

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Tuesday, September 07, 2021**  
**9:00 AM**  
**600 S. Commerce Ave. Sebring, FL 33870**  
**AGENDA**

**1 MEETING CALLED TO ORDER: Invitation to fill out “COMMENTS BY THE PUBLIC” forms.**

Please silence all cell phones and devices.

**2 INVOCATION**

**3 PLEDGE OF ALLEGIANCE**

**4 ANNOUNCEMENTS**

The Construction Licensing, Enforcement and Appeals Board will meet at 7:00 p.m., on September 7, 2021 in the Board room, 600 S. Commerce Avenue, Sebring

The Highlands County Purchasing Department will hold a Mandatory Pre-Bid meeting to discuss ITB 21-025 Sebring Library Roof Replacement Project at 9:00 a.m., on September 8, 2021 at the Sebring Library, 319 Center Avenue, Sebring

The Highlands County BOCC (through its appointed negotiating team) and the Highlands County Professional EMS & Fire, IAFF 5147 will hold a regular meeting for the purpose of contract negotiation on September 9, 2021 at 9:00 a.m. in the Highlands County Fire Rescue Headquarters Training room, 4506 Kenilworth Blvd., Sebring

The Highlands County Board of County Commissioners will hold a Budget Public Hearing as required by State of Florida TRIM Compliance, on Thursday, September 9, 2021 at 5:30 p.m., in the Board room of the Government Center, 600 S. Commerce Ave., Sebring

A Public Hearing of the Highlands County Planning & Zoning Commission and the Local Planning Agency and the Zoning Board of Adjustment will be held at 3:00 p.m., on September 14, 2021, in the Board room of the Highlands County Government Center, 600 S. Commerce Avenue, Sebring

The Heartland Library Cooperative Governing Board will hold a regular meeting at 10:30 a.m., on Wednesday, September 15, 2021 at the Lake Placid Memorial Library, 205 W. Interlake Blvd., Lake Placid

**5 CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

**6 RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:**

- 6.A     *Recognition of Mr. Quavis Shuler and Mr. Jovanni Shuler for donation of funds for asphalt sealant and restriping of basketball courts at Carver Park.*

Richard Fleeger, Parks & Facilities Superintendent  
The fiscal impact is \$1,637.68 revenue.

[Presentation1.pptx](#)

- 6.B *Presentation on Regeneron Monoclonal therapy*  
LaTosha Reiss, Emergency Management Manager  
Nancy Christenson, Vice President Advent Health

## 7 PUBLIC COMMENT

## 8 CONSENT AGENDA

- 8.A *Request approval of the State Aid to Libraries Grant Agreement between the State of Florida, Department of State and the Highlands County Board of County Commissioners for and on behalf of the Highlands County Library System FY 21-22.*  
Vikki Brown, Highlands Library System Manager  
The fiscal impact will be an estimated increase of \$225,763 to Fund 005 (General).  
[2021-22-state-aid-estimates.pdf](#)  
[HIGHLANDS CertificationofHours 2021-2022.pdf](#)  
[HIGHLANDS StateAidToLibrariesGrantAgreement 21-22.pdf](#)
- 8.B *Request approval of County Surplus Disposal, to waive the two-step Procedure for Disposable Tangible Personal Property, and to allow the Surplus to be disposed of by utilizing the Board's contract with Gov-Deals and Insight Auctioneers auction service companies pursuant to section 274.05, Florida Statutes.*  
Jonathan Harrison, Road and Bridge Director  
The fiscal impact is unknown. Revenue generated from sale proceeds will be distributed into the appropriate revenue accounts.  
[Surplus Equipment 7.2021.xlsx](#)  
[Surplus Office 7.2021.xls](#)
- 8.C *Request approval to extend Waiver of Fees and Damage Deposit for the Redbeach Community Homeowners for the rental of the Desoto Community Center for Fiscal Year 2021-2022.*  
Richard Fleeger, Parks & Facilities Superintendent  
Waiver would result in a potential loss of revenue for the Desoto City Community Center of approximately \$400.00.  
[Redbeach Lake Homeowners 08.25.2021.pdf](#)  
[2020-2021 Fees Waived 08.25.2021.pdf](#)
- 8.D *Request approval of the Triple Crown of Paddleboard/Pro Watercross - Florida Sports Foundation Grant Agreement between the Florida Sports Foundation Board of Directors and the Highlands County Board of County Commissioners for and on behalf of the Tourist Development FY 20-21.*  
Casey Hartt, Lead Marketing Consultant  
The fiscal impact will be an estimated increase to Fund 152 (Tourist Development Trust) in the amount of \$2,021 and will be appropriated to cost center 5305 (Marketing & Promotions).  
[FSF\\_Grant\\_Contract\\_-ProWtaercross.pdf](#)

- 8.E *Request approval to change the position of Office Manager at the Landfill to Solid Waste Accounting Manager including pay grade and job description changes.*  
 Clinton Howerton, Jr., P.E., County Engineer  
 Sherri Bennett, Human Resources Manager  
 The fiscal year 21-22 impact for salary and benefits using the mid-range salary for the Accounting Manager position will be \$66,252 which is an increase of \$15,143 over the current Office Manager position.  
[Solid Waste Accounting Manager 8.16.21.pdf](#)
- 8.F *Request approval to change pay grade for the position of Mechanic Helper in the Road & Bridge Department from a 101 to a 103 pay grade and job description change*  
 Road and Bridge Director Jonathan Harrison  
 No fiscal impact  
[Mechanic Helper \(0959\) \(REVISED\).pdf](#)
- 8.G *Request approval to change pay grade for the position of Risk Management Coordinator in the Business Services Department from a 115 to a 113 pay grade and to change the direct supervisor in charge of this position.*  
 Tanya Cannady, CPA, CDM, Business Services Director  
 The general fund will realize a savings that will depend on the rate of hire for the position.  
[Risk Management Coord \(0133\) 08-27-21.pdf](#)
- 8.H *Request approval Public Emergency Medical Transportation Letter of Agreement with the State of Florida, Agency for Health Care (AHCA) relating to intergovernmental transfer to the State for the supplemental payment program for Medicaid managed care patients for State FY 2021-2022*  
 Tanya Cannady, CPA, CDM, Business Services Director  
 The payment to AHCA not to exceed \$232,732 will provide an income projection of \$597,208, for a positive impact of approximately, \$360,000 after fees.  
[SFY2021-22\\_PEMT\\_MCO\\_Distribution\\_2 \(1\).pdf](#)  
[Highlands\\_County\\_EMS\\_SFY2122\\_PEMT\\_LOA \(1\).pdf](#)
- 8.I *Request approval of Budget Amendment 20-21-130 and associated Resolution to set up project 20067 Centennial Mural(s)*  
 Gloria Rybinski, Public Information Officer / Records Manager  
 The Fiscal Impact is an increase to Fund 005 (General) in the amount of \$3,801.08 and will be appropriated in Cost Center 6213 (Historic District Site Survey), Project 20067 (Centennial Mural(s), Account 54900Z (Project Other Charges/Obligations). In addition, \$856.06 will be transferred from Cost Center 6213, Account 54900 (Other Charges/Obligations) to Project 20067, Account 54900Z with a total beginning project amount of \$4,657.14.  
[20-21-130 Project 20067 Centennial Mural\(s\) \(BA\).pdf](#)  
[20-21-130R Project 20067 Centennial Mural\(s\).pdf](#)
- 8.J *Request approval of Budget Amendment 20-21-136 and Resolution for Project 18034 Fire/EMS Administration Building.*  
 David Nitz, OMB Manager  
 Angie Bollinger, Sr Budget Analyst  
 The fiscal impact is an increase to Fund 355 (HCFPIRN LTD Capital) in the net amount of \$94,144.10 that is being appropriated into Project 18034 (Fire/EMS Admin Bldg), cost center 2685 (HCFPIRN LTD Capital Exps), account 56200Z (Project Buildings).

[20-21-136 Project 18034 Fire\\_EMS Admin Bldg \(BA\).pdf](#)  
[20-21-136R Project 18034 Fire\\_EMS Admin Bldg \(Resolution\).pdf](#)

- 8.K *Request to approve budget amendment 20-21-128 for a facilitated process improvement project to address Commissioner Priority 4: Work to streamline bureaucracy to protect and grow economy; encourage economic development to focus on grants to retain and expand existing businesses and keep an eye on new opportunities.*

Leah Sauls, Development Services Director

There is no fiscal impact to Fund 005 (General), Fund 110 (Transportation Trust), or Fund 180 (Building). This budget amendment is transferring funds within Fund 005 from numerous cost centers to Cost Center 3400 (Development Services), Project 20069 (Facilitated Process Improvement initiative), Account 53100Z (Project Professional Services) in the amount of \$31,700. In addition, \$19,700 is being transferred from numerous cost centers in Fund 110 to Cost Center 4101, Project 20069, Account 53100Z and \$3,600 from Fund 180, Account 54000 (Travel & Per Diem) to Project 20069, Account 53100Z for a total of \$55,000 in Project 20069.

[20-21-128 Project 20069 Facilitated Process Improvement Initiative \(BA\).pdf](#)

- 8.L *INTERLOCAL AGREEMENT BETWEEN HIGHLANDS COUNTY SHERIFF'S OFFICE AND HIGHLANDS COUNTY FOR CRIMINAL JUSTICE INFORMATION EXCHANGE AND USE*

Garrett S. Roberts, General Counsel for Highlands County Sheriff's Office

No fiscal Impact

[Info-Exchange 2021 Fire and Rescue.SGS.pdf](#)

- 8.M *Request approval of Budget Amendment 20-21-132 and Resolution for Project 20068, EMPA/EMPG Base Grant.*

Latosha Reiss, Emergency Management Manager

There is no fiscal impact to Fund 005 (General) or the overall budget. This budget amendment is moving budgeted revenues in "Z" accounts without a project number to Project 20068 (EMPA/EMPG Base Grant) which is used to supplement cost center 3991 (Local Emergency Mgmt). In addition, this budget amendment is realigning budgeted funds within cost center 3991 (Local Emergency Management Agency).

[20-21-132R Proj 20068 EMPA-EMPG Base Grant \(Resolution\).pdf](#)

[20-21-132 Project 20068 EMPA-EMPG Base Grant \(BA\).pdf](#)

- 8.N *Request approval of the minutes from the June 15, 2021 and July 06, 2021 regular meetings of the Board.*

[061521REG.pdf](#)

[070621REG.pdf](#)

## 9 PUBLIC HEARING

- 9.A *Request to approve a resolution for closing a portion of a 40-foot Platted Right of Way lying East of Lots 7 & 8 and West of Lots 9 & 10 of DeSoto City Farm Lots.*

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

There is no fiscal Impact.

[Resolution VACATION Crutchfield Groves.SGS.pdf](#)

[Agenda Item Packet Crutchfield Groves- Board Meeting Date 9-7-21.pdf](#)



## 10 ACTION AGENDA

- 10.A *Request approval of Budget Amendment 20-21-135 and Resolution Pre-EOY Project Closures and Clean up.*  
Angie Bollinger, Sr Budget Analyst  
David Nitz, OMB Manager  
The fiscal impact is an increase to Fund 005 (General) in the amount of \$4,192,243.39 and a decrease to Fund 180 (Building) in the amount of and \$2,689.00, with an overall budget increase of \$4,189,554.39.  
[20-21-135 Pre-EOY Project Closures\\_Clean Up Adjustments \(BA\).pdf](#)  
[20-21-135R Pre-EOY Project Closures\\_Clean Up Adjustments.pdf](#)  
[20-21-135 Pre-EOY Project Clean Up \(RESERVES\).pdf](#)
- 10.B *Request to approve a Mural Commemorating the Establishment of Highlands County, including Guidelines and Location for the Proposed Mural.*  
Sandra S. Vázquez, Planner I  
There is no fiscal impact.  
[Exhibit 1. Historic Preservation Commission proposed guidelines for the mural project](#)  
[Exhibit 2. Historic Preservation Commission proposed location for the mural project](#)  
[Exhibit 3. Proposed locations considered by staff for the mural project](#)
- 10.C *Request approval of The Florida Medal of Honor Memorial Committee's request for in-kind support not to exceed \$50,000.00 from the Highlands County Board of County Commissioners.*  
Mike Borders, Chair, Medal of Honor  
Up to 50K in-kind support including: Stabilized Parking (10,000); Engineering Design and Permitting (20,000); Tortoise Removal (<13,000); and Signage (1,500).
- 10.D *Request approval of Budget Amendment 20-21-137 and associated Resolution to establish the budget for Building Fund administrative fees due to the General Fund for prior years.*  
Tanya Cannady, Business Services Director  
The fiscal impact is a decrease to Fund 180 (Building) and a corresponding increase to Fund 005 (General) in the amount of \$1,056,003.  
[20-21-137R Building Fund Admin Fees Recovery2.pdf](#)

## 11 COUNTY ADMINISTRATOR AND LEGAL

- 11.A *County Attorney Status Report*  
Sherry G. Sutphen, County Attorney  
None.  
[COUNTY ATTORNEY LOG 2.pdf](#)
- 11.B *Commissioner's Priorities and the Project Status Report*  
Randy Vosburg, County Administrator  
No Fiscal Impact.  
[Status - Project Updates \(FINAL\) 9.7.2021.pdf](#)  
[Status - Commissioner's Priorities \(FINAL\) 9.7.2021.pdf](#)

- 11.C *3rd Quarter Analysis of Revenues and Expenditures*  
David Nitz, OMB Manager  
There is no fiscal impact at this time.  
[3rd Q REVENUE WORKSHEET dn.pdf](#)

## **12 COMMISSIONERS**

## **13 INFORMATIONAL**

- 13.A *Board payables from September 7-20, 2021*

## **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 Rely Service 711, or by e-mail: [hrmanager@highlandsfl.gov](mailto: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/](http://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:** September 7, 2021

**PRESENTER:** Richard Fleeger, Parks & Facilities Superintendent

**SUBJECT/TITLE:** Recognition of Mr. Quavis Shuler and Mr. Jovanni Shuler for donation of funds for asphalt sealant and restriping of basketball courts at Carver Park.

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**STATEMENT OF ISSUE**

Today we want to recognize two members of our community for a generous donation they made to benefit a neighborhood park.

After a trip to visit family members in Highway Park, Mr. Quavis Shuler contacted Parks & Facilities about some improvements he wanted to see happen at the basketball courts in Carver Park. To help get the work underway, a donation of over \$1,600 was made by Q&A Trucks, which is represented here today by Mr. Shuler and his nephew, Mr. Jovonni “Gio” Shuler.

Mr. Quavis Shuler was born in 1980 to the late Mr. and Mrs. Alto Shuler Jr. He attended school in Lake Placid and graduated from Lake Placid High School in December 1997.

After high school, Mr. Shuler joined the United States Marine Corps where he spent 22 years, retiring Feb. 29, 2020. During his time as a marine, Mr. Shuler saw combat service in Iraq and in the Afghanistan war. He is the recipient of numerous awards, including the Marine Corps Toys for Tots Coordinator of the Year.

Mr. Shuler is the owner of Q&A Trucks as well as other businesses both locally and abroad. He has a bachelor’s in Organizational Management and an MBA with a focus on Supply and Logistics. He has one beautiful daughter, Auriana Lyn Shuler, who is the A in Q&A Trucks.

Jovonni “Gio” Shuler is the eldest son of Subrina Shuler. Growing up in Lake Placid, he had an active high school career. Gio was on the drumline, a member of the honor society, and played varsity basketball for three years. After graduating in 2006, he continued his basketball career and education at Savannah State University. He broke a couple of university records on the court, studied Communications, and was a member of the Student-Athlete Advisory Committee.

After graduating in 2010, Gio Shuler still had one more year of eligibility in basketball, so he began pursuing a master’s degree in Public Administration. When his final college season was over, he signed a contract to play professional basketball internationally under FIBA, the International Basketball Federation.

Gio Shuler has played professional basketball for 10 years, lived in 11 different countries (throughout Europe, Asia, The Middle East, and South America), picked up three new languages, and has gained an understanding of how different cultures live their day-to-day lives.

Gio is proud of where he grew up and knows how difficult it is for kids in a small, rural area. That is why he is making the effort to start giving back to the community.

The generous donation made by Q&A Trucks, and Mr. Quavis Shuler and Mr. Gio Shuler, has made some quality improvements to the Carver Park basketball courts and is a great example of how the County forges partnerships with its community.

County staff mounted bleachers to a slab facing the basketball court. Road & Bridge did edge repairs to the court, and the Parks department cleaned and painted the back boards and goals and placed a new fence along the road side of the court that used to have only bollards five feet apart. The donation also allowed for the basketball courts to receive a sealcoat and be restriped.

The basketball court is the first project. Q&A Trucks hopes to continue helping the local community through future donations. For Gio Shuler, he will be starting a sports company that will develop the skills and knowledge of young aspiring athletes, while providing opportunities for exposure to get them to the next level. It will also help guide and educate them in life through sports.

We thank Q&A Trucks, Quavis Shuler and Gio Shuler for their generous donation and their commitment to the Highway Park community, and the Highlands County community as a whole.

### **RECOMMENDED ACTION**

**Approval of recognition of Mr. Quavis Shuler and Mr. Jovanni Shuler for the donation of \$1,637.68 for the asphalt sealant and restriping of the basketball courts at Carver Park.**

### **FISCAL IMPACT**

The fiscal impact is \$1,637.68 revenue.

Attachments: [Presentation1.pptx](#)

**T**OGETHER  
**E**VERYONE  
**A**CHIEVES  
**M**ORE

















**HIGHLANDS COUNTY**  
**COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** LaTosha Reiss, Emergency Management Manager  
Nancy Christenson, Vice President Advent Health

**SUBJECT/TITLE:** Presentation on Regeneron Monoclonal therapy

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Attachments:

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Vikki Brown, Highlands Library System Manager

**SUBJECT/TITLE:** Request approval of the State Aid to Libraries Grant Agreement between the State of Florida, Department of State and the Highlands County Board of County Commissioners for and on behalf of the Highlands County Library System FY 21-22.

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**STATEMENT OF ISSUE**

The State Aid to Libraries Grant Agreement between the State of Florida, Department of State and HCBCC for and on behalf of the Highlands County Library System is the annual agreement to accept funds allocated from the state to support library operations. The grant is required to be executed by the Board of County Commissioners in order to be considered for grant funding. The award to the Highlands County Library system is based on local expenditures for library services, and the more local funding our library receives locally, the higher the grant award from the state.

**RECOMMENDED ACTION**

**Move to approve the State Aid to Libraries Grant Agreement between the State of Florida, Department of State and the Highlands County Board of County Commissioners for and on behalf of the Highlands County Library System FY 21-22.**

**FISCAL IMPACT**

The fiscal impact will be an estimated increase of \$225,763 to Fund 005 (General).

Attachments: [2021-22-state-aid-estimates.pdf](#)  
[HIGHLANDS CertificationofHours 2021-2022.pdf](#)  
[HIGHLANDS StateAidToLibrariesGrantAgreement 21-22.pdf](#)



Division of Library and Information Services  
FY2021-22 Estimated Grants  
6/28/2021

|                     | <b>2021-22 Estimated Grants</b> |                           |                                                |
|---------------------|---------------------------------|---------------------------|------------------------------------------------|
| <b>COUNTY</b>       | <b>OPERATING GRANT</b>          | <b>EQUALIZATION GRANT</b> | <b>TOTAL GRANT: Operating and Equalization</b> |
| <b>ALACHUA</b>      | \$ 368,236                      | \$ -                      | \$ 368,236                                     |
| <b>BAKER</b>        | \$ 2,958                        | \$ 45,449                 | \$ 48,407                                      |
| <b>BAY</b>          | \$ 53,793                       | \$ -                      | \$ 53,793                                      |
| <b>BRADFORD</b>     | \$ 8,703                        | \$ 267,210                | \$ 275,913                                     |
| <b>BREVARD</b>      | \$ 386,660                      | \$ -                      | \$ 386,660                                     |
| <b>BROWARD</b>      | \$ 1,256,649                    | \$ -                      | \$ 1,256,649                                   |
| <b>CALHOUN</b>      | \$ 6,924                        | \$ 214,832                | \$ 221,756                                     |
| <b>CHARLOTTE</b>    | \$ 95,061                       | \$ -                      | \$ 95,061                                      |
| <b>CITRUS</b>       | \$ 61,077                       | \$ -                      | \$ 61,077                                      |
| <b>CLAY</b>         | \$ 77,339                       | \$ -                      | \$ 77,339                                      |
| <b>COLLIER</b>      | \$ 163,954                      | \$ -                      | \$ 163,954                                     |
| <b>COLUMBIA</b>     | \$ 18,527                       | \$ 538,031                | \$ 556,558                                     |
| <b>DESOTO</b>       | \$ 3,528                        | \$ 53,393                 | \$ 56,921                                      |
| <b>DIXIE</b>        | \$ 2,528                        | \$ 39,110                 | \$ 41,639                                      |
| <b>DUVAL</b>        | \$ 667,367                      | \$ -                      | \$ 667,367                                     |
| <b>ESCAMBIA</b>     | \$ 103,627                      | \$ -                      | \$ 103,627                                     |
| <b>FLAGLER</b>      | \$ 23,764                       | \$ -                      | \$ 23,764                                      |
| <b>FRANKLIN</b>     | \$ 3,851                        | \$ 58,141                 | \$ 61,993                                      |
| <b>GADSDEN</b>      | \$ 10,835                       | \$ 329,967                | \$ 340,802                                     |
| <b>GILCHRIST</b>    | \$ 2,691                        | \$ 41,487                 | \$ 44,178                                      |
| <b>GLADES</b>       | \$ 1,207                        | \$ 18,636                 | \$ 19,844                                      |
| <b>GULF</b>         | \$ 2,965                        | \$ 45,020                 | \$ 47,985                                      |
| <b>HAMILTON</b>     | \$ 8,465                        | \$ 260,196                | \$ 268,660                                     |
| <b>HARDEE</b>       | \$ 3,950                        | \$ 59,968                 | \$ 63,918                                      |
| <b>HENDRY</b>       | \$ 9,686                        | \$ 145,762                | \$ 155,448                                     |
| <b>HERNANDO</b>     | \$ 44,851                       | \$ 538,031                | \$ 582,882                                     |
| <b>HIGHLANDS</b>    | \$ 14,787                       | \$ 210,976                | \$ 225,763                                     |
| <b>HILLSBOROUGH</b> | \$ 870,897                      | \$ -                      | \$ 870,897                                     |
| <b>HOLMES</b>       | \$ 931                          | \$ 14,428                 | \$ 15,360                                      |
| <b>INDIAN RIVER</b> | \$ 76,272                       | \$ -                      | \$ 76,272                                      |
| <b>JACKSON</b>      | \$ 7,342                        | \$ 111,628                | \$ 118,970                                     |
| <b>JEFFERSON</b>    | \$ 9,045                        | \$ 279,456                | \$ 288,501                                     |
| <b>LAFAYETTE</b>    | \$ 1,167                        | \$ 18,143                 | \$ 19,310                                      |
| <b>LAKE</b>         | \$ 178,346                      | \$ -                      | \$ 178,346                                     |

Division of Library and Information Services  
FY2021-22 Estimated Grants  
6/28/2021

| <b>County</b>      | <b>Operating Grant</b> | <b>Equalization Grant</b> | <b>Total Grant:<br/>Operating and<br/>Equalization</b> |
|--------------------|------------------------|---------------------------|--------------------------------------------------------|
| <b>LEE</b>         | \$ 573,401             | \$ -                      | \$ 573,401                                             |
| <b>LEON</b>        | \$ 115,054             | \$ -                      | \$ 115,054                                             |
| <b>LEVY</b>        | \$ 4,147               | \$ 62,584                 | \$ 66,731                                              |
| <b>LIBERTY</b>     | \$ 2,257               | \$ 70,163                 | \$ 72,419                                              |
| <b>MADISON</b>     | \$ 7,534               | \$ 232,431                | \$ 239,965                                             |
| <b>MANATEE</b>     | \$ 153,912             | \$ -                      | \$ 153,912                                             |
| <b>MARION</b>      | \$ 108,305             | \$ -                      | \$ 108,305                                             |
| <b>MARTIN</b>      | \$ 85,201              | \$ -                      | \$ 85,201                                              |
| <b>MIAMI-DADE</b>  | \$ 1,313,906           | \$ -                      | \$ 1,313,906                                           |
| <b>MONROE</b>      | \$ 66,810              | \$ -                      | \$ 66,810                                              |
| <b>NASSAU</b>      | \$ 28,710              | \$ -                      | \$ 28,710                                              |
| <b>OKALOOSA</b>    | \$ 72,120              | \$ -                      | \$ 72,120                                              |
| <b>OKEECHOBEE</b>  | \$ 6,862               | \$ 102,303                | \$ 109,166                                             |
| <b>ORANGE</b>      | \$ 897,956             | \$ -                      | \$ 897,956                                             |
| <b>OSCEOLA</b>     | \$ 156,543             | \$ -                      | \$ 156,543                                             |
| <b>PALM BEACH</b>  | \$ 795,262             | \$ -                      | \$ 795,262                                             |
| <b>PASCO</b>       | \$ 142,705             | \$ -                      | \$ 142,705                                             |
| <b>PINELLAS</b>    | \$ 668,026             | \$ -                      | \$ 668,026                                             |
| <b>POLK</b>        | \$ 280,833             | \$ -                      | \$ 280,833                                             |
| <b>PUTNAM</b>      | \$ 10,978              | \$ 160,455                | \$ 171,433                                             |
| <b>SAINT JOHNS</b> | \$ 115,517             | \$ -                      | \$ 115,517                                             |
| <b>SAINT LUCIE</b> | \$ 96,755              | \$ -                      | \$ 96,755                                              |
| <b>SANTA ROSA</b>  | \$ 43,347              | \$ -                      | \$ 43,347                                              |
| <b>SARASOTA</b>    | \$ 244,082             | \$ -                      | \$ 244,082                                             |
| <b>SEMINOLE</b>    | \$ 135,049             | \$ -                      | \$ 135,049                                             |
| <b>SUMTER</b>      | \$ 56,826              | \$ -                      | \$ 56,826                                              |
| <b>SUWANNEE</b>    | \$ 24,932              | \$ 538,031                | \$ 562,963                                             |
| <b>TAYLOR</b>      | \$ 3,758               | \$ 57,294                 | \$ 61,052                                              |
| <b>UNION</b>       | \$ 2,906               | \$ 90,346                 | \$ 93,252                                              |
| <b>VOLUSIA</b>     | \$ 344,188             | \$ -                      | \$ 344,188                                             |
| <b>WAKULLA</b>     | \$ 4,897               | \$ 74,765                 | \$ 79,662                                              |
| <b>WALTON</b>      | \$ 17,236              | \$ -                      | \$ 17,236                                              |
| <b>WASHINGTON</b>  | \$ 7,530               | \$ 231,538                | \$ 239,068                                             |
|                    |                        |                           |                                                        |

Division of Library and Information Services  
FY2021-22 Estimated Grants  
6/28/2021

| <b>Municipality</b>                             |                      |                     |                      |
|-------------------------------------------------|----------------------|---------------------|----------------------|
| <b>ALTAMONTE SPRINGS</b>                        | \$ 8,921             | \$ -                | \$ 8,921             |
| <b>APALACHICOLA</b>                             | \$ -                 | *                   |                      |
| <b>BOYNTON BEACH</b>                            | \$ 52,257            | \$ -                | \$ 52,257            |
| <b>DELRAY BEACH</b>                             | \$ 43,337            | \$ -                | \$ 43,337            |
| <b>FORT MYERS BEACH</b>                         | \$ 32,983            | \$ -                | \$ 32,983            |
| <b>HIALEAH</b>                                  | \$ 34,134            | \$ -                | \$ 34,134            |
| <b>INDIAN ROCKS BEACH</b>                       | \$ -                 | \$ -                | \$ -                 |
| <b>LAKE PARK</b>                                | \$ 7,657             | \$ -                | \$ 7,657             |
| <b>LAKE WORTH BEACH</b>                         | \$ 7,974             | \$ -                | \$ 7,974             |
| <b>LANTANA</b>                                  | \$ 3,703             | \$ -                | \$ 3,703             |
| <b>MAITLAND</b>                                 | \$ 13,579            | \$ -                | \$ 13,579            |
| <b>NEW PORT RICHEY</b>                          | \$ 17,295            | \$ -                | \$ 17,295            |
| <b>NORTH MIAMI</b>                              | \$ 21,200            | \$ -                | \$ 21,200            |
| <b>NORTH MIAMI BEACH</b>                        | \$ 22,530            | \$ -                | \$ 22,530            |
| <b>NORTH PALM BEACH</b>                         | \$ 14,272            | \$ -                | \$ 14,272            |
| <b>OAKLAND PARK</b>                             | \$ 17,077            | \$ -                | \$ 17,077            |
| <b>PALM SPRINGS</b>                             | \$ 20,140            | \$ -                | \$ 20,140            |
| <b>RIVIERA BEACH</b>                            | \$ 19,288            | \$ -                | \$ 19,288            |
| <b>SANIBEL</b>                                  | \$ 34,038            | \$ -                | \$ 34,038            |
| <b>WEST PALM BEACH</b>                          | \$ 91,179            | \$ -                | \$ 91,179            |
| <b>WILTON MANORS</b>                            | \$ 12,916            | \$ -                | \$ 12,916            |
| <b>WINTER PARK</b>                              | \$ 51,292            |                     | \$ 51,292            |
| <b>Subtotal</b>                                 | <b>\$ 11,661,299</b> | <b>\$ 4,909,775</b> | <b>\$ 16,571,074</b> |
|                                                 |                      |                     |                      |
| <b>Multicounty</b>                              |                      |                     |                      |
| <b>HEARTLAND</b>                                |                      |                     | \$ 450,000           |
| <b>NEW RIVER</b>                                |                      |                     | \$ 325,041           |
| <b>NORTHWEST REGIONAL</b>                       |                      |                     | \$ 350,000           |
| <b>PAL PUBLIC LIBRARY<br/>COOPERATIVE</b>       |                      |                     | \$ 350,000           |
| <b>PANHANDLE PUBLIC<br/>LIBRARY COOPERATIVE</b> |                      |                     | \$ 328,288           |
| <b>SUWANNEE RIVER<br/>REGIONAL</b>              |                      |                     | \$ 350,000           |
| <b>THREE RIVERS REGIONAL</b>                    |                      |                     | \$ 328,387           |
| <b>WILDERNESS COAST</b>                         |                      |                     | \$ 341,667           |
|                                                 |                      | <b>Total</b>        | <b>\$ 2,823,383</b>  |
|                                                 |                      |                     |                      |
|                                                 |                      | <b>Total</b>        | <b>\$ 19,394,457</b> |



**FLORIDA DEPARTMENT OF STATE**  
**DIVISION OF LIBRARY AND INFORMATION SERVICES**  
**STATE AID TO LIBRARIES GRANT APPLICATION**  
**Certification of Hours, Free Library Service and Access to Materials**

The Highlands County Board of County Commissioners, governing body for the Highlands County Library System hereby certifies that the following statements are true for the time period October 1, 2019 through June 30, 2022:

- Provides free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provides access to materials, information and services for all residents of the area served; and
- Has at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system).

**Signature**

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Chair, Library Governing Body

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Date

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Name (Typed)

**STATE AID TO LIBRARIES GRANT  
AGREEMENT BETWEEN  
THE STATE OF FLORIDA, DEPARTMENT OF STATE  
AND**

**Highlands County Board of County Commissioners for and on behalf of Highlands  
County Library System**

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the Highlands County Board of County Commissioners for and on behalf of Highlands County Library System, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2021-22 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

**1. Grant Purpose.** This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work**:

In accordance with Sections 257.17-257.18, Florida Statutes, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2019 - September 30, 2020.

In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2019 through June 30, 2022. The Grantee shall:

- Have a single administrative head employed full time by the library's governing body;
- Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provide access to materials, information and services for all residents of the area served; and
- Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

- b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payments to be awarded.

Payment 1, Deliverable/Task 1

Payment will be a fixed price in the amount of 100% of the grant award for the period October 1, 2019 through June 30, 2022.  
The Grantee will:

- Have expended funds to provide free library service during the period October 1, 2019 - September 30, 2020;
  - Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2019 - September 30, 2020 only;
  - Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays or emergencies; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement;
  - Provide the Certification of Credentials for the Single Administrative Head; and
  - Provide a Certification of Hours, Free Library Service and Access to Materials.
- c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).
2. **Length of Agreement.** This Agreement covers the period of October 1, 2019 to June 30, 2022, unless terminated in accordance with the provisions of Section 28 of this Agreement. This period begins with the start of the Grantee's second preceding fiscal year (October 1, 2019) and concludes with the end of the State of Florida's current fiscal year (June 30, 2022).
3. **Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2019 – September 30, 2020) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B.
4. **Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

**For the Division of Library and Information Services:**

Marian Deeney, Library Program Administrator

Florida Department of State  
R.A. Gray Building  
Mail Station # 9D  
500 South Bronough Street  
Tallahassee, FL 32399-0250  
Phone: 850.245.6620  
Email: marian.deeney@dos.myflorida.com

**For the Grantee:**

Vikki Brown  
Highlands County Library System  
4344 George Boulevard Sebring Florida 33875  
Phone: 863.402.6716  
Email: vikki@myhlc.org

5. **Grant Payments.** The total grant award shall not exceed the amount specified on the “Fiscal Year 2021-22 State Aid to Libraries Final Grants” document (Attachment B), which shall be paid by the Division in consideration for the Grantee’s minimum performance as set forth by the terms and conditions of this Agreement. Payment will be a fixed price in the amount of 100% of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
6. **Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form (form number DFS-AI-26E, rev 6/2014), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit [myfloridacfo.com/Division/AA/Forms/DFS-AI-26E.pdf](http://myfloridacfo.com/Division/AA/Forms/DFS-AI-26E.pdf). The form also includes tools and information that allow you to check on payments.
7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit [flvendor.myfloridacfo.com/](http://flvendor.myfloridacfo.com/). **A copy of the Grantee’s Florida Substitute Form W-9 must be submitted by the Grantee to the Division before or with the executed Agreement.**
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.

9. **Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid



to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, webpages, programs, etc. created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, administered by the Florida Department of State’s Division of Library and Information Services.”

10. **Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (as of January 2020), incorporated by reference, which are available online at <https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

11. **Travel Expenses.** The Grantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.
12. **Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service’s Reference Guide for State Expenditures (as of January 2020) (<https://www.myfloridacfo.com/division/aa/manuals/documents/ReferenceGuideforStateExpenditures.pdf>), incorporated by reference.
13. **Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of “Department of State” and mailed directly to the following address: Florida Department of State, Attention: Marian Deeney, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
14. **Single Audit Act.** Each Grantee, other than a Grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes* within nine months of the close of its fiscal year.

- 15. Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the close out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
- 16. Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
- 17. Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.
- 18. Noncompliance.** Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State (DOS) policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other DOS Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. DOS Divisions include the Division of Arts and Culture, the Division of Historical Resources, the Division of Elections and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any DOS grant may be released.
- 19. Accounting Requirements.** The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:
- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
  - b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
  - c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
  - d) The name of the account(s) must include the grant award number;
  - e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
  - f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).

- 20. Availability of State Funds.** The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- 21. Lobbying.** The Grantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.
- 22. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
- 23. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.
- 24. Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.
- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
  - b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
  - c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
  - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses

or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

25. **Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.
26. **No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.
27. **Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
28. **Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
29. **Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.
30. **Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.
31. **Required Procurement Procedures for Obtaining Goods and Services.** The Grantee shall provide



maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.

- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
    1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
    2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
  - b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
32. **Conflicts of Interest.** The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.
33. **Binding of Successors.** This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.
34. **Employment of Unauthorized Aliens.** The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act (8 USC 1324(a) (as of April 2019)), incorporated by reference. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.
35. **Severability.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.
36. **Americans with Disabilities Act.** All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990 ([ada.gov](http://ada.gov) (as of January 2020)), incorporated by reference).
37. **Governing Law.** This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

**38. Entire Agreement.** The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Florida Single Audit Act Requirements (Attachment A)
- c) Fiscal Year 2021-22 State Aid to Libraries Final Grants (Attachment B)

**The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.**

**Grantee:**

**Department of State**

By: \_\_\_\_\_

By: \_\_\_\_\_

Chair of Governing Body or Chief Executive Officer

\_\_\_\_\_  
Typed name and title

Amy L. Johnson, Director  
Division of Library and Information Services  
Department of State, State of Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Chief Financial Officer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Typed name and title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## ATTACHMENT A

### FLORIDA SINGLE AUDIT ACT REQUIREMENTS

#### AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

#### Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, *Florida Statutes (F.S.)*, as revised (see Audits below), monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR 2 §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

#### Audits

##### **Part I: Federally Funded**

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. Exhibit 1 to this agreement lists the federal resources awarded through the Department of State by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR 200.514, will meet the requirement of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, subpart F - Audit Requirements, the cost of the audit must be

paid from non-federal resources (i.e. the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

## Part II: State Funded

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2) *F.S.*

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017 and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with Section 215.97, *F.S.* ; Rule Chapter 69I-5 F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), *F.S.* This includes submission of a financial reporting package as defined by Section 215.97(2) *F.S.* , and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017 and thereafter), an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *F.S.*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)

<http://www.myfloridacfo.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)

<http://www.leg.state.fl.us/>

## Part III: Report Submission

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by PART I of this agreement shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to each of the following:
  - A. The Department of State via the DOS Grants System at <https://dosgrants.com>.
  - B. The Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.6 and section 200.512

The FAC's website prides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:
  - A. The Department of State via the DOS Grants System at <https://dosgrants.com>.
  - B. The Auditor General's Office at the following address:  
Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450
3. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97 F.S. and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

#### **Part IV: Record Retention**

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, the CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, the CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.



## **EXHIBIT – 1**

### **FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

Not applicable.

### **COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

Not applicable.

### **STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

#### **MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

Not applicable.

#### **SUBJECT TO SECTION 215.97, *FLORIDA STATUTES*:**

Florida Department of State, State Aid to Libraries;

CSFA Number. 45.030

Award Amount: See Attachment B.

### **COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.

**ATTACHMENT B**  
**Fiscal Year 2021-22 State Aid to Libraries Final Grants**

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** August, 19, 2021

**PRESENTER:** Jonathan Harrison, Road and Bridge Director

**SUBJECT/TITLE:** Request approval of County Surplus Disposal, to waive the two-step Procedure for Disposable Tangible Personal Property, and to allow the Surplus to be disposed of by utilizing the Board's contract with Gov-Deals and Insight Auctioneers auction service companies pursuant to section 274.05, Florida Statutes.

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**STATEMENT OF ISSUE**

Attached is a list of County Property, including vehicles and equipment, that need to be declared Surplus prior to being disposed. In order to use the Internet auction process with Gov-Deals for office equipment and Insight Auctioneers for fleet equipment, the two-step disposal procedure must be waived by the Board of County Commissioners. In the past years, the auction process has consistently yielded a higher price on the Surplus items sold.

**RECOMMENDED ACTION**

Move to declare the attached list of County property as Surplus, waive the two-step Surplus Disposal Process, and allow the Surplus to be disposed of by utilizing the Board's contract with Gov-Deals and Insight Auctioneers auction service companies pursuant to section 274.05, Florida Statutes.

**FISCAL IMPACT**

The fiscal impact is unknown. Revenue generated from sale proceeds will be distributed into the appropriate revenue accounts.

Attachments: [Surplus Equipment 7.2021.xlsx](#)  
[Surplus Office 7.2021.xls](#)

| <b>SURPLUS #</b> | <b>COST CENTER</b> | <b>DEPARTMENT TURNING IN</b> | <b>FIXED ASSET #</b> | <b>DESCRIPTION</b>                  |
|------------------|--------------------|------------------------------|----------------------|-------------------------------------|
| 1                | 3217               | FIRE RES                     | VFD 554              | 2001 F150 4X4 PICKUP                |
| 2                | 3217               | FIRE RES                     | VFD 582              | 2010 ENCLOSED TRAILER               |
| 3                | 4102               | R&B                          |                      | 2007 ECONO HAULER 7' X 16           |
| 4                | 3439               | ZONING                       | ZD 108               | 2007 FORD RANGER                    |
| 5                | 4101               | ENG                          | CE 1728              | 2002 FORD EXPLORER                  |
| 6                | 4102               | R&B                          | RB 1321              | UTILITY TRAILER                     |
| 7                | 4102               | R&B                          | RB 1963              | TIRE CHANGER COATS 4050S            |
| 8                | 3101               | SHERIFF                      | SD 6365              | OVEN CONVECTION                     |
| 9                | 6102               | PARKS                        | PR 147               | 2007 TRAILER ENCLOSED 8.5 X 15      |
| 10               | 6102               | PARKS                        | PR 103               | 2001 ENCLOSED TRAILER 6X16          |
| 11               | 4210               | LANDFILL                     | LF 271               | 2003 FORD EXPLORER 4X4              |
| 12               | 4210               | LANDFILL                     | LF 224               | 1997 FORD E-350 VAN                 |
| 13               | 3217               | DESOTO CITY                  | DCF 62 / NO KEY      | 1991 E-ONE PUMPER                   |
| 14               | 6102               | PARKS                        | PR 143               | 2007 FORD F 150 PICKUP              |
| 15               | 6102               | PARKS                        | PR 217               | 2005 CHEVY 1500 4X4 PICKUP          |
| 16               | 4210               | LANDFILL                     | LF 128               | 1992 MACK DM690 WATER TRUCK         |
| 17               | 4102               | R&B                          | RB 2311 & RB 2312    | 1990 GMC 2 TON TRUCK /1300 GAL TANK |
| 18               | 3217               | DESOTO CITY                  | DCF 214              | 1986 GMC FIRE APPARATUS             |
| 19               | 2672               | FAC MGMT                     | BC 429               | 1995 GENIE LIFT 24AWP               |

| SERIAL #          | CONDITI<br>ON |
|-------------------|---------------|
| 1FTRF18W81NB13509 | FAIR          |
| 5GLBE2029AC000269 | XFER<br>P&R   |
| 5NHUEH6238U214430 | FAIR          |
| 1FTYR14U57PA10066 | FAIR          |
| 1FMZU72E52UA19678 | FAIR          |
|                   | POOR          |
| 9711154340        | POOR          |
| DUKE              | POOR          |
| 5C7EE20247D001722 | FAIR          |
| BETSUT12911771095 | POOR          |
| 1FMZU72KX3ZB05529 | POOR          |
| 1FBHE31S2VHB77216 | POOR          |
| 46JBAA86M1003685  | FAIR          |
| 1FTRF14W57NA76630 | POOR          |
| 1GCEK14V652327713 | POOR          |
| 1M2B206C7NM010296 | POOR          |
| 1GBL7H1J0MJ111036 | POOR          |
| 1GDM7D1GV537102   | FAIR          |
| 389510293         | BROKE         |



| SURPLU<br>S # | COST<br>CENTER | DEPARTMENT<br>TURNING IN | FIXED ASSET # | DESCRIPTION                                     | SERIAL # | CONDITION |
|---------------|----------------|--------------------------|---------------|-------------------------------------------------|----------|-----------|
| 1             | 5105           | EMS                      |               | A/C UNIT 6000 BTU LG                            |          | FAIR      |
| 2             | 4210           | LAND FILL                | LF 240        | SECURTY SYSTEM                                  |          | POOR      |
| 3             | 3991           | EOC                      |               | 1X4 HDMI SPLITTER REI 2 EA                      |          | FAIR      |
| 4             | 1031           | FAC MGMT                 |               | HVAC CONTROLLERS 6 BOXES                        |          | FAIR      |
| 5             | 3991           | EOC                      |               | LIGHTING DETECTOR                               |          | FAIR      |
| 6             | 3991           | EOC                      |               | LIGHTING DETECTOR MOBILE BOLTEK LD-250          |          | FAIR      |
| 7             | 3217           | FIRE RESCUE              |               | MINITOR REMOTE SPEAKER MICROPHONES 10EA         |          | FAIR      |
| 8             | 3217           | FIRE RESCUE              |               | MINITOR 5 AMPLIFIED BASES 5 EA                  |          | FAIR      |
| 9             | 3217           | FIRE RESCUE              |               | MINITOR 5 CHARGERS 38EA                         |          | FAIR      |
| 10            | 3217           | FIRE RESCUE              |               | MINITOR 5 SPARE BATTERIES 10 EA                 |          | FAIR      |
| 11            | 3991           | EOC                      |               | MISC CABLES AND CORDS AND ADAPTERS              |          | FAIR      |
| 12            | 3217           | FIRE RESCUE              |               | MINITOR REMOTE SPEAKER MICROPHONES 10EA         |          | FAIR      |
| 13            | 3217           | FIRE RESCUE              |               | MINITOR 5 AMPLIFIED BASES 5 EA                  |          | FAIR      |
| 14            | 3217           | FIRE RESCUE              |               | MINITOR 5 CHARGERS 38EA                         |          | FAIR      |
| 15            | 3217           | FIRE RESCUE              |               | MINITOR 5 SPARE BATTERIES 10 EA                 |          | FAIR      |
| 16            | 3991           | EOC                      |               | MISC CABLES AND CORDS AND ADAPTERS              |          | FAIR      |
| 17            | 3991           | EOC                      |               | MOBILE WIRELESS AMPLIFIER WILSON ELECTRONICS    |          | FAIR      |
| 18            | 3991           | EOC                      |               | MONITOR H/P                                     |          | POOR      |
| 19            | 3991           | EOC                      | EOD 129       | MOTOROLA COMM REPEATER 95A7BN                   |          | FAIR      |
| 20            | 3991           | EOC                      | EOD 131       | MOTOROLA COMM REPEATER 95A7BN                   |          | FAIR      |
| 21            | 3991           | EOC                      | EOD 132       | MOTOROLA COMM REPEATER 95A7BN                   |          | FAIR      |
| 22            | 3991           | EOC                      |               | MOTOROLA COMM REPEATER 95A7BN 3 EA              |          | FAIR      |
| 23            | 3991           | EOC                      | MRS 83        | MOTOROLA HP 420 WORKSTATION                     |          | OUTDATED  |
| 24            | 3991           | EOC                      | MRS 82        | MOTOROLA HP 420 WORKSTATION                     |          | OUTDATED  |
| 25            | 3991           | EOC                      | MRS 81        | MOTOROLA HP 420 WORKSTATION                     |          | OUTDATED  |
| 26            | 3991           | EOC                      | MRS 80        | MOTOROLA HP 420 WORKSTATION                     |          | OUTDATED  |
| 27            | 3991           | EOC                      | MRS 79        | MOTOROLA HP 420 WORKSTATION                     |          | OUTDATED  |
| 28            | 3991           | EOC                      | MRS 78        | MOTOROLA HP 420 WORKSTATION                     |          | OUTDATED  |
| 29            | 3991           | EOC                      | MRS 77        | MOTOROLA HP 420 WORKSTATION                     |          | OUTDATED  |
| 30            | 3991           | EOC                      | MRS 72        | MOTOROLA HP 420 WORKSTATION                     |          | OUTDATED  |
| 31            | 3991           | EOC                      | MRS 73        | MOTOROLA HP 420 WORKSTATION                     |          | OUTDATED  |
| 32            | 3991           | EOC                      |               | MOTOROLA MIP 500 JCK BOX                        |          | FAIR      |
| 33            | 3991           | EOC                      |               | MOTOROLA PROTABLE RADIO 6 UNIT CHARGING STATION |          | FAIR      |
| 34            | 3991           | EOC                      |               | MOTOROLA RADIO XTL2500 3 EA                     |          | FAIR      |
| 35            | 3991           | EOC                      |               | MOUNTING BRACKETS MAX RAD                       |          | FAIR      |
| 36            | 3991           | EOC                      |               | MULTI OUTLET PANEL                              |          | FAIR      |
| 37            | 3991           | EOC                      |               | NET PORT SWITCH NETGEAR GS108P                  |          | FAIR      |
| 38            | 3217           | FIRE RESCUE              |               | PAGERS MINTOR 5 PAGERS 37 EA                    |          | FAIR      |
| 39            | 3991           | EOC                      |               | PRE AMP MIXER BEHRINGER                         |          | FAIR      |
| 40            | 3991           | EOC                      |               | RADIO BENDIX KX-99 RADIO                        |          | FAIR      |
| 41            | 3991           | EOC                      |               | RADIO MOTOROLA HT 1250 3EA                      |          | FAIR      |
| 42            | 3991           | EOC                      |               | RADIO MOTOROLA XTL 2500 2EA                     |          | FAIR      |
| 43            | 3991           | EOC                      |               | RADIO MOTOROLA XTS 5000 3EA                     |          | FAIR      |
| 44            | 3991           | EOC                      |               | ROUTER NETGEAR                                  |          | FAIR      |
| 45            | 3991           | EOC                      |               | ROUTER NETGEAR RP614                            |          | FAIR      |
| 46            | 3991           | EOC                      |               | SOFTWARE PROGRAM MICROSOFT MAP POINT            |          | FAIR      |
| 47            | 3991           | EOC                      | EOD 95        | SWITCH CISCO 3750 24PORT                        |          | OUTDATED  |
| 48            | 3991           | EOC                      |               | SWITCH STELLAR LABS                             |          | FAIR      |
| 49            | 3991           | EOC                      |               | VGA/HDMI SWITCH REI                             |          | FAIR      |
| 50            | 3991           | EOC                      |               | VIDEO AUDIO SELECTER MCM                        |          | FAIR      |
| 51            | 3991           | EOC                      |               | WIRELESS RECEIVER                               |          | FAIR      |
| 52            | 3991           | EOC                      |               | TUNER BOX ZENITH                                |          | FAIR      |

|     |       |             |         |                                    |  |          |
|-----|-------|-------------|---------|------------------------------------|--|----------|
| 53  | 3991  | EOC         | EOD 159 | AIRMUX 400                         |  | OUTDATED |
| 54  | 3991  | EOC         | EOD 158 | AIRMUX 400                         |  | OUTDATED |
| 55  | 3991  | EOC         |         | AIRMUX400 RADIO COMM DATA 2 EA     |  | FAIR     |
| 56  | 3991  | EOC         |         | AM/FM TUNER SONY                   |  | FAIR     |
| 57  | 3991  | EOC         |         | ANTENNA CEILING MOUNT WILSON 2 EA  |  | FAIR     |
| 58  | 3991  | EOC         |         | ANTENNA AMPLIFIER CHANNEL MASTER   |  | FAIR     |
| 59  | 3991  | EOC         |         | ANTENNA BLACK MAX RAD              |  | FAIR     |
| 60  | 3991  | EOC         |         | ANTENNA CONNECTOR CABLES 3EA       |  | FAIR     |
| 61  | 3991  | EOC         |         | ANTENNA F3749 2EA                  |  | FAIR     |
| 62  | 3991  | EOC         |         | ANTENNA INDOOR CEILING MOUNT IN800 |  | FAIR     |
| 63  | 3991  | EOC         |         | ANTENNA MAX RAD                    |  | FAIR     |
| 64  | 3991  | EOC         |         | ANTENNA RADIALL/LARSEN             |  | FAIR     |
| 65  | 3991  | EOC         |         | ANTENNA WILSON ELECTRONICS         |  | FAIR     |
| 66  | 3991  | EOC         |         | ANTENNAS FOR RADIOS HANDHELD 13EA  |  | FAIR     |
| 67  | 3217  | FIRE RESCUE |         | BOOTS FIREFIGHTING                 |  | POOR     |
| 68  | 3217  | FIRE RESCUE |         | BUNKER GEAR COATS 24 EA            |  | POOR     |
| 69  | 3217  | FIRE RESCUE |         | BUNKER GEAR HELMENTS 27 EA         |  | POOR     |
| 70  | 3217  | FIRE RESCUE |         | BUNKER GEAR PANTS 27 PAIR          |  | POOR     |
| 71  | 3217  | FIRE RESCUE |         | RAIN COATS YELLOW 5 EA             |  | POOR     |
| 72  | 3217  | FIRE RESCUE |         | SCBA BRACKETS 12EA                 |  | OUTDATED |
| 73  | 3217  | FIRE RESCUE |         | CABINETS WOOD CUBICLE UNITS        |  | POOR     |
| 74  | 5105  | EMS         |         | CABLE REEL CART                    |  | FAIR     |
| 75  | 2102  | CLERK       |         | CONFERENCE TABLE 4X10              |  | FAIR     |
| 76  | 3217  | FIRE RESCUE |         | CHAIRS 4 EA FOLDING                |  | FAIR     |
| 77  | 3217  | FIRE RESCUE |         | CHAIRS 14 EA GREEN STACKING        |  | FAIR     |
| 78  | 3217  | FIRE RESCUE |         | CHAIRS 6 EA BLACK STACKING         |  | FAIR     |
| 79  | 3217  | FIRE RESCUE |         | CHAIRS 6 EA BROWN STACKING         |  | POOR     |
| 80  | 4101  | ENG         |         | TV CART ON WHEELS                  |  | FAIR     |
| 81  | 2104  | ADMIN       |         | OFFICE CHAIRS 2 EA                 |  | FAIR     |
| 82  | 5101  | HEALTH DEPT |         | CHAIRS 2 EA                        |  | POOR     |
| 83  | 4102  | R&B         |         | CHAIRS MISC OFFICE 3 EA            |  | POOR     |
| 84  | 2102  | CLERK       |         | CHAIRS MISC OFFICE 10 EA           |  | FAIR     |
| 85  | 5105  | EMS         |         | CHAIRS GREEN 2 EA                  |  | FAIR     |
| 86  | 1031  | FAC MGMT    |         | CHAIRS METAL WITH CUSHIONS 4 EA    |  | FAIR     |
| 87  | 3217  | FIRE RESCUE |         | CHAIRS MISC 6EA                    |  | FAIR     |
| 88  | 5105  | EMS         |         | CHAIRS W/ARMS 4EA                  |  | FAIR     |
| 89  | 4210  | LAND FILL   |         | VERIZON JET PACK 4GLTE             |  | OUTDATED |
| 90  | 2442  | ELECTIONS   |         | AIR CARDS 11 EA PANTECH UML 295    |  | OUTDATED |
| 91  | 2442  | ELECTIONS   |         | AIR CARDS 15 EA MIFI USB620L       |  | OUTDATED |
| 92  | 2442  | ELECTIONS   |         | AIR CARDS 19 EA PANTECH UML 290    |  | OUTDATED |
| 93  | 5105  | EMS         |         | COMPUTER DELL OPTIPLEX 790 4EA     |  | POOR     |
| 94  | 3440A | BUILDING    |         | COMPUTER DELL OPTIPLEX 9020        |  | OUTDATED |
| 95  | 3440A | BUILDING    |         | COMPUTER DELL OPTIPLEX 9020        |  | OUTDATED |
| 96  | 3440A | BUILDING    |         | COMPUTER DELL OPTIPLEX 9020        |  | OUTDATED |
| 97  | 5229  | HEALTHY FAM |         | BATTERY BACKUPS 2 EA R800          |  | POOR     |
| 98  | 1000B | JUD TECH    | JT 56   | AUTOPATCH MIXER                    |  | POOR     |
| 99  | 1000B | JUD TECH    | JT 24   | COMPUTER DELL GX520                |  | POOR     |
| 100 | 1000B | JUD TECH    | JT 87   | SERVER DELL POWEREDGE R710         |  | POOR     |
| 101 | 1000B | JUD TECH    | JT 69   | FIREWALL CISCO ASA5510             |  | POOR     |
| 102 | 1000B | JUD TECH    | JT 15   | CATALYST 3750 CISCO SWITCH         |  | POOR     |
| 103 | 1000B | JUD TECH    | JT 35   | FIREWALL APPLIANCE CISCO ASA 5520  |  | POOR     |
| 104 | 1000B | JUD TECH    | JT 92   | NETWORK APPLIANCE EXINDA 2061      |  | POOR     |
| 105 | 1000B | JUD TECH    | JT 77   | DISPLAY EXTRON TLP 1000TV          |  | POOR     |

|     |       |              |         |                                        |                |          |
|-----|-------|--------------|---------|----------------------------------------|----------------|----------|
| 106 | 1000B | JUD TECH     | JT 49   | QUATUM TAPE SERVER                     |                | POOR     |
| 107 | 1000B | JUD TECH     | JT 74   | NETWORK EXINDA 2060                    |                | POOR     |
| 108 | 1000B | JUD TECH     | CS 01   | VIDEO CONFERENCING UNIT POLYCAM VS4000 |                | POOR     |
| 109 | 1000B | JUD TECH     |         | MONITOR DELL 6 EA                      |                | POOR     |
| 110 | 1000B | JUD TECH     |         | QUAD SPLITTER 6 EA                     |                | POOR     |
| 111 | 1000B | JUD TECH     |         | AP WEB AUTOPATH                        |                | POOR     |
| 112 | 1000B | JUD TECH     |         | AUDIO MIXERS 4EA                       |                | POOR     |
| 113 | 1000B | JUD TECH     |         | COMPUTER DELL OPTIPLEX 330             |                | POOR     |
| 114 | 1000B | JUD TECH     |         | DISPLAY EXTRON                         |                | POOR     |
| 115 | 2558  | PURCHASING   |         | COMPUTER DELL                          |                | POOR     |
| 116 | 1000B | JUD TECH     |         | COMPUTER DELL OPTIPLEX 755             |                | POOR     |
| 117 | 3101  | SHERIFF      |         | TAPE BACKUP SYSTEM QUANTUM L700        |                | POOR     |
| 118 | 3101  | SHERIFF      |         | SERVER DELL 2850                       |                | POOR     |
| 119 | 3101  | SHERIFF      |         | BATTERY BACKUPS 3 EA 2200              |                | POOR     |
| 120 | 3101  | SHERIFF      |         | CD DUPLICATORS 1-3                     | PRODUPPLICATOR | POOR     |
| 121 | 3101  | SHERIFF      |         | CD DUPLICATORS 1-3                     | MICROBOARDS    | POOR     |
| 122 | 3101  | SHERIFF      |         | CD DUPLICATORS 1-5                     | PRODUPPLICATOR | POOR     |
| 123 | 3101  | SHERIFF      |         | MATRIX QCS                             |                | POOR     |
| 124 | 3101  | SHERIFF      |         | SERVER ABERDEEN                        | AB1848227      | POOR     |
| 125 | 3101  | SHERIFF      |         | SERVER DELL 2850                       |                | POOR     |
| 126 | 3101  | SHERIFF      |         | SERVER DELL 850 (2 EA)                 |                | POOR     |
| 127 | 3101  | SHERIFF      |         | AUDIO EQUIPMENT ALTRONIZ               | R615DC616ULCB  | POOR     |
| 128 | 1000B | JUD TECH     |         | MONITOR VIEWSONIC                      |                | POOR     |
| 129 | 3101  | SHERIFF      |         | COMPUTER DELL 780 (13 EA)              |                | POOR     |
| 130 | 3101  | SHERIFF      |         | COMPUTER DELL 755 (27 EA)              |                | POOR     |
| 131 | 3101  | SHERIFF      |         | COMPUTER DELL 760 (15 EA)              |                | POOR     |
| 132 | 3101  | SHERIFF      |         | COMPUTER DELL 745 (3 EA)               |                | POOR     |
| 133 | 3101  | SHERIFF      |         | COMPUTER DELL GX 620                   |                | POOR     |
| 134 | 3101  | SHERIFF      |         | COMPUTER DELL 775 (3 EA)               |                | POOR     |
| 135 | 3101  | SHERIFF      |         | COMPUTER DELL 790                      |                | POOR     |
| 136 | 3101  | SHERIFF      |         | COMPUTER DELL D-610                    |                | POOR     |
| 137 | 3101  | SHERIFF      |         | LAPTOP DELL D520 (6 EA)                |                | POOR     |
| 138 | 3101  | SHERIFF      |         | LAPTOP DELL 6420XFR (11 EA)            |                | POOR     |
| 139 | 3101  | SHERIFF      |         | LAPTOP DELL 6420 ( 3 EA)               |                | POOR     |
| 140 | 3101  | SHERIFF      |         | LAPTOP DELL ATG                        |                | POOR     |
| 141 | 3101  | SHERIFF      |         | LAPTOP DELL D820( 2 EA)                |                | POOR     |
| 142 | 3101  | SHERIFF      |         | LAPTOP DELL 6400 XFR ( 3 EA)           |                | POOR     |
| 143 | 3101  | SHERIFF      |         | LAPTOP DELL ATG ( 2 EA)                |                | POOR     |
| 144 | 3101  | SHERIFF      |         | LAPTOP DELL 6420 XFE                   |                | POOR     |
| 145 | 3101  | SHERIFF      |         | CD RECORDER RW901 (2 EA)               |                | POOR     |
| 146 | 3101  | SHERIFF      |         | SWITCH RARITAN (2 EA)                  |                | POOR     |
| 147 | 3101  | SHERIFF      |         | NETWORK SWITCH 2950 CISCO 5 EA         |                | POOR     |
| 148 | 1003B | PUBLIC DEF   | PD 39   | LAPTOP 2014 XPS                        |                | POOR     |
| 149 | 1003B | PUBLIC DEF   | PD 33   | SERVER T410 DELL 2011                  |                | POOR     |
| 150 | 2442  | ELECTIONS    |         | COMPUTER DELL OPTIPLEX 980             |                | OUTDATED |
| 151 | 4210  | LAND FILL    | RC 211  | LAPTOP DELL DELL                       | RETIRED        | POOR     |
| 152 | 3440A | BUILDING     |         | LAPTOP DELL LATITUDE E6540 2EA         |                | OUTDATED |
| 153 | 4101  | ENGINEERING  |         | LAPTOP SURFACE PRO 4                   |                | OUTDATED |
| 154 | 2700  | PLANNING     |         | MISC LAPTOP MOUNTS                     |                | FAIR     |
| 155 | 4210  | LAND FILL    | LF 258  | SERVER DELL 2010                       |                | POOR     |
| 156 | 4105  | TRAFFIC OPS  | CE 1851 | LAPTOP DELL 630                        |                | POOR     |
| 157 | 4105  | TRAFFIC OPS  | CE 1884 | LAPTOP DELL M4500                      |                | POOR     |
| 158 | 4101  | ENGINEERING  |         | MISC COMPUTER SUPPLIES                 |                | FAIR     |
| 159 | 4101  | ENGINEERING  |         | BATTERY BACKUP APC 350CS               |                | POOR     |
| 160 | 4101  | ENGINEERING  |         | BATTERY BACK UP 2 EA                   |                | POOR     |
| 161 | 4101  | ENGINEERING  |         | BATTERY BACKUP APC 650 2 EA            |                | POOR     |
| 162 | 3101  | SHERIFF      |         | BATTERY BACKUP APC 700                 |                | POOR     |
| 163 | 3101  | SHERIFF      |         | BATTERY BACKUP APC 750                 |                | POOR     |
| 164 | 2106  | BUSINESS SER | 2106    | COMPUTER DELL OPTIPLEX 7010            |                | POOR     |
| 165 | 2106  | BUSINESS SER | 2106    | COMPUTER DELL OPTIPLEX 9020            |                | POOR     |
| 166 | 3217  | FIRE RESCUE  | CD 1098 | RESPIRATOR FIT TESTER                  |                | OUTDATED |
| 167 | 3217  | FIRE RESCUE  |         | FOLDING STRETCHERS                     |                | POOR     |
| 168 | 3217  | FIRE RESCUE  | VFD 575 | LIFE PACK AED 1000                     |                | BROKE    |
| 169 | 5105  | EMS          |         | CPR TRAINERS 7 BOXES                   |                | FAIR     |

|     |       |             |  |                                               |        |       |
|-----|-------|-------------|--|-----------------------------------------------|--------|-------|
| 170 | 5105  | EMS         |  | EKG TESTING DEVICE                            |        | FAIR  |
| 171 | 5101  | HEALTH DEPT |  | AUDIOMETER AMBCO 650A                         |        | POOR  |
| 172 | 5101  | HEALTH DEPT |  | AUDIOMETER MAICO MA 27 6 EA                   |        | POOR  |
|     |       |             |  |                                               |        |       |
| 173 | 4102  | R&B         |  | DESK METAL / WOOD 3 PIECES                    |        | FAIR  |
| 174 | 2442  | ELECTIONS   |  | DESK                                          |        | FAIR  |
| 175 | 5105  | EMS         |  | DESK METAL 2 PIECE                            |        | FAIR  |
| 176 | 5105  | EMS         |  | DESK WOOD 2EA                                 |        | FAIR  |
| 177 | 5105  | EMS         |  | CRENDENZA                                     |        | FAIR  |
| 178 | 5105  | EMS         |  | DESK 3 PC                                     |        | FAIR  |
| 179 | 5105  | EMS         |  | DESK METAL 4PC                                |        | FAIR  |
| 180 | 3217  | FIRE RESCUE |  | DESK SMALL                                    |        | FAIR  |
| 181 | 3217  | FIRE RESCUE |  | DESK METAL                                    |        | POOR  |
| 182 | 5105  | EMS         |  | DESK WOOD                                     |        | FAIR  |
|     |       |             |  |                                               |        |       |
| 183 | 4210  | LAND FILL   |  | SPRINT PHONE                                  |        | POOR  |
| 184 | 2100  | OMB         |  | MISC OFFICE SUPPLIES                          |        | FAIR  |
| 185 | 5105  | EMS         |  | MAILBOX MULTI SLOT                            |        | FAIR  |
| 186 | 3217  | FIRE RESCUE |  | DRINKING FOUNTAIN                             |        | POOR  |
| 187 | 2100  | OMB         |  | DVD PLAYER SONY                               |        | FAIR  |
| 188 | 3991  | EOC         |  | DVD PLAYER/RECORDER SONY                      |        | FAIR  |
| 189 | 3991  | EOC         |  | KEY LOCK BOXES 3 EA                           |        | FAIR  |
| 190 | 5101  | HEALTH DEPT |  | OFFICE CHAIRS 2 EA                            |        | FAIR  |
| 191 | 5105  | EMS         |  | OFFICE SUPPLIES MISC                          |        | FAIR  |
| 192 | 5330  | HUMAN SER   |  | OFFICE SUPPLIES MISC                          |        | FAIR  |
| 193 | 3991  | EOC         |  | TV FLAT SCREEN 50" SAMSUNG                    |        | BROKE |
| 194 | 5105  | EMS         |  | TYPING TABLE SMALL METAL                      |        | FAIR  |
| 195 | 3991  | EOC         |  | VCR/DVD PLAYER SONY                           |        | FAIR  |
| 196 | 6211  | LIBRARY     |  | BOOK CART SLOPED SHELVES                      |        | POOR  |
| 197 | 4102  | R&B         |  | BATTERY OPERATED TOOLS DRILLS SAWS AND LIGHTS |        | BROKE |
| 198 | 1000B | JUD TECH    |  | TYPEWRITER CANON                              |        | POOR  |
| 199 | 1000B | JUD TECH    |  | DVD VCR COMBO TOSHIBA 2 EA                    |        | POOR  |
| 200 | 1000B | JUD TECH    |  | XRAY BOX                                      |        | POOR  |
| 201 | 4101  | ENG         |  | OFFICE SUPPLIES MISC                          |        | FAIR  |
| 202 | 4101  | ENG         |  | TV 24" ELEMENT                                |        | FAIR  |
| 203 | 3101  | SHERIFF     |  | PHONES CISCO (13EA) 6941                      |        | FAIR  |
| 204 | 3101  | SHERIFF     |  | PHONE CISCO 7962 (2 EA)                       |        | FAIR  |
| 205 | 3101  | SHERIFF     |  | PHONE CISCO 7975                              |        | FAIR  |
| 206 | 3101  | SHERIFF     |  | PHONE CISCO 7915                              |        | FAIR  |
| 207 | 3101  | SHERIFF     |  | TV SANYO 19"                                  |        | FAIR  |
|     |       |             |  |                                               |        |       |
| 208 | 3439  | CODE        |  | FILE CABINETS 3 EA                            |        | FAIR  |
| 209 | 5105  | EMS         |  | FILE CABINETS 4 DRAWER 4EA                    |        | FAIR  |
| 210 | 2442  | ELECTIONS   |  | FILE CABINET TENNSCO                          |        | FAIR  |
| 211 | 5101  | HEALTH DEPT |  | FILE CABINET 4 DRAWER GRAY                    |        | FAIR  |
| 212 | 5101  | HEALTH DEPT |  | FILE CABINET 5 DRAWER 42W X6 5H 18 DEEP 2EA   |        | FAIR  |
| 213 | 5101  | HEALTH DEPT |  | FILE CABINET 5 DRAWER TAN                     |        | FAIR  |
| 214 | 5105  | EMS         |  | FILE CABINET LATERAL 2 DRAWER                 |        | FAIR  |
|     |       | CLERK       |  | FILE CABINET LATERAL 2 DRAWER WOOD            |        | FAIR  |
| 215 | 2700  | PLANNING    |  | FILE CABINET METAL 2 DRAWER                   |        | FAIR  |
| 216 | 2700  | PLANNING    |  | FILE CABINET METAL 2 DRAWER                   |        | FAIR  |
| 217 | 5105  | EMS         |  | FILE CABINET SMALL 3 DRAWER                   |        | FAIR  |
| 218 | 5105  | EMS         |  | FILE CABINET SMALL METAL                      |        | FAIR  |
| 219 | 4101  | ENG         |  | FILE CABINETS 4 DRAWER 9 EA                   |        | FAIR  |
| 220 | 2102  | CLERK       |  | FILE CABINET LATERAL 3 DRAWER                 |        | FAIR  |
|     |       |             |  |                                               |        |       |
| 221 | 4102  | R&B         |  | CABINETS MAP METAL 2 EA                       |        | GOOD  |
|     |       |             |  |                                               |        |       |
| 222 | 3217  | FIRE RESCUE |  | FIRE HOSE TESTING MACHINES 2 EA               |        | FAIR  |
|     |       |             |  |                                               |        |       |
| 223 | 5105  | EMS         |  | REFRIGERATOR SMALL                            |        | FAIR  |
|     |       |             |  |                                               |        |       |
| 224 | 2672  | FAC MGMT    |  | PRINT CARTRIDGE HP 98A 2EA                    |        | GOOD  |
| 225 | 2100  | OMB         |  | PRINTER BROTHER MFC 6490CW                    |        | FAIR  |
| 226 | 5229  | HEALTHY FAM |  | PRINTER HP LASER JET                          | M452DN | POOR  |
| 227 | 5229  | HEALTHY FAM |  | PRINTER HP LASER JET                          | 1012   | POOR  |
| 228 | 5229  | HEALTHY FAM |  | PRINTER/SCANNER HP DESKJET                    | 3050   | POOR  |

|     |       |             |             |                                               |            |          |
|-----|-------|-------------|-------------|-----------------------------------------------|------------|----------|
| 229 | 5229  | HEALTHY FAM |             | FAX MACHINE HP 1050                           |            | POOR     |
| 230 | 5229  | HEALTHY FAM |             | FAX MACHINE HP 1040                           |            | POOR     |
| 231 | 1000B | JUD TECH    |             | FAX MACHINE BROTHER                           |            | POOR     |
| 232 | 1000B | JUD TECH    |             | FAX MACHINE HP                                |            | POOR     |
| 233 | 1000B | JUD TECH    |             | PRINTER HP 1415 3 EA                          |            | POOR     |
| 234 | 1000B | JUD TECH    |             | PRINTER XEROX 3300 MP                         |            | POOR     |
| 235 | 1000B | JUD TECH    |             | PRINTER CANON 2 EA                            |            | POOR     |
| 236 | 1000B | JUD TECH    |             | PRINTER BROTHER 2 EA                          |            | POOR     |
| 237 | 5105  | EMS         |             | PRINTER CARTRIGE HP 2 EA                      |            | GOOD     |
| 238 | 6304  | WEED C      |             | PRINTER HP CP2025                             |            | POOR     |
| 239 | 5105  | EMS         |             | PRINTER HP J4580                              |            | FAIR     |
| 240 | 5105  | EMS         |             | PRINTER HP LASERJET P3005N                    |            | FAIR     |
| 241 | 5105  | EMS         |             | PRINTER HP LASERJET PRO 400                   |            | FAIR     |
| 242 | 3440A | BUILDING    |             | SCANNER FI 553002                             |            | POOR     |
| 243 | 4105  | TRAFFIC OPS |             | SCANNER FUJITSU FI-5120C                      |            | POOR     |
| 244 | 4102  | R&B         |             | SCANNER FUJITSU SCANNER                       | FI 5120C   | POOR     |
| 245 | 2700  | PLANNING    | ITD 01      | PLOTTER AND PAPER HOLDERS HP 4500 DESIGNJET   | RETIRED    | POOR     |
| 246 | 4101  | ENG         |             | SCANNER FUJITSU FI-5120C                      |            | FAIR     |
| 247 | 2558  | PURCHASING  |             | SCANNER FUJITSU FI-6130                       |            | POOR     |
| 248 | 3101  | SHERIFF     |             | TONER 11 BOXES                                |            | FAIR     |
| 249 | 3101  | SHERIFF     |             | PRINTER HP 4105N (3 EA)                       |            | FAIR     |
| 250 | 3101  | SHERIFF     |             | PRINTER HP 5550DTN                            |            | FAIR     |
| 251 | 3101  | SHERIFF     |             | PRINTER HP 4100N                              |            | FAIR     |
| 252 | 3101  | SHERIFF     |             | HP PRINTER P4015                              |            | FAIR     |
| 253 | 3101  | SHERIFF     |             | PRINTER HP 500                                |            | FAIR     |
| 254 | 3101  | SHERIFF     |             | HP PRINTER 4010                               |            | FAIR     |
| 255 | 3101  | SHERIFF     |             | PRINTER HP 1320N (3 EA)                       |            | FAIR     |
| 256 | 3101  | SHERIFF     |             | PRINTER HP PRO 400                            |            | FAIR     |
| 257 | 3101  | SHERIFF     |             | PRINTER HP 3210                               |            | FAIR     |
| 258 | 3101  | SHERIFF     |             | PRINTER HP 600M602                            |            | FAIR     |
| 259 | 3101  | SHERIFF     |             | PRINTER HP 2035                               |            | FAIR     |
| 260 | 3101  | SHERIFF     |             | PRINTER LASERJET 4 PLUS                       |            | FAIR     |
| 261 | 3101  | SHERIFF     |             | PRINTER HP 2100N                              |            | FAIR     |
| 262 | 3101  | SHERIFF     |             | PRINTER SAMSUNG ML 1750                       |            | FAIR     |
| 263 | 3101  | SHERIFF     |             | FAX BROTHER 2840 (2 EA)                       |            | FAIR     |
| 264 | 3101  | SHERIFF     |             | SCANNER CANON 3080C                           |            | FAIR     |
| 265 | 4101  | ENG         |             | PROJECTOR SCREEN 7-8FT WALL MOUNT             |            | FAIR     |
| 266 | 4101  | ENG         |             | PROJECTOR SCREEN 5-6 FT WALL MOUNT 2 EA       |            | FAIR     |
| 267 | 2558  | PURCHASING  | PA 134      | PROJECTOR DELL OPTOMA ED 755A                 |            | FAIR     |
| 268 | 5105  | EMS         |             | SECIONAL SEATS                                |            | FAIR     |
| 269 | 4102  | R&B         | RB 2071     | TIRE BALANCER BRANICK 3000                    |            | POOR     |
| 270 | 4102  | R&B         |             | TIRE BALANCER COATS 6401                      | 0494061545 | POOR     |
| 271 | 4102  | R&B         | RB 2242     | TIRE BALANCER CORGHI 8540                     |            | POOR     |
| 272 | 3217  | FIRE RESCUE |             | TABLES FOLDING SMALL 3 EA                     |            | FAIR     |
| 273 | 3217  | FIRE RESCUE |             | TABLES FOLDING CARD TABLES 2 EA               |            | FAIR     |
| 274 | 3217  | FIRE RESCUE |             | LOCKERS METAL 5 EA                            |            | FAIR     |
| 275 | 1031B | CLERK       | SCF 03      | XRAY BODY SCANNER RAPISCAN                    | 6130807    | POOR     |
| 276 | 6303  | NAT RES     | SWC 76 - 77 | 600R MULTI PARAMETER POBE AND 650 DATA LOGGER |            | OUTDATED |
| 277 | 4101  | TRAFFIC OPS |             | SIGN CAP AND SIG CROSS BRACKETS (1775EA)      |            | FAIR     |

**HIGHLANDS COUNTY**  
**COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Richard Fleeger, Parks & Facilities Superintendent

**SUBJECT/TITLE:** Request approval to extend Wavier of Fees and Damage Deposit for the Redbeach Community Homeowners for the rental of the Desoto Community Center for Fiscal Year 2021-2022.

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**STATEMENT OF ISSUE**

Attached is a letter from the homeowners in the Redbeach neighborhood requesting an extension to waive the rental fees and damage deposit for the use of the Desoto City Community Center.

This group has utilized this facility for the past five years for meetings of homeowners from the Redbeach neighborhood. Meetings are held monthly, normally on Thursdays, during the months of October through May. The members have a pot luck dinner, socialize and often invite representatives from various organizations/agencies within the County to discuss various topics. The group is not a 501c3 group, but is requesting that the refundable damage deposit and the rental fees be waived for the FY 2021-2022 (October 1, 2021 to September 30, 2022).

Per the FY 2021-2022 Schedule of Fees, the rental fee is as follows:

\$50.00 Standard Rental Fee, Per Event

\$25.00 Damage Deposit

The group must comply with the Building Use Rules and provide liability insurance. Due to the sensitivity of this building used by the Supervisor of Elections during Elections, a key will not be issued for continual use. A key will have to be checked out and return for each day used.

**RECOMMENDED ACTION**

**Move approval the extension of wavier of fees and damage deposit for the Redbeach Community Homeowners for the rental of Desoto City Community Center for the Fiscal Year 2021-2022.**

**FISCAL IMPACT**

Waiver would result i a potential loss of revenue for the Desoto City Community Center of approximately \$400.00.

Attachments: [Redbeach Lake Homeowners 08.25.2021.pdf](#)  
[2020-2021 Fees Waived 08.25.2021.pdf](#)



## RICHARD & PAT FARMER

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6110 Lake Front Drive  
Sebring, FL 33876-5920  
phone: 863-655-6212  
July 29, 2021

Highlands County Commissioners  
Att: Kimberly A. Middleton  
Office of Management & Budget  
600 S. Commerce Ave. B233  
Sebring, FL 33870

To Whom It May Concern:

We are again asking for a waiver of rental fees on the Desoto City Community Building located at 6305 County Road 17 South for the Redbeach Community Association & Neighborhood Watch for the 2021-22 year. We are planning on meeting on October 7, November 4, December 2, 2021 and January 6, February 3, March 3, April 7 and May 5, 2022.

We would be using the building from 6:00 pm and normally end by 8:30 pm. Members serve as hosts and so they set up the room prior to that and then we clean up after the meeting and take any garbage home so the building is ready for the next occupant.

I have been responsible for the key for the last few years and would continue to do so.

Sincerely,

  
Richard R. Farmer

P. S. Currently we have 12-15 members present each meeting.

My Email address is [rrpfarmer@gmail.com](mailto:rrpfarmer@gmail.com)

JAN 19 1967

| HIGHLANDS COUNTY FACILITIES - FEES WAIVED              |                                                    |            |                                    |                           |
|--------------------------------------------------------|----------------------------------------------------|------------|------------------------------------|---------------------------|
| ORGANIZATION                                           | FACILITY                                           | # OF YEARS | TOTAL FEES WAIVED AS OF 08.25.2021 | FEES WAIVED FOR 2021-2022 |
| Nu-Hope Elder Care Services, Inc.                      | Agri Civic Center, Auditorium                      | 24         | \$ 12,500.00                       |                           |
| Redbeach Community Homeowners Association              | Desoto City Community Ctr.                         | 5          | \$ 1,550.00                        | \$ 400.00                 |
| Boy Scouts of America                                  | Desoto City Community Ctr.                         | 6          | \$ 15,600.00                       |                           |
| Leisure Lakes Home Owners Civic Association            | H.L. Bishop Park Clubhouse                         | 12         | \$ 5,200.00                        |                           |
| Friends of Istokpoga Lake Association, Inc.            | Lorida Community Center                            | 10 Est.    | \$ 4,400.00                        |                           |
| Sebring High Cross Country Athletic Program            | Sporst Complex                                     | 2          | \$ 2,950.00                        |                           |
| Salvation Army                                         | Sports Complex                                     | 3          | \$ 700.00                          |                           |
| A.A.I.S.L - All American International Softball league | Sports Complex                                     | 1          | \$ 635.00                          |                           |
| Ridge Area ARC & Special Stars                         | Sports Complex /<br>Agri Civic Center - Auditorium | 10         | \$ 15,145.00                       |                           |

8/25/2021

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Casey Hartt, Lead Marketing Consultant

**SUBJECT/TITLE:** Request approval of the Triple Crown of Paddleboard/Pro Watercross - Florida Sports Foundation Grant Agreement between the Florida Sports Foundation Board of Directors and the Highlands County Board of County Commissioners for and on behalf of the Tourist Development FY 20-21.

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**STATEMENT OF ISSUE**

Triple Crown of Paddleboard/ Pro Watercross- Florida Sports Foundation Grant Agreement between the Florida Sports Foundation Board of Directors and the Highlands County Board of County Commissioners is an agreement to accept funds allocated to the TDC to support Triple Crown of Paddleboard. The grant is required to be executed by the Board of County Commissioners in order to be considered for grant funding. The award to the TDC is based on expenditures for allowed expenses on behalf of Triple Crown of Paddleboard.

**RECOMMENDED ACTION**

**Move to approve the Triple Crown of Paddleboard/ Pro Watercross - Florida Sports Foundation Grant Agreement between the Florida Sports Foundation Board of Directors and the Highlands County Board of County Commissioners for and on behalf of the Tourist Development FY 20-21.**

**FISCAL IMPACT**

The fiscal impact will be an estimated increase to Fund 152 (Tourist Development Trust) in the amount of \$2,021 and will be appropriated to cost center 5305 (Marketing & Promotions).

Attachments: [FSF\\_Grant\\_Contract\\_-ProWtaercross.pdf](#)



6/9/2021

Visit Sebring  
Casey Hartt, Lead Marketing Consultant  
501 S Commerce Avenue  
Sebring, FL 33870

Dear Casey

We are pleased to inform you that the Florida Sports Foundation Board of Directors has approved the following grant(s):

**\$2,021 for Triple Crown of Paddleboard**

Please accept the amount of this conditional award by signing the attached contract agreement within thirty (30) days. A checklist is provided below for your convenience.

- Read and sign contract electronically or sign and return two printed copies to FSF
- Make sure a certificate of insurance naming Florida Sports Foundation is in place and a copy is sent to FSF 15 days prior to the event.
- A post event report is required per FSF Policies & Procedures for disbursement and should include:
  - o Front and back copies of cancelled checks, or electronic funds transfers, from grantee to third party for reimbursable expenses.
  - o An invoice supporting charges paid above.
  - o Proof of display of FSF Branding. Such branding will be in the following forms:
    - Display of the "COME PLAY IN FLORIDA" logo on event website,
    - Display of the "COME PLAY IN FLORIDA" banner at the event site.

NB: Please use this link for our media & branding guidelines. (<https://playinflorida.com/media-library/>)

The post event report can be found and completed on our website.

If you have any questions or concerns, please contact us at (407) 956-5664.

Sincerely,

A handwritten signature in black ink that reads "Liese Abili".

Liese Abili  
Director of Sports Development

**FLORIDA SPORTS FOUNDATION  
Small Market Grant Program  
Grant Agreement**

**THIS GRANT AGREEMENT** entered into this day, **6/9/2021**, by and between the Florida Sports Foundation, Inc., a division of Enterprise Florida, Inc., hereinafter referred to as the "Grantor" and **Visit Sebring**, hereinafter referred to as the "Grantee".

**WITNESSETH**

**WHEREAS**, the State of Florida Legislature mandated in Section 288.901(f), Florida Statutes, that the Grantor shall assist and market professional and amateur sport teams and sporting events in Florida; and the Grantor is empowered to make grants of funds in accordance with the promotion of major and minor sporting events; and,

**WHEREAS**, the Florida Sports Foundation has approved an appropriation for such grant.

**IT IS**, in consideration of the mutual undertakings and agreements hereinafter set forth, agreed between the Grantor and the Grantee as follows:

**1.0 PARTIES:**

The parties and their respective addresses for the purposes of this Agreement are:

**Florida Sports Foundation**  
101 North Monroe Street, Suite 1000  
Tallahassee, Florida 32301

**Visit Sebring**  
Casey Hartt  
501 S Commerce Avenue  
Sebring, FL 33870

**2.0 NOTICES:**

All notices between the parties, provided for herein, shall be by confirmed fax, confirmed FedEx or certified mail, return receipt requested, delivered to the address of the parties as set forth in section 1.0 above.

**3.0 GRANT DESCRIPTION:**

The Grantee will expend grant funds in accordance with section 6.0 (a), located in this contract. Funds made available by the Grantor pursuant to this Grant Agreement shall be expended solely for the purpose of the project and the legislatively appropriated purpose.

- (a) Grantee: **Visit Sebring**
- (b) Payee: **Visit Sebring**
- (c) Name/Date of Event: **Triple Crown of Paddleboard - 6/19/2021 thru 6/19/2021**
- (d) Total Amount of Grant: **\$ 2,021**
- (e) Project Budget: As provided in Grant Application.
- (f) Reporting Schedule: Grantee shall submit final report and request for reimbursement within ninety (90) days of the last day of the event.
- (g) Grant Period: **6/9/2021 through the end of Event**

**4.0 GRANT REQUIREMENTS:**

(a) Audit: Grantee will complete a post event report, an accounting of the events financial activity, and proper use of funds, within ninety (90) days after the event and provide documentation evidencing the direct impact of the event. The Grantee agrees to comply with the audit requirement of Sections 215.97 and 17.03, Florida Statutes, and all applicable Rules of the Auditor General as referenced in Attachment A.

(b) Records: Grantee shall retain and maintain all records, including records of all payments made by the Grantee in connection with this Agreement, and make available and provide access for financial audit as may be requested by the Grantor, the Grantor's independent auditor, by the state personnel of the Office of the Florida Auditor General, Chief Financial Officer and Office of the Chief Inspector General. Records shall include books, records, documents and other evidence, including, but not limited to, vouchers, bills, invoices, requests for payment, and other supporting documentation, which, according to generally accepted governmental accounting principles, procedures and practices, sufficiently and properly reflect all program costs expended in the performance of this Grant Agreement. Such records shall be retained for a minimum period of seven (7) years after termination of this Agreement.

(c) Cancellation: Grantee shall notify the Grantor immediately if the event is canceled and the Grantee shall return any funds dispersed pursuant to this Agreement within seven (7) days of such cancellation.

(d) Insurance: Grantee shall, prior to event, provide proof of insurance listing the Grantor as an additional insured for all purposes, with minimum liability coverage of \$1,000,000 per occurrence. If Grantee is a government entity, agency or subdivision pursuant to Section 768.28, Florida Statutes, and/or a self-insurer pursuant to Section 768.28, Florida Statutes, and does not otherwise provide proof of its own insurance listing Grantor as an additional insured for all purposes, with minimum liability coverage of \$1,000,000 per occurrence, Grantee, notwithstanding its compliance with any requirements imposed by said statute, shall ensure that any third-party recipient of said Grant Funds list Grantor as an additional insured for all purposes, with minimum liability coverage of \$1,000,000 per occurrence. Grantee shall provide said proof of insurance listing Grantor as an additional insured for all purposes, with minimum liability coverage of \$1,000,000 per occurrence, as a condition precedent to Grantee's receipt of said Grant Funds.

(e) Indemnification: Grantee shall act as an independent contractor and not as an employee of the Grantor in the performance of the tasks and duties, which are the subject of this Grant Agreement. The Grantee shall be liable, and agrees to be liable for, and to the extent allowed by law, shall indemnify, defend, and hold the Grantor, the state of Florida, and its employees and agents, harmless from all liability of any nature or kind, including costs and expenses for or on account of any copyrighted, patented, or unpatented inventions, process or articles manufactured by the Grantee, and well as claims, suits, judgments, or damages arising from the Grantee's performance of the tasks and duties which are the subject of this Grant Agreement. If Grantee is a government entity, the Grantee is subject to the provisions and limitations of 768.28 Florida Statute, and agrees to indemnify, hold harmless and defend Grantor from and against claims, demands, causes of action, losses, damages, liabilities, costs and expenses (including attorney's fees) caused as a result of the negligent acts of the government entity or its employees.

## 5.0 TERMINATION:

(a) Breach: This Agreement may be terminated by the Grantor for breach upon failure of the Grantee to perform any requirement or provisions of this Agreement upon no less than twenty-four (24) hours written notice from the time the Grantor becomes aware of the breach. If Grantor determines that a breach of any provision of this Agreement has occurred, Grantor has the right to withhold a portion of the grant award as determined by the Board of Directors.

(b) Refusal to Grant Public Access: This Agreement may be terminated by the Grantor for refusal by the Grantee 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 Grantee in conjunction with this Agreement. (Section 287.058, Florida Statutes)



(c) Unauthorized Aliens: Grantor will consider the employment of unauthorized aliens, by any contractor or subcontractor, as described by Section 274A(e) of the Immigration and Nationalization Act, cause for termination of this Agreement. Grantee shall utilize the U.S. Department of Homeland Security's E-Verify, in accordance with the terms governing the use of the system, to verify the employment eligibility of:

- (a) All persons employed during the contract term by the contractor to perform employment duties within Florida; and
- (b) All persons (including subcontractors) assigned by Grantee to perform work pursuant to this agreement.

## 6.0 **PAYMENTS:**

(a) Transfer of Funds. Funds will be made available by the Grantor to the Grantee, as a reimbursement for paid invoices, which are supported by canceled checks dated within the grant period, upon receipt and review of a completed Post Event Report. Only those items identified as allowable below will be reimbursed. The following summarizes the allowable/disallowable expenses that may be used for reimbursement.

### Allowable Expenses:

- 1. Promotion, marketing & programming
- 2. Paid advertising & media buys
- 3. Production & technical expenses; officials
- 4. Site fees, venue rentals, costs (contract help)
- 5. Rentals, insurance, rights fees, bid fees, sanction fees, non-monetary awards

### Disallowable Expenses:

- 1. General and administrative expenses
- 2. Building, renovating and/or remodeling
- 3. Permanent equipment purchases
- 4. Debts incurred prior to the grant
- 5. Programs which solicit advertising
- 6. Hospitality or social functions including meals or banquets
- 7. Travel expenses

(b) Availability of Funds. The Grantor's liability under this Grant Agreement is contingent upon the continued availability of an annual appropriation by the Legislature of the State of Florida. In the event this Grant Agreement extends beyond the Grantor's current fiscal year that begins on July 1 of each year and ends on June 30 of each succeeding year, the Grantor and the Grantee mutually agree that performance and payment during subsequent fiscal periods is contingent upon sufficient funds being appropriated. The Grantor shall be the final determiner of the availability of such funds.

## 7.0 **LEGAL REQUIREMENTS:**

(a) With respect to its interpretation, construction, effect, performance, enforcement, and all other matters, this Grant Agreement shall be governed by, and be consistent with, the whole law of the state of Florida, both procedural and substantive. Any and all litigation arising under this Grant Agreement shall be brought in the appropriate state of Florida court in Leon County, Florida.

(b) Grantee agrees to comply with any and all applicable federal, state, local laws, rules, and regulations applicable to expenditures of State funds that are in effect at the time of any such expenditure, and as related to the execution of the Grant Agreement.

8.0 **MODIFICATION:** This writing and any Attachments herein, contains the entire Grant Agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. No agent, employee, or other representative of either party is empowered to alter any of the terms of this Grant Agreement, unless done in writing and signed by an executive officer of the Grantee and designee for the

Grantor.

**9.0 MISCELLANEOUS:**

- (a) The Grantor is not bound by any agreements to indemnify or hold harmless, nor responsible for liquidated damages or cancellation charges.
- (b) No provision of this Grant Agreement shall be construed as a waiver by the Grantor of any right, defense or claim, which the Grantor may have in any litigation arising under the Grant Agreement. Nor shall any Agreement provision be construed as a waiver by the state of Florida, and its employees and agents, of any right to initiate litigation.
- (c) The Grantee affirms that it is aware of the Grantor's Grant Program Policies & Procedures in place and effective throughout the term of this Grant Agreement.

**10.0 VENDORS ON SCRUTINIZED COMPANIES LISTS:**

By executing this Agreement, «Organization», the Grantee, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the Grantor may immediately terminate this Agreement for cause if the Grantee is found to have submitted a false certification as to the above or if the Grantee is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the Grantor determines that the Grantee has submitted a false certification, Grantor will provide written notice to the Grantee. Unless the Grantee demonstrates in writing, within 90 calendar days of receipt of the notice, that Grantor's determination of false certification was made in error, Grantor shall bring a civil action against the Grantee. If the Grantor's determination is upheld, a civil penalty equal to the greater of \$2 million or twice the amount of this Agreement shall be imposed on the Grantee, and the Grantee will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of Grantor's determination of false certification by Grantor. If federal law ceases to authorize the states to adopt and enforce the contracting prohibition identified in this Article 10, this Article 10 shall be null and void.

**IN WITNESS WHEREOF**, the parties have caused their hand to be set by their respective authorized officials hereto.

**For: Florida Sports Foundation**

**For: Visit Sebring**

\_\_\_\_\_  
Angela Suggs, President & CEO

\_\_\_\_\_  
Signature - Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Attachment A****THIS IS A STATE FUNDED AWARD**

1. The Grantor hereby indicates state financial assistance is used to fund this Agreement, awarded through the Department of Economic Opportunity by an agreement.
2. State Project

| <b>FLORIDA SPORTS FOUNDATION Funding FY 2020-2021</b> |                                             |                                                      |
|-------------------------------------------------------|---------------------------------------------|------------------------------------------------------|
| <b>Line Item</b>                                      | <b>Title</b>                                | <b>Fund</b>                                          |
| 2324                                                  | Grants and Aids – FLORIDA SPORTS FOUNDATION | State Economic Enhancement and Development (SEED) TF |
| 2324                                                  | Grants and Aids – FLORIDA SPORTS FOUNDATION | Professional Sports Development TF                   |

**Catalog of State Financial Assistance**

Standard state project number identifier: **40.040**

State Project Title: **Local Economic Development Initiatives**

Agency: **Department of Economic Opportunity**

Program: **Community Development/Division of Strategic Business Development**

Budget Entity: **40300100 / 40300200 / 40400100 Community and Economic Development Projects**

Specific Appropriation: **Line Item 2324**

Appropriation Category: **100562 / 100931 / 102241 – Community and Economic Development Projects**

Authorization: **GAA**

3. In connection with the audit requirements addressed in herein, the Grantee shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
4. Additional information regarding the Florida Single Audit Act can be found at:  
<https://apps.fldfs.com/fsaa/statutes.aspx>

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Clinton Howerton, Jr., P.E., County Engineer  
Sherri Bennett, Human Resources Manager

**SUBJECT/TITLE:** Request approval to change the position of Office Manager at the Landfill to Solid Waste Accounting Manager including pay grade and job description changes.

---

**STATEMENT OF ISSUE**

To better reflect the needs of the Solid Waste Department, and the responsibilities of the position, we are requesting to change the current Office Manager position to Solid Waste Accounting Manager. The Office Manager position was adopted in the FY 04-05 Budget Year. Since that time the duties and responsibilities have grown just like the landfill has. The County Engineer is requesting the change in pay grade, job description, and duties.

The proposed pay grade and job description changes better reflect the responsibilities of that position today. The proposed Solid Waste Accounting Manager position requires an Associate Degree or higher preferably in Accounting, Business Administration or Finance. Cash handling management experience is also preferred.

The Office Manager is currently a pay grade 108 (\$31,541.94 - \$48,890.01).

We are recommending that the Solid Waste Account Manager be a pay grade 110 (\$36,112.37 - \$55,974.17).

**RECOMMENDED ACTION**

**Move to approve changing the position of Office Manager to Solid Waste Accounting Manager, including pay grade and job description change.**

**FISCAL IMPACT**

The fiscal year 21-22 impact for salary and benefits using the mid-range salary for the Accounting Manager position will be \$66,252 which is an increase of \$15,143 over the current Office Manager position.

Attachments: [Solid Waste Accounting Manager 8.16.21.pdf](#)

# HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

## JOB DESCRIPTION

|                                                                                                                                       |  |                                                                                   |  |                                                                                                                                                                                                           |  |
|---------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| REGULAR <input checked="" type="checkbox"/>                                                                                           |  | SENIOR MANAGEMENT SERVICE <input type="checkbox"/>                                |  | OPS/OTHER <input type="checkbox"/>                                                                                                                                                                        |  |
| <b>POSITION INFORMATION</b>                                                                                                           |  |                                                                                   |  | Position Type<br>Admin <input type="checkbox"/> Director <input type="checkbox"/> Manager <input checked="" type="checkbox"/> Supervisor <input type="checkbox"/> Non-Supervisor <input type="checkbox"/> |  |
| Job Title: Solid Waste Accounting Manager                                                                                             |  | Division: Engineering                                                             |  | Department: Landfill                                                                                                                                                                                      |  |
| Job Code: TBD                                                                                                                         |  | Pay Grade: 110                                                                    |  | Cost Center: 4210                                                                                                                                                                                         |  |
| Included/Exempt: Included                                                                                                             |  | Pay Band: \$36,112.37- \$55,974.17                                                |  | FTE: 1.0                                                                                                                                                                                                  |  |
| EMPLOYEE:                                                                                                                             |  | Type of Transaction: Update                                                       |  |                                                                                                                                                                                                           |  |
|                                                                                                                                       |  | Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |  | Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                             |  |
| 1. This position reports directly to: Job Title <u>Engineering Department Administrator</u> Job Code <u>1086</u> Pay Grade <u>113</u> |  |                                                                                   |  |                                                                                                                                                                                                           |  |
| 2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:                                       |  |                                                                                   |  |                                                                                                                                                                                                           |  |
| <u>Public Works Specialist / 105 / 0954</u>                                                                                           |  | <u></u>                                                                           |  | <u></u>                                                                                                                                                                                                   |  |
| <u>Solid Waste Cashier / 103 / 0941</u>                                                                                               |  | <u></u>                                                                           |  | <u></u>                                                                                                                                                                                                   |  |
| <u></u>                                                                                                                               |  | <u></u>                                                                           |  | <u></u>                                                                                                                                                                                                   |  |
| <u></u>                                                                                                                               |  | <u></u>                                                                           |  | <u></u>                                                                                                                                                                                                   |  |
| <u></u>                                                                                                                               |  | <u></u>                                                                           |  | <u></u>                                                                                                                                                                                                   |  |

### POSITION DUTIES & RESPONSIBILITIES

#### General Description:

A managerial position that is responsible for the supervision and operations of the Landfill Office and Scalehouse including budgeting, personnel support, customer relations and account management.

#### Essential Job Functions:

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

- Supervises Public Works Specialists and Landfill Cashiers.
- Updates table listings and personnel records as needed.
- Generates and manages department requisitions and purchase orders.
- Prepares Budget for all Cost Centers under the Solid Waste Department.
- Prepares Budget Amendments for the Solid Waste Department.
- Reviews Landfill aging and calls on delinquent accounts.
- Responsible for daily cash reconciliation.
- Responsible for training Public Works Specialists and Landfill Cashiers in their job duties.
- Acts as a Liaison between Finance and Solid Waste.
- Acts as a Liaison between Budget and Solid Waste.
- Responsible for records management including retention and destruction.
- Generates weekly, monthly and yearly reports for in-house use, inter-departmental and state agencies.
- Prepares reports for Florida Department of Environmental Protection in accordance with landfill permits and F.A.C. 62-701.
- Prepares Agenda Items.
- Collection of Insufficient Funds.
- In charge of Illegal Dump Tracking, Adopt A Roads & Community Cleanups.
- Prepares memos for credits and debits to landfill customer accounts when there is a discrepancy.

**Knowledge, Skills, and Abilities:**

- Knowledge of government procedures and policies.
- Knowledge of accounting principles and practices.
- Knowledge of business English, spelling, and punctuation.
- Ability to follow both oral and written instructions.
- Ability to meet deadlines and accomplish daily tasks as required.
- Ability to exercise good judgement and make independent decisions.
- Ability to adapt to a continuously evolving environment.
- Ability to exercise good judgement and tact in the interpretation of County requirements and while dealing with the public.
- Ability to prepare complex documents and reports.
- Ability to establish and maintain an effective working relationship with employees and the public.
- Ability to maintain harmony with supervisory personnel and other appropriate County departments and as necessary.
- Ability to operate computers for typical office functions in word processing, spreadsheets, scheduling and report generation.
- Ability to generate spreadsheets and reports.

**Physical Skills:**

The individual in this position must be able to remain in a stationary position for 50% of the time. Must be able to inspect and assess daily email and postal mail correspondence. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. The individual in this position frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to (4) hours continuously or intermittently. Must be able to frequently position self to reach files and other office items located on high and low shelves or the floor.

**MINIMUM QUALIFICATIONS****Education & Experience:**

Degree Required: Yes ☒ No ☐ If yes: High School Diploma/GED ☐ Associates ☒ Bachelors ☐ Masters ☐ Doctorate ☐  
Experience:

Graduation from an accredited college or university with an Associates Degree or higher in Accounting, Business Admin. or Finance preferred.  
Cash management experience required.

**Licenses, Certifications, or Registrations:**

Must possess and maintain a valid FL Driver License. Must become a Notary Public upon completion of initial probationary period.

**Other job related requirements:**

Disaster Essential.

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

*I confirm I have read the above job description, fully understand the requirements of the job, and agree that I have the ability to perform my duties accordingly.*

Employee Signature:

Date:

Discussed with Employee: Yes ☐ No ☐

Title:

Date:

Supervisor/Director Signature:

**Internal Use Only:**

Check those that apply: Uniforms ☐ Drug Screening ☐ Background Check ☒ Background & fingerprint required ☐ Cell Phone ☐  
Vehicle ☐ Other:

Approval of Human Resources:

Title: Human Resources Manager

Date:

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Road and Bridge Director Jonathan Harrison

**SUBJECT/TITLE:** Request approval to change pay grade for the position of Mechanic Helper in the Road & Bridge Department from a 101 to a 103 pay grade and job description change

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**STATEMENT OF ISSUE**

This position currently requires a Commercial Driver's License (CDL) and assists the Warehouse Manager, which is not listed in the current job description. I am requesting an updated job description for the Mechanic Helper with a change in pay grade from 101 to 103.

**RECOMMENDED ACTION**

Move to approve changing the pay grade for the position of Mechanic Helper in the Road & Bridge Department from a 101 to a 103 pay grade and job description change

**FISCAL IMPACT**

No fiscal impact

Attachments: [Mechanic Helper \(0959\) \(REVISED\).pdf](#)



# HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

## JOB DESCRIPTION

|                                                                                                                                |  |                                                                                   |  |                                                                                                                                                                                                           |  |
|--------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| REGULAR <input checked="" type="checkbox"/>                                                                                    |  | SENIOR MANAGEMENT SERVICE <input type="checkbox"/>                                |  | OPS/OTHER <input type="checkbox"/>                                                                                                                                                                        |  |
| <b>POSITION INFORMATION</b>                                                                                                    |  |                                                                                   |  | Position Type<br>Admin <input type="checkbox"/> Director <input type="checkbox"/> Manager <input type="checkbox"/> Supervisor <input type="checkbox"/> Non-Supervisor <input checked="" type="checkbox"/> |  |
| Job Title: Mechanic Assistant                                                                                                  |  | Division: Road & Bridge                                                           |  | Department: Maint Shop/Warehouse                                                                                                                                                                          |  |
| Job Code: 0959                                                                                                                 |  | Pay Grade: 103                                                                    |  | Pay Band: \$22,488.97-34,857.90                                                                                                                                                                           |  |
| Included/Exempt: Included                                                                                                      |  | Type of Transaction: Update                                                       |  |                                                                                                                                                                                                           |  |
| EMPLOYEE:                                                                                                                      |  | Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |  | Overtime: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                             |  |
| 1. This position reports directly to: Job Title <u>R&amp;B Operations Supervisor</u> Job Code <u>1043</u> Pay Grade <u>116</u> |  |                                                                                   |  |                                                                                                                                                                                                           |  |
| 2. Job Title, Job Code, and Pay Grade of each position which reports directly to this position:                                |  |                                                                                   |  |                                                                                                                                                                                                           |  |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                        |  | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>           |  | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                   |  |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                        |  | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>           |  | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                   |  |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                        |  | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>           |  | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                   |  |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                        |  | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>           |  | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                   |  |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                        |  | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>           |  | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>                                                                                                                                   |  |

### POSITION DUTIES & RESPONSIBILITIES

**General Description:**

A semi-skilled position responsible for assisting in the maintenance and repair of automotive, construction and other public works equipment. Also, responsible for assisting the Warehouse Manager with central warehouse duties when required.

**Essential Job Functions:**

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

- Assist mechanics engaged in repair and overhaul of County maintained fleet.
- Provide routine service work for automobile and light utility vehicles.
- Prepare equipment for repair by washing, steam cleaning or other manual labor required prior to skilled mechanical work.
- Maintain shop and service work area in a clean and safe condition.
- Secure repair parts from the central warehouse and from both local and out of town vendors.
- Maintain paperwork associated with purchasing card transactions.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

Uses forklift and other equipment necessary for moving commodities and goods.  
Performs clerical and secretarial duties as required.

**Knowledge, Skills, and Abilities:**

- Knowledge of the methods, materials, tools and standard practices of the automotive mechanic's trades.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Ability to work in harmony with skilled mechanics.
- Ability to understand and carry out oral and written instructions.
- Skill in use of steam cleaning equipment.
- Skill in the use of tools, machines and testing instruments of the trade.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.

Knowledge of records used in the receipt, storage and issuance of parts.

Knowledge of transportation agencies and shipping methods.

**Physical Skills:**

Must be able to remain in a stationary position for 10% of the time. Frequently operates various types of equipment to include, but not limited to hand and power tools. Frequently ascends/descends stairs, ladders and scaffolding. The person in this position frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Frequently moves materials and office equipment weighing up to 40 lbs. Occasionally works in outdoor weather conditions. Operates motor vehicle for up to eight (8) hours; of which four (4) may be continuous. Must be able to frequently position self to work under or around various items to perform maintenance tasks. Constantly inspects and assesses equipment, buildings and materials to complete daily tasks. Frequent exposure to moderately high noise levels. Frequently works indoor in an automotive repair shop. Potential exposure to chemicals associated with automotive exhaust and automotive repair in general.

**MINIMUM QUALIFICATIONS****Education & Experience:**

Degree Required: Yes ☐ No ☒ If yes: High School Diploma/GED ☐ Associates ☐ Bachelors ☐ Masters ☐ Doctorate ☐  
Experience:

Graduation from an accredited high school or possession of an acceptable equivalent diploma preferred.

**Licenses, Certifications, or Registrations:**

Possess and maintain a valid Florida Commercial Drivers License (CDL), class B, or higher.

**Other job related requirements:**

Disaster Essential.

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

*I confirm I have read the above job description, fully understand the requirements of the job, and agree that I have the ability to perform my duties accordingly.*

Employee Signature:

Date:

Discussed with Employee: Yes ☐ No ☐

Title:

Date:

Supervisor/Director Signature:

**Internal Use Only:**

Check those that apply: Uniforms ☒ Drug Screening ☐ Background Check ☒ Background & fingerprint required ☐ Cell Phone ☐  
Vehicle ☐ Other:

Approval of Human Resources:

Title: Human Resources Manager

Date:

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: 9/7/2021**

**PRESENTER: Tanya Cannady, CPA, CDM, Business Services Director**

**SUBJECT/TITLE: Request approval to change pay grade for the position of Risk Management Coordinator in the Business Services Department from a 115 to a 113 pay grade and to change the direct supervisor in charge of this position.**

---

**STATEMENT OF ISSUE**

After a recent vacancy and review of this position, it was determined that the position should be directly supervised by the Human Resource (HR) Manager instead of the Business Services Director and that the pay grade should be decreased to be consistent with the other salary position in the HR Department.

**RECOMMENDED ACTION**

**Move to approve change in pay grade for the position of Risk Management Coordinator in the Business Services Department from a 115 to a 113 pay grade and to change the direct supervisor in charge of this position.**

**FISCAL IMPACT**

The general fund will realize a savings that will depend on the rate of hire for the position.

Attachments: [Risk Management Coord \(0133\) 08-27-21.pdf](#)

# HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

## JOB DESCRIPTION

|                                             |  |                                                                                   |  |                                                                                                                                                                                                           |  |
|---------------------------------------------|--|-----------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| REGULAR <input checked="" type="checkbox"/> |  | SENIOR MANAGEMENT SERVICE <input type="checkbox"/>                                |  | OPS/OTHER <input type="checkbox"/>                                                                                                                                                                        |  |
| <b>POSITION INFORMATION</b>                 |  |                                                                                   |  | Position Type<br>Admin <input type="checkbox"/> Director <input type="checkbox"/> Manager <input type="checkbox"/> Supervisor <input type="checkbox"/> Non-Supervisor <input checked="" type="checkbox"/> |  |
| Job Title: Risk Management Coordinator      |  | Division: Human Resources                                                         |  | Department: Business Services                                                                                                                                                                             |  |
| Job Code: 0133                              |  | Pay Grade: 113                                                                    |  | Pay Band: \$44,239.20 - 68,570.77                                                                                                                                                                         |  |
| Included/Exempt: Exempt                     |  | Type of Transaction: Update                                                       |  |                                                                                                                                                                                                           |  |
| EMPLOYEE:                                   |  | Special Risk: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |  | Overtime: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                             |  |

1. This position reports directly to: Job Title Human Resource Manager Job Code 1026 Pay Grade 117

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

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### POSITION DUTIES & RESPONSIBILITIES

**General Description:**

This is a professional position responsible for all functions of the County's risk management and safety program. Coordinates insurance requirements for potential and active vendors through bid specifications, contracts, and other agreements.

**Essential Job Functions:**

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

- Administers and supports the County's risk management program regarding property, casualty, fleet, and general liability including workers compensation.
- Attends mediations, lawsuit negotiations, third party claims, and workers compensation claims.
- Assists in the technical and administrative supervision of the safety program.
- Supports property, casualty, and liability claim organization, submission, and tracking.
- Coordinates development of disaster-related insurance claims, as well as submission to FEMA and other agencies.
- Provides technical assistance to top management officials and departments on risk management, workers compensation, property, liability, and other insurances.
- Assists in formulating specifications for commercial insurance requirements for current and potential vendors.
- Researches safety and risk management training topics.
- Conducts training programs using all media forms and aids.
- Participates in joint accident/incident investigations with adjusters and management. Performs incident investigations as necessary.
- Assists in special investigations (i.e. workers compensation and liability situations, as directed).
- Reviews facilities to detect existing or potential accident and health hazards. Recommends and coordinates corrective actions on deficiencies.
- Maintains a system for timely recording of losses, claims, and related costs.
- Helps develop statistical data for use in promoting accident and property damage loss control programs.
- Maintains a Risk Management and Safety Manual.
- Coordinates Safety Committee meetings.
- Oversees the preparation and management of the Risk Management budget.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Consistently follows Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

**Knowledge, Skills, and Abilities:**

- Knowledge of industrial safety practices, procedures, and methods.
- Knowledge of federal, state, and local safety programs, procedures, and methods.
- Knowledge of the principles and practices of risk management.
- Knowledge and ability to conduct accident/incident investigations.
- Knowledge of current laws, regulations, and policies regarding commercial insurances.
- Knowledge of records retention.
- Skill in researching legal or insurance issues.
- Skill in the use of automated word processing, spreadsheets, and graphics.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.
- Ability to communicate effectively with the public, business, and civic groups.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise good judgment and tact, particularly when dealing with accidental injuries or fatalities.

**Physical Skills:**

Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, businesses, co-workers, and the Board of County Commissioners. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently.

**MINIMUM QUALIFICATIONS****Education & Experience:**

Degree Required: Yes ☒ No ☐ If yes: High School Diploma/GED ☐ Associates ☐ Bachelors ☒ Masters ☐ Doctorate ☐  
Experience:

Bachelors degree from an accredited college or university in Occupational Health or Business or related field. A minimum of five (5) years experience in safety, occupational health, and property, liability, and casualty insurances. A comparable amount of education and experience may be substituted for the minimum qualifications.

**Licenses, Certifications, or Registrations:**

Must possess and maintain a valid Florida Driver License.  
Certification in safety, occupational health, or insurance is preferred.

**Other job related requirements:**

Disaster Essential.

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

*I confirm I have read the above job description, fully understand the requirements of the job, and agree that I have the ability to perform my duties accordingly.*

Employee Signature:

Date:

Discussed with Employee: Yes ☐ No ☐

Title:

Date:

Supervisor/Director Signature:

Business Services Director

**Internal Use Only:**

Check those that apply: Uniforms ☐ Drug Screening ☐ Background Check ☒ Background & fingerprint required ☐ Cell Phone ☒  
Vehicle ☐ Other:

Approval of Human Resources:

Title: Human Resources Manager

Date:

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: 9/7/2021**

**PRESENTER: Tanya Cannady, CPA, CDM, Business Services Director**

**SUBJECT/TITLE: Request approval Public Emergency Medical Transportation Letter of Agreement with the State of Florida, Agency for Health Care (AHCA) relating to intergovernmental transfer to the State for the supplemental payment program for Medicaid managed care patients for State FY 2021-2022**

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**STATEMENT OF ISSUE**

The State of Florida Agency for Health Care Administration (AHCA) established a program for qualifying government owned ambulance providers to receive supplemental payments for emergency transports of Medicaid managed care patients. As required by the program, the Medicaid MCOs will make payment to Highlands County for their covered patients who are transported to the hospital.

**RECOMMENDED ACTION**

**Motion to approve the Public Emergency Medical Transportation Letter of Agreement**

**FISCAL IMPACT**

The payment to AHCA not to exceed \$232,732 will provide an income projection of \$597,208, for a positive impact of approximately, \$360,000 after fees.

Attachments: [SFY2021-22\\_PEMT\\_MCO\\_Distribution\\_2 \(1\).pdf](#)  
[Highlands\\_County\\_EMS\\_SFY2122\\_PEMT\\_LOA \(1\).pdf](#)



## SFY 2021-22 PEMENT MCO Allotments

|    | Medicaid # | Provider                                                      | Region | Net Cost Of Transports | Total FFS | Total Managed Care Transports | Total MMA Allotment | Total LTC Allotment | Total Allotment | Total IGTs Needed |
|----|------------|---------------------------------------------------------------|--------|------------------------|-----------|-------------------------------|---------------------|---------------------|-----------------|-------------------|
| 1  | 088173200  | Alachua County Fire Rescue                                    | 3      | \$432,440              | 446       | 4,229                         | 1,638,664.42        | 409,666.13          | 2,048,330.56    | 798,234.41        |
| 2  | 088018300  | Baker County Fire Rescue                                      | 4      | \$23,047               | 38        | 360                           | 139,493.78          | 34,873.45           | 174,367.23      | 67,950.91         |
| 3  | 010186800  | Bay County EMS                                                | 2      | \$192,747              | 384       | 1,972                         | 764,115.92          | 191,028.99          | 955,144.92      | 372,219.97        |
| 4  | 400001300  | Boynton Beach Fire Rescue                                     | 9      | \$320,647              | 118       | 1,013                         | 392,520.00          | 98,130.01           | 490,650.00      | 191,206.30        |
| 5  | 099404900  | Bradford County EMS                                           | 3      | \$35,778               | 49        | 630                           | 244,114.11          | 61,028.53           | 305,142.65      | 118,914.09        |
| 6  | 088137600  | Brevard County Fire Rescue                                    | 7      | \$743,529              | 798       | 4,709                         | 1,824,656.13        | 456,164.06          | 2,280,820.19    | 888,835.62        |
| 7  | 400042100  | Broward Sheriffs Fire Rescue                                  | 10     | \$2,260,937            | 641       | 2,569                         | 995,443.11          | 248,860.79          | 1,244,303.90    | 484,905.23        |
| 8  | 089925900  | Charlotte County Fire & EMS                                   | 8      | \$78,883               | 239       | 1,537                         | 595,560.94          | 148,890.25          | 744,451.19      | 290,112.62        |
| 9  | 088047700  | City of Apopka Fire Department                                | 7      | \$104,815              | 84        | 546                           | 211,565.57          | 52,891.39           | 264,456.96      | 103,058.88        |
| 10 | 001305000  | City of Fernandina Beach Fire Department                      | 4      | \$18,948               | 13        | 118                           | 45,722.96           | 11,430.74           | 57,153.70       | 22,272.80         |
| 11 | 400009900  | City of Greenacres                                            | 9      | \$69,960               | 57        | 315                           | 122,057.06          | 30,514.27           | 152,571.32      | 59,457.04         |
| 12 | 400007200  | City of Hialeah Fire Department                               | 11     | \$503,723              | 159       | 1,265                         | 490,165.64          | 122,541.42          | 612,707.06      | 238,771.94        |
| 13 | 088104000  | City of Jacksonville - Fire Division Rescue Services          | 4      | \$2,952,911            | 1,852     | 12,798                        | 4,959,003.85        | 1,239,751.05        | 6,198,754.90    | 2,415,654.76      |
| 14 | 014564900  | City of Key West Fire Department                              | 11     | \$148,002              | 47        | 238                           | 92,220.89           | 23,055.22           | 115,276.11      | 44,923.10         |
| 15 | 400037400  | City of Lauderhill Fire Rescue Department                     | 10     | \$419,442              | 223       | 1,285                         | 497,915.30          | 124,478.83          | 622,394.13      | 242,546.99        |
| 16 | 089282300  | City of Margate                                               | 10     | \$211,703              | 110       | 642                           | 248,763.91          | 62,190.98           | 310,954.89      | 121,179.12        |
| 17 | 087475200  | City of Miami Fire-Rescue Department                          | 11     | \$4,080,984            | 1,337     | 7,988                         | 3,095,211.97        | 773,803.04          | 3,869,015.01    | 1,507,755.13      |
| 18 | 088070100  | City of Miramar Fire Rescue                                   | 10     | \$339,508              | 76        | 455                           | 176,304.64          | 44,076.16           | 220,380.80      | 85,882.40         |
| 19 | 008855600  | City of Ocoee Fire Department                                 | 7      | \$96,593               | 36        | 274                           | 106,170.27          | 26,542.57           | 132,712.83      | 51,718.19         |
| 20 | 085063200  | City of Pembroke Pines Fire Rescue Department                 | 10     | \$765,785              | 373       | 875                           | 339,047.38          | 84,761.85           | 423,809.23      | 165,158.46        |
| 21 | 400040400  | City of Plantation                                            | 11     | \$143,415              | 105       | 475                           | 184,054.29          | 46,013.58           | 230,067.87      | 89,657.45         |
| 22 | 400047100  | City of Sanford                                               | 7      | \$179,291              | 121       | 708                           | 274,337.77          | 68,584.45           | 342,922.21      | 133,636.78        |
| 23 | 088499500  | City of St. Cloud Fire Rescue                                 | 7      | \$115,743              | 67        | 414                           | 160,417.85          | 40,104.46           | 200,522.31      | 78,143.54         |
| 24 | 400057900  | City of Stuart Fire Rescue                                    | 9      | \$24,159               | 27        | 311                           | 120,507.13          | 30,126.78           | 150,633.91      | 58,702.03         |
| 25 | 088094900  | City of Sunrise Fire Rescue                                   | 10     | \$393,208              | 132       | 722                           | 279,762.52          | 69,940.64           | 349,703.16      | 136,279.32        |
| 26 | 400041200  | City of Tamarac Fire Department                               | 10     | \$234,223              | 90        | 372                           | 144,143.57          | 36,035.90           | 180,179.47      | 70,215.94         |
| 27 | 088103100  | Clay County Fire Rescue                                       | 4      | \$303,017              | 259       | 1,223                         | 473,891.37          | 118,472.85          | 592,364.22      | 230,844.33        |
| 28 | 089707800  | Collier County EMS                                            | 8      | \$940,264              | 1,102     | 1,985                         | 769,153.20          | 192,288.31          | 961,441.51      | 374,673.75        |
| 29 | 400039100  | Coral Springs Fire Department                                 | 10     | \$406,454              | 133       | 619                           | 239,851.80          | 59,962.95           | 299,814.76      | 116,837.81        |
| 30 | 003997800  | County of Volusia                                             | 4      | \$254,576              | 756       | 6,204                         | 2,403,942.80        | 600,985.74          | 3,004,928.54    | 1,171,020.64      |
| 31 | 020395700  | Delray Beach Fire Rescue                                      | 9      | \$1,235,294            | 394       | 174                           | 67,421.99           | 16,855.50           | 84,277.49       | 32,842.94         |
| 32 | 088100700  | Desoto County Fire Rescue                                     | 8      | \$90,365               | 74        | 474                           | 183,666.81          | 45,916.71           | 229,583.51      | 89,468.69         |
| 33 | 088175900  | Dixie County Emergency Services                               | 3      | \$47,723               | 55        | 127                           | 49,210.31           | 12,302.58           | 61,512.88       | 23,971.57         |
| 34 | 088087600  | Flagler County Fire Rescue Department                         | 4      | \$112,716              | 94        | 462                           | 179,017.02          | 44,754.26           | 223,771.27      | 87,203.66         |
| 35 | 400063300  | Fort Lauderdale Fire Rescue                                   | 11     | \$2,077,150            | 713       | 2,886                         | 1,118,275.13        | 279,568.80          | 1,397,843.93    | 544,739.77        |
| 36 | 400045500  | Fort Myers Beach Fire Department                              | 8      | \$72,886               | 15        | 141                           | 54,635.06           | 13,658.77           | 68,293.83       | 26,614.11         |
| 37 | 089871600  | Gilchrist County                                              | 3      | \$40,850               | 59        | 359                           | 139,106.30          | 34,776.58           | 173,882.87      | 67,762.15         |
| 38 | 088053100  | Hamilton County EMS                                           | 3      | \$23,968               | 29        | 342                           | 132,519.09          | 33,129.77           | 165,648.87      | 64,553.36         |
| 39 | 400115000  | Hardee County                                                 | 6      | \$101,064              | 54        | 205                           | 79,433.96           | 19,858.49           | 99,292.45       | 38,694.27         |
| 40 | 163910300  | Hendry County                                                 | 8      | \$55,062               | 52        | 514                           | 199,166.12          | 49,791.53           | 248,957.65      | 97,018.80         |
| 41 | 400076500  | Hernando County Fire Rescue                                   | 3      | \$271,121              | 189       | 2,180                         | 844,712.33          | 211,178.10          | 1,055,890.43    | 411,480.49        |
| 42 | 088127900  | Highlands County EMS                                          | 6      | \$104,216              | 218       | 1,233                         | 477,766.19          | 119,441.56          | 597,207.75      | 232,731.86        |
| 43 | 088084100  | Hillsborough County Fire Rescue                               | 6      | \$2,323,217            | 924       | 6,842                         | 2,651,156.77        | 662,789.24          | 3,313,946.01    | 1,291,444.75      |
| 44 | 088031100  | Hollywood Fire Rescue & Beach Safety Department               | 10     | \$1,001,605            | 346       | 1,503                         | 582,386.53          | 145,596.64          | 727,983.17      | 283,695.04        |
| 45 | 088224100  | Indian River County ALS                                       | 9      | \$217,672              | 135       | 1,128                         | 437,080.51          | 109,270.13          | 546,350.64      | 212,912.84        |
| 46 | 088061200  | Jefferson County Ambulance Service - Jefferson Co Fire Rescue | 2      | \$33,186               | 50        | 406                           | 157,317.98          | 39,329.50           | 196,647.48      | 76,633.52         |
| 47 | 084438100  | Kissimmee Fire Department                                     | 7      | \$229,575              | 170       | 1,526                         | 591,298.63          | 147,824.67          | 739,123.30      | 288,036.35        |



## SFY 2021-22 PENT MCO Allotments

|               | Medicaid # | Provider                                                 | Region | Net Cost Of Transports | Total FFS | Total Managed Care Transports | Total MMA Allotment  | Total LTC Allotment  | Total Allotment      | Total IGTs Needed    |
|---------------|------------|----------------------------------------------------------|--------|------------------------|-----------|-------------------------------|----------------------|----------------------|----------------------|----------------------|
| 48            | 103181100  | Lake Emergency Medical Services                          | 3      | \$195,929              | 645       | 3,939                         | 1,526,294.44         | 381,573.63           | 1,907,868.07         | 743,496.18           |
| 49            | 400105200  | Lake Mary Fire Department                                | 7      | \$44,410               | 23        | 147                           | 56,959.96            | 14,239.99            | 71,199.95            | 27,746.62            |
| 50            | 088022100  | Lee County EMS                                           | 8      | \$729,227              | 1,040     | 6,219                         | 2,409,755.04         | 602,438.80           | 3,012,193.84         | 1,173,851.93         |
| 51            | 400024200  | Lehigh Acres Fire Control and Rescue District            | 8      | \$352,141              | 178       | 1,210                         | 468,854.09           | 117,213.53           | 586,067.62           | 228,390.55           |
| 52            | 400101000  | Leon County EMS                                          | 2      | \$363,340              | 646       | 5,611                         | 2,174,165.54         | 543,541.42           | 2,717,706.97         | 1,059,090.39         |
| 53            | 088051500  | Levy County Department of Public Safety                  | 3      | \$69,882               | 125       | 1,199                         | 464,591.78           | 116,147.95           | 580,739.73           | 226,314.27           |
| 54            | 400064100  | Maitland Fire Rescue Department                          | 7      | \$57,239               | 13        | 79                            | 30,611.13            | 7,652.78             | 38,263.92            | 14,911.45            |
| 55            | 088030200  | Manatee County EMS                                       | 6      | \$183,699              | 341       | 3,135                         | 1,214,758.33         | 303,689.60           | 1,518,447.93         | 591,739.15           |
| 56            | 000683100  | Marion County Fire Rescue                                | 3      | \$195,379              | 604       | 6,670                         | 2,584,509.74         | 646,127.48           | 3,230,637.22         | 1,258,979.31         |
| 57            | 083903500  | Martin County Fire Rescue                                | 9      | \$1,149,817            | 488       | 1,090                         | 422,356.17           | 105,589.05           | 527,945.21           | 205,740.25           |
| 58            | 087883900  | Miami Beach Fire Department                              | 11     | \$641,376              | 84        | 344                           | 133,294.06           | 33,323.52            | 166,617.57           | 64,930.87            |
| 59            | 083899301  | Miami -Dade Fire Rescue                                  | 11     | \$12,384,335           | 2,265     | 9,011                         | 3,491,606.79         | 872,901.76           | 4,364,508.55         | 1,700,848.96         |
| 60            | 400050100  | North Lauderdale Fire Rescue                             | 10     | \$217,081              | 87        | 440                           | 170,492.40           | 42,623.10            | 213,115.50           | 83,051.11            |
| 61            | 088048500  | North Port Fire Rescue                                   | 8      | \$192,506              | 95        | 413                           | 160,030.36           | 40,007.59            | 200,037.96           | 77,954.79            |
| 62            | 400006400  | Oakland Park Fire Rescue                                 | 10     | \$265,952              | 117       | 613                           | 237,526.91           | 59,381.73            | 296,908.64           | 115,705.30           |
| 63            | 017422000  | Okaloosa County EMS                                      | 1      | \$171,676              | 457       | 1,671                         | 647,483.63           | 161,870.92           | 809,354.54           | 315,405.46           |
| 64            | 088046900  | Okeechobee County Fire Rescue                            | 9      | \$97,004               | 121       | 585                           | 226,677.39           | 56,669.35            | 283,346.74           | 110,420.22           |
| 65            | 400038200  | Orange County Fire Rescue                                | 7      | \$3,119,394            | 1,485     | 9,222                         | 3,573,365.65         | 893,341.47           | 4,466,707.12         | 1,740,675.74         |
| 66            | 003655700  | Orlando Fire Department                                  | 7      | \$2,497,708            | 558       | 3,015                         | 1,168,260.40         | 292,065.12           | 1,460,325.52         | 569,088.85           |
| 67            | 089085500  | Osceola County Fire Department                           | 7      | \$966,997              | 272       | 1,582                         | 612,997.66           | 153,249.43           | 766,247.09           | 298,606.49           |
| 68            | 400028500  | Palm Beach County Fire Rescue                            | 9      | \$3,858,491            | 1,133     | 6,264                         | 2,427,191.76         | 606,797.98           | 3,033,989.74         | 1,182,345.79         |
| 69            | 018248400  | Palm Beach Gardens Fire Rescue                           | 9      | \$249,419              | 72        | 337                           | 130,581.68           | 32,645.42            | 163,227.10           | 63,609.60            |
| 70            | 088120100  | Pasco County Board of County Commissioners - Fire Rescue | 5      | \$300,487              | 798       | 6,271                         | 2,429,904.14         | 607,476.08           | 3,037,380.21         | 1,183,667.06         |
| 71            | 087678000  | Pinellas County EMS Authority DBA Sunstar                | 5      | \$827,414              | 1,453     | 17,408                        | 6,745,299.19         | 1,686,324.91         | 8,431,624.11         | 3,285,803.88         |
| 72            | 400087100  | Plant City Fire Rescue                                   | 6      | \$79,514               | 68        | 441                           | 170,879.88           | 42,719.97            | 213,599.85           | 83,239.86            |
| 73            | 088015900  | Polk County Fire Rescue                                  | 6      | \$1,309,996            | 1,485     | 9,192                         | 3,561,741.16         | 890,435.35           | 4,452,176.52         | 1,735,013.17         |
| 74            | 400002100  | Pompano Beach Fire Rescue                                | 10     | \$632,493              | 283       | 1,789                         | 693,206.59           | 173,301.66           | 866,508.24           | 337,678.26           |
| 75            | 400021800  | Riviera Beach Fire Department                            | 9      | \$405,260              | 160       | 888                           | 344,084.66           | 86,021.17            | 430,105.83           | 167,612.24           |
| 76            | 084662700  | Sarasota County Fire Department                          | 8      | \$859,730              | 427       | 2,553                         | 989,243.38           | 247,310.86           | 1,236,554.25         | 481,885.19           |
| 77            | 400046300  | Seminole County Fire Department                          | 7      | \$628,429              | 308       | 2,163                         | 838,125.12           | 209,531.29           | 1,047,656.42         | 408,271.70           |
| 78            | 400090100  | South Walton Fire District                               | 1      | \$55,439               | 16        | 104                           | 40,298.20            | 10,074.55            | 50,372.75            | 19,630.26            |
| 79            | 088065500  | St. Lucie County Fire District                           | 9      | \$914,202              | 389       | 4,932                         | 1,911,064.78         | 477,766.23           | 2,388,831.00         | 930,927.43           |
| 80            | 022548000  | Tampa Fire Department                                    | 6      | \$1,710,910            | 554       | 4,981                         | 1,930,051.43         | 482,512.89           | 2,412,564.32         | 940,176.31           |
| 81            | 089269600  | Temple Terrace Fire Department                           | 6      | \$100,011              | 36        | 329                           | 127,481.81           | 31,870.46            | 159,352.27           | 62,099.58            |
| 82            | 400051000  | Town of Davie Fire Rescue                                | 10     | \$243,683              | 131       | 606                           | 234,814.53           | 58,703.64            | 293,518.16           | 114,384.03           |
| 83            | 088105800  | Wakulla County Fire Rescue                               | 2      | \$42,101               | 86        | 438                           | 169,717.43           | 42,429.36            | 212,146.79           | 82,673.60            |
| 84            | 023813300  | Walton County Fire Rescue                                | 1      | \$187,599              | 86        | 592                           | 229,389.77           | 57,347.45            | 286,737.22           | 111,741.49           |
| 85            | 087867700  | West Palm Beach Fire Department                          | 9      | \$539,169              | 285       | 1,247                         | 483,190.95           | 120,797.75           | 603,988.70           | 235,374.39           |
| 86            | 003458200  | Winter Park Fire-Rescue                                  | 7      | \$107,111              | 29        | 220                           | 85,246.20            | 21,311.55            | 106,557.75           | 41,525.55            |
| <b>Totals</b> |            |                                                          |        | <b>\$ 61,778,952</b>   |           | <b>194,303</b>                | <b>75,289,055.00</b> | <b>18,822,265.00</b> | <b>94,111,320.00</b> | <b>36,675,181.00</b> |



## Public Emergency Medical Transportation Letter of Agreement

**THIS LETTER OF AGREEMENT (LOA)** is made and entered into in duplicate on the \_\_\_\_\_ day of \_\_\_\_\_ 2021, by and between **Highlands County** on behalf of **Highlands County EMS**, and the State of Florida, **Agency for Health Care Administration** (the "Agency"), for good and valuable consideration, the receipt and sufficiency of which is acknowledged.

### DEFINITIONS

"Intergovernmental Transfers (IGTs)" means transfers of funds from a non-Medicaid governmental entity (e.g., counties, hospital taxing districts, providers operated by state or local government) to the Medicaid agency. IGTs must be compliant with 42 CFR Part 433 Subpart B.

"Medicaid" means the medical assistance program authorized by Title XIX of the Social Security Act, 42 U.S.C. §§ 1396 et seq., and regulations thereunder, as administered in Florida by the Agency.

"Public Emergency Medical Transportation (PEMT)," pursuant to the General Appropriation Act, Laws of Florida 2021-111, is the program that provides supplemental payments for eligible Public Emergency Medical Transportation (PEMT) entities that meet specified requirements and provide emergency medical transportation services to Medicaid beneficiaries.

### A. GENERAL PROVISIONS

1. Per Senate Bill 2500, the General Appropriations Act of State Fiscal Year 2021-2022, passed by the 2021 Florida Legislature, the **Highlands County** and the Agency agree that the **Highlands County** will remit IGT funds to the Agency in an amount not to exceed the total of **\$232,731.86**. The **Highlands County** and the Agency have agreed that these IGT funds will only be used for the PEMT program.
2. The **Highlands County** will return the signed LOA to the Agency.
3. The **Highlands County** will pay IGT funds to the Agency in an amount not to exceed the total of **\$232,731.86**. The **Highlands County** will transfer payments to the Agency in the following manner:
  - a. Per Florida Statute 409.908, annual payments for the months of July 2021 through June 2022 are due to the Agency no later than October 31, 2021 unless an alternative plan is specifically approved by the agency.
  - b. The Agency will bill the **Highlands County** when payment is due.
4. The **Highlands County** and the Agency agree that the Agency will maintain necessary records and supporting documentation applicable to health services covered by this LOA in accordance with public records laws and established retention schedules.

#### a. AUDITS AND RECORDS

- i. **Highlands County** agrees to maintain books, records, and documents (including

electronic storage media) pertinent to performance under this LOA in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided.

- ii. **Highlands County** agrees to assure that these records shall be subject at all reasonable times to inspection, review, or audit by state personnel and other personnel duly authorized by the Agency, as well as by federal personnel.
- iii. **Highlands County** agrees to comply with public record laws as outlined in section 119.0701, Florida Statutes.

b. RETENTION OF RECORDS

- i. The **Highlands County** agrees to retain all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to performance under this LOA for a period of six (6) years after termination of this LOA, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings.
- ii. Persons duly authorized by the Agency and federal auditors shall have full access to and the right to examine any of said records and documents.
- iii. The rights of access in this section must not be limited to the required retention period but shall last as long as the records are retained.

c. MONITORING

- i. **Highlands County** agrees to permit persons duly authorized by the Agency to inspect any records, papers, and documents of the **Highlands County** which are relevant to this LOA.

d. ASSIGNMENT AND SUBCONTRACTS

- i. The **Highlands County** agrees to neither assign the responsibility of this LOA to another party nor subcontract for any of the work contemplated under this LOA without prior written approval of the Agency. No such approval by the Agency of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Agency in addition to the total dollar amount agreed upon in this LOA. All such assignments or subcontracts shall be subject to the conditions of this LOA and to any conditions of approval that the Agency shall deem necessary.
5. This LOA may only be amended upon written agreement signed by both parties. The **Highlands County** and the Agency agree that any modifications to this LOA shall be in the same form, namely the exchange of signed copies of a revised LOA.
6. **Highlands County** confirms that there are no pre-arranged agreements (contractual or otherwise) between the respective counties, taxing districts, and/or the providers to re-direct any portion of these aforementioned supplemental payments in order to satisfy non-Medicaid, non-uninsured, and non-underinsured activities.



7. **Highlands County** agrees the following provision shall be included in any agreements between **Highlands County** and local providers where IGT funding is provided pursuant to this LOA. Funding provided in this agreement shall be prioritized so that designated IGT funding shall first be used to fund the Medicaid program and used secondarily for other purposes.
8. This LOA covers the period of July 1, 2021 through June 30, 2022 and shall be terminated June 30, 2022.
9. This LOA may be executed in multiple counterparts, each of which shall constitute an original, and each of which shall be fully binding on any party signing at least one counterpart.

| <b>PEMT Local Intergovernmental Transfers</b> |                                    |
|-----------------------------------------------|------------------------------------|
| <b>Program / Amount</b>                       | <b>State Fiscal Year 2021-2022</b> |
| Minimum Fee Schedule/MCO IGTs                 | <b>\$232,731.86</b>                |
| <b>Total Funding</b>                          | <b>\$232,731.86</b>                |

**IN WITNESS WHEREOF**, the parties have caused this page Letter of Agreement to be executed by their undersigned officials as duly authorized.

**Highlands County**

**STATE OF FLORIDA, AGENCY FOR  
HEALTH CARE ADMINISTRATION**

**SIGNED**  
**BY:** \_\_\_\_\_

**SIGNED**  
**BY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**HIGHLANDS COUNTY**  
**COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** Sep. 7, 2021

**PRESENTER:** Gloria Rybinski, Public Information Officer / Records Manager

**SUBJECT/TITLE:** Request approval of Budget Amendment 20-21-130 and associated Resolution to set up project 20067 Centennial Mural(s)

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**STATEMENT OF ISSUE**

In commemoration of the 100th anniversary of Highlands County, a souvenir T-shirt was designed to be sold as a fund raiser to place murals (quantity to be determined by the amount of funds raised) in our community to recognize the centennial. This budget amendment is needed to appropriate the funds already raised to the proper account and to establish the project. Future sales will be added to this project for the completion of the mural(s).

**RECOMMENDED ACTION**

**Move to approve Budget Amendment 20-21-130 and associated Resolution to set up project 20067 Centennial Mural(s)**

**FISCAL IMPACT**

The Fiscal Impact is an increase to Fund 005 (General) in the amount of \$3,801.08 and will be appropriated in Cost Center 6213 (Historic District Site Survey), Project 20067 (Centennial Mural(s), Account 54900Z (Project Other Charges/Obligations). In addition, \$856.06 will be transferred from Cost Center 6213, Account 54900 (Other Charges/Obligations) to Project 20067, Account 54900Z with a total beginning project amount of \$4,657.14.

Attachments: [20-21-130 Project 20067 Centennial Mural\(s\) \(BA\).pdf](#)  
[20-21-130R Project 20067 Centennial Mural\(s\).pdf](#)

BOARD OF COUNTY COMMISSIONERS

BUDGET AMENDMENTS

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

DATE: 8/16/2021

SUBMITTED BY: G Rybinski

FUND(S): 005 FUND TITLE(S): General COST CENTER(S) #: 6213

PROJECT(S) #: 20067 PROJECT TITLE(S): Centennial Mural(s) COST CENTER TITLE(S): Historic District Site Survey

\*list additional cost centers on reverse side of form

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                     | ACTIVITY | BUDGET   | INCREASE | DECREASE | REVISED BUDGET |
|------|------|-------------|----------|----------------------------------|----------|----------|----------|----------|----------------|
| R    | 005  |             | 3699000Z | Other Misc Revenue               | 20067    | 0.00     | 3,801.08 |          | 3,801.08       |
| E    | 005  | 6213        | 54900Z   | Project Other Chgs & Obligations | 20067    | 0.00     | 3,801.08 |          | 3,801.08       |
|      |      |             |          |                                  |          |          |          |          | 0.00           |
| E    | 005  | 6213        | 54900    | Other Chgs & Obligations         |          | 5,400.00 |          | 856.06   | 4,543.94       |
| E    | 005  | 6213        | 54900Z   | Project Other Chgs & Obligations | 20067    | 3,801.08 | 856.06   |          | 4,657.14       |
|      |      |             |          |                                  |          |          |          |          | 0.00           |

REASON: To allocate funds to Project 20067 - Centennial Mural(s) from t-shirt sales.

OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 20-21-130

TRANSFER TYPE:

Approval

ACTION:

Denial

Board \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
County Administrator \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

XX ITEM TO ITEM  
RESERVE  
XX BY RESOLUTION  
SUPPLEMENTAL BUDGET

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

Posted by Clerk: \_\_\_\_\_

**RESOLUTION NO. 20-21-\_\_\_\_\_**

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

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

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

**WHEREAS**, to allocate funds for Project 20067 – Centennial Mural(s) for the County’s 100<sup>th</sup> Anniversary from T-shirt sales, and

**WHEREAS**, the funds in the amount of \$3,801.08 must be appropriated to accomplish the scope of the project.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners in and for Highlands County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2021 that budget amendment 20-21-130 is hereby approved and authorized.

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

\_\_\_\_\_  
Chairperson

**Attest:** \_\_\_\_\_  
Clerk of Court

**Approved as to Budgetary Requirements**

\_\_\_\_\_  
OMB Department

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** David Nitz, OMB Manager  
Angie Bollinger, Sr Budget Analyst

**SUBJECT/TITLE:** Request approval of Budget Amendment 20-21-136 and Resolution for Project 18034 Fire/EMS Administration Building.

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**STATEMENT OF ISSUE**

This budget amendment is necessary to correct the Project rollover; adjust accounts and add additional funds from Loan Proceeds into Project 18034 to be used to complete the build-out of the Kenilworth Building which provides administration and warehouse space for Fire and Emergency Medical Services.

**RECOMMENDED ACTION**

**Move to approve budget amendment 20-21-136 and associated resolution.**

**FISCAL IMPACT**

The fiscal impact is an increase to Fund 355 (HCFPIRN LTD Capital) in the net amount of \$94,144.10 that is being appropriated into Project 18034 (Fire/EMS Admin Bldg), cost center 2685 (HCFPIRN LTD Capital Exps), account 56200Z (Project Buildings).

Attachments: [20-21-136 Project 18034 Fire\\_EMS Admin Bldg \(BA\).pdf](#)  
[20-21-136R Project 18034 Fire\\_EMS Admin Bldg \(Resolution\).pdf](#)



**BOARD OF COUNTY COMMISSIONERS**

PAGE 1 of 1

**BUDGET AMENDMENTS**

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

DATE: 8/20/2021

SUBMITTED BY: Marc Bashoor

**HCFPIRN LTD Capital / Infrastructure**  
FUND(S): 355 / 151 FUND TITLE(S): Surtax COST CENTER(S) #: 2685 / 2672A  
PROJECT(S) #: 18034 PROJECT TITLE(S): Fire/EMS Admin Bldg COST CENTER TITLE(S): HCFPIRN LTD Capital Exps / Facilities Maintenance 151  
\*list additional cost centers on reverse side of form

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                        | ACTIVITY | BUDGET       | INCREASE   | DECREASE  | REVISED BUDGET |
|------|------|-------------|----------|-------------------------------------|----------|--------------|------------|-----------|----------------|
|      |      |             |          | <b>Project Encumbrance</b>          |          |              |            |           |                |
| R    | 355  |             | 3999110Z | Forward                             | 18034    | 345,941.19   |            | 5,855.90  | 340,085.29     |
| E    | 355  | 2685        | 56200Z   | Project Buildings                   | 18034    | 345,941.19   |            | 5,855.90  | 340,085.29     |
|      |      |             |          | <b>Fund Balance Brought Forward</b> |          |              |            |           |                |
| R    | 355  |             | 3999100  | Forward                             |          | 2,268,313.83 | 100,000.00 |           | 2,368,313.83   |
| E    | 355  | 2685        | 56200Z   | Project Buildings                   | 18034    | 340,085.29   | 100,000.00 |           | 440,085.29     |
| E    | 151  | 2672A       | 56200Z   | Project Buildings                   | 18034    | 178,898.23   |            | 25,840.90 | 153,057.33     |
|      |      |             |          | <b>Project Operating Supplies</b>   |          |              |            |           |                |
| E    | 151  | 2672A       | 55200Z   | Supplies                            | 18034    | 0.00         | 9,495.00   |           | 9,495.00       |
| E    | 151  | 2672A       | 55230Z   | Proj Attractive Prop-Inv            | 18034    | 0.00         | 3,845.90   |           | 3,845.90       |
| E    | 151  | 2672A       | 56400Z   | Project Equipment                   | 18034    | 0.00         | 12,500.00  |           | 12,500.00      |

REASON: To correct the Project Rollover; adjust accounts and add additional funds from Loan Proceeds into Project 18034 to be used to complete the build-out of the Kenilworth Building which provides administration and warehouse space for Fire and Emergency Medical Services.

**OFFICE USE ONLY**

**OMB RECOMMENDATION:**

REQUEST # 20-21-136

TRANSFER TYPE:

\_\_\_\_\_  
Approval  
\_\_\_\_\_  
Denial

ACTION:  
Board \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
County Administrator \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

XX ITEM TO ITEM  
RESERVE  
XX BY RESOLUTION  
SUPPLEMENTAL BUDGET

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

Posted by Clerk: \_\_\_\_\_

**RESOLUTION NO. 20-21-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS  
OF HIGHLANDS COUNTY, FLORIDA, AUTHORIZING AMENDMENT  
TO THE HCFPIRN LTD CAPITAL FUND.**

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

**WHEREAS**, the following budget amendment is necessary and proper within the HCFPIRN LTD Capital Fund; and

**WHEREAS**, it is necessary to adjust the rollover project balance from FY 19/20 into the current FY 20/21 to properly budget the available funds in the project in FY 20/21 to maintain the authorized balances; and

**WHEREAS**, it is necessary to bring fund balance forward from the Loan Proceeds to add additional funds needed to the project for a net increase in the amount of \$94,144.10.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners in and for Highlands County, Florida this \_\_\_\_\_ day of \_\_\_\_\_, 2021 that budget amendment 20-21-136 is hereby approved and authorized.

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

\_\_\_\_\_  
Chairperson

**ATTEST:** \_\_\_\_\_  
Clerk of Courts

**Approved as to Budgetary Requirements**

\_\_\_\_\_  
OMB Department

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Leah Sauls, Development Services Director

**SUBJECT/TITLE:** Request to approve budget amendment 20-21-128 for a facilitated process improvement project to address Commissioner Priority 4: Work to streamline bureaucracy to protect and grow economy; encourage economic development to focus on grants to retain and expand existing businesses and keep an eye on new opportunities.

---

**STATEMENT OF ISSUE**

Highlands County is growing in population, industry, and notoriety. Given the projections for growth, it is wise to step back and proactively assess how the county's governmental departments are positioned to ensure that growth is both transformative and impactful. To do this, the departments should work together to develop processes that focus on effective communication and efficiency. Ultimately, the goal is to establish a greater understanding of the mission and protocols for each department while developing a process that transcends traditional silos. Successful strategies cannot rely on a cookie cutter formula but must be original and tailored to fit the different needs of individual communities and create an overall countywide benefit.

Staff has obtained a proposal from VisionFirst Advisors and their strategic partners at the Florida Institute of Government (FIOG). The Florida Institute of Government was established in 1981 and is dedicated to its mission of enhancing capacity of Florida's governments and communities through education and training, technical assistance and applied research, and public service. The Institute serves the public's interest through affiliated offices, of which their main executive office is the Florida State University (FSU). In conversations with both VisionFirst Advisors and the Florida Institute of Government, staff has learned that this proactive project is the first of its kind and is of such interest to FSU and they would consider it a novel pilot program.

While county departments already run very smoothly and levels of bureaucracy have been improved over recent years, there is always room for improvement and a third-party review by process experts will provide an opportunity for a facilitated training session on further improving efficiencies and creating a more business and development friendly county environment.

Proposed is a two-day process improvement session designed to identify and streamline internal processes to better serve residents and business alike with a roadmap to keep Highlands County moving forward. This effort will also result in competitiveness advantages for our community. The pilot project will span departments starting with Development Services, Engineering, Road and Bridge, and Business Services.

**RECOMMENDED ACTION**

**Move to approve budget amendment 20-21-128 for a facilitated process improvement project to address Commissioner Priority 4: Work to streamline bureaucracy to protect and grow economy; encourage**

**economic development to focus on grants to retain and expand existing businesses and keep an eye on new opportunities.**

### **FISCAL IMPACT**

There is no fiscal impact to Fund 005 (General), Fund 110 (Transportation Trust), or Fund 180 (Building). This budget amendment is transferring funds within Fund 005 from numerous cost centers to Cost Center 3400 (Development Services), Project 20069 (Facilitated Process Improvement initiative), Account 53100Z (Project Professional Services) in the amount of \$31,700. In addition, \$19,700 is being transferred from numerous cost centers in Fund 110 to Cost Center 4101, Project 20069, Account 53100Z and \$3,600 from Fund 180, Account 54000 (Travel & Per Diem) to Project 20069, Account 53100Z for a total of \$55,000 in Project 20069.

Attachments: [20-21-128 Project 20069 Facilitated Process Improvement Initiative \(BA\).pdf](#)

August 11, 2021

O.M.B DEPARTMENT  
HIGHLANDS COUNTY FLORIDA

**BOARD OF COUNTY COMMISSIONERS**

**BUDGET AMENDMENTS**

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

PAGE 1 of 2

DATE: 8/4/2021

SUBMITTED BY: Leah Sauls

FUND(S): 005; 110; 180 FUND TITLE(S): General; Transportation Trust; Building COST CENTER(S) #: 4101; 4102; 4104; 2104; 2107A; 2109; 2700; 2810; 3400; 3439; 3440A  
PROJECT(S) #: 20069 PROJECT TITLE(S): Facilitated Process Improvement Initiative COST CENTER TITLE(S): Building Dept  
\*list additional cost centers on reverse side of form

| TYPE | FUND | COST CENTER | ACCOUNT | ACCOUNT NAME                  | ACTIVITY | BUDGET    | INCREASE  | DECREASE | REVISED BUDGET |
|------|------|-------------|---------|-------------------------------|----------|-----------|-----------|----------|----------------|
| E    | 110  | 4101        | 54000   | Travel & Per Diem             |          | 5,167.00  |           | 4,000.00 | 1,167.00       |
| E    | 110  | 4101        | 54600   | Repair & Maintenance          |          | 61,537.00 |           | 2,000.00 | 59,537.00      |
| E    | 110  | 4101        | 55403   | Education & Training          |          | 5,927.00  |           | 4,000.00 | 1,927.00       |
| E    | 110  | 4102        | 54000   | Travel & Per Diem             |          | 768.00    |           | 500.00   | 268.00         |
| E    | 110  | 4102        | 55403   | Education & Training          |          | 10,050.00 |           | 8,000.00 | 2,050.00       |
| E    | 110  | 4104        | 54000   | Travel & Per Diem             |          | 1,460.00  |           | 1,200.00 | 260.00         |
| E    | 110  | 4101        | 53100Z  | Project Professional Services | 20069    | 0.00      | 19,700.00 |          | 19,700.00      |

REASON: To set up funding in Project 20069-Facilitated Process Improvement Initiative for Process Planning Initiative for the County.

**OFFICE USE ONLY**

OMB RECOMMENDATION:

REQUEST # 20-21-128

TRANSFER TYPE:

Approval

ACTION:

XX ITEM TO ITEM

Board        Approved        Denied       

       RESERVE

County Administrator        Approved        Denied       

       BY RESOLUTION

       SUPPLEMENTAL BUDGET

SIGNATURE: \_\_\_\_\_

DATE:        /        /       

Signature: \_\_\_\_\_

Posted by Clerk: \_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS**

PAGE 2 of 2

**BUDGET AMENDMENTS**

REQUEST NUMBER 20-21-128

| TYPE | FUND | COST CENTER | ACCOUNT | ACCOUNT NAME                  | ACTIVITY | BUDGET     | INCREASE  | DECREASE | REVISED BUDGET |
|------|------|-------------|---------|-------------------------------|----------|------------|-----------|----------|----------------|
| E    | 005  | 2104        | 54000   | Travel & Per Diem             |          | 9,509.00   |           | 1,000.00 | 8,509.00       |
| E    | 005  | 2107A       | 55403   | Education & Training          |          | 2,475.00   |           | 1,000.00 | 1,475.00       |
| E    | 005  | 2109        | 54000   | Travel & Per Diem             |          | 1,696.00   |           | 1,000.00 | 696.00         |
| E    | 005  | 2700        | 55403   | Education & Training          |          | 1,460.00   |           | 900.00   | 560.00         |
| E    | 005  | 2700        | 55404   | Dues & Memberships            |          | 32,743.00  |           | 1,100.00 | 31,643.00      |
| E    | 005  | 2810        | 53100   | Professional Services         |          | 129,263.54 |           | 5,200.00 | 124,063.54     |
| E    | 005  | 2810        | 54000   | Travel & Per Diem             |          | 5,242.00   |           | 4,000.00 | 1,242.00       |
| E    | 005  | 2810        | 54700   | Printing & Binding            |          | 1,500.00   |           | 1,500.00 | -              |
| E    | 005  | 2810        | 54800   | Promotional Activities        |          | 6,800.00   |           | 4,000.00 | 2,800.00       |
| E    | 005  | 2810        | 55403   | Education & Training          |          | 5,405.00   |           | 2,000.00 | 3,405.00       |
| E    | 005  | 3439        | 54000   | Travel & Per Diem             |          | 7,321.00   |           | 6,000.00 | 1,321.00       |
| E    | 005  | 3439        | 55403   | Education & Training          |          | 6,020.00   |           | 4,000.00 | 2,020.00       |
| E    | 005  | 3400        | 53100Z  | Project Professional Services | 20069    | 0.00       | 31,700.00 |          | 31,700.00      |
|      |      |             |         |                               |          |            |           |          | -              |
| E    | 180  | 3440A       | 54000   | Travel & Per Diem             |          | 5,696.00   |           | 3,600.00 | 2,096.00       |
| E    | 180  | 3440A       | 53100Z  | Project Professional Services | 20069    | 0.00       | 3,600.00  |          | 3,600.00       |

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: 9/7/2021**

**PRESENTER: Garrett S. Roberts, General Counsel for Highlands County Sheriff's Office**

**SUBJECT/TITLE: INTERLOCAL AGREEMENT BETWEEN HIGHLANDS COUNTY  
SHERIFF'S OFFICE AND HIGHLANDS COUNTY FOR CRIMINAL  
JUSTICE INFORMATION EXCHANGE AND USE**

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**STATEMENT OF ISSUE**

HIGHLANDS COUNTY SHERIFF'S OFFICE (hereafter referred to as "HCSO"), is a public safety agency in and for Highlands County; and HIGHLANDS COUNTY provides Fire Rescue services in and for Highlands County, (hereafter referred to as "HCFR"). HCSO and HCFR cooperatively work together for the interest of the public. HCSO provides dispatch services to HCFR through the County consolidated 911 communication center; and HCSO maintains a computer aided dispatch system (hereafter referred to as "CAD") which can indirectly contain Criminal Justice Information "Cn"; and HCFR wishes to routinely receive HCSO CAD records for the administration of public safety.

**RECOMMENDED ACTION**

**Move to approve the INTERLOCAL AGREEMENT BETWEEN HIGHLANDS COUNTY SHERIFF'S OFFICE AND HIGHLANDS COUNTY FOR CRIMINAL JUSTICE INFORMATION EXCHANGE AND USE**

**FISCAL IMPACT**

No fiscal Impact

Attachments: [Info-Exchange 2021 Fire and Rescue.SGS.pdf](#)



INTERLOCAL AGREEMENT BETWEEN HIGHLANDS COUNTY SHERIFF'S OFFICE AND  
HIGHLANDS COUNTY FOR CRIMINAL JUSTICE INFORMATION EXCHANGE AND USE

WITNESSETH

**WHEREAS**, the HIGHLANDS COUNTY SHERIFF'S OFFICE (hereafter referred to as "HCSO"), is a public safety agency in and for Highlands County; and

**WHEREAS**, HIGHLANDS COUNTY provides Fire Rescue services in and for Highlands County, (hereafter referred to as "HCFR"), and

**WHEREAS**, HCSO and HCFR cooperatively work together for the interest of the public; and

**WHEREAS**, HCSO provides dispatch services to HCFR through the County consolidated 911 communication center; and

**WHEREAS**, HCSO maintains a computer aided dispatch system (hereafter referred to as "CAD") which can indirectly contain Criminal Justice Information "Cn"; and

**WHEREAS**, HCFR wishes to routinely receive HCSO CAD records for the administration of public safety;

**NOW, THEREFORE**, the Parties agree as follows,

1. The HCFR shall receive CAD related records from the HCSO via encrypted VPN tunnel, paper, or radio in appropriate cases. HCSO will grant access to the RMS server via an MDT provided to the HCFR through the HCSO Virtual Private Network for access and retrieval.
2. The HCSO will provide HCFR with the records for public safety purposes at no cost to the HCFR.
3. The HCFR agrees to abide by all applicable local, state, and federal laws, rules and regulations, with regards to the use of said electronic systems.
4. The HCFR agrees to abide by all the terms and conditions of the Criminal Justice User Agreement executed between the FDLE and the HCSO, dated December 3, 2019, a copy of which is attached as **Exhibit "A"** to this Interlocal Agreement, to include but not be limited to the FBI Cn Security Policy.
5. The HCFR will not disseminate Cn related information obtained from the HCSO.
6. The HCFR will maintain any information obtained from the HCSO in a secure place and will destroy records containing such information in compliance with all applicable federal and state laws.
7. To the extent provided by the laws of Florida, the HCFR agrees to be responsible for the violations, negligent acts or omissions of its personnel arising out of or involving any information contained in, received from, entered into or through the receipt of the records. This provision is in no way intended as a waiver of HCFR's right to sovereign immunity.
8. HCFR will immediately notify HCSO of any access or data compromise of their system or facility so that HCSO may take proper steps to protect Cn data and computer systems.
9. HCFR will immediately notify HCSO of any access or data compromise of their system or facility so that HCSO may take proper steps to protect Cn data and computer systems.
10. The HCFR through its Information Technology support will ensure all devices with connectivity to the Cn employ virus protection software and such software shall be maintained in accordance with the software vendor's published updates. HCFR through its Information Technology

support will promptly and fully patch Windows and other software present on all such devices, after any necessary testing, upon such patches becoming available.

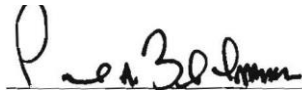
- 11.. Cn may only be accessed via computers or interface devices owned by the HCFR or contracted entity. Personally owned devices shall not be authorized to access, process, store, or transmit CJI. Vendors under contract with the HCFR may be allowed access provided all requirements of the FBI CJIS Security Addendum are complied with and member security training is current as required by the FBI Cn Security Policy.
12. All policies, procedures and operating instructions contained in the FBI CJIS Security Policy are hereby incorporated into and made a part of this agreement, except to the extent that they are inconsistent herewith or legally superseded by higher authority.
13. The HCFR will have a written policy for discipline of personnel who access Cn via the HCSO records for purposes that are not authorized, disclose information to unauthorized individuals or in an unauthorized manner, or violate CJIS rules, regulations or operating procedures and will provide a copy of that policy to the HCSO for its records
14. The HCSO staff and HCFR personnel shall submit instances of violations as described in subsection thirteen (13) to the proper point of contact within the HCSO for follow-up.
15. The HCFR will provide a point of contact to the HCSO for the purpose of receiving and disseminating, as appropriate, information concerning unauthorized publication or release of CJI for follow-up and disciplinary action as appropriate. The HCFR will conduct appropriate follow-up and will notify the HCSO of the outcome of investigations related to violations of this agreement.
16. The HCSO has an obligation to report instances of misuse to the FDLE for follow up of applicable investigation and applicable discipline in compliance with the FBI CJIS Security Policy.
17. The HCSO reserves the right to deny Cn or related records to any individual based on valid, articulable concerns for the security and integrity of Cn and related programs/systems information.
18. HCSO will be responsible for monitoring the RMS server logs as required by the CJIS security policy and complying with its requirements. HCSO will also review the logs of HCFR users and HCSO will notify HCFR if any suspicious activity is found related to their user accounts.
19. Either Party may terminate this agreement upon thirty (30) days written notice, except that the HCSO may terminate this agreement immediately and without notice upon finding that the HCFR has violated the terms of this agreement.

(REST OF PAGE INTENTIONALLY LEFT BLANK)

This Agreement constitutes the entire agreement between the parties and may not be modified as amended without written agreement executed by both parties.

IN WITNESS HEREOF, the parties hereto have caused this agreement to be executed by the proper officers and officials.

HIGHLANDS COUNTY SHERIFF

  
\_\_\_\_\_

Date: 8/30/2021

Paul Blackman, in his official capacity as  
Sheriff of Highlands County, Florida

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Scott Kirouac, Chairman

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jerome Kaszubowski, Clerk of Court

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Latosha Reiss, Emergency Management Manager

**SUBJECT/TITLE:** Request approval of Budget Amendment 20-21-132 and Resolution for Project 20068, EMPA/EMPG Base Grant.

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**STATEMENT OF ISSUE**

The 2021-2022 Emergency Management Preparedness and Assistance Grant (EMPA) agreement is for \$105,806.00. This is a recurring state grant for Emergency Management to assist in operational funding. The 2021-2022 Emergency Management Performance Grant Agreement is for \$59,803.00. This is a recurring federal grant for Emergency Management to assist in operational funding. Both of these make up the BASE grant funding for Emergency Management.

**RECOMMENDED ACTION**

**Move to approve Budget Amendment 20-21-132 and Resolution to increase the departmental cost center 3991 for the expenses to be reimbursed through the EMPA/EMPG base grant and Resolution for Project 20068.**

**FISCAL IMPACT**

There is no fiscal impact to Fund 005 (General) or the overall budget. This budget amendment is moving budgeted revenues in "Z" accounts without a project number to Project 20068 (EMPA/EMPG Base Grant) which is used to supplement cost center 3991 (Local Emergency Mgmt). In addition, this budget amendment is realigning budgeted funds within cost center 3991 (Local Emergency Management Agency).

Attachments: [20-21-132R Proj 20068 EMPA-EMPG Base Grant \(Resolution\).pdf](#)  
[20-21-132 Project 20068 EMPA-EMPG Base Grant \(BA\).pdf](#)

**RESOLUTION NO. 20-21-\_\_\_\_\_**

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

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

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

**WHEREAS**, to clean up and re-allocate funds for the 1<sup>st</sup> Quarter of Project 20068 – EMPA/AMPG Base Grant that was awarded to Highlands County; and

**WHEREAS**, the funds of \$52,000.00 must be appropriated to accomplish the grant program.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners in and for Highlands County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2021 that budget amendment 20-21-132 is hereby approved and authorized.

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

\_\_\_\_\_  
Chairperson

**Attest:** \_\_\_\_\_  
Clerk of Court

**Approved as to Budgetary Requirements**

\_\_\_\_\_  
OMB Department

August 18, 2021

O.M.B DEPARTMENT  
HIGHLANDS COUNTY FLORIDA

**BOARD OF COUNTY COMMISSIONERS**

**BUDGET AMENDMENTS**

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

DATE: 8/11/2021

SUBMITTED BY: LaTosha Reiss

FUND(S): 005 FUND TITLE(S): General COST CENTER(S) #: 3991

PROJECT(S) #: 20068 PROJECT TITLE(S): EMPA/EMPG Base Grant COST CENTER TITLE(S): Local Emergency Management

\*list additional cost centers on reverse side of form

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                 | ACTIVITY | BUDGET       | INCREASE  | DECREASE  | REVISED BUDGET |
|------|------|-------------|----------|------------------------------|----------|--------------|-----------|-----------|----------------|
| R    | 005  |             | 3312550Z | Proj Emerg Mgmt Prepare-F    |          | 70,802.84    |           | 17,946.00 | 52,856.84      |
| R    | 005  |             | 3342500Z | Proj Emerg Mgmt Prepare      |          | 190,352.00   |           | 66,310.00 | 124,042.00     |
| R    | 005  |             | 3312550Z | Proj Emerg Mgmt Prepare-F    | 20068    | 0.00         | 25,000.00 |           | 25,000.00      |
| R    | 005  |             | 3342500Z | Proj Emerg Mgmt Prepare      | 20068    | 0.00         | 27,000.00 |           | 27,000.00      |
| R    | 005  |             | 3999100  | Fund Balance Brought Forward |          | 5,375,188.10 | 32,256.00 |           | 5,407,444.10   |
| E    | 005  | 3991        | 51200    | Regular Salaries & Wages     |          | 205,247.00   |           | 39,858.00 | 165,389.00     |
| E    | 005  | 3991        | 52300    | Life & Health Insurance      |          | 39,264.00    |           | 12,142.00 | 27,122.00      |
| E    | 005  | 3991        | 51001Z   | Project Personal Services    | 20068    | 0.00         | 52,000.00 |           | 52,000.00      |

REASON: To clean up and re-allocate Federal and State funds for the 1st Quarter of the EMPA/EMPG Grant Project 20068 from July 1 - September 30 for FY20-21.

**OFFICE USE ONLY**

OMB RECOMMENDATION:

REQUEST # 20-21-132

TRANSFER TYPE:

\_\_\_\_ Approval

ACTION:

\_\_\_\_ Denial

Board        Approved        Denied         
County Administrator        Approved        Denied       

\_\_\_\_ ITEM TO ITEM  
\_\_\_\_ RESERVE  
XX BY RESOLUTION  
\_\_\_\_ SUPPLEMENTAL BUDGET

SIGNATURE: \_\_\_\_\_

DATE:        /        /       

Signature: \_\_\_\_\_

Posted by Clerk: \_\_\_\_\_

Form Revised 08/05/2020

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:**

**SUBJECT/TITLE:** Request approval of the minutes from the June 15, 2021 and July 06, 2021 regular meetings of the Board.

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**RECOMMENDED ACTION**

**Move approval of the minutes from the June 15, 2021 and July 06, 2021 regular meetings of the Board.**

Attachments: [061521REG.pdf](#)  
[070621REG.pdf](#)



**REGULAR MEETING OF THE BOARD, JUNE 15, 2021**

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 Scott A. Kirouac**  
**Commissioner Kevin J. Roberts**  
**Commissioner Chris Campbell**

**Commissioner Kathleen G. Rapp**  
**Commissioner Arlene Tuck**

Also, present: Randy Vosburg, County Administrator; Laurie Hurner, Assistant County Administrator; Sherry Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts; and Jill Ann Shields, Deputy Clerk.

**2. INVOCATION**

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

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by David Fearnley, from Disabled American Veterans, Ridge Chapter 49, Master Sergeant, USAF, Retired.

**4. ANNOUNCEMENTS**

The Highlands Soil & Water Conservation District will hold a meeting on Tuesday, June 15, 2021 at 3:00 p.m., in Conference Room #3 of the Bert J. Harris, Jr. Agricultural Center, 4509 George Blvd., Sebring, FL.

The Tourist Development Council will hold four stakeholder meetings on Tuesday, June 22, 2021 as follows: 9:30 a.m. for Agritourism; 11:00 a.m. for Art & Culture; 1:00 p.m. for Hotels & Accommodations, and 2:30 p.m. for Restaurants in the Sebring Chamber of Commerce Meeting Room, 227 US 27, Sebring, FL.

The Tourist Development Council will hold a Special Subcommittee meeting on Wednesday, June 23, 2021 at 10:00 a.m., in the Boardroom, 600 S. Commerce Ave., Sebring, FL.

The Istokpoga Marsh Watershed Improvement District will hold a special meeting on Wednesday, June 23, 2021 at 5:30 p.m., in Conference Room #3 of the Bert J. Harris, Jr. Agricultural Center, 4509 George Blvd., Sebring, FL.

The Highlands County Board of County Commissioners (through its appointed negotiating team) and the Highlands County Professional EMS & Fire, IAFF 5147 will meet on Thursday, June 24, 2021 at 9:00 a.m., in the Highlands County Fire Rescue Headquarters Training Room, 4506 Kenilworth Blvd., Sebring, FL.

The Evaluation Committee will hold a Presentation/Interview meeting on Wednesday, June 30, 2021 at 1:30 p.m., to hear presentations and meet with short-listed Proposers for RFP 21-014 Construction Manager at Risk for Fire Rescue Facility(ies) in the Engineering Training Room, 505 S. Commerce Ave., 2<sup>nd</sup> Floor, Sebring, FL.

County offices will be closed on Monday, July 5, 2021 in observance of the Independence Day holiday.

In regards to items 10C and 10D, related to the Hammock Road rezoning request, Chairman Kirouac announced that the applicant has withdrawn her opportunity to speak to the Commission and the matter would not be heard today.

## **5. CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

No report.

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

### **A. County operated COVID-19 Vaccination support appreciation.**

Latosha Reiss, Emergency Management Manager, came before the Commission to recognize the following organizations who went above and beyond assisting with the operations of the Highlands County Vaccination POD at the Lakeshore Mall from January through May 2021:

- The Florida Department of Health
- Highlands County Fire/Rescue - Brett Hogan, Battalion & Logistics Chief & Marc Bashoor, Fire Chief & Public Safety Director
- Highlands County Sheriff's Office - Deputies & Sheriff Paul Blackman
- South Florida State College - Health Care & Nursing Students
- South Florida State College – Retired Senior Volunteer Program
- Florida Division of Emergency Management
- Advent Health

Ms. Reiss stated that vaccination efforts for COVID-19 lasted five months and that the county, along with their partner agencies, worked diligently and countless hours to ensure vaccinations for the community were provided.

Ms. Reiss also recognized the Commission and all county staff, stating that the County Administrator and the Assistant County Administrator came to the POD every day to make certain that staff had everything they needed and were taking care of themselves.

Randy Vosburg, County Administrator, stated that he has repeatedly expressed his pride in the county's vaccination POD and stated that Florida Governor Ron DeSantis was also impressed with its operation, largely because of the groups recognized today, and was able to get the county more resources.

Mr. Vosburg recognized Ms. Reiss for all the hard work while leading the vaccination POD and awarded her the newly created Chairman's Award.

Chairman Kirouac recognized everyone involved with this operation and stated that although it started out slow and bumpy, the vaccination process got better with each passing week truly because of great staff, volunteers, organizations, and community partners. **See SMB 143 Page 1.**

## **7. PUBLIC COMMENT**

Mr. Edward Waszak came before the Commission to address his concerns regarding the Josephine Creek rezoning and asked that the Commission consider modifying the zoning change.

Melony Culpepper, Planning and Zoning Manager, addressed concerns raised by the Commission and Mr. Waszak and stated that the zoning change came before the Board on May 18, 2021 as a Large-Scale

Comprehensive Plan Future Land Use Amendment for medium density and has gone to the State for review before coming back to the Board for final approval.

Chairman Kirouac thanked Ms. Culpepper and Mr. Waszak for their comments and stated that this item will come back before the Board at a future date and the public will have another opportunity to comment before final action is taken.

## **8. CONSENT AGENDA**

Due to the dollar threshold, Chairman Kirouac announced that item 8G will be moved to the Action Agenda as item 11A for discussion.

Commissioner Tuck moved approval of the consent agenda with the moving of item 8G to the Action Agenda as item 11A. Commissioner Campbell seconded the motion.

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

- A. Request to approve the reappointment of Diane Rydecki, Lake Blue Resort Manager, as a Regular Member to the Tourist Development Council, term expiring May 2025 fulfilling the Tourism Attraction vacancy. See SMB 143 Page 2.**
- B. Approve the appointment of Chelsea Wisner to the Natural Resources Advisory Commission (NRAC) in the empty environmental slot. See SMB 143 Page 3.**
- C. Request the approval of the City of Sebring Interlocal Agreement for Recreation Funding – Fiscal Impact \$110,000. See City of Sebring file.**
- D. Request approval of a resolution to establish a public hearing date of July 20, 2021 to consider Vacating a portion of Right of Way of Oak Beach Blvd. See Res. Book 31 Page 136 (20-21-117) & SMB 143 Page 4.**
- E. Request approval of the agreement between Highlands County and Excavation Point, Inc., for the construction of the Placid Lakes Sidewalk Improvements, ITB No. 21-011, in the amount of \$69,343.00. See Excavation Point file.**
- F. Approval of John Zink Company, LLC's request for payment of Invoice 1399521 without a purchase order. See SMB 143 Page 5.**
- ~~G. Request approval of the amendment to the Subcontract Agreement 20-21-42 between the Board and the Ounce of Prevention Fund of Florida, Inc., to continue Healthy Families Highlands Services through June 30, 2022. This item was moved to the ACTION AGENDA (See 11A).~~**
- H. Request approval for Budget Amendment 20-21-095 and Task Order No. 2 Contract for Continuing Services with Kimley-Horn & Associates for general engineering and planning services and to pursue state grant funding for the Memorial Park. See SMB 143 Page 6 & Kimley-Horn and Associates, Inc. file.**
- I. Request approval for Budget Amendment 20-21-099 to realign accounts to provide for SHIP program expenses. See SMB 143 Page 7.**

- J. **Request to allow access to the Highlands County Solid Waste Management Center (aka Landfill) from Goolsby, Inc. in order to have access to their neighboring property. See Solid Waste file.**

9. **RESERVED**

No items to consider.

10. **PUBLIC HEARING**

- A. **Public hearing to consider adoption of Small-Scale Comprehensive Plan Future Land Use Amendment CPA-21-587SS, for approximately 9.42 acres, from Commercial (C) to High Density Residential (RH).**

- B. **Public hearing to consider adoption of P&Z Hearing No. 2078, changing the Official Zoning Atlas for approximately 9.42 acres, from Limited Business District (B-2) and Business District (B-3) to Multiple-Family Dwelling including Motel and Hotel District (R-3).**

Melony Culpepper, Planning & Zoning Manager, requested items 10A and 10B be opened together as both pertain to the same property. These public hearings have been duly noticed and published, and proofs of publication were submitted to the Clerk to become part of the permanent record. Ms. Culpepper read the caption of the proposed ordinance into the record and questioned if any of the commissioners held ex parte communications concerning these hearings. All commissioners stated no.

Attorney Clifford Rhoades, representing the applicant, stated he had nothing further to add and addressed concerns raised by the Commission.

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

Commissioner Roberts moved to approve and adopt by Ordinance, CPA-21-587SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for approximately 9.42 acres, from Commercial (C) to High Density Residential (RH), and transmit CPA-21-587SS to the Florida Department of Economic Opportunity for its compliance determination, referencing the mandatory findings of fact and becoming effective as provided by law. Commissioner Tuck seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Comprehensive Plan Amendment file & Ordinance Book 19 (Ord. No. 20-21-19).**

Commissioner Tuck moved to approve and adopt by Resolution, P&Z 2078, changing the Official Zoning Atlas for approximately 9.42 acres, from Limited Business District (B-2) and Business District (B-3) to Multiple-Family Dwelling including Motel and Hotel District (R-3), referencing the mandatory findings of fact and becoming effective as provided by law. Commissioner Rapp seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Zoning Change file & Res. Book 31 Page 137 (Res. No. 20-21-109).**

- ~~C. Public hearing to consider adoption of Small-Scale Comprehensive Plan Future Land Use Amendment CPA-21-586SS, for 13 parcels totaling 3 acres, from High Density Residential (RH) to Commercial (C).~~

This item was pulled. **See SMB 143 Page 8.**

- D. ~~Public hearing to consider adoption of P&Z Hearing No. 2077, changing the Official Zoning Atlas for approximately 13 parcels totaling 3 acres, from Multiple Family Dwelling including Motel and Hotel District with a Flexible Unit Development (R-3 FUD) to Business District (B-3).~~**

This item was pulled. *See SMB 143 Page 9.*

- E. A Resolution of the Highlands County Board of County Commissioners (County), Pertaining to the Re-Imposition of the Solid Waste Special Assessment; Providing for Legislative Findings and Intent; Providing for Authority; Providing for Benefitted Assessed Property; Providing for Imposition and Computation of Solid Waste Special Assessments; Providing a Legislative Determination of Special Benefit and Fair Apportionment; Providing Residential Solid Waste Assessment Schedule; Providing for an Assessment Roll; Providing Authorization for Public Hearing; Providing for Notice by Publication; Providing for Notice by Mail; Providing for Method of Collection; Providing for Application of Assessment Proceeds; Providing a Savings Clause; Providing for Scrivener's Errors; Providing for Conflicts; Providing for Severability; and Providing an Effective Date.**

Clinton Howerton, Jr., County Engineer, and Sherry Sutphen, County Attorney, presented this request. This public hearing has been duly noticed and published, and proof of publication was submitted to the Clerk to become part of the permanent record.

Ms. Sutphen stated that the resolution presented today is to request adoption of a preliminary assessment rate that would enable staff to go through the budget process. If the Commission ultimately wishes to adopt a lower assessment rate, Ms. Sutphen stated they can do so at the final hearing in August, but that the proposed maximum assessment rate of \$240 would provide enough leeway to prepare the budget.

The Commission expressed their concerns in great detail.

Chairman Kirouac opened the floor for public comment. Input was received from Michelle Gresham.

Commissioner Rapp moved to approve the Resolution of the Highlands County Board of County Commissioners (County), Pertaining to the Re-Imposition of the Solid Waste Special Assessment; Providing for Legislative Findings and Intent; Providing for Authority; Providing for Benefitted Assessed Property; Providing for Imposition and Computation of Solid Waste Special Assessments; Providing a Legislative Determination of Special Benefit and Fair Apportionment; Providing Residential Solid Waste Assessment Schedule; Providing for an Assessment Roll; Providing Authorization for Public Hearing; Providing for Notice by Publication; Providing for Notice by Mail; Providing for Method of Collection; Providing for Application for Assessment Proceeds; Providing a Savings Clause; Providing for Scrivener's Errors; Providing for Conflicts; Providing for Severability; and Providing an Effective Date. Commissioner Roberts seconded the motion.

Upon roll call, all Commissioners voted aye, except Commissioner Tuck, who voted nay. The motion carried. *See Res. Book 31 Page 138 (20-21-115), SMB 143 Page 10 & Proof of Publication file.*

- F. A resolution of the Highlands County Fire Protection Municipal Service Benefit Unit (County), pertaining to the re-imposition of the fire protection special assessment; providing for legislative findings and intent; providing for authority; providing a purpose and definitions; providing for delivery and funding of fire protection services, facilities and programs; providing for the imposition and computation of fire protection special assessments; providing a legislative determination of special benefit and fair apportionment; providing for cost apportionment methodology; providing for parcel apportionment methodology; providing a determination of fire services assessed costs and establishment of annual fire protection**

**special assessments; providing for an assessment roll; providing authorization for public hearing; providing for notice by publication; providing for notice by mail; providing for method of collection; providing for application of assessment proceeds; providing for scrivener's errors; providing for conflicts; providing for severability; and providing an effective date.**

Chief Marc Bashoor, Public Safety Director, presented this request and provided a brief presentation on the proposed fire services assessment. This public hearing has been duly noticed and published, and proof of publication was submitted to the Clerk to become part of the permanent record.

Randy Vosburg, County Administrator, stated that the first item up for consideration is doing away with the monetary cap of \$115.00 and put in place the \$0.07 per square foot residential cap. In regards to mail notices, Mr. Vosburg stated that if the maximum rate is established and there is a plan as to how the maximum would be reached, then mail notices would not have to be sent each year to make adjustments, as long as the plan is outlined in a public process. If the Board agrees with the concept of having the maximums preserved in the resolution and setting out a plan for the next five years, committing to a 7% increase and revisiting at that point, Mr. Vosburg stated that they could preserve the resolution.

Mr. Vosburg stated that the second item to consider is the setting of maximum rates, and the third item is continuing the concept of the 7% increase. The fourth item to consider is the adjustment of the Institutional category ranges and Mr. Vosburg requested direction from the Board on what range they would like to put in place. Mr. Vosburg also stated that the other ranges maximums would remain as specified: Residential category at \$0.07 per square foot; Institutional category (to be decided by the Board); Commercial category at \$0.19 per square foot; Industrial/Warehouse category at \$0.07 per square foot; and Land category at \$30.00 per year.

Chairman Kirouac thanked Chief Bashoor and Mr. Vosburg and asked the Commission if they had any questions or comments.

The Commission expressed their concerns in great detail.

In regards to approving each category, Sherry Sutphen, County Attorney, stated that if the Board accepts the resolution as it has been drafted, all issues will be addressed, with the exception of continuing with the 7% escalator, which if the Board authorizes staff to continue with the 7% escalator over the next five-year period, they will incorporate that into the resolution. Chairman Kirouac questioned if the cap on the institutional category is addressed. Ms. Sutphen stated that it is not and that if the Board, by way of a motion, state that they want to amend the proposed resolution, she will add the figures.

Commissioner Roberts and Commissioner Campbell stated that they are in agreement with the cap of \$0.07 per square foot on the Residential category and pushing it out to avoid the costly mailers. Chairman Kirouac concurred.

In regards to the Institutional category, Commissioner Tuck is in support of a \$0.10 cap and all other commissioners are in favor of a \$0.12 cap.

Chairman Kirouac opened the floor for public comment. Public input was received by Chantel Gilmore and Ray Royce.

Commissioner Tuck made a motion to leave the Resolution as it is for one (1) year, with an exception to the Institutional category, setting it at \$0.10. The motion died for lack of a second.

After a detailed discussion, the Commission concurred not to set a cap of the categories today to allow the Commission more time to review numbers and discuss with constituents, and concurred to review the setting of caps at the August 3, 2021 meeting.

Ms. Sutphen recommended the motion be as follows: to give staff authorization to modify the resolution that has been presented today, to allow for 7% increases over the next five years in all of the categories and provide staff the authorization to amend the notice for mail and the notice for publication that are both attached to the resolution.

Commissioner Rapp moved approval of the recommended motion. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye, except Commissioner Tuck, who voted nay. The motion carried. **See Res. Book 31 Page 139 (#20-21-110, SMB 143 Page 11 & Proof of Publication file.**

## 11. ACTION AGENDA

Commissioner Campbell moved to set the action agenda as presented, with the moving of item 8G from the Consent Agenda to the Action Agenda as item 11A. Commissioner Roberts seconded the motion.

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

### A. Request approval of the amendment to the Subcontract Agreement 20-21-42 between the Board and the Ounce of Prevention Fund of Florida, Inc., to continue Healthy Families Highlands Services through June 30, 2022.

Cynthia Acevedo, Healthy Families Program Manager, presented this request.

Commissioner Tuck moved to approve the amendment to the Subcontract Agreement 20-21-42 between the Board and the Ounce of Prevention Fund of Florida, Inc., to continue Healthy Families Highlands Services through June 30, 2022. Commissioner Campbell seconded the motion.

Upon roll call, all Commissioners voted aye. The motion carried. **See Healthy Families Florida file.**

## 12. COUNTY ADMINISTRATOR & LEGAL

### A. Commissioner's Priorities and the Project Status Report.

Randy Vosburg, County Administrator, presented the Commissioner's Priorities and the Project Status Report.

Mr. Vosburg presented an initial draft of the Capital Financial Strategy for FY 2021/2022 thru 2030/2031. **See SMB 143 Page 12.**

Mr. Vosburg announced that Commissioner Kevin Roberts was awarded the 2021 Bud Kraemer Advocacy Award from the National Children's Alliance and read a quote provided by Ingra Gardner, Director of Community Programs, who nominated Commissioner Roberts for the award.

### B. County Attorney Status Report.

Sherry Sutphen, County Attorney, presented the County Attorney Status Report and stated that no litigations have been filed against the County since the last meeting. **See SMB 143 Page 13.**

**13. COMMISSIONERS**

Commissioner Campbell congratulated Commissioner Roberts on a job well done.

Commissioner Rapp also congratulated Commissioner Roberts. Commissioner Rapp also recognized Latosha Reiss, Emergency Management Manager, and everyone involved with Highlands County's vaccination POD.

Chairman Kirouac also congratulated Commissioner Roberts on his award.

Chairman Kirouac stated that he believes none of the Commissioners want to raise assessments, but by being elected to this position, he has a fiduciary responsibility to provide public safety to the citizens of Highlands County.

**14. INFORMATIONAL**

**A. Board payables from June 2, 2021 through June 15, 2021.**

*See Check Reports file.*

**15. ADJOURN**

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

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

The meeting was adjourned at 11:06 a.m.



**REGULAR MEETING OF THE BOARD, JULY 06, 2021**

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 Scott A. Kirouac**  
**Commissioner Kevin J. Roberts**  
**Commissioner Chris Campbell**

**Commissioner Kathleen G. Rapp**  
**Commissioner Arlene Tuck**

Also, present: Randy Vosburg, County Administrator; Sherry Sutphen, County Attorney; Jerome Kaszubowski, Clerk of Courts; and Jill Ann Shields, Deputy Clerk.

**2. INVOCATION**

The meeting opened with a prayer led by Pastor Robert Maulella, with Faith Lutheran Church.

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Charlie Martin, Ret. US Army Warrant Officer, VFW Post 9853.

**4. ANNOUNCEMENTS**

The Highlands County Board of County Commissioners Office of Management & Budget will have a Special Meeting at 6:00 p.m. on July 6, 2021 in the Boardroom of the Highlands County Government Center, 600 S. Commerce Ave., Sebring, Florida. *(Subject to weather conditions due to Tropical Storm Elsa.)*

The Highlands County Board of County Commissioners Office of Management & Budget will have a Special Meeting at 6:00 p.m. on July 7, 2021 at the Avon Park Community Center, 310 W. Main Street, Avon Park, Florida.

The Veterans Advisory Board will meet on July 8, 2021 at 3:30 p.m. in the Highlands County Veteran Services Office Conference Room, 7209 S. George Blvd., Sebring, Florida.

The Highlands County Board of County Commissioners Office of Management & Budget will have a Special Meeting at 6:00 p.m. on July 8, 2021 at the Lake Placid Government Center, 1069 US 27 N., Lake Placid, Florida.

The Construction Licensing, Enforcement and Appeals Board will hold a regular meeting at 7:00 p.m., on July 13, 2021 in the Boardroom of the Highlands County Government Center, 600 S. Commerce Ave., Sebring, Florida.

The Historic Preservation Commission will hold a regular meeting on Thursday, July 15, 2021 at 2:30 p.m., in the Engineering Training Room, 505 S. Commerce Ave., Sebring, Florida.

The Planning & Zoning Commission will hold a meeting on July 13, 2021 at 3:00 p.m., in the Boardroom, 600 S. Commerce Ave., Sebring, FL

**5. CONSTITUTIONAL OFFICERS – ANNOUNCEMENTS:**

Jerome Kaszubowski, Clerk of Courts, hoped everyone had a happy and safe Independence Day.

## 6. RECOGNITIONS, PRESENTATIONS AND PROCLAMATIONS:

### A. Presentation of Years of Service Awards.

Marc Bashoor, Public Safety Director, Jonathan Harrison, Road & Bridge Director, and Randy Vosburg, County Administrator, presented awards certificates and pins to Brandon Poyner, Bryan Sands, Charles Benton, James Dion, Ric Fleeger, Brian Stimson, and Mark Tucciarone, for their years of service to the county. **See SMB 143 Page 16.**

### B. Presentation of Employee of the Quarter for the 1<sup>st</sup> Quarter of 2021.

Randy Vosburg, County Administrator, and Jonathan Harrison, Road & Bridge Director, recognized Sandy Sizemore, Public Works Specialist, for being selected as Employee of the Quarter for the 1<sup>st</sup> Quarter of 2021. **See SMB 143 Page 17.**

### C. Presentation to Captain Lance Duvall on his retirement.

Marc Bashoor, Public Safety Director, and Randy Vosburg, County Administrator, presented Captain Lance Duvall with a plaque in recognition of his long and distinguished career with Highlands County and wished him well on his retirement. **See SMB 143 Page 18.**

## 7. PUBLIC COMMENT

Public input was provided by Joe DeCerbo, Spring Lake Improvement District Manager, regarding the Debris Interlocal Agreement for (Spring Lake) and questioned if the agreement that has been signed by the Spring Lake Improvement District can be approved today.

Sherry Sutphen, County Attorney, stated that the agreement is not presented for consideration today, but with direction from the Board, staff can move forward. Ms. Sutphen also stated that the City of Sebring has suggested inserting new language in the bottom of the interlocal agreement that would allow the City to receive an amended financial agreement matching any other financial arrangement extended to another entity in this interlocal agreement. Ms. Sutphen stated that it would be fair to afford Spring Lake the same provision. Ms. Sutphen also stated that if the Commission wishes to make this amendment to the interlocal agreement with Spring Lake Improvement District, she will take care of it and present a revised interlocal agreement to Spring Lake for signature.

Commissioner Tuck made a motion to accept Spring Lake's agreement with the amendment as mentioned by the County Attorney. Commissioner Rapp seconded the motion.

The Commission expressed their concerns. Chairman Kirouac stated that the interlocal agreement will come before the Board on July 20, 2021.

Upon roll call, all Commissioners voted aye. The motion carried. **See Spring Lake Improvement District file.**

## 8. CONSENT AGENDA

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

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

### A. Request approval of the minutes from the 5/18/2021 & 6/01/2021 regular meetings of the Board. *See Clerk of Court's website.*

- B. Reappointment of one member, Joseph Gentili, to the Historic Preservation Commission for a four-year term to expire June 30, 2021. *See SMB 143 Page 19.*
- C. Request Board approval for Amendment One to the agreement between Highlands County and Xerox Corporation. *See Xerox Corporation file.*
- D. A Resolution of Highlands County, Florida, Providing for Legislative Findings and Intent; Providing a Pledge of Support or Grant Funding Applications; Providing for County Regulation and Interlocal Cooperation Efforts; Providing for the Implementation of Administrative Actions; Providing an Effective Date; and Providing Directions to the County Administrator. *See Res. Book 31 Page 140 (# 20-21-119) & SMB 143 Page 20.*
- E. Resolution Authorizing Highlands County, Florida to join with the State of Florida and other local governmental units as a participant in the Florida Memorandum of Understanding and Formal Agreements implementing a Unified Plan regarding the opioid epidemic. *See Res. Book 31 Page 141 (# 20-21-118) & SMB 143 Page 21.*
- F. Request approval to declare 1 County owned property as surplus. *See SMB 143 Page 22.*
- G. Request approval of a Sports Event Tourist Development Tax Grant in the amount up to \$5,000 for the 2021 Florida Dixie Youth Baseball AAA State Tournament (June 10-13, 2021). *See TDC file.*
- H. Request approval of a Sports Event Tourist Development Tax Grant in the amount up to \$5,000 for the 2021 Florida Dixie Youth Baseball Ozone State Tournament (July 10-13, 2021). *See TDC file.*
- I. Request approval of a New Event Tourist Development Tax Grant in the amount up to \$7,500 for the 2021 Visit Sebring Classic Golf Tournament (Nov 1-3, 2021). *See TDC file.*
- J. Request approval of a New Event Tourist Development Tax Grant in the amount up to \$35,000 for 2021 for the Citrus Golf Trail Open (Nov 30-Dec 5, 2021). *See TDC file.*
- K. Request approval to purchase one (1) Stryker Lucas 3, v3.1 device with a trade in of one (1) Stryker Lucas 2 device per attached quote. *See EMS file.*
- L. Request approval of Florida Network of Children's Advocacy Centers' (FNCAC) additional allocation for one-time purchases and approval of Budget Amendment 20-21-100 and associated Resolution for Project 20054. *See Res. Book 31 Page 142 (# 20-21-121) & SMB 143 Page 23.*
- M. Request approval of JAG-Local Grant Application FY 21-22. *See Sheriff's Office file.*
- N. Request approval of Budget Amendment 20-21-105 to realign funds in Project 20035 Child Advocacy Trust Fund. *See SMB 143 Page 24.*
- O. Request to approve Budget Amendment 20-21-106 and the accompanying resolution to appropriate funds in the amount of \$3,096.80 to the Thunderbird Sidewalk Project from Grand

**Prix to Cougar, Project Number 15010, to invoice Florida Department of Transportation (FDOT) for labor. See Res. Book 31 Page 143 (# 20-21-122) & SMB 143 Page 25.**

- P. Request to approve Budget Amendment 20-21-109 to reallocate funds from Project # 17002 (ADA Transition Plan FY 17-18) Youth Care Lane to Project # 19002 (ADA Transition Plan FY 19-20) Tower Street. See Res. Book 31 Page 144 (# 20-21-123) & SMB 143 Page 26.**

## **9. PUBLIC HEARING**

No action taken.

## **10. ACTION AGENDA**

No action items presented.

## **11. COUNTY ADMINISTRATOR & LEGAL**

### **A. County Attorney Status Report.**

Sherry Sutphen, County Attorney, presented the County Attorney Status Report. **See SMB 143 Page 27.**

Ms. Sutphen stated that four lawsuits have been filed recently against the Supervisor of Elections, mainly because every supervisor of elections has been named across the state, and that the insurance company has appointed legal counsel to represent them. Mr. Vosburg stated that the Commission will not see an immediate cost impact, but that it is a long-term cost that could potentially cause an impact to the insurance rates.

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

Randy Vosburg, County Administrator, presented the updated priorities and project status report. **See SMB 143 Page 28.**

Mr. Vosburg requested that item 11D be presented before item 11C to allow Ms. Reiss to return back to the EOC.

### **C. Summary Presentation of the FY 2021-2022 Recommended Budget.**

David Nitz, OMB Manager, gave a summary presentation of the FY 2021-2022 Recommended Budget. Mr. Vosburg and Mr. Nitz addressed concerns raised by the Commission. **See SMB 143 Page 29.**

### **D. Hurricane Season & Tropical Storm Elsa update-**

Latosha Reiss, Emergency Management Manager, provided an update on the hurricane season and stated that staff is monitoring Tropical Storm Elsa. Ms. Reiss also stated that sandbag locations will be operational and that the Public Information Office will be posting the locations on social media. **See SMB 143 Page 30.**

## **12. COMMISSIONERS**

Commissioner Tuck questioned whether the county still has a local preference ordinance. Mr. Vosburg stated the county does have a local preference ordinance, which was tweaked within the last couple of years. He stated that the county used to pay more when choosing local preference, but now if a local vendor is within a certain percentage of the bid, they get the option to meet that price so it does not cost the county more to go with a local vendor. Also, Mr. Vosburg stated that there are times where local preference cannot be applied. Ms. Sutphen stated there are times that the county cannot use local preference due to certain state grants.

Commissioner Rapp requested Board give staff direction to bring back an amendment to the existing ordinance for the Board's consideration in order to strengthen the county's animal neglect regulations. The commission concurred. Mr. Vosburg stated he and Ms. Sutphen will work on this and that Ms. Sutphen has already gathered some model ordinances from other jurisdictions, as well as engaged with the Sheriff's Department and the State Attorney's office.

### 13. INFORMATIONAL

**A. Board payables from June 2, 2021 through June 15, 2021.** *See Check Reports 2021 file.*

**B. Preliminary Resolution No. 20-21-115 Pertaining to the Re-Imposition of the Solid Waste Special Assessment.**

Ms. Sutphen stated that the reason this item is under information items is due to a scrivener's error, that has been revised, in the notice attached to the Resolution. **See SMB 143 Page 31.**

**C. Preliminary Resolution No. 20-21-110 Pertaining to the Re-Imposition of the Fire Protection Special Assessment.**

Ms. Sutphen stated that the reason this item is listed under informational items is because the Resolution has changes that were requested by the Board.

Ms. Sutphen stated that both items will have final adoptions of the assessments at the public hearing scheduled for August 3, 2021. **See SMB 143 Page 32.**

### 14. ADJOURN

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

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

The meeting was adjourned at 10:30 a.m.

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

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

**SUBJECT/TITLE:** Request to approve a resolution for closing a portion of a 40-foot Platted Right of Way lying East of Lots 7 & 8 and West of Lots 9 & 10 of DeSoto City Farm Lots.

---

**STATEMENT OF ISSUE**

Attached for your consideration is a resolution vacating that portion of the road more particularly described as:

**LEGAL DESCRIPTION:**

THAT PART OF A 40 FOOT PLATTED RIGHT OF WAY, LYING EAST OF LOTS 7 & 8 AND WEST OF LOTS 9 & 10, OF DESOTO CITY FARM LOTS LYING IN SECTION 15, TOWNSHIP 35 SOUTH, RANGE 29 EAST, HIGHLANDS COUNTY, FLORIDA, AS RECORDED IN PLAT BOOK 3, PAGE 21, PUBLIC RECORDS OF DESOTO COUNTY, OF WHICH HIGHLANDS COUNTY WAS FORMERLY A PART, AND ALSO FILED IN PRINT BOOK, PAGE 20 OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, LYING SOUTH OF US HIGHWAY 98 RIGHT OF WAY AND NORTH OF TOBY STREET RIGHT OF WAY, ALL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF SAID LOT 9 BEING THE INTERSECTION OF THE WEST RIGHT OF WAY LINE OF TWITTY ROAD AND THE NORTH RIGHT OF WAY LINE OF TOBY STREET; THENCE SOUTH 88°54'53" WEST, ALONG THE NORTH RIGHT OF WAY LINE OF TOBY STREET, A DISTANCE OF 624.07 FEET TO THE EAST RIGHT OF WAY LINE OF A 40 FOOT PLATTED RIGHT OF WAY AND TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 88°54'53" WEST, ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 20.01 FEET TO A POINT THAT INTERSECTS THE CENTERLINE OF A 40 FOOT PLATTED RIGHT OF WAY; THENCE SOUTH 01°03'39" WEST, ALONG SAID CENTERLINE, A DISTANCE OF 5.00 FEET TO A POINT LYING ON THE NORTH RIGHT OF WAY LINE OF TOBY STREET; THENCE SOUTH 88°54'53" WEST, ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 20.01 FEET TO A POINT OF INTERSECTION OF THE NORTH RIGHT OF WAY LINE OF TOBY STREET AND A WEST LINE OF A 40 FOOT PLATTED ROAD RIGHT OF WAY; THENCE NORTH 01°03'39" EAST, ALONG SAID PLATTED RIGHT OF WAY LINE, A DISTANCE OF 527.68 FEET TO A POINT LYING ON THE SOUTH RIGHT OF WAY LINE OF US HIGHWAY 98; SAID POINT BEING A POINT ON A CURVE CONCAVE TO THE SOUTH, HAVING FOR ITS ELEMENTS A RADIUS OF 1,382.39 FEET A CENTRAL ANGLE OF 01°39'52", AND A CHORD BEARING SOUTH 83°51'33" EAST, 40.16 FEET; THENCE EASTERLY ALONG SAID SOUTH RIGHT OF WAY LINE AND A CURVE TO THE RIGHT, AN ARC LENGTH OF 40.16 FEET TO A POINT THAT INTERSECTS THE EAST LINE OF A 40 FOOT PLATTED RIGHT OF WAY; THENCE SOUTH 01°03'39" WEST, ALONG SAID 40 FOOT PLATTED RIGHT OF WAY, A DISTANCE OF 517.63 FEET TO THE POINT OF BEGINNING, CONTAINING 20,910 SQUARE FEET OR 0.48 ACRES, MORE OR LESS.

All Utility Companies and County Departments have been notified and have no objections. The petitioner Clifford M. Ables, III, Esquire, Attorney for the petitioner, is requesting this vacation to protect the Petitioner's citrus grove through which the easement runs from trespass, vandalism and disease.

### **RECOMMENDED ACTION**

**Move to approve the vacation of right of way as described in the attached resolution to be vacated, abandoned, discontinued, closed, and all rights of the county and the public in and to the section of the road and any lands in connection therewith be and they are hereby renounced and disclaimed.**

### **FISCAL IMPACT**

There is no fiscal Impact.

Attachments: [Resolution VACATION Crutchfield Groves.SGS.pdf](#)  
[Agenda Item Packet Crutchfield Groves- Board Meeting Date 9-7-21.pdf](#)

**RESOLUTION NO.: 20-21-143**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE VACATION OF THE RIGHT OF WAY DESCRIBED HEREIN AS REQUESTED BY CRUTCHFIELD GROVES, INC.; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE VACATION OF RIGHT OF WAY; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the petition of Clifford M. Ables, III, Esquire, on behalf of, Crutchfield Groves, Inc. (Petitioner), requesting that Highlands County vacate the right of way described herein and renounce and disclaim the rights of the County and of the public in and to the right of way and the lands so described, was duly presented to the County at a regular meeting of its Board of County Commissioners on July 20, 2021; and

**WHEREAS**, on July 23, 2021, the Petitioner published a notice of public hearing and intent to petition the County to vacate the right of way described herein in the Highlands News Sun, a newspaper of general circulation in Highlands County, Florida; and

**WHEREAS**, on September 7, 2021, a public hearing was conducted and after full consideration, it has been determined that the statutory requirements have been complied with and that the vacation of the right of way and disclaimer of interest described herein will not adversely affect the ownership rights of any person or the right of convenient access of any person.

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

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

**SECTION 2. Vacation of Right of Way.** All of the roadways, right of ways and/or lands as described below, are hereby vacated, abandoned, discontinued and closed, and all rights of the County and the public in and to such roadways, right of ways and lands so described are hereby renounced and forever disclaimed:

THAT PART OF A 40 FOOT PLATTED RIGHT OF WAY, LYING EAST OF LOTS 7 & 8 AND WEST OF LOTS 9 & 10, OF DESOTO CITY FARM LOTS LYING IN SECTION 15, TOWNSHIP 35 SOUTH, RANGE 29 EAST, HIGHLANDS COUNTY, FLORIDA, AS RECORDED IN PLAT BOOK 3, PAGE 21, PUBLIC RECORDS OF DESOTO COUNTY, OF WHICH HIGHLANDS COUNTY WAS FORMERLY A PART, AND ALSO FILED IN PRINT BOOK, PAGE 20 OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, LYING SOUTH OF US HIGHWAY 98 RIGHT OF WAY AND NORTH OF TOBY



STREET RIGHT OF WAY, ALL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF SAID LOT 9 BEING THE INTERSECTION OF THE WEST RIGHT OF WAY LINE OF TWITTY ROAD AND THE NORTH RIGHT OF WAY LINE OF TOBY STREET; THENCE SOUTH 88°54'53" WEST, ALONG THE NORTH RIGHT OF WAY LINE OF TOBY STREET, A DISTANCE OF 624.07 FEET TO THE EAST RIGHT OF WAY LINE OF A 40 FOOT PLATTED RIGHT OF WAY AND TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 88°54'53" WEST, ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 20.01 FEET TO A POINT THAT INTERSECTS THE CENTERLINE OF A 40 FOOT PLATTED RIGHT OF WAY; THENCE SOUTH 01°03'39" WEST, ALONG SAID CENTERLINE, A DISTANCE OF 5.00 FEET TO A POINT LYING ON THE NORTH RIGHT OF WAY LINE OF TOBY STREET; THENCE SOUTH 88°54'53" WEST, ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 20.01 FEET TO A POINT OF INTERSECTION OF THE NORTH RIGHT OF WAY LINE OF TOBY STREET AND A WEST LINE OF A 40 FOOT PLATTED ROAD RIGHT OF WAY; THENCE NORTH 01°03'39" EAST, ALONG SAID PLATTED RIGHT OF WAY LINE, A DISTANCE OF 527.68 FEET TO A POINT LYING ON THE SOUTH RIGHT OF WAY LINE OF US HIGHWAY 98; SAID POINT BEING A POINT ON A CURVE CONCAVE TO THE SOUTH, HAVING FOR ITS ELEMENTS A RADIUS OF 1,382.39 FEET A CENTRAL ANGLE OF 01°39'52", AND A CHORD BEARING SOUTH 83°51'33" EAST, 40.16 FEET; THENCE EASTERLY ALONG SAID SOUTH RIGHT OF WAY LINE AND A CURVE TO THE RIGHT, AN ARC LENGTH OF 40.16 FEET TO A POINT THAT INTERSECTS THE EAST LINE OF A 40 FOOT PLATTED RIGHT OF WAY; THENCE SOUTH 01°03'39" WEST, ALONG SAID 40 FOOT PLATTED RIGHT OF WAY, A DISTANCE OF 517.63 FEET TO THE POINT OF BEGINNING, CONTAINING 20,910 SQUARE FEET OR 0.48 ACRES, MORE OR LESS.

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

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

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

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

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

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

**PASSED AND ADOPTED this \_\_\_\_ day of September, 2021.**

HIGHLANDS COUNTY BOARD OF  
COUNTY COMMISSIONERS

By: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Jerome Kaszubowski, Clerk of Courts

PETITION

TO: HIGHLANDS COUNTY  
BOARD OF COUNTY COMMISSIONERS  
c/o ENGINEERING DEPARTMENT  
505 South Commerce Avenue  
Sebring, FL 33870

FROM: CRUTCHFIELD GROVES, INC.  
c/o Ables, Craig and LeConey  
551 South Commerce Avenue  
Sebring, FL 33870

This is to Petition the Board of County Commissioners to consider vacation of a right of way, as shown on the attached map, the legal description as follows:

THAT PART OF A 40 FOOT PLATTED RIGHT OF WAY, LYING EAST OF LOTS 7 & 8 AND WEST OF LOTS 9 & 10, OF DESOTO CITY FARM LOTS LYING IN SECTION 15, TOWNSHIP 35 SOUTH, RANGE 29 EAST, HIGHLANDS COUNTY, FLORIDA, AND LYING SOUTH OF US HIGHWAY 98 RIGHT OF WAY AND NORTH OF TOBY STREET RIGHT OF WAY, ALL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

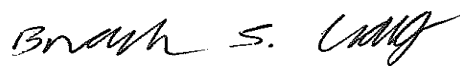
COMMENCE AT THE SOUTHEAST CORNER OF LOT 9 BEING THE INTERSECTION OF THE WEST RIGHT OF WAY LINE OF TWITTY ROAD AND THE NORTH RIGHT OF WAY LINE OF TOBY STREET; THENCE SOUTH  $88^{\circ}54'53''$  WEST, ALONG THE NORTH RIGHT OF WAY LINE OF TOBY STREET, A DISTANCE OF 624.07 FEET TO THE EAST RIGHT OF WAY LINE OF A 40 FOOT PLATTED RIGHT OF WAY AND TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH  $88^{\circ}54'53''$  WEST, ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 20.01 FEET TO A POINT THAT INTERSECTS THE CENTERLINE OF A 40 FOOT PLATTED RIGHT OF WAY; THENCE SOUTH  $01^{\circ}03'39''$  WEST, ALONG SAID CENTERLINE, A DISTANCE OF 5.00 FEET TO A POINT LYING ON THE NORTH RIGHT OF WAY LINE OF TOBY STREET; THENCE SOUTH  $88^{\circ}54'53''$  WEST, ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 20.01 FEET TO A POINT OF INTERSECTION OF THE NORTH RIGHT OF WAY LINE OF TOBY STREET AND A WEST LINE OF A 40 FOOT PLATTED ROAD RIGHT OF WAY; THENCE NORTH  $01^{\circ}03'39''$  EAST, ALONG SAID PLATTED RIGHT OF WAY LINE, A DISTANCE OF 527.68 FEET TO A POINT LYING ON THE SOUTH RIGHT OF WAY LINE OF US HIGHWAY 98; SAID POINT BEING A POINT ON A CURVE CONCAVE TO THE SOUTH, HAVING FOR ITS ELEMENTS A RADIUS OF 1,382.39 FEET A CENTRAL ANGLE OF  $01^{\circ}39'52''$ , AND A CHORD BEARING SOUTH  $83^{\circ}51'33''$  EAST, 40.16 FEET; THENCE EASTERLY ALONG SAID SOUTH RIGHT OF WAY LINE AND A CURVE TO THE RIGHT, AN ARC LENGTH OF 40.16 FEET TO A POINT THAT INTERSECTS THE EAST LINE OF A 40 FOOT PLATTED RIGHT OF WAY; THENCE SOUTH  $01^{\circ}03'39''$  WEST, ALONG SAID 40 FOOT PLATTED RIGHT OF WAY, A DISTANCE OF 517.63 FEET TO THE POINT OF BEGINNING, CONTAINING 20,910 SQUARE FEET OR 0.48 ACRES, MORE OF LESS.

The petition is being requested for the following reason:

To protect the Petitioner's citrus grove, through which the right of way runs, from trespass, vandalism and disease.

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

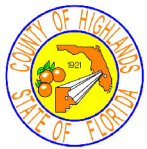
Respectfully,

A handwritten signature in black ink, appearing to read "Brandon S. Craig".

Brandon S. Craig, Esq.  
Attorney for the Petitioner

ATTACHMENTS: Map  
Proof of Publication  
Certificates Showing Taxes Paid





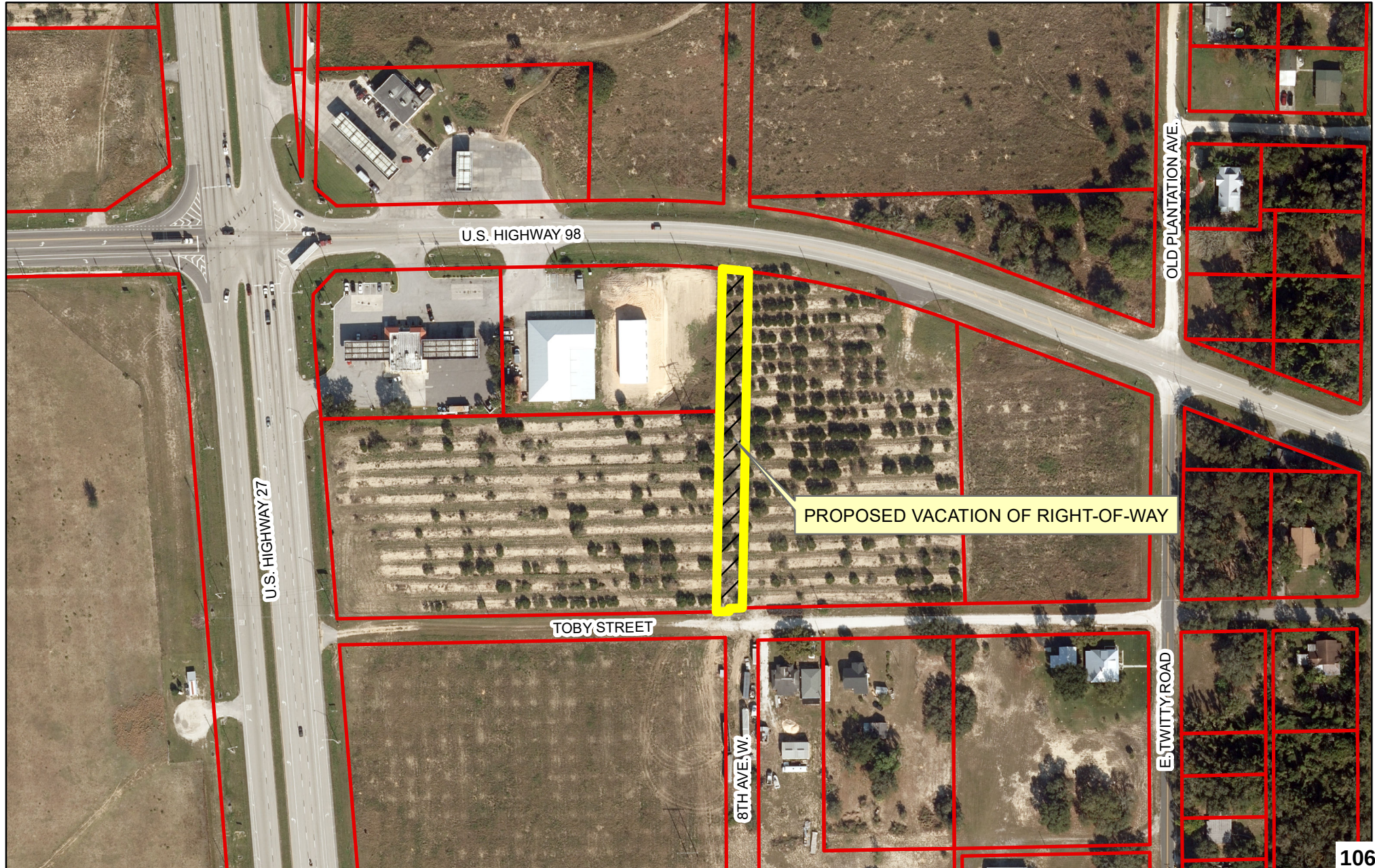
Highlands County Engineering Department  
Reference Map  
**PROPOSED VACATION OF RIGHT-OF-WAY**  
**SEE ATTACHED (EXHIBIT A) FOR LEGAL DESCRIPTION"**



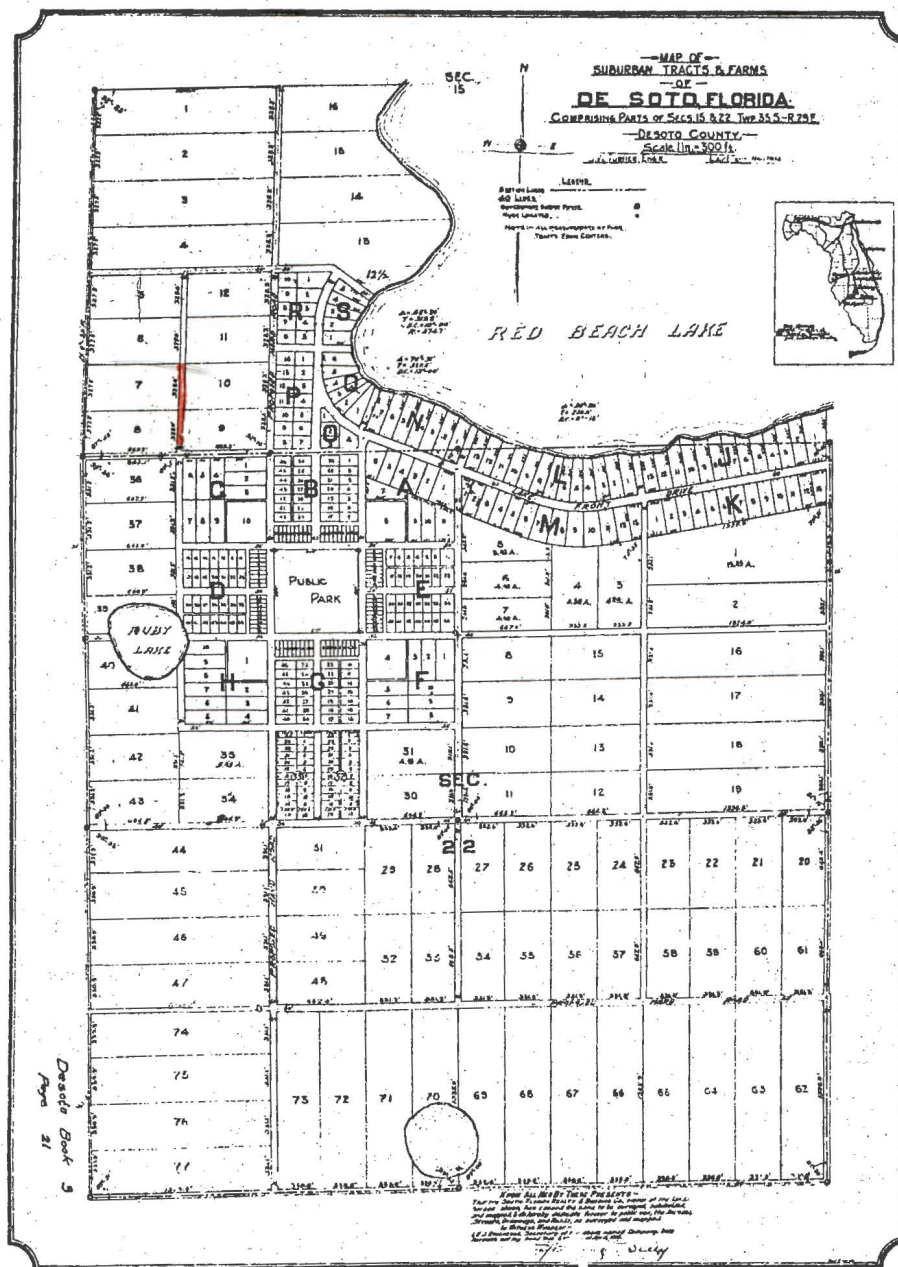
Prepared By:  
Highlands County Engineering Dept.  
505 S. Commerce Ave  
Sebring, FL 33870  
Office: (863) 402-6877

**For Reference Only - Not A Boundary Survey**  
Map Created: 8/24/2021

1 inch = 200 feet







**RESOLUTION NO.: 20-21-**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, PERTAINING TO THE VACATION OF THE ROADWAYS OF OAK BEACH BLVD AS DESCRIBED HEREIN; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE VACATION OF RIGHT OF WAY; PROVIDING FOR THE IMPLEMENTATION OF ADMINISTRATIVE ACTIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the petition of Clifford M. Ables, III, Esquire, Attorney for the Petitioner requesting that Highlands County close the right of way described herein and renounce and disclaim the rights of the County and of the public in and to the roadway and the lands so described, was duly presented to the County at a regular meeting of its Board of County Commissioners; and

**WHEREAS**, thereafter on July 23, 2021, the Petitioner published a notice of intention to petition the County to close the roadway described herein in the Highlands News Sun, a newspaper of general circulation in Highlands County, Florida; and

**WHEREAS**, on September 7, 2021, a public hearing was conducted and after full consideration, it has been determined that the statutory requirements have been complied with and the proper easements have been provided so that the closure and vacation of the right of way described herein will not adversely affect the ownership rights of any person or the right of convenient access of any person.

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

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

**SECTION 2. Vacation of Right of Way.** All of the roadways as described below, are hereby vacated, abandoned, discontinued and closed, and all rights of the County and the public in and to the roadways and lands so described are hereby renounced and forever disclaimed:

THAT PART OF A 40 FOOT PLATTED RIGHT OF WAY, LYING EAST OF LOTS 7 & 8 AND WEST OF LOTS 9 & 10, OF DESOTO CITY FARM LOTS LYING IN SECTION 15, TOWNSHIP 35 SOUTH, RANGE 29 EAST, HIGHLANDS COUNTY, FLORIDA, AS RECORDED IN PLAT BOOK 3, PAGE 21, PUBLIC RECORDS OF DESOTO COUNTY, OF WHICH HIGHLANDS COUNTY WAS FORMERLY A PART, AND ALSO FILED IN PRINT BOOK, PAGE 20 OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, LYING SOUTH OF US HIGHWAY 98 RIGHT OF WAY AND NORTH OF TOBY STREET RIGHT OF WAY, ALL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF SAID LOT 9 BEING THE INTERSECTION OF THE WEST RIGHT OF WAY LINE OF TWITTY ROAD AND THE NORTH RIGHT OF WAY LINE OF TOBY STREET; THENCE SOUTH 88°54'53" WEST, ALONG THE NORTH RIGHT OF WAY LINE OF TOBY STREET, A DISTANCE OF 624.07 FEET TO THE EAST RIGHT OF WAY LINE OF A 40 FOOT PLATTED RIGHT OF WAY AND TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 88°54'53" WEST, ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 20.01 FEET TO A POINT THAT INTERSECTS THE CENTERLINE OF A 40 FOOT PLATTED RIGHT OF WAY; THENCE SOUTH 01°03'39" WEST, ALONG SAID CENTERLINE, A DISTANCE OF 5.00 FEET TO A POINT LYING ON THE NORTH RIGHT OF WAY LINE OF TOBY STREET; THENCE SOUTH 88°54'53" WEST, ALONG SAID RIGHT OF WAY LINE, A DISTANCE OF 20.01 FEET TO A POINT OF INTERSECTION OF THE NORTH RIGHT OF WAY LINE OF TOBY STREET AND A WEST LINE OF A 40 FOOT PLATTED ROAD RIGHT OF WAY; THENCE NORTH 01°03'39" EAST, ALONG SAID PLATTED RIGHT OF WAY LINE, A DISTANCE OF 527.68 FEET TO A POINT LYING ON THE SOUTH RIGHT OF WAY LINE OF US HIGHWAY 98; SAID POINT BEING A POINT ON A CURVE CONCAVE TO THE SOUTH, HAVING FOR ITS ELEMENTS A RADIUS OF 1,382.39 FEET A CENTRAL ANGLE OF 01°39'52", AND A CHORD BEARING SOUTH 83°51'33" EAST, 40.16 FEET; THENCE EASTERLY ALONG SAID SOUTH RIGHT OF WAY LINE AND A CURVE TO THE RIGHT, AN ARC LENGTH OF 40.16 FEET TO A POINT THAT INTERSECTS THE EAST LINE OF A 40 FOOT PLATTED RIGHT OF WAY; THENCE SOUTH 01°03'39" WEST, ALONG SAID 40 FOOT PLATTED RIGHT OF WAY, A DISTANCE OF 517.63 FEET TO THE POINT OF BEGINNING, CONTAINING 20,910 SQUARE FEET OR 0.48 ACRES, MORE OR LESS.

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

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

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

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

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

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



**PASSED AND ADOPTED this \_\_\_\_ day of September, 2021.**

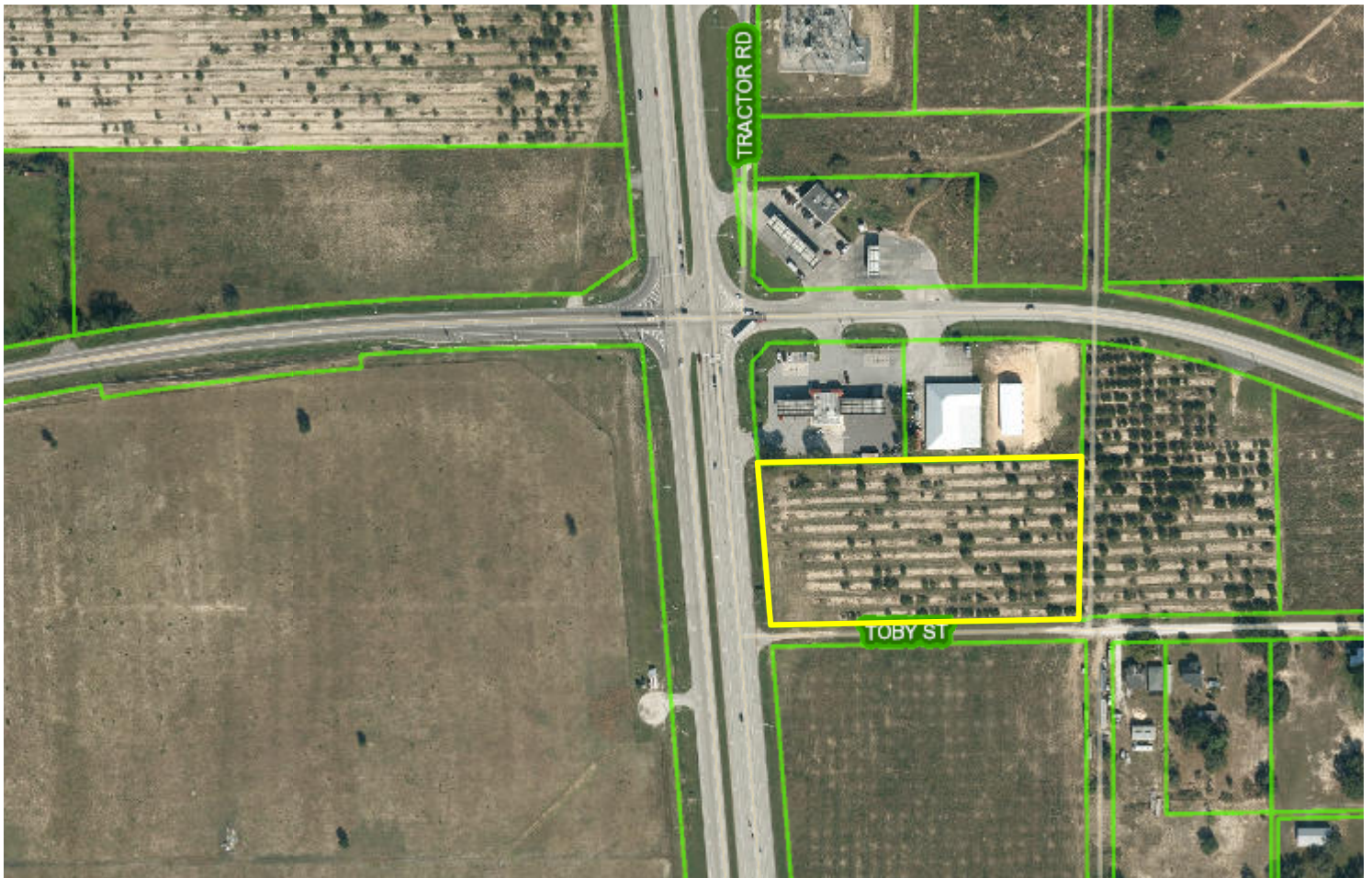
HIGHLANDS COUNTY BOARD OF  
COUNTY COMMISSIONERS

By: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Jerome Kaszubowski, Clerk of Courts

## Highlands County Property Appraiser



**C-15-35-29-050-0000-0080**

[//www.hcpao.org/Search/Parcel/29351505000000080C](http://www.hcpao.org/Search/Parcel/29351505000000080C)

7445 TWITTY RD  
SEBRING, FL 33876

**Owners**

MALOSS LLC

**Legal Description**

DESOTO CITY FARM LOTS  
IN 15-35-29  
LOT 8  
(DESOTO CITY BLOCK)

**Mailing Address**

8000 US HWY 27 S  
SEBRING, FL 33870

**DOR Code:** 66 - GROVES/ORCHARDS

**Neighborhood Code:** 1166 - DESOTO CITY

18.50  
5497.80  
NB

Prepared by and return to:  
**Brandon S. Craig, Attorney at Law**  
**ABLES & CRAIG, P.A.**  
**551 South Commerce Avenue**  
**Sebring, FL 33870-3869**  
**863-385-0112**  
**File Number: 2615-4721**



[Space Above This Line For Recording Data]

## Warranty Deed

This **Warranty Deed** made this **25th** day of **February 2021**, between

**Crutchfield Groves, Inc., a Florida corporation,**  
whose post office address is  
**149 East Center Avenue, Sebring, FL 33870,**  
grantor, and

**Maloss, LLC, a Florida limited liability company,**  
whose post office address is  
**8000 US Hwy 27 S, Sebring, FL 33870,**  
grantee:

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

**Witnesseth**, that said grantor, for and in consideration of the sum of **Seven Hundred Eighty-Five Thousand Four Hundred and 00/100 Dollars (\$785,400.00)** and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Highlands County, Florida**, to-wit:

**Farm Lot 8, MAP OF SUBURBAN TRACTS AND FARMS OF DESOTO, FLORIDA, in Section 15, Township 35 South, Range 29 East, according to the map or plat thereof as recorded in Plat Book 3, Page 21, Public Records of Desoto County, Florida, of which Highlands County was formerly a part, more particularly described as follows:**

**Beginning at the Southeast corner of said Lot 8; thence S 88°42'45" W along the South line of said Lot 8, 584.31 feet to a point on the Easterly right-of-way of US Hwy 27 (State Road 25) per State of Florida State Road Department Right-of-Way Map Section 09030-2505; thence N 04°53'00" W along said Easterly right-of-way, 307.90 feet to the North line of said Lot 8; thence N 88°39'57" E along said North lot line, 614.55 feet to the East lot line of said Lot 8; thence S 00°44'43" W along said East line of Lot 8, 307.99 feet to the POINT OF BEGINNING**

**Parcel Identification Number: a portion of C-15-35-29-050-0000-0080**

This conveyance is subject to the following:

1. Ad valorem taxes and non-ad valorem assessments subsequent to 2020.
2. Zoning, restrictions, prohibitions and other requirements imposed by governmental authority.
3. Restrictions and matters appearing on the plat or otherwise common to the subdivision.
4. Public utility easements of record.

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

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

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **December 31, 2020**.

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

Signed, sealed and delivered in our presence:

Brandon S. Craig  
Witness Name: Brandon S. Craig  
Robert L. Walker  
Witness Name: ROBERTA L. WALKER

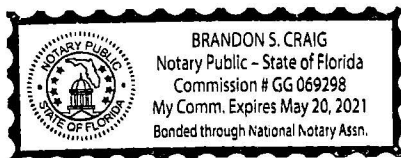
Crutchfield Groves, Inc., a Florida corporation  
By: [Signature]  
John Thomas Crutchfield  
a/k/a J. Thomas Crutchfield, President

(Corporate Seal)

State of Florida  
County of Highlands

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 25<sup>th</sup> day of February 2021, by John Thomas Crutchfield, a/k/a J. Thomas Crutchfield, President of Crutchfield Groves, Inc., a Florida corporation, on behalf of the corporation. He ☒ is personally known to me or ☐ has produced \_\_\_\_\_ as identification.

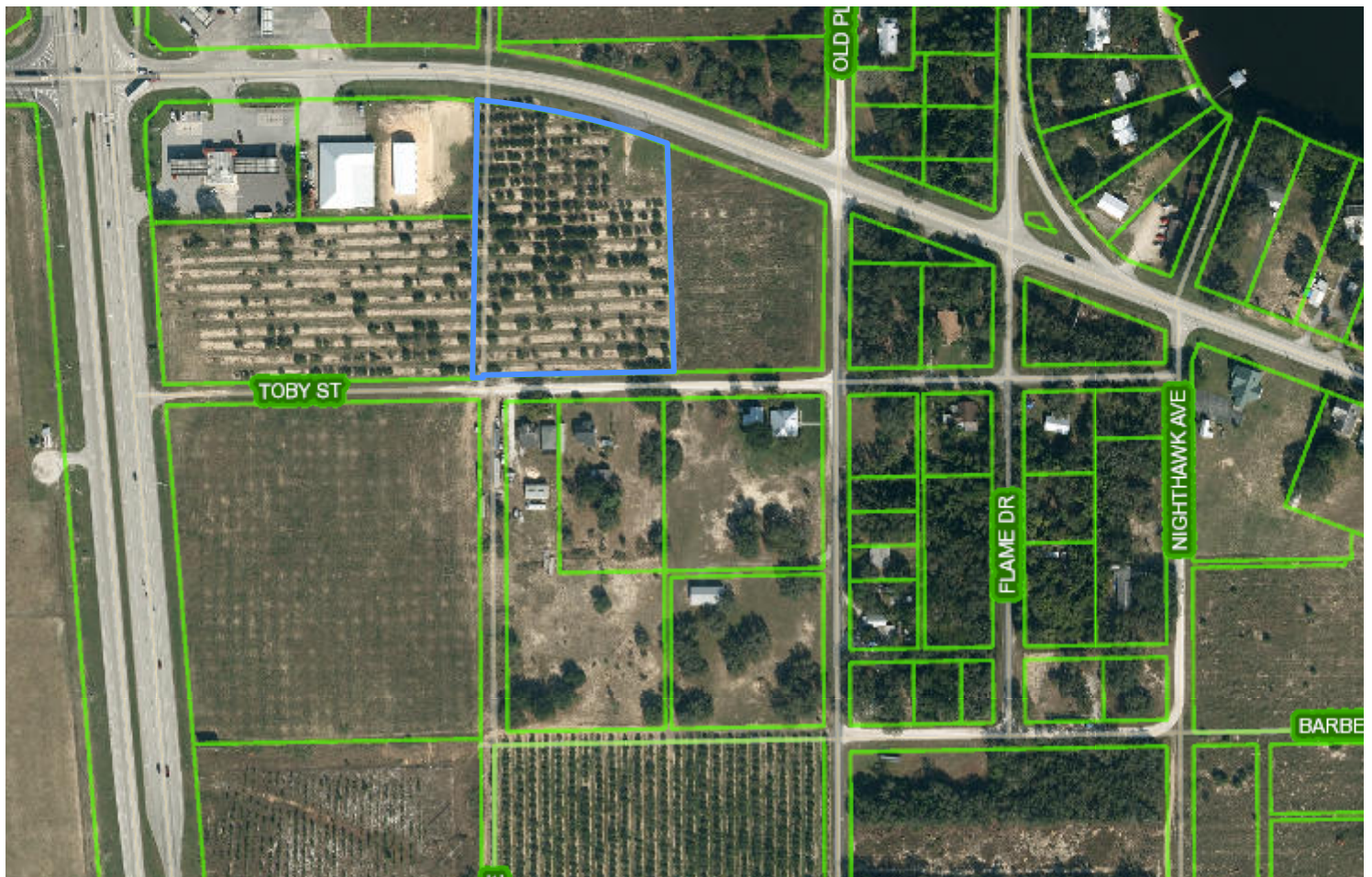
[Notary Seal]



Brandon S. Craig  
Notary Public  
Printed Name: Brandon S. Craig  
My Commission Expires: 5-20-21



## Highlands County Property Appraiser

**C-15-35-29-050-0000-0090**<http://www.hcpao.org/Search/Parcel/29351505000000090C>

, FL

**Owners**

CRUTCHFIELD GROVES INC

**Mailing Address**P O BOX 1864  
SEBRING, FL 33871**Legal Description**DESOTO CITY FARM LOTS  
IN 15-35-29  
LOT 9-LESS ELY 282 FT M\L + LOT 10 S OF  
US 98-LESS ELY 282 FT M\L  
(DESOTO CITY BLOCK)**DOR Code:** 66 - GROVES/ORCHARDS**Neighborhood Code:** 1166 - DESOTO CITY

7.00K  
160.00

FORM 1125 Florida WARRANTY DEED  
(To Corporation)

TITLELAND REGISTERED IN THE PUBLIC OFFICE  
TITLE LAW FIRM PUBLISHED MONTHLY BY THE

# This Indenture.

Made this 27th day of March A. D. 19 81  
Between HERBERT WOODROW WALDRON and LOUISE WALDRON, his wife,

of the County of Hardee and State of Florida  
part les of the first part, and

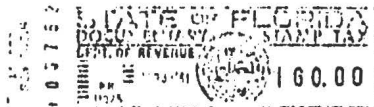
CRUTCHFIELD GROVES, INC., P.O. Box 1864, Sebring, Florida 33870  
a corporation existing under the laws of the State of Florida and State of Florida  
principal place of business in the County of Highlands and State of Florida  
party of the second part,

Witnesseth, that the said part les of the first part, for and in consideration of the sum of Ten (\$10.00) Dollars and other valuable considerations ~~to~~ them in hand paid, the receipt whereof is hereby acknowledged, have granted, bargained, sold, aliened, remised, released, enfeoffed, conveyed and confirmed and by these presents do grant, bargain, sell, alien, remise, release, enfeoff, convey and confirm unto the said party of the second part and its successors and assigns forever, all that certain parcel of land lying and being in the County of Highlands and State of Florida; more particularly described as follows:

That portion of Farm Lot 10 of SUBURBAN TRACTS AND FARMS OF DESOTO CITY, according to the Plat thereof recorded in Plat Book 3, page 21, of the Public Records of DeSoto County, Florida, of which Highlands County was formerly a part, in Section 16, Township 35 South, Range 29 East, lying on the South side of U.S. Highway Number 98.

Subject to 1981 taxes.

THIS INSTRUMENT WAS PREPARED BY:  
FRANK E. BRYANT, ATTORNEY AT LAW  
MARION BLDG. SEBRING, FLORIDA 33870



Together with all the tenements, hereditaments and appurtenances, with every privilege, right, title, interest and estate, dower and right of dower, reversion, remainder and easement thereto belonging or in anywise appertaining:

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

And the said part les of the first part do covenant with the said party of the second part that they are lawfully seized of the said premises, that they are free of all incumbrance, and that they have good right and lawful authority to sell the same; and that said part les of the first part do hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, the said part les of the first part have hereunto set their hands and seal the day and year above written.

Signed, Sealed and Delivered in Our Presence:

Frank E. Bryant  
Shirley L. Welch

Herbert Woodrow Waldron  
HERBERT WOODROW WALDRON  
Louise Waldron  
LOUISE WALDRON

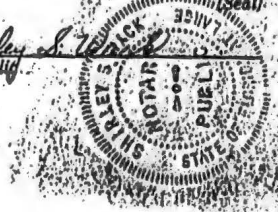
State of Florida  
County of HIGHLANDS

I Hereby Certify That on this 27<sup>th</sup> day of March  
A. D. 19 81, before me personally appeared HERBERT WOODROW WALDRON  
and LOUISE WLADRON, his wife,  
to me known to be the person described in and who executed the foregoing con-  
veyance to CRUTCHFIELD GROVES, INC., a Florida Corporation

and severally acknowledged the  
execution thereof to be their free act and deed for the uses and purposes therein mentioned.  
Witness my signature and official seal at Sebring in the  
County of Highlands and State of Florida, the day and year last afore-  
said. (Seal)

My Commission Expires Nov. 12, 1982

Notary Public



FILED AND RECORDED  
MAR 3 2 39 PM '81  
LEE RICH. C. SEC.  
HIGHLANDS COUNTY, FLA.

463877

Warranty Deed  
TO CORPORATION

TO

Date

ABSTRACT OF DESCRIPTION

111 (682) PAGE 707



# This Indenture,

Made this 22nd day of August, 1966, between HENRY CRUTCHFIELD and MADIE CRUTCHFIELD, his wife, of the County of Highlands in the State of Florida, parties of the first part, and CRUTCHFIELD GROVES, INC., a corporation existing under the laws of the State of Florida, having its principal place of business in the County of Highlands and State of Florida, part of the second part, address: P.O. Box 264, Sebring, Florida.

WITNESSETH, that the said parties of the first part, for and in consideration of the sum of Ten dollars and other valuable considerations, to them in hand paid, the receipt whereof is hereby acknowledged, have granted, bargained, sold, aliened, remised, released, enfeoffed, conveyed and confirmed and by these presents do grant, bargain, sell, alien, remise, release, enfeoff, convey and confirm unto the said party of the second part and its successors and assigns forever, all those certain parcels of land lying and being in the County of Highlands and State of Florida, more particularly described as follows:

Lots or Tracts 38 and 54, according to map of Pittsburgh-Florida Fruit Growers Association recorded in Plat Book 1, Page 27, Public Records of Highlands County, Florida; in Section 5, Township 33 South, Range 28 East;

South Half of Farm 26 and South Half of Farm 27, Basket Lake Groves, in Section 7, Township 34 South, Range 28 East;

East Half of Farm 47, Basket Lake Groves, in Section 7, Township 34 South, Range 28 East, according to plat thereof recorded in Plat Book 3, page 25, Public Records of Highlands County, Florida;

South Half of North Half of Southwest Quarter of Northwest Quarter or Tract 18 and Southeast Quarter of Southwest Quarter of Northwest Quarter or Tract 20, West Half of Southeast Quarter of Northwest Quarter or Tracts 21 and 22 in Section 16, Township 34 South, Range 28 East.

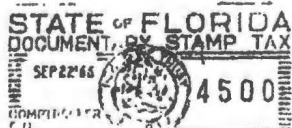
Farm 19 in Section 34, Township 34 South, Range 28 East, according to plat thereof recorded in Plat Book 3, page 11, Public records of Highlands County, Florida.

Farm Tract 30 and lots 13 to 20 and 36 to 43, both inclusive, Block G; all of Blocks 32 and 33, of Suburban tracts and farms of DeSoto City, in Section 22, Township 35 South, Range 28 East, according to plat thereof recorded in Plat Book 3, page 21, Public Records of DeSoto (now Highlands) County, Florida;

North Half of Northeast Quarter of Northwest Quarter and Southeast Quarter of Northeast Quarter of Northwest Quarter of Section 34, Township 35 South, Range 28 East;

Lots 26 and 27, 50 and 51, of DeSoto City, in Section 22, Township 35 South, Range 28 East.

233408

HIGHLANDS  
COUNTY

BLOCK 267 PAGE 633



North Half of Southwest Quarter of Southeast Quarter of Section 4, Township 35 South, Range 29 East;

Farms 8 and 9 of Suburban Tracts and Farms of DeSoto City, in Section 15, Township 35 South, Range 29 East, according to plat thereof recorded in Plat Book 3, page 21, public records of DeSoto (now Highlands) County, Florida.

Farms 36 and 37, in Section 22, Township 35 South, Range 29 East, according to plat thereof recorded in Plat Book 3, page 21, public records of DeSoto (now Highlands) County, Florida.

Together with all the tenements, hereditaments and appurtenances, with every privilege, right, title, interest and estate, dower and right of dower, reversion, remainder and easement thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the same in fee simple forever.

And the said parties of the first part do covenant with the said party of the second part that they are lawfully seized of the said premises, and that they have good right and lawful authority to sell the same; and that said parties of the first part do hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, the said parties of the first part have hereunto set their hands and seals, the day and year above written.

Signed, sealed and delivered  
in our presence:

\_\_\_\_\_

\_\_\_\_\_ (SEAL)  
Henry Crutchfield

\_\_\_\_\_ (SEAL)  
Madie Crutchfield

STATE OF FLORIDA  
HIGHLANDS COUNTY:

I HEREBY CERTIFY that on this 22 day of September, 1966, before me personally appeared Henry Crutchfield and Madie Crutchfield, his wife, to me known to be the persons described in and who executed the foregoing conveyance to Crutchfield Groves, Inc., and severally acknowledged the execution thereof to be their free act and deed for the uses and purposes therein mentioned.  
at Sebring,

WITNESS my signature and official seal in the County of Highlands and State of Florida, the day and year last aforesaid.

\_\_\_\_\_  
Notary Public

My commission expires: 1977

233408

FILED AND RECORDED

SEP 22 3 52 PM '66

EARL S. LEE, CLERK  
HIGHLANDS COUNTY, FLA.

267 PAGE 634

**ERIC T. ZWAYER****Tax Collector***Serving Highlands County*540 South Commerce Ave • Sebring, Florida 33870  
www.hctaxcollector.com (863) 402-6685

Receipt #

Date:

Time:

Location:

Cashier:

536504

11/25/2020 2:10 pm

14:10:14

SEBRING

RTL

## Items Paid

| Type          | Tax Year / Item | Description/ Account | Amount  |
|---------------|-----------------|----------------------|---------|
| Real Property | 2020-51586      | C083429-01000000470  | 445.71  |
| Real Property | 2020-51585      | C083429-01000000460  | 416.11  |
| Real Property | 2020-51573      | C083429-01000000310  | 890.80  |
| Real Property | 2020-51574      | C083429-01000000330  | 208.35  |
| Real Property | 2020-63034      | C243529-A0000100000  | 9.42    |
| Real Property | 2020-13290      | C243328-A0002600000  | 222.38  |
| Real Property | 2020-55328      | C283429-05003800000  | 194.11  |
| Real Property | 2020-62179      | C223529-01000K00060  | 43.47   |
| Real Property | 2020-62237      | C223529-02000100000  | 417.48  |
| Real Property | 2020-61521      | C163529-A0000300000  | 5.16    |
| Real Property | 2020-59114      | C043529-A0003100000  | 182.82  |
| Real Property | 2020-51459      | C073429-01000000470  | 121.38  |
| Real Property | 2020-62255      | C223529-02003600000  | 7.08    |
| Real Property | 2020-55305      | C283429-05000600000  | 109.42  |
| Real Property | 2020-51439      | C073429-01000000261  | 208.07  |
| Real Property | 2020-58529      | C343429-02001900000  | 133.87  |
| Real Property | 2020-62159      | C223529-01000G00130  | 95.09   |
| Real Property | 2020-62239      | C223529-02000300000  | 166.43  |
| Real Property | 2020-59118      | C043529-A0003400000  | 420.46  |
| Real Property | 2020-62248      | C223529-02002400000  | 7.79    |
| Real Property | 2020-51581      | C083429-01000000420  | 257.05  |
| Real Property | 2020-52277      | C143429-01001200000  | 193.37  |
| Real Property | 2020-52371      | C163429-A0002400000  | 168.22  |
| Real Property | 2020-58532      | C343429-02004510000  | 163.41  |
| Real Property | 2020-58531      | C343429-02004100000  | 559.00  |
| Real Property | 2020-52361      | C163429-A0000900000  | 907.12  |
| Real Property | 2020-55308      | C283429-05001000000  | 14.95   |
| Real Property | 2020-55307      | C283429-05000900000  | 125.99  |
| Real Property | 2020-61495      | C153529-05000000080  | 105.08  |
| Real Property | 2020-62254      | C223529-02003500000  | 106.44  |
| Real Property | 2020-62251      | C223529-02003000000  | 332.83  |
| Real Property | 2020-61522      | C163529-A0000310000  | 131.41  |
| Real Property | 2020-61532      | C163529-A0001100000  | 576.36  |
| Real Property | 2020-61528      | C163529-A0000700000  | 2722.82 |
| Real Property | 2020-61520      | C163529-A0000200000  | 252.77  |
| Real Property | 2020-52854      | C183429-01003600000  | 306.30  |
| Real Property | 2020-51594      | C083429-03000100000  | 426.26  |
| Real Property | 2020-51583      | C083429-01000000441  | 109.02  |
| Real Property | 2020-51582      | C083429-01000000440  | 113.22  |
| Real Property | 2020-57958      | C333429-08000000330  | 204.46  |

| Type          | Tax Year / Item | Description/ Account | Amount   |
|---------------|-----------------|----------------------|----------|
| Real Property | 2020-52278      | C143429-01001300000  | 228.00   |
| Real Property | 2020-51589      | C083429-01000000550  | 133.32   |
| Real Property | 2020-51580      | C083429-01000000410  | 147.66   |
| Real Property | 2020-51578      | C083429-01000000370  | 269.72   |
| Real Property | 2020-55306      | C283429-05000800000  | 81.47    |
| Real Property | 2020-50389      | C323329-A0000300000  | 104.23   |
| Real Property | 2020-50391      | C323329-A0000500000  | 2263.75  |
| Real Property | 2020-52734      | C173429-01000000060  | 145.34   |
| Real Property | 2020-52733      | C173429-01000000020  | 297.61   |
| Real Property | 2020-62249      | C223529-02002600000  | 274.33   |
| Real Property | 2020-62271      | C223529-02005000000  | 200.30   |
| Real Property | 2020-58496      | C343429-A0000100000  | 491.54   |
| Real Property | 2020-63156      | C253529-A0000400000  | 1093.29  |
| Real Property | 2020-63157      | C253529-A0000500000  | 420.54   |
| Real Property | 2020-63155      | C253529-A0000300000  | 1353.16  |
| Real Property | 2020-51584      | C083429-01000000450  | 268.96   |
| Real Property | 2020-55312      | S283429-05001510000  | 22.80    |
| Real Property | 2020-55311      | C283429-05001500000  | 239.68   |
| Real Property | 2020-55310      | C283429-05001400000  | 250.46   |
| Real Property | 2020-55309      | C283429-05001100000  | 106.57   |
| Real Property | 2020-60778      | C103529-A0000400000  | 707.07   |
| Real Property | 2020-62262      | C223529-02004410000  | 0.75     |
| Real Property | 2020-62261      | C223529-02004400000  | 10.50    |
| Real Property | 2020-56009      | S293429-07005800170  | 2051.93  |
| Real Property | 2020-58506      | C343429-A0000500000  | 14.00    |
|               |                 | Item Total           | 23258.46 |

## Payments

| Method | Payee                  | Account/Check # | Amount   |
|--------|------------------------|-----------------|----------|
| CHECK  | CRUTCHFIELD GROVES INC | 8368            | 23270.44 |
|        |                        | Payment Total   | 23270.44 |

|             |       |
|-------------|-------|
| Overpayment | 11.98 |
| Balance     | 0.00  |

\* Note - HIGHSPEED Payment

\*\*\*\*End\*\*\*\*



**HIGHLANDS COUNTY**  
**COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Angie Bollinger, Sr Budget Analyst  
David Nitz, OMB Manager

**SUBJECT/TITLE:** Request approval of Budget Amendment 20-21-135 and Resolution Pre-EOY  
Project Closures and Clean up.

---

**STATEMENT OF ISSUE**

This budget amendment is making adjustments and corrections to Project negative account balances, as well as to close projects that have been completed and remove balances.

**RECOMMENDED ACTION**

**Move to approve budget amendment 20-21-135 and associated resolution.**

**FISCAL IMPACT**

The fiscal impact is an increase to Fund 005 (General) in the amount of \$4,192,243.39 and a decrease to Fund 180 (Building) in the amount of and \$2,689.00, with an overall budget increase of \$4,189,554.39.

Attachments: [20-21-135 Pre-EOY Project Closures\\_Clean Up Adjustments \(BA\).pdf](#)  
[20-21-135R Pre-EOY Project Closures\\_Clean Up Adjustments.pdf](#)  
[20-21-135 Pre-EOY Project Clean Up \(RESERVES\).pdf](#)

August 25, 2021

O.M.B DEPARTMENT  
HIGHLANDS COUNTY FLORIDA

**BOARD OF COUNTY COMMISSIONERS**

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

PAGE 1 of 6

DATE: 8/20/2021

SUBMITTED BY: OMB

FUND(S): See List FUND TITLE(S): See List COST CENTER(S) #: See List  
PROJECT(S) #: See List PROJECT TITLE(S): See List COST CENTER TITLE(S): See List  
\*list additional cost centers on reverse side of form

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                | ACTIVITY | BUDGET   | INCREASE | DECREASE | REVISED BUDGET |
|------|------|-------------|----------|-----------------------------|----------|----------|----------|----------|----------------|
|      |      |             |          | <b>Project Fund Balance</b> |          |          |          |          |                |
| R    | 180  |             | 3999100Z | <b>Forward</b>              |          | 2,689.00 |          | 2,689.00 | 0.00           |
| E    | 180  | 3440A       | 56200Z   | Project Buildings           | 15061    | 2,689.00 |          | 2,689.00 | 0.00           |
| E    | 005  | 5105        | 56400Z   | Project Equipment           | 17017    | 341.37   |          | 341.37   | 0.00           |
| E    | 005  | 5105        | 55230Z   | Project Attractive Prop-Inv | 17017    | 0.00     | 341.37   |          | 341.37         |

REASON: Pre-EOY project closures and negative account clean up adjustments.

**OFFICE USE ONLY**

OMB RECOMMENDATION:

REQUEST # 20-21-135

TRANSFER TYPE:

\_\_\_\_ Approval  
\_\_\_\_ Denial

ACTION:  
Board \_\_\_\_\_ Approved \_\_\_\_\_ Denied  
County Administrator \_\_\_\_\_ Approved \_\_\_\_\_ Denied

XX ITEM TO ITEM  
XX RESERVE  
XX BY RESOLUTION  
\_\_\_\_ SUPPLEMENTAL BUDGET

SIGNATURE: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE:      /      /     

Posted by Clerk: \_\_\_\_\_

Form Revised 08/05/2020

**BOARD OF COUNTY COMMISSIONERS**

PAGE 2 of 6

**BUDGET AMENDMENTS**

REQUEST NUMBER 20-21-135

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                        | ACTIVITY | BUDGET     | INCREASE   | DECREASE | REVISED BUDGET |
|------|------|-------------|----------|-------------------------------------|----------|------------|------------|----------|----------------|
| R    | 005  |             | 3315500Z | Disaster Relief FEMA-<br>Proj       | 19001    | 0.00       | 603,923.36 |          | 603,923.36     |
| E    | 005  | 3996        | 51300Z   | Project Other Salaries              | 19001    | 0.00       | 51,590.62  |          | 51,590.62      |
| E    | 005  | 3996        | 51400Z   | Project Overtime                    | 19001    | 0.00       | 9,723.85   |          | 9,723.85       |
| E    | 005  | 3996        | 52100Z   | Project FICA Taxes                  | 19001    | 0.00       | 4,690.64   |          | 4,690.64       |
| E    | 005  | 3996        | 52400Z   | Project Worker's Comp               | 19001    | 0.00       | 104.24     |          | 104.24         |
| E    | 005  | 3996        | 53100Z   | Project Professional<br>Services    | 19001    | 0.00       | 9,850.00   |          | 9,850.00       |
| E    | 005  | 3996        | 53400Z   | Project Contractual<br>Services     | 19001    | 0.00       | 287,761.34 |          | 287,761.34     |
| E    | 005  | 3996        | 54400Z   | Rentals & Leases<br>Project         | 19001    | 0.00       | 171,925.79 |          | 171,925.79     |
| E    | 005  | 3996        | 54600Z   | Project Repair &<br>Maintenance     | 19001    | 0.00       | 23,850.82  |          | 23,850.82      |
| E    | 005  | 3996        | 54900Z   | Project Other Chgs &<br>Obligations | 19001    | 0.00       | 117.00     |          | 117.00         |
| E    | 005  | 3996        | 55200Z   | Project Operating<br>Supplies       | 19001    | 0.00       | 44,309.06  |          | 44,309.06      |
| E    | 005  | 5229        | 51200Z   | Project Regular<br>Salaries         | 19004    | 152,869.00 |            | 1,871.28 | 150,997.72     |
| E    | 005  | 5229        | 52100Z   | Project FICA Taxes                  | 19004    | 10,755.00  | 315.70     |          | 11,070.70      |
| E    | 005  | 5229        | 52200Z   | Project Retirement<br>Contributions | 19004    | 14,147.00  | 617.13     |          | 14,764.13      |
| E    | 005  | 5229        | 55200Z   | Project Operating<br>Supplies       | 19004    | 0.00       | 938.45     |          | 938.45         |
| -    |      |             |          |                                     |          |            |            |          |                |

Form Revised 08/05/2020



**BOARD OF COUNTY COMMISSIONERS**

PAGE 3 of 6

**BUDGET AMENDMENTS**

REQUEST NUMBER 20-21-135

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                  | ACTIVITY | BUDGET       | INCREASE     | DECREASE | REVISED BUDGET |
|------|------|-------------|----------|-------------------------------|----------|--------------|--------------|----------|----------------|
| R    | 005  |             | 3316200Z | Public Assistance Grant       | 19051    | 6,274,552.39 | 3,588,234.20 |          | 9,862,786.59   |
| R    | 005  |             | 3611000Z | Interest Earnings Project     | 19051    | 0.00         | 372.74       |          | 372.74         |
| R    | 005  |             | 3999100Z | Project Fund Balance Forward  | 19051    | 703,397.99   | 3,443.94     |          | 706,841.93     |
| E    | 005  | 3996        | 51300Z   | Project Other Salaries        | 19051    | 10,699.17    | 7,150.50     |          | 17,849.67      |
| E    | 005  | 3996        | 52100Z   | Project FICA Taxes            | 19051    | 996.26       | 547.01       |          | 1,543.27       |
| E    | 005  | 3996        | 52400Z   | Project Worker's Compensation | 19051    | 22.14        | 12.16        |          | 34.30          |
| E    | 005  | 3996        | 53100Z   | Project Professional Services | 19051    | 0.00         | 774.00       |          | 774.00         |
| E    | 005  | 3996        | 55200Z   | Project Operating Supplies    | 19051    | 2,504.34     | 202,513.87   |          | 205,018.21     |
| E    | 005  | 3996        | 55230Z   | Project Attractive Prop-Inv   | 19051    | 0.00         | 107,053.40   |          | 107,053.40     |
| E    | 005  | 3996        | 56400Z   | Project Equipment             | 19051    | 0.00         | 358,549.60   |          | 358,549.60     |
| E    | 005  | 3996        | 58102Z   | Govt Agency-Admin/Govt        | 19051    | 3,292,681.35 | 11,886.99    |          | 3,304,568.34   |
| E    | 005  | 3996        | 58201Z   | Priv Org-For Profit Bus       | 19051    | 1,132,000.00 | 305,000.00   |          | 1,437,000.00   |
| E    | 005  | 3996        | 58202Z   | Priv Org-Non Profit Bus       | 19051    | 10,000.00    | 66,000.00    |          | 76,000.00      |
| E    | 005  | 3996        | 58203Z   | Priv Org-Comm Proposal        | 19051    | 2,500.00     | 19,500.00    |          | 22,000.00      |
| E    | 005  | 3996        | 58301Z   | Other-Individuals             | 19051    | 2,605,500.00 | 2,374,500.00 |          | 4,980,000.00   |
| E    | 005  | 3996        | 59010Z   | Proj Transfers Out            | 19051    | 52,196.98    | 138,563.35   |          | 190,760.33     |

Form Revised 08/05/2020

**BOARD OF COUNTY COMMISSIONERS**

PAGE 4 of 6

**BUDGET AMENDMENTS**

REQUEST NUMBER 20-21-135

| TYPE | FUND | COST CENTER | ACCOUNT  | ACCOUNT NAME                     | ACTIVITY | BUDGET     | INCREASE  | DECREASE  | REVISED BUDGET |
|------|------|-------------|----------|----------------------------------|----------|------------|-----------|-----------|----------------|
| E    | 151  | 9990B       | 59900    | Reserve for Contingency          |          | 28,819.01  |           | 900.00    | 27,919.01      |
| E    | 151  | 4102A       | 54900Z   | Project Other Chgs & Obligations | 20002    | 100.00     |           | 100.00    | -              |
| E    | 151  | 4102A       | 56301Z   | Project Capital Infrastructure   | 20002    | 30,050.00  |           | 3,819.00  | 26,231.00      |
| E    | 151  | 4102A       | 54600Z   | Project Repair & Maintenance     | 20002    | 0.00       | 4,819.00  |           | 4,819.00       |
| E    | 005  | 5105        | 56400Z   | Project Equipment                | 20011    | 14,817.06  |           | 14,817.06 | -              |
| E    | 005  | 5105        | 55230Z   | Project Attractive Prop-Inv      | 20011    | 0.00       | 14,817.06 |           | 14,817.06      |
| E    | 110  | 4105        | 55200Z   | Project Operating Supplies       | 20023    | 15,000.00  |           | 5,900.00  | 9,100.00       |
| E    | 110  | 4105        | 56400Z   | Project Equipment                | 20023    | 12,000.00  | 5,900.00  |           | 17,900.00      |
| E    | 151  | 5105A       | 56400Z   | Project Equipment                | 20026    | 251,680.00 |           | 2,449.00  | 249,231.00     |
| E    | 151  | 9990B       | 59900    | Reserve for Contingency          |          | 27,919.01  | 2,449.00  |           | 30,368.01      |
| E    | 181  | 3217        | 56400Z   | Project Equipment                | 20030    | 60,000.00  |           | 52,224.83 | 7,775.17       |
| E    | 181  | 3217        | 55200Z   | Project Operating Supplies       | 20030    | 23,200.00  | 52,224.83 |           | 75,424.83      |
| R    | 005  |             | 3346900Z | Other Human Services Proj        | 20035    | 3,542.85   |           | 3,542.85  | -              |
| E    | 005  | 3995        | 53400Z   | Project Contractual Services     | 20035    | 3,542.85   |           | 3,542.85  | -              |
| E    | 151  | 4102A       | 56300Z   | Project Improvements             | 20046    | 5,000.00   |           | 5,000.00  | -              |
| E    | 151  | 4102A       | 53100Z   | Project Professional Services    | 20046    | 0.00       | 5,000.00  |           | 5,000.00       |

Form Revised 08/05/2020

**BOARD OF COUNTY COMMISSIONERS**

**PAGE 5 of 6**

## BUDGET AMENDMENTS

REQUEST NUMBER 20-21-135

[illegible]

Form Revised 08/05/2020

**PAGE 6 of 6**

## REQUEST NUMBER 20-21-135

| <b>COST CTR(S)</b> | <b>COST CENTER TITLE(S)</b> |
|--------------------|-----------------------------|
| 3440A              | Building Department         |
| 5105               | Ambulance Service 005       |
| 3996               | Emergency/Disaster Relief   |
| 5229               | Healthy Family Grant        |
| 9990B              | Budget Expenditure AC/151   |
| 4102A              | Transportation Projects     |
| 4105               | Traffic Operations          |
| 5105A              | Ambulance Service 151       |
| 3217               | Fire Assessments            |
| 3995               | Children's Advocacy Center  |
| 2685               | HCFPIRN Ltd Capital Exps    |

[illegible]

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RESOLUTION NO. 20-21-\_\_\_\_\_

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, AUTHORIZING AMENDMENT TO THE BUILDING, GENERAL, INFRASTRUCTURE SURTAX, TRANSPORTATION TRUST, AND THE FIRE ASSESSMENT FUNDS.**

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

**WHEREAS**, the following budget amendment is necessary and proper within the Building, General, Infrastructure Surtax, Transportation Trust, and the Fire Assessment Funds; and

**WHEREAS**, it is necessary to make adjustments and corrections to project negative account balances; and

**WHEREAS**, it is necessary to close some projects that have been completed and remove balances as well as appropriate additional funding with an overall net increase in the amount of \$4,189,554.39.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners in and for Highlands County, Florida this \_\_\_\_\_ day of \_\_\_\_\_, 2021 that budget amendment 20-21-135 is hereby approved and authorized.

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

\_\_\_\_\_  
Chairperson

**ATTEST:** \_\_\_\_\_  
Clerk of Courts

**Approved as to Budgetary Requirements**

\_\_\_\_\_  
OMB Department

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

|                       |
|-----------------------|
| FISCAL YEAR 2020-2021 |
|-----------------------|

| <b>DATE<br/>INTENDED</b> | <b>BCC<br/>APPROVED</b> | <b>B.A.#</b>      | <b>AMOUNT</b>          | <b>BALANCE</b>       | <b>DESCRIPTION</b>                                                                                           |
|--------------------------|-------------------------|-------------------|------------------------|----------------------|--------------------------------------------------------------------------------------------------------------|
| 10/01/20                 |                         | BEGINNING BALANCE |                        | \$ <b>121,000.00</b> |                                                                                                              |
| 10/20/20                 | 10/20/20                | 20-21-007         | ( <b>\$38,166.89</b> ) | \$82,833.11          | To fund the balance of new ambulance Project 18020                                                           |
| 01/05/21                 | 01/05/21                | 20-21-043         | <b>12,925.59</b>       | \$95,758.70          | To close out Project 17015 Remodel Probation & Parole Lease                                                  |
| 01/05/21                 | 01/05/21                | 20-21-043         | ( <b>\$50,000.00</b> ) | \$45,758.70          | To set aside funding for future SAO building renovations                                                     |
| 03/02/21                 | 03/02/21                | 20-21-056         | ( <b>\$2,058.33</b> )  | \$43,700.37          | To fund the insurance proceed shortfall to pay for a rechassis on one of the in-service ambulances           |
| 04/06/21                 | 04/06/21                | 20-21-062         | ( <b>\$9,881.36</b> )  | \$33,819.01          | To fund the balance of new playground equipment in projects 20041 and 20042                                  |
| 06/15/21                 | 06/15/21                | 20-21-095         | ( <b>\$5,000.00</b> )  | \$28,819.01          | To fund a consultant to prepare the grant application to procur funds for the Panther Parkway Trailhead Park |
| 09/07/21                 |                         | 20-21-135         | ( <b>\$900.00</b> )    | \$27,919.01          | To provide additional funding for Project 20002                                                              |
| 09/07/21                 |                         | 20-21-135         | \$2,449.00             | \$30,368.01          | To close out Project 20026 EMS Fleet Replacement                                                             |
|                          |                         |                   |                        |                      |                                                                                                              |
|                          |                         |                   |                        |                      |                                                                                                              |
|                          |                         |                   |                        |                      |                                                                                                              |
|                          |                         |                   |                        |                      |                                                                                                              |
|                          |                         |                   |                        |                      |                                                                                                              |
|                          |                         |                   |                        |                      |                                                                                                              |
|                          |                         |                   |                        |                      |                                                                                                              |
|                          |                         |                   |                        |                      |                                                                                                              |
|                          |                         |                   |                        |                      |                                                                                                              |
| <b>REVISED TOTAL:</b>    |                         |                   |                        | <b>\$30,368.01</b>   |                                                                                                              |

**CONTINUED ON NEXT PAGE**

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Sandra S. Vázquez, Planner I

**SUBJECT/TITLE:** Request to approve a Mural Commemorating the Establishment of Highlands County, including Guidelines and Location for the Proposed Mural.

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**STATEMENT OF ISSUE**

On October 8, 2020, the Highlands Historic Preservation Commission (HPC) invited community members to discuss future activities to commemorate the 100-year establishment of Highlands County. The HPC, on November 12, 2020, recommended approval of different activities that the County would organize to celebrate the 100-Year anniversary, including a Commemorative Mural.

The sale of the commemorative t-shirts has help provide the necessary funds for the mural project and at this time we are requesting the Board to approve a 100-Year Commemorative Mural to be located at a county property.

At a HPC special meeting on August 23, 2021, members unanimously recommended a location and guidelines to be considered by the Board.

**RECOMMENDED ACTION**

**Move to approve the 100-Year Commemorative Mural guidelines as recommended by the Historic Preservation Commission and a request for the Board to select a location from Exhibit 2 or Exhibit 3.**

**FISCAL IMPACT**

There is no fiscal impact.

Attachments: [Exhibit 1. Historic Preservation Commission proposed guidelines for the mural project](#)  
[Exhibit 2. Historic Preservation Commission proposed location for the mural project](#)  
[Exhibit 3. Proposed locations considered by staff for the mural project](#)



## **Exhibit 1,**

### **Historic Preservation Commission proposed guidelines for the mural project.**

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- The mural should be located at the government center.
- The Heartland Cultural Alliance should be informed and included in the process to contact artists for the project. This will provide all local artists in the county an equal opportunity to participate.
- Instead of painting directly on a wall the mural should be painted on a separate substrate. This type of mural is called a free-standing mural, where the artist will have the opportunity to create the art in a preferable material and the mural art can be hung and relocated as needed.
- Artist needs to provide a concept proposal.
- The size of the mural should have an approximate dimension of 4' by 5'.
- The artist must incorporate the centennial logo, dates (1921 to 2021), a map of the county and a representation from each of the cities (Avon Park, Sebring and Lake Placid)
- The artist can incorporate the following items in the artwork:
  - Court House
  - Citrus
  - Bombing Range
  - Cattle/ Agriculture
  - Lakes
  - Founders and important people recognized in the county
  - County icons
  - Caladiums
  - African American History

**Exhibit 2,**

**Historic Preservation Commission proposed location for the mural project**

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Second floor lobby area:



**Exhibit 3,**

**Additional proposed location for the mural project**

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A. First floor of Government Center near water fountain



B. First Floor of Historic Preservation Exhibit:



C. Wall next to the board room entrance



D. First floor public viewing area





E. Outside Location, Bert Harris Agricultural Center



**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Mike Borders, Chair, Medal of Honor

**SUBJECT/TITLE:** Request approval of The Florida Medal of Honor Memorial Committee's request for in-kind support not to exceed \$50,000.00 from the Highlands County Board of County Commissioners.

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**STATEMENT OF ISSUE**

The Florida Medal of Honor Memorial Inc. is a 501(c)3 not-for-profit with a vision is to construct and maintain a perpetual memorial that honors the Florida Medal of Honor recipients and ensures that they are never forgotten. The mission is to preserve and present the extraordinary stories of Floridians who received the highest level of recognition, "Above and beyond the call of duty," in service to the nation.

The memorial is to be erected adjacent to the County Veteran Services Office (7209 S. George Blvd.). The goals:

1. Maintain a memorial that pays honorable tribute to all Florida Medal of Honor recipients.
2. Memorialize Medal of Honor recipients and their surviving family members on Medal of Honor Day each year.
3. Adopt educational programs that honor the recipients and inform the community on reasons we honor the recipients of this memorial.
4. To facilitate a community focal point for veteran acknowledgement.

HB 3803 provides an appropriation of \$250,000 for the Florida Medal of Honor Memorial.

The Committee now requests in-kind support from the Highlands County Board of County Commissioners.

**RECOMMENDED ACTION**

**Move approval of in-kind support not to exceed \$50,000.00 for the Florida Medal of Honor Memorial, Inc. project**

**FISCAL IMPACT**

Up to 50K in-kind support including: Stabilized Parking (10,000); Engineering Design and Permitting (20,000); Tortoise Removal (<13,000); and Signage (1,500).

Attachments:



**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** Tanya Cannady, Business Services Director

**SUBJECT/TITLE:** Request approval of Budget Amendment 20-21-137 and associated Resolution to establish the budget for Building Fund administrative fees due to the General Fund for prior years.

---

**STATEMENT OF ISSUE**

At some point in time, but at the very least in fiscal year 2007-08, the County Administrator, through the Business Services Department, made the decision to suspend collection of the administrative fee from the Building Fund because the fund revenues could not support payment of the fee. Over time the Building Fund revenues increased; however, the administrative fee was inadvertently never reinstated.

The Building Fund has increased to a level that it can sustain retroactive reinstatement of the administrative fee. Therefore, it is necessary to amend the Fiscal Year 2020-21 operating budget in order to realize the retroactive reinstatement of the administrative fee in the General Fund.

**RECOMMENDED ACTION**

**Move to approve budget amendment 20-21-137 and associated resolution for prior year's administrative fees due to the General Fund.**

**FISCAL IMPACT**

The fiscal impact is a decrease to Fund 180 (Building) and a corresponding increase to Fund 005 (General) in the amount of \$1,056,003.

Attachments: [20-21-137R Building Fund Admin Fees Recovery2.pdf](#)

**RESOLUTION NO. 19-20-\_\_\_\_**

**A RESOLUTION OF THE HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS PERTAINING TO THE RETROACTIVE RECOVERY OF ADMINISTRATIVE FEES FROM THE BUILDING FUND; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR THE RETROACTIVE RECOVERY AND REINSTATEMENT OF ADMINISTRATIVE FEE; 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**, the County Building Fund is maintained for the sole purpose of carrying out the County's responsibilities in enforcing the Florida Building Code; and

**WHEREAS**, it is the practice of the County Business Services Department to charge administrative fees to the various non-General fund accounts which are maintained by the County to cover the cost of the financial and other services rendered; and

**WHEREAS**, at some point in time, but at the very least in fiscal year 2007-08, the County Administrator, through the Business Services Department, made the decision to suspend collection of the administrative fee from the Building Fund because the fund revenues could not support payment of the fee; and

**WHEREAS**, over time the Building Fund revenues increased; however, the administrative fee was inadvertently never reinstated; and

**WHEREAS**, the Building Fund has increased to a level that it can sustain retroactive reinstatement of the administrative fee; and

**WHEREAS**, on September \_\_\_, 2020, Highlands County, adopted Resolution 2020-21-\_\_\_, approving the County's total operating budget for Fiscal Year 2020-21; and

**WHEREAS**, it is necessary to amend the Fiscal Year 2020-21 operating budget in order to realize the retroactive reinstatement of the administrative fee in the General Fund.

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

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

**SECTION 2. Retroactive Recovery and Reinstatement of Administrative Fee.** Highlands County does hereby retroactively, back to fiscal year 2007-08, reinstate the administrative fee being paid by the Building Fund to the General Fund for fund maintenance and other financial related services as set forth in **Exhibit “A”** attached hereto.

**SECTION 3. Approval of Budget Amendment.** The amendments to the budget for Fiscal Year 2020-2021, as set forth in the itemizations contained in **Exhibit “B”** attached hereto are hereby approved.

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

**SECTION 5. Savings Provision.** All prior actions of Highlands County pertaining to the administrative fees being paid by the Building Fund and budget amendment for Fiscal Year 2020-21, as well as any and all matters relating thereto, are hereby ratified and affirmed consistent with the provisions of this Resolution.

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

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

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

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

*Signature on Following Page*

**PASSED AND ADOPTED this \_\_\_\_\_ day of September, 2021.**

**HIGHLANDS COUNTY BOARD OF  
COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Scott Kirouac, Chairman

ATTEST:

\_\_\_\_\_  
Robert Germaine,  
Highlands County Clerk of Court

## Exhibit "A"

### HIGHLANDS COUNTY FY 2007 - 2020 ADMIN FEES

#### BUILDING FUND

| Year                 | Rev. Budget | Est. % | Proposed<br>Admin Fee |
|----------------------|-------------|--------|-----------------------|
| 2007                 | 1,399,000   | 10%    | 139,900               |
| 2008                 | 1,567,000   | 10%    | 156,700               |
| 2009                 | 495,700     | 10%    | 49,570                |
| 2010                 | 451,652     | 10%    | 45,165                |
| 2011                 | 461,500     | 10%    | 46,150                |
| 2012                 | 530,600     | 10%    | 53,060                |
| 2013                 | 487,500     | 10%    | 48,750                |
| 2014                 | 522,300     | 10%    | 52,230                |
| 2015                 | 542,050     | 10%    | 54,205                |
| 2016                 | 590,645     | 10%    | 59,065                |
| 2017                 | 811,750     | 10%    | 81,175                |
| 2018                 | 790,228     | 10%    | 79,023                |
| 2019                 | 923,000     | 10%    | 92,300                |
| 2020                 | 987,100     | 10%    | 98,710                |
| TOTAL PRIOR RECOVERY |             |        | <b>\$ 1,056,003</b>   |

# Exhibit "B"

**APPROVED**  
BOARD OF COUNTY COMMISSIONERS  
**August 30, 2021**  
O.M.B DEPARTMENT  
HIGHLANDS COUNTY FLORIDA

## BOARD OF COUNTY COMMISSIONERS

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

DATE: 8/27/2021

SUBMITTED BY: OMB

FUND(S): 005, 180 FUND TITLE(S): General, Building COST CENTER(S) #: 3440A  
PROJECT(S) #: \_\_\_\_\_ PROJECT TITLE(S): \_\_\_\_\_ COST CENTER TITLE(S): Building Division 180  
\*list additional cost centers on reverse side of form

| TYPE | FUND | COST CENTER | ACCOUNT | ACCOUNT NAME                        | ACTIVITY | BUDGET       | INCREASE     | DECREASE | REVISED BUDGET |
|------|------|-------------|---------|-------------------------------------|----------|--------------|--------------|----------|----------------|
|      |      |             |         | <b>Fund Balance Brought Forward</b> |          |              |              |          |                |
| R    | 180  |             | 3999100 |                                     |          | 0.00         | 1,056,003.00 |          | 1,056,003.00   |
| E    | 180  | 3440A       | 59010   | Transfers Out                       |          | 0.00         | 1,056,003.00 |          | 1,056,003.00   |
|      |      |             |         |                                     |          |              |              |          | 0.00           |
| R    | 005  |             | 3810000 | Interfund Transfer                  |          | 33,850.00    | 1,056,003.00 |          | 1,089,853.00   |
|      |      |             |         | <b>Fund Balance Brought Forward</b> |          |              |              |          |                |
| R    | 005  |             | 3999100 |                                     |          | 5,375,188.10 |              |          | 5,375,188.10   |
|      |      |             |         |                                     |          |              |              |          | 0.00           |
|      |      |             |         |                                     |          |              |              |          | 0.00           |

REASON: To set up the budget for the anticipated transfer of funds from the Building Fund to the General fund for prior year admin fees.

### OFFICE USE ONLY

OMB RECOMMENDATION:

REQUEST # 20-21-137

TRANSFER TYPE:

\_\_\_\_\_  
Approval  
\_\_\_\_\_  
Denial

ACTION:  
Board \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
County Administrator \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
ITEM TO ITEM  
RESERVE  
\_\_\_\_\_  
BY RESOLUTION  
\_\_\_\_\_  
SUPPLEMENTAL BUDGET

SIGNATURE: \_\_\_\_\_

Signature: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Posted by Clerk: \_\_\_\_\_

Form Revised 08/05/2020

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST: 9/7/2021**

**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 September 3 ,2021

**RECOMMENDED ACTION**

**None. This is being provided for informational purposes.**

**FISCAL IMPACT**

None.

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



## County Attorney Log

|    | Commissioner<br>Priority | RECEIVED FROM    | REQUEST                                                        | STATUS                                          |
|----|--------------------------|------------------|----------------------------------------------------------------|-------------------------------------------------|
| 1  | Priority 8               | Clinton Howerton | Review Somervale Downs Right-of-way dedications                | Assigned – SS-waiting on additional information |
| 2  | Priority 8               | Dawn Ritter      | Review IMWID Easements and Agreements                          | Assigned-SS/Drafts prepared/mtgs. set           |
| 3  | Priority 4               | Valerie Fleege   | Review request for a street light procedure                    | Additional information needed                   |
| 4  | Priority 4               | Melony Culpepper | Review e-mail regarding legal lots of record                   | Assigned-SS/Under review                        |
| 5  | Priority 7               | Tanya Cannady    | Review MOU with University of Florida                          | Assigned-SS/under review                        |
| 6  | Priority 7               | Jennifer Willis  | Review Resolution – Road Closures request – Crutchfield Groves | Assigned -SS/under review                       |
| 7  | Priority 4               | Dena Peterson    | Review Final Plat – Dollar General Store                       | Assigned-SS/Under review                        |
| 8  | Priority 4               | Thomas Haralson  | Review Monday.com Agreement                                    | Assigned-MR/under review                        |
| 9  | Priority 4               | Marc Bashoor     | MDi Ride Agreement                                             | Assigned-SS/Under review                        |
| 10 | Priority 7               | Sarah Albritton  | Review Lincoln Heights Park Lease Agreement                    | Assigned SS/Under review                        |
| 11 | Priority 4               | Johnathan Harris | Invasive Plant Management Assets Resolution                    | Assigned SS/Under review                        |
| 12 |                          | Melony Culpepper | Resolutions- Crews, Guerrero, JGS.                             | SS/Assigned                                     |
| 13 | Priority 7               | David Nitz       | Interlocal Fuel Tax agreements                                 | Assigned SS/Under review                        |

|    |            |                  |                                          |                          |
|----|------------|------------------|------------------------------------------|--------------------------|
| 14 | Priority 4 | Clinton Howerton | Sebring Parkway Maintenance Agreement    | Assigned SS/Under review |
| 15 | Priority 4 | Chantel Brutus   | Review/ Update all 5 TDC Grant Contracts | MR/Under review          |
| 16 | Priority 7 | Brandon Gunn     | 575 County Deeds for preparation         | MR/CB-Assigned           |
| 17 | Priority 7 | David Nitz       | Tract J project                          | SS                       |
| 18 | PRIORITY 4 | Karen Lepera     | Community Garden in Special District     | SS/MR                    |
| 19 | Priority 4 | Tanya Cannady    | Certification of Roll                    | SS                       |
| 20 |            | Leah Sauls       | TDC Consultant Contract                  | SS                       |

## 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:** September 7, 2021

**PRESENTER:** Randy Vosburg, County Administrator

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

---

**STATEMENT OF ISSUE**

Attached are the copies of the Commissioner's Priorities and Project Status Report as of August 24, 2021.

**RECOMMENDED ACTION**

This information is being provided for informational purposes

**FISCAL IMPACT**

No Fiscal Impact.

Attachments: [Status - Project Updates \(FINAL\) 9.7.2021.pdf](#)  
[Status - Commissioner's Priorities \(FINAL\) 9.7.2021.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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 09/01/22            |
| 2  | Engineering                  | Sebring Parkway Phase IIB                              | Construction began 10/12/2020 - On Schedule                                                                                                                                          | Construction Final Completion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 09/01/22            |
| 3  | Engineering - Road & Bridge  | Lacey Hills Improvement Projects                       | No change                                                                                                                                                                            | Included in Carter Creek Watershed Study area. Awaiting results from study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Pending funding     |
| 4  | Engineering - Road & Bridge  | Evaluation of Sebring Falls drainage issues            | No change                                                                                                                                                                            | Included in Sebring Watershed Study. Awaiting results from study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Pending funding     |
| 5  | Engineering - Road & Bridge  | Memorial Drive Culvert Replacement and Extension       | Dewatering design/permitting underway.                                                                                                                                               | Complete re-design and construct 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ongoing             |
| 6  | Engineering                  | Heron St. Roadway Improvements - Project #18007        | 90% Plans submitted to FDOT                                                                                                                                                          | Receive and address comments from FDOT and finalize plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | TBD                 |
| 7  | Engineering                  | W. Stryker Rd. Roadway Improvements - Project #18008   | 90% Plans submitted to FDOT                                                                                                                                                          | Receive and address comments from FDOT and finalize plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | TBD                 |
| 8  | Engineering                  | CR 623 Improvements - Project #18009 (Kenilworth Blvd) | BID documents sent to FDOT for final approval                                                                                                                                        | Final approval of bid docs then advertise for bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | TBD                 |
| 9  | Economic Development         | Econ. Dev. Strategic Plan Progress Update              | Implementing Strategic Plan Initiatives                                                                                                                                              | Still working on ESF 18 functions (lighter), pushing out information relating to the new stimulus packages and resources for businesses. Working with multiple industrial prospects doing due diligence on property acquisition and project viability. Also continuing to work with marketing firm to implement marketing/communications plan - Industry infographics are complete. Finished developing industry specific landing pages. Econ. dev marketing agency RFP has been posted. Applied for and received two rural development grants through Enterprise Florida and DEO. Looking into infrastructure grant opportunities for strategic site development. Finalized review of the Broadband Feasibility Study and awaiting response from consultant. Also applied for and received a Duke Energy Foundation Grant for additional marketing efforts. | Ongoing             |
| 10 | Community Programs           | Homeless Roundtable Update                             | Samaritan's Touch Care Center has identified a building for the resource center and overnight shelter. Funding will need to be raised to lease the building and perform the remodel. | Homeless Taskforce Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Ongoing             |
| 11 | Legislative Affairs & Grants | Broadband/ Highspeed Internet                          | Board passed resolution in support of State broadband initiatives.                                                                                                                   | To monitor Office of Broadband and State initiatives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Ongoing             |

| #                 | Assigned                           | Priority                                                                                                                                                                                         | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Next Action                                                                                                                                                                                                                                                                                                                 | Date of Next Action |
|-------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Priority 1</b> | Leah Sauls                         | Sell Highlands Regional & use funds for endowment for non-profits                                                                                                                                | Staff are working with legal counsel to determine the best path forward for how funds will be used after the sale of the facility. Hospital has rebranded and is now HCA Florida Highlands Hospital.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Intend to find a specialized appraiser to just represent HCOCC. Map a plan for funds after the sale of the facility.                                                                                                                                                                                                        | TBD                 |
| <b>Priority 2</b> | Leah Sauls                         | Develop a plan of action for utility extensions                                                                                                                                                  | Opened a Task Order for the amount of \$25,000 out of the 19-20 economic development budget with Kimley-Horn for ongoing general engineering, environmental and planning services for utilities (water & sewer) county-wide with hopes to continue services into ongoing years. Have spent the first \$25,000. Have additional \$25,000 set aside in current fiscal year budget (20-21) to continue services - new PO was opened. Utility line maps have been compiled by Kimley-Horn into GIS format which has been shared with County GIS Team. We have applied for and been awarded a grant for an additional \$25,000 from Enterprise Florida. This is a reimbursable grant that will go to this project. | Kimley-Horn working on suggested next steps/deliverables for ongoing efforts and implementation. Kimley Horn is still trying to piece together all of the paper maps from Sebring. Next deliverables will include draw down tests for City of Sebring and hydraulic modeling for Lake Placid, Spring Lake, and Sun N' Lake. | Ongoing             |
| <b>Priority 3</b> | Laurie Hurner/Tanya Cannady        | Build reserves to 3.5 Months and plan for a millage reduction                                                                                                                                    | Continuing to monitor the current COVID-19 situation and the immediate and anticipated financial impacts. OMB engaged PFM to assist with future revenue estimations. A hiring and spending freeze has been implemented. Directors continue to be fiscally responsible during the budget process.                                                                                                                                                                                                                                                                                                                                                                                                              | Continue to monitor the impacts of COVID and to be fiscally responsible with spending, while maintaining County services.                                                                                                                                                                                                   | Ongoing             |
| <b>Priority 4</b> | Laurie Hurner                      | Work to streamline County bureaucracy to protect & grow economy; encourage economic development to focus on grants to retain & expand existing businesses, also keep an eye on new opportunities | 1st draft submitted to County Administrator for review and comment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Review with County Administrator.                                                                                                                                                                                                                                                                                           | TBD                 |
| <b>Priority 5</b> | Clinton Howerton                   | Recycling Program                                                                                                                                                                                | Work to improve recycling efficiency from residents. Evaluating alternative options to meet State mandated goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Additional public education efforts have begun, including videos, mailouts, and meetings. Next action may include discussion of modifications to program to reduce contamination.                                                                                                                                           | Ongoing             |
| <b>Priority 6</b> | 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             |
| <b>Priority 7</b> | 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             |
| <b>Priority 8</b> | Clinton Howerton/Jonathan Harrison | Countywide Drainage Issues                                                                                                                                                                       | Engineering and Road and Bridge Department working together to identify needs and goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Generate a list of areas with concerns and estimated costs                                                                                                                                                                                                                                                                  | Ongoing             |

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:** David Nitz, OMB Manager

**SUBJECT/TITLE:** 3rd Quarter Analysis of Revenues and Expenditures

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**STATEMENT OF ISSUE**

With the closing of Period 9 (June), it is time for the 3rd quarter update of the revenues and expenditures and to discuss any noticeable trends with each. This informational report is intended for administration, the commissioners as well as the public.

**RECOMMENDED ACTION**

**No Action Required**

**FISCAL IMPACT**

There is no fiscal impact at this time.

Attachments: [3rd Q REVENUE WORKSHEET dn.pdf](#)

## AD VALOREM TAXES (005 - 3111000)

| Month         | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|---------------|-------------------------|-------------------------|---------------------------------|
| October       | 0.00                    | 495,157.75              | 1,349,117.22                    |
| November      | 24,408,582.29           | 24,932,065.45           | 28,855,763.01                   |
| December      | 7,312,774.96            | 8,348,340.13            | 6,301,198.70                    |
| January       | 1,881,270.76            | 1,677,890.72            | 1,539,211.95                    |
| February      | 1,159,527.04            | 1,007,058.50            | 988,196.05                      |
| March         | 2,316,622.53            | 1,871,831.67            | 2,711,728.62                    |
| April         | 1,224,443.99            | 1,524,986.15            | 690,986.98                      |
| May           | 400,105.74              | 563,242.57              | 1,521,034.79                    |
| June          | 983,007.02              | (6,008.72)              | (11,970.85)                     |
| July          | (33.27)                 | 1,193,115.66            |                                 |
| August        | (4.70)                  | (764.36)                |                                 |
| September     | 1,333.92                | (1,640.04)              |                                 |
| <b>Total</b>  | 39,687,630.28           | 41,605,275.48           | 43,945,266.47                   |
| <b>Budget</b> | 39,752,897.00           | 41,565,379.00           | 43,361,681.00                   |

**PFM Estimate FY21 - 6/28/21**

**\$ 43,679,776**

**PFM Estimate FY22 - 6/28/21**

**\$ 45,756,029**

## STATE REVENUE SHARING (005 - 3351200)

| Month                              | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------------------------|-------------------------|-------------------------|---------------------------------|
| October                            | 205,840.05              | 212,002.62              | 197,576.52                      |
| November                           | 205,840.06              | 212,002.63              | 197,576.52                      |
| December                           | 205,840.05              | 212,002.62              | 197,576.52                      |
| January                            | 205,840.06              | 212,002.63              | 197,576.52                      |
| February                           | 205,840.05              | 212,002.62              | 197,576.52                      |
| March                              | 205,840.06              | 212,002.63              | 197,576.52                      |
| April                              | 205,840.05              | 212,002.62              | 197,576.52                      |
| May                                | 205,840.06              | 106,024.86              | 197,576.52                      |
| June                               | 359,086.03              | 292,654.42              | 582,438.44                      |
| July                               | 212,002.63              | 184,770.63              |                                 |
| August                             | 212,002.62              | 197,576.52              |                                 |
| September                          | 212,002.63              | 197,576.52              |                                 |
| <b>Total YTD</b>                   | 2,641,814.35            | 2,462,621.32            | 2,163,050.60                    |
| <b>Budget</b>                      | 2,584,597.00            | 2,752,550.00            | 2,340,147.00                    |
| <b>PFM Estimate FY21 - 6/28/21</b> |                         |                         | <b>\$ 2,370,918</b>             |
| <b>PFM Estimate FY22 - 6/28/21</b> |                         |                         | <b>\$ 2,509,280</b>             |



## HALF CENT SALES TAX (005 - 3351810)

| Month                              | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------------------------|-------------------------|-------------------------|---------------------------------|
| October                            | 436,438.34              | 451,353.47              | 475,526.92                      |
| November                           | 449,921.49              | 456,856.14              | 484,818.70                      |
| December                           | 506,458.71              | 497,950.93              | 536,087.36                      |
| January                            | 470,484.15              | 473,969.99              | 509,262.86                      |
| February                           | 481,957.26              | 481,700.45              | 511,955.01                      |
| March                              | 545,932.00              | 473,251.38              | 643,870.25                      |
| April                              | 473,266.71              | 396,896.50              | 580,238.98                      |
| May                                | 448,587.59              | 459,150.55              | 541,413.57                      |
| June                               | 428,009.86              | 467,575.86              | 514,671.20                      |
| July                               | 415,929.69              | 442,758.25              |                                 |
| August                             | 418,671.65              | 429,030.74              |                                 |
| September                          | 411,057.22              | 458,375.42              |                                 |
| <b>Total YTD</b>                   | 5,486,714.67            | 5,488,869.68            | 4,797,844.85                    |
| <b>Budget</b>                      | 5,861,479.00            | 5,350,342.00            | 5,277,341.00                    |
| <b>PFM Estimate FY21 - 6/28/21</b> |                         |                         | <b>\$ 6,505,825</b>             |
| <b>PFM Estimate FY22 - 6/28/21</b> |                         |                         | <b>\$ 7,012,590</b>             |

## EMS FEES (005 - 3426000:3426004)

| Month            | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------|-------------------------|-------------------------|---------------------------------|
| October          | 1,036,502.25            | 10,067.86               | 102,595.59                      |
| November         | 490,096.39              | 252,830.74              | 1,066,951.97                    |
| December         | 517,884.40              | 435,465.65              | 0.00                            |
| January          | 288,640.58              | 1,774,040.95            | 9,734.67                        |
| February         | 540,855.06              | 524,485.20              | 3,022.34                        |
| March            | 87,819.55               | 788,819.26              | 2,355,198.95                    |
| April            | 150,630.30              | 298,384.94              | 10,503.46                       |
| May              | 241,214.44              | 189,628.90              | 3,717.51                        |
| June             | 30,521.22               | 297,261.14              | 861,747.45                      |
| July             | 1,321,734.51            | 426,500.10              |                                 |
| August           | 1,114,359.98            | 217,206.66              |                                 |
| September        | 448,369.26              | (1,385,380.72)          |                                 |
| <b>Total YTD</b> | 4,114,137.91            | 3,829,310.68            | 4,413,471.94                    |
| <b>Budget</b>    | 3,992,750.00            | 4,147,500.00            | 4,155,242.00                    |

## SOLID WASTE ASSESSMENT (401 - 3631300)

| Month            | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------|-------------------------|-------------------------|---------------------------------|
| October          | 2,220.12                | 4,267.24                | 9,097.83                        |
| November         | 2,105,690.66            | 1,875,423.18            | 1,445,237.89                    |
| December         | 2,469,980.12            | 2,934,632.66            | 3,586,430.64                    |
| January          | 265,794.89              | 160,521.53              | 131,465.00                      |
| February         | 318,320.52              | 285,270.71              | 274,614.77                      |
| March            | 239,213.86              | 367,137.27              | 198,759.12                      |
| April            | 469,114.83              | 222,858.37              | 440,204.74                      |
| May              | 197,769.01              | 230,232.28              | 130,957.53                      |
| June             | 271,627.34              | 313,740.74              | 229,920.89                      |
| July             | 2,887.08                | 4,402.38                |                                 |
| August           | 20,723.79               | 2,554.85                |                                 |
| September        | 9,700.54                | 7,303.73                |                                 |
| <b>Total YTD</b> | 6,373,042.76            | 6,408,344.94            | 6,446,688.41                    |
| <b>Budget</b>    | 5,850,000.00            | 6,415,256.00            | 6,400,000.00                    |

## LANDFILL TIPPING FEES (401 - 3434100)

| Month            | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------|-------------------------|-------------------------|---------------------------------|
| October          | 206,461.35              | 270,089.45              | 248,605.95                      |
| November         | 197,081.00              | 240,140.65              | 236,122.46                      |
| December         | 189,369.98              | 257,619.90              | 288,248.78                      |
| January          | 235,240.50              | 242,367.85              | 247,386.95                      |
| February         | 224,242.45              | 245,508.30              | 50,878.40                       |
| March            | 251,640.00              | 242,471.59              | 509,261.68                      |
| April            | 236,132.60              | 222,414.85              | 56,974.55                       |
| May              | 221,610.15              | 224,986.25              | 473,431.80                      |
| June             | 197,674.74              | 233,869.77              | 256,005.98                      |
| July             | 215,803.23              | 237,262.20              |                                 |
| August           | 237,217.72              | 228,628.71              |                                 |
| September        | 183,016.25              | 241,927.20              |                                 |
| <b>Total YTD</b> | 2,595,489.97            | 2,887,286.72            | 2,366,916.55                    |
| <b>Budget</b>    | 3,320,309.00            | 2,473,643.00            | 2,850,000.00                    |

## 9TH CENT GAS TAX (110 - 3123000)

| Month                              | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------------------------|-------------------------|-------------------------|---------------------------------|
| October                            | 38,432.36               | 45,755.84               | 46,623.87                       |
| November                           | 59,500.90               | 45,774.98               | 46,104.69                       |
| December                           | 43,208.09               | 46,013.43               | 47,102.47                       |
| January                            | 39,746.02               | 37,532.59               | 41,011.00                       |
| February                           | 42,943.92               | 41,901.62               | 40,834.43                       |
| March                              | 49,868.41               | 42,954.44               | 51,202.85                       |
| April                              | 45,188.36               | 30,362.02               | 46,817.86                       |
| May                                | 40,493.87               | 44,749.84               | 42,425.52                       |
| June                               | 46,479.96               | 43,011.37               | 52,095.24                       |
| July                               | 47,172.86               | 44,169.52               |                                 |
| August                             | 49,107.35               | 46,003.84               |                                 |
| September                          | 43,594.08               | 45,804.49               |                                 |
| <b>Total YTD</b>                   | 545,736.18              | 514,033.98              | 414,217.93                      |
| <b>Budget</b>                      | 552,269.00              | 540,370.00              | 499,394.00                      |
| <b>PFM Estimate FY21 - 6/28/21</b> |                         |                         | <b>\$ 569,085</b>               |
| <b>PFM Estimate FY22 - 6/28/21</b> |                         |                         | <b>\$ 611,920</b>               |

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

| Month                              | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------------------------|-------------------------|-------------------------|---------------------------------|
| October                            | 173,828.32              | 207,863.36              | 210,966.24                      |
| November                           | 268,213.73              | 204,833.67              | 208,721.82                      |
| December                           | 194,079.37              | 209,345.62              | 213,688.36                      |
| January                            | 179,633.72              | 166,306.43              | 184,714.21                      |
| February                           | 193,701.56              | 187,200.08              | 185,996.35                      |
| March                              | 225,480.05              | 192,312.90              | 231,652.28                      |
| April                              | 204,270.29              | 142,036.38              | 213,773.00                      |
| May                                | 182,659.02              | 195,300.21              | 206,294.48                      |
| June                               | 210,098.99              | 194,934.74              | 236,363.32                      |
| July                               | 213,371.31              | 199,867.43              |                                 |
| August                             | 221,827.62              | 208,258.98              |                                 |
| September                          | 197,131.95              | 206,945.97              |                                 |
| <b>Total YTD</b>                   | 2,464,295.93            | 2,315,205.77            | 1,892,170.06                    |
| <b>Budget</b>                      | 2,540,440.00            | 2,443,041.00            | 2,174,708.00                    |
| <b>PFM Estimate FY21 - 6/28/21</b> |                         |                         | <b>\$ 2,601,351</b>             |
| <b>PFM Estimate FY22 - 6/28/22</b> |                         |                         | <b>\$ 2,806,650</b>             |

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

| Month                              | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------------------------|-------------------------|-------------------------|---------------------------------|
| October                            | 94,182.27               | 117,000.96              | 127,138.56                      |
| November                           | 168,029.37              | 121,058.53              | 127,284.30                      |
| December                           | 111,226.77              | 125,620.25              | 130,954.87                      |
| January                            | 132,980.71              | 126,082.07              | 138,607.37                      |
| February                           | 132,977.85              | 128,318.71              | 126,939.50                      |
| March                              | 149,065.84              | 134,506.11              | 156,874.43                      |
| April                              | 137,325.21              | 99,315.31               | 140,975.25                      |
| May                                | 122,515.06              | 134,811.54              | 132,473.45                      |
| June                               | 122,340.70              | 114,842.74              | 138,524.71                      |
| July                               | 127,553.41              | 119,383.67              |                                 |
| August                             | 131,048.31              | 127,073.68              |                                 |
| September                          | 114,758.16              | 119,564.43              |                                 |
| <b>Total YTD</b>                   | 1,544,003.66            | 1,467,578.00            | 1,219,772.44                    |
| <b>Budget</b>                      | 1,588,119.00            | 1,532,326.00            | 1,320,399.00                    |
| <b>PFM Estimate FY21 - 6/28/21</b> |                         |                         | <b>\$ 1,623,399</b>             |
| <b>PFM Estimate FY22 - 6/28/21</b> |                         |                         | <b>\$ 1,722,081</b>             |

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

| Month                              | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------------------------|-------------------------|-------------------------|---------------------------------|
| October                            | 170,998.33              | 129,885.80              | 126,706.04                      |
| November                           | 146,814.06              | 164,296.13              | 165,306.07                      |
| December                           | 162,540.35              | 162,010.42              | 126,549.69                      |
| January                            | 166,687.75              | 152,468.54              | 148,626.95                      |
| February                           | 142,020.44              | 160,560.90              | 147,262.70                      |
| March                              | 151,217.30              | 177,159.88              | 136,208.31                      |
| April                              | 169,095.69              | 149,347.67              | 167,359.08                      |
| May                                | 164,007.23              | 88,680.65               | 166,834.16                      |
| June                               | 165,222.53              | 122,975.93              | 179,538.57                      |
| July                               | 157,731.99              | 138,659.35              |                                 |
| August                             | 158,592.90              | 128,343.68              |                                 |
| September                          | 185,178.81              | 162,277.71              |                                 |
| <b>Total YTD</b>                   | 1,940,107.38            | 1,736,666.66            | 1,364,391.57                    |
| <b>Budget</b>                      | 1,861,041.00            | 1,960,316.00            | 1,725,267.00                    |
| <b>PFM Estimate FY21 - 6/28/21</b> |                         |                         | <b>\$ 1,561,011</b>             |
| <b>PFM Estimate FY22 - 6/28/21</b> |                         |                         | <b>\$ 1,640,731</b>             |



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

| Month                             | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|-----------------------------------|-------------------------|-------------------------|---------------------------------|
| October                           | 75,084.48               | 73,445.50               | 65,896.27                       |
| November                          | 66,983.95               | 64,274.16               | 59,836.79                       |
| December                          | 61,577.80               | 62,785.30               | 65,548.34                       |
| January                           | 68,880.68               | 74,588.71               | 62,853.88                       |
| February                          | 65,118.56               | 69,859.26               | 59,420.27                       |
| March                             | 75,679.18               | 65,344.07               | 74,040.60                       |
| April                             | 71,625.94               | 39,567.65               | 70,797.43                       |
| May                               | 69,869.05               | 51,069.45               | 70,295.10                       |
| June                              | 70,633.42               | 61,634.41               | 72,563.84                       |
| July                              | 71,931.30               | 62,483.43               |                                 |
| August                            | 73,595.04               | 61,922.83               |                                 |
| September                         | 66,132.76               | 61,346.08               |                                 |
| <b>Total YTD</b>                  | 837,112.16              | 748,320.85              | 601,252.52                      |
| <b>Budget</b>                     | 839,448.00              | 837,975.00              | 732,612.00                      |
| <b>PFM Estimate FY21- 6/28/21</b> |                         |                         | <b>\$ 706,918</b>               |
| <b>PFM Estimate FY22- 6/28/21</b> |                         |                         | <b>\$ 749,600</b>               |

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

| Month            | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------|-------------------------|-------------------------|---------------------------------|
| October          | 618,879.74              | 664,682.22              | 689,710.74                      |
| November         | 667,711.04              | 677,629.01              | 730,954.33                      |
| December         | 1,206,804.94            | 1,178,117.67            | 1,331,500.14                    |
| January          | 694,207.76              | 723,704.68              | 755,591.88                      |
| February         | 728,985.23              | 732,443.24              | 751,584.42                      |
| March            | 1,266,131.05            | 1,166,421.63            | 1,539,555.22                    |
| April            | 702,970.83              | 581,498.16              | 855,395.16                      |
| May              | 654,938.85              | 673,528.59              | 786,664.07                      |
| June             | 1,024,818.62            | 1,146,394.53            | 1,332,439.79                    |
| July             | 597,149.05              | 652,845.21              |                                 |
| August           | 601,642.37              | 613,467.26              |                                 |
| September        | 1,002,473.89            | 1,141,517.13            |                                 |
| <b>Total YTD</b> | 9,766,713.37            | 9,952,249.33            | 8,773,395.75                    |
| <b>Budget</b>    | 9,945,423.00            | 10,053,219.00           | 9,771,338.00                    |

**PFM Estimate FY21 - 6/28/21** **\$ 11,661,401**

**PFM Estimate FY22 - 6/28/21** **\$ 12,387,220**

## BUILDING PERMITS (180 - 3220000)

|                  | FY2018-19  | FY2019-20  | <b>FY2020-21</b>  |
|------------------|------------|------------|-------------------|
| Month            | Collection | Collection | <b>Collection</b> |
| October          | 80,032.00  | 83,145.75  | 102,602.50        |
| November         | 72,767.50  | 58,802.00  | 77,936.00         |
| December         | 60,095.00  | 57,198.50  | 94,563.50         |
| January          | 73,919.00  | 79,045.00  | 80,260.60         |
| February         | 69,244.50  | 73,174.00  | 118,517.00        |
| March            | 77,350.00  | 88,813.50  | 127,076.00        |
| April            | 81,355.00  | 71,203.00  | 113,555.50        |
| May              | 68,445.50  | 66,525.50  | 112,249.00        |
| June             | 71,282.00  | 85,839.00  | 116,698.50        |
| July             | 84,407.00  | 85,032.50  |                   |
| August           | 84,251.00  | 87,543.50  |                   |
| September        | 70,150.00  | 91,631.00  |                   |
| <b>Total YTD</b> | 893,298.50 | 927,953.25 | 943,458.60        |
| <b>Budget</b>    | 804,000.00 | 862,600.00 | 814,000.00        |

## FIRE ASSESSMENTS (FUND 181 - ACCOUNT 3631200)

| Month            | FY2018-19<br>Collection | FY2019-20<br>Collection | <b>FY2020-21<br/>Collection</b> |
|------------------|-------------------------|-------------------------|---------------------------------|
| October          | -                       | 77,605.39               | 213,936.60                      |
| November         | 2,903,157.17            | 3,059,760.60            | 3,462,210.10                    |
| December         | 702,509.24              | 831,602.39              | 649,683.47                      |
| January          | 270,524.67              | 257,783.33              | 274,466.79                      |
| February         | 174,794.14              | 180,055.06              | 199,520.01                      |
| March            | 362,626.34              | 284,875.01              | 406,075.13                      |
| April            | 174,122.40              | 223,238.05              | 143,525.51                      |
| May              | 60,799.02               | 96,281.90               | 330,660.19                      |
| June             | 141,193.68              | 202,812.01              | 15,395.95                       |
| July             | 64,873.06               | 24,404.51               |                                 |
| August           | 1,925.17                | 4,179.72                |                                 |
| September        | 3,376.31                | 6,278.52                |                                 |
| <b>Total YTD</b> | 4,859,901.20            | 5,248,876.49            | 5,695,473.75                    |
| <b>Budget</b>    | 4,845,938.00            | 5,100,000.00            | 5,479,830.00                    |

## Tourist Development (FUND 152 - ACCOUNT 3121000)

| Month                              | FY2018-19<br>Collection | FY2019-20<br>Collection | FY2020-21<br>Collection |
|------------------------------------|-------------------------|-------------------------|-------------------------|
| October                            | \$ 54,327.10            | \$ 60,189.31            | \$ 76,983.30            |
| November                           | 71,994.27               | 69,726.59               | 105,280.98              |
| December                           | 64,625.96               | 92,526.29               | 62,541.90               |
| January                            | 121,869.88              | 127,770.82              | 94,701.34               |
| February                           | 125,752.81              | 155,836.31              | 101,089.30              |
| March                              | 206,212.71              | 63,375.03               | 201,785.92              |
| April                              | 69,821.55               | 28,957.70               | 100,342.73              |
| May                                | 68,042.60               | 42,345.38               | 90,493.00               |
| June                               | 59,724.95               | 54,754.97               | 79,392.61               |
| July                               | 59,569.14               | 61,748.83               |                         |
| August                             | 54,149.47               | 47,645.59               |                         |
| September                          | 59,389.48               | 54,958.12               |                         |
| <b>Total YTD</b>                   | 1,015,479.92            | 859,834.94              | 912,611.08              |
| <b>Budget</b>                      | 880,000.00              | 870,000.00              | 750,250.00              |
| <b>PFM Estimate FY21 - 6/28/21</b> |                         |                         | <b>\$ 1,001,242</b>     |
| <b>PFM Estimate FY22 - 6/28/21</b> |                         |                         | <b>\$ 1,171,999</b>     |

**HIGHLANDS COUNTY**  
**COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** September 7, 2021

**PRESENTER:**

**SUBJECT/TITLE:** Board payables from September 7-20, 2021

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Attachments: