida’s best players the chance to learn from their peers and compete against the nation’s best players.

Through Tom's extensive connections, we will be able to acquire teams from all over the southeast to come to this tournament. The goal is for this tournament to become a staple in the lacrosse community.

How Lacrosse will INCREASE out-of-county Visitors to Highlands

The High School Girls Lacrosse Showcase is an exciting event to your destination, marketing your area to the lacrosse community and your locals. The participants that will be participating in the tournament are all under the age of 18. This will result in each participant bringing 1+ additional guest to your area. The goal is to market Sebring/Highlands County as a family/group destination.

Our events are more than just one tournament – they are events designed to keep the participants engaged throughout the day for an extended stay in your destination.

- Participants will receive information on where to stay and things to do in Highlands County
 - Airstream Ventures will work with Visit Sebring on creating this material to send out

Marketing Plan:

- A first-class lacrosse tournament experience that drives people to your destination
 - Average 600-800 players with more than 1,200 visitors, producing 1000 room nights
- Marketing of your destination to high school lacrosse teams across the country
 - Dedicated webpage for the event
 - Logo inclusion & links to your website and videos
 - Social media promotion, with links to your website and videos
- Integrated email campaign that focuses on three primary audiences:
 - Tournament Marketing (to broad audience, driving awareness, nurturing those that have high engagement to participate)
 - Sales Marketing (to prospective customers for sponsorship)
 - Destination Marketing (Drive awareness of Sebring and Highlands County as a destination)

Post-Event Recap and Follow-Up

- Attendees will be sent a post-event recap to complete through Google Forms

Post-Event Attendee Survey

1. Where did you stay while in Sebring Area/Highlands County?

2. How many nights were you here?

3. What did you do during your stay?

4. Did you attend any restaurants while visiting?

5. Is there anything you did not like about Highlands County?

6. Would you visit Highlands County again?

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Airstream Ventures, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. 3832-010 Baymeadows Road, #101	Requester's name and address (optional)
6 City, state, and ZIP code Jacksonville, FL 32217	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
8	3	-	1	2	2	8	9	8	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ► *Alan Verlander*

Date ► *09/29/2021*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER: Leah Sauls, Development Services Director

SUBJECT/TITLE: Request approval of Tourist Development New Event Grant in the amount of up to \$40,000 in 2022, and up to \$30,000 in 2023 and 2024 for the High School Girls Lacrosse Showcase.

STATEMENT OF ISSUE

The Tourist Development Council on April 28, 2022, at the regularly scheduled meeting, recommended to award Airstream Ventures, LLC a New Event Grant of up to \$40,000 in year #1 (2022), and up to \$30,000 in years #2 (2023) and #3 (2024) for the High School Girls Lacrosse Showcase to cover eligible reimbursable costs including venue rental, marketing, officials, equipment rentals, and promotional items.

RECOMMENDED ACTION

Move to approve a Tourist Development New Event Grant in the amount of up to \$40,000 in 2022, and up to \$30,000 in year 2023 and 2024 for the High School Girls Lacrosse Showcase.

FISCAL IMPACT

The fiscal impact is up to \$40,000 in fiscal year 2022 (which has been included in the FY21/22 Adopted Budget), and up to \$30,000 in fiscal years 2023 and 2024 from Fund 152 (Tourist Development Trust) - Cost Center 5305 (Marketing and Promotion), Account 53400 (Contractual Services).

Attachments: [Contract_H S Girls Lacrosse Showcase_Signed.pdf](#)

**HIGHLANDS COUNTY
NEW EVENT/PROJECT GRANT CONTRACT**

CONTRACTOR

NAME: AIRSTREAM VENTURES, LLC
ADDRESS: 3832-010 BAYMEADOWS RD.,
#101 JACKSONVILLE, FL 32217
FEI NO: 83-1228981

The Board of County Commissioners of Highlands County, a political subdivision of the State of Florida (hereinafter the COUNTY), hereby provides funding to the CONTRACTOR for the purpose of reimbursement of expenses for the High School Girls Lacrosse Showcase as provided in the Funding Application Work attached to this Contract as Attachment A and made a part hereof. Any terms and conditions of this Contract, which vary from those contained in Attachment A, shall have precedence.

CONTRACTOR RESPONSIBILITIES

1. The CONTRACTOR shall be responsible for obtaining all applicable local, state and federal permits.
2. The CONTRACTOR is responsible for all administrative services and represents that it has or will secure at its own expense all necessary personnel. Such personnel shall not be employees of the COUNTY. The CONTRACTOR shall be responsible for the payment of all its FICA and Social Security Taxes.

INDEPENDENT CONTRACTOR RELATIONSHIP

The CONTRACTOR is, and shall be, in the performance of all work, services and activities an independent contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed by or on behalf of the CONTRACTOR shall at all times, and in all places, be subject to the CONTRACTOR's sole direction, supervision and control. The CONTRACTOR shall exercise control over the means and manner in which it and its employees and volunteers perform the work and in all respects the CONTRACTOR's relationship and the relationship of its employees and volunteers to the COUNTY shall be that of an independent contractor and not as employees or agents of the COUNTY.

The CONTRACTOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

REPORTS

The CONTRACTOR shall submit monthly status reports to the COUNTY detailing work completed and activities performed.

TERM OF CONTRACT

This Contract is effective on the date of execution and shall remain in effect until March 31, 2025.

NOTICE

Any notice or other written communication, except invoices, between the parties shall be considered delivered when posted by U.S. registered or certified mail, postage prepaid and return receipt requested, or delivered in person to the COUNTY.

COMPENSATION

1. The COUNTY agrees to pay the CONTRACTOR in the amount of up to Forty Thousand Dollars (\$40,000) in year #1 (2022), and up to Thirty Thousand Dollars (\$30,000) in years #2 (2023) and #3 (2024) for the High School Girls Lacrosse Showcase with room verifications required, from Cost Center 5305 the Marketing and Promotion Fund for providing the services described in attached Attachment A. The CONTRACTOR shall submit payment requests and expenditure documentation to the COUNTY, said requests being in detail sufficient for a proper pre-audit and post-audit thereof. The CONTRACTOR and the COUNTY understand and agree that there shall be no reimbursement of funds by the COUNTY for any expenditure made prior to the date of this Agreement or for any expenditure or amount in excess of the amount stated in this paragraph.
2. It is unlawful for COUNTY's Board of County Commissioners to expend or enter into a contract requiring expenditure in any fiscal year for more than the amount of appropriations in each fund's budget, except as provided in Chapter 129, Florida Statutes, and in no case shall the total appropriations of any budget be exceeded, except as provided in Section 129.06 Florida Statutes. Pursuant to Section 129.07, Florida Statutes, this Contract is expressly made executory for the value of services and materials and other costs to be rendered, incurred or agreed to be paid for in fiscal years after COUNTY's fiscal year ending September 30, 2022.

PROHIBITION AGAINST LOBBYING

The CONTRACTOR is hereby prohibited from using any funds provided by this Contract for the purpose of lobbying the Legislature or a state or county agency.

MANAGEMENT

The COUNTY Project Manager is **Leah Sauls, Development Services Director**, phone number **(863) 402-6550**. All matters shall be directed to the Project Manager for appropriate action or disposition.

GENERAL TERMS AND CONDITIONS

1. The COUNTY may terminate this Contract for its convenience. In this event, the CONTRACTOR shall be compensated for work satisfactorily completed and for irrevocable commitments made.
2. All services shall be performed by the CONTRACTOR to the satisfaction of the COUNTY.
3. The CONTRACTOR shall be notified, in writing, by the COUNTY Project Manager of Contract performance failures and given fifteen (15) calendar days to provide a written corrective action plan to the COUNTY for review. The COUNTY shall respond, in writing, to the proposed corrective action plan within fifteen (15) calendar days of receipt. If the CONTRACTOR and the COUNTY cannot reach agreement on the corrective measures to be taken and the schedule for corrective action, the COUNTY may terminate this Contract in accordance with paragraph 4 of this section.
4. If the CONTRACTOR fails to perform in a timely and proper manner, in the judgment of the COUNTY, the COUNTY may terminate this Contract by written notice, specifying the effective time/date.
5. In the event that the CONTRACTOR fails to perform all the services described under the terms of this Contract, the CONTRACTOR shall reimburse the COUNTY all compensation received within thirty (30) calendar days of the receipt of the COUNTY's written request for reimbursement.
6. The parties may at any time, by written order designated to be a change order signed by the CONTRACTOR and the COUNTY, make any change in the work within the general scope of the Contract.

7. The CONTRACTOR shall maintain accurate books, records and documents directly pertinent to performance under this Contract and for all expenditures of all funds received under this Contract in accordance with generally accepted accounting principles consistently applied. The CONTRACTOR shall assure that these books, records and documents are available at all reasonable times for inspection, review or audit by COUNTY personnel and other personnel authorized by the COUNTY. The CONTRACTOR shall retain all such books, records and documents for three (3) years after the fiscal years in which payment is made by the COUNTY or until final resolution of matters resulting from any litigation, claim or audit that started prior to the expiration of the three-year record retention period.
8. The CONTRACTOR agrees to indemnify, defend, save and hold harmless the COUNTY from all claims, demands, liabilities and suits of any nature arising out of, because of, or due to, any negligent act or failure to act by the CONTRACTOR, its agents or employees to the extent permitted by Florida law. The parties agree that one percent of the total compensation to the CONTRACTOR for performance of this Contract is the specific consideration from the COUNTY to the CONTRACTOR for the CONTRACTOR's indemnity agreement.
9. The CONTRACTOR covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.
10. The CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the CONTRACTOR any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Contract. For the breach or violation of this provision, the COUNTY shall have the right to terminate this Contract without liability and, at its discretion, to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.
11. The COUNTY reserves the right to unilaterally cancel this Contract for refusal by the CONTRACTOR to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the CONTRACTOR in conjunction with this Contract.
12. This Contract shall not be subject to transfer, assignment, sale or other disposition which would have the effect of substituting the CONTRACTOR's performance with that of another.
13. The CONTRACTOR represents to the best of its knowledge that all of its employees are treated equally during hiring and employment without regard to race, color, religion, handicap, sex, age or national origin.

CHOICE OF LAW/FORUM

The parties hereby agree that any and all actions or disputes arising out of this Contract shall be governed by the laws of the State of Florida, and any such actions shall be brought in Highlands County, Florida.

SEVERABILITY

In the event one or more provisions of this Contract are declared invalid, the balance of this Contract shall remain in full force and effect.

PUBLIC ENTITY CRIMES

The CONTRACTOR affirmatively represents that it is aware of the prohibitions stated in Section 287.133(2)(a), Florida Statutes, and affirmatively represents that it has not been placed on the convicted vendor list or been convicted of a public entity crime.

DISCRIMINATORY VENDOR LIST

The CONTRACTOR affirmatively states that it is aware of the prohibitions found in Section 287.134(2) (a), Florida Statutes, and affirmatively represents that it has not been placed on the discriminatory vendor list referred to therein.

EMPLOYMENT ELIGIBILITY VERIFICATION

Pursuant to Florida Statutes, Section 448.095, and in the event performance of this Agreement is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program ("E-Verify Program") developed by the federal government to verify the eligibility individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR shall be registered with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. In addition, the CONTRACTOR shall require any and all subcontractors performing work in accordance with this Agreement to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. Any such subcontractor shall provide an affidavit to the CONTRACTOR stating that the subcontractor does not employ, contract with or subcontract with any ineligible individuals and the CONTRACTOR must keep a copy of said affidavit for the duration of this Agreement. Violation of this section is subject to immediate termination of this Agreement by the COUNTY without regard to any notice otherwise required herein. In the event the COUNTY incurs costs as a result of the CONTRACTOR's breach of this provision, any and all such costs shall be paid by the CONTRACTOR immediately upon receipt of notice of the same from the COUNTY. Information on registration for and use of the E-Verify Program may be obtained at the Department of Homeland Security website: <http://www.dhs.gov/E-Verify>

PAYMENTS AFTER CONTRACT TERMINATION FOR CAUSE

Upon the occurrence of any event of default, all obligations on the part of the COUNTY to make any further payments of funds to this Contract shall if the COUNTY so elects, terminate, but the COUNTY may make any payments or parts of payments after the happening of any event of default without hereby waiving the right to exercise any remedy which it may have without becoming liable to make any further payment.

PUBLIC RECORDS COMPLIANCE

A. Pursuant to Florida Statutes, Section 119.0701:

IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES, CHAPTER 119, TO YOUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS:

COUNTY CLERK: GLORIA RYBINSKI
COUNTY PUBLIC INFORMATION OFFICER
600 SOUTH COMMERCE AVENUE
SEBRING, FLORIDA 33870
TELEPHONE NUMBER: (863) 402-6836
HCBCCrecords@highlandsfl.gov

B. CONTRACTOR agrees to comply with public records laws, specifically to:

1. Keep and maintain public records required by the COUNTY to perform the services set forth herein.
2. Upon request from the COUNTY's custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the COUNTY.
4. Upon completion of the contract, transfer, at no cost, to the COUNTY all public records in possession of the CONTRACTOR or keep and maintain public records required by the COUNTY to perform the services set forth herein. If the CONTRACTOR transfers all public records to the COUNTY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY's custodian of public records, in a format that is compatible with the information technology systems of the COUNTY.

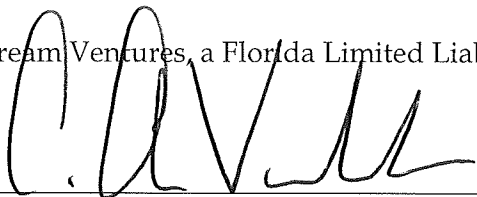
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ENTIRE AGREEMENT

It is hereby understood and agreed that this Contract states the entire agreement and that the parties are not bound by any stipulations, representations, agreements or promises, oral or otherwise, not printed in this Contract.

DATED this 14th day of June 2022.

Airstream Ventures, a Florida Limited Liability Company

By: 
C. Alan Verlander, President

ATTEST:
By: 
Kenedy Grayson, Secretary

HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS

ATTEST:

By: _____
Kathleen G. Rapp, Chair

By: _____
Jerome Kaszubowski, Clerk

APPLICATION GENERAL INSTRUCTIONS

The application **must be completely filled out**. Not Applicable or N/A should be marked as appropriate.

Copies of the following items must be attached to your application:

- List of Applicant's current Officers and/or Board members (if applicable)
- Applicant's W-9 tax form for post-Event payment
- Overall & detailed Marketing Plan for the Event. This plan must outline product (event); market position/competitive analysis; target audience; target markets; marketing goals, objectives and tactics; market strategy; budget and evaluation metrics.
- Business plan outlining how the re-occurring event will increase out-of-county attendees each year
- Example of proposed Visitor/Attendee Survey

Please note: All final paperwork as outlined in the application must be submitted to the TDC **within 60 days of the conclusion of the Event**. The request for reimbursement will be considered incomplete until all of the required forms are submitted to the TDC.

HIGHLANDS COUNTY TDC NEW EVENT FUNDING REQUEST APPLICATION

2022: \$20,000 (grant) + \$20,000 (1000 verified room nights) = \$40,000
Amount Requested from TDC: 2023: \$10,000 (grant) + \$20,000 (1000 verified room nights) = \$30,000
2024: \$10,000 (grant) + \$20,000 (1000 verified room nights) = \$30,000

I. General Information

1. Name of Applicant: Airstream Ventures, LLC
2. Name of Event: High School Girls Lacrosse Showcase
3. Contact person: Alan Verlander
4. Contact person e-mail: alan@airstreamventures.com
5. Complete address of Applicant: 3832 Baymeadows Road #101, Jacksonville, FL 32217
Cell phone: (904)412-6070
6. Applicant's Chief Official/Event Coordinator: Tom West
Title:
Address if different from above:
Cell phone:
Email:
7. Has Event ever received funding from the TDC? **No**
>If yes – list years and amounts:
8. Amount Applicant is requesting for the Event/Project: 2022: \$40,000 - 2023: \$30,000 - 2024: \$ 30,000
9. Intended use of funds: Venue Rental, marketing, officials, equipment rentals, promotional items

(Refer to page 7 – Eligible and Ineligible Uses of Funds)

II. Details about Applicant: (describe your business or organization)

Airstream Ventures partners with events, companies and non-profits to create events that connect communities on a deeper level.

II. Schedule of Event:

TBD

IV. Event Specific Information

1. Event name: High School Girls Lacrosse Showcase
2. Type of event: Sports/Tournament
3. Dates of Event: July 22-24, 2022
4. Location of Event: Highlands County Multi-Sport Complex
5. Number of days: 3 Hours: 20+
6. Projected number of out of town participants: Out of state: 800
In-state: 100
7. Projected number of attendees per day: 1200-1400
8. Projected number of media, staff, officials:
Out of state: 10
In-state: 20
9. Event/Project promoter (if other than Applicant):
Name of promoter: Tom West
Company name:
Contact name: Tom West
Address:
Phone: (386)931-8503
Email:
Website:

V. Event Admission Price (if applicable) \$10

VI. What is the GUARANTEED MINIMUM NUMBER OF PAID ROOM NIGHTS the Event will bring to Sebring/Highlands County? (This is the minimum number of rooms that must be captured by the Event and documented by submitting the Room Night Certification Form within 60 days of the conclusion of the Event. The TDC reserves the right to reduce the reimbursement amount should the Event fail to meet this minimum room night guarantee.) 2022: 1000 2023: 1000 2024: 1000

VII. What is the GUARANTEED MINIMUM NUMBER OF EVENT ATTENDEES? How many/what percentage will be traveling to the event from outside the county? How will you document the attendees and the out-of-county percentage? Will you be providing the TDC with attendee contact information? *(Please answer each question or your application will be deemed incomplete).*
We expect 95% to be from outside the county based on data team demographics. We will survey every participant that enters in order to accurately report where people are traveling from, where they are staying, and how long they are staying. We will provide TDC with names and emails of every participant.

VIII. Provide the previous year's event information, (if applicable):

Previous Event or Project:
Date:
Location:
Total Room Nights:
Contact Name/Phone:
Funding amount awarded:
Economic Impact (If available):

EVENT BUDGET SUMMARY

EVENT INCOME

Visit Sebring cannot be the sole source of income. Please list all Event income sources, types and amounts, including grants, sponsorships, registration fees, and in-kind services provided from public agencies, such as Police Department, Fire Rescue, etc. Please designate hard dollars versus in-kind.

Income Source & Type (i.e. Publix Sponsorship or Attendee Registration Fees)	Income Amount (or In-Kind Amount)
Please see attached budget	
Visit Sebring/TDC Funding Request	\$40,000
TOTAL INCOME ALL SOURCES	\$54,500

EVENT EXPENSES

Provide an itemized summary indicating the intended use of TDC funds at the bottom of this page. Please be as detailed as possible, including intended media outlets, promotional materials, etc. and the dollar amount that will be expended (tentatively) for each category. This chart will reflect the total amount of the grant you have requested. Use additional sheets if necessary.

Expense Type (Event Speakers, Signage, Insurance, etc.)	Expense Amount
Please see attached budget	
TOTAL EVENT EXPENSES	\$49,450
Intended Use of Tourist Development Tax Funds (provide details)	Amount
Signage	\$1,500
Venue Rentals	\$15,000
Officials/Trainers	\$15,250
Marketing (paid social)	\$2,000
Equipment Rentals	\$4,000
Promotional Items	\$3,000
TOTAL TDC EXPENSES	\$40,000

Grant Application Checklist

Please initial next to each item and fill in the blanks below. This list must accompany your grant application.

Initials

AV This application is being submitted at least four months (120 days) prior to the event start.
Date of Event: July 22-24, 2022 Date
of Application: April 6, 2022

AV I understand that the reimbursement request must be completed and submitted to the Tourism Office with all back up and supporting material no later than 60 days after the event ends, which will be on September 22, 2022 (date 60 days after event ends).

AV I will obtain the signatures of the organization's President & Secretary on the proposed grant contract by April 15, 2022 (date one week after the application is submitted to and accepted by the Tourism Office)

AV I understand that the "Visit Sebring" logo must appear in any print advertisements that are funded by the TDC. For digital ads, the "Visit Sebring" logo must either be featured on the advertisement or on website/landing page linked to the ad or the ad must link to the TDC's website.

AV I have included an IRS **W-9 Form** and a copy of the Florida Division of Corporations form with the application.

AV I understand that someone representing this grant application must be available at the TDC meeting when it considers the application for funding or the application will not be considered.

AV I understand that no expenses incurred before the TDC recommends approval of the grant application will be reimbursed under any circumstances. I also understand that no funding has been approved until the Board of County Commissioners (BOCC) approves execution of the Grant Contract and that no expenditures will be reimbursed if the BOCC does not approve execution of the Grant Contract.

AV I understand that reimbursements following the event will only be made for itemized, authorized expenses approved by the BOCC in the fully executed Grant Contract.

AV_ Each reimbursement request must include copies of paid invoices, screenshots of digital ads, copies of the ad/tear sheets, invoice for reimbursement amount to the Highlands County Board of County Commissioners, copy of front and back of cleared checks paying for advertising, and outreach figures identifying the number of people your ad reached outside Highlands County and inside Highlands County.

AV Reimbursement will only be provided at a rate of \$20/verified room night. And all funds will only be reimbursed after the event is complete.

AV The funds Applicant receives will ONLY be used in accordance with the eligible and ineligible uses of funds. (page 7)

___AV___ Applicant understands that it is required to submit a Room Block Report/Room Night Certification Form in order to track the amount of rooms the Event produces in order to receive funding for Verified Rooms. (page 9)

___AV___ Applicant has included a list of its current Officers and/or Board members (if applicable) with the application.

___AV___ Applicant's W-9 tax form is included with the application.

___AV___ Applicant has included a detailed **Business Plan** for the Event that outlines how the event will increase out-of-county visitors each year.

___AV___ Applicant has included a detailed **Marketing Plan** for the Event.

___AV___ Applicant has included a sample **Attendee Survey** for the Event.

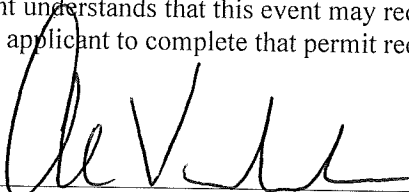
___AV___ As an authorized representative of Applicant, the person submitting this documentation acknowledges that he/she is also the person required to execute the contract and prepare the Post-Event Report for the Event within 60 days after completion of event to receive payment. This report should include: total number of participants, total number of coaches, spectators, staff, media, etc., information regarding where attendee came from, feedback about destination (what did they like/not like).

___AV___ Applicant acknowledges that any material made or received by Highlands County in connection with Applicant's request for Program funding is a public record and subject to public inspection unless there is a legislatively created exemption that makes it confidential and not subject to disclosure. Applicant acknowledges that it cannot dictate to Highlands County what material is open to public inspection or the circumstances under which material is deemed confidential.

___AV___ Applicant understands that as a requirement to receiving funding, Applicant will execute a release to permit Highlands County to photo and/or record the Event and Applicant must make Event invitees aware of this and make the signing of a release a requirement to participate in the Event.

___AV___ Applicant understands that all funds received are subject to audit by the Highlands County Clerk of the Court – Internal Auditor or other representative as Highlands County may designate.

___AV___ Applicant understands that this event may require a Highlands County Special Event Permit, and it is up to the applicant to complete that permit request and pay the required permit fee.

Authorized Agent: 

Title: CEO Date: 4/6/2022

Authorized Agent Signature: Alan Verlander

CRITERIA FOR EVALUATION OF APPLICATIONS

New Event Grant Program

Applications will be scored by TDC staff with a maximum score of one hundred (100) points per applicant. These staff scores will accompany the grants when presented to the TDC for voting. To be eligible for maximum funding based on scores, the Event must score at least an 85. Scores of 50 or less will not be eligible for funding. Scores from 55-80 will be eligible for 75% of requested funds.

I. Commitment to the Expansion of Tourism in Highlands County – Maximum 25 points

Purpose: Grant will be evaluated based on evidence of the overall tourism impact of out-of-county tourists. Expectation of the required number of estimated overnight room nights & event attendees should be shown & supported by the event marketing plan & any previous event attendee history.

1. High Impact (25 points): Multi-day event that expects to attract 700+ estimated overnight room nights and/or 5,000+ attendees with verification that at least 20% of attendees reside outside Highlands County
2. Medium Impact (15 points): Multi-day event that expects to attract 250+ estimated overnight room nights and/or 2,500+ attendees with verification that at least 10% of attendees reside outside Highlands County.
3. Low impact (5 points): Multi-day event that expects to draw less than 250 estimated overnight room nights and at least 500 attendees with no verified information of how many attendees reside outside Highlands County.

II. Soundness of Proposed Event – Maximum 25 points

Purpose: The grant request is evaluated based on the event illustrating clearly identified objectives, other additional funding sources being used and an out-of-county advertising plan. Please use the SMART Objective Worksheet (on page 9) to complete this section.

1. Objectives are clearly defined on SMART Objective Worksheet (5 points)
2. Objectives are not defined well or not defined on SMART Objective Worksheet (0 points)

Additional Funding Sources/Budget

1. Specific additional funding sources defined on application & confirmed for funding (10 points)
2. Additional funding sources identified but not confirmed for funding (5 points)
3. Not defined or confirmed on the application (0 points)

Out of County Advertising/Marketing Plan

A well-defined marketing plan will include details on market research, target market, positioning/brand perception, competitive analysis, market strategy/tactics, budget and metrics/measurables.

1. Specifically defined on the application (10 points)
2. Identified but not specifically defined on the application (5 points)
3. Not defined on the application (0 points)

III. Stability and Management Capacity – Maximum 25 points

Purpose: The grant request is evaluated based on the event having a proven record or demonstrated capacity of the organization to successfully develop resources, effectively plan, organize and implement the proposed event.

Digital Presence – Considerations - How well is the applying event represented on online, digital platforms designed to attract tourists? For example, does the applying event describe the destination in an enticing way to attract visitors? Does the applying event provide a host hotel or hotel recommendations? Does the applying event suggest other activities to do in the area?

- a. Event has a mobile-friendly website that is current on website design trends and actively posting quality content (at least once a week) on at least one social media channel as the event itself (not host organization) (10 points)
- b. Has event-specific website with event specific URL and an Event Page on Facebook (5 points)
- c. No event-specific website or social media presence (0 points)

Event History Documentation – Consideration - For past events hosted by Applicant and funded by the TDC, were all TDC grant documentation requirements submitted and adhered to as published in policy?

1. All documentation was properly submitted and grant funds were appropriately used as outlined in the grant request (10 points)
2. Documentation was submitted but incomplete and/or grant funds not fully used as outlined on the grant request. (5 points)
3. Documentation was not submitted as required and/or grant funds not used as agreed. (0 points)

Visitor Survey – Considerations - Does the event plan to use a visitor survey to capture data for future improvements and was a sample copy provided in the application package?

1. Yes, a sample survey was included in the application with an agreement to share zip code information with the TDC post-event. Survey should capture attendee information that is helpful to capture visitor data, such as home zip code, feedback on event, length of stay in destination, quality of experience, location of stay at hotel or other accommodations, etc. (5 points)
2. No survey planned (0 points)

IV. Quality of Proposed Event – Maximum of 25 points

Purpose: The grant request is evaluated based on the event's attraction of visitors to Highlands County with a high-quality guest experience (prior to arrival through departure) thereby providing a significant economic benefit to Highlands County.

1. High Impact – Recurring event with increasing levels of participation and significant economic impact. Event uses a systemic approach to data collection and analysis, such as attendee survey, hotel room night verifications, data capturing website and digital communication with evaluations, etc. (25 points)
2. Medium Impact – Recurring event with steady level of participation and economic impact. Has digital presence but not capturing or evaluating data in an effort to attract more visitors. (15 points)

3. Low impact – First year event with level of impact unknown, does have positive anticipated level of participation and economic impact to the county OR a recurring event with a declining level of participation, low economic impact to the county, and no or very little digital presence. (5 points)

Bonus Points

Up to 10 additional points may be earned for submission of a quality Special Event Emergency Response Plan. Submissions should include traffic and parking plans, inclement weather plan; security plans; evacuation plans; hazard identification and mitigation tactics; identified leadership roles, responsibilities and reporting relationships; emergency response procedures; etc.

For all questions related to the New Event Grant Program and the application, please contact Chantel Brutus at the Highlands County Tourist Development Council (TDC) at CBrutus@HighlandsFL.gov. or call (863) 402-6909.

SMART Objective Worksheet

Draft Goal: Increase tourism in Downtown Sebring and create an economic impact in the community.

Definition	Your Objective
Specific • What do I want to accomplish with this event? Why? • What is the desired result?	Driving people to downtown Sebring throughout the weekend for a new sporting event that also fills hotel rooms in the area and leaves an economic impact on the destination. Through the marketing components we aim to show Sebring as an area on the rise.
Measurable • How will you quantify (numerically or descriptively) success? • How will you measure progress?	Hotel room nights as well as economic impact numbers we will utilize the hotel room certification form as well as the STR Report to verify.
Achievable • What skills are needed? • What resources are necessary? • What factors impact goal achievement? • Does the goal require the right amount of effort?	Tom West has been connected to the Lacrosse community for years and runs tournaments across the country. With support from the local government and local TDC we can grow this event into a yearly staple within the Highlands County community.
Relevant • Is the goal aligned with the overall mission or strategy to increase economic activity in Highlands County?	This event will help support Sebrings vision as a destination and encourage more events to come to the area.
Time-bound • How much time will be available to complete this SMART Objective? • Is the deadline realistic?	We will begin now until the end of the tournament. Which will be plenty of time to achieve our goals.

Final Goal:

Increase tourism and create a lasting event in Sebring.

CERTIFICATION OF APPLICANT

Applicant has reviewed this Application for Funds from the Highlands County Tourist Development Council. Applicant is in full agreement with the information contained herein. To the best of Applicant's knowledge, the information contained in this Application and its attachments is accurate and complete.

Applicant Name: Airstream Ventures

Date: 4/6/22

By: [Signature]
(Signature)

Its:

(Title)
State: Florida County: Duval

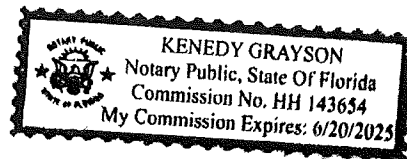
Before me this day personally appeared Alan Verlander (name) as
CEO (title) of Airstream Ventures (applicant) to
me well known or produced identification _____ (type of ID) and who executed
the foregoing instrument, and who acknowledged that he/she did so freely and voluntarily for the uses and
purposes herein expressed.

Witness my hand and seal (date) 04/06/2022

My Commission expires (date) 6/20/2025

Signature of Notary

K. Grayson



High School Lacrosse Tournament Budget
July 22-24, 2022
Sebring, FL

Revenue	
Ticket Revenue	\$ 14,000.00
Concessions/Food Truck	\$ 500.00
TDC Grant	\$ 20,000.00
Room Rebate	\$ 20,000.00
TOTAL REVENUE	\$ 54,500.00

Expenses	
Venue Rental	\$ 15,000.00
Officials	\$ 10,500.00
Marketing	\$ 2,000.00
Equipment Rentals	\$ 4,000.00
Promotional Items	\$ 3,000.00
Apparel	\$ 2,500.00
Insurance	\$ 2,500.00
Trainers	\$ 4,750.00
Travel	\$ 3,500.00
Staffing	\$ 3,200.00
Signage	\$ 1,500.00
TOTAL EXPENSES	\$ 52,450.00

NET	\$ 2,050.00
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High School Girls Lacrosse Showcase

Business Plan:

For the High School Girls Lacrosse Showcase our team will utilize our extensive experience in executing tournaments of similar scope, as well as our network in the High School Athletics world to help spread the word about the event. To position the event appropriately and drive participation, a comprehensive promotional marketing and media strategy has been developed.

Acquiring Teams:

Tournament Director Tom West has been engrained in the Lacrosse community for years.

Coach West is one of the most accomplished coaches in Florida high school boys lacrosse history. In the Fall of 2021, he was named Director of Lacrosse and Varsity Boys' Head Lacrosse Coach at The Bolles School. Prior to this role, he led Ponte Vedra High School for 13 seasons with a record of 221-33. Under his watch, the Sharks won eight consecutive district titles, five regional championships and made two state finals. In 2019, Ponte Vedra went 24-1 to win the state championship and earn national recognition as a top team in the country. West was named the 2019 boys lacrosse coach of the year by the Florida Dairy Farmers Association, and LAXRecords.com named him national coach of the year.

West has spent 24 years as a college and high school lacrosse coach, winning almost 400 games with stops in Pennsylvania and Vermont. He has a long history of building programs. He started both the Ponte Vedra and Matanzas high school teams and on the club side he founded Team Florida Lacrosse and was a co-founder of the Florida Possums and Ponte Vedra Sand Gnats. After playing Division III lacrosse at Castleton University in Vermont, West served as an assistant coach at Norwich University and the head coach at St. Michaels College. Through his vast experience with club programs, West has connected hundreds of players in the Southeast with colleges and universities since 2005.

“Being involved with Florida lacrosse from its early roots and seeing the way it’s grown has been a life changing experience and I am incredibly proud to see a sport I love grow the way it has,” said West. “I’m looking forward to the opportunity with Florida Crabs to get some of these players in front of coaches who are from around the country so they can see what a powerhouse Florida has become. All these Florida lacrosse players are going to have a chance to play on a team together, travel to areas where lacrosse is a more developed level of play and find an opportunity to play college lacrosse somewhere - that’s what this team is all about.”

West will help lead Crabs’ efforts to grow lacrosse in the Sunshine State, joining a club founded in 2018 to bring together the best players statewide. From his three decades building the original Crabs franchise in Baltimore into a national power, founder and CEO Ryan McClernan believes that experienced coaches like West are the route to increased national prominence for areas beyond the traditional hotbeds. The Florida Crabs will sponsor boys teams in the high school classes of 2021 through 2025 this summer and fall, giving Florida’s best players the chance to learn from their peers and compete against the nation’s best players.

Through Tom's extensive connections, we will be able to acquire teams from all over the southeast to come to this tournament. The goal is for this tournament to become a staple in the lacrosse community.

How Lacrosse will INCREASE out-of-county Visitors to Highlands

The High School Girls Lacrosse Showcase is an exciting event to your destination, marketing your area to the lacrosse community and your locals. The participants that will be participating in the tournament are all under the age of 18. This will result in each participant bringing 1+ additional guest to your area. The goal is to market Sebring/Highlands County as a family/group destination.

Our events are more than just one tournament – they are events designed to keep the participants engaged throughout the day for an extended stay in your destination.

- Participants will receive information on where to stay and things to do in Highlands County
 - Airstream Ventures will work with Visit Sebring on creating this material to send out

Marketing Plan:

- A first-class lacrosse tournament experience that drives people to your destination
 - Average 900-1200 players with more than 1,400 visitors, producing 1000 room nights
- Marketing of your destination to high school lacrosse teams across the country
 - Dedicated webpage for the event
 - Logo inclusion & links to your website and videos
 - Social media promotion, with links to your website and videos
- Integrated email campaign that focuses on three primary audiences:
 - Tournament Marketing (to broad audience, driving awareness, nurturing those that have high engagement to participate)
 - Sales Marketing (to prospective customers for sponsorship)
 - Destination Marketing (Drive awareness of Sebring and Highlands County as a destination)

Post-Event Recap and Follow-Up

- Attendees will be sent a post-event recap to complete through Google Forms

Post-Event Attendee Survey

1. Where did you stay while in Sebring Area/Highlands County?

2. How many nights were you here?

3. What did you do during your stay?

4. Did you attend any restaurants while visiting?

5. Is there anything you did not like about Highlands County?

6. Would you visit Highlands County again?

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Airstream Ventures, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate	
☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
☐ Other (see instructions) ►	
5 Address (number, street, and apt. or suite no.) See instructions. 3832-010 Baymeadows Road, #101	Requester's name and address (optional)
6 City, state, and ZIP code Jacksonville, FL 32217	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	3	-	1	2	2	8	9	8	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ► *Alan Verlander*

Date ► *09/29/2021*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER: Dawn Ritter, Natural Resources Manager

SUBJECT/TITLE: Request approval to appoint Noah Handley to the Lake Istokpoga Management Committee (LIMC).

STATEMENT OF ISSUE

The LIMC recommends appointing Noah Handley to replace Linda McCarthy for Lykes Bros. Inc. as the Professional Range Management position for a four year term as applied due to the recent retirement of Linda.

RECOMMENDED ACTION

Move to appoint Noah Handley, to the Lake Istokpoga Management Committee (LIMC).

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER: Amanda Valentine, Purchasing Analyst

SUBJECT/TITLE: Request approval to move forward with the sale of 50 County owned surplus properties and provide the County Administrator the authority to execute the Deeds.

STATEMENT OF ISSUE

The Board approved the sale of various County owned properties. Staff initiated a sale of certain properties through the County's competitive bid process (ITB 22-0014), in accordance with Florida Statutes 125.35(2). The County received and opened bids on those properties on March 1, 2022 and is recommending the sale of 50 bid properties as identified in the attached Notice of Intent to Award Sale. In accordance with Ordinance 16-17-08, the Notice of Intent to Accept Offer was posted on June 13, 2022. The buyers have provided a 10% deposit on the property they are purchasing. The sale will be completed within 45 days. Total this sale \$288,948.34

RECOMMENDED ACTION

Move to approve the sale of 50 County owned surplus properties and provide the County Administrator the authority to execute the Deeds.

FISCAL IMPACT

The fiscal impact is revenue totaling \$288,948.34 to the General Fund from the sale of the properties and the properties will be back on the Tax Roll.

Attachments: [Notice of Intent-Revised 6.13.22.pdf](#)



HIGHLANDS COUNTY **BOARD OF COUNTY COMMISSIONERS** **PURCHASING DIVISION**

NOTICE OF INTENT TO ACCEPT OFFER TO PURCHASE SURPLUS PROPERTY

SALE OF SURPLUS COUNTY PROPERTY

Parcel ID	Address	Min	Offer	Bidder	Recommend
C-04-34-28-100-1550-0150	8749 SANADA ST SEBRING FL 33872	\$ 3,600.00	\$ 4,000.00	Alicia Adams	Yes
C-04-34-28-100-1550-0170	8727 SANADA ST SEBRING FL 33872	\$ 3,600.00	\$ 4,000.00	Alicia Adams	Yes
C-04-34-28-100-1630-0250	8659 CAPILLA ST SEBRING FL 33872	\$ 3,600.00	\$ 5,000.00	Alicia Adams	Yes
C-04-34-28-102-6180-0020	8965 MANTUA DR SEBRING FL 33872	\$ 3,600.00	\$ 3,899.00	Alicia Adams	Yes
C-04-34-28-102-6210-0130	9102 BARQUERA DR SEBRING FL 33872	\$ 3,600.00	\$ 3,987.00	Alicia Adams	Yes
C-04-34-28-102-6220-0040	5749 BESS DR SEBRING FL 33872	\$ 3,600.00	\$ 3,998.00	Alicia Adams	Yes
C-04-34-28-102-6230-0100	8229 MANTUA AVE AVE SEBRING FL 33872	\$ 3,600.00	\$ 4,000.00	Alicia Adams	Yes
C-04-34-28-102-6230-0110	8233 MANTUA AVE SEBRING FL 33872	\$ 3,600.00	\$ 4,000.00	Alicia Adams	Yes
C-04-34-28-102-6300-0010	8604 RODRIGO CT SEBRING FL 33872	\$ 3,600.00	\$ 3,999.00	Alicia Adams	Yes
C-04-34-28-102-6300-0060	8603 RODRIGO CT SEBRING FL 33872	\$ 3,600.00	\$ 3,999.00	Alicia Adams	Yes
C-04-34-28-102-6320-0020	8623 SAN MATEO ST SEBRING FL 33872	\$ 3,600.00	\$ 4,000.00	Alicia Adams	Yes
C-04-34-28-102-6330-0090	6324 STEVE DR SEBRING FL 33872	\$ 3,600.00	\$ 3,999.00	Alicia Adams	Yes
C-04-34-28-102-6340-0110	6301 STEVE DR SEBRING FL 33872	\$ 3,600.00	\$ 3,999.00	Alicia Adams	Yes
C-04-34-28-110-1870-0330	8133 MAGGIORE ST SEBRING FL 33872	\$ 3,600.00	\$ 3,900.00	Alicia Adams	Yes
C-04-34-28-110-1870-0400	8101 CABO DR SEBRING FL 33872	\$ 3,600.00	\$ 3,959.00	Alicia Adams	Yes
C-21-36-29-180-4700-0130	3545 JAMBOREE ST, LAKE PLACID	\$ 3,600.00	\$ 5,001.00	Alicia Adams	Yes
C-04-34-28-110-1850-0240	7539 BERNAL DR SEBRING FL 33872	\$ 3,600.00	\$ 5,328.00	Andrew Jason Caksackkar	Yes
C-04-34-28-110-1850-0250	7525 BERNAL DR SEBRING FL 33872	\$ 3,600.00	\$ 5,328.00	Andrew Jason Caksackkar	Yes
C-04-34-28-110-1890-0500	7381 HAPPYFACE ST SEBRING FL 33872	\$ 3,600.00	\$ 5,328.00	Andrew Jason Caksackkar	Yes
C-04-34-28-110-1890-0600	7341 HAPPYFACE ST SEBRING FL 33872	\$ 3,600.00	\$ 5,328.00	Andrew Jason Caksackkar	Yes
C-04-34-28-110-1890-0620	7333 HAPPYFACE ST SEBRING FL 33872	\$ 3,600.00	\$ 5,328.00	Andrew Jason Caksackkar	Yes
C-04-34-28-100-1600-0520	8429 SUN N LAKES BLVD SEBRING FL 33872	\$ 3,600.00	\$ 5,000.08	Chinmay Bhandere	Yes
C-04-34-28-100-1600-0530	8355 SUN N LAKES BLVD FL 33872	\$ 3,600.00	\$ 5,000.08	Chinmay Bhandere	Yes
C-04-34-28-100-1600-0540	8327 SUN N LAKES BLVD SEBRING FL 33872	\$ 3,600.00	\$ 5,000.08	Chinmay Bhandere	Yes
C-04-34-28-100-1600-0550	8243 SUN N LAKES BLVD SEBRING FL 3387	\$ 3,600.00	\$ 5,000.08	Chinmay Bhandere	Yes
C-04-34-28-100-1600-0560	8235 SUN N LAKES BLVD SEBRING FL 33872	\$ 3,600.00	\$ 5,000.01	Chinmay Bhandere	Yes

Parcel ID	Address	Min	Offer	Bidder	Recommend
C-04-34-28-100-1600-0590	4181 GERONA AVE SEBRING FL 33872	\$ 3,600.00	\$ 5,000.08	Chinmay Bhandere	Yes
C-04-34-28-100-1600-0600	4177 GERONA AVE SEBRING FL 33872	\$ 3,600.00	\$ 5,000.08	Chinmay Bhandere	Yes
C-04-34-28-100-1600-0610	4173 GERONA AVE SEBRING FL 33872	\$ 3,600.00	\$ 5,000.08	Chinmay Bhandere	Yes
C-04-34-28-102-6310-0040	8666 SAN MATEO ST SEBRING FL 33872	\$ 3,600.00	\$ 5,000.00	Chinmay Bhandere	Yes
C-04-34-28-102-6310-0060	8652 SAN MATEO ST SEBRING FL 33872	\$ 3,600.00	\$ 4,500.00	Chinmay Bhandere	Yes
C-14-37-29-161-1710-0040	108 AUDREY AVE, LAKE PLACID	\$ 4,050.00	\$ 4,900.00	David Chin	Yes
C-04-34-28-100-1540-0340	8601 TRIONFO ST SEBRING FL 33872	\$ 3,600.00	\$ 4,010.00	Dina Tasellari	Yes
C-14-37-29-190-0650-0040	112 CHIPPEWA AVE, LAKE PLACID	\$ 8,100.00	\$ 8,600.00	E.O. Koch Construction Co	Yes
C-24-35-28-170-0770-0070	10610 S ORANGE BLOSSOM BLVD, SEBRING	\$ 3,600.00	\$ 5,200.00	E.O. Koch Construction Co	Yes
C-04-34-28-102-6330-0050	6434 STEVE DR SEBRING FL 33872	\$ 3,600.00	\$ 5,101.00	Gerard & Lisa Gittens	Yes
C-21-36-29-060-1370-0030	1150 ROBIN ST, LAKE PLACID	\$ 3,600.00	\$ 5,025.00	Haley Ann Hill	Yes
C-04-34-28-150-3100-0060	5411 PONCE DE LEON BLVD SEBRING 33872	\$ 5,400.00	\$ 12,550.00	Hornick Homes Inc	Yes
C-04-34-28-160-3510-0220	5059 SAN IGNACIO DR SEBRING 33872	\$ 11,250.00	\$ 15,550.00	Hornick Homes Inc	Yes
C-04-34-28-160-3530-0030	5072 SAN IGNACIO DR SEBRING 33872	\$ 11,052.00	\$ 15,550.00	Hornick Homes Inc	Yes
C-04-34-28-160-3530-0040	5068 SAN IGNACIO DR SEBRING 33872	\$ 10,872.00	\$ 15,550.00	Hornick Homes Inc	Yes
S-20-34-29-150-1900-0020	831 FIELDER BLVD, SEBRING	\$ 6,683.40	\$ 7,777.77	Hugo Jorge Silva Valenzuela	Yes
C-04-34-28-102-6240-0540	8534 OVIEDO ST SEBRING FL 33872	\$ 3,600.00	\$ 5,250.00	Julie Hoopper	Yes
C-04-34-28-102-6310-0070	8648 SAN MATEO ST SEBRING FL 33872	\$ 3,600.00	\$ 4,750.00	Julie Hoopper	Yes
C-04-34-28-102-6310-0080	8644 SAN MATEO ST SEBRING FL 33872	\$ 3,600.00	\$ 5,250.00	Julie Hoopper	Yes
C-04-34-28-102-6310-0090	8640 SAN MATEO ST SEBRING FL 33872	\$ 3,600.00	\$ 4,750.00	Julie Hoopper	Yes
C-04-34-28-110-1830-0320	7947 ANCHA ST SEBRING FL 33872	\$ 3,600.00	\$ 4,140.00	Manuel D Estrada	Yes
C-04-34-28-160-3410-0330	4819 COLUMBUS BLVD SEBRING 33872	\$ 5,400.00	\$ 12,900.00	Marvin Brandt	Yes
C-04-34-28-110-1850-0270	7441 BERNAL DR SEBRING FL 3387	\$ 3,600.00	\$ 5,107.00	Onward Renovations LLC	Yes
C-04-34-28-110-1870-0120	8066 BERNAL DR SEBRING FL 33872	\$ 3,600.00	\$ 5,107.00	Onward Renovations LLC	Yes

Notice of Intent to Accept Offer was posted to [Highlandsfl.gov](https://highlandsfl.gov) at 4:30 p.m. on June 13, 2022

The Board of County Commissioners will consider the offers at their July 5th Board Meeting which will begin at 9:00 AM

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER: Beverly Singley, Code Enforcement Administrator

SUBJECT/TITLE: Request approval of Budget Amendment 21-22-095 to move funds from Code Enforcement (3439) to Nuisance Abatement (6306) due to increase of nuisance abatement clean-ups performed and increase of Magistrate fees.

STATEMENT OF ISSUE

Additional funds are needed to pay the new rate for the Magistrate and to cover expenses from Magistrate abatement rulings.

RECOMMENDED ACTION

Move to approve budget amendment 21-22-095 to move funds from Code Enforcement (3439) to Nuisance Abatement (6306) due to increase of nuisance abatement clean-ups performed and increase of Magistrate fees.

FISCAL IMPACT

There is no fiscal impact to fund 005 (General) as the request is to move \$27,300 of unused salaries 3439/51200 (Regular Salaries & Wages) to 6306/53100 (Professional Services) and 6306/53400 (Contractual Services).

Attachments: [21-22-095 Nuisance Abatement Add'l Funding.pdf](#)

June 20, 2022

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 6/16/2022

SUBMITTED BY: Beverly Singley

FUND(S): 005 FUND TITLE(S): General COST CENTER(S) #: 3439 / 6306

PROJECT(S) #: _____ PROJECT TITLE(S): _____ COST CENTER TITLE(S): Code Enforcement / Nuisance Abatement

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
E	005	3439	51200	Regular Salaries & Wages		225,123.00		27,300.00	197,823.00
E	005	6306	53100	Professional Services		9,500.00	8,300.00		17,800.00
E	005	6306	53400	Contractual Services		42,300.00	19,000.00		61,300.00
									0.00
									0.00
									0.00
									0.00

REASON: Moving funds from Code Enforcement (3439) to Nusiance Abatement (6306) due to increase of nusiance abatement clean-ups performed and increase of Magistrate fees.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 21-22-095

TRANSFER TYPE:

Approval

ACTION:

Denial

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: July 5, 2022

PRESENTER: Lance Marine, Parks and Facilities Director

SUBJECT/TITLE: Request to create a lead worker designation for the position of Groundskeeper II (105) in the Parks and Facilities Department

STATEMENT OF ISSUE

Currently the Parks and Facilities Department has four (4) Groundskeeper II (105) positions who work together around Highlands County to maintain building grounds. Per the personnel manual Section 405:5, “When two (2) or more positions in the same position or pay grade are located in the same work unit, one position may be assigned lead worker duties.” The Parks and Facilities Department is requesting approval to have one of these positions designated as a Lead worker there by granting limited supervisor duties and onsite supervision to the Lead worker. Approval of this designation would greatly assist in daily operations by allowing the Lead worker to take more jobsite ownership and assist the supervisor in his absence.

RECOMMENDED ACTION

Request approval of a lead worker designation for the position of Groundskeeper II (105) in the Parks and Facilities Department.

FISCAL IMPACT

Based on the average salary of existing (105) positions, the fiscal impact is approximately \$3,000 per year plus benefits.

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 5, 2022

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

SUBJECT/TITLE: Request to adopt Resolution 21-22-134 for Budget Amendment 21-22-097 to appropriate funds in the amount of \$35,000.00 for recycling collection drop-off site improvements.

STATEMENT OF ISSUE

Attached, for your review and approval is Budget Amendment 21-22-097 and accompanying Resolution 21-22-134 appropriating additional funds in the amount of \$35,000.00 for additional recycling collection drop-off sites improvements.

Highlands County is coordinating the construction of three (3) recycling drop-off centers. The Lake Placid Drop-Off Center opened on June 1, 2022, and construction is in the process for the sites in Sebring and Avon Park. On January 18, 2022, Project No. 21063 - Recycling Drop-off Sites was created and the Board approved the reallocation of funds in the amount of \$75,000 from Cost Center 9990F (Budgetary Expenditure 401), Account 59900 (Reserve for Contingency) to Cost Center 4210 (Refuse Disposal) Account 56300Z (Project Improvements) to complete the necessary improvements at the recycling drop-off sites. Cost for the improvements have exceeded the amount originally reallocated, and improvements still need to be completed at the sites. Existing conditions and facilities have been different for each site, which has required the need of different improvements at each site. Each of the drop-off center sites will require the County to provide a mobile toilet, shelter, fencing and gates, site improvements that may include clearing of the site, grading, construction of stabilized vehicle access and recycling bin storage areas, pavement installation at certain sites, structural repairs, sandblasting, and re-painting of glass recycling bins, fabrication of new labels and re-labeling of glass recycling bins, and fabrication and installation of site signage.

Funding for the installation of cameras and accompanying infrastructure at each site is not included in this request and would be included in a future request.

To complete the improvements needed to establish the drop-off sites, additional funds in the amount of \$35,000.00 will need to be appropriated within Fund 401 from Account 3999100 (Fund Balance Brought Forward) to Cost Center 4210 (Refuse Disposal) Account 56300Z (Project Improvements) for Project 21063 (Recycling Drop-off Sites). Attached is Budget Amendment 21-22-097 in the amount of \$35,000.00 to complete the necessary improvements remaining at the recycling drop-off sites.

RECOMMENDED ACTION

Move to adopt Resolution 21-22-134 for Budget Amendment 21-22-097 in the amount of \$35,000.00.

FISCAL IMPACT

The fiscal impact is an increase to Fund 401 (Solid Waste) and the overall FY 21/22 budget in the amount of \$35,000.00.

Attachments: [21-22-097 Proj 21063 Recycling Centers Project \(BA\).pdf](#)
[21-22-097R Project 21063 Recycling drop off locations \(Resolution\).pdf](#)

BOARD OF COUNTY COMMISSIONERS

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

REVIEWED
O.M.B DEPARTMENT

June 23, 2022

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY FLORIDA

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

DATE: 6/22/2022

SUBMITTED BY: _____

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

PROJECT(S) #: 21063 PROJECT TITLE(S): Recycling Drop Off Sites COST CENTER TITLE(S): Refuse Disposal

*list additional cost centers on reverse side of form

TYPE	FUND	COST CENTER	ACCOUNT	ACCOUNT NAME	ACTIVITY	BUDGET	INCREASE	DECREASE	REVISED BUDGET
				Fund Balance Brought Forward					
R	401		3999100			5,788,862.00	35,000.00		5,823,862.00
E	401	4210	56300Z	Project Improvements	21063	75,000.00	35,000.00		110,000.00

REASON: This Budget Ammendment is necessary to appropriate additional funds within the Solid Waste Fund 401 to project 21063 in the amount of \$35,000 to complete additional unexpected cost of Recycling Collection Drop-off site improvements.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 21-22-097

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: _____

Form Revised 08/05/2020

RESOLUTION NO. 21-22-134

A RESOLUTION OF HIGHLANDS COUNTY, FLORIDA PERTAINING TO BUDGET AMENDMENT 21-22-097 TO THE SOLID WASTE FUND; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR APPROVAL OF BUDGET AMENDMENT; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

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

SECTION 2. Approval of Budget Amendment. Budget Amendment 21-22-097 is hereby approved and authorized to appropriate additional funding in the amount of \$35,000.00, for project #21063 Recycling Drop Off Sites. The project was originally set up with the initial estimated cost of \$75,000. Once the project got underway existing site conditions and infrastructure required additional site improvements. The net fiscal impact is an increase in the amount of \$35,000.00.

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

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

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

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

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

SECTION 8. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 5th day of July, 2022.

HIGHLANDS COUNTY, FLORIDA

By: _____
Kathleen G. Rapp, Chairperson

ATTEST:

Jerome Kaszubowski, Clerk of Court

HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER: Sherry G. Sutphen, County Attorney

SUBJECT/TITLE: Discussion on the County Administrator position

Attachments:

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER: Sherry G. Sutphen, County Attorney

SUBJECT/TITLE: County Attorney Status Report.

STATEMENT OF ISSUE

Attached is a copy of the pending items on the County Attorney File Log as of June 27, 2022.

RECOMMENDED ACTION

None. This is being provided for informational purposes.

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

County Attorney Log

	Commissioner Priority	RECEIVED FROM	REQUEST	STATUS
1	Priority 7	Sarah Albritton	Lincoln Heights Park Lease Agreement	MR-Under review
2	Priority 4	Tanya Cannady	Volunteer Fire Districts & Hickory Hill	SS-Under review
3	Priority 4	Clinton Howerton	Lot Splitting	SS-under review
4	Priority 4	Laurie Hurner	UF Highlands Faculty Staff MOU	SS- Under review
5	Priority 8	BOCC	IMWID Letters/Easements	SS- 3 of 4 received
6	Priority 4	David Nitz	Heart of FL Legal Aid Society Agreement	Assigned/SS- Need more info
7	Priority 4	Ingra Gardener	Non-profit Criteria/Applications/policies	MR/SS- Under review & collecting info
8	Priority 4	Michelle Drake	Oxygen Gen System Agreement	SS-Need more info
9	Priority 7	Clinton Howerton	Somervale Downs	MR-7 of 9 easements rec'd.
10	Priority 4	Jeff King	Site Prep Grant	MR-Under review
11	Priority 4	Cynthia Acevedo	Healthy Families Contract	SS-Under review
12		Kimberly Middleton	Forest Fire Services Amendment	MR
13	Priority 4	Liz Barber	Sun N Lake of Sebring Subrecipient ARPA Project	SS-Under review
14	Priority 4	Sarah Beth Rogers	Children's Home Society MOU	MR-Under review
15	Priority 4	Lucy Castillo	Home Consortium Program/Second Mortgage	MR-Under review/Need more info

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: July 5, 2022

PRESENTER: Laurie Hurner, Acting 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 June 22, 2022.

RECOMMENDED ACTION

This information is being provided for informational purposes.

FISCAL IMPACT

There is no fiscal impact.

Attachments: [Status - Project Updates \(FINAL\) 07.05.2022.pdf](#)
[Status - Commissioner's Priorities \(FINAL\) 07.05.2022.pdf](#)

#	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	11/08/22
2	Engineering	Sebring Parkway Phase IIB	Construction began 10/12/2020 - On Schedule	Construction Final Completion	11/08/22
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 PROJECT	Mr. Peeples has requested us to halt proceeding.	Waiting on an answer from Mr. Peeples to proceed.	Ongoing
6	Engineering	Heron St. Roadway Improvements - Project #18007	Construction began 01/06/2022	Construction Final Completion	01/06/23
7	Engineering	W. Stryker Rd. Roadway Improvements - Project #18008	Construction Contract has been approved	Pre-Construction Meeting	06/23/22
8	Engineering	CR 623 Improvements - Project #18009 (Kenilworth Blvd)	Construction began 02/01/2022 - On Schedule	Construction Final Completion	07/15/22
9	Engineering	19016 Sun N Lake Sidewalk -LAP project	100% Design underway	Approval of BID documents	Ongoing
10	Engineering	17034 Memorial Drive MUP -LAP project	100% Design underway	FDOT approval of plans	Ongoing
16	Engineering	MCORE	Task Force has sent their recommendations for considerations of routing criteria to the State for consideration. Invite DOT consultants to present information about project to the Board.	Awaiting potential corridor information from FDOT to determine potential project needs and possible improvements needed to minimize impacts and provide greatest benefit.	Ongoing
11	Solid Waste	New Cell Expansion	CSA for Design due June 10, 2022	Evaluate and select design firm from submittals.	Ongoing
12	Solid Waste	Arbuckle Landfill Borrow Pit - Project No. 20045	Plans submitted to SFWMD and FDEP. Conducting environmental studies required.	Finalize permits and plans to prepare for RFP on construction.	Ongoing
13	Solid Waste	Landfill Storm Closure / Transfer Station	No change	Ongoing discussions with Waste Connections and staff regarding options.	Ongoing
15	Community Programs	Homeless Roundtable Update	Samaritan's Touch Care Center has identified a building for the resource center and overnight shelter. Funding will need to be raised to lease the building and perform the remodel.	Homeless Taskforce Meeting	Ongoing

#	Departments	Project - Pending Items List	Status	Next Action	Date of Next Action
14	Economic Development	Econ. Dev. Strategic Plan Progress Update	Implementing Strategic Plan Initiatives	Working with multiple industrial prospects doing due diligence on property acquisition and project viability. Also working with marketing firm to implement marketing/communications plan. As part of the ARPA funding allocation \$4.5M will be put toward broadband infrastructure. An RFP is out and will be open for 2-months. In the meantime we have started on a marketing campaign to push the mapping and speed test from DEO's Office of Broadband. This will be critical in defining the eligible areas where we are allowed to spend the APRA funds and being able to apply for future funding.	Ongoing
17	Economic Development	Broadband/ Highspeed Internet	Actively working with IT and Spring Lake to develop plan for grants to begin work in the area.	To monitor Office of Broadband and State initiatives	Ongoing
18	Public Safety Director	Progress on development of Fire/EMS Department	Highlands County Fire Rescue continues to evolve , 3 new rescue units and 1 chassis re-mount on order. 1 Air/Light unit on order. We are awaiting ETA's on delivery of the rescues due to supply chain issues and chassis delays. Construction and planning continues on fire stations. Station 20 and Station 36 along with several construction projects at existing stations	Continuing project management and follow up.	Ongoing
19	Capital Project Manager	Hurricane shelter upgrades including a Pet-Friendly shelter	Animal Control Remodel scope changed to include animal only shelter	Met with animal control staff to determine new scope. Received animal shelter design from architect. Still pending septic design. Haywood Taylor Blvd property was purchased (July 2021) for future campus complex to include human/animal shelter.	TBD
20	Casey Hartt	Planning for family-oriented tourism assets utilizing 3rd penny tourism tax	Work with TDC to utilize Sports Audit to bring suggestions for enhancements of current Sports Facilities to Board for approval	Staff is looking to meet with leadership to establish goals and objectives in a post-Covid environment.	Ongoing

#	Assigned	Priority	Status	Next Action	Date of Next Action
Priority 1	Leah Sauls	Sell Highlands Regional & use funds for endowment for non-profits	BOCC and the Hospital District Board approved resolutions supporting changes to FS 155.40, and Staff have submitted those resolution to Rep. Tuck's office. Additionally an email has been prepared to be sent to the other counties who will be affected by the changes to the statute, requesting that they adopt similar resolutions. Staff have met the new CEO of Highlands Regional.	Met with the new CEO of Highlands Regional, and bring him up to speed. Follow the progress of the bill through the State Session. Intend to find a specialized appraiser to just represent HCBOCC. Map a plan for funds after the sale of the facility.	TBD
Priority 2	Leah Sauls	Develop a plan of action for utility extensions	Utility line maps have been compiled by Kimley-Horn into GIS format which has been shared with County GIS Team. Testing and hydraulic modeling completed for all locations, except City of Sebring. Which has started and should finish by Summer 2022.	All testing and hydraulic modeling for Lake Placid, Spring Lake, and Sun N' Lake have been completed. Sebring hydraulic modeling is the last part to be completed by Summer 2022.	Summer 2022
Priority 3	Tanya Cannady	Build reserves to 3.5 Months and plan for a millage reduction	The General Fund unassigned fund balance at September 30, 2021 is 4.26 months	OMB will be presenting a plan for millage reduction in the upcoming budget process	Summer 2022
Priority 4	Leah Sauls	Work to streamline County bureaucracy to protect & grow economy; encourage economic development to focus on grants to retain & expand existing businesses, also keep an eye on new opportunities	1st draft submitted to County Administrator for review and comment.	Review with County Administrator.	TBD
Priority 5	Clinton Howerton	Recycling Program	Program modified to shift to residential collection centers to be staffed when open to reduce contamination. Sites approved for Lake Placid, Sebring, and Avon Park.	Lake Placid site is open. Sebring and Avon Park sites are under construction.	Ongoing
Priority 6	Clinton Howerton	Septage Processing	Staff working with potential treatment providers in the area to identify improvements needed to have additional disposal options. AP seeking treatment plant upgrades to improve reliability and increase treatment volume.	Updates will be provided to Board as they become available.	Ongoing
Priority 7	TBD	Annexation/ Interlocal with Municipalities	To approve an agreement with municipalities to combine maintenance of pedestrian pathways and thoroughfares with annexations so there is a clear responsibility for future repairs and improvements. To bring roadways that are annexed by state on both sides of the street to Board to remove from Countywide Maintenance list	TBD	Ongoing
Priority 8	Clinton Howerton/ Jonathan Harrison	Countywide Drainage Issues	Engineering and Road and Bridge Department working together to identify needs and goals.	Generate a list of areas with concerns and estimated costs. SRF Loan Application approved. RFP for consultant to perform study in process.	Ongoing

**HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM**

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER: David Nitz, OMB Manager

SUBJECT/TITLE: Summary Presentation of the FY 2022/2023 Recommended Budget.

RECOMMENDED ACTION

For information purposes only.

FISCAL IMPACT

None at this time.

Attachments: [Rec 22-23 Budget - 7-5-22.pdf](#)

HIGHLANDS COUNTY BOARD OF COUNTY
COMMISSIONERS



**FISCAL YEAR
2022-2023**

**RECOMMENDED
BUDGET**

JULY 05, 2022

FY22-23 Recommended Budget vs FY21-22 Adopted Budget

FY21-22 Adopted Budget **\$157,374,201**

FY22-23 Recommended Budget **\$164,563,179**

Fund	Fund Title	FY21-22 Adopted Budget	FY22-23 Recommended Budget	Change
420	Energy Recovery	\$ 4,033,108	\$ 3,189,019	\$ (844,089)
401	Solid Waste	16,124,598	12,422,798	(3,701,800)
181	Fire Assessment	6,066,517	7,840,355	1,773,838
110	Transportation	12,544,869	13,086,658	541,789
151	Infrastructure	26,119,098	25,900,533	(218,565)
005	General Fund	77,000,685	85,353,505	8,352,820
various	All Other Funds	15,485,326	16,770,311	1,284,985
	Total Budget	\$ 157,374,201	\$ 164,563,179	\$ 7,188,978

TAXABLE VALUE NOTE:

- Property Appraiser's Taxable Values for FY 22/23 are showing an increase of approximately 11.00% over FY 21/22.
- It is Staff's recommendation to limit the budget increases to 5.00% considering the current uncertain economic environment and to consider implementing a millage rate reduction for FY 22/23.

GENERAL FUND

MILLAGE NEEDED TO COVER INCREASE

	FY 21/22 Adopted Budget	FY 22/23 Recommended Budget**	Requested Budget Increase	% Increase	Mils to Cover Increase***
General Fund Depts. - Board	\$21,095,023	\$23,067,500	\$1,972,477	9.35%	0.546
General Fund Grants – Board		1,356,833	1,356,833		
BOCC – Other (Mandates, etc)	8,020,973	8,583,083	562,110	7.01%	0.092
Sheriff	32,238,516	35,380,171	3,141,655	9.75%	0.515
Law Enforcement-BOCC	3,918,089	4,417,543	499,454	12.75%	0.082
E911 Program/Dispatch	785,959	894,364	108,405	13.79%	0.018
Clerk of Courts	4,432,977	4,593,090	160,113	3.61%	0.026
Property Appraiser	3,317,018	3,564,578	247,560	7.46%	0.041
Tax Collector *	1,968,654	2,067,087	98,433	5.00%	0.016
Supervisor of Elections	1,223,476	1,429,256	205,780	16.82%	0.034
TOTAL	\$77,000,685	\$85,353,505	\$8,352,820	10.85%	1.369

* Estimated 5.00% Increase

** Budgeting \$2.05 million Fund Balance to balance

*** 0.1 Mils = \$ 610,253

FUND BALANCE POSITION

September 30, 2021 Comprehensive Annual Financial Report

Unassigned Fund Balance	\$25,909,864
Extraordinary Revenue Collections:	
- Ad Valorem Taxes (over budget)	825,000
- Land Sales YTD (over budget)	2,221,000
Fund Balance Budgeted in FY 21/22	<u>(1,696,689)</u>
Remaining Unassigned Fund Balance Available	\$27,259,175
General Fund Recommended Budget FY 22/23	\$85,353,505
100% Grant Programs	(4,034,950)
Capital Items	(1,202,979)
Transfers to Other Funds	(1,501,229)
Reserve for Contingency	<u>(481,500)</u>
Total General Fund Balance Per Policy	\$78,132,847
One Month Expenditures	\$ 6,511,071
Number of Months of Available Fund Balance	4.19 Months

SCHEDULED BUDGET MEETINGS

- July 5, 9:00 AM – Sebring: Gov't Center (regular Board Mtg)
- July 6, 6:00 PM – Avon Park: South FL State College
- July 7, 6:00 PM – Lake Placid: Gov't Center

- July 12, 9:00 AM – CFS & Board Dept. Workshop
- July 19, 9:00 AM – Adoption of Millage Rate, Constitutional Officers and Outside Agency Workshop

- September 8, 5:30 PM – 1st Budget Public Hearing
- September 20, 5:30 PM – 2nd Budget Public Hearing



HIGHLANDS COUNTY
COUNTY COMMISSION AGENDA ITEM

DATE OF ACTION REQUEST: July 5, 2022

PRESENTER:

SUBJECT/TITLE: Board payables from June 21, 2022 to July 4, 2022

Attachments: